Facilities & Safety Committee Meeting
Friday – April 27, 2012

Minutes

<table>
<thead>
<tr>
<th>Voting Members:</th>
<th>Position</th>
<th>Present</th>
<th>Absent</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Guy Dadson</td>
<td>Faculty for Safety</td>
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<td>Scott Giles</td>
<td>Faculty for Facilities</td>
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<td>Darlene Jensen</td>
<td>Management</td>
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<td>Bob Jensen</td>
<td>Management</td>
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<td>Ryan Beamsley</td>
<td>A.S. – Facilities</td>
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<td>X</td>
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<td>Hye Jung (Robin) Park</td>
<td>A.S. – Safety</td>
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<td>Summer Rodriguez</td>
<td>Classified Professional</td>
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<td>Cynthia Wafer</td>
<td>Classified Professional</td>
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<td>Michael Perez</td>
<td>Chair</td>
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**Alternate Members:**
- Joey McIntosh: A.S. – Alternate
- Gardenia Montero: A.S. – Alternate

**Resource Members:**
- Steve Selby: Safety Facilitator
- Chris Fighera: Facilities Facilitator
- Paul McKinley: DSS Director
- Susan Beers: Dean of P.E.
- Co Ho: Academic Computing
- Chris Kiger: Health Center Director
- Vaniethia Hubbard: Dean of Instruction & Student Services, SCE
- Rick Williams: District Facilities
- Tami Oh: District – Risk Mgmt. – Safety
- Debbie Valentine: District – Environ. Health & Safety
- Melisa Hunt: Executive Assistant

**Visitors:**
- Etta Dial: Recorder
- Jim McKamy: Attending for Steve Selby
- Don Lundy: Attending for Joey McIntosh

Approval of Minutes

The minutes of the April 13, 2012 meeting were approved as presented.
Camera Surveillance Policy

Copies of the proposed Board Administrative Procedures were provided to the committee. Jim McKamy explained the basics of the board policy. He discussed when cameras would need to be used. The photos would be kept in our hands and not sent to anyone.

Mike Perez said that there are some concerns that he has with classrooms. Some faculty members have asked if we can monitor what’s going on in their classrooms. Faculty should speak to Dale Craig or someone, so the employees representatives understand that faculty made the request.

Jim – The cameras are in parking lots, computer labs, the Library, etc. Steve Selby suggested that a distribution needs to be added to the policy. Bob Jensen asked, do the photos and tapes being used now get forwarded to Campus Safety? Response – Yes. The Bookstore has a separate system that doesn’t go to Campus Safety.

Mike said that he would prefer that the camera set-ups in classrooms/labs be on a temporary basis for the departments. There was brief discussion about thefts in the P.E. locker areas. Sue Beers said that cameras are a deterrent. Jim said that he also recommends that students buy good locks; students are buying cheap locks and using them to secure expensive items.

Would a person be able get a copy of the video surveillance tape if something was stolen from their car for use in court? Jim responded, we would look at the video in Campus Safety. We would bring you in to see the tape, but we can’t give you the person’s name because of laws. The local law enforcement agency would be given a copy, if required.

Co Ho is supposed to bring a document showing where he feels we should have cameras. Mike will be in touch with Co about the document.

Evacuation Plan for Building 200

Jim McKamy showed the plan, and said that the alarm in this building is loud. When you hear that alarm, evacuate. The fire marshals will get everyone out of the building. Campus Safety will announce when you can come back into the building. Evacuation is into the Quad. The instructions on when to re-enter the building (clear) will come from Steve Selby, Jim McKamy, or Irma Bonilla, who will use radio communications. It was noted that some staff do not have radios, and do not hear the “all clear.” This will be addressed.

Parking Lot Machines

This item will be discussed at the next meeting.

Student Drop-Off

Jim said that there are two drop-off areas and showed them on the screen. Campus Safety conducted a survey this week that showed how many spots were available in each parking lot
I:

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(Approved)

during certain times of the day. We are recommending the same drop-off areas. When dropping off students, the driver is to go into the stall to drop-off students. They are the same as loading and unloading spots.

At the beginning of each semester, an officer passes out information on the drop-off areas; telling them where to go to drop-off students. Our recommendation is to keep things the same as they are now. The drop-offs are heaviest at 8:00 a.m., 12:00 noon, 4:00 p.m., and 6:00 p.m.

**Update of Emergency Flip-Charts**

Campus Safety is in the process of updating the charts now. It was suggested that only some pages be replaced – that is how it will be done. All of the flip-charts will be picked up and replaced. Jim McKamy said we would like to have Carl Peters in M&O to handle this, if that is o.k. Chris asked Campus Safety get in touch with her to get it scheduled.

