

**Safety & Facilities Meeting  
September 23, 2020**

**Attendance:**

David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, George Bouzek, Vincent Cabada, Eugenio Canoy, Michael Dziuba, Janina Espinoza, Jessie Fussell, Frances Lau, Chief Tom Morales

I.Call to Order (1:40pm)

II.Adoption of Agenda

III.Approval of Minutes

IV.Public Comments (limited to three minutes)

- **N/A**

V.Recognition & Announcements

- **N/A**

VI.Reports

VII.Information/Discussion Items

A. Review of [Facilities Master Plan](#)

- **Ed Master Plan – Facilities Master Plan Linkages (p. 15)** – shows projected enrollment growths in LA & Library; Math, Science, Engineering; Nursing & Allied Health; SHAPE and corresponding need for additional space
  - **Proposed Building Facilities Program & Campus Renovation (p. 53-54)** – shows the proposed new projects and their order (new buildings, renovated/repurposed facilities)
    - **Eugenio Canoy** pointed out that the listed projects/order have changed based on our current needs. He and **Cindy Bevan** suggested requesting **Andrea Alexander** for a status update on the projects and to work toward bringing the Facilities Master Plan better reflect what is actually happening on campus. **George Bouzek** asked if the district was planning to hire another consulting firm to update the Master Ed and Facilities Plans, as previously thought. **Lynette** said that, despite there being initial discussion, she was not certain of any development, since the Dean of Institutional Effectiveness post is vacant. **Lynette** and **Eugenio** recommend inviting both **Andrea Alexander** and **Terrance DeGray** (AVC of Facilities) to the next meeting for an update on new buildings and the Facilities Master Plan.
- B. Security Lockdown Procedures (new locks/keying)
- **Lt. Michael Dziuba** provided an update on the re-keying project.
    - New locks are being installed, and they are rekeying every key on the campus. About 45 keys were found to be missing. The system will be wired up, and simply pushing a button will engage and disengage the lock in each classroom. Once all the keys are replaced, they'll get hardwired,

where they can be disabled remotely from a computer Police Services in the event of an active shooter

- Everyone will need new keys, and you will need to submit a form for access to your keys.

- **Q&A: EC:** Will classrooms be keyed differently (from offices for instance). **LA:** Custodial support will have the class schedule and they'll be able to unarm/unlock classes. **DA:** Are keyfobs being reprogrammed? **MD:** Only physical keys are being replaced. In the future, all keys will be digitized.

- **Lt. Michael Dziuba** provided a summary of campus access procedures

- Make sure you go through Andrea's office so custodial support knows to decontaminate the rooms.

- The gate project has been completed. It gives us a way to rapidly close all of the parking lots and restrict access to campus. **EC:** Is there a designated entrance? **MD:** Generally we have 2-3 levels. The gates are open from 6-7am to 11pm. However, all of grounds, all of maintenance, and police have keys in case you need access beyond those hours.

- **Vincent Cabada** provided a summary of the campus access process:

- Access to the campus is granted Monday and Wednesday from 9am-4pm, but you will need to send a request to your manager indicating the days of access needed and the rooms/buildings to be visited. The request must be submitted by the Thursday of the week before access is requested. You will be notified by Andrea Alexander on the Friday the week before access is requested. The email will indicate requirements, identify a point person,

- There is also a self-COVID check in form once you are on campus on which you will indicate the rooms you access. This will help with contact tracing. **JA:** Is there a late-access process?

- **Lynette Apen** provided an update on Nursing:

- Training has been allowed to continue on campus with a lot of precautions and safety procedures in place. Nursing has managed 180 students, implementing class size restrictions, measures to limit surface contact, and cleaning protocols.

- Screening of students is more stringent than the protocol suggested by the CDC since students will be in contact with patients their patient contact. Studnets are submitted to temperature checks, which are logged and documented.

- Students have been given hospital grade PPE, surgical masks, and face shields.

- A master schedule has been given to custodial support so they know where everyone is/has been, and they are able to clean between classes and deep cleans at the end of the day.

- **Chief Tom Morales** on the rekeying project:

- **TM** walked us through the new online key request process on Prosystech

- The cores have been standardized, so now it only takes 15-30 seconds to change keys. Each door is individually keyed to a unique key, and it can be changed. Each door is individually keyed to a unique key – and it can be changed quickly.

- The key to the building will be able to open community rooms.

- They are still working out the kinks in the online key-request system, so it's not live yet.
  - Continue to send your requests/modifications manually; don't feel like you have to hold off because they are "overloaded." Working through the requests will help them figure out how to the needs of the campus, how to work out the kinks in their system, and how we can develop standards or a policy.
  - At the moment, only you will be granted access to your office, but in the future, they will accommodate unique situations, e.g., in case you want to grant other people access to your office, or if you need to restrict access from one set of doors. Situations can be handled on a case-by-case basis.
  - Only keys are getting redone – no cabinets.
  - Old keys will eventually be collected and recycled.
  - **Eugenio Canoy** reminded us of Emergency Response Team Technology Deployment:
    - If you need a laptop or hotpot while working at home, you can pick them up Monday and Wednesday from 9-2pm in Reprographics.
    - **VC**: Consult the EVC Faculty Page for information on what is available and the process required. **JE**: Please send an email and go through the process rather than just picking up the equipment.
- C. Student Services Building Assessment
- *N/A*
- D. Suggestions for next meeting's agenda:
- **Eugenio Canoy** suggested that we request a report from the painters and maintenance people in Acacia for the next meeting. We need a status update so we can plan safe access for faculty to the mailroom if their equipment/lifts are in the vicinity.
  - **Lynette Apen** suggested that we commit to goal setting for the academic year. Bring charge statement to next meeting.

#### VIII. Adjourn

- *Meeting Ended at 3:00pm.*

## Safety & Facilities Meeting October 14, 2020

### Attendance:

David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, Vincent Cabada, Eugenio Canoy, Aliyah Contreras, Terrance DeGray, Lt. Michael Dziuba, Janina Espinoza, Jessie Fussell, Frances Lau, Chief Tom Morales

1. Welcome and Introductions
  - a. Introduction to guests/ new committee members
    - i. **Terrance DeGray** – AVC of Facilities
    - ii. **Aliyah Contreras** – ASG Rep
2. Announcements
3. Review minutes from 9/23/20
  - a. Approved at 2:30pm.
4. Review/update current building projects – AVC DeGray [audio problems]
5. Update campus re-key project – Chief Morales
  - a. There are standalone battery-operated locks for rooms with 5+ people. The locks can be enabled with a one-touch button. The proximity readers (scanners) do not work currently, but eventually will.
  - b. Access to the front door of the library is being arranged for the librarians
  - c. Re-keying status: Completed – Sequoia, PE, Autotech, Racquet Ball/Fitness Center; Acacia to be completed this week; rekeying in Gullo II will begin tomorrow.
6. Review new building renderings [online](#)
7. Review committee vacancies
  - a. 2 classified; 1 student; 1 MSC; 1 MSE Faculty
  - b. David to reach out to **Randy Pratt** (Academic Senate) about committee vacancies
8. Committee Goal Setting for 20/21
  - a. Assist leadership with updated EMP/FMP efforts (tentative start Spring 2021) by providing feedback
  - b. Engage with discussions with VP Administrative Services and District VC for updates on campus development/upgrades & ERTs for COVID Return to Campus Plans
    - i. Set reporting calendar for key personnel to attend meetings and provide updates
  - c. Motion to Approve the Goals (EC); AC seconds. Approved.
9. Next Steps
  - a. Review accomplishments from 2019-2020
  - b. Schedule bond project presentation showing development at EVC
  - c. Review survey feedback from new building users and students. Check with VP Alexander on how S&FC can best be involved.
10. Recommendations
  - a. Circulate previous minutes and agenda for the next meeting 1 week before
  - b. Send copies of minutes to [Shashi Naidu](#) to be uploaded to the committee website
11. Meeting adjourned at 3:02pm

