

Facilities & Safety Committee

Monday, September 12, 2022 - 3:00 pm
Via Zoom

Membership:

Member	Representing:	Attendance:
Tenille Norris, Co-Chair	Administrative Services, Management	
Tatiana Vasquez, Co-Chair	Science Division, Faculty	
Vicente Alvarez	Mathematics, Business & Computer Technology, Faculty	
Blake Bonnet	District Police, Management	
Larry Brunson	Student Accessibility Services, Management	
Bryce Cacho	Applied Technology, Transportation & Culinary Arts, Faculty	
Raymond Carlos	Student Life, Management	
Jeffery Demsky	Social Sciences, Human Development & Physical Education, Faculty	
Espreo Foscolos	Science, Faculty	
Amelia Gonzales	Classified Senate, Classified	
Kevin Grishow	Grounds and Maintenance, Management	
Ernest Guillen	CSEA, Classified	
Andrea Hecht	Student Services, Faculty	
Al Jackson	District Police, Management	
Robert Jenkins	Facilities, Maintenance & Operations, Management	
Dirkson Lee	Arts & Humanities, Faculty	
Leonard Lopez	Social Sciences, Human Development & Physical Education, Faculty	
Melissa Nano	Environmental Health & Safety, District, Management	
Kenneth Owens	District Police, Management	
Karol Pasillas	Administrative Services, Support Staff – Non-Voting	
Jose Recinos	Arts & Humanities, Faculty	
Michelle Tinoco	Student Services, Faculty	
Paul Walker	Facilities, Planning, Emergency Management & Construction, Management, District	
Sarah Yearyearn	Classified Senate, Classified	
Visitors:		
Anita Arnold	Science, Faculty	
Christie Gabriel	Research and Planning, Classified	
Nicole Lambrou	Science, Faculty	
Mary Valdermar	Library, Classified	

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

AGENDA

	AGENDA ITEM	DISCUSSION	ACTION
1.	Approval of Minutes: Aug 22, 2022		
2.	Old Business: > Facilities Request, procedures & form: <i>Discussion</i>		
3.	New Business: > Co-chair Nomination & Voting: <i>Action</i> > <i>Emergency Operations at Valley:</i> > Great Shakeout (20 Oct. '22): <i>Information</i> > Membership, District Associations: <i>Discussion & Action</i> > Practices to meet our Committee Charge: <i>Discussion</i>		
4.	Campus-District Network: > District Facilities Advisory Committee, update		
5.	Urgent Safety Items		
6.	Information > General Updates/Reports <ul style="list-style-type: none"> ○ Students ○ Classified Staff ○ Division Representatives ○ Student Services ○ M&O ○ Campus Police ○ VP Admin Services ○ District 		
	Future topics: <i>Program Review, our Committee Process</i> <i>Emergency Operations at SBVC</i> <i>Sustainability at SBVC</i> <i>Environmental Health & Safety District Programs & Documents</i>		
	Adjournment Next Meeting Date [Fall'22]:	September 19, 2022? October 3, 2022	

Facilities & Safety Committee

Monday, September 12, 2022 - 3:00 pm
Via Zoom

Membership:

Member	Representing:	Attendance:
Tenille Norris, Co-Chair	Administrative Services, Management	Yes
Tatiana Vasquez, Co-Chair	Science Division, Faculty	Yes
Vicente Alvarez	Mathematics, Business & Computer Technology, Faculty	Yes
Blake Bonnet	District Police, Management	Yes
Larry Brunson	Student Accessibility Services, Management	Yes
Bryce Cacho	Applied Technology, Transportation & Culinary Arts, Faculty	Yes
Raymond Carlos	Student Life, Management	Yes at 4:13pm
Jeffery Demsky	Social Sciences, Human Development & Physical Education, Faculty	
Espreo Foscolos	Science, Faculty	Yes
Amelia Gonzales	Classified Senate, Classified	
Kevin Grishow	Grounds and Maintenance, Management	Yes
Ernest Guillen	CSEA, Classified	Yes
Andrea Hecht	Student Services, Faculty	
Al Jackson	District Police, Management	Yes
Robert Jenkins	Facilities, Maintenance & Operations, Management	Yes
Dirkson Lee	Arts & Humanities, Faculty	Yes
Leonard Lopez	Social Sciences, Human Development & Physical Education, Faculty	
Melissa Nano	Environmental Health & Safety, District, Management	Yes
Kenneth Owens	District Police, Management	
Jose Recinos	Arts & Humanities, Faculty	Yes
Michelle Tinoco	Student Services, Faculty	Yes
Paul Walker	Facilities, Planning, Emergency Management & Construction, Management, District	Yes
Sarah Yearyearn	Classified Senate, Classified	Yes
Visitors:		
Anita Arnold	Science, Faculty	Yes
John Feist	Classified Senate President	Yes
Christie Gabriel	Research and Planning, Classified	
Nicole Lambrou	Science, Faculty	
Marie Maghuyop	Student Activities and Campus Center Specialist	Yes
Josh Milligan	Welding, Faculty	Yes
Karol Pasillas	Administrative Services, Support Staff	Yes
Mary Valdemar	Library, Classified	Yes

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Facilities & Safety Committee

Minutes

	AGENDA ITEM	DISCUSSION	ACTION
1.	Approval of Minutes: Aug 22, 2022	The committee agreed to use the green check mark for yes, the red x for no and the brown coffee cup for abstains for all votes.	Motion: Move to approve 8-22-22 minutes. 1st: V. Alvarez 2nd: E. Foscolos 17 responses Ayes: 16 votes Nays: 0 Votes Abstain: 1 Vote Motion passes
2.	Old Business: > Facilities Request, procedures & form: <i>Discussion</i>	<p>The committee received the San Bernardino Community College District Facility Use Produces to review comment on. Questions asked about the new procedures:</p> <ol style="list-style-type: none"> 1. Page 3 – District/Campus Sponsored Events – Marie M. asked what and when is the sponsored form required, that the link was not on the form and if it could be sent out. 2. Page 4 – Mutual Hold Harmless and Certificate of Insurance. Mary V. asked if this was going to be required of the district associations such as the BFSa, LAFAA or the APIA. Karol stated that if the campus fully sponsors the event no forms are needed. 3. Page 4 – College-lead events involving multiple vendors/presenters - Marie M. stated that asking for events to be summited 30 days in advance would be hard for clubs and SBVC campus due to clubs and faculty not being on campus during the summer and that some events come up at the last minute. She also asked for asked “what defines a major event”. Tenille told the committee that Admin Services needs this time to make sure all items are covered and that they handle last-minute requests one by one. 4. Marie M. asked for a flow chart to show what is needed for different events and organizations, if there could be a process that allows the internal groups to book before external groups and for page 2 – Cancellations, what groups this applies too. 5. Marie M. asked if there was a way to see what each room has in it, what set up is possible for each room and if the requests would ever be different from a PDF request. Karol stated that they are working on the program R25Live to get it up and going 	<p>Tenille to bring back the procedures and form once updates have been made.</p> <p>Karol to send out the form to the committee.</p> <p>Tenille and Karol to follow up on all questions or requests.</p>

Facilities & Safety Committee

		for facilities request and that it would cover all of these items. She is hoping it will be up and going by January 2023.	
3.	<p>New Business: > Co-chair Nomination & Voting: <i>Action</i></p> <p>> <i>Emergency Operations at Valley:</i></p> <p>>Great Shakeout (20 Oct. '22): <i>Information</i></p> <p>> Membership, District Associations: <i>Discussion & Action</i></p>	<p>Michelle Tinoco nominated Tatiana Vasquez and Tatiana accepted the nomination.</p> <p>Tenille informed the committee that she has been meeting with Paul and Melissa and they are working on updating safety plans, procedures & training.</p> <p>The Great Shakeout will be in Oct 2022 and all that is planned is to get the campus reinforced about where the evacuation sites are located and to make sure the areas where emergency radios are that they know who to use them and making sure they are all charged. The campus will not use Site Captains this time but will use them at the next training. Tenille will see if there is a Site Captain document that lists what they are to do and if there is one, she will send it out to the committee to review.</p> <p>Josh asked where the site evacuation was for the Applied Tech Buildings. Paul said some have changed due to construction and they are in the process of moving the signs and updating the map. Bryce stated that the new evacuation sites should have been moved and updated before the construction fences were put up. Paul agreed with him.</p> <p>Tatiana shared the link with committee with the information of the committee charge, membership, calendars for committee meetings, tentative agenda items, sorted listed of goals and websites of interest for the committee to review and share their comments on. She asked for the committee members to send her the meeting dates for the other committees that they serve on. https://docs.google.com/spreadsheets/d/1it9FR7vB0EuSRvbc9_1zeU6T8mBIWRLmto8pi0PeN4/edit?usp=sharing</p>	<p>Motion: Move to nominate Tatiana Vasquez as the co-chair. 1st: M. Tinoco 2nd: T. Norris 17 responses Ayes: 17 votes Nays: 0 Votes Abstain: 0 Vote Motion passes</p> <p>Tenille to send out Site Captain instructions if they are available.</p> <p>Committee members to send meeting dates for the relevant committees to help planning in sharing and decision-making across the College stakeholders.</p>

Facilities & Safety Committee

	<p>> Practices to meet our Committee Charge: <i>Discussion</i></p>	<p>The committee discussed the committee membership. Ernest motioned to make the voting membership even between CSEA and Classified Senate to two voting members each and to add voting member from the Black Faculty & Staff Association, Latino Faculty, Staff & Administrators' Association and Asian, Pacific Islander Association.</p>	<p>Motion: Move to make the voting membership even between CSEA and Classified Senate to two voting members each and to add voting member from the Black Faculty & Staff Association, Latino Faculty, Staff & Administrators' Association and Asian, Pacific Islander Association. 1st: E. Guillen 2nd: V. Alvarez 17 responses Ayes: 15 votes Nays: 0 Votes Abstain: 2 Vote Motion passes</p>
4.	<p>Campus-District Network: > District Facilities Advisory Committee, update</p>	<p>Tatiana informed the committee that this committee has not yet met.</p>	
5.	<p>Urgent Safety Items</p>	<p>Josh stated that there is a cable that fell down in T 112B due to a water leak that has been going on for a while. He asked the department Admin Assistant to put in a work request which they informed him they did, but nothing has been done yet. Bryce stated the one of his classrooms in the Applied Tech was inspected by OSHA and he has been asking for the report from District's Environmental Health and Safety Department but has not been given anything yet. He thinks that all reports about safety, including OSHA or any other department, should be sent to this committee to review. Tenille asked him to send her an email about the items he had been requesting. Josh asked why faculty and classified are not all allowed to put in work requests and thinks if they could, it would move safety and other items along faster. Mary also stated that it would be helpful when she is not available to put work requests in for the library.</p>	<p>Tenille to look into why the whole SBVC campus cannot</p>

			put in work request and get back to the committee.
6.	Information >General Updates/Reports <ul style="list-style-type: none"> ○ Students ○ Classified Staff ○ Division Representatives ○ Student Services ○ M&O ○ Campus Police ○ VP Admin Services ○ District 	<p>N/A</p> <p>Mary V. reminded and invited the committee to the 8th Annual Environmental Justice Conference and included the flyer information in the chat.</p> <p>N/A</p> <p>Maria M. asked if the Pantry location could be added to the campus map. Tenille stated that Admin Services is in the process of updating the map and that she will see if the Pantry can be added.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	
	Future topics: <i>Program Review, our Committee Process</i> <i>Emergency Operations at SBVC</i> <i>Sustainability at SBVC</i> <i>Environmental Health & Safety District Programs & Documents</i>		
	Adjournment Next Meeting Date [Fall'22]:	4:36pm September 19, 2022 October 3, 2022	

Facilities & Safety Committee

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Tenille Norris, Co-Chair	Administrative Services, Management	
Tatiana Vasquez, Co-Chair	Science Division, Faculty	
Vicente Alvarez	Mathematics, Business & Computer Technology, Faculty	
Blake Bonnet	District Police, Management	
Larry Brunson	Student Accessibility Services, Management	
Bryce Cacho	Applied Technology, Transportation & Culinary Arts, Faculty	
Raymond Carlos	Student Life, Management	
Jeffery Demsky	Social Sciences, Human Development & Physical Education, Faculty	
Espreo Foscolos	Science, Faculty	
Amelia Gonzales	Classified Senate, Classified	
Kevin Grishow	Grounds and Maintenance, Management	
Ernest Guillen	CSEA, Classified	
Andrea Hecht	Student Services, Faculty	
Al Jackson	District Police, Management	
Robert Jenkins	Facilities, Maintenance & Operations, Management	
Dirkson Lee	Arts & Humanities, Faculty	
Leonard Lopez	Social Sciences, Human Development & Physical Education, Faculty	
Melissa Nano	Environmental Health & Safety, District, Management	
Kenneth Owens	District Police, Management	
Jose Recinos	Arts & Humanities, Faculty	
Michelle Tinoco	Student Services, Faculty	
Paul Walker	Facilities, Planning, Emergency Management & Construction, Management, District	
Sarah Yearyearn	Classified Senate, Classified	
Visitors:		
Anita Arnold	Science, Faculty	
Christie Gabriel	Research and Planning, Classified	
Nicole Lambrou	Science, Faculty	
Karol Pasillas	Administrative Services, Support Staff	
Mary Valdermar	Library, Classified	

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AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Public Comments		
2.	Approval of Minutes: Sep 12, 2022		
3.	Old Business: >Loose ends, from Sep 12, 2022 <ul style="list-style-type: none"> ○ <i>Facilities Request, procedures & form</i> ○ <i>Emergency Operations</i> > Membership, Participation, Planning, and Practices to meet our Committee Charge: <i>Discussion</i>		
4.	New Business: > Program Review, our Committee Process: <i>Discussion</i>		
5.	Campus-District Network: > District Facilities Advisory Committee <ul style="list-style-type: none"> ○ <i>Student injury report, information</i> 		
6.	Urgent Safety Items		
7.	Information > General Updates/Reports <ul style="list-style-type: none"> ○ Students ○ Classified Staff ○ Division Representatives ○ Student Services ○ M&O ○ Campus Police ○ VP Admin Services ○ District 		
	Future topics: <i>Emergency Operations at SBVC - subtopics</i> <i>Sustainability at SBVC - subtopics</i> <i>Environmental Health & Safety District Programs & Documents</i>		
	Adjournment Next Meeting Date [Fall'22]:	October 3, 2022 October 17, 2022	

Facilities & Safety Committee

Monday, September 19, 2022 - 3:00 pm - Minutes
Via Zoom

Membership:

Member	Representing:	Attendance:
Tenille Norris, Co-Chair	Administrative Services, Management	Yes
Tatiana Vasquez, Co-Chair	Science Division, Faculty	Yes
Vicente Alvarez	Mathematics, Business & Computer Technology, Faculty	Yes
Blake Bonnet	District Police, Management	Yes
Larry Brunson	Student Accessibility Services, Management	Yes
Bryce Cacho	Applied Technology, Transportation & Culinary Arts, Faculty	Yes
Raymond Carlos	Student Life, Management	Yes
Jeffery Demsky	Social Sciences, Human Development & Physical Education, Faculty	Yes
Espreo Foscolos	Science, Faculty	Yes
Amelia Gonzales	Classified Senate, Classified	
Kevin Grishow	Grounds and Maintenance, Management	Yes
Ernest Guillen	CSEA, Classified	Yes
Andrea Hecht	Student Services, Faculty	Yes
Al Jackson	District Police, Management	Yes
Robert Jenkins	Facilities, Maintenance & Operations, Management	
Dirkson Lee	Arts & Humanities, Faculty	Yes
Leonard Lopez	Social Sciences, Human Development & Physical Education, Faculty	
Melissa Nano	Environmental Health & Safety, District, Management	Yes
Kenneth Owens	District Police, Management	
Jose Recinos	Arts & Humanities, Faculty	Yes
Michelle Tinoco	Student Services, Faculty	
Paul Walker	Facilities, Planning, Emergency Management & Construction, Management, District	Yes
Sarah Yearyearn	Classified Senate, Classified	Yes
Visitors:		
Elaine Akers	Student Health Services, Management	Yes
Anita Arnold	Science, Faculty	
Laura Estrada	Student Health Services, Faculty	Yes
Christie Gabriel	Research and Planning, Classified	Yes
Nicole Lambrou	Science, Faculty	
Karol Pasillas	Administrative Services, Support Staff	Yes

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Mary Valdemar	Library, Classified	Yes
Nathan Yearyear	Computer Technology Services, Classified	Yes

Minutes

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Public Comments	Christie Gabriel introduces herself.	
2.	Approval of Minutes: Sep 12, 2022	Minutes approved with corrections to spelling.	Motion: Move to approve 9-12-22 minutes with corrections. 1st: Paul W. 2nd: E. Foscolos 18 responses Ayes: 17 votes Nays: 0 Votes Abstain: 1 Vote Motion passes
3.	Old Business: >Loose ends, from Sep 12, 2022 <ul style="list-style-type: none"> ○ <i>Facilities Request, procedures & form</i> ○ <i>Emergency Operations</i> > Membership, Participation, Planning, and Practices to meet our Committee Charge: <i>Discussion</i>	<p>Tenille is still waiting for clarification of items that were questioned.</p> <p>Tenille has been working with Paul to make sure all is in place for the Great Shake Out in Oct. They meet every week.</p> <p>Paul stated that they are still working on the evacuation site locations and routes. Bryce stated that there was a gas leak caused by the new construction and it would have been nice to have all these sites and routes in place. Paul replied that the Tech site and evacuation route is on top of the list and that if an evacuation were ordered, the building would have been contacted by the first responders and they would have directed everybody where to go.</p> <p>Tatiana is trying to figure her role as a co-chair and posted the link for the google committee document that helps with figuring out how this committee functions and the processes. Her goal is to bring transparency and clarity to the process and function of this committee. https://docs.google.com/spreadsheets/d/1it9FR7vB0EuSRvbac9_1zeU6T8mBIWRLmto8pi0PeN4/edit?usp=sharing</p> <p>She went over the different tabs in the document and pointed out the three goals listed in the SBVC Master Plan that applies to this committee,</p>	<p>Tenille to report back once all questions have been clarified and answered.</p> <p>Paul to provide an update at the next meeting.</p>

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Facilities & Safety Committee

reviewed the makeup of the new membership and what is listed in the membership charge and went over the goals of this committee and other topics for the meetings.

Tatiana shared a power point with the committee of the various parts of the committee's function and talked about unconscious biases and the benefits of tackling unconscious bias and the Bandwagon Effect and the Halo Effect. She is creating a document of definitions, expectations and how this committee does specific items.

Tatiana shared the different roles of the committee charge and asked if this committee thought sub committees are needed to fill these roles. She asked the committee to list their pros, cons or neutral comments on a jam board google spread sheet and reviewed them.

https://jamboard.google.com/d/1YAwV3C9KQoQJd71qJ8du_6dfZSUGzNsahAU5FCuShXM/edit?usp=sharing

Tatiana asked if additional meetings would be needed for the sub-commitments. Jeff asked if task forces, or work groups would be better. Mary V. suggested that all of the committee tackle one topic at a time and that if one topic is taking up too much time, then form a subcommittee to manage that topic and have that committee report back to the main committee. Andrea agreed with Mary and also stated that she is on other committees that also assume time. Ray agreed with both and stated that if we do subcommittees they are not standing and liked the word taskforce instead of subcommittee.

