



**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**October 13, 2021**  
**1:30pm-3:00pm**

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

**II. ADOPTION OF AGENDA**

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

**III. APPROVAL OF MINUTES FROM 9/22/21**

- A. **JE** motions to approve the minutes. **Vincent Cabada** seconds. Agenda unanimously approved (1:39pm).

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

**V. PUBLIC COMMENTS**

- A. **Chief Tom Morales** requested help spreading news of a newly created position of COVID Safety Assistant on campus. The employee will help to ensure proper safety checks and/or hand out test kits (\$20.25/hr; 3 shifts: Mon-Thurs 8pm-2pm; 2pm-8pm; 8-3pm on Friday)

**VI. REPORTS**

**A. VP Andrea Alexander – Campus Updates**

**1. COVID – Facility Updates**

- a. Spring Semester: Planning on the same amount of classrooms as we used in the Fall
- b. Welcome Back to Campus: The orientation will include a visit from district medical director for safety tips and tours of classrooms for instructional faculty. Aiming for one in mid-November and another in January 2022.

**2. Bond Updates**

- a. Updates to plan
- b. North Fire Lane – updated for ADA compliance and to be fire code-ready; Phase 1 completed; Phase 2 planned for completion in mid November.
- c. West ADA project (between Library and Cedro) – Hoping for completion by November.

- d. Cedro classrooms: including updates to technology for different learning modalities. Complete.
- e. Campus Wayfinding (painting): Complete.
- f. Gullo I Cafeteria/Student Center, ASG: Upgraded with 8-track sprinkler system. Complete
- g. Gullo II Multipurpose Room Remodel: Complete but not yet open for events for safety reasons.
- h. Sports Complex: Updates guided by a community survey in 2018 and include pickleball courts, basketball/futsal courts, patio observation deck. Grand opening November 2, 2021.
- i. Student Services Complex and Entry Road: Groundbreaking in fall 2021; Entry Road: Start Fall 2021, End Summer 2022; SSC: Start Spring 2022, End Summer 2024.
- j. Language Arts Building: Exterior design has been selected by the committee; student opinions were solicited for the interior design. Start Fall 2021/End Summer 2023.
- k. General Education (between MS3 and the pond): Exterior design selected by committee; interior design selected by student survey. Start Spring 2022/End Spring 2024.
- l. Sequoia Remodel and Nursing Building: Exterior has been chosen by the committee; Nursing Building – Start Fall 2022/End Summer 2024; Sequoia Remodel: Summer 2024/Spring 2025

3. **Construction costs have gone up by 28%.** The school is doing its best to manage with the funds from the 2016 bond by doing things such as taking advantage of economies of scale.

4. **Q/A: JE:** Will there be a lot of offices for counseling in the Student Services Building? **AA:** Every full-time counselor will be given their own office ; **JE:** Is the transfer center going to be given a separate area? **AA:** Yes, it will be across from General Counseling.

## VII. DISCUSSION ITEMS

### A. **Feedback for Terrance DeGray on Air Quality Protocol discussed on 9/22 and subsequently circulated**

1. **VC** values the work of AVC DeGray and his team to create and put this protocol in place to keep students, faculty, and staff safe. VC appreciates the team's attention to balancing air quality concerns with COVID concerns, as well as the care for the safety of staff/faculty who will remain on campus.

## VIII. ACTION ITEMS

A. **David Ames** motions to approve SFC's Annual Self-Evaluation for 2020-2021. **EC** seconds. Approved (1:50pm).

B. **Cindy Bevan** motions to approve SFC's Committee Goals for 2021-2022. **JE** seconds. Approved (1:53pm).

## IX. ADJOURN (2:44pm)

**Members/Guest Present** – Andrea Alexander, David Ames, Janice Assadi, Cindy Bevan, George Bouzek, Vincent Cabada, Colleen Calderon, Janina Espinoza, Jessie Fussell, Jackie Johnson, Frances Lau, Chief Tom Morales, 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 Janina Espinoza Alfred Gonzalez III Lorena Mata	<b><u>Management</u></b> Lynnette Apen Eugenio Canoy Vincent Cabada Jackie Johnson Colleen Calderon	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)**  
**October 25, 2021**  
**1:30pm-3:00pm**

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

**II. ADOPTION OF AGENDA**

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

**III. APPROVAL OF MINUTES FROM 9/22/21**

- A. **LA** motions to approve the minutes. **JE** seconds. Agenda unanimously approved (1:38pm).

