Facilities & Safety Committee Meeting  
Friday – May 11, 2012

Minutes

Voting Members:  

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<tr>
<th>Name</th>
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<td>Guy Dadson</td>
<td>Faculty for Safety</td>
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<td>Scott Giles</td>
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<td>Darlene Jensen</td>
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<td>Bob Jensen</td>
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<td>Ryan Beamsley</td>
<td>A.S. – Facilities</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>
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<td>Michael R. Perez</td>
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Alternate Members:

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<td>Joseph McIntosh</td>
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<td>Gardenia Montero</td>
<td>A.S. – Alternate</td>
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Resource Members:

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<tr>
<td>Steve Selby</td>
<td>Safety Facilitator</td>
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<td>Chris Fighiera</td>
<td>Facilities Facilitator</td>
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<td>Paul McKinley</td>
<td>DSS Director</td>
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<td>Susan Beers</td>
<td>Dean of P.E.</td>
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<td>Co Ho</td>
<td>Academic Computing</td>
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<td>Chris Kiger</td>
<td>Health Center Director</td>
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<td>Vaniethia Hubbard</td>
<td>Dean of Instruction &amp; Student Services, SCE</td>
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<td>Rick Williams</td>
<td>District Facilities</td>
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<td>Tami Oh</td>
<td>District – Risk Mgmt. – Safety</td>
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<td>Debbie Valentine</td>
<td>District – Environ. Health &amp; Safety</td>
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<td>Melisa Hunt</td>
<td>Executive Assistant</td>
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Visitors:

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<tr>
<td>Etta Dial</td>
<td>Recorder</td>
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<td>Erica Bennett</td>
<td>Library</td>
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<td>Dale Craig</td>
<td>President, Teachers Union</td>
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1 - Approval of Minutes

The minutes of the April 27, 2012 meeting were approved as presented.

4 – Construction Update

Building 700

Chris Fighiera presented a PowerPoint presentation, which first showed the architectural renderings of the building. We are starting work on the finishing items. The Fire Department will be walking the building next week before the walls are closed up.

I: Facilities & Safety 05.11.12 Meeting Minutes, Rev. 092512
Building 900
The architectural renderings of this building were shown. Steve Selby suggested wiring for two emergency phones. Chris will add that to the agenda for the construction meeting.

5 – Emergency Telephone – SCE/Wilshire

The case for the phone was delivered today. By next Friday, we hope to have the phone installed. When completed, it will be tested by Campus Safety.

6 – ASCIP Audit Update

Chris Fighera reported that inspection should be completed by June 2, 2012. The Fire Department will discuss when inspection will be done on the 700/900 buildings.

3 – District Risk Management Update

Debbie Valentine reported that we are using the hazmat storage area by the 700 Building temporarily. Hazardous waste disposal is done every six months. We have to have fire lane access. Also, we need water for the eye washes. Debbie will bring her personal eye wash just in case. She said that everyone should have training for hazardous waste storage before going into the storage area. The departments pay for their own hazardous waste disposal and training. Debbie is the only person licensed/certified to handle hazardous waste for all four campuses.

8 – Bike Rack Safety

Chris Fighera showed a campus map, drawing attention to areas that indicate where bike racks are located. Chris will prepare a standard for a particular type of rack. She plans to call other colleges and cities for information on their bike racks. Chris discussed Cypress College, CSUF, and the City of Coronado’s bike racks. They suggest having “U” racks. She also discussed the procedure from CSUF – it can be viewed at www.directive16.fullerton.edu. We will be looking at the type of rack and size. We also want to recommend the safety aspects.

Steve Selby discussed the thefts that have taken place by putting bolt cutters in a backpack. It only takes about 10 seconds to steal a bike – just a matter of cutting the lock with the bolt cutters, putting the bolt cutters back in their backpack, then riding off on the bike. He said that about a year ago, we were having many bikes stolen. Students would spend $1,000-$5,000 for a bike and buy a very cheap lock to secure it. This is common on college campuses. Steve recommends kryptonite locks.

