Facilities & Safety Advisory Group Meeting
Friday – September 28, 2012

Minutes
(Approved during the October 26, 2012 Meeting)

Members in Attendance:

Voting:
Guy Dadson
Claudette Dain (Chair)
Scott Giles
Darlene Jensen
Amber Nguyen
Brenda Rivera
Summer Rodriguez

Visitors:
Etta Dial (Recorder)
Jim McKamy
Tessa Renison (for Co Ho)

Members Absent:
David Grossman
Co Ho
Bob Jensen
Cynthia Wafer
Rick Williams

Claudette opened the meeting by introducing herself, stating that she is the new Interim V.P. of Administrative Services. She is new to FC, but had been the District Director of Fiscal Affairs for seven years.

Minutes of the Last Meeting (5/11/12)

The minutes were approved via email during the summer.

Group Composition/Guidelines/Meeting Schedule
Claudette said that perhaps the name of this committee hasn’t exactly been stated in accordance with the college mission, etc. Actually, it is an advisory group and that is how PAC has it noted. This is an advisory group to the Vice President of Administrative Services and the Director of Facilities and the Director of Campus Safety are involved.

Claudette discussed two group purposes and make-up sheets: 1) the Safety Committee (8/4/10) and 2) the Facilities & Safety Committee (approved by the committee on 12/9/11). The Safety Committee is actually a committee on the organization chart. Her understanding is that a year ago that committee was enlarged and combined, and we now have this group. We are not functioning as a committee under PAC. As times goes on, we will meet to make sure that our structure is functioning properly. For now, we will be known as the Facilities & Safety Advisory Group. We do have a meeting schedule for the rest of this year (handout).

Question: Does this group follow any type of voting process? Response: Not at this time; this is why we need to prepare guidelines.

**Campus Safety Update**

Steve Selby presented an update on:

**Bike Racks**

We have a continuing problem on campus with stolen bikes. We have met with other campuses to see what they are doing to control this problem. We have been trying to think of things that we can do to reduce bike thefts. About a year ago, we had about 15 incidents of bike thefts in a short period of time. Thefts have now started to pick-up again.

Steve referred to the campus map displayed, showing the major areas of ingress and egress, which are generally the north side of the campus. We have bike racks all over the campus. We have determined that maybe we should identify the ingress areas and put cameras and signage up there.

Jim McKamy said that there have been 79 bikes stolen in the last four years. He showed a backpack like students carry and showed the contents – a bike lock that has been cut and items that thieves have been using – a bolt cutter and pruning shears, explaining that it takes less than a minute to cut locks. We have been telling students to spend about $30 to buy a good lock. He shared that there is an area in back of the old cafeteria which is not in use. There is a lot of square footage there. He is proposing that we clean up that area, hire someone (student hourly) to work there, and use it as a valet parking area for bikes. He thinks that it would reduce the thefts. The students would pay a fee to use the area. The fee would cover the cost of putting someone in the room.

It was suggested that we could provide service learning credit and then there would be no cost involved. At one time, the area was discussed to be used for the food bank, but it is not being used at this time. It was noted that the fee should apply only to students
using the service. There would have to be a proposal before students could vote on it. As long as there is an alternate location where students who couldn’t afford the fee could park their bikes, it should be o.k.

It is proposed that the fee would be charged by the semester. Claudette mentioned that she had heard of a couple of other suggestions for use of this location. She would have to look into it in the future.

Jim suggested that we might try it for a month and see how it works out. It was suggested that we have other than a valet to avoid having students handling money. Perhaps the Campus Safety area could be used to handle the money since it is close to this area. Claudette said that a lot of discussion will need to take place regarding collecting the fee. A lot of other things would have to be done such as different codes would have to be originated for the funds. Also, once it is known that the area will be used, other people will want to use it.

Steve said that they have also been looking at a thing called Spy Bike. This is a GPS and if a bike is stolen, the GPS could be tracked.

Claudette asked, “What have you been doing to encourage students to buy the heavy kryptonite locks”? It has been on the Campus Safety website and posted on the bike racks. It was asked if there is any way to purchase some of these locks and offer them through A.S.; perhaps through the Bookstore? They would cost about $25-$30.

Chris said that Facilities has obtained several quotes to clean-up that area. We can pull these together, take a look, and see who will clean-up the room. We do need to do something with this area.

Claudette said that we will have to discuss what to do with that area; there are several ideas. At this time, she thinks we should encourage the use of the heavy locks, and see if the Bookstore can carry them.

**Emergency Response Guide Flip Chart**

Steve said that we had previously discussed that the guide needed to be updated. He presented an updated flip chart, and asked committee members to review it by our next meeting. Please let us know if we can go forward with the update or make suggestions for improvement.