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

**V. PUBLIC COMMENTS**

- A. **Vincent Cabada** reminded the committee that the grand opening of the pickleball, basketball, and futsal courts at the renovated Sports Complex is next Tuesday, November 2<sup>nd</sup>. There will also be a tour of the buildings and construction covered in the Facilities MasterPlan.
- B. **VC** shared out from the Student Services/LA Steering Committee
  1. <https://www.evc-builds.com/student-services-complex> has the latest updates on the Student Services building's progress in design, construction, etc.
  2. <https://www.evc-builds.com/language-arts-building> has the latest updates on the Language Arts building's progress in design, construction, etc.
  3. **Q/A: JE:** Will these new buildings have the new locks installed in them? **VC:** Yes, the new locks will be the new standard going forward.
- C. **Janice Assadi** urged SFC members to encourage students to upload their vaccine information. Once students set up their SSO logins, this would open a lot of access for secure messaging through Point and Click. This use of the EVC mail system also mean more effective communication of health and exposures.
  1. **Colleen Calderon** adds that we ought to encourage students to use their EVC student emails when interacting with the school. It's the standard at most universities, and it might improve our evaluation responses and communication overall.
  2. **Eugenio Canoy** moves to make a recommendation to College Council that all students use EVC emails for safety reasons, such as informing students about COVID exposures. **VC** motions to make the recommendation to College Council to

require students to use EVC emails. **EC** seconds. **VC** motions to retroactively add this action item to the agenda. **CB** seconds. Unanimously approved. (2:00pm)  
 D. **EC** requests more discussion regarding our Accreditation Self-Evaluation in the following meeting. The information can be found in Microsoft Teams.

**VI.REPORTS (N/A)**

**VII.DISCUSSION ITEMS**

A. **Recommendation to the College Council to require students to use their EVC emails for all campus communication.** (See discussion under Public Comments, point C.)

**VIII.ACTION ITEMS**

**IX.ADJOURN (2:15pm)**

**Members/Guest Present** – Lynette Apen, Janice Assadi, Cindy Bevan, Vincent Cabada, Colleen Calderon, Mike Dziuba, Eugene Canoy, Janina Espinoza, Jessie Fussell, Jackie Johnson, 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 Jackie Johnson	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)**  
**November 10, 2021**  
**1:30pm-3:00pm**

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

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections
- B. **Lynette Apen** motions to approve the agenda. **Cindy Bevan** seconds. Agenda unanimously approved (1:36pm).

**III. APPROVAL OF MINUTES FROM 10/25/21**

- A. **LA** motions to approve the minutes. **JE** seconds. Agenda unanimously approved (1:38pm).

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

**V. PUBLIC COMMENTS**

- A. **Chief Tom Morales** reported that the COVID Safety Project is making great progress as everyone settles into their roles. The COVID Safety Assistants have been on campus since November 1st and work Monday – Thursday from 8am-8pm and Friday from 8-3pm. Please contact him with any questions/concerns about the program.
- B. **Deborah Chan** voiced concerns about the lack of use of the body temperature scanning machines meant to screen those entering through the lobby. She asked if SFC could discuss the whether staff should be directing students toward the machines or if the machines should be moved to a location where they could be more effective. **Vincent Cabada** responded that the machines are meant for student use as needed or desired; they are not required to use them. **Deborah Chan** suggested updating the webpage on the Wellness Stations to include information about the temperature scanners to encourage more use.

**VI. REPORTS**

- A. Student EVC Email
  - 1. **Vincent Cabada** attended the College Council meeting last week and made the recommendation that students be required to use their EVC emails for all school-related communication. The College Council was interested, but they wanted more details on implementation. They recommended that SFC link up with Technology Committee to discuss the details.
    - a. **VC** will provide information about the meeting with the Technology Committee to SFC once it is settled for any who are interested to join.