Jeff asked if this committee was still an advisory committee. Tatiana replied that yes, this committee is an advisory committee to College Council where this committee make recommendations. She stated when she says action, she means we have recommendations to make. Tenille stated that seeing that we are working on safety, facilities, and sustainability, this committee should have advisory input for every college council meeting.

Tatiana asked if there was a motion for this item. Paul moved that this committee form specific ad hoc tacks force or subcommittee to investigate specific items of interest with the task force or subcommittee having an end date for completion. Jeff asked that membership to the task force or subcommittee be voluntary to be added to the motion.

Motion: Move that this committee form specific ad hoc tacks force or subcommittee to investigate specific items of interest with the task force or subcommittee having an end date for completion with membership to be voluntary.
1st: Paul W.
2nd: R. Carlos
16 responses
Ayes: 12 votes

			<p>Nays: 0 Votes Abstain: 4 Vote Motion passes</p>
4.	<p>New Business: > Program Review, our Committee Process: <i>Discussion</i></p>	<p>Tatiana presented a slide show of the SBVC Program Review process and purpose for requesting funds for faculty, classified, equipment, facilities, technology, and budget. The committee uses a rubric ranking system that gives each request a point if they meet different areas. All prioritizations for the different areas are due to the College Council by December 7. Usually if a department is requesting a facility item, they have to meet with Robert or Kevin in order to make sure it can be done and to get the correct estimated cost. This committee was sent the ranking sheet that has been used in the past. They need to review it and decide if this committee is going to keep this system.</p>	<p>The committee to review the Facilities Ranking Sheet and decide if they want to keep it, revise/update it, or use another ranking system for the next meeting.</p>
5.	<p>Campus-District Network: > District Facilities Advisory Committee ○ <i>Student injury report, information</i></p>	<p>CHC shared their Student Injury Report with the District Facilities Advisory Committee at the last meeting. https://www.craftonhills.edu/faculty-and-staff/student-injury-form.php It was discussed if this should be made in a district wide form. The form is filled out by faculty or staff. It will help the district and colleges keep track of injuries. Dave Steveson offered to come to one of our meetings to give more background, information, and answer any questions regarding how it works the form works for CHC.</p> <p>Ray asked how many student accidents injuries we typically have per year (pre-pandemic) and do they tend to happen in certain areas (i.e., athletics). Tenille stated that she does not have that data but will see if she can get it. He also stated that off campus incidents tied to campus programs (field trips) should be included. He thinks a task force might be needed for this item.</p> <p>Mary V. asked what the rationale is behind not allowing students to self-report safety incidents themselves and how long has this form been in place. She also stated that the form appears to be a google form which should allow instant evaluation and graphs of incidents reported so far. Tenille said that SBVC does not have to use this form as it but could decide on who can fill it out and other items. Would this form be implemented if it did not happen in real time, but a student is "talking about a past incident" or describing something that happened some time ago? If so, what is a reasonable about of time to have to report? When the form is filled out, does it provide confirmation or a "receipt" of when it was completed and who to contact after submission? Mary V. recommends that there be one portal to report safety incidents district wide & on the back end which area or program should get that report.</p>	<p>Request Dave Steveson to come to a meeting to go over the form and answer questions.</p> <p>Tenille to see if there is any data.</p>

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		<p>Elaine A. asked when it should be filled out, where does it goes, and what is done with it once it is turned in. There is also a pretty cumbersome process that goes along with it if they need to utilize student health insurance. She said it would be helpful if the process could be streamlined. Can the form be made to be filled out online or on paper? Elaine also let the committee know that this form falls under the direction of Yash Patel for district. Paul stated that Melissa would be the point person for district on this since she and him are both under Yash.</p> <p>Melissa thinks that prior to CHC having this forum, there was a gap between non-employing and student injuries not being recorded. She thinks once the form is completed at CHC it goes to the Vice President of Administrative Services.</p> <p>Laura E. stated that she has worked in different college and all, including this college that any injury that the student encounters, whether it's through a program or they could just be walking on any portion of the college, that they would have to report it, because it is a safety item and that should be on a report that would go to this committee. Each campus deals with injuries differently. They have policies, regulations, different ways of completing this form, and what determines when this forms actually needs to be filled out.</p> <p>Dirkson agrees that there should be a hard copy of the form, but it should also be entered online for tracking purposes and storage.</p> <p>Espre would like the CHC person to come to one of our meetings and also asked if this form would replace the paperwork they have to fill out if a student is injured while at an off-site clinic. Laura E. said no, due to off-site injuries are considered Workmen's Comp injuries.</p> <p>Bryce stated that SBCCD IIPP requires that all injuries be reported to this committee and that this committee needs to look at this plan due to there is a whole section of this plan that relates to it. Melissa stated that students are not encompassed under IIPP only employees. Bryce also let the committee know that the link to this report is not working on the district web page. Tenille and Melissa have not met yet to review the IIPP due to dealing with other safety items. Will have a timeline for this committee in the next meeting. Tenille let the committee know that the link to all safety plans in the google document that she created for this committee that they have the link to.</p>	<p>Tenille to have timeline on review of the IIPP next meeting. The committee to review the IIPP for the next meeting.</p>
6.	Urgent Safety Items	<p>Sarah reported that there is traffic around 5pm at the M&O that restricts traffic from leaving due to the incoming custodians who are parking in the red zone waiting to get their assignments. Blake stated that they will have an someone there at 5pm to let those employees know that they cannot park in the red zone and Tenille is going to address this with Robert.</p>	
7.	Information		

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<p>>General Updates/Reports</p> <ul style="list-style-type: none"> ○ Students ○ Classified Staff ○ Division Representatives ○ Student Services ○ M&O ○ Campus Police ○ VP Admin Services ○ District 	<p>N/A</p> <p>Mary pointed out page 322, diagram 2.33 of the Educational Master Plan related to the Campus Carbon Footprint from Energy Use. She posted a link in the chat to the chart. It shows a comparison between different community colleges and SBVC which prompted feedback and questions from folks on the previous Sustainability Committee. There was a conversation at the time that the date may be wrong, but it was never verified before the committee was dissembled. She currently sits on the current Educational Maste Plan committee, and they are not sure this date will be included in the new plan. She wants to know why it may not be included and thinks this committee is one of the bodies that could find out. Does this information need to be more accurate should it be included in the current updated Educational Master Plan.</p> <p>She stated that there are decisions that may have an impact on carbon footprints that are super relevant to decisions and funding decisions about who gets solar panels, carports, etc. Decisions like these should justify certain expenditures being made at the SBVC to reduce our carbon footprint. This should be prioritized as a conversation that needs to happen alongside the Educational Master Plan, and certainly alongside program review funding and budget funding.</p> <p>Ray asked for this to be added to the agenda until specific action items have been done. Tatiana asked Ray and Mary if this part of the sustainability topic or EMP topic or both. As a college we are not working on the Facilities Mater plan due to it being placed on hold. Mary stated that this topic is related to both, and it does not matter which we choose as long as it is prioritized with the understanding that there is a timeframe for feedback to get to the Educational Master Plan.</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	
<p>Future topics:</p>		

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

<p><i>Emergency Operations at SBVC - subtopics</i> <i>Sustainability at SBVC - subtopics</i> <i>Environmental Health & Safety District Programs & Documents</i></p>		
<p>Adjournment Next Meeting Date [Fall'22]:</p>	<p>4:40pm October 3, 2022 October 17, 2022</p>	

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

Facilities & Safety Committee

Monday, October 3, 2022 - 3:00 pm
Via Zoom – Minutes (with attachments)

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair	X	Vicente Alvarez; Mathematics, Business & Computer Technology	X	Ernest Guillen	X	Amelia Gonzalez	
Larry Brunson, Student Accessibility Services		Bryce Cacho, Applied Technology, Transportation & Culinary Arts	X	Vacant		Sarah Yeareyan	X
Raymond Carlos, Student Life	X	Jeffery Demsky, Social Sciences, Human Development & Physical Education	X				
Kevin Grishow, Grounds and Maintenance	X	Espreo Foscolos, Science	X				
Robert Jenkins, Facilities, Maintenance & Operations	X	Andrea Hecht, Student Services	X				
Melissa Nano, Environmental Health & Safety, District	X	Dirkson Lee, Arts & Humanities	X	Associated Student Government		Asian Pacific Islander Assoc.	
Paul Walker, Facilities, Planning, Emergency Management & Construction, District		Leonard Lopez, Social Sciences, Human Development & Physical Education		Gina Garcia	X	Vacant	
		Jose Recinos, Arts & Humanities	X	Dylan Tucker	X	Black Faculty & Staff Assoc.	
District Police		Michelle Tinoco, Student Services	X			Vacant	
Blake Bonnet	X	Tatiana Vasquez, Science Co-Chair	X			Latino Faculty Staff & Admin Assoc.	
Al Jackson	X					Vacant	
Kenneth Owens							
Visitors							
Anita Arnold, Science, Faculty		Nicole Lambrou, Science Faculty		Mary Valdermar, Library, Classified	X		
Christie Gabriel, Research & Planning, Classified		Karol Pasillas, Admin Services Support, Classified	X				

AGENDA

AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1. Public Comments	Tatiana welcomed the two representatives from ASG. Mary suggested to hold item at the end of the meeting.	Move this agenda item to the end.
2. Approval of Minutes: Sep 19, 2022	No Discussion	Motion: Move to approve 9-19-22 minutes. 1st: V. Alvarez 2nd: E. Foscolos 16 responses Ayes: 14 votes Nays: 0 Votes Abstain: 2 Vote Motion passes

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Facilities & Safety Committee

<p>3. Old Business: > Program Review 21-22 needs assessment funding; Tenille <i>Attached doc (review)</i></p> <p>> Program Review Ranking Process; <i>Discussion & Action</i></p>	<p>Tenille went over the shared list of Program Review Assessments that were approved, already funded in development budget and unfunded items with the committee. Facility (F)4 – Art Faculty Office was already funded through Deferred Maintenance Grant. F2, F6 & F8 have been added to the pending list for when SBVC receives additional funds for Deferred Maintenance Grant and F1, F3 and F5 do not qualify for this grant. Facility (F) assessments not funded, need to be resubmitted to program review. Bryce asked if there was any chance for assessments for new facilities like Culinary Arts to be funded. Tenille said they can be submitted for State Funding or if SBCCD ever refinance or does another bond. He also asked how this will work if SBVC is maxed out on the square footage they are allowed. Tenille stated that they are in the process of compiling a master list of what departments will be moving to new buildings leaving their old areas vacant.</p> <p>Tatiana stated that the Education Master Plan is also based on enrollment and demand by our college as is the Facility Master Plan that is why this committee needs to be involved in both.</p> <p>Andrea asked if faculty would have a say in the new Student Services Building. Tenille said that user groups are now being formed for this building. Andrea would like to be part of this group.</p> <p>Tatiana asked if Tenille had a timetable for the new Student Services Building and Applied Tech Buildings. Tenille stated not yet, but she will create a timetable. Ray stated that the managers of the different Student Services departments/programs have met to make sure all departments/programs are going to be included in the new Student Services Building.</p> <p>Mary brought up that Student Life paid for a percentage of the Campus Center, and they are allowed so much square footage and they have a say in those areas.</p> <p>Tatiana asked what qualifies for Deferred Block Grant Funds. Robert stated it refers to those items on the campus that have needed some repair or replacement, but SBVC does not have the funds to take care of it properly. Tatiana asked if there was a document that had all the items that could be funded by this grant. Tenille will do a summary page and send it out to the committee.</p> <p>The Program Review Committee uses a point system, and this committee does a ranking. If a program sends in the same request again, do they keep the same ranking/points as before?</p> <p>Tatiana wants to know if this committee wants to keep the same ranking process, revise it, or use a new ranking/point process. The only feedback</p>	<p>Tenille to create a timetable that includes when user groups will have input for all new buildings.</p> <p>Tenille to do a summary page of all SBVC Deferred Maintenance Projects to bring back to the committee.</p>
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San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

	<p><i>Attached doc (review)</i></p> <p>> Emergency Operations & Safety: Evac map, Site Captains & Facilities Use Request Form FAQs, Update; Tenille 2 attached docs (review)</p>	<p>she has received is from Dirkson for english corrections and the correct process that was sent out to the committee.</p> <p>Andrea asked how this ranking is done? Tatiana stated that as an department chair who submits a needs assessment request is responsible to state all that is required clearly and thoroughly on the need assessment form. Andrea requested if the facilities assessment rankings from last year could be sent out to the committee since there are new members.</p> <p>Tenille and Paul are having weekly meetings to cover items for The Great ShakeOut on October 20, 2022, at 10:20am and a communication with all information will be sent out to the campus soon. Robert and she are going around the SBVC campus this coming Friday to make sure all emergency radios are working. They are working on the updates to the Site Evacuation Map and routes and have communicated with the Applied Tech Dean and welding on their evacuation temporary site.</p> <p>Reviewed the Site Captain document that was sent out to the committee.</p> <p>Bryce asked if any of the four EOC boxes that have the emergency items in them are affected by construction. Tenille stated that they were not. He asked if a temporary Evac sign could be put in parking lot five.</p> <p>Tenille stated that if there were any questions on the Facilities Use Request Form FAQ's that was sent to the committee to email her and Karol.</p>	<p>Tatiana to send out the FY 22 Facilities Ranking packet to the committee.</p> <p>This agenda item is to be tabled for the next meeting</p>
4.	<p>New Business:</p> <p>> Injury & Illness Prevention Program document; initial Discussion Attached doc (review)</p>	<p>Started the review and discussion on the IIPP that was sent to the committee to review. Melissa stated that they fixed the links and changed the web page of where all safety plans are located to under the risk management district web page. She gave a short explanation that this plan covers procedures, communications, compliances, training requirements and record keeping.</p> <p>Andrea had a question about a section on page 2 on what exactly does achieving a helpful workplace mean and further down by the third little arrow about the timeline for the periodic inspections, are staff and facility able to see the inspection reports and are the managers being held responsible for them. Melissa thought that each department had their own self checks and inspections that they did. Andrea thought this was correct, but she has not seen one for her department. Tenille replied that as Tatiana had stated earlier, this committee needs to look at this plan to make sure items and wording are clear and that the implementation are being done correctly. Melissa agreed with Tenille and stated this is why they want input and feedback on the IIPP.</p>	



Facilities & Safety Committee

Bryce replied that per the plan, classrooms are to be inspected annually in November and labs are every six months by manager, someone they assign or an outside group, and the reports/records are to be kept for three years. He thinks we have great plans, but the college does not implement them correctly, which causes problems. The reports/records are also to be submitted to this committee to review. The forms on appendix D state that this is required by Cal OSHA and the college could be fined for not keeping up to the code.

Tatiana wants to know what the best transparent and clear process for this committee to engage in. Bryce agrees and that there is section in the IIPP for this committee to be doing and following.

Tenille has been trying to gather the documents that were requested but is unable to locate some of them. She hears what this group is saying and knows inspections need to be completed and reports brought to this committee. Melissa is also trying to find the documents from before but is having issues. She wants to know if this committee wants to see a check list or a timeline of when inspections should be done, and reports sent. Tatiana suggested that this committee discuss this topic more and take the IIPP page by page or one section at a time to review and discuss. Tenille agrees with taking a section at a time. Melissa thinks there are eight sections to the report and that one section can be done at a time.

Sarah asked if it is required that a manager or a supervisor do the inspection or can a lab technician do the inspection and then sit down with their manager to discuss what they found. Melissa and Tenille think this is how it should be in collaboration with the managers and employees in those areas. Bryce stated that on page five it does state that it is managers and supervisors.

Tatiana asked Melissa what elements are required since this plan is OSHA driven and cannot be changed. Bryce recommended to start by reviewing Safety Committee responsibilities section on page 4.

Bryce stated that some of the links on the safety plans are still not working.

Melissa will send Tatiana the required eight elements by OSHA to send out to the committee. Tatiana and Tenille as co-chairs to discuss and decide what parts/pages to bring to each meeting.

> Measure CC
Projects,
information;
Tenille

Tenille let the committee know that the Baseball field will be completed in December 2022, the Applied Tech Building around August 2024, starting of the Student Services Building around January 2024 and complete around April 2026, the starting of the Allied Health around September 2023 and Aeronautic Building around October 2024 and complete around January 2026.



Facilities & Safety Committee

		Tenille has let the construction team know that it is very important that they are communicating with her and that she is notified of emergencies or accidents immediately. She has also informed them that construction personal can only park in construction areas.	Tenille will share with the committee the slides with this information.
5.	<p>Campus-District Network: > EMP, update; Tatiana <i>Attached doc (reference)</i></p> <p>> District's Sustainability Plan Draft 1 Feedback, <i>information;</i> Tatiana <i>Attached docs (reference)</i></p>	<p>Tatiana informed the committee that this committee has only met one time and that they are evaluating data that was gathered by a consultant agency.</p> <p>This committee had Yash Patel, the Director of Sustainability Energy last semester share with this committee their draft plan in a power point. Mary asked this committee again to revisit the Campus Carbon Footprint that is in the last EMP because they are thinking of leaving it out in the next plan. She wants answers to where the District's data came from on the carbon use applied on the figure of the Facilities Master Plan 2017 and how it was calculated. She shared a slide where students gathered how many acres each college had that was listed on the Campus Carbon Footprint. Some suggestions on how to deal with the carbon footprint of valley, were more drought resistance plants, less grass, solar panels, and EV charging ports.</p> <p>Mary does not want us to lose sight of a solution now and the date should include five to 10 years from now.</p>	<p>Tenille will share more with the committee once this date has been evaluated.</p> <p>Tatiana to send referenced figures to minutes of this meeting</p>
6.	Urgent Safety Items	<p>Bryce – Leaves falling off trees and not being picked up enough which causes a fire hazard. Robert to address with Kevin.</p> <p>Gina stated in the chat that several handicapped buttons are not working.</p>	
7.	<p>Representative Updates/Reports</p> <ul style="list-style-type: none"> o ASG o Classified Senate o CSEA o Academic Senate, Div. Reps o APIA o BFSA o LFSAA 	<p>None</p> <p>None</p> <p>Mary brought a concern from a student who was told by the faculty that they could not join a class due to no room for a wheelchair. Tenille asked her to email her this information.</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	

	<ul style="list-style-type: none"> ○ M&O ○ VP Admin Services ○ District Police ○ District Support 	<p>None None None None</p>	
	<p>Future topics: Quarterly report, Injury report Sustainability, subtopics Construction, subtopics</p>	<p>No Discussion</p>	
	<p>Adjournment Next Meeting Date [Fall'22]:</p>	<p>October 17, 2022 – will meet November 7, 2022</p>	

SAN BERNARDINO VALLEY COLLEGE

MEASURE CC BOND PROGRAM

CAMPUS PROJECT UPDATE 2022

SBVC "CC" SITE PLAN

MEASURE CC PROGRAM - PROJECT PHASING

2022-2023

CP1 - Technical Building Replacement
Softball Field
HLS-PS Fume Hood Upgrades
East Wing Mechanical - Phase 1
Planetarium HVAC Replacement
Gym Lobby Flooring Replacement
Old Central Plant Repurpose
Campus Perimeter Fencing
Campus Utility Upgrades