**Safety & Facilities Meeting  
October 28, 2020**

**Attendance:**

David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, Vincent Cabada, Eugenio Canoy, Jessie Fussell, Frances Lau

1. Call to Order (1:40pm)
2. Adoption of Agenda
  - a. Additions/Deletions/Corrections
    - i. Deletion: Reports from Andrea Alexander and Tom Morales (deferred to next meeting)
    - ii. Deletion: Goal-setting for 2020-2021 from Action Items
    - iii. Deletion: Review committee vacancies from Action Items
  - b. EC moves to approve amended agenda; LA seconds. Agenda unanimously approved at 2:00pm
3. Approval of Minutes from October 14, 2020
  - a. LA moves to approve; EC seconds. Unanimously approved at 2:06pm
4. Public Comments
  - a. **Lynette Apen** summarized the key points from today's ERT coordinating team meeting: Spring 2021 will be predominantly online, with the exception of a few critical labs in AutoTech and nursing (some kinesiology classes are also under consideration). Teams are working to ensure these face-to-face classes will meet county guidelines, social distancing requirements, accurate record-keeping of on-campus visits. EVC was acknowledged for its system of online check-in forms for record-keeping/contact-tracing, which will now be adopted by the district in compliance with new requirements set by the state.
5. Recognition and Announcements (N/A)
6. Reports (N/A)
6. Discussion Items
  - a. 2019-2020 Committee Self-Evaluation
    1. **Goal 1:** *SFC sponsors one safety training once/semester (leveraging PDD) through Risk Management, campus police, or Admin services. **Assessment: Need more progress***
      - a. We were largely unable to achieve this goal due to sheltering-in-place during the second half of the academic year. There was training provided through HR, but it was not campus-wide.
      - b. CB: We can incorporate this into SFC's Goal 2 for 2020-2021 in COVID Return-to-Campus Plans
      - c. JA: If school continues to be online, we can reach out to the PDD chair to be involved with online safety training.
    - ii. **Goal 2:** *Assess FMP to ensure operational standards, program needs, and student needs, and student success is achieved, as well as make recommendations based on data analysis. **Assessment: Completed but ongoing***
      - a. SFC actively participated in the new building process, as seen in as committee representation on SSC, LA, Fire Lane building planning committees
      - b. CB: Buildings are still in-progress, and our involvement is on-going

- iii. Fulfilment of [committee charge](#). **Assessment:** Yes.
  - 1. In aggregate, we have stayed focused on the general areas of our charge. Primary focus on FMP building. Safety items after March deferred to ERT during Shelter in Place order.
- iv. Communication to and from constituencies and campus community. **Assessment:** Good.
  - 1. Presented to college council in Spring 2020; committee reps provide regular updates to constituent groups at the division level and other governance committees.
- v. Overall quality of the committee's deliverables/outcomes. **Assessment:** Good.
  - 1. Supported college safety and facility efforts through committee representation and consultation.
- vi. Integration of committee process and products. **Assessment:** Room for improvement.
  - 1. FMP/EMP review to provide additional feedback/refinements to the FMP (i.e., Cedro room sizes – currently focused on square footage vs. actual student seat counts), which may violate fire codes (per EC) and education codes (per CB)
  - 2. Partnership with other governance committees and ERts. Committee interest in ongoing reports from key personnel (VP Admin services, Police, and District facilities)

b. Review (deferred to next meeting)

- i. Education Master Plan
- ii. Facilities Master Plan
- iii. Accreditation

7. Recommendations

- a. Eugenio to create a Microsoft Teams group for SFC for file-sharing and collaboration
- b. David to reach out to **Bianca Lopez** for Classified vacancy
- c. Request a report from the Emergency Response Team
- d. Request a report from Chief Morales – Security Projects status
- e. Request a report from Andrea Alexander – Campus Projects
- f. Request a report from Andrea Alexander – COVID 19 Information
- g. Review Education Master Plan and Facilities Master Plan next time.

8. Meeting Adjourned (2:59pm)



**Safety and Facilities Committee Meeting  
MINUTES  
(Remote Meeting via Zoom)  
November 18, 2020  
1:30pm-3:00pm**

**I. CALL TO ORDER (1:33pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. **Eugenio Canoy** moved to approve agenda; **George Bouzek** seconded. Agenda unanimously approved at 1:39pm.

**III. APPROVAL OF MINUTES FROM 10/28/20**

- A. **Lynette Apen** moved to approve; **EC** seconded. Unanimously approved at 1:40pm.

**IV. RECOGNITION AND ANNOUNCEMENTS (N/A)**

**V. PUBLIC COMMENTS**

- A. **EC**: Per the communication from VP Alexander and Chancellor Breland, we are back to SIP conditions with minimal coverage on campus.
  - 1. **Vincent Cabada**: The same procedure will be used to access campus as before (Submit a request to your manager; you will be notified of permission the week before). Access will be granted for M/W 9-2pm. Please check-in and document the locations you visit while on campus. This is essential for contact tracing and to let our cleaning staff know which locations to sanitize.
  - 2. **VC**: The warehouse will still be available during these hours. VP Alexander is working out scheduling with Reprographics.

**VI. DISCUSSION ITEMS**

- A. Adopt a co-chair model to distribute chairing responsibilities to another SFC committee member
  - 1. **EC** nominated **Vincent Cabada** for co-chair. **LA** seconded.
  - 2. **LA** moved to vote. **Janice Assadi** seconded. Unanimously approved.
- B. Renominate **Jessie Fussell** as SFC note taker for 2020-2021
  - 1. **JA** moved to approve. **LA** seconded. Unanimously approved.
- C. **EC**: Important documentation relevant to SFC is now available on our Microsoft Teams site organized by channel and posted in "Files"

1. General, Agenda, Minutes channels contain agendas, minutes, committee charge, etc.
  2. Master Plans channel
    - a. Facilities Master Plan – SFC should review this file and note where updates need to be made
    - b. Educational Master Plan
    - c. Technology Standards – prepared by EC and the Technology Committee
  3. Accreditation channel
    - a. In preparation for accreditation review (2023) we should document everything in Microsoft Teams
    - b. **Recommendation:** Standard IIIB (pp. 83-84 of the Accreditation Self-Evaluation File) addresses Physical Resources standards that should guide our work as a committee
- D. Discussion of Committee Goals for 2020-2021 as drafted in 10/28/20 SFC Meeting
1. Added examples of key personnel (Chief of Police, VP Administrative Services, District AVC) to Goal 2.
  2. **EC** moves to approve the goals as written, **LA** seconded. Unanimously approved.