**Locker Room Safety Signage**

Steve said that there is signage posted on a bulletin board in the locker room, but our students walk by it and don’t pay any attention to it. He showed a sign with different types of locks. He said that the students purchase a lot of expensive items and buy cheap locks for the lockers where they store the items. He said that the good locks are sold in the Bookstore.
We had a student who carried a knife that cut right through the locks and he was caught with all kinds of stolen items. We are recommending they use a lock with some substance. Campus Safety is going to put the sign (which was shown on the screen) about using good locks on the exit door from the locker room.

The Great Shakeout

Our next meeting will be on October 26th, which will be after the Great Shakeout. Steve asked if everyone has seen the video on the shakeout. He recommended it as a great learning tool to show the students. We will have an evacuation on October 18th. Every employee and student will be a part of the evacuation, and it is really important.

After the last Great Shakeout, we asked for an after-action report. It was suggested that we have bullhorns, and we purchased them.

Claudette said that for this drill, the caution tape around the Quad grass will be removed temporarily. The students should use the stairs instead of the elevator. There should be some type of communication that says where to go and to identify the marshals.

Tami and Debbie said that we are putting people at risk by evacuating them to the Quad because of the tunnels in that area that could collapse.

Chris suggested having them go to the field areas and parking lots rather than close to the buildings. Campus Safety will review the plan; they were not looking at the Quad being a problem.

Discussion took place on each marshal not having a radio and that perhaps we could purchase small walkie-talkies for the marshals. Tami said that we cannot use that type of communication device.

Facilities Update

Chris Fighera presented an update on the following:

Quad Renovation

We did a lot of work on the Quad over the summer. An email went out on September 24th about events not being held on the Quad until next semester. The fire lane between buildings 200, 400, and 1200 will be used for all events that are scheduled between now and next semester.

Darlene said that the area is working out. The heat has been terrible, and there is not a lot of shade in that area. There has been a problem with the sound level. If we get more complaints about the sound, we will not be able to hold events there. We are
looking at making a change in the location for Homecoming. We might be able to use
the area we used for Smart Start Saturday.
Darlene mentioned that students want to use the outside seating area of the Student
Center. The area has been locked and students have had to go all the way around the
building to get back in. Denise Cork and Darlene Jensen will have keys to the area. It
was suggested that for Homecoming, maybe we could use the football field or the gym.
We will use the landing area of the Library for Halloween, staying off the grass.

Claudette said that the terms “maintenance” and “warranty” have been used by the
architects regarding the Quad grass area. It is a warranty - If we open that grass area
and use it, we would jeopardize the warranty. Discussion took place on the areas of the
Quad with the old grass. One of the items to be addressed on the Quad was the
drainage. Since they didn’t keep that grass up, they will have to replace it.

Building Safety

Chris reported that there are a lot of things that people see, such as broken windows,
latches, and doors. If you are aware of things that are broken, please put in a work
order right away and also send an email to Chris.

Paul McKinley noted that the new railings on the Quad stairs are loose and not heavy
duty.

Darlene asked if there was any general maintenance planned for the newer buildings
which are five years old now. Chris said that she has asked the custodians to report
problems, as well as anyone seeing problems.

Debbie said that we do a yearly check on every building. By the end of the year, we
have gotten to every building. Chris said that we have the ASCiP report every year.

Current Facility Issues

Chris said that we tried to clean-up the outstanding work orders. If a work order comes
to you that says the work has been completed and it hasn’t, please let Chris know.

Steve asked about the phone mounts where the pay phones were – are they going to be
removed? Claudette said that there is only one phone that is being used and will be
maintained. All of the others will be removed.

Publicity

Darlene said that last year there were some discussions that took place on these areas. We did
a survey, and outcomes were received (handout). She was asked to bring the results back to
this committee as follows:

Publicity Enhancements
First choice was the digital marquee. This is not funded.

**Brick Wall Area**

Currently, there are 10 areas. The recommendation was to reduce these areas to five on the outer perimeter of the campus.

**Free Speech Area**

Continue with the one free speech area.

**Banners between the Trees on the Quad**

Because of the Quad renovation, this may be changed. It was recommended to continue to place banners on the Quad between trees with a better quality of banners. There is probably going to be more discussion about the Quad. Perhaps we could use two Magnolia trees on each side of the Quad using better quality banners, and not utilize all of the trees.

Claudette asked if there has been an estimate on the cost of a digital marquee. Darlene responded that Joey McIntosh looked into marquees, and it would be between $10,000-$20,000. There is no funding source at this time.

**Note:** All Publicity items were provided based on enhancements being put in place.

Our next meeting will be held on:

**Friday – October 26, 2012**
**9:00 a.m.**
**Room #1246 (Faculty Lounge)**