Chris suggested that everyone read the procedure from CSUF; we may adopt a good portion of that procedure. We may want to add racks in additional areas of the campus.

Darlene discussed receiving an email from Jackie Boll, stating that students were locking their bikes to the metal railing outside of the Library. This chips paint and presents a hazard for students trying to use the railing as they walk up the steps. Jackie requested two bike racks
be placed on the south side of the Library. Students like to have their bikes out front so they can check on them from the 2nd floor bay window.

Erica said that students also try to bring their bikes inside the Library.

3 – District Risk Management Update

Debbie said that Tami Oh wanted to compliment the safety committee at Fullerton College. This is the largest group of people working on safety problems. Debbie said that she gets all injury reports, and tracks everything that happens on all four campuses. There are a lot of accidents relating to the police academy, soccer, football, and dance classes. We are tracking all accidents. We may want to look at things that could be done to reduce accidents. Debbie said that any trips, slips, or falls are forwarded to Chris Fighera and Steve Selby.

Fire extinguisher and utility cart training has been completed. There will be training when jobs bring people into contact with asbestos. In the fall, we will be working with the Theatre on projects. This has gone to the Dean and employees. For the Class “D” Fire Extinguisher Training, we did not have as many people trained as expected – Debbie said she was disappointed.

Chris Kiger asked, are there areas on campus where asbestos and lead are located? Debbie said, no. If an item is not coming apart or flaking, there isn’t a problem. There is training available on lead and asbestos. The training takes two hours each. It takes a larger amount of lead than you would think to harm people. Ninety percent of our M&O people are trained with masks.

9 – Network Upgrade Options

Co Ho showed a PowerPoint presentation, titled “FC Core Switch Upgrade Proposal.” He acknowledged Dale Craig and Erica Bennett’s presence from the ITC and TIPC, and mentioned that he has been working with these committees in the past years on the issues, and finding that money for it is the hardest thing.

The Problems:

1. The core switches are at end-of-service. This Cisco equipment was end-of-life several years ago. As of December 2012, they will no longer be supported by Cisco. It is useless to stock parts since most issues are in routing configuration and integrating with new network devices.

2. There is no way to get additional throughput across Berkeley Street without the very high cost of trenching. There is a small amount of fiber going across Berkeley. Therefore, the network backbone bandwidth is limited.

The core switches are kept in two places: primarily in Building 3100 and secondary in Building 200. When they have a problem, both the computer and phone network for the whole campus will be down. The only way to relieve the problem is to upgrade. It was asked when was the fiber put across the street? Co responded, a long time ago. Co clarified that although the fiber is new, the conduit is old (probably installed in the 70’s).
Co presented the following options for upgrade:

**Option #1** – Extend existing technology with Cisco 6509-E. A sample picture showed the cost to be approximately $52,155. He explained that this price is not accurate since the needed modules are not accounted for and maintenance is high. The spreadsheet showed a calculation of $70,716 with $11,928 in annual maintenance.

**Option #2** – Upgrade with next generated NX7009 switches. This is expensive - approximately $300,000. Co suggested that it should be done as a District-wide upgrade, similar to how the original core switches were funded. But this could take a few years to support, and to get all consensus to buy-in. (He estimated that it will not be done until approximately 2016). This also has a high annual maintenance – the spreadsheet shows $23,874 per year.

**Option #3** – This is a creative stop-gap solution using NX5548UP switches. These switches are not as large as the others – but they will support newer technology for unified port connectors. The strategy here is to upgrade the data center switches with these, and migrate most network routing and services from the old obsolete switches on to these two. Then we continue to keep the old 6509s to connect to the outside. Co noted that the engineering consultants insisted that this is a stop-gap measure with no expansion capability, and should not be used for more than five years. The spreadsheet shows the cost of $79,263 with only $6,367 for annual maintenance.