## VII. REPORTS

- A. **VP Andrea Alexander:** Bond Updates [presentation available in Documents channel on Microsoft Teams]
1. Review of the bond master schedule and campus map of all projects underway
    - a. Schedule is based on the FMP adopted in 2016
    - b. Construction on campus has continued throughout COVID, as halting construction would have resulted in ~400K loss per month
  2. Review of projects in construction
    - a. Campus Painting to revamp the paint and stucco on buildings not scheduled to be remodeled: Most of the work had been completed pre-COVID, and now it's almost done.
    - b. Gullo II Multi-Purpose Room: Almost done except for the large green screen, which is on back-order, and which needs to be completed before floor installation. Expected completion: end of December.
    - c. Cedro Renovation: Work had been delayed by 2 months due to state COVID restrictions. HVAC overhauled, bathrooms redone, ADA accommodations, interactive and flexible classroom design installed. Currently 90% complete; expected completion: end of December.
    - d. Campus Wayfinding: Foundations are currently being laid for the signs. ETA March/April 2021.
    - e. Futsal & Pickleball Courts: Work to begin January 2021, expected completion: August 2021.
    - f. North Fire Lane: Access Phase 1: December – March/April; Phase 2: April – September 2021. Walking paths to Sequoia/Acacia will always be accessible. However, there will be a fence between Acacia and Student Services from now through September.
    - g. West ADA Project: Project set to begin December. There will be a path between Autotech and Cedro for access.



- h. Campus Wide Building Signage (standardizing building/room numbers): Beginning with Cedro, MS3, PE, Acacia, Nursing Add-on, Sequoia and all building as they come on line.
  - i. Student Services Complex: Expected completion 2023 (2 months after LA).
  - j. Student Services Complex: New entry road off Yerba Buena Road
  - k. Language Arts: Exterior has been chosen; interiors are currently being deliberated. Committees still have openings. Expected completion 2023.
  - l. General Education building: Expected completion 2023-2024 (3-6 months after SSC)
  - m. Sequoia Upgrades/Nursing Addition: Expected completion 2024.
  - n. Student Activities Center (renovation of the original SSC): Project currently under assessment for viability.
  - o. Accounts and Records to Emergency Ops: Project under assessment. More to come.
  - p. Assorted projects associated with bringing new construction online: Central Plant Utilities upgrades; Elevator Assessment; Technology Study; Building Management Systems
  - q. Emergency Security Upgrades – emergency door lock project
  - r. Campus Wide CEQA study – a study measuring environmental impact of new projects
3. Language Arts and GE committees still have openings for members
4. There is no new bond. Neither bond measure passed (did not meet 61% and 55% threshold)
5. Graduation: It is unclear whether or not ceremony will continue to be held on campus during construction. TBD.
6. Campus is being positioned so it will be easier to expand it as needed in the future

**I. ADJOURN (3:00pm)**

**Members/Guest Present** - David Ames, Andrea Alexander, Lynette Apen, Janice Assadi, Cindy Bevan, George Bouzek, Vincent Cabada, Eugenio Canoy, Jessie Fussell, Frances Lau



VOTING MEMBERS	NON-VOTING/EX OFFICIO MEMBERS
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<u>Associated</u>	<u>Classified</u>	<u>Faculty</u>	<u>Management</u>	
<u>Students</u> AS	George	Janice Assadi	Lynnette Apen	Andrea Alexander, <i>VP Admin</i>
President	Bouzek	Jessie Fussell	Eugenio Canoy	Services
AS Vice President	Frances Lau	Cindy Bevan	Vincent	Terrence DeGray, Associate Vice
	Vacant	Alfred Gonzalez III	Cabada	Chancellor
	Vacant	Lorena Mata	Vacant	Tom Morales, <i>District Chief of Police</i>



**Safety and Facilities Committee Meeting  
MINUTES  
(Remote Meeting via Zoom)  
December 9, 2020  
1:30pm-3:00pm**

**I. CALL TO ORDER (1:34pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. Agenda unanimously approved at 1:36pm.

**III. APPROVAL OF MINUTES FROM 11/18/20**

- A. Unanimously approved at 1:38pm.

**IV. RECOGNITION AND ANNOUNCEMENTS**

- A. **David Ames** welcomes student representative **Aliyah Contreras**

**V. PUBLIC COMMENTS**

A. **Vincent Cabada**: Now that we are in the purple tier, we are limiting access to campus to M/W 9-2pm (hours were previously 9-4pm). Please submit a weekly request form to your manager; you will be notified of permission the week before. Check-in and document the locations you visit while on campus. All forms are available through the EVC Staff/Faculty Webpage. No students should be on campus other than Allied Health.

1. **Lorena Mata**: Raised concern about the long lag-time for the campus access approval process for campus-issued laptops and other urgently needed technology.

a. **Janice Assadi/VC**: Per the last ERT meeting, in order to access Reprographics (for mail) or technology (also located in Reprographics), you do not need to use the weekly request process; you only need to use the campus access sign-in form. **Dean Lynette Apen** will be emailing instructional leads information on this process.

**VI. REPORTS**

A. **Chief Tom Morales – Purple Tier Updates**: The purple tier is the most restrictive tier. The restrictions are based on local hospital bed capacity. Once capacity goes down to 15%, the purple tier is triggered.

1. As soon as the purple tier order went out, police services were set to a holiday schedule (8-4pm).
2. SB 1159 mandates 45-day contact tracing for any positive employee. The check-in process we've set in place is necessary to comply with this bill.
3. The district is working on the ability to supply testing outside of what can be provided by the county and health insurance. (E.g., student athletes who need to be tested 3x a week, while health care providers only allow testing 1x a week).
  - a. **Quest** is currently the front-runner among services. District would send list of people who need to get tested; tests are shipped directly to those people. Charge: \$30 for each kit as it's disbursed; an additional \$100 for the test result. Benefits: pay-as-you go, no test minimums.
4. Keycore project should be done within the next week or two. All cores will have been changed. Once the cores have been changed, we will be able to tend to the modifications requested by stakeholders during the installation process.
5. Question/Answer:
  - a. **JA:** Did Quest offer better pricing based on our long-term relationship with them? **TM:** That was the price that was quoted – but please feel free to reach out to your own contacts to see if we can secure better pricing.
  - b. **LA:** What turnaround time did Quest quote for results after dropping off the kit? **TM:** 72 hours.
  - c. **LA:** Health care workers have to test weekly. How can we arrange this logistically? **TM:** One possible approach is requesting 2 tests at a time and spacing out the tests.
  - d. **LA:** Hospitals are specific about the kinds of PCR tests they accept. Will the Quest tests meet the criteria? **TM:** All of the companies, including Quest, comply with these criteria.