2023-2024

HLS-PS Fume Hood Upgrades
CP1 - Technical Building Replacement
CP2 - Allied Health & Aeronautics Building
SSB - Student Services Building
East Wing Mechanical
Business Quad Development

2024-2025

CP1 - Technical Building Replacement
CP2 - Allied Health & Aeronautics Building
M&O Building Repurpose
SSB - Student Services Building
East Wing Mechanical - Phase 2

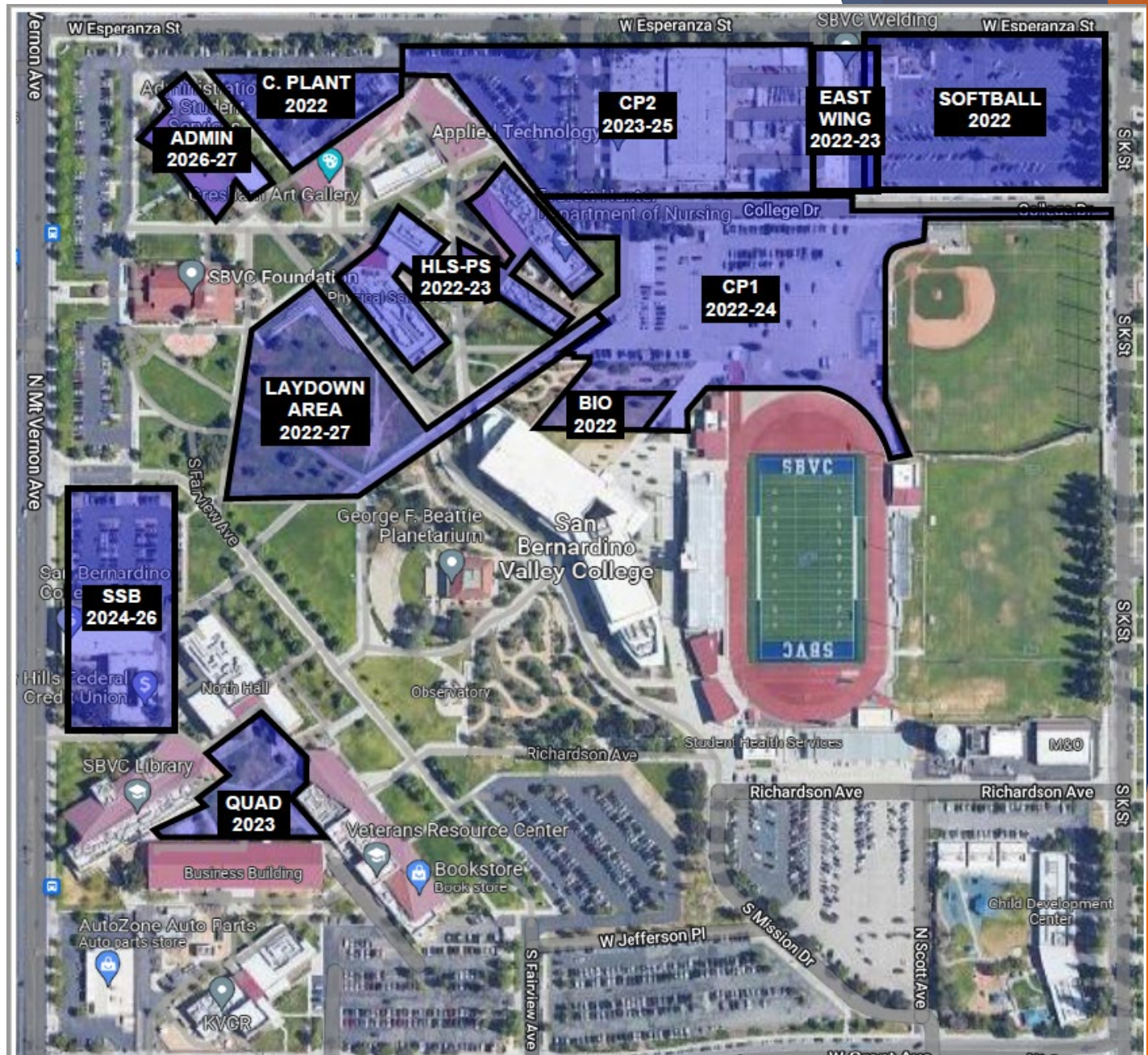
2025-2026

CP2 - Allied Health & Aeronautics Building
SSB - Student Services Building

2026-2027

Administration Building & Campus Center Repurpose
PS-HLS Building Repurpose

*Laydown Area through end of Measure CC Program



MEASURE CC PROGRAM - OVERALL PROGRAM PHASING; 2022-2027

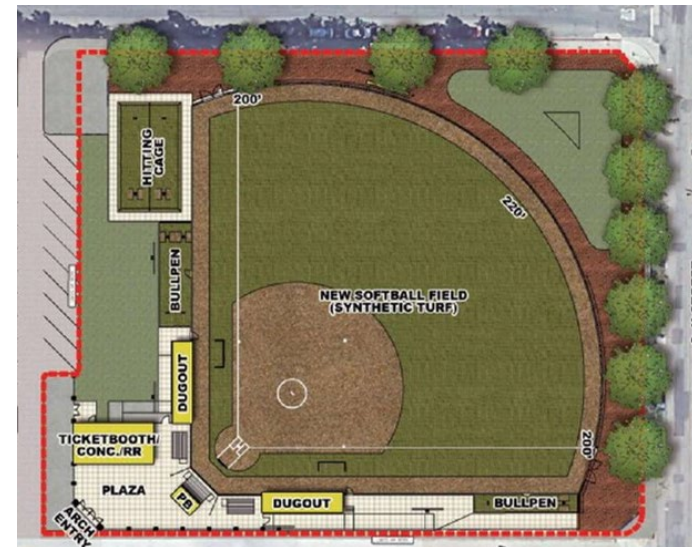
SBVC Softball Field

Current Project Budget: \$6.2M

Delivery Method:
Design-Bid-Build

Project Status:
In Construction

- **Start of Construction: Jan-22**
- **Anticipated Project Completion: Dec-22**



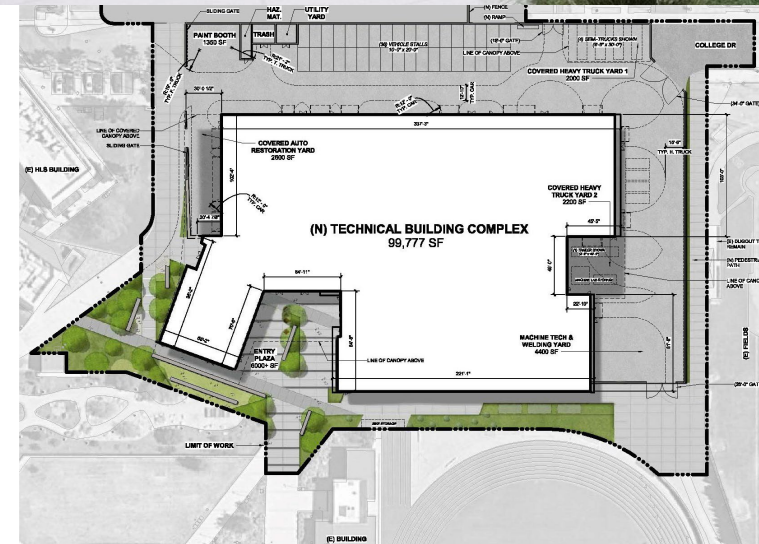
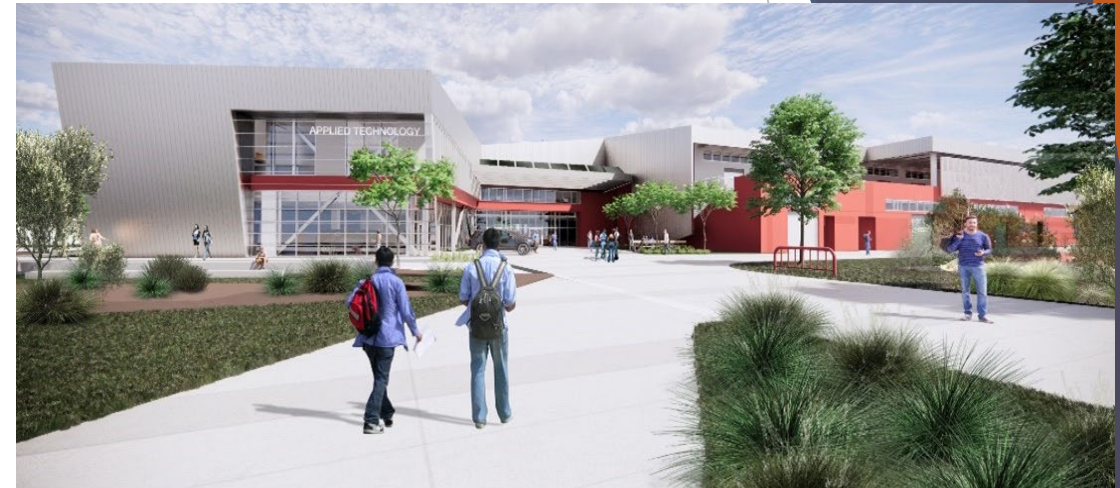
SBVC Technical Building Replacement

Current Project Budget: \$101M

Delivery Method:
Design-Bid-Build

Project Status:

- **In Construction**
- **Start of Construction: June-22**
- **Anticipated Project Completion: Aug-24**



SBVC Student Services Building

Current Project Budget: \$104M

Delivery Method:
Progressive Design-Build

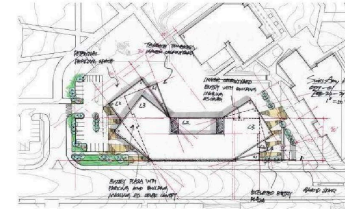
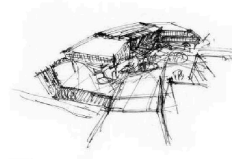
Project Status:

DBE Board Approval July 2022

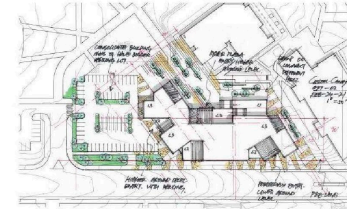
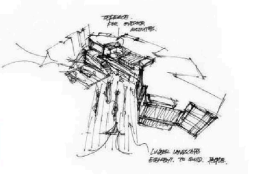
- **Anticipated Start of Construction: Jan-24**
- **Anticipated Project Completion: Apr-26**

OPTION COMPARISON

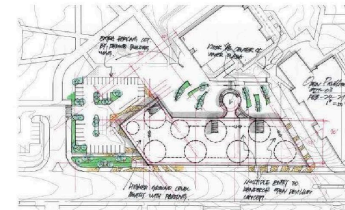
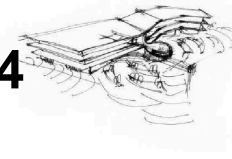
Option 01
"Multi Tool"



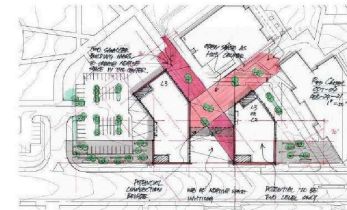
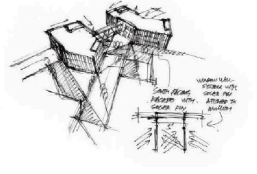
Option 02
"Gift Boxes"



Option 03
"Open Pavilion"



Option 04
"Red Carpet"



OPTION COMPARISON

SBVC Career Pathways 2, Allied Health & Aeronautics

Current Project Budget: \$88M

**Delivery Method:
Progressive Design-Build**

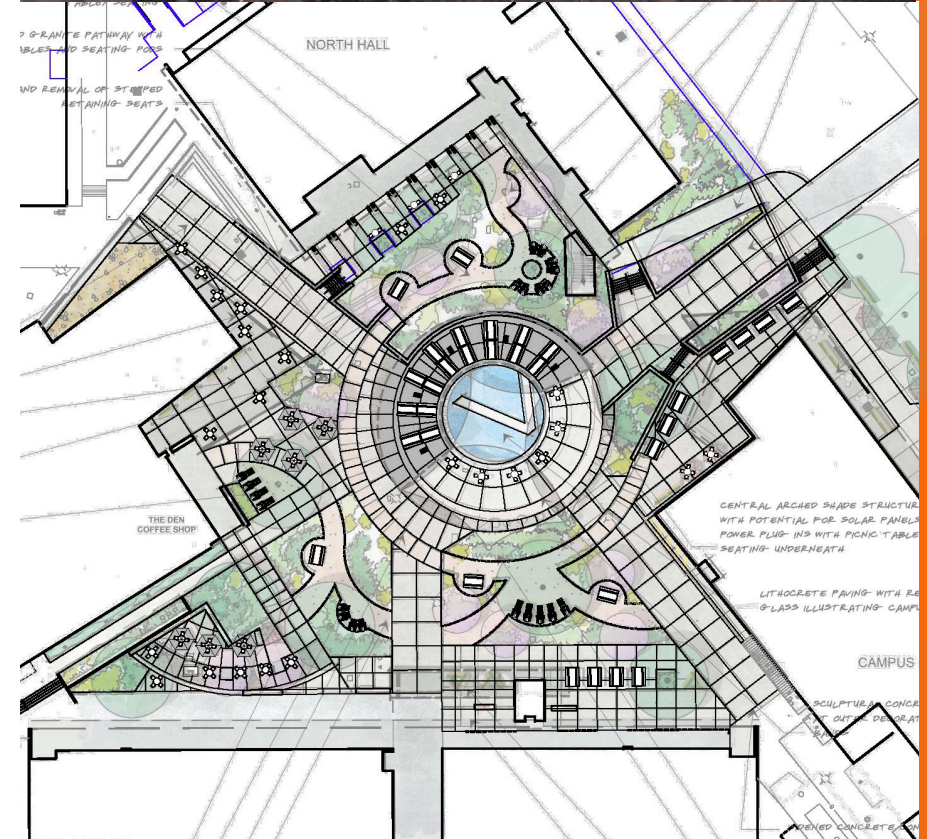
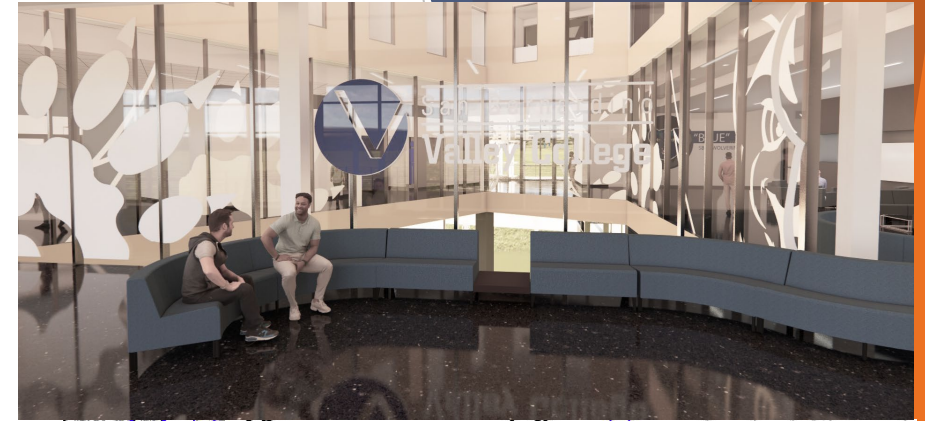
**Project Status:
Project in Design**

- **Anticipated Start of Construction: Sep-23 (AH), Oct-24 (Aero)**
- **Anticipated Project Completion: Jan-26**



SBVC Infrastructure Projects

- SBVC Campus Roof Replacements, \$400k, **Completed**
- SBVC Utility Upgrades Project, \$900k, **In Construction**
- SBVC Planetarium Mechanical Upgrades, \$1.3M, **Scheduled Start Dec. 2022**
- SBVC HLS/PLS Ventilation Upgrades, \$800k, **Scheduled Start Dec. 2022**
- SBVC Gym Lobby Flooring, \$325k, **Bidding**
- SBVC East Wing Mechanical Upgrades, \$4M, **Bidding**
- SBVC Business Quad Site Improvements, \$3.4M, **In Design**



SBVC Upcoming Projects 2023-2026

- SBVC Administration & Campus Center Repurposing
- SBVC HLS/PS Repurposing
- SBVC M&O Repurposing
- SBVC EV Charging Stations
- SBVC Parking Lot Improvements
- SBVC Campus-Wide Xeriscaping
- SBVC Irrigation Controller Replacement
- SBVC Solar Implementation
- SBVC Misc. Infrastructure Projects



QUESTIONS?

INJURY AND ILLNESS PREVENTION PROGRAM

Company/Organization Name and Address

Name and Contact Information for Individual Completing this form

RESPONSIBILITY FOR OUR IIPP (Title 8 California Code of Regulations §3203(a)(1))

Our workplace's Injury and Illness Prevention Program (IIPP) administrator is¹:

IIPP Administrator's Name, Job Title, and Contact Information (business address, phone numbers)

The responsibilities of our IIPP Administrator include (check all that apply):

- Preparing and updating our workplace's IIPP.
- Implementing the provisions in our IIPP.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting regular workplace inspections for hazard identification.
- Taking action to mitigate identified hazards.
- Providing health and safety training to employees.
- Instituting a Health and Safety Committee.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.
- Other: _____

Other: _____

All employees have been told who is in charge of health and safety in our workplace.

NOTES: _____

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

INJURY AND ILLNESS INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, injuries, illnesses and hazardous substance exposures will be conducted by: _____ (name and job title)

Our procedures for investigating accidents, injuries and illnesses and hazardous substance exposures include:

- Visiting the scene as soon as possible.¹
- Interviewing injured employees and witnesses.¹
- Determining the cause(s) of the accident/exposure.¹
- Taking corrective action to prevent the accident/exposure from reoccurring.¹
- Identifying and addressing the underlying factors that may have contributed to the incident.
- Investigating "near miss" incidents when they occur.
- Recording the findings and actions taken.
- Taking photos of the accident scene and the employee(s) involved.
- Other: _____

NOTES: _____

HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our workplace will be performed by the following individual(s): _____

Periodic inspections are always performed according to the following schedule:

- Whenever new substances, processes, procedures or equipment are introduced into our workplace that present potential new hazards.¹
- Whenever new, previously unidentified hazards are recognized.¹
- Whenever occupational injuries and illnesses occur.¹
- Whenever workplace conditions warrant an inspection.¹
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.¹
- Other times: _____

NOTES: _____

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, including:

- When a hazard is observed or as soon as it is discovered.¹
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.¹

We have plans/policies (which are attached) for addressing the following specific hazards we have identified in our workplace.

_____ (list of hazards, for example, chemicals, noise, workplace violence, etc.)

(plans for addressing these hazards are attached)

NOTES: _____

COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

All supervisors are responsible for communicating with their employees about occupational health and safety hazards and protections in a manner that is easily understandable by all employees.

- We have a communication system that includes all of the following checked items:
 - New employee orientation including a discussion of safety and health policies and procedures and a review of our Injury and Illness Prevention Program.¹
 - A system for employees to anonymously inform management about workplace hazards without fear of reprisal.¹ This system involves: _____.
 - Posted or distributed safety information.¹
 - Regularly scheduled safety meetings. Our safety meetings are held on the following schedule: _____ Our safety meetings are held more frequently as

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

deemed necessary by the creation of hazards or the occurrence of injuries and illnesses.

