



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

**Thursday, August 23, 2018**  
**Location: Administration Board Room**  
**Time: 2:40 p.m.**

<b><u>PRESENT MEMBERS:</u></b>  Victor C. Torres, Chair Cristal Mora Myriam Fletes Steve Holt Carol Cortés-Ramirez Becky Green Carlos Fletes Sophia Saldaña, ASG Representative	<b><u>NOT PRESENT:</u></b>  Rick Webster, <i>Excused</i> Dr. Lennor Johnson Bill Gay, <i>Excused</i>  <b><u>Recording Secretary:</u></b> Saria Cardoza
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**VISITORS:** Dr. James Patterson, *English Professor & Accreditation Coordinator*  
Dr. Robert Price, *Dean of Health and Public Safety*  
Frank Miranda, *HVAC Professor*  
Mike Nicholas, *Publications Design Coordinator*  
Ana Beltran, *IVC Campus Nurse*  
Deedee Garcia, *Vice President for Administrative Services*

**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 2:41 p.m.

**II. APPROVAL OF AGENDA**

*M/S/C Holt/Cortes-Ramirez to approve the agenda as submitted.*

**III. APPROVAL OF MINUTES**

*M/S/C Holt/Saldaña to approve the minutes from the April 26, 2018 meeting as submitted.*

**IV. PUBLIC COMMENT**

None

**V. NEW BUSINESS**

**a. Accreditation Report Update**

Dr. James Patterson stated that the 2018 Institutional Self Evaluation Report is now available online at: <https://www.imperial.edu/faculty-and-staff/campus-committees/cart-committee/2018-institutional-self-evaluation-report/>

Dr. Patterson thanked and commended the individuals involved with the report and strongly encourage committee members to take the time to read it.

**b. Additional Reserved Parking Spaces next to the 3200 Building**

Dr. Price was present to request additional reserved parking spaces next to the 3200 building. The 3200 building is the farthest building and there is one reserved parking space. Dr. Price would like to see the whole row be reserved spaces as this will be convenient for the adjunct faculty teaching in that building. Often times, adjunct faculty have to park very far away making this an inconvenience especially when carrying teaching materials.

Committee members discussed that faculty and staff may park in the student parking spaces but students cannot park in the Faculty & Staff spaces and this creates an issue.

Member C. Fletes will bring this item back to the committee once a parking spaces analysis is completed.

**c. Utilization of Overflow Parking during Late Registration**

The parking lots are impacted during the first two to three weeks of school and the Parking Control Office opens the over parking lots once all other parking lots are full. Member C. Fletes provided data on the utilization of the overflow parking lots and in spite of the increased student population, the data shows that the overflow parking lots are being utilized less than in previous years. The most impacted overflow parking lot is the one located in the north next to parking lot K.

The flow of the parking lots will continue to be monitored and this item will be brought back to the committee once a study is completed.

**d. Classroom Project for 3100 Building**

HVAC Professor, Mr. Frank Miranda was present and asked for the committee's support on a class project. The project consists of a sun dial made by iron by our Welding students. A location is yet to be determined. This item will be placed again at the next committee's agenda.

**VI. UNFINISHED BUSINESS**

**a. AP 6620 Naming of Buildings**

There has been a preliminary research done with VP Garcia's input from Victor Valley College. VP Garcia was present and stated that Victor Valley College recently updated with a process in place. The Foundation at Victor Valley was very involved. This item will be placed again on the next agenda.

**b. AP 6700 Civic Center and Other Facilities Use**

Dean Torres met with Member Webster to compare our facilities cost with other local markets, i.e., ICOE, SDSU-IV Campus, etc. A full list is not yet completed but will be presented at the next meeting.

**c. Committee Goals for 2017-2018**

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

This item continues to be a discussion item.

**2. Safety Needs Assessment – Update on Safety Assessment Walk**

The interior safety walk is still pending and should be conducted prior to the next meeting. A meeting request will be sent to Member Mora, Member C. Fletes, Member Webster and Member Saldaña in the next couple weeks.

**3. First Aid & CPR Training for Faculty & Staff**

No discussion

**d. Automated External Defibrillator (AED)**

An AED Training will be conducted by MEDIC FIRST on Wednesday, August 29, 2018 at 3:00 p.m. in room 2734. Please contact Carlos Fletes if interested.

**e. "Did you Know Campaign?" Update**

Mr. Mike Nicholas was present and stated that the informational signage around campus have been a success. The frames are located in main central locations and have already promoted the IVC Foundation, Kitchen, Mental Health and "Where am I?" The Associated Student Government has agreed to purchase additional frames to include in the north area of the campus. At this point, the ASG is absorbing the printing cost of the posters. Therefore, this item will be revisited.

**f. First Aid Kits**

Dean Torres introduced the IVC Campus Nurse, Ms. Ana Beltran. First Aid kits are being replenished by PMHD through our Student Health Center. Departments who need a kit should call Ms. Beltran at extension 6128.

**VII. ANNOUNCEMENTS**

The meetings will continue to be held the 4<sup>th</sup> Thursday of every month but at 2:40 p.m. instead of 12:50 p.m.

**VIII. ADJOURNMENT:** *The meeting was adjourned at 3:55 p.m.*

***Next Meeting: Thursday, September 27, 2018***  
***@ 2:40 p.m. in the Administration Board Room.***