



ADOPTED MINUTES
Facilities & Environmental, Health and Safety Committee

Thursday, February 22, 2018
 Location: Administration Board Room
 Time: 12:50 p.m.

<p><u>PRESENT MEMBERS:</u></p> <p>Victor C. Torres, Chair Rick Webster Oscar Hernandez Cristal Mora Myriam Fletes Becky Green Carol Cortés-Ramirez Bill Gay Aaron Equihua, ASG Representative (<i>Alternate</i>)</p>	<p><u>NOT PRESENT:</u></p> <p>Dr. Lennor Johnson, <i>Excused</i> Genaro Ayala, <i>Excused</i> Steve Holt Rick Macken Ellena Garcia, <i>Excused</i>, ASG Representative</p> <p align="right"><u>Recording Secretary:</u> Saria Cardoza</p>
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VISITORS: Dr. James Patterson, Accreditation Coordinator
 Mr. Efrain Silva, Dean of Economic & Workforce Development

I. CALL TO ORDER

Dean Torres called the regularly scheduled meeting of the Imperial Valley College Facilities & Environmental, Health and Safety Committee to order at 12:53 p.m.

II. APPROVAL OF AGENDA

M/S/C Gay/Green to approve the agenda as amended.
 Add under new business, letter "A" – Budget Enhancements for 2018-2019

III. APPROVAL OF MINUTES

M/S/C Green/Cortes-Ramirez to approve the minutes from the November 30, 2017 meeting as submitted.

IV. PUBLIC COMMENT

None

V. NEW BUSINESS

a. Budget Enhancement for 2018-2019

At 12:55 p.m., Dean Torres allowed Dean Silva to present his item. Dean Silva provided a hard copy of the 2018-2019 Enhanced Budget requests pertaining to facilities. The requests were submitted by the area Deans under SPOL. The list has been prioritize by the Deans on the level of need. Dean Silva thanked Ms. Patricia Robles for simplifying the list from its original SPOL entry. Deadline to approve the budget enhancement is Thursday, March 15, 2018.

Dean Silva explained the level of prioritization by numbers:

- 1 – High: Essential need
- 2 – Medium: Needed but not urgent
- 3 – Low: Nice to have

Member Webster stated that the resurfacing of the Tennis Courts has been brought in the past. This is an expensive job but feels that the job needs to be done correctly in order for the courts to last many years.

Member Webster volunteered to request new quotes on the cost of the Tennis Courts as well as the resurfacing of the Women's Soccer Field.

According to Member Webster, the women's field is not adequate to hold games because the grass grows in clumps making it difficult to run on it. The main problem is that the soil has too much salt. The Women's team do use the field for practices but for their actual games they use either the Men's soccer field or a soccer field at a local high school.

Member Gay asked if any bond money from Measure J can be utilized to assist with the facilities' requests. Member Webster stated that Measure J monies are all tied up within our five year plan and cannot be utilized for such improvements.

Member Webster stated that several of the requests on the list have been in SPOL for many years and the amounts do not reflect what would cost now.

Dean Torres will be emailing the budget enhancement list to all the committee members no later than tomorrow, Friday. The special meeting date and time will be sent via Microsoft outlook.

*M/S/C Webster/Green Due to the short notice on this list and to allow the members to carefully review the list, a special meeting will be held prior to March 15. **DISCUSSION:** This will also allow time for Member Webster to provide a list with the actual cost and present them at the special meeting.*

b. Small Partitions in Men's Restrooms (900 Bldg.)

The requesting party was not present. However, Member Webster will research pricing on such partitions and will report back at the next meeting.

c. AP 3580 – Public Safety & Operational Camera Placement & Acceptable Use

This AP was not emailed to the membership prior to the meeting.

The document will be emailed to the membership to allow members to review it. Dean Torres kindly asked for members to submit their feedback to the recording secretary prior to our March 22nd regularly scheduled meeting.

d. First Aid Kits Availability

Member Webster stated that in the last couple months numerous departments have inquired about first aid kits. Maintenance does not provide first aid kits because the department does not have funding for such. Member Webster stated it was his understanding that every department be responsible of the purchase of their own kits and the department is also responsible to replenish them as needed. Dean Torres will follow up with our current medical provider to see if they replenish the kits for the entire campus.

VI. UNFINISHED BUSINESS

a. Action Item – Accreditation Standard III.B.2.

The final draft to standard III.B.2 of Accreditation was presented by Dr. Patterson.

M/S/C (Webster/Gay) to recommend Accreditation Standard III.B.2. as presented.

DISCUSSION: Member Green stated that a federal contractor informed her that the policy pertaining to bids and contracts does not meet the current State regulations. The State has changed the wording and our policy has not yet been updated. Dr. Patterson will look into this and update the policy if need to be.

The five-year Construction Plan is updated every year on our website by visiting <https://www.imperial.edu/docs/administrative-services/misc-reports/7978-five-year-construction-plan-july-2017/file>

b. Committee Goals for 2017-2018

1. Comprehensive Preparedness Training/Exercise – Update on Emergency Procedures

Member Mora expressed the need of holding trainings pertaining to active shooters, earthquakes, etc. for our faculty and staff. Member Webster stated that IVC tries to hold one or two drills a year but the biggest problem we encounter is providing ample time between the different groups on campus to see when a drill is appropriate to hold. Drills should be spontaneous but it doesn't happen due to the fact that this interrupts classroom time. IVC has new Staff that have not yet experienced a drill and most likely do not know what to do or where to go in the event of an emergency. Committee members expressed their concerns for not holding enough drills throughout the academic year.

Student Representative Equihua stated that several CSU's provide informational YouTube videos to their students on what to do in the event of an emergency. Member Gay also agreed on the need of IVC implementing a "Comprehensive Training" for all staff and suggested making it mandatory to add it to all faculty' syllabus. Member Mora stated that the syllabus must match across campus and be in line with what IVC does. Dr. Patterson volunteered to share this item with Academic Senate.

Dean Torres will follow up with local law enforcement agencies to provide trainings at our campus.

2. Safety Needs Assessment

Dean Torres would like to conduct a "Safety Assessment Walk" of the IVC premises. Member Gay stated that during the Community Visioning Group several members shared the difficulty in finding building numbers. Dean Torres would like to set up a taskforce committee to share any potential hazards on campus, such as walkway cracks, lighting issues, etc.

Member Mora, Member Webster, Recording Secretary Cardoza and Dean Torres volunteered to join the taskforce as well as Student Representative Equihua to join in. The walk will be done prior to the next committee meeting.

3. First Aid & CPR Training for Faculty & Staff

Dean Torres continues to work with college officials to provide First Aid and CPR trainings.

VII. ANNOUNCEMENTS

Member Mora shared that the noise level in the 2100 building has been a constant issue and disrupts class time. Campus Safety will be notified to conduct walkthroughs in the building to help with the issue.

The ASG's Welcome Back event is currently being held in the Amphitheater. Dean Torres encourages committee members to stop by right after the meeting for a slice of pizza.

The Imperial County Transportation Committee will be holding an "Unmet Transit Needs Public Hearing" today, Thursday at 3:00 p.m. Dean Torres and ASG Senator, Erick Gil will be attending. Dean Torres is advocating for additional express bus routes from IVC to Calexico for our evening student population.

Dean Torres stated that he continues to research the Naming of Facilities policy and will bring it back to the committee for discussion.

VIII. ADJOURNMENT: *M/S/C (Webster/Green) to adjourn the meeting at 2:00 p.m.*

Next Meeting: *Thursday, March 22, 2018 at 12:50 p.m. in the Administration Board Room.*