Co then outlined the next steps, as follows:

- Get inputs from PlanNet ITC and TIPC
- Present to Facilities and Safety Workgroup
- Forward to the V.P. for capital outlay approval
- Acquire and install
- Migrate network services from 6509s to NX5548s
- Repurpose 6509s as WAN routers to internet and District

After this is done in 2013, we can then:

- Plan for District wide NX7000s upgrade
- Install new NX7000s core switches, remove 6509s
- Migrate network services from NX5548s to NX7000s
- Repurpose NX5548s to the Distribution Nodes layer

Darlene said that her feeling is that Option 3 should be adopted, but is concerned – “will things come to a halt during installation”? Co responded, “No, one switch can be taken down individually, while the other is running as its back-up.” ACT also tries to do this type of thing during summer and down times.

**Motion:**

It is recommended for the proposal to be forwarded to the governance process for further decision. Darlene Jensen made the motion to recommend Option 3 and that it be moved forward. The motion was seconded by Summer Rodriguez. After determining that a quorum of
voting members were present, a vote was taken by raising of hands, and the motion carried by a unanimous vote.

10 – NOCCCD/FC Vans re: Breakdowns

Etta Dial reported that it had been suggested that we contact AAA. She reported that she did contact AAA and they do not provide memberships of the type we need for multiple vehicles.

Jenny Ho was to get us the parameters for a District credit card. We have not received the parameters yet; we will bring this back to a later meeting.

Debbie Valentine said that we would like to see a training course for people driving our vans; not just turning over a very expensive van to someone who has not had experience driving vans.

Sue Beers recommended going to buses instead of using the vans. There is an expense but it is not anything compared to someone having an accident in a van. Chris said that we have been talking about this for a few years. Sue said that if it is a group of 30 or more, we should use a bus. Smaller groups like a baseball team could use a van. Discussion took place that this might work for P.E., but not for individuals from other departments who have small groups – maybe funds could come to Facilities. Debbie said that drivers must have a driver’s license and proof of insurance, and she runs a DMV report. Bob Jensen said to remember everything we are doing is in support of teaching. Sometimes we create a bureaucracy. We have to look system wide at what needs to be done; if training is a part of that, fine. Sue – What if we make it too labor intensive? If we have the team meet at a location then we have 30 vehicles going at risk. Chris Kiger mentioned that Coast Community College District has a training program; other schools have it. It was suggested that we look at other schools and how they handle it during the summer and bring it back to the next meeting in September. Chris said that maybe we can also prepare a procedure on when to take older vehicles out of service.

7 – Parking Lot Machines

Steve Selby said, what happens when a machine is out of order? He showed the sign that is put on the out-of-order machine. He showed a photo of the parking lot machine. He said that every machine is checked every day. We are getting pretty good service out of the machines.

2 – District Facilities Update

This will be presented at another meeting.

11 – Open Discussion

Chris discussed future meeting items from the agenda:

- TCO Process for Mass Announcement System – Co Ho
- TCO Process for Fine Arts New Computer Lab – Bob Jensen
- FC Facilities Use Rates – Chris Fighera
- Emergency Flip-Chart Update – Steve Selby

Chris said that the Quad Project is going out to bid again on May 21st.
There were two locker room break-ins during the week and no emergency phones in the locker rooms. Relative to locker room break-ins, Campus Safety will be working with P.E. and working on a policy.

Jackie Boll sent an email to Co Ho requesting three surveillance cameras for the TEC Room 800. This is imperative because the room isn't always staffed. There is also a safety issue because one staff member is in the TEC alone from 4:00 – 9:00 p.m. If cameras in the TEC were connected to the Library cameras, staff in the Library would be able to monitor the TEC as they do the entire Library.

Emergency phones have been requested for the Building 200 meeting rooms.

Darlene thanked several people – Mike, Chris, Steve, Etta, and Melisa for their help on this committee.

Bob Jensen – When Fine Arts rents carts for events, only people who are wearing a card that they have been trained can drive the carts.

Our next meeting will be held on:

**Friday – September 14, 2012  9:00-10:30 a.m.   Room #227**