Other methods we use to ensure communication with and involvement of employees include: _____

Our workplace elects to use a labor/management health and safety committee to meet the communication requirements of the IIPP standard. As required, our committee meets regularly (at least quarterly), prepares written records of the safety and health committees' meetings, reviews results of the periodic scheduled inspections, reviews investigations of accidents and exposures and makes suggestions to management for the prevention of future incidents, reviews investigations of alleged hazardous conditions, and submits recommendations to assist in the evaluation of employee safety suggestions.

NOTES: _____

TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including supervisors, are provided training and instruction on general and job-specific safety and health practices. Training and instruction are provided according to the following schedule:

- When our IIPP was first established.¹
- To all new employees.¹
- To all employees given new job assignments for which training has not previously been provided.¹
- Whenever new substances, processes, procedures, or equipment are introduced into our workplace and represent a new hazard.¹
- Whenever anyone is made aware of a new or previously unrecognized hazard.¹
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.¹
- To all employees about the hazards specific to each employee's job assignment.¹
- Other: _____

We provide training to employees and supervisors on topics such as but not limited to: _____

The following is a description of how our training is conducted: _____

NOTES: _____

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All of our employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices.¹

- Informing employees of the provisions of our IIPP.¹
- Recognizing employees who perform safe and healthful work practices.¹ This recognition is accomplished by: _____
- Fair and consistent disciplining of employees who fail to comply with safe and healthful work practices.¹ The following outlines our disciplinary process: _____
- Evaluating the safety performance of all employees
- Providing training to employees whose safety performance is deficient
- Other systems we have in place to ensure compliance with safety practices: _____

The responsibilities of all employees include the following checked practices:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the site safety coordinator(s) immediately.
- Following safe work practices.
- Using appropriate personal protective equipment (PPE) as instructed by their supervisors.
- Other: _____

NOTES: _____

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

- Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP: (If you have checked this box, the following documentation is required.)

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.¹

Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).¹

Our workplace has fewer than ten workers, including managers and supervisors, and so we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to their job assignments when they are first hired or assigned new duties.

We are a local government entity (county, city district or other public agency) and are therefore not required to keep written records of the steps taken to implement and

The master copy of this IIPP can be found at: _____

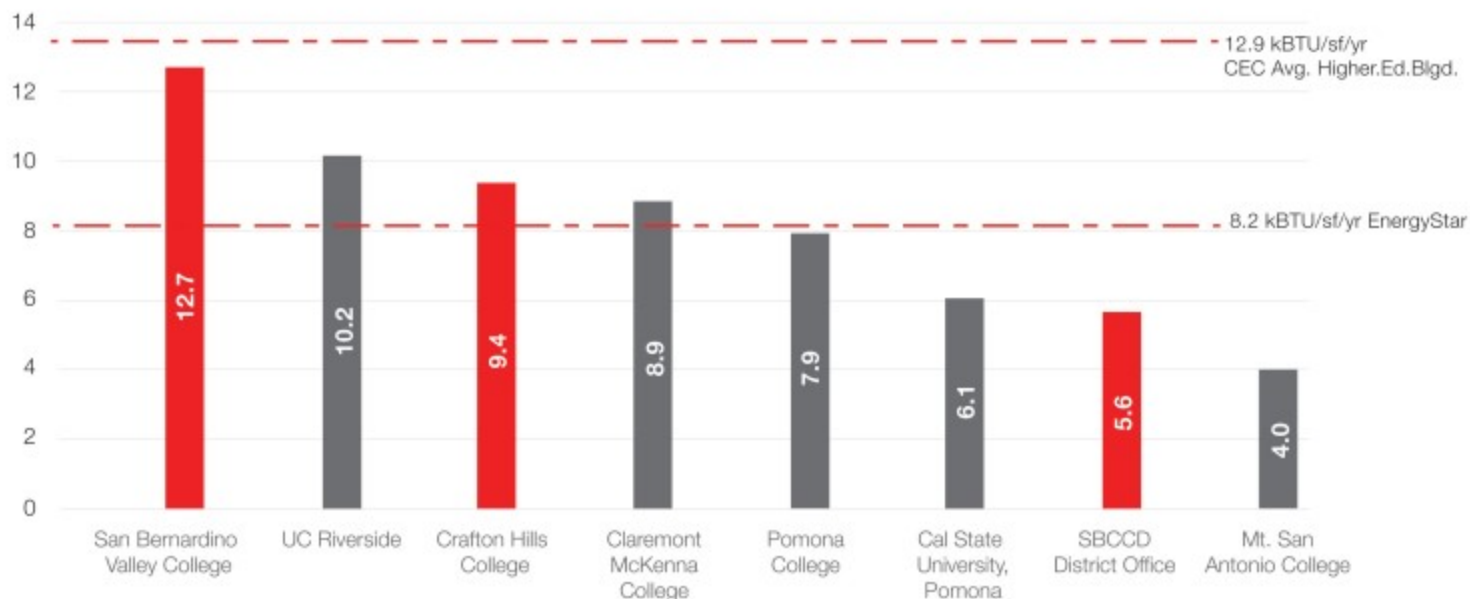
Other copies of the IIPP can be found at: _____

NOTES: _____

¹ This item is an activity that is required by Cal/OSHA for compliance with the IIPP standard.

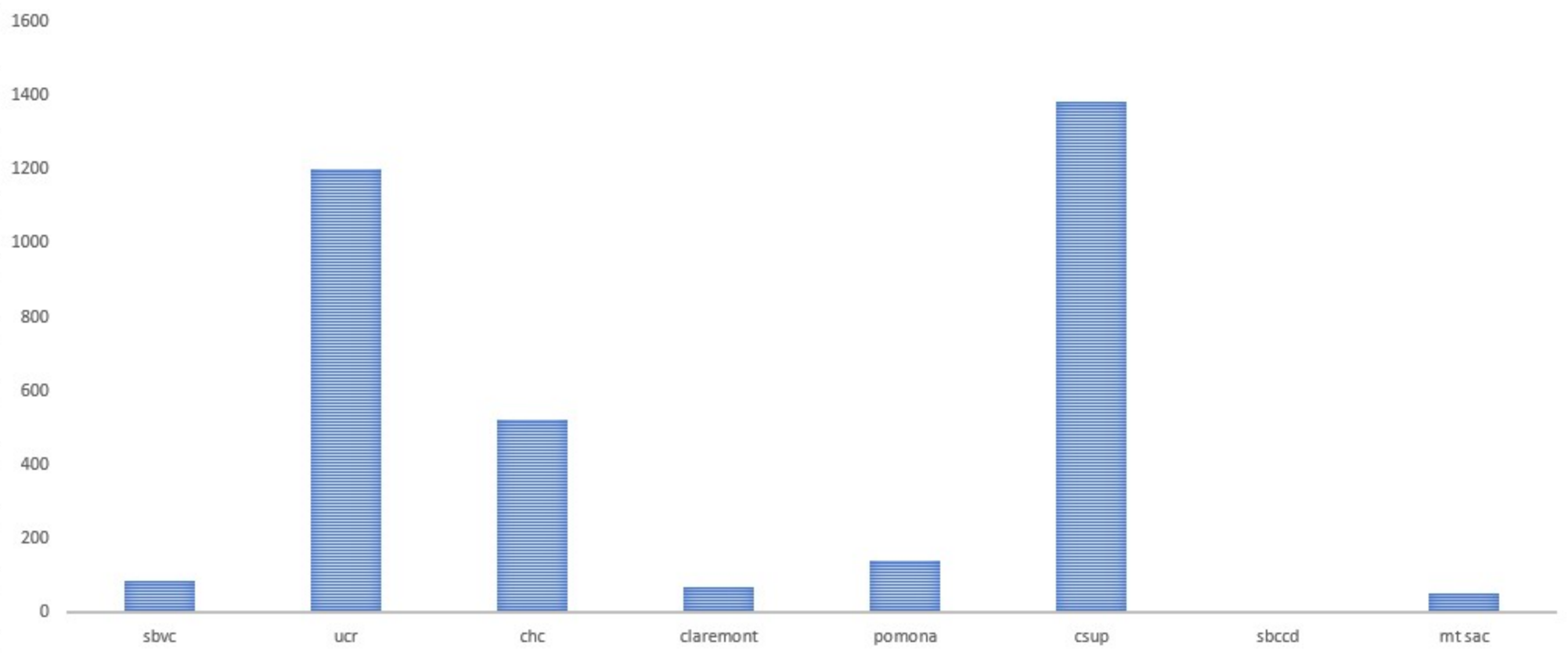
Campus Carbon Footprint from Energy Use

Natural Gas and Electricity
(CO₂e/gsf/yr expressed in metric tons)



sbvc	ucr	chc	claremont	pomona	csup	sbccd	mt sac
86	1200	523	69	140	1385	0	50

SITES BY ACRES



Facilities & Safety Committee

Monday, October 3, 2022 - 3:00 pm
Via Zoom – Agenda

Membership:

Administrators (SBVC&District)	Academic Senate	Calif. Schools Employees Assoc.	Classified Senate
Tenille Norris, Administrative Services; Co-Chair	Vicente Alvarez; Mathematics, Business & Computer Technology	Ernest Guillen	Amelia Gonzalez
Larry Brunson, Student Accessibility Services	Bryce Cacho, Applied Technology, Transportation & Culinary Arts	Vacant	Sarah Yearyeon
Raymond Carlos, Student Life	Jeffery Demsky, Social Sciences, Human Development & Physical Education		
Kevin Grishow, Grounds and Maintenance	Espreo Foscolos, Science		
Robert Jenkins, Facilities, Maintenance & Operations	Andrea Hecht, Student Services		
Melissa Nano, Environmental Health & Safety, District	Dirkson Lee, Arts & Humanities	Associated Student Government	Asian Pacific Islander Assoc.
Paul Walker, Facilities, Planning, Emergency Management & Construction, Management, District	Leonard Lopez, Social Sciences, Human Development & Physical Education	Gina Garcia	Vacant
	Jose Recinos, Arts & Humanities	Dylan Tucker	Black Faculty&Staff Assoc.
District Police	Michelle Tinoco, Student Services		Vacant
Blake Bonnet	Tatiana Vasquez, Science; Co-Chair		Latino Fac,Staff&Admin Assoc.
Al Jackson			Vacant
Kenneth Owens			
Visitors			
Anita Arnold, Science, Faculty	Nicole Lambrou, Science Faculty	Mary Valdermar, Library, Classified	
Christie Gabriel, Research & Planning, Classified	Karol Pasillas, Admin Services Support, Classified		

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Public Comments		
2.	Approval of Minutes: Sep 19, 2022		
3.	Old Business: > Program Review 21-22 needs assessment funding; Tenille <i>Attached doc (review)</i> > Program Review Ranking Process; <i>Discussion & Action</i> <i>Attached doc (review)</i> > Emergency Operations & Safety: Evac map, Site Captains & Facilities Use Request Form FAQs, Update; Tenille 2 attached docs (review)		
4.	New Business:		

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

	<p>> Injury & Illness Prevention Program document; initial <i>Discussion</i> <i>Attached doc (review)</i></p> <p>> Measure CC Projects, information; Tenille</p>		
6.	<p>Campus-District Network:</p> <p>> EMP, update; Tatiana <i>Attached doc (reference)</i></p> <p>> <i>District's Sustainability Plan Draft 1 Feedback,</i> <i>information; Tatiana</i> <i>Attached docs (reference)</i></p>		
6.	Urgent Safety Items		
7.	<p>Representative Updates/Reports</p> <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSa ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 		
	<p>Future topics:</p> <p>Quarterly report, Injury report Sustainability, subtopics Construction, subtopics</p>		
	<p>Adjournment</p> <p>Next Meeting Date [Fall'22]:</p>	<p>October 17, 2022 (?) November 7, 2022</p>	

Facilities & Safety Committee

Monday, October 17, 2022 - 3:00 pm
Via Zoom – Agenda

Membership:

Administrators (SBVC&District)	Academic Senate	Calif. Schools Employees Assoc.	Classified Senate
Tenille Norris, Administrative Services; Co-Chair	Vicente Alvarez; Mathematics, Business & Computer Technology	Vacant	Amelia Gonzalez
Larry Brunson, Student Accessibility Services	Bryce Cacho, Applied Technology, Transportation & Culinary Arts	Vacant	Sarah Yeareyan
Raymond Carlos, Student Life	Jeffery Demsy, Social Sciences, Human Development & Physical Education		
Kevin Grishow, Grounds and Maintenance	Espreo Foscolos, Science		
Robert Jenkins, Facilities, Maintenance & Operations	Andrea Hecht, Student Services		
Melissa Nano, Environmental Health & Safety, District	Dirkson Lee, Arts & Humanities	Associated Student Government	Asian Pacific Islander Assoc.
Paul Walker, Facilities, Planning, Emergency Management & Construction, Management, District	Leonard Lopez, Social Sciences, Human Development & Physical Education	Gina Garcia	Vacant
	Jose Recinos, Arts & Humanities	Dylan Tucker	Black Faculty&Staff Assoc.
District Police	Michelle Tinoco, Student Services		Vacant
Blake Bonnet	Tatiana Vasquez, Science; Co-Chair		Latino Fac,Staff&Admin Assoc.
Al Jackson			Ernest Guillen
Kenneth Owens			
Visitors			
Anita Arnold, Science, Faculty	Nicole Lambrou, Science Faculty	Mary Valdermar, Library, Classified	
Christie Gabriel, Research & Planning, Classified	Karol Pasillas, Admin Services Support, Classified		

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Sep 19, 2022		
2.	Old Business: > Program Review Ranking Process; Discussion & Action Attachment 3 > Emergency Operations & Safety: Presentation, Paul Walker > Injury & Illness Prevention Program document; Review & Feedback (2019 doc, pp. 1-4), Attachment 4&5		

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

3	Campus-District Network: > EMP'22, information; Tatiana > District Facilities Advisory Committee, information; Tatiana/Bob/Sarah		
4.	Urgent Safety Items		
5.	Representative Updates/Reports <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSAs ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 		
6.	Public Comments		
	Future topics: Cont. IIPP and implementation, review Quarterly report, Injury report Sustainability, subtopics Construction, subtopics		
	Adjournment Next Meeting Date [Fall'22]:	November 7, 2022	

Facilities & Safety Committee

Monday, October 17, 2022 - 3:00 pm
Via Zoom – Minutes

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair	x	Vicente Alvarez; Mathematics, Business & Computer Technology	x	Mary Valdermar	x	Amelia Gonzalez	
Larry Brunson, Student Accessibility Services		Bryce Cacho, Applied Technology, Transportation & Culinary Arts	x	Nathan Yearyeen	x	Sarah Yearyeen	x
Raymond Carlos, Student Life	x	Jeffery Demsky, Social Sciences, Human Development & Physical Education	x				
Kevin Grishow, Grounds and Maintenance	x	Espreo Foscolos, Science	x				
Robert Jenkins, Facilities, Maintenance & Operations	x	Andrea Hecht, Student Services	x				
Melissa Nano, Environmental Health & Safety, District	x	Dirkson Lee, Arts & Humanities		Associated Student Government		Asian Pacific Islander Assoc.	
Paul Walker, Facilities, Planning, Emergency Management & Construction, District	x	Leonard Lopez, Social Sciences, Human Development & Physical Education		Gina Garcia	x	Vacant	
		Jose Recinos, Arts & Humanities	x	Dylan Tucker	x	Black Faculty & Staff Assoc.	
District Police		Michelle Tinoco, Student Services	x			Bonnie Cruz	
Blake Bonnet	x	Tatiana Vasquez, Science Co-Chair	x			Latino Faculty Staff & Admin Assoc.	
Al Jackson						Ernest Guillen	x
Kenneth Owens							
Visitors							
Anita Arnold, Science, Faculty		Nicole Lambrou, Science Faculty					
Christie Gabriel, Research & Planning, Classified		Karol Pasillas, Admin Services Support, Classified	x				

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Sept. 19, 2022	Moved to approve with correction of the minutes date to Oct 3, 2022.	Motion: Moved to approve with correction of the minutes date to 10-3-22. 1st: V. Alvarez 2nd: E. Foscolos 14 responses Ayes: 14 votes Nays: 0 Votes Abstain: 0 Vote Motion passes
2.	Old Business: > Program Review Ranking Process: <i>Discussion & Action Attachment 3</i>	Tatiana reviewed how this committee rated the last program review items, examples, the form used, and the	Motion: Moved to keep the same ranking process. 1st: V. Alvarez

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

	<p>> Emergency Operations & Safety: <i>Presentation, Paul Walker</i></p>	<p>ranking guide. Vicente moved to keep the same ranking process. Tatiana will share this information with the Program Review Committee.</p> <p>Paul shared an Emergency Management Presentation that had six topics that were covered:</p> <ol style="list-style-type: none"> 1. Great ShakeOut Exercise – Will be held on 10-20-22 at 10:20am. 2. Emergency Supplies – Looking into purchasing new duffle bags for all the supplies in the three EOC containers. Asked if anybody had any suggestions to email him. 3. Emergency Communications – Tenille, Robert and Gloria started on Oct 10, 2022, going around the campus to check on the emergency radios. Gloria finished last week, and now Tenille and Robert need to review the findings. They are looking into doing monthly or quarterly radio testing. Several committee members brought up that a how to guide and signage would be nice for each radio location. The district uses the Emergency Notification System (ENS) (Regroup) for mass communications that goes out on emails, texts, and phones. There are several employees trained to use this system on each site. They usually get a message out within fifteen minutes of an incident. They are required by the Clery Act to provide a timely warning/information. Mary asked if the District Police dispatch was still being managed by CSUSB? Issues brought up where they do not know the layout of the campus and sending in a calvary instead of just a walk through. Paul stated that yes, they do and that CSUSB is a public safety access point, so they can provide quick and immediate connections with outside resources. Blake stated that he is available and wants to hear all concerns, issues, and recommendations on how to make this system better. 4. Evacuation – They are still updating the map and the evacuation sites. 	<p>2nd: A. Hecht 16 responses Ayes: 11 votes Nays: 0 Votes Abstain: 5 Vote Motion passes</p> <p>Tenille will send out a radio user guide to SBVC campus.</p> <p>Should this committee create a survey to send out to the campus?</p>
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	<p>> Injury & Illness Prevention Program document <i>Review & Feedback (2019 doc, pp. 1-4), Attachment 4&5</i></p>	<p>SBVC will be using “Evacuation Site Wardens” to help evacuate the buildings and have structured organization. Training still needs to be done for these positions. Mary stated in the chat that she prefers Site Captains to Wardens. Paul stated that CHC is hosting CERT Training on Oct. 19-22, 2022, and to let him know if anybody from this community would like to do the training.</p> <p>5. Response Procedures – Talked about Active Shooter/Armed Intruder incidents and most are over under 10-15 minutes. Our District Police are trained to go the gunshots. Reviewed the three steps to take during this incident. Blake stated that he is able and willing to go to any area for emergency or safety training, they just have to call or email him.</p> <p>Bryce brought up and Tatiana confirmed that there are some rooms that do not have district phone. Nathan stated that there are some areas on SBVC campus that will not support cable network. Paul stated that there needs to be an assessment of all areas.</p> <p>Mary asked in the chat about the desk top option for emergencies. Paul nor Blake have heard of this but will look into it. Some areas have “panic buttons” right now.</p> <p>6. Moving Forward – Andrea asked if safety was being considered for new buildings. Some areas on SBVC campus have no place for employees to hide or duck behind. Paul stated that this should be addressed with the new buildings.</p> <p>Tatiana shared some of the suggested reviews/updates that she produced for page one of the IIPP. She also shared a link in the chat for the committee to add their IIPP Written Feedback Option: https://forms.gle/KL9FSRCCsEubWhZ39. Tatiana thought the arrangement of the bullets on page one could be better by keeping with the flow of what to do first, second, etc. Melissa stated that it is organized in the way stipulated by regulation.</p>	
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		<p>Bryce brought that that as per page two, his department had a hazardous assessment done and they still have not received any of the required PPE and that employee have been purchasing these items with their own funds and wants to know if they will be reimbursed and asked employees of the areas that had these assessments if they would be able to provide feedback since he has found some issues in the report. Melissa stated that all hazardous assessments that were done are with HR for review and, but she will follow up with them. These assessments are usually only done when there is a change in the job description, the area moved to a new place or a new building. She also informed Bryce that employees are not required to provide this equipment, the college/district is. She also agreed that there needs to be a long-term process and solution for this issue. Tatiana asked how someone knows that an area had this inspection and thinks there should be a place on the district website for these. She also wants to know how the paperwork for items like this flow and thinks a flow chart would be helpful. Mary asked in the chat if it is possible to have a form or a posting in each building about the last time the building was inspected, or the issues identified? Mary stated that the information is buried in links on the website. Melissa replied that she knows and is working on this to make it easier.</p> <p>Table pages three and four for next meeting.</p>	<p>Melissa to follow up with HR on the Hazardous Assessments so they can be addressed.</p> <p>Resume reviewing pages three and four at the next meeting.</p>
3.	<p>Campus-District Network:</p> <ul style="list-style-type: none"> > EMP '22 information: Tatiana > District Facilities Advisory Committee information: Tatiana/Bob/Sarah 		
4.	Urgent Safety Items	<p>Bryce mentioned the issue of mosquitoes that was reported a year ago and never managed. M&O is waiting for the contract to be signed and a new PO issued so the service can be performed.</p>	
5.	<p>Representative Updates/Reports:</p> <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA 	<p>None None</p>	<p>Add to a future agenda.</p>