**Kiosks for “Hornet” Distribution**

Bob Jensen said he would like to speak on behalf of Jay Siedel who has suggested the kiosk presented be purchased to replace the old ones. Jay feels the old ones are slightly dangerous. He has been researching this for about two years. Samples of the kiosks were presented. These kiosks would have space for advertisements. The “Torch” could also be distributed in the kiosks. We could have a map on display or another item. We would work with the PIO on the campus advertisement or display. Jay was concerned about the weather coming into the open side of the kiosk. It was suggested that we try them for a while.

When this type of kiosk was looked at before, it wasn’t wanted because of the advertisement that the vendor could put on it. We should be able to limit the type of advertisement the vendor could use; i.e., no alcohol ads, etc.

Bob Jensen made a motion that we try the kiosks for one year. Seconded by Sue Beers. Approved.

**FC Vans – Procedure in Case of Breakdown**

Chris Fighera reported that she has written up a short statement to be put in the glove compartment of the vans, and it would also be handed out when the van is being checked out. The statement says, “In case of a breakdown, please call NOCCCD/FC Campus Safety at (714) 992-7777 for further instructions.”

Mike said that the driver will call Campus Safety, they will call the VPAS, and he will coordinate getting it fixed and getting the group on the road.

Sue asked, do we have a credit card for van breakdowns? Mike said that he will use his personal credit card for now. He will ask the District about a campus card.
**ADAA Issues**

Paul McKinley reported that he is looking at ramps. He has contacted a vendor about a ramp but hasn’t heard back yet. He will look at other vendors too. He is trying to get information on all types that could be used.

Bob Jensen suggested that they go to “Stageright” or “Wenger” to see how theatrical staging could be used.

**Bike Rack Safety**

Don Lundy discussed adding bike racks around Campus Safety, and if the motorcycles are moved back we could use that area too.

Jim said that he will bring this back to Steve Selby, but it would have to be approved by the local Fire Department.

Don said that the thought process is having them in an area with Campus Safety visibility. Don is looking to see what steps need to be taken to help improve bike safety.

Chris Fighera will sit down with Don, and locate a place and then it will be presented for review. Chris said that we do have a bike rack standard on the campus.

**Action:** Mike said we will bring it to the next meeting.

**Construction Update**

Chris Fighera showed a PowerPoint presentation that gave a status on the construction projects, including the 700/900 Buildings and the La Habra Swing Space. Building 700 – we will be putting trim on that will match the other buildings (400, 200, etc.). We are trying to bring the ceilings down lower.

On May 2nd at 3:00 p.m., there will be a topping off ceremony. If you would like to stop by and sign the piece of steel that will top the building, please do so. The PIO will be sending out information on it.

She also discussed the Aquatic Center fire pump. This pump will pump out the water from the pool to help in case of fire.

Building 400 – On May 7th, we will have Class “D” Fire Extinguisher Training. During the building celebration on May 7, Chris will be at the third floor door for access.

Quad Project – Mike said that we are reviewing it. We may be able to save a few trees. We have some concerns with the schedule – it might move into the first two weeks of classes. If that happens, we may have to cancel the project. We are in final stages of selecting a contractor.
Painting Project – Bid opening was April 23, start date is June 1, and end date is August 1. Mike said that it looks like the low bidder was mistaken. The second lowest bidder didn’t have his documentation. The buildings to be painted are 1200, 100, 300, 500, and 600.

Chris showed a campus map for the summer. The laydown area for the painting project may change slightly.

**Open Discussion**

Fine Arts looked into having an elevator installed a few years ago to get access to the costume shop. Bob Jensen said he would like to know what the cost would be at this time. Chris will work with him.

Sue Beers said that she appreciated the way the pool problem was handled. The communication was great. This was handled better than in all the years she’s been here.

Mike discussed the accreditation visit. We were able to show them the TCO presentation. Joey McIntosh was there and answered questions on his project. The Accreditation Team was impressed. The next thing is to really use the TCO process.

Discussion took place on the Fine Arts new computer lab. The TCO process needs to be done. ACT would like to have everyone set aside 20% for five years to replace computers.

Mike directed the group to the new website that Etta put together. It includes a page for TCO forms, instruction, worksheets, etc. It also has pages where you can find agendas and minutes for PBSC and FSC meetings. (See [http://vpas.fullcoll.edu](http://vpas.fullcoll.edu))

Bob asked, where would one appeal the blanket order process that has been put in place? It was suggested that he speak with Terry Giugni.

Motorcycle Parking – Paul said that he hopes that there is more done than just marking the spaces. He is hoping that we do some planning. A lot of the veterans ride motorcycles. Mike asked, can Paul get a suggested plan for the motorcycle parking area?

Bob asked everyone to take a look at the tile mural project. Guy said that Natural Sciences would like to see a planter in front of the tile mural.

Tami announced that Fred, Claudette, and Kashu will be doing budget workshops on campus.

**Summer Schedule for Facilities & Safety Committee Meetings** – It was decided that we would not hold meetings during June, July, and part of August.

Our next meeting will be held on:

Friday – May 11, 2012  9:00-10:30 a.m.  Room #227