## VII. DISCUSSION ITEMS

- A. Next SFC Meeting: February 10 (unanimously approved)
- B. Discussing action steps and measurable outcomes to meet our 20/21 committee goals
  1. Goal 1: *Assist leadership with updating progress on EMP/FMP efforts (Tentative start: Spring 21) – provide feedback*
    - a. **LA:** To meet Goal 1, it would be helpful to have a crosswalk of what was outlined in the FMP vs. what has actually been done, i.e., a status checklist and annotation of changes to the FMP. This is likely a document that the project managers have, and it would be a valuable document for us to work with **EC:** Let's put this into the agenda for February.
  2. Goal 2: *Engage in discussions with key personnel (e.g., Chief of Police, VP Administrative Services and District AVC) for updates on campus development/upgrades & ERTs for COVID Return to Campus plus)*
    - a. **VC:** Can we be more specific about the number of visits we'd like from each person? **LA:** It might be most efficient to alternate reporting months from our key personnel, as they often have conflicting meetings. Suggestions based on relevance to EVC and SFC's work: VP Alexander most frequent, then Chief Morales (at least monthly), and then AVC DeGray.
    - b. **EC:** Recommend requesting another report from VP Alexander re: ERT and AVC DeGray for district projects and their impact on EVC in February.

C. **AC** raised concerns about the process for requesting student loaner laptops. **EC**: On the “Virtual Campus” portal on the EVC webpage, there are forms for students to request technology and other services.

D. **DA**: Raised concern about communicating to the Academic Senate how faculty and part-time faculty can add their input into building design/construction. Faculty may feel out-of-the-loop or unheard in these processes.

1. **LA**: Are there specific groups that feel unheard? If so, it may be due to the timing in the building process. In the programming phase, builders meet with users (faculty, students, staff) to determine what would be appropriate for the building. So, we might be in the wrong phase for input.

2. **EC**: Faculty and part-time faculty are always welcome to join our meetings. Also, there are requests for “Building Programming Select Groups” from VP Alexander.

**JA**: Agreed. She participated on the committee selecting the SSB architect, which proceeded very effectively despite being conducted virtually.

3. **LA**: Recommended directing the Senate to the [District-wide Town Hall](#) (12/3/20) that provided extensive updates on the campus and the [EVC Builds](#) website for information on ongoing projects. **VC**: If the information is still not reaching people despite the messaging, perhaps we should consider what changes we can make to better reach people.

E. **JA**: What is the status of the SSB? **VC**: Will check with VP Alexander. **EC**: Please post any updates/information in Teams.

F. **LM**: Can we enable the chat room in our next meeting so we can more easily share/access links? **LA**: Let’s create a repository of references in Teams.

#### VIII. Action Item

A. Request alternating reports from VP Alexander, Chief Morales, and AVC DeGray.

1. **LA**: Motion to move forward. **EC** seconds. Unanimously approved.

#### IX. ADJOURN (2:39pm)

**Members/Guest Present** - David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, George Bouzek, Vincent Cabada, Eugenio Canoy, Aliyah Contreras, Michael Dziuba, Janina Espinoza Eugenio Canoy, Jessie Fussell, Frances Lau, Lorena Mata, Chief Tom Morales



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VOTING MEMBERS

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NON-VOTING/EX OFFICIO  
MEMBERS

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	Vacant	Alfred Gonzalez III	Cabada	Chancellor
	Vacant	Lorena Mata	Vacant	Tom Morales, <i>District Chief of Police</i>



**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**February 10, 2021**  
**1:30pm-3:00pm**

**I. CALL TO ORDER (1:34pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. Agenda unanimously approved.

**III. APPROVAL OF MINUTES FROM 12/9/20**

- A. Unanimously approved.

**IV. RECOGNITION AND ANNOUNCEMENTS**

**V. PUBLIC COMMENTS**

- A. **Lorena Mata:** Raised concern about library staff not having access to the main library doors after the re-keying project. Per new policy, only the dean has access to master keys, but the dean is not always in the building. Suggested ironing out this policy before return-to-campus.
  - 1. **Lt. Mike Dziuba:** Recommended that Lorena contact Chief Morales.
- B. **Vincent Cabada:** Reminded committee that access to the campus is still limited to M/W 9am-2pm and requires that your dean submit a request for access form by Thursday at 12pm prior to the date of visit.
  - 1. **Question from LM:** Library Services will be offering visits by appointment in this spring semester Will these visits need a formal request? **VC:** As long as they fall within operating hours, no. If they fall outside of the operating hours, yes.

**VI. REPORTS**

- A. **Terrance DeGray – Update on District Projects**
  - 1. Bond Projects: Facility
    - a. Building Management System Upgrade: Four different systems had been controlling different buildings on campus. Following engineer recommendations after a thorough assessment, we have decided to adopt the BMS used at SJCC (Tridium Niagara – v4) and standardize across both campuses. This will provide a platform to integrate and monitor any new

energy measures. It will also allow our maintenance technician to respond to issues more quickly and easily (even from his phone). On schedule to complete the upgrade and staff training districtwide by the end of summer 2021.

b. EVC Assessments: Procured Uvara GIS (Geographic Information Systems) – a kind of GoogleMaps for utilities on campus. Utility information will be available on the cloud and in the app. Will provide continuity of institutional knowledge and assist in planning/assessment. Currently using beta version – will be implemented by May 2021.

c. CEQA Environmental Impact Reporting Compliance – Still in the early phases. Public forum held this morning.

#### 2. Bond Projects: Technology

a. IT/AV Design Guidelines – 95% complete. Provides designers critical information in their work and allows them to create consistency from building to building. Ultimately results in better learning environments.

b. Districtwide Server Storage Cloud Modernization – RFP in March.

#### 3. Bond Projects: Safety

a. Key Core Upgrade – 80% complete.

b. Security Master Plan – may involve more upgrades related to security systems for cameras on campus and campus access controls.

#### 4. Facility – M&O: Energy

a. Sustainable Solutions Turnkey program. Walkthrough planned with PG&E on March 2 to look at lighting, mechanical systems to identify energy inefficiencies in the system.

b. Energy Master Plan approved in October 2020.

c. EV Funding – Currently shortlisted for ~\$500,000 to be used for fast chargers for electric cars (targeting installation in Lot 3)

#### 5. Comprehensive Schedule Maintenance Planning/Assessment

#### 6. Facility – M&O: COVID-19

a. Filter Changes: Installed MERV-13 filters where possible, though

b. Water fountains: Have been turned off per county requirements. Will be flushed prior to return-to-campus.

c. HVAC adjustments.

#### B. Questions/Answers

1. **Janice Assadi:** Is there information about the buildings/rooms that wouldn't be fitted with MERV-13 filters? **TD:** Yes, we have a spreadsheet with information with buildings that do contain MERV-13 filters and which ones do not. Some buildings currently have HVAC systems in which installing MERV-13 would end up restricting air flow.

2. **David Ames:** Who will be monitoring the master keys in the district? **TD:** Chief Morales and Lt. Dziuba have procured a key management software system, and they are developing better defined administrative procedures for key distribution.

**DA:** What will happen if keys are lost? **TD:** The hard keys will be phased out eventually and replaced with electronic keys.