Facilities & Safety Committee

	<ul style="list-style-type: none"> ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 	<p>Mary stated there was talked about doing murals that show visual representation of the culture on campus and would like this item to be put on a future agenda.</p> <p>None None None None None None None None</p>	
6.	Public Comments	<p>Tatiana informed that committee about the Student Health Department Health Resource Fair being held on Oct. 27 on the walkway between the Art and PS building.</p> <p>She also informed the committee about the EMP meeting being held this Wednesday between four and six and encouraged the committee members to attend.</p>	
	<p><i>Future topics:</i> Cont. IIPP and implementation, review Quarterly report, Injury report Sustainability, subtopics Construction, subtopics</p>		
	<p>Adjournment Next Meeting Date [Fall'22]:</p>	<p>4:36pm November 7, 2022</p>	

Facilities & Safety Committee

Monday, November 7, 2022 - 3:00 pm
Via Zoom – Agenda

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair		Vicente Alvarez; Mathematics, Business & Computer Technology		Mary Valdermar		Amelia Gonzalez	
Larry Brunson, Student Accessibility Services		Bryce Cacho, Applied Technology, Transportation & Culinary Arts		Nathan Yearyearn		Sarah Yearyearn	
Raymond Carlos, Student Life		Jeffery Demsky, Social Sciences, Human Development & Physical Education					
Kevin Grishow, Grounds and Maintenance		Espreo Foscolos, Science					
Robert Jenkins, Facilities, Maintenance & Operations		Andrea Hecht, Student Services					
Melissa Nano, Environmental Health & Safety, District		Dirkson Lee, Arts & Humanities		Associated Student Government		Asian Pacific Islander Assoc.	
Paul Walker, Facilities, Planning, Emergency Management & Construction, District		Leonard Lopez, Social Sciences, Human Development & Physical Education		Gina Garcia		Nhan H Zuick	
		Jose Recinos, Arts & Humanities		Dylan Tucker		Black Faculty & Staff Assoc.	
District Police		Michelle Tinoco, Student Services				Bonnie Cruz	
Blake Bonnet		Tatiana Vasquez, Science Co-Chair				Latino Faculty Staff & Admin Assoc.	
Al Jackson						Ernest Guillen	
Kenneth Owens							
Visitors							
Anita Arnold, Science, Faculty		Nicole Lambrou, Science Faculty					
Christie Gabriel, Research & Planning, Classified		Karol Pasillas, Admin Services Support, Classified					

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Oct 17		
2.	Old Business: >Emergency Operations & Safety: Oct & future Great Shakeout, <i>feedback & discussion</i> ; Bob/Tenille/Paul <i>Attachment 3, Building Site Captain Sign-up</i>		

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

	<p>>Injury & Illness Prevention Program document Review & Feedback (2019 doc, pp. 3-4), Attachment Also accepting online feedback: https://forms.gle/jQMYXioJTf1tANzJ6</p>		
3.	New Business: None		
4.	<p>Campus-District Network: > EMP, update; Tatiana/Tenille/Mary</p> <p>>District Facilities Advisory Committee information: Tatiana/Bob/Sarah</p>		
5.	Urgent Safety Items		
6.	<p>Representative Updates/Reports</p> <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 		
7.	Public Comments		
	<p><i>Future topics:</i> <i>Program Review, Facilities Needs Forms & Ranking</i> Quarterly report, Injury report Construction, subtopics Sustainability, subtopics</p>		
	<p>Adjournment Next Meeting Date [Fall'22]:</p>	<p>November 21, 2022 – No Meeting December 5, 2022</p>	

Facilities & Safety Committee

Monday, November 7, 2022 - 3:00 pm
Via Zoom – Minutes

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair	X	Vicente Alvarez; Mathematics, Business & Computer Technology	X	Mary Valdermar	X	Amelia Gonzalez	
Larry Brunson, Student Accessibility Services		Bryce Cacho, Applied Technology, Transportation & Culinary Arts	X	Nathan Yearyeen	X	Sarah Yearyeen	X
Raymond Carlos, Student Life		Jeffery Demsky, Social Sciences, Human Development & Physical Education					
Kevin Grishow, Grounds and Maintenance		Espreo Foscolos, Science	X				
Robert Jenkins, Facilities, Maintenance & Operations	X	Andrea Hecht, Student Services					
Melissa Nano, Environmental Health & Safety, District		Dirkson Lee, Arts & Humanities	X	Associated Student Government		Asian Pacific Islander Assoc.	
		Leonard Lopez, Social Sciences, Human Development & Physical Education		Gina Garcia	X	Nhan H Zuick	X
		Jose Recinos, Arts & Humanities	X	Dylan Tucker	X	Black Faculty & Staff Assoc.	
District Police		Michelle Tinoco, Student Services				Bonnie Cruz	
Blake Bonnet		Tatiana Vasquez, Science Co-Chair				Latino Faculty Staff & Admin Assoc.	
Al Jackson	X					Ernest Guillen	
Kenneth Owens							
Visitors							
Anita Arnold, Science, Faculty		Karol Pasillas, Admin Services Support, Classified	X				
Nicole Lambrou, Science Faculty	X	Paul Del Rosario – Student Life Trustee	X				

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Oct 17	No Discussion	Motion: Move to approve 10-17-22 minutes. 1st: V. Alvarez 2nd: E. Foscolos 12 responses Ayes: 11 votes Nays: 0 Votes Abstain: 1 Vote Motion passes
2.	Old Business: > Emergency Operations & Safety: Oct & future Great Shakeout, feedback & discussion; Bob/Tenille/Paul Attachment 3, Building Site Captain Sign-up	Tenille informed the committee the Great Shakeout was simple and that all communications worked. Tenille wants to do user radio training before sending out the radio user guide. It will only be around thirty	Tenille to send out the radio user guide one radio user training is done.

	<p>>Injury & Illness Prevention Program document Review & Feedback (2019 doc, pp. 3-4) Attachment Also accepting online feedback: https://forms.gle/jQMYXioJTf1tANzJ6</p>	<p>minutes showing employees how to use the radio. Would like to start the training in spring. Since Paul Walker has resigned, Tenille will be taking over the campus emergency items until a new person is hired. Tenille reviewed with the committee the Site Captain document. She is asking for volunteers per building. Bryce volunteered for the Technical Building and Nathan volunteered for the CTS/M&O/SHS buildings. Will do Building Captain training once volunteers sign up.</p> <p>Tenille asked the committee if they had any comments for pages 3 & 4 and reminded the committee to share their comments on the online feedback form: https://forms.gle/jQMYXioJTf1tANzJ6 She reviewed and made some notes of inconsistencies with language and that it refers to safety committee, when SBVC and CHC are called the Facilities and Safety Committee. They will discuss all feedback with Melissa. Bryce indicated again that as per page four this committee should be following the directions and reviewing all items as per the section for "Safety Committees." Tenille agreed that this does need to be implemented.</p>	<p>Tenille to do Building Site Captain training once she has volunteers.</p> <p>Committee to review pages 3 & 4 and leave feedback.</p>
3.	New Business: None	None	
4.	Campus-District Network: > EMP, update; Tatiana/Tenille/Mary	Mary shared with the committee what has been happening with the EMP. They have been sifting through and brainstorming trying to figure what direction to go for the next five to ten years. They continue to hear from different committees and organizations about the use of buildings and facilities and trying to make sure they align to the strategic goals of the campus, missions, and district. Some of the items were a center and help for older students such as a services for parents. They have also discussed having spaces that are culturally competent such as	

	<p>>District Facilities Advisory Committee information: Tatiana/Bob/Sarah</p>	<p>multicultural center murals and addressed equity and anti-racism initiatives. They were finally able to get a student on the EMP Committee. The draft is being reviewed by a consultant so they can combine it with other data. Once this is completed, the committee will receive the completed draft document to review. The completed draft will be sent out to all campus committees, organizations, and collegial bodies to review. Questions and concerns have come up about the safety, design, and components of new buildings. We have learned from past mistakes and hopefully can be more preventive and give better feedback. Mary acknowledged that we have aging students and disabled students that have accessibility needs that need to be considered in the new buildings. Tenille informed the committee that once the EMP is completed they will start working on the FMP (Facilities Mater Plan).</p> <p>Sarah said they met on October 12 and will have another meeting this week on Wednesday. They reviewed the Energy Management Dashboard which shows the electricity usage, cost and utility summary for each campus and the district. Looking into installing building submitters to narrow down our big energy users. They talked about getting additional information from this committee for the Sustainability Plan. Melissa is looking into updating the safety training, so it is more streamlined, and the committee is looking at doing quarterly reports to managers, so they know who has done the necessary training and who has not. They are also looking at doing some safety training during flex days.</p>	
5.	Urgent Safety Items	None	
6.	<p>Representative Updates/Reports</p> <ul style="list-style-type: none"> ○ ASG 	<p>Gina informed the committee that they are celebrating Blues 3rd Birthday on Thursday from 9 to 11 in front of the Campus Center.</p>	

		<p>there will be no parking spaces near the building and there are issues with technology. The new classrooms should be more modernized. The computer labs should have tables like BB that the computers can be put into the desk and the desk be used like regular desks. He stated that welding was not included in the user group meetings. Tenille thinks it would be a good idea for the Measure CC Team to come to this meeting to give an update.</p> <p>Sarah restated the problem about mosquitos and asked if a pest control company was coming out. Karol stated that they just got the signed contract back and Kevin was working with the pest control company on getting the service started. Bryce thinks that the pest control company might have already been out and set up traps.</p>	<p>Invite the Measure CC Team for a construction update.</p> <p>Robert to follow up with Kevin.</p>
	<p><i>Future topics:</i> Program Review, Facilities Needs Forms & Ranking</p> <p>Quarterly report, Injury report Construction, subtopics Sustainability, subtopics</p>	<p>Tenille informed the committee that the due date was extended to November 25, 2022 and will work with Tatiana on getting the facilities portion out to the committee to review and score.</p>	
	<p>Adjournment Next Meeting Date [Fall'22]:</p>	<p>3:51 pm November 21, 2022 – No Meeting December 5, 2022</p>	

Facilities & Safety Committee

Monday, December 5, 2022 - 3:00 pm
Via Zoom – Agenda

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair		Vicente Alvarez; Mathematics, Business & Computer Technology		Mary Valdermar		Amelia Gonzalez	
Larry Brunson, Student Accessibility Services		Bryce Cacho, Applied Technology, Transportation & Culinary Arts		Nathan Yearyearn		Sarah Yearyearn	
Raymond Carlos, Student Life		Jeffery Demsky, Social Sciences, Human Development & Physical Education					
Kevin Grishow, Grounds and Maintenance		Espreo Foscolos, Science					
Robert Jenkins, Facilities, Maintenance & Operations		Andrea Hecht, Student Services					
Melissa Nano, Environmental Health & Safety, District		Dirkson Lee, Arts & Humanities		Associated Student Government		Asian Pacific Islander Assoc.	
Paul Walker, Facilities, Planning, Emergency Management & Construction, District		Leonard Lopez, Social Sciences, Human Development & Physical Education		Gina Garcia		Nhan H Zuick	
		Jose Recinos, Arts & Humanities		Dylan Tucker		Black Faculty & Staff Assoc.	
District Police		Michelle Tinoco, Student Services				Bonnie Cruz	
Blake Bonnet		Tatiana Vasquez, Science Co-Chair				Latino Faculty Staff & Admin Assoc.	
Al Jackson						Ernest Guillen	
Kenneth Owens							
Visitors							
Anita Arnold, Science, Faculty		Nicole Lambrou, Science Faculty					
Christie Gabriel, Research & Planning, Classified		Karol Pasillas, Admin Services Support, Classified					

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Nov 7'22		
2.	<u>Old Business:</u> > SBVC Building Site Captain, Volunteer Sign-up; Attachment 2 [accepting entries link] >2019-IIPP document, Review & Feedback, pp. 4-5; Attachment 3 Also accepting online feedback: https://forms.gle/jQMYXioJTf1tANzJ6		

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

	>F'22, Committee Activity Summary & Co-chair feedback, discussion & action		
3.	<p><u>New Business:</u></p> <p>> Facilities Needs Assessment, Discussion and Ranking review [Rank/Score sheet+Dept requests, ZipFolder, Attachment 4]</p> <p>> Unhoused students & our facilities, initial discussion</p> <p>> 1st meeting of S'23 Committee</p>		
4.	<p>Campus-District Network:</p> <p>> District Facilities Advisory Committee, Sustainability Plan Spreadsheet; initial review & discussion [Attachments 5] accepting online feedback ongoing until Feb 6th'23:</p>		
5.	Urgent Safety Items		
6.	<p>Representative <u>Updates/Reports</u></p> <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 		
7.	Public Comments		
	<p><i>Future topics:</i></p> <p>Quarterly report, Injury report Construction, subtopics Sustainability, subtopics</p>		
	<p>Adjournment</p> <p>Next Meeting Date [Spring 2023]:</p>	<p>January 23, 2023?</p> <p>February 6, 2023</p>	

Facilities & Safety Committee

Monday, December 5, 2022 - 3:00 pm
Via Zoom – Minutes

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair		Vicente Alvarez; Mathematics, Business & Computer Technology	X	Mary Valdermar	X	Amelia Gonzalez	
Larry Brunson, Student Accessibility Services	X	Bryce Cacho, Applied Technology, Transportation & Culinary Arts	X	Nathan Yearyean	X	Sarah Yearyean	X
Raymond Carlos, Student Life		Jeffery Demsky, Social Sciences, Human Development & Physical Education	X				
Kevin Grishow, Grounds and Maintenance	X	Espreo Foscolos, Science	X				
Robert Jenkins, Facilities, Maintenance & Operations	X	Andrea Hecht, Student Services	X				
Melissa Nano, Environmental Health & Safety, District	X	Dirkson Lee, Arts & Humanities		Associated Student Government		Asian Pacific Islander Assoc.	
		Leonard Lopez, Social Sciences, Human Development & Physical Education		Gina Garcia	X	Nhan H Zuick	X
		Jose Recinos, Arts & Humanities	X	Dylan Tucker	X	Black Faculty & Staff Assoc.	
District Police		Michelle Tinoco, Student Services				Bonnie Cruz	
Blake Bonnet	X	Tatiana Vasquez, Science Co-Chair	X			Latino Faculty Staff & Admin Assoc.	
Al Jackson						Ernest Guillen	X
Kenneth Owens							
Visitors							
Anita Arnold, Science, Faculty		Nicole Lambrou, Science Faculty					
Christie Gabriel, Research & Planning, Classified	X	Karol Pasillas, Admin Services Support, Classified	X				

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Nov 7'22	No Discussion	Motion: Move to approve 11-7-22 minutes. 1st: B. Cacho 2nd: E. Foscolos 16 responses Ayes: 10 votes Nays: 0 Votes Abstain: 6 Vote Motion passes
2.	<u>Old Business:</u> > SBVC Building Site Captain,		



	<p>Volunteer Sign- up; Attachment 2 [accepting entries link]</p> <p>>2019-IIPP Document, <i>Review & Feedback</i>, pp. 4-5; Attachment 3 Also accepting online feedback: https://forms.gle/jQMYXioJTf1tANzJ6</p>	<p>Tatiana created a request form online. She emailed and shared the link in the chat. https://docs.google.com/spreadsheets/d/1uDpNlqJrCxntVh78XzuuZM4s2LAoO25DgYkqhwwFEeM/edit?usp=sharing</p> <p>Andrea stated that before sending this request and link to our departments or divisions that they represent. She wanted to know what exactly “volunteer” means, what is the job description, and if this requires additional time?</p> <p>Tatiana stated Tenille is going to start the training in March and will send out a document to the campus once the training starts.</p> <p>Mary replied that there needs to be plain language on what “volunteer” means for classified and Andrea indicated that this needs to be done for faculty too.</p> <p>Tatiana will work with Tenille to so the document includes the job description, time management process, responsibilities and for what events (emergencies) are included. They can add additional sheets to the online document with this information.</p> <p>Bryce stated that there should be two employees for the day and evening both for each building(s).</p> <p>Tatiana brought up page 4 again since this page pertains to this committee. She has been collecting feedback and combining the comments together.</p> <p>Melissa asked for this document so she can take it back to the CHC and SBVC VP of Admin Services to review and discuss. Tatiana will be sending this document to the whole committee.</p> <p>Tatiana asked the committee how they wanted to proceed with this item. Bryce thought a task force and gathering information on other colleges would be good. He also brought up that SBVC is not doing the building inspections as per required by OSHA. Melissa stated that she will work with Tenille on sending out reminders to the departments. Mary brought up that this plan was in place and followed before and that the ball had been dropped and needed to be picked back up.</p> <p>Melissa thought it would be a good idea for the committee to review the inspection form. Tatiana reminded the committee that if they have any additional feedback to enter it online.</p>	<p>Tatiana and Tenille to work on this request.</p> <p>Tatiana to send the document to the committee.</p> <p>The committee to email Tatiana if anyone is interested in forming a task force.</p> <p>Tenille, Tatiana, and Melissa to meet in January</p>
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	<p>>F'22, Committee Activity Summary & Co- chair feedback, <i>Discussion & Action</i></p>	<p>Tatiana brought up that there are no guidelines for the chair or co-chair of this committee, and she has started a draft and shared the outline with the committee.</p> <p>Andrea motioned for Tatiana to continue the work of creating a document for committee guidelines and to create an activity summary with the loose ends and the closed loops. Bryce 2nd but added to include job descriptions for the chair and co-chair. Blake asked that the review the listed monthly to make sure this committee is closing old items as much as possible before opening new ones.</p> <p>Andrea and Jeff both stated that Tatiana is doing a great job.</p>	<p>to discuss how to move forward.</p> <p>Motion: Move for Tatiana to continue the work of creating a document for committee guidelines, to create an activity summary with the loose ends, and the closed loops, and job descriptions for the chair and co-chair. 1st: A. Hecht 2nd: B. Cacho 15 responses Ayes: 15 votes Nays: 0 Votes Abstain: 0 Vote Motion passes</p>
<p>3.</p>	<p><u>New Business:</u> > Facilities Needs Assessment, <i>Discussion and Ranking Review</i> [Rank/Score Sheet, Dept Requests, Zip Folder, <i>Attachment 4</i>]</p>	<p>The committee to review and score the requests using the scoring sheet and then enter their responses on a google document so nobody will see who scored what. https://docs.google.com/forms/d/e/1FAIpQLSeHZMPwUe6FCZS_0kT45FeDtwVR6LxcYnaiUtlv8tubRIYIgvIewform?usp=sf_link</p> <p>Robert informed the committee about capital improvements. They are either new buildings or renovations, have a process they have to go through, funding is usually through bonds and have to keep in mind all state and federal requirements for colleges. Tatiana stated that this committee does not worry about funding and that they have to be transparent.</p> <p>Christie brought up that she recently found out that the max cap of rooms in EIS changes per year for some courses and asked if anyone knows who creates the max cap and does facilities have input with these changes. She also stated that some classes exceed the max cap for rooms. Robert informed the committee that per fire code, it is 20 square feet per person and that labs can be different.</p>	<p>Table the conversation for another meeting.</p>

