



**ADOPTED MINUTES**  
**Facilities & Environmental, Health and Safety Committee**

**Thursday, April 26, 2018**  
**Location: Administration Board Room**  
**Time: 12:50 p.m.**

<p><b><u>PRESENT MEMBERS:</u></b></p> <p>Victor C. Torres, Chair          Dr. Lennor Johnson          Rick Webster          Oscar Hernandez          Cristal Mora          Carol Cortés-Ramirez          Rick Macken          Aaron Equihua, ASG Representative (<i>Alternate</i>)</p>	<p><b><u>NOT PRESENT:</u></b></p> <p>Myriam Fletes, <i>Excused</i>          Genaro Ayala          Bill Gay          Steve Holt          Becky Green          Ellena Garcia, <i>Excused</i>, ASG Representative</p> <p style="text-align: right;"><b><u>Recording Secretary:</u></b> Saria Cardoza</p>
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**VISITORS:** Dr. James Patterson  
Mike Nicholas

**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 12:55 p.m.

**II. APPROVAL OF AGENDA**

*M/S/C Macken/Mora to approve the agenda as submitted.*

**III. APPROVAL OF MINUTES**

*M/S/C Johnson/Macken to approve the minutes from the March 22, 2018 meeting as submitted.*

**IV. PUBLIC COMMENT**

None

**V. NEW BUSINESS**

**a. "Did you Know Campaign?"**

Mr. Mike Nicholas introduced himself to the committee. Mr. Nicholas serves as the Publications Design Coordinator for the college as well as the Chair to the Marketing Committee. Mr. Nicholas stated that after several community input through the Visioning Focus Groups, the community felt that the college does not do "enough" in publicizing important deadlines or important information to our students. Mr. Nicholas created informational signs that begin with "Did you Know?" A PowerPoint presentation was presented to the committee.

The cost of the frames are approximate \$60 each. Mr. Nicholas has already presented this idea to the Associated Student Government and they have agreed to support this by printing the posters, rotating the posters and purchasing the frames. Mr. Nicholas hopes to have approximately ten frames by the beginning of the fall 2018 semester.

ASG and the Marketing Committee will work together in promoting services.

Committee members asked who will be assisting in rotating the posters and will students be able to read the posters after dawn.

The ASG will assist in rotating the posters around campus and all the buildings are lit after dawn, therefore, students should not have a problem seeing them.

*M/S/C Webster/Mora to recommend the purchase of frames with the understanding that the frames will be certified by the Maintenance Director to ensure they are suitable for brick buildings.*

**b. Standard III.B.3 and Standard III.B.4**

Member Webster will be sending the most up-to-date five year maintenance plan to Dr. Patterson for final review. Physical resources were updated. Dr. Patterson works with this committee and the Technology Planning Committee to complete the annual review which will be shared with the CART committee.

*M/S/C Webster/Hernandez to recommend the approval of Standard III.B.3 and Standard III.B.4 as presented to this committee. Discussion: The FEHS Committee thanked Dr. Patterson for his efforts on these standards.*

**c. Purchase of AED's**

The college will be purchasing several Automated External Defibrillators (AED). The college currently has three AED's on campus. One is located in the gym, the other one in the Campus Safety Office and the third one is utilized for training purposes in the 3200 building but is available if needed. The college has ordered two more and will be installed in the Student Health Center and at the Early Childhood Education building; these AED's will be wall mounted versus the carry-on type.

Member Macken stated that the recently purchased AED's are completely different brand from the existing ones. All AED's are simple to utilize, however, he would have preferred all to be the same as the existing ones are great and have not had any issues. Also the pads on the AED's are specific for each AED machine and they are not interchangeable with what we currently have as they are different make and model. Also the adult and pediatric pads are different and must be purchased. Member Macken feels that having the same AED brand will benefit the college in cost. A monthly run test is conducted on all AED machines by the Campus Safety Office. Currently the discussion is who will continue to be responsible for the maintenance and/or replacing the AED's, currently the Campus Safety and Parking Control Office does not have the funds to cover such expense. Member Macken was suggested to add this item to SPOL. Member Macken will generate the proposal.

Member Macken is glad that the college is expanding the availability of AED's on campus, especially in the high traffic areas.

Dr. Johnson asked what do other colleges have in place in regards to AED's and how many does each college have? Dean Torres stated that the K-12 schools in Imperial have two AED's in every school site and one in the Special Education classroom.

## **VI. UNFINISHED BUSINESS**

### **a. Small Partitions in Men's Restrooms**

Member Webster stated that each partition has a cost of \$395. There was no other discussion on this item and will be removed from the agenda.

### **b. Update on Gender Neutral Restrooms**

All the signs are up on the gender neutral restrooms. Maintenance is waiting on three additional signs as the originals did not match the color on the buildings.

### **c. AP 6620 Naming of Buildings**

Dean Torres is currently researching the process in naming buildings. Member Mora recommends researching other community colleges' guidelines. Dean Torres stated that a plan also needs to be in place in the event a building gets demolished or remodeled and what procedure follows if that was to happen. A perfect example is the 900 building which was named the Howard P. Meyer Business Center building. When the 900 was remodeled the name was relocated to the 800 building. The committee discussed whether any funding needs to come through the naming of buildings and if so, where does the funding go, does it go to the IVC Foundation or the General Fund? Does the IVC Foundation look for donors? The committee would like to have those questions clearly covered on the AP. Naming the streets on campus will also be a great benefit to the college as often times emergencies are reported and students do not know where they are at. Towing Companies have difficulty finding vehicles as our streets are not named. Honor gardens were also suggested to be added to the AP.

### **d. AP 6700 Civic Center and Other Facilities Use**

Dean Torres will also be researching other entities in the Imperial Valley in regards to the cost on facilities. He feels that the cost should be in line or very close in line with other entities in the valley. More information will become available at the next meeting.

### **e. First Aid Kits Availability**

Dean Torres stated that a list of all first aid kits were provided to Pioneers Memorial Health District (PMHD) and the IVC Nurse will be replenishing them all. Departments in need of replenishing the first aid kit must call the Student Health Center.

### **f. Committee Goals for 2017-2018**

- 1. Comprehensive Preparedness Training/Exercise – Update on Emergency Procedures**
- 2. Safety Needs Assessment**
- 3. First Aid & CPR Training for Faculty & Staff**

Dean Torres met with CHRO Clint Dougherty. They are working in a Professional Development plan and will include all the above committee goals.

Dean Torres stated that an outdoor safety walk has been done but would like to also conduct an indoor safety walk. Once the indoor walk is done, Dean Torres will come to this committee to prioritize the list.

Member Macken suggests including an AED Training as part of the plan.

**VII. ANNOUNCEMENTS**

Member Webster was reached out by Frank Miranda's class, requesting permission for a class project. The project consists of sheet metal letters to be placed in front of the 3100 building, similar letters are outside the 1100 building. This item will be placed on the next agenda for discussion.

**VIII. ADJOURNMENT: *M/S/C Macken/Johnson to adjourn the meeting at 1:52 p.m.***

**Next Meeting: *TBA due to a change in College Hour next semester.***