### VII. DISCUSSION ITEMS

#### A. Goal 1: Assist leadership with updating progress on EMP/FMP efforts

1. Checklist of outlined items in the FMP vs. what has actually been done



2. **Lynette Apen:** After a review of the FMP, we could create a table of items/timelines and note any changes to FMP. In this process, we could review resources such as EVC Builds and reports from Terrance DeGray to track current progress. **VC:** We could sort through the FMP, identify main buckets, and update as we receive reports. **TD:** Links to FMP and CEQA document with project summary on page 10: <http://cboc.sjebond.com/program-documents/>

B. **LM:** Can we discuss potential campus re-opening dates at our next meeting? **VC:** There are still discussions being had by leadership, so we should wait until those decisions are made before having the discussion. **JA:** We should use this time to determine clear protocols for safely returning to campus. **VC:** A part of this process will likely involve scaling up the on-campus check-in procedure.

C. **Maria Holguin** (EVC library): How soon can student helpers return to campus? **VC:** Leadership has been trying to restrict access to campus, but we can follow-up off-line.

D. **LM:** Is equipment (chairs, desks, risers) still available for staff? **VC:** Yes, we have equipment except for chairs.

E. VP Alexander will present at the next meeting.

**VIII.Action Item**

A. At our next meeting, review the original FMP to create checklist of major items to for the committee to track/update. VC and LA to work in advance to identify major bullet points for discussion.

1.Approved 2:35pm.

**IX.ADJOURN (2:40pm)**

**Members/Guest Present** - David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, Vincent Cabada, Terrance DeGray, Michael Dziuba, Jessie Fussell, Maria Holguin, Frances Lau, Lorena Mata



VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<b>Associated Students</b> AS President AS Vice President	<b>Classified</b> George Bouzek Frances Lau Vacant Vacant	<b>Faculty</b> Janice Assadi Jessie Fussell Cindy Bevan Alfred Gonzalez III Lorena Mata	<b>Management</b> Lynette Apen Eugenio Canoy Vincent Cabada Cabada Vacant	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Tom Morales, <i>District Chief of Police</i>



**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**February 24, 2021**  
**1:30pm-3:00pm**

**I. CALL TO ORDER (1:30pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. Agenda unanimously approved.

**III. APPROVAL OF MINUTES FROM 2/10/21**

- A. Unanimously approved.

**IV. RECOGNITION AND ANNOUNCEMENTS**

- A. **Janina Espinoza** recognized Vincent Cabada for his organization and leadership on SFC.
- B. **Janice Assadi** invited email feedback on the following policy: The State Chancellor's office has approved a \$1 increase in student health fees per semester (from \$21 to \$22). The Health Services budget has been affected by the decrease in student enrollment, and it is one of the few departments that has to pay for COLA itself – so this would help; but it is also difficult to ask students to pay more fees during a pandemic and when they are not on campus.
  - 1. **David Ames:** Does this affect all students? JA: There are some students who are exempt (high school students, ESL, non-credit students, students who file a waiver)
  - 2. **VC:** Would a sliding scale be a possibility? JA: I'm not sure. But EVC tries to make health as affordable as possible for its students.

**V. PUBLIC COMMENTS**

- A. **Vincent Cabada** reminded the committee of to adhere to the check-in process for campus visits (Mondays and Wednesday from 9am-2pm). Your dean must submit a request for access form by Thursday at 12pm prior to the date of visit. It is important to maintain complete access records for contact tracing in the event that there is a positive case on campus. **Janice Assadi** seconds the importance of using and smoothing out this check-in process, as it will prepare us for the eventual return-to-campus in the Fall. **VC: A separate check-in process is being developed for students to access campus in the fall.**

**VI. REPORTS**

- A. **VP Alexander** – report postponed due to a scheduling conflict.

**VII.DISCUSSION ITEMS**

- A. VC and Lynette Apen are putting together an FMP Checklist:
  - 1.Planned checklist buckets include: New Buildings, Renovations, Demolition, Parking, Flow of Traffic on Campus, etc.
  - 2.Planned checklist columns: Summary of project/projected outcomes; Timeline; Current Status;
  - 3.After they compile the checklist, they will pass it on to VP Alexander and AVC DeGray for feedback. Then they will present it to the committee.
  - 4.Additional considerations: How often should this checklist be visited/updated?
  - 5.Feedback from Group
    - a. **Eugenio Canoy:** Where will the updates be kept? **VC:** Microsoft Teams, in its own folder.
    - b. **Janice Assadi:** How will this be different from the updates on the EVC Builds website? **VC:** This will be a resource for SFC; updates to the FMP on EVC Builds are managed differently.
    - c. **JA:** One column on the checklist could be whether or not the project is on target for its originally projected completion. **VC** agrees that this would be a useful column to add to the checklist in addition to the timeline.
- B. **EC** is adding a channel to SFC Microsoft Teams for ERT (Emergency Response Teams) information

**VIII.ADJOURN (2:04pm)**

**Members/Guest Present** - David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, Vincent Cabada, Janina Espinoza, Jessie Fussell, , Frances Lau, Cindy Snider



<b>VOTING MEMBERS</b>	<b>NON-VOTING/EX OFFICIO MEMBERS</b>
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<u>Associated</u>	<u>Classified</u>	<u>Faculty</u>	<u>Management</u>	
<u>Students</u> AS	George	Janice Assadi	Lynnette Apen	Andrea Alexander, <i>VP Admin</i>
President	Bouzek	Jessie Fussell	Eugenio Canoy	Services
AS Vice President	Frances Lau	Cindy Bevan	Vincent	Terrence DeGray, Associate Vice
	Vacant	Alfred Gonzalez III	Cabada	Chancellor
	Vacant	Lorena Mata	Vacant	Tom Morales, <i>District Chief of Police</i>



**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**March 10, 2021**  
**1:30pm-3:00pm**

**I. CALL TO ORDER (1:30pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. Agenda unanimously approved.

**III. APPROVAL OF MINUTES FROM 2/24/21**

- A. Unanimously approved.

**IV. RECOGNITION AND ANNOUNCEMENTS (N/A)**

- A. N/A

**V. PUBLIC COMMENTS (N/A)**

- A. N/A

**VI. REPORTS**

**A. Terrance DeGray**

1. Attended the EVC Virtual Campus Forum on March 3 and was impressed by the work being done on campus. Walked through the buildings on Tuesday, March 2 and was happy with the progress.
2. Chancellor Breland will send out a district-wide communication in the next two weeks to provide more clarity about District Emergency Operations Centers (EOCs)

**VII. DISCUSSION ITEMS**

**A. Vincent Cabada** is putting together a rough draft of a FMP Checklist

1. Planned checklist buckets include: New Buildings, Renovations, Demolition, Parking, Flow of Traffic on Campus, etc.
2. Planned checklist columns: Summary of project/projected outcomes; Timeline; Current Status; Updated Notes
3. Feedback:
  - a. **Lynette Apen**: Title the timeline, "Proposed Timeline"; provide links to the original FMP; link status updates to project reports

- b. **TD:** Provide original FMP Timeline alongside current timeline with explanation of why timeline has changed); cross-referencing Bond List Revisions from board meetings to current projects
  - B. **VC** discussed the new EVC check-in process
    - 1. Staff and Faculty should still submit their campus access requests to their deans the week prior to their planned visit (deadline Thursday at noon)
    - 2. The new process integrates the Health Checklist and the Check-In using Facilitron on mobile phones.
      - a. At the entrance of each building is a laminated sheet with a QR code, and visitors will need to check in and out of each building with their mobile phones.
      - b. Each building has a different QR code, and this will help keep track of which buildings are accessed by whom and when.
    - 3. Feedback:
      - a. **LA:** Can we use this with nursing students? **VC:** Yes, this can be implemented immediately.
      - b. **TD:** At SJCC, there have been incidents in people with older phones can't scan the QR codes. So, they've added the check-in website address alongside the QR codes for those phones. **VC:** We're working on troubleshooting issues these kinds of issues so we'll be ready for fall. We are also considering adding laptop carts outside buildings for log-in, in case people forget their phones.