		<p>give the colleges more time to review and give feedback. They are redoing the timeline, but she does not know what that will be. Andrea asked Tatiana if she could voice the issues with the max headcount for classrooms, that things feel like they are being rushed and that policies and procedures are not being followed.</p>	<p>Tatiana to voice the issue Andrea brought up.</p>
5.	Urgent Safety Items	<p>Gina brought up that the elevator in the Business Building was not working one evening last week and wanted to know if it was fixed yet and that the elevator in Campus Center takes five to six times for the door to close. Kevin to look into both issues. She also asked if the ADA buttons have been fixed yet. Robert asked her to send him an email with locations of the buttons that do not work.</p> <p>Christie brought in the chat that there are several water fountains not working. Robert does not know of any not working. Kevin asked that they submit work orders for all concerns. Tatiana asked if they all could have a good cleaning.</p> <p>Bryce mentioned the ongoing issue of the Applied Tech Building water since 2012 and that it still has not been addressed and he has been asking for signage to be put up. He said there is a meeting with a plumbing engineer on Tuesday. Tatiana stated that there was a recent test done on the water and she will send the report in an email to the committee. Bryce says the report states the test is only good for at the time of the test and doesn't tell you if it's safe to drink now.</p>	<p>Kevin to address and look into</p> <p>Robert to follow up on.</p> <p>Tatiana to send out the last water test report for the Applied Tech Building to the committee.</p>
6.	<p><u>Representative Updates/Reports:</u></p> <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 	<p>None</p>	
7.	Public Comments	<p>Andrea brought up that she asked Tenille if she could be part of the user groups for the new Student Services Building. They already had two meetings and she was finally invited to one, but because it was given to her so late, she could not make it. Bryce also</p>	<p>Tatiana to bring this issue up to the District Facilities</p>

		brought that they were not included in any of the user groups for their new buildings. Robert stated that they need to go to their immediate boss to ask to be included in this group.	Advisory Committee.
	<u>Future topics:</u> Quarterly report, Injury report Sustainability, subtopics Construction, subtopics		
	Adjournment Next Meeting Date [Fall'22]:	4:37pm January 23, 2023? February 6, 2023	

Facilities & Safety Committee

Monday, February 6, 2022 - 3:00 pm
Via Zoom – Agenda

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair		Vicente Alvarez; Mathematics, Business & Computer Technology		Mary Valdermar		Amelia Gonzalez	
Larry Brunson, Student Accessibility Services		Bryce Cacho, Applied Technology, Transportation & Culinary Arts		Nathan Yearyearn		Sarah Yearyearn	
Raymond Carlos, Student Life		Jeffery Demsky, Social Sciences, Human Development & Physical Education					
Kevin Grishow, Grounds and Maintenance		Espreo Foscolos, Science					
Robert Jenkins, Facilities, Maintenance & Operations		Andrea Hecht, Student Services					
Melissa Nano, Environmental Health & Safety, District		Dirkson Lee, Arts & Humanities		Associated Student Government		Asian Pacific Islander Assoc.	
Paul Walker, Facilities, Planning, Emergency Management & Construction, District		Leonard Lopez, Social Sciences, Human Development & Physical Education		Gina Garcia		Nhan H Zuick	
		Jose Recinos, Arts & Humanities		Dylan Tucker		Black Faculty & Staff Assoc.	
District Police		Michelle Tinoco, Student Services				Bonnie Cruz	
Blake Bonnet		Tatiana Vasquez, Science Co-Chair				Latino Faculty Staff & Admin Assoc.	
Al Jackson						Ernest Guillen	
Kenneth Owens							
Visitors							
Anita Arnold, Science, Faculty		Nicole Lambrou, Science Faculty					
Christie Gabriel, Research & Planning, Classified		Karol Pasillas, Admin Services Support, Classified					

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Dec 5'22		
2.	<u>Old Business:</u> > Facilities Needs Assessment Results > SBVC Building Site Captain, Volunteer Sign-up; Attachment 2 [accepting entries link] >2019-IIPP document, review; progress (attachments 3)		

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

	<p>Also accepting online feedback: https://forms.gle/jQMYXioJTf1tANzJ6</p> <p>>>Accumulated Responses Link, spreadsheet view [last update Feb2'23]</p>		
3.	<p><u>New Business:</u></p> <p>> Committee's Shared Governance Document, brainstorming & discussion</p> <p>> F'22, Committee Activity Summary Spreadsheet; discussion</p>		
4.	<p>Campus-District Network:</p> <p>> District Facilities Advisory Committee, Sustainability Plan Spreadsheet; final review & discussion [Attachments 3] accepting online feedback ongoing until Feb 7th'23:</p>		
5.	Urgent Safety Items		
6.	<p><u>Representative Updates/Reports</u></p> <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 		
7.	Public Comments		
	<p><i>Future topics:</i></p> <p>>Unhoused Students & Our Facilities</p> <p>> Construction Process</p> <p>> Sustainability Process</p>		
	<p>Adjournment</p> <p>Next Meeting Date:</p>	Mar 6, 2023	

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

Facilities & Safety Committee

Monday, February 6, 2023 - 3:00 pm
Minutes

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair	X	Vicente Alvarez; Mathematics, Business & Computer Technology	X	Mary Valdermar	X	Amelia Gonzalez	
Larry Brunson, Student Accessibility Services	X	Anita Arnold, Science, Faculty	X	Nathan Yeareyan	X	Sarah Yeareyan	X
Raymond Carlos, Student Life		Bryce Cacho, Applied Technology, Transportation & Culinary Arts	X				
Kevin Grishow, Grounds and Maintenance	X	Jeffery Demsky, Social Sciences, Human Development & Physical Education	X				
Robert Jenkins, Facilities, Maintenance & Operations	X	Espree Foscolos, Science	X				
Melissa Nano, Environmental Health & Safety, District		Andrea Hecht, Student Services	X	Associated Student Government		Asian Pacific Islander Assoc.	
		Nicole Lambrou, Science Faculty	X	Gina Garcia	X	Nhan Zuick	X
		Dirkson Lee, Arts & Humanities	X	Dylan Tucker	X	Black Faculty & Staff Assoc.	
District Police		Leonard Lopez, Social Sciences, Human Development & Physical Education				Bonnie Cruz	X
Blake Bonnet	X	Jose Recinos, Arts & Humanities	X			Latino Faculty Staff & Admin Assoc.	
Al Jackson		Michelle Tinoco, Student Services	X			Ernest Guillen	X
Kenneth Owens		Tatiana Vasquez, Science Co-Chair					
Visitors							
Christie Gabriel, Research & Planning, Classified	X						
Linda Fontanilla - President	X					Karol Pasillas, Admin Services Support, Classified	X

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Dec 5, 22	No Discussion	Motion: Move to approve 12-5-22 minutes. 1st: B. Bonnet 2nd: A. Vicente 17 responses Ayes: 13 votes Nays: 0 Votes Abstain: 4 Vote Motion passes
2.	<u>Old Business:</u> > Facilities Needs Assessment Result	Tenille gave a brief review of the process of Program Review and let the committee know that the	Give results at the next meeting.

	<p>> SBVC Building Site Captain, Volunteer Sign- up; Attachment 2 [accepting entries link]</p>	<p>results will be given at the next meeting.</p> <p>Tenille reviewed the spreadsheet and hoped that this committee shared the sign up spread sheet link with their constituency groups. Would like to have multiple volunteers for each building and explained that “volunteer” means at least two trainings, one in spring on March 3 for two hours and one in fall for the Greak Shake Out in October. The training will consist of how to use the emergency radio, how to properly use evacuation chairs, where the automatic external defibrillators are located, and go over the evacuation maps and sites, go over how to open the emergency boxes, where they're located, and review the contents of the boxes. These are just some of the items that will be covered.</p> <p>Dr. Fontanilla asked how many captains we are looking for in total, would it help to use the marketing department to send a message out to campus encouraging folks to volunteer and if there are any incentive for a captain or captain's to be a captain for more than one semester or one academic year? Tenille stated that we are looking at least 15 captains to start, we have not specifically identified what the term of the site captain would be, it would be helpful to have Paul send something out campus wide and we do not have any incentives as of right now.</p> <p>Bonnie asked in the chat if captains should be trained in CPR/First Aid? Tenille said that this is something we should do, and she will look into getting classes offered during staff development time.</p> <p>Ernest thought it would be a good idea to have ongoing training and workshops for the volunteers, so</p>	<p>Tenille to look into getting CPR/First Aid class offered during staff development time.</p>
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	<p>> 2019-IIPP Document, Review; Process Attachment 3 Also accepting online feedback: https://forms.gle/jQMYXioJTf1tANzJ6 >Accumulated Reponses Link, Spreadsheet View [Last Updated Feb 2' 23]</p>	<p>they are always being included and informed. Tenille stated that that is the goal.</p> <p>Mary asked if the captains would have keys to open and unlock the buildings, they are helping in. She is hearing a lot of complaints around the issue of who's opening and closing buildings. Jeff replied that he was a building captain years ago and for access they were paired up with a custodian who had keys to that building.</p> <p>Blake stated that CHC has done CERT Training through FEMA on their campus and thinks it would be a good idea for SBVC campus.</p> <p>Tatiana had set up a link for feedback from this committee, but Tenille wanted to know if there was any discussion on this. Mary brought up that there is an issue of building(s) being left open during the night and there are concerns among the employees not feeling safe who are the first to enter the building(s) in the morning if the building(s) has not been locked or secured properly. These are the employees who come in before anybody else and are there by themselves. This happens mostly during the weekend and the district security used to check them each evening, but they are short staffed right now. There used to be a safety plan from 2019-2020, but she cannot find it now. Robert said that the daytime custodians unlock the buildings between 6am & 6:30am. Ernest put in the chat that he thought buildings had an alarms that if triggered, district police would be notified. An audit needs to be done on what buildings and areas have alarms.</p>	<p>Tenille to look into what has been done historically and bring this item back to the committee for discussion.</p> <p>Tenille, Robert, and Blake need to have a meeting about this issue. Tenille to do an audit of what building, and rooms have alarms and bring the information back to the committee.</p>
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3.	<p><u>New Business:</u> > Committee's Shared Governance Document, Brainstorming & Discussion > F'22 Committee Activity Summary Spreadsheet; Discussion</p>	<p>Moved to the next meeting since Tatiana is out sick. Moved to the next meeting since Tatiana is out sick.</p>	<p>Moved to the next meeting. Moved to the next meeting.</p>
4.	<p><u>Campus-District Network:</u> > District Facilities Advisory Committee, Sustainability Plan Spreadsheet; <i>Final Review & Discussion</i> [Attachments 3] accepting online feedback ongoing until Feb 7' 23</p>	<p>Tatiana provided a link for this committee to share feedback and the link is available until Feb 7, 2023. On Feb 8, the District Facilities and Advisory Committee will be moving forward with incorporating any feedback and voting on the plan. Mary let the committee know that she added feedback about the new plan not having the carbon footprint of the college and compared it to other colleges, EV charging information and wanted additional information about the solar panel plans. There was some funding available to have solar panels installed, but there was a decision to not install these at the campuses where they are needed the most, particularly at SBVC. Instead, they were installed at the old district office on Del Rosa.</p>	<p>Tenille will report back to the committee on what happen at the Feb 8th meeting.</p>
5.	<p>Urgent Safety Items</p>	<p>Tenille asked the committee to not wait until this meeting to report urgent safety items. They should be reporting them to Kevin, Robert, and her as soon as they happen. No urgent safety items reported.</p>	
6.	<p><u>Representative Updates/Reports:</u></p> <ul style="list-style-type: none"> ○ ASG 	<p>Dylan asked about the Technical Building water issue and report that was given out at the last meeting. Tenille stated that there was a renovation done between 2014 and 2016 to address the deficiencies identified in the report. One of the documents shared with the committee in the email sent out for this meeting was a construction punch list, which list</p>	

	<ul style="list-style-type: none"> ○ Classified Senate ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O 	<p>items after the construction is finished that still need to be addressed. We are now aware that all items were not 100% addressed and that is why a new building is being done. She will share the summary of the project that was completed for the first renovation with the committee. The comments on the report from 2012 are from existing architects that are working on the East Wing Building project that was not included in the 2014-2016 renovation. They have put comments on the report to address any of those deficiencies that will or will not be addressed in the East Wing Mechanical Project. Bryce brought up that a majority of the items that was completed by that first renovation is being ripped out because it was done wrong or not to a code and that the reason for the second renovation is because it was made worse and created more problems if it had been left alone.</p> <p>Gina asked if the student lounge was available for students again. Tenille said that she believes the Book Plus Program was moved back to the Campus Book Store and that the room should be available to students again. Robert said she needs to contract Ray.</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>Ernest let the committee know they are currently planning their graduation.</p> <p>Robert stated that the latest water.</p>	<p>Tenille to share summary of the first renovation project that was completed with the committee.</p>
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	Adjournment Next Meeting Date [Spring 23]:	3:54 March 6, 2023	
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Facilities & Safety Committee

Monday, March 6, 2022 - 3:00 pm
Via Zoom – Agenda
AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Feb 6'23		
2.	Representative <u>Concerns/Reports</u> (1-2min ea) <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 		
3.	Transformational Pursuit, <i>Resetting our SBVC F&S Committee</i> (<i>recurring topic</i>) <ul style="list-style-type: none"> a. Centering our Efforts and Actions <ul style="list-style-type: none"> ○ Our student voice within our branches <ul style="list-style-type: none"> Our branch of Sustainability Our branch of Facilities b. Committee's Best Practices <ul style="list-style-type: none"> ○ Inclusion strategies ○ Workgroups, action item ○ Shared governance in F&S (inward and outward), discussion ○ Steps to reset, action item 		
4.	Action Items <ul style="list-style-type: none"> a. Program Review, F&S Needs Assessments <ul style="list-style-type: none"> Short-term process Long-term process b. District Facilities, Sustainability Plan Forum Planning 		

5.	Discussion Items a. IIPP Draft, direction b. Urgent topics		
7.	Public Comments		
	Adjournment Next Meeting Date:	Apr 3, 2023	

Membership & Attendance:

Administrators (SBVC & District)	Academic Senate	Calif. Schools Employees Assoc.	Classified Senate
<i>Tenille Norris, Administrative Services; F&S Co-Chair</i>	Vicente Alvarez; Mathematics, Business & Computer Technology	Mary Valdermar	Amelia Gonzalez
Larry Brunson, Student Accessibility Services	Bryce Cacho, Applied Technology, Transportation & Culinary Arts	Nathan Yearyearn	Sarah Yearyearn
Raymond Carlos, Student Life	Jeffery Demsky, Social Sciences, Human Development & Physical Education		
Kevin Grishow, Grounds and Maintenance	Espreo Foscolos, Science		
Robert Jenkins, Facilities, Maintenance & Operations	Andrea Hecht, Student Services		
Melissa Nano, Environmental Health & Safety, District	Dirkson Lee, Arts & Humanities	Associated Student Government	Asian Pacific Islander Assoc.
<i>Vacant, Facilities, Planning, Emergency Management & Construction, District</i>	Leonard Lopez, Social Sciences, Human Development & Physical Education	Gina Garcia	Nhan H Zuick
	Jose Recinos, Arts & Humanities	Dylan Tucker	Black Faculty & Staff Assoc.
District Police	Michelle Tinoco, Student Services		Bonnie Cruz
Blake Bonnet	Anita Arnold, Science, Faculty		Latino Faculty Staff & Admin Assoc.
Al Jackson	Nicole Lambrou, Science Faculty		Ernest Guillen
	Anita Arnold, Science, Faculty		
	Nicole Lambrou, Science Faculty		
Kenneth Owens	<i>Tatiana Vasquez, Science F&S Co-Chair</i>		
Visitors			
Christie Gabriel, Research & Planning, Classified			
Karol Pasillas, Admin Services Support, Classified			

Facilities & Safety Committee

Monday, March 6, 2023 - 3:00 pm
Via Zoom – Agenda

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Feb 6, 23	No Discussion	Motion: Move to approve 2-6-23 minutes. 1st: M. Valdemar 2nd: E. Guillen 21 responses Ayes: 20 votes Nays: 0 Votes Abstain: 1 Vote Motion passes
2.	<u>Representative Updates/Reports:</u> <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA 	<p>None</p> <p>None</p> <p>Mary is still concerned about building security, specifically in the mornings or after the weekend, and would like this item to be on the meeting agenda. Dr. Fontanilla asked if Mary meant the library was broken into during the weekend or if it was just left unlocked? Mary stated that it was just left unlocked.</p> <p>Mary also mentioned an issue about a student having challenges on the campus such as disciplinary and registering. The student was given a document from District Police stating that they had no lawful business being on the campus for a public event. This is a community college, and the library is open to the public and there are also other areas on the campus open to the public including events. She has been a situation before where she was advocating for students who had negative interaction with district police with racial profiling, profiling trans students or homeless students and is really trying to address the issue of when it's appropriate for police to ask a student for an ID or determine if they have lawful business on campus. She is wondering where the balance is between protecting us from harm and criminalizing students, community members, or even faculty and staff. Dirkson stated that the campus needs more training which includes Sensitivity Trainings. Larry agreed with Dirkson. Jeff also agrees that there needs to be training.</p> <p>Ray encouraged the committee to read the Student Code of Conduct and stated that there is a</p>	<p>Tatiana to bring this concern of building security as an agenda item.</p> <p>Tatiana to bring this issue as an agenda item.</p> <p>Ray emailed the committee the Student</p>

Facilities & Safety Committee

	<ul style="list-style-type: none"> ○ Academic Senate, Div. Reps 	<p>responsibility from the student side to follow these policies and procedures as well. He sees the conduct cases and the conduct process is still part of the educational process and protected under law.</p> <p>He thinks anyone who has concerns about district police should talk to them. District police do not go out and start looking for students to cause trouble. They get calls, and some calls are coming from other students who are concerned about what other students said and/or what they did.</p> <p>Ernest stated there is accountability that needs to be had on both sides of this argument. If this item does appear on the agenda in the future, he would like some representatives from the district police and safety areas to be in the room. This always ends up feeling like a one-sided conversation. He also thinks safety training is great and sensitivity training is the part that is lacking.</p> <p>Dr. Fontanilla appreciates the conversation this committee is having, and she hears the concern levels in many voices. She will be reaching out to district individuals who are responsible for this type of training the committee is requesting. Dirkson thought these trainings should be mandatory, but CSEA and CTA all have agreements with the district, and we have to be careful that we do not step on individual rights by making all meetings mandatory. She thinks all people should engage in sensitivity training and safety training, but there are some technicalities that need to be looked at before we can say that all of them will be mandatory.</p> <p>Jeff stated that he took a training course at another college about the difference between a disruptive student and a distressed student. He has never had this training in the 13 years of teaching before and now he has a better understanding that while a student may indeed be exhibiting disruptive behaviors, the cause may be an underlying distress, which requires a different approach.</p> <p>Andrea thinks there should be procedures in place and that students that are angry can cause a scary situation.</p> <p>Dr. Fontanilla acknowledged that we do not want to be unsafe ourselves, but there are students now that have been mentally traumatized, whether it be Covid or some other issue.</p> <p>Bryce mentioned the issue about the Tech yard gates being locked one-time last week during school hours and he thinks that it was done by the</p>	<p>Behavioral Guide and flow charts to assist when working with students.</p> <p>Dr. Fontanilla has contacted the district to start the conversion about these trainings.</p>
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	<ul style="list-style-type: none"> ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 	<p>construction group. To email Robert the details so he can follow up.</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>Tabled for next meeting.</p> <p>None</p> <p>None</p>	
3.	<p><u>Transformational Pursuit: Resetting our SBVC F&S Committee (Recurring Topic)</u></p> <p>A. Centering our Efforts and Actions</p> <ul style="list-style-type: none"> a. Our student voice within our branches b. Our branch of Sustainability 	<p>Mary asked what sustainability looks like for district versus students. She knows that we have a sustainability plan, but students have told her that they do not see a lot of recycling happening on campus and that there is not a community garden space. These items and others have been popping up in several of the clubs and organizations such as META (Shadow), Student Government (Nelva) and History Club (Jose), and there is a move from the students to reinstate the Sustainability Club that that used to be in place pre-pandemic. Shadow believes that any sustainability act that can be shown on campus will draw students back with some pride in sense of where they are and belong. Mary indicated that in their AB 617 meeting, they have been community testimony at the beginning of each meeting, and it has really changed the tone, focus and the purpose of the meetings. This is what they hope to do in this body as well by centering and allowing students to share what they are doing, working on, their input and feedback about sustainability in general.</p> <p>Jose created a project called Making History which is to get students involved in making history ourselves here on campus. The project that he is hoping to start is a community garden with new sustainable technology with renewable energy. They want an area on the campus to grow food and grow more indigenous species of plants, native species to this area. Outdoor environments are a lot healthier for students' minds.</p>	

Facilities & Safety Committee

	<p>c. Our branch of Facilities</p> <p>B. Committee's Best Practices</p> <ol style="list-style-type: none"> Inclusion strategies Workgroups, action item Shared governance in F&S (inward and outward), discussion Steps to reset, action item. 	<p>Christie had a conversation with chef Stacy in the past and that many years ago they used to have garden on campus that was part of the culinary student's project and thinks it would be great to another course within the Culinary Arts Program to show students how to grow from the beginning. Shadow thinks if the campus has cheaper, natural, and fresh food such as vegetables and fruits, students consider eating more on campus.</p> <p>Tatiana stated that sometimes a committee becomes a committee of reporting and not really having substance, is difficult to get action and information, and to have consensus across some of the areas. She is happy to be sitting as co-chair, but a lot of the heavy lifting is being done by her without any help or her having reassigned time. She is asking the committee members to become more involved and to sign up for at least one workgroup on the link below and she will also send the link out in an email. https://docs.google.com/spreadsheets/d/1HPvO43QwqLQo0xoNGH2XDMInKic-cbrHNOMYmBiWEtg/edit?usp=sharing</p> <p>Dr. Fontanilla stated that this each committee member has a constituent group that they need to take this information back to and report on. Andrea wants to know how employees get to be part of a committee like the new Student Services Building committee.</p> <p>Ernest has noticed that we are turning into a more or less a reporting body. Reporting is great and necessary, especially when decisions begin to flow upwards. We have to make sure that we are including those constituent groups in the development of these decisions. On one of his committees, they needed to restructure ourselves in a way that everyone felt invested in the process, and part of that was the creation of subcommittees, work groups that the co-chairs were not necessarily directly involved in in directing the work.</p> <p>Bryce brought up that OSHA requires us to be doing certain obligations and that we need to relook at the IIPP. He thinks that this committee has fallen away from that document and the charge of what this committee is supposed to be doing.</p> <p>Tatiana asked for there to be a motion on the creation of workgroups that are divided as safety facilities and sustainability and that every member needs to sign up for at least one. Mary brought up</p>	<p>Motion: Creation of workgroups that are divided into safety, facilities, and sustainability and that</p>
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Facilities & Safety Committee

		<p>that these three subject areas are heavy lifts and that she thinks that there should be resigned time for any co-chair. Jeff brought up that this was covered last semester and he thought it was to be voluntary. Tatiana stated that the “voluntary” part was not working.</p> <p>Tatiana has been working on SBVC F&S Standing Committee Standards and asked for the committees to help with adding comments and questions under the “SharedGovernance F&S Doc” tab on the link already given. This document language is based off what we inherited and needs to be renewed. Questions such as when co-chair is selected, do we want to have a tri-chair, and do we want a committee that anybody who shows to the meeting can vote.</p> <p>Dr. Fontanilla informed the committee that any changes to the committee membership or charge need to go through the College Council and thinks that a tri-chair is a promising idea.</p>	<p>every member needs to sign up for at least one. 1st: E. Guillen 2nd: A. Hecht 20 responses Ayes: 17 votes Nays: 0 Votes Abstain: 3 Vote Motion passes</p> <p>Members to input comments and questions for SBVC F&S Standing Committee Standards.</p>
4.	<p><u>Action Items:</u> A. Program Review, F&S Needs Assessments a. Short-Term Process b. Long-Term Process</p> <p>B. District Facilities, Sustainability Plan Forum</p>	<p>Tabled for next meeting.</p> <p>District Facilities has a plan that we have already communicated as a committee to them on and it needs improvement. They want to plan a forum for SBVC input and requested for input on when this form should take place and when the plan should be shared with the campus. She suggested two forums, one in the morning and one in the evening. If any member has any suggestions, to please send her an email.</p> <p>Sarah asked about the feedback that Yosh received from the District Advisory Committee. Tatiana stated that she has already sent it out several times to the committee but will resend it.</p>	<p>Members to send Tatiana an email with any suggestions.</p> <p>Tatiana to resend the information to the committee.</p>
5.	<p>Discussion Items A. IIPP Draft, direction B. Urgent topics</p>	<p>All tabled for next meeting</p>	

Facilities & Safety Committee

6.	Public Comments	Dr. Fontanilla stated that you never really appreciate students, our family or the members of our college community who have accessibility issues until you join that group. She is really careful where she walks, and is constantly looking around the campus, and the facilities to make sure not only that she is safe but that it is safe for everyone. She informed the committee that the Board of Trustees wants SBVC facilities and grounds to always to look, feel and be top notch. This is one of her charges from the Chancellor.	
	Adjournment	4:38pm	
	Next Meeting Date [Spring 23]:	April 3, 2023	

Membership:

Administrators (SBVC & District)		Academic Senate		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair		Vicente Alvarez, Mathematics, Business & Computer Technology	X	Mary Valdermar	X	Amelia Gonzalez	
Larry Brunson, Student Accessibility Services	X	Anita Arnold, Science, Faculty	X	Nathan Yearyean	X	Sarah Yearyean	X
Raymond Carlos, Student Life	X	Bryce Cacho, Applied Technology, Transportation & Culinary Arts	X				
Kevin Grishow, Grounds and Maintenance	X	Jeffery Demsky, Social Sciences, Human Development & Physical Education	X				
Robert Jenkins, Facilities, Maintenance & Operations	X	Espree Foscolos, Science	X				
Melissa Nano, Environmental Health & Safety, District	X	Andrea Hecht, Student Services	X	Associated Student Government		Asian Pacific Islander Assoc.	
Vacant, Facilities, Planning, Emergency Management & Construction, District		Nicole Lambrou, Science Faculty	X	Gina Garcia	X	Nhan Zuick	X
		Dirkson Lee, Arts & Humanities	X	Dylan Tucker	X	Black Faculty & Staff Assoc.	
District Police		Leonard Lopez, Social Sciences, Human Development & Physical Education				Bonnie Cruz	
Blake Bonnet	X	Jose Recinos, Arts & Humanities	X			Latino Faculty Staff & Admin Assoc.	
Al Jackson		Michelle Tinoco, Student Services	X			Ernest Guillen	X
Kenneth Owens		Tatiana Vasquez, Science Co-Chair	X				
Visitors							
Linda Fontanilla – SBVC Interim President	X	Christie Gabriel, Research & Planning, Classified	X	Nelva Ruiz-Martinez – ASG President	X	Karol Pasillas, Admin Services Support, Classified	X
Shadow – MECHA Student President	X	Jose Velasco – History Club President	X				

Facilities & Safety Committee

Monday, April 3, 2022 - 3:00 pm
Via Zoom – Agenda
AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Mar 6'23		
2.	Representative <u>Concerns/Reports</u> (1-2min ea) <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support ○ 		
3.	Transformational Pursuit, <i>Resetting our SBVC F&S Committee</i> (<i>recurring topic</i>) <ul style="list-style-type: none"> a. Centering our Efforts and Actions <ul style="list-style-type: none"> ○ Our student voice within our branches ○ Our branch of Sustainability b. Committee's Best Practices <ul style="list-style-type: none"> ○ Workgroups ○ Shared governance in F&S (inward and outward), discussion ○ Chairing and selection timetable 		
4.	Action Items <ul style="list-style-type: none"> a. Program Review, F&S Needs Assessments <ul style="list-style-type: none"> ○ Short-term process (attachment) ○ Long-term process 		
5.	Discussion/Information Items <ul style="list-style-type: none"> a. Urgent topic b. IIPP Draft, direction 		

	<p>(cont.) Discussion/Information Items</p> <p>c. District Facilities, Sustainability Plan Forum Planning (<i>guest Yash Patel, SBCCD Sustainability & Energy Manager</i>)</p> <p>d. SBVC Buildings, security</p> <p>e. SBVC Institutional Policies & Procedures of Safety (intersection of several College/District branches)</p>		
7.	Public Comments		
	Adjournment Next Meeting Date:	Apr 3, 2023	

Membership & Attendance:

Administrators (SBVC & District)	Academic Senate	Calif. Schools Employees Assoc.	Classified Senate
<i>Tenille Norris, Administrative Services; F&S Co-Chair</i>	Vicente Alvarez; Mathematics, Business & Computer Technology	Mary Valdermar	Amelia Gonzalez
Larry Brunson, Student Accessibility Services	Bryce Cacho, Applied Technology, Transportation & Culinary Arts	Nathan Yearyearn	Sarah Yearyearn
Raymond Carlos, Student Life	Jeffery Demsky, Social Sciences, Human Development & Physical Education		
Kevin Grishow, Grounds and Maintenance	Espreo Foscolos, Science		
Robert Jenkins, Facilities, Maintenance & Operations	Andrea Hecht, Student Services		
Melissa Nano, Environmental Health & Safety, District	Dirkson Lee, Arts & Humanities	Associated Student Government	Asian Pacific Islander Assoc.
<i>Vacant, Facilities, Planning, Emergency Management & Construction, District</i>	Leonard Lopez, Social Sciences, Human Development & Physical Education	Gina Garcia	Nhan H Zuick
	Jose Recinos, Arts & Humanities	Dylan Tucker	Black Faculty & Staff Assoc.
District Police	Michelle Tinoco, Student Services		Bonnie Cruz
Blake Bonnet	Anita Arnold, Science, Faculty		Latino Faculty Staff & Admin Assoc.
Al Jackson	Nicole Lambrou, Science Faculty		Ernest Guillen
	Anita Arnold, Science, Faculty		

San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

Facilities & Safety Committee

		Nicole Lambrou, Science Faculty				
Kenneth Owens		<i>Tatiana Vasquez, Science F&S Co-Chair</i>				
Visitors						
Christie Gabriel, Research & Planning, Classified						
Karol Pasillas, Admin Services Support, Classified						

Facilities & Safety Committee

Monday, April 3, 2023 - 3:00 pm
Via Zoom

AGENDA

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: Mar 6, 23	No Discussion	Motion: Move to approve 3-6-23 minutes. 1st: A. Vicente 2nd: T. Dylan 15 responses Ayes: 12 votes Nays: 0 Votes Abstain: 3 Vote Motion passes
2.	Representative Concerns/Reports: (1-2 min ea.) <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 	No Reports	
3.	Transformational Pursuit: <i>Resetting our SBVC F&S Committee (recurring topic)</i> <ul style="list-style-type: none"> a. Centering our Efforts and Actions <ul style="list-style-type: none"> ○ Our student voice within our branches ○ Our branch of Sustainability b. <u>Committee's Best Practices</u> <ul style="list-style-type: none"> ○ Workgroups 	Shadow stated that their club event went well, and a lot of people stopped by their table to learn about sustainability on the campus, nutrition, and medicinal plants. Talked about having more sustainable nutrition on a wider scale at the campus including a garden. Will be doing more events and is hoping to collaborate with other clubs. Jose stated that they are doing multiple events throughout campus and bringing this awareness to the student body. During these events they are doing an informal petition regarding a community garden. The handful of students that have stopped by their events have liked the idea of having access to a space where they can go and unwind, no stress and no curriculum involved. Just a way of creating a campus community and coming together. Three workgroups were set up, Facilities, Safety and Sustainability. Members signed up for the workgroup(s) they wanted to participate in. Mary stated that even though the structure of sustainability has changed	

	<ul style="list-style-type: none"> ○ Shared governance in F&S (inward and outward), discussion 	<p>over the years, and there was a period of time where we did not have an official sustainability committee, that there have always been employees and students who have been very enthusiastic and organizing around sustainability issues. She wants to make sure they will still have a voice even if they are not members of this committee. Tatiana agreed that collaboration is great and that it would be a clever idea to have a facilitator for each workgroup. She will make sure the link appears on each agenda so it can be shared.</p> <p>Shadow asked if there are surveys for students online and in-person concerning these areas. Tatiana does not have a direct answer right now. We can work with Research and Planning to set up surveys. Tatiana will reach out to each workgroup to see how they can move forward.</p> <p>Tatiana thinks it would be great too if this committee leaves this semester with the creation of a document that can help us all understand what this committee's purpose is. She has created a document that is editable and would like this committee to had comments in yellow.</p> <p>Dr. Fontanilla stated that it is her understanding under our shared governance practices in our decision-making practices, that each committee should already have a charge. Is this document an expansion of that charge? Tatiana stated that yes, it is an expansion to have all of these subtitles be more specific to what our functions are. Dr. Fontanilla asked if this charge follows the way that all of the charges are set up for each strategic planning committee or does it take us out of that format in any way, and if it does, her second question would be, do we have as a practice at this particular institution? Tatiana stated that the charge that we currently have right now, has been embedded through College Council as well, and through the Senates and in terms of the language, nothing has changed from the original charge in terms of the rest of the standing committees. Tenille stated that there is not a standard template that this campus follows regarding committee charges. Ernest mentioned the point that this committee combined this fiscal year, the Facilities and Safety Committee and the Sustainability Committee into one committee. We are revitalizing them, revamping them so that they work for the combined committees. Dr. Fontilla's final</p>	<p>Tatiana to reach out to the workgroups.</p> <p>Committee to review and add comments in yellow.</p>
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question is, after this draft has gone through your body, would a final draft be submitted to the College Council for approval. Tatiana confirmed that this would be done, and it would also be submitted to the Classified Senate and the Academic Senate for approval.

Mary put a link in the chat to the website where the charge for this committees is placed: <https://www.valleycollege.edu/about-sbvc/campus-committees/facilities-and-safety/>. She highlighted that although this charge has been edited and vetted by some

of the different bodies, there are a lot of languages that are missing, eliminated, or lost over the years as committees were condensed. She wanted to clarify that the charge is going to stay the same as the one posted on the website as the official charge. She thinks this document that we are

creating is something a little bit more for what does practice looks like to ensure that some of these items that were lost over the years get back on the table. It is a broader document that helps explain the practices, especially for a new chair or new leadership that might come in and not have all that institutional memory or knowledge about what is supposed to be happening. Dr.

Fontanilla asked based on Mary's thorough explanation, then how does this get recognized in the shared governance process? Does this to College Council and the other constituent groups as an addendum to the charge that further explains this committee's work? Mary does not think there has been an effective process to date for this. She believes this is the first committee to really take this initiative, to have a more comprehensive document than just the charge, and to translate that into what does that mean in practice? Tatiana agrees with Mary and states this is the reason she is doing the document.