VIII.ADJOURN (2:05pm)

**Members/Guest Present** - David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, Vincent Cabada, Terrance DeGray, Janina Espinoza, Jessie Fussell, Frances Lau, Cindy Snider



VOTING MEMBERS	NON-VOTING/EX OFFICIO MEMBERS
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<u>Associated</u>	<u>Classified</u>	<u>Faculty</u>	<u>Management</u>	
<u>Students</u> AS	George	Janice Assadi	Lynnette Apen	Andrea Alexander, <i>VP Admin</i>
President	Bouzek	Jessie Fussell	Eugenio Canoy	Services
AS Vice President	Frances Lau	Cindy Bevan	Vincent	Terrence DeGray, Associate Vice
	Vacant	Alfred Gonzalez III	Cabada	Chancellor
	Vacant	Lorena Mata	Vacant	Tom Morales, <i>District Chief of Police</i>



**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**March 24, 2021**  
**1:30pm-3:00pm**

**I. CALL TO ORDER (1:40pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. Agenda unanimously approved.

**III. APPROVAL OF MINUTES FROM 3/10/21**

- A. Unanimously approved.

**IV. RECOGNITION AND ANNOUNCEMENTS (N/A)**

- A. N/A

**V. PUBLIC COMMENTS (N/A)**

- A. **Eugenio Canoy:** Encouraged people to make appointments for vaccination ASAP because slots are running out. **Vincent Cabada:** Local drugstores and some community centers are beginning to offer vaccinations.
- B. **Janice Assadi:** Asked if the QR code system for campus check-in was working, as she had an employee that could not get it to work. **VC:** We have been running into some issues with some camera phones unable to use the QR codes. We are recommending that users with problems download a QR code app. We are also updating the sheets around campus with a web link to check-in.

**VI. REPORTS**

- A. **VP Andrea Alexander** provided an update of COVID-19-related and other campus facilities projects
  - 1. COVID-19-related activities coordinated with the help of ERT
    - a. Technology and furniture for faculty, staff, and students working from home
    - b. Facility Responses to COVID-19: Deep cleaning, dividers/sneeze guards (some installed by professionals, some areas have had additional dividers/guards installed by custodial staff – requests now 90% complete); every lab has a sanitizer station, which will be restocked by custodians daily; new signage to encourage one-way-in, one-way-out traffic flow.
    - c. We are not going to implement the K-12 model with 3-foot social distancing guidelines; we will continue to base our actions on the



state/county's tier system (Red: 25% capacity; Orange/Yellow: 50% capacity)

- d. Wellness stations will be available in all stations on campus
- e. Future planning:introducing UV lighting in ventilation systems; revamping HVAC on campus
- f. Supporting student needs: distributed \$1.9M+ via emergency grants directly to students; wifi parking access; drive-Through Food distribution
- g. Scaling up campus access check-in process via QR codes
- h. ERT next steps:Finalize sneeze guards, academic schedule, selection of rooms/areas for student services; finalize cleaning schedule; finalize entry/exit points for buildings with signage; scale up campus check-in protocol; finalize distribution of PPE

#### 2. Additional FMP Updates

- a. Gullo II – 95% finished
- b. Broke ground for the Sports Complex
- c. Wayfinding/ 15 feet LED-lit signage – for safety and campus navigation
- d. Student Service Center – now working on interiors
- e. Language Arts Building – now working on interiors
- f. Restrooms – anticipating changes to bathroom policies (gender-neutral spaces)
- g. General Education building
- h. Nursing Add-on: Exterior façade

3. Questions/Answer: **DA:** What will the gender neutral bathrooms look like? **AA:** They will be individual stalls with locking doors and ceiling-to-floor walls; **JA:** We were moved to the orange tier (which allows 50% capacity) this morning. Will that affect our return-to-campus planning? **AA:** The tiers are subject-to-change, so will continue our plans to reopen at the strictest capacity (25%); **JA:** what is the timeline for the new Student services? **AA:** They are still on the same trajectory.

## VII. DISCUSSION ITEMS

A. **Fall Schedule and class requirements:** VC shared a list of classrooms approved for in-class learning in the fall based on square footages/capacity and county/state guidelines.

1. **David Ames:** How will this work? **Lynette Apen:** Classes offered face-to-face (predominantly labs) will be split up with part of the class coming in-person on certain days, while the rest of class live-streams the class. These decisions are made locally by the instructors and their deans.

2. **Eugenio Canoy** asked **Frances Lau** if the computer labs will be reopening in the fall. **FL:** The team is still in the planning phases. It seems particularly important for the ESL students to have access to the labs and printing. **VC:** It's important to get all of our spaces (instructional, student services, labs, etc.) assessed by the ERT.

## VIII. ADJOURN (3:00pm)

**Members/Guest Present** – Andrea Alexander, David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, George Bouzek, Vincent Cabada, Eugenio Canoy, Jessie Fussell, Frances Lau, Cindy Snider



<b>VOTING MEMBERS</b>				<b>NON-VOTING/EX OFFICIO MEMBERS</b>
<b><u>Associated Students</u></b> AS President AS Vice President	<b><u>Classified</u></b> George Bouzek Frances Lau Vacant Vacant	<b><u>Faculty</u></b> Janice Assadi Jessie Fussell Cindy Bevan Alfred Gonzalez III Lorena Mata	<b><u>Management</u></b> Lynnette Apen Eugenio Canoy Vincent Cabada Vacant	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Tom Morales, <i>District Chief of Police</i>



**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**April 14, 2021**  
**1:30pm-3:00pm**

**I. CALL TO ORDER (1:39pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. Agenda unanimously approved.

**III. APPROVAL OF MINUTES FROM 3/24/21**

- A. Unanimously approved (1:44pm)

**IV. RECOGNITION AND ANNOUNCEMENTS (N/A)**

- A. N/A

**V. PUBLIC COMMENTS (N/A)**

**VI. REPORTS**

- A. **Next meeting:** VP Andrea Alexander; Chief Morales will report on Campus Safety and re-keying in advance of the return-to-campus in the Fall
  - 1. **George Bouzek** asked: If the tier system is eliminated in June, how will we decide what percentage will be allowed on campus? **Vincent Cabada** said he has not received a definite number from the VP yet.
- B. **Terrance DeGray** – Provided a link to Citizen Bond Oversight Committee Report <http://cboc.sjebond.com/AR1920/>

**VII. DISCUSSION ITEMS**

- A. QR Code Discussion, specifically addressing equity issues: How can we address the needs of students who don't have access to a smart phone? How can keep the check-in process safe and hygienic?
  - 1. **Lorena Mata** discussed what the Library has been planning: A library staff member can check-in the student. This way the student would not have to touch any surfaces; however, it may be uncomfortable for students to give the answers to the check-in questions
  - 2. **VC:** We will have check-in stations at building entrances that are equipped with sanitary wipes.