Dr. Fontilla stated that if this is a format that is going to live within the shared governance process of this college, and it is going to be recognized as a formal part of your shared governance charge, she thinks as a college, we have to decide where this is going to live for the sake of being able to present it in future Accreditation and ACCJ visits because they will look at our charges, and they will ask about our process. It is important that everyone who they talk to is going to be aware that this process occurred, and there was an ability for them to create

	<ul style="list-style-type: none"> ○ Chairing and selection timetable 	<p>an addendum to their charge. Or this is going to live somewhere outside of that process. I just want, for consistency's sake, and for the language that we will use going forward in a future accreditation, so our accreditation liaison is fully aware that this conversation is taking place within the committee.</p> <p>Tatiana thanked Dr. Fontilla for her input and stated that as new members are added or old members are replaced, we need to be able to allow them to understand how the process of our committee is works, and this what this document is about as well.</p> <p>Bryce stated that he added comments to the document about the IIPP, what it specifically states about the Safety Committee and why we are here. He stated that we have not been following IIPP or even discussed it.</p> <p>The committee discussed how they wanted this committee to be chaired: tri, triple, or quad. Dr. Fontanilla asked what does our decision-making process say about chairs and co-chairs of your committees? Tatiana stated that she is not aware of having a process that is written as a policy or a procedure in this college. Ernest wants to make sure that classified is allowed to actually chair committees. Tatiana informed the committee that historically this committee has had classified co-chairs. Dr. Fontanilla stated that she is trying to understand the shared governance process that this committee is following, she stated that all committees are important committees, but normally, when you are talking about a shared Governance committees, in the eyes of ACCJ, you are looking the committees around budget, institutional effectiveness, instruction, student services, and college council. In most instances those are your five strategic planning committees. She asked again, what does your committees shared governance processes look like and what is the uniformity in which your committees operate under the shared governance process at this college, in order to get a better idea on who this works at this college. It is important when a committee decides to do something that is different at that committee level but is not happening at other committee levels, that it gets communicated back to the right individuals and processes. Tatiana stated that this is definitely one of the committees that we are trying to make sure that we have our guidance right and to serve the inclusivity that we are. Ernest</p>	<p>Motion: For this committee to have a quad co-chair consisting of a faculty, classified, student and administration starting in Fall 2023.</p> <p>1st: Mary Valdemar 2nd: E. Guillen 17 responses Ayes: 13 votes Nays: 1 Votes Abstain: 3 Vote Motion passes</p>
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		added having a quad chair, not only does equity standpoint make a lot of sense, but also as a workload standpoint. Tenille added that she thinks a quad chair with a faculty, classified, student and administration chair are an effective way to go. Dylan and Ernest both agreed. Mary motions for this committee to have a quad co-chair consisting of a faculty, classified, student and administration starting in Fall 23.	
4.	<p>Action Items:</p> <p>a. Program Review, F&S Needs Assessments Short-term process (attachment) Long-term process</p>	Tabled	
5.	<p>Discussion Items:</p> <p>a. Urgent Topics</p> <p>b. IIPP Draft, direction</p> <p>c. District Facilities, Sustainability Plan Forum Planning (<i>guest Yash Patel, SBCCD Sustainability & Energy Manager</i>)</p> <p>d. SBVC Buildings, security</p>	<p>Tabled</p> <p>Tabled</p> <p>Yash shared with the committee that they will be hosting an in person and online form to discuss SBVC Sustainability and the tentative agenda. The in-person forum is tentatively scheduled for April 19, 2023, from 11am to 1pm on SBVC campus and will focus more on group discussions. Working with Robert and Tenille on what room will be used. They are looking for volunteers to help facilitate the session and break out groups. He asked the group to send him any suggestions or topics that would improve the forums. Mary suggested to redesign the public feedback processes to be more inclusive and centering on the community members that they want to hear from, have every meeting start with public testimony. Yash to reach out to our marketing to advertise this event and once the marketing materials are ready, he will reach out to Mary for other ideas. Tenille added the we have student representatives for this committee Gina and Dylan, and Josh can also reach out to Tatiana and her and they can get him in touch with them.</p> <p>Bethany APIA President brought to the committee items of issues that were discussed in their meetings. One items is physical safety - some member have brought up that due to the increase in violence and essentially hate crimes against a lot of our elders, that they have cut back on things like wearing jewelry on campus and carrying their purse around on campus and had a couple a couple of people mentioned that they have</p>	<p>The committee to send Yash any suggestions or topics would improve the forums.</p> <p>Yash to reach out to SBVC Marketing and Mary about advertising this meeting.</p>

requested to be as remote as possible. Again, minimizing visibility on campus. There has also been a lot of conversation within our association about emotional harm such as a sense of belonging, feeling like we have a position and a role to play in the district and microaggressions. The Asian Pacific Islander community is remarkably diverse, and their experiences and immigration stories are quite different. One concern that they experience frequently is kind perpetual foreigner feeling where you never feel like quite belong. They are always associated with other countries. These items happen on our campus and in our district. There is date saying that Asian students do not have a sense of belonging on this campus. They do not feel seen and feel like they are not part of who we are and what we do. Ernest stated that nobody deserves to feel like this, especially in our workplaces and he hopes that we can collectively produce ways to make this a more comfortable and welcoming district for everybody, regardless of what group you share affinity with. He also suggested allyship training as well as sensitivity training. Dirkson stated that the management and district need to have a process in place if these concerns are brought to them, so people do not feel that feel like they are out of line, that their voices are being heard, and that proper channels and items are put into place.

Tenille stated that she this committee to make sure that we are focused specifically on the charge of this committee. She definitely wants to make sure that as a committee we are able to facilitate a safe campus and make sure that our groups feel safe. She will work with Blake and the PD to make sure these types of training are in place and is open to moving forward and facilitating a partnership with the DEA Committee in the district.

Tatiana asked as a faculty member, what kind of procedures do we have in terms of safety in regard to a distress students or faculty. If we called the district police to taking care of something, how do you know what that approach means, what can we expect and what is their mission and facilitation of safety in our campus?

Dr. Fontanilla has spoken with the President's Cabinet members, the managers, and the folks who come to the managers'

Facilities & Safety Committee

	e. SBVC Institutional Polices & Procedures of Safety (intersection of several College/District branches)	committee meeting about psychological safety as well as physical safety. There is a lot of work that needs to be done in these areas. She is willing to come and speak to any group about this. extremely sensitive to these conversations. She cares a lot about how people feel both about their psychological safety as well as their physical safety and again offered to come talk to any group on campus who wishes her too. Blake also offered and is available to come to any department meeting or any classroom meeting and give a presentation, not just about active shooter training, but on de-escalation dealings too. Anybody can call or email him with questions or concerns. Mary thanked Bethany for coming and talking about these sensitive topics and thinks this needs to be done regularly. Tatiana brought up that this is something the Safety Group can work on. What policies and procedures do we have that are related to safety.	
6.	Public Comments	Mary informed the committee about Earth Week happening on SBVC Campus from April 17, 2023, to April 20, 2023. Gina brought up that she tripped over a rock that someone propped a door open with.	
	Adjournment	4:46pm	
	Next Meeting Date [Spring 23]:	May 5, 2023	

Membership:

Administrators (SBVC & District)		Faculty		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair	X	Vicente Alvarez, Mathematics, Business & Computer Technology	X	Mary Valdemar	X	Christie Gabriel	
Larry Brunson, Student Accessibility Services		Anita Arnold, Science, Faculty	X	Nathan Yearyearn	X	Sarah Yearyearn	X
Raymond Carlos, Student Life		Bryce Cacho, Applied Technology, Transportation & Culinary Arts	X				
Kevin Grishow, Grounds and Maintenance		Jeffery Demsky, Social Sciences, Human Development & Physical Education					
Robert Jenkins, Facilities, Maintenance & Operations	X	Espreo Foscolos, Science	X				
Melissa Nano, Environmental Health & Safety, District	X	Andrea Hecht, Student Services		Associated Student Government		Asian Pacific Islander Assoc.	
Vacant, Facilities, Planning, Emergency Management & Construction, District		Nicole Lambrou, Science Faculty	X	Gina Garcia	X	Nhan Zuick	X

Facilities & Safety Committee

		Dirkson Lee, Arts & Humanities	X	Dylan Tucker	X	Black Faculty & Staff Assoc.	
District Police		Leonard Lopez, Social Sciences, Human Development & Physical Education				Bonnie Cruz	X
Blake Bonnet	X	Jose Recinos, Arts & Humanities	X			Latino Faculty Staff & Admin Assoc.	
Al Jackson		Michelle Tinoco, Student Services	X			Ernest Guillen	X
Kenneth Owens		<i>Tatiana Vasquez, Science Co-Chair</i>	X				
Visitors							
Linda Fontanilla – SBVC Interim President	X	Nelva Ruiz-Martinez – ASG President	X	Karol Pasillas, Admin Services Support, Classified	X	Shadow – MECHA Student President	X
Yash Patel - SBCCD Sustainability & Energy Manager	X	Ashley Smith	X	Bethany Tasaka - APIA	x	Jose Velasco – History Club President	

Facilities & Safety Committee

Monday, May 1, 2023 - 3:00 pm
Via Zoom – Agenda
AGENDA

[F&S Website; F&S Workgroups](#)

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: April 6'23		
2.	Representative Concerns/Reports (1-2min ea) <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services <i>Updates: Safety App; Heat Illness Prev. Plan</i> ○ District Police ○ District Support 		
3.	Action Items <ul style="list-style-type: none"> a. Program Review, F&S Needs Assessments Short-term process (attachment) 		
4.	Transformational Pursuit, Resetting our SBVC F&S Committee (<i>recurring topic</i>) <ul style="list-style-type: none"> a. Centering our Efforts and Actions b. Committee's Best Practices <ul style="list-style-type: none"> ○ F&S Shared Govt, Standards of our Committee (work in progress doc) <ul style="list-style-type: none"> ○ <i>Topics: guests, co-chairing, workgroups (see link above & attachment 2)</i> ○ Chairing selection and timetable 		

5.	Discussion/Information Items <ul style="list-style-type: none"> a. SBVC Institutional Policies & Procedures of Safety (<i>intersection of several College/District branches</i>) (<u>attachment 3</u>) b. SBVC Buildings, security c. IIPP Draft, direction (<u>attachment 4</u>) d. Urgent topics e. Fall's, Next Meeting Date 		
6	Public Comments		
	Adjournment		

Membership & Attendance:

Administrators (SBVC & District)		Faculty		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; F&S Co-Chair		Vicente Alvarez; Mathematics, Business & Computer Technology		Mary Valdermar		Amelia Gonzalez	
Larry Brunson, Student Accessibility Services		Bryce Cacho, Applied Technology, Transportation & Culinary Arts		Nathan Yearyearn		Sarah Yearyearn	
Raymond Carlos, Student Life		Jeffery Demsky, Social Sciences, Human Development & Physical Education				Christie Gabriel	
Kevin Grishow, Grounds and Maintenance		Espreo Foscolos, Science					
Robert Jenkins, Facilities, Maintenance & Operations		Andrea Hecht, Student Services					
Melissa Nano, Environmental Health & Safety, District		Dirkson Lee, Arts & Humanities		Associated Student Government		Asian Pacific Islander Assoc.	
Vacant, Facilities, Planning, Emergency Management & Construction, District		Leonard Lopez, Social Sciences, Human Development & Physical Education		Gina Garcia		Nhan H Zuick	
		Jose Recinos, Arts & Humanities		Dylan Tucker		Black Faculty & Staff Assoc.	
District Police		Michelle Tinoco, Student Services				Bonnie Cruz	
Blake Bonnet		Anita Arnold, Science, Faculty				Latino Faculty Staff & Admin Assoc.	

San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

Facilities & Safety Committee

Al Jackson		Nicole Lambrou, Science Faculty				Ernest Guillen	
		Anita Arnold, Science, Faculty					
		Nicole Lambrou, Science Faculty					
Kenneth Owens		<i>Tatiana Vasquez, Science F&S Co-Chair</i>					
Visitors							
Karol Pasillas, Admin Services Support, Classified							

Facilities & Safety Committee

Monday, May 1, 2023 - 3:00 pm
Via Zoom

MINUTES

[F&S Website](#); [F&S Workgroups](#)

	AGENDA ITEM	DISCUSSION/COMMENTS	ACTION/FOLLOW-UP
1.	Approval of Minutes: April 6, 23	No Discussion	Motion: Move to approve 4-6-23 minutes. 1st: D. Lee 2nd: E. Foscolos 15 responses Ayes: 13 votes Nays: 0 Votes Abstain: 2 Vote Motion passes
2.	Representative Concerns/Reports: (1-2 min ea.) <ul style="list-style-type: none"> ○ ASG ○ Classified Senate ○ CSEA ○ Academic Senate, Div. Reps ○ APIA ○ BFSA ○ LFSAA ○ M&O ○ VP Admin Services ○ District Police ○ District Support 	<p>Ernest thanked Tenille and Administrative Services for making sure all facility use requests were approved even those that were turned in extremely late.</p> <p>Chief Jackson informed the committee that the police department is getting Active Shooter Training out to all staff and has already done the training for the SBVC Managers. District police are also meeting with the executive and informed them that that there are no real trends for ongoing campus crime issues right now. The only one was with the CDC and is working with Administrative Services to add additional lighting and outside cameras to that area. They also had an issue at the warehouse and found that some motion sensors need to be moved so they are not blocked by boxes. His staff is working with Tenille on where the new CCTV cameras will be installed on SBVC campus. There is still the issue of outside doors being left unlocked and they met about a week ago with the evening custodial crew to discuss this issue and will be collaborating with them in the coming weeks to provide additional tips. He would like to provide a 5-to-10-minute overview of Active Shooter Training to this committee at the next meeting.</p> <p>Tenille stated that Administrative Services is working internally to improve the facility use process. She informed the committee about the Safe SBCCD App that is available to download to phones that has different safety resources available there, our campus emergency contacts, updated evacuation maps, what to do in case of different</p>	<p>District Police would like to provide Active Shooter Training to this committee at the next meeting.</p>

		<p>emergency response situations, such as active shooters, if there's any, a bomb threat on campus, and 1 other different safety items and information. She requested the committee to download it and share it with their constituents and to email her any feedback about the app. Chief Jackson also said that there will be a large marketing campaign involving the whole district and we should be here from the marketing team in a few weeks. Christie would like the crime stats to be added to the app thinking it may increase SBVC enrollment if the students see how safe the campus is. Ernest wants to make sure that the app does not overshadow the conversation about making substantial practice shifts for the college, like talking about existing infrastructure and emergency phones.</p> <p>Tenille informed the committee that an updated draft will be coming out for the Heat, Illness and Prevention Plan that will be brought to this committee this fall. She also asked for help in getting additional building caption volunteers.</p> <p>Mary reported that Earth Week events went well and gave a shout out to everybody who helped, participated, or shared the information about the sustainability forum. She asked if there was a timeline on when district would be sharing the feedback, they collected at the sustainability forum.</p>	<p>The committee to email Tenille with any feedback about the SBCCD Safety App.</p> <p>Tenille asked for the committee to inform the SBVC campus that she is still looking for building caption volunteers.</p> <p>Feedback from the district's sustainability forum.</p>
3.	<p>Action Items:</p> <p>a. Program Review, F&S Needs Assessments Short-term process (attachment) Long-term process</p>	<p>Tatiana shared with the committee that it was difficult to compile the data with the current ranking system that is used for the F&S Need Assessments. She presented the current ranking sheet and definitions and asked if the committee had any objections. She thinks that the amount column should be removed, since this committees' decisions should be based on needs not funds. Tenille feels like safety/urgent needs should be addressed as soon as they are presented. Christie agreed with both and thought the date needed to be more detailed and usable. She suggested using a dichotomous coding. Dr. Fontanilla asked if all programs could turn in their needs, if committees also hand in their needs and if this happens, could items be counted twice. Tatiana replied back that all programs can turn in needs and that committees do not turn in needs. This committee and the SBVC CTS committee</p>	<p>Bring this item back to the first fall meeting.</p>

		co-chair of this committee for fiscal year 23-24.	
5.	<p>Discussion Items:</p> <p>a. Urgent Topics SBVC Institutional Polices & Procedures of Safety (intersection of several College/District branches) (attachment 3)</p>	<p>Reviewed the Student Enrollment and Experiences by Vinnie Wu Research Analyst from March 24, 2023, which is on the Office of Research webpage along with other data and surveys.</p> <p>Dirkson thanked the district police department for keeping this campus safe. SBVC, as one of the 160 committee colleges in California, are facing an incredibly significant crisis in terms of student nutrition, or why students are not coming to the college. Factors that include but are not limited to the Covid pandemic may be perpetuating paradigms that may have an intentional consequence of alienating not only our primary stakeholders, our students, but our colleagues as well. These paradigms can manifest themselves in a number of ways, such as how we address issues and students and our peers, which can sometimes make them feel vulnerable or excluded. He thinks we should consider reevaluating our committee's definition of safety, and what it means to promote a safe and inclusive environment. That is both welcoming and conducive to learning and we need to recognize that safety is a multi-dimensional work that comes to these areas such as, but not limited to emotional safety as well as psychological safety. Ernest likes this idea and if it were put though as a motion would second it. Shadow thinks that safety should include food and security. Andrea agrees but also stated that we have 51% of full-time faculty but are not hiring any of our adjuncts who are working at different during the semester. She thinks we should start to look into institutionalizing them. Also, Student Services are pushing for all employees to be back in person full time on campus but pointed out that our students are 50% remote and 50% on campus still. Students need both but they also need accessibility to any department during business hours. Ernest agreed and thought there are many components when we are talking about providing resources to the community and our students, besides making sure that there is safety and a welcoming environment for those that are receiving those resources. Need to also take into consideration the facility aspect. Where we are not only offering these folks food resources for those that are food insecure,</p>	<p>Motion to add to the work group activity as they actually work on safety to include the definition of emotional safety on top of the physical safety when safety issues are being evaluated across the campus.</p> <p>1st: D. Lee 2nd: E. Guillen 18 responses Ayes: 15 votes Nays: 0 Votes Abstain: 3 Vote Motion passes</p>

		<p>but opening up one of the parking lots, so that housing insecure students can come in and sleep in their cars and feel safe and have that sort of protection. Also have showering facilities and cloth washing facilities for them. Mary stated that sometime students have to go outside of the area just to get the resources they need. We should know the community with which we are working. We need all of our programs to reflect how we treat people on campus who are vulnerable, and that includes a policing. Dirkson put in the chat that the creation of opportunities that increase morale is a vital component to fostering positive health. Andrea asked in the chat if there was data specific to students' needs and Christie responded back that they do have data, new data that needs to be discussed and more that will be done this week.</p> <p>Tatiana would like one person at least to take the lead and facilitate each workgroup. The workgroups need to start meeting so this committee can make recommendations to the College Council.</p> <p>Andrea asked if this information could be taken to the College Council and Districts Facilities and Safety Committee. Tenille responded back that she will share this information.</p>	
	b. SBVC Buildings, Security	Tabled	
	c. IIPP Draft, Direction (attachment 4)	Tatiana hopes this will be picked up in the workgroups in fall.	
	d. Urgent Topics	Tabled	
	e. Fall's, Next Meeting Date	Next meeting will be August 21, 2024	
6.	Public Comments	Tabled	
	Adjournment	4:37pm	
	Next Meeting Date [Spring 23]:	August 21, 2023	

Membership:

Administrators (SBVC & District)		Faculty		Calif. Schools Employees Assoc.		Classified Senate	
Tenille Norris, Administrative Services; Co-Chair	X	Vicente Alvarez, Mathematics, Business & Computer Technology	X	Mary Valdemar	X	Christie Gabriel	X
Larry Brunson, Student Accessibility Services	X	Anita Arnold, Science, Faculty		Nathan Yearyear	X	Sarah Yearyear	X
Raymond Carlos, Student Life		Bryce Cacho, Applied Technology, Transportation & Culinary Arts	X				

Facilities & Safety Committee

Kevin Grishow, Grounds and Maintenance	X	Jeffery Demsky, Social Sciences, Human Development & Physical Education					
Robert Jenkins, Facilities, Maintenance & Operations		Espreo Foscolos, Science	X				
Melissa Nano, Environmental Health & Safety, District		Andrea Hecht, Student Services	X	Associated Student Government		Asian Pacific Islander Assoc.	
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Al Jackson		Michelle Tinoco, Student Services	X			Ernest Guillen	X
Kenneth Owens		<i>Tatiana Vasquez, Science Co-Chair</i>	X				
Visitors							
Linda Fontanilla – SBVC Interim President	X	Nelva Ruiz-Martinez – ASG President	X	Karol Pasillas, Admin Services Support, Classified	X	Shadow – MECHA Student President	X
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