3. **GB:** There are handheld UV cleaners that can quickly clean keyboards. This might be a good option in the labs.

4. **Janina Espinoza:** What if students come to campus without masks or with temperatures? **VC:** There won't be temperature checks. It will be a question on the questionnaire, which the student will have to answer. **JE:** Will we treat students who have been vaccinated differently? **VC:** State guidelines still demand that vaccinated people wear masks, so that's what we will go by until that shifts.

5. **JE:** What can we do if a student refuses to (or can't) wear a mask? Do we have a protocol in place? Is there messaging about what is expected or what will happen if guidelines are not followed? **Cindy Bevan:** Has there been any discussion about providing a shield for students who can't wear masks? **VC:** That has been an idea that's been floated, but nothing has been solidified yet.

a. **Action item:** Ask Chief Morales for an update about what **JE:** There should be messaging about what will happen?

B. Janice Assadi brought up the topic of Custodial Cleaning Training for COVID-19

1. **VC** will follow-up with Kathy Tran and Kenneth Brown (new custodial supervisor)

C. Lorena Mata provided an update on the library reopening in Fall 2021

1. There has been discussion of only letting students who are registered for classes to access the library; however, this may present an equity issue.

2. We plan to separate the general collection from the work/study area and have only staff handle books. The computer lab will be open. However, for hygiene reasons, we won't be opening up the photocopiers. We're thinking about having glass copies of some pages of reserve textbooks for students to take photos.

3. Open M-F: M/T 9-4pm; W/Th, 11-7pm; F: ?; physically closed on Saturdays but virtual services will be available.

4. **Q/A – Hygiene/Handling of Library Resources** **JE:** Can we provide students with gloves to handle books and/or use the copier? **LM:** Yes, the students will be given gloves, and they'll be able to take pictures of reserve books. But the photocopier requires money, and we don't want staff to have to handle money. **VC:** What about digital books? **LM:** We're looking into Kindles, but they'll only be available on the Kindle for checkout. Textbook publishers are not incentivized to make their content more accessible, so we are encouraging teachers to assign OER.

5. **Q/A – Scheduling/Gauging Student Library Needs** **VC:** Are you taking drop-ins? Or will it be by appointment only? **LM:** We are reluctant to make it appointment-only because it might discourage students from using the library. **JE:** What about staggering appointment dates? **VC:** Appointments would help us measure how much use we need. **JE:** What about sending out a survey to students asking them which services they would use?

6. **Q/A – GB:** What about the ERA and catalog stations? **LM:** ERA will be at limited capacity. Stations will be marked off to ensure social distancing. Keyboards will be cleaned between uses. Library orientations will be online. Librarians will be available to assist students with catalog searches.

## VIII. ACTION ITEMS

- A. Update from Chief Morales on keys and campus safety in advance of the return-to-campus this fall
- B. Safety and Training for COVID-19

**IX.ADJOURN (3:00pm)**

**Members/Guest Present** – Andrea Alexander, David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, George Bouzek, Vincent Cabada, Eugenio Canoy, Jessie Fussell, Frances Lau, Cindy Snider



VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<b><u>Associated Students</u></b> AS President AS Vice President	<b><u>Classified</u></b> George Bouzek Frances Lau Vacant Vacant	<b><u>Faculty</u></b> Janice Assadi Jessie Fussell Cindy Bevan Alfred Gonzalez III Lorena Mata	<b><u>Management</u></b> Lynnette Apen Eugenio Canoy Vincent Cabada Vacant	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Tom Morales, <i>District Chief of Police</i>



**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**April 28, 2021**  
**1:30pm-3:00pm**

**I. CALL TO ORDER (1:39pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. Agenda unanimously approved.

**III. APPROVAL OF MINUTES FROM 4/14/21**

- A. Correction of library updates: VII.C.2: “glass” to “class”; VII.C.3: Friday 9-3pm, pending administrator approval
- B. Minutes approved (Lynette Apen abstained)

**IV. RECOGNITION AND ANNOUNCEMENTS (N/A)**

- A. N/A

**V. PUBLIC COMMENTS (N/A)**

**VI. REPORTS**

**A. Chief Tom Morales – Campus Security Updates**

1. **Re-keying Project:** About 99% complete. Some locks, such as faculty bathrooms, have been given communal access level so that anyone with a campus key can access them.

- a. **Q/A – Eugenio Canoy:** Is there an org chart/policy for access to keys? **TM:** I’ve written up a policy that is making its way through committee and should be available for feedback/review soon. For instance, deans would get the building master; VP/President ; Maintenance/Grounds and ITSS would have additional access. **LA:** How do we address existing hiccups in the process? **TM:** Contact: [locksmith@sjeccd.edu](mailto:locksmith@sjeccd.edu) (which goes to TM, the locksmith, and TM’s admin). **Janice Assadi:** If we have several issues in our department, should we send separate emails or one combined email? **TM:** **JA:** Will there be one full-time person (such as an office assistant) have access to all the rooms in a building? **TM:** No. Every room will have a different key. **VC:** Are there still a lot of faculty that need to pick up their keys? **TM:** Only about 25% of the key requests have been picked up.

2. **Mask Enforcement/Support:** Advising officers to avoid confrontations with individuals. Officers will step in if there is a physical threat, but officers are advised

to seek alternative means to handle the conflict (such as through Student Conduct).

a. **Q/A & Discussion: JA:** This would be a great PDD topic. **Janina Espinoza:** We should work on messaging to our students about COVID-19 safety guidelines and consequences for not adhering to the guidelines. **Carmen Solarzano:** Isn't there a problem with putting the needs of students who choose not to wear masks ahead of those who are willing to wear masks? The committee should find a uniform and institutionalized way to address this situation rather than shifting the burden of enforcement to instructors. **LM:** Should we require that students who choose in-person classes comply with a mask mandate? Those who don't should be encouraged to enroll for Zoom classes. **VC:** We'll continue this conversation and keep equitable solutions in mind. **David Ames:** From my experience in automotive with safety glasses, establishing and enforcing a policy is straightforward and effective.

a. **JE** motions to request that Student Affairs VP to develop a protocol for safe return to campus. **EC** seconds.

### 3. Police-Safety/Security updates:

a. Installation of electronic locking mechanisms in all classrooms with 5+ people. Hoping to have a drill to practice their functionality and other types of training. However, planning will have to wait until we get a clearer picture of what Fall 2021 will look like.

b. Restructured department to increase number of officers from 4 to 6.

c. Mental Health: Looking to have additional resources available for the first few days to school.

### B. ERT Report Out – Eugenio Canoy

1. **EC** and **VC** evaluated rooms on campus for suitability for in-person instruction (square footage and ability to follow social-distancing guidelines). Rooms will be outfitted with sanitizer station, wipes/disinfectant stations.

## VII. DISCUSSION ITEMS

### A. New Chair/s for the next academic year

1. **JA** nominates **Vincent Cabada** for chair. **JE** seconds.

2. **LA** motions that **VC** serve as chair next academic year. **LM** seconds.

### B. COVID Testing for Students

1. **AVC Beatrice Chaidez** will attend the May 12 SFC meeting to give an update on the district's COVID prevention plan.

2. **JA:** Health Services is collaborating with SJCC to prepare for the fall. They are training through CDC modules and planning/thinking about vaccine administration, particularly in case booster shots are needed.

3. **JE:** How feasible is rapid-testing on campus? **JA:** One concern is that rapid testing is expensive. We could refer students to the County, which does the testing for free. **EC:** That would be a question for VP Alexander.

C. Lorena Mata – Library Reopening – Safety Concerns: Will we verify that the students who enter the library are healthy and have gone through the check-in process?

1. **EC:** VC and EC will assess the library space and determine safety procedures. **VC:** This is another argument for appointment-based visits, as it will help us ensure that we can keep the number of students in any space is safe and will comply with social-distancing policies.

**VIII. ACTION ITEMS**

- A. Request that Student Affairs develop a protocol/policy for students' return (expectations/consequence)
  - 1. Invite VP Pencil & Willis for discussion
  - 2. Reach out to executive team to find policy

**IX. ADJOURN (3:00pm)**

**Members/Guest Present** – Andrea Alexander, David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, George Bouzek, Vincent Cabada, Eugenio Canoy, Frances Lau, Cindy Snider



<b>VOTING MEMBERS</b>				<b>NON-VOTING/EX OFFICIO MEMBERS</b>
<b><u>Associated Students</u></b> AS President AS Vice President	<b><u>Classified</u></b> George Bouzek Frances Lau Vacant Vacant	<b><u>Faculty</u></b> Janice Assadi Jessie Fussell Cindy Bevan Alfred Gonzalez III Lorena Mata	<b><u>Management</u></b> Lynette Apen Eugenio Canoy Vincent Cabada Vacant	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Tom Morales, <i>District Chief of Police</i>





**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**May 12, 2021**  
**1:30pm-3:00pm**

**I. CALL TO ORDER (1:34pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections (N/A)
- B. **Janina Espinoza** motions to approve the agenda. **George Bouzek** seconds. Agenda unanimously approved (1:36pm).

**III. APPROVAL OF MINUTES FROM 4/28/21**

- A. **Lynette Apen** motions to approve the minutes. JE seconds. Agenda unanimously approved (1:36pm).

**IV. RECOGNITION AND ANNOUNCEMENTS (N/A)**

- A. N/A

**V. PUBLIC COMMENTS**

- A. **Janice Assadi** reports that she spoke to ERT and Student Service Council about SFC's concerns with enforcing mask wearing. She also provided them a written copy of the concerns.

**VI. REPORTS**

- A. **AVC Dr. Beatriz Chaidez – SJECCD COVID-19 Prevention Plan (CPP) consists of measures the district will take to ensure the safety of its students and employees**
  1. **Identification and Evaluation of COVID-19 Hazards:** Workplaces will be evaluated and continually monitored for health risks posed to employees. An reporting system (with an anonymous submission option) will also be available for employees through Maxient.
  2. **Correction of COVID-19 Hazards:** Managers and supervisors are responsible for timely correction and follow-up measures (including potential closure of the space if necessary). Documentation of the corrections need to be completed within 24 hours, and appropriate individuals have been identified at the district level to receive these documents.
  3. **Control of COVID-19 Hazards**
    - a. **Social Distancing:** (6 feet) will be maintained (with some exceptions)
    - b. **Face Coverings:** Correct mask-wearing will be required on campus (with some exceptions), and spare masks will be available for those who come unprepared.

- c. **Engineering Controls:** Plexiglass barriers, maximizing outside air flow, installing MERV-13 filters where possible
- d. **Cleaning and Disinfecting:** Trained custodial staff will have adequate supplies, time, and support to clean and disinfect frequently touched surfaces daily. On-site employees will be discouraged from using non-assigned equipment or areas.
- e. **Shared tools, equipment, and PPE:** Sharing of vehicles and equipment will be discouraged when possible. PPE must not be shared, and additional PPE can be requested through a manager.
- f. **Hand Sanitizing:** Hand-washing and hand sanitizing will be encouraged for all students and employees. Hand-sanitizing stations have been placed in high traffic areas.

**4. Investigating and Responding to COVID-19 Cases:** The District’s Benefits Coordinator in HR (Michelle McKay) will investigate COVID-positive or potentially positive cases in employees. Individuals will be referred to Concentra Occupational Health, county testing facilities, or their primary care physician.

- a. **Q/A – David Ames:** Is Concentra for students? **BC:** These are only for employees. **Cindy Bevan:** How do we evaluate a “potential COVID exposure”? **BC:** The Benefits Coordinator will guide the reporting individual through the steps they will need to take. **JA:** Previously, faculty that suspected they might have been exposed reported themselves to Maxient. **BC:** This protocol is still in place for employees. **Lorena Mata:** Is there a way to streamline the check-in and self-assessment process for working on campus? **BC:** While it’s cumbersome, the protocols we have in place are in order to comply with law. **LM:** Can we combine any of the steps? **JA:** Actually, the QR code and the self-assessment have been combined.

**5. Training and Instruction: Training has been provided to employees on how to identify and report hazards, including training modules through Keenan Safe Colleges.**

**6. Exclusion of COVID-19 Cases:** Individuals and individuals who have been exposed to COVID will be isolated and placed on paid leave to limit transmission

**7. Return to Work Criteria:** A protocol is in place for a COVID-19 case to return to work.

- a. **Q/A – DA:** The return-to-campus information and protocols are not easily accessible on the EVC homepage. **BC:** I will take this feedback back to the district. **Frank Espinoza:** Will the Covid Prevention Plan be published on the District website? **BC:** Yes – it is a work in progress and undergoing some final revisions, but it will eventually be published on the District website.

**B. Lynette Apen – ERT update**

1. EVC is transitioning out of an emergency phase coordinated by the Emergency Response Teams into a structure with more intentional planning organized by Vice Presidents. The ERT will no longer be meeting, but conversations on a safe return-to-campus are still ongoing in this new structure.

**VII. DISCUSSION ITEMS (N/A)**

**VIII. ACTION ITEMS**

- A. Review committee goals for the 2021-2022 school year

IX.ADJOURN (3:00pm)

**Members/Guest Present** – Andrea Alexander, David Ames, Lynette Apen, Janice Assadi, Cindy Bevan, George Bouzek, Vincent Cabada, Eugenio Canoy, Beatriz Chaidez, Terrance DeGray, Frank Espinoza, Frances Lau



VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<b><u>Associated Students</u></b> AS President AS Vice President	<b><u>Classified</u></b> George Bouzek Frances Lau Vacant Vacant	<b><u>Faculty</u></b> Janice Assadi Jessie Fussell Cindy Bevan Alfred Gonzalez III Lorena Mata	<b><u>Management</u></b> Lynette Apen Eugenio Canoy Vincent Cabada Vacant	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Tom Morales, <i>District Chief of Police</i>