- b. **LA** noted that items need to be submitted to the College Council as discussion items before they can be turned into action items.
- B. Reporting of Crimes and Safety Concerns
  - 1. To report a crime, safety concerns, or requires the support of Police Services on campus, use 408-270-6468 to reach dispatch directly. (Refer to the email sent by Chief Tom Morales to SJECCD on 11/3/21).
  - 2. **Tom Morales:** Following this reporting procedure will ensure that people will receive a prompt response and that our crime reporting statistics are more accurate (i.e., the incident will be included in the records)
    - a. Dialing 911 might result in your request being sent to another jurisdiction (such as CHP)
    - b. Calling SJPD direct from mobile phones: 408-277-8911.

**VII. DISCUSSION ITEMS**

- A. **Lynette Apen:** Accreditation Self-Evaluation – Standards and our charge
  - 1. The accrediting body (ACCJC)'s next visit is Fall 2023.
  - 2. The college is in the process of writing its Institutional Self-Evaluation Report (ISER) which addresses how the college is addressing accrediting standards. The ISER is due to ACCJC by December 2022. ACCJC will review the document over 6 months and come to campus to dive more deeply into noted areas of focus in the fall visit.
  - 3. ACCJC's Guide to writing an effective ISER is available on our Microsoft Teams site (Accreditation/ Files)
  - 4. The chair assigned to oversee each standard will reach out to committees on campus to provide detailed, explicit evidence to support their sections.
  - 5. This should be kept as a standing discussion item on our agenda.

**VIII. ACTION ITEMS (N/A)**

**IX. ADJOURN (2:06pm)**

**Members/Guest Present** – Lynette Apen, Janice Assadi, Cindy Bevan, Kenneth Brown, Vincent Cabada, Deborah Chan, Janina Espinoza, Jessie Fussell, Jackie Johnson, Frances Lau, Tom Morales, Cindy Snider



<b>VOTING MEMBERS</b>	<b>NON-VOTING/EX OFFICIO MEMBERS</b>
-----------------------	--------------------------------------

<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	Jackie Johnson	Tom Morales, <i>District Chief of Police</i>





**Safety and Facilities Committee Meeting**  
**MINUTES**  
**(Remote Meeting via Zoom)**  
**December 8, 2021**  
**1:30pm-3:00pm**

**I. CALL TO ORDER (1:35pm)**

**II. ADOPTION OF AGENDA**

- A. Additions/Deletions/Corrections
- B. **Janina Espinoza** motions to approve the agenda. **Lynette Apen** seconds. Agenda unanimously approved (1:38pm).

**III. APPROVAL OF MINUTES FROM 11/10/21**

- A. **LA** motions to approve the minutes. **Cindy Bevan** seconds. Agenda unanimously approved (1:40pm).

**IV. RECOGNITION AND ANNOUNCEMENTS**

- A. **Vincent Cabada** would like to recognize the Health Services team for providing vaccinations to the EVC community.
- B. **VC:** Covid Safety Assistants are installed in AR121 from Monday-Thursday 8-8pm and Friday from 8-3pm to help test people with vaccine exemptions and to assist visitors.
- C. **VP Alexander** would like to recognize the work that Vincent Cabada has done to lead SFC and that Dean Lynette Apen has done to support Nursing.

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

**VI. REPORTS**

- A. VP Alexander – Construction Updates
  - a. **West ADA project (update stairs between Cedro and LETC):** Final stages. The project is taking longer because of the poor quality of the contractor's work; the work had to be taken out and redone (at the contractor's expense). Target for completion: 12/30/21
  - b. **North Fire Lane** – Phase 1 (Acacia and Student Services) complete; Work on Phase 2 (middle of Student Services to the circle) began in middle of October. The rain in the past few weeks has delayed progress, but the target for completion remains over the holidays.
  - c. **Entry Road Construction** (entrance to campus from Yerba Buena Road) - Ground has been broken. (Refer to email on 11/29/21). The entry road is necessary for construction on the parking lot, which is necessary for the construction of the Student Services building.

- d. **General Education and Nursing** – Ground breaking is planned in 9 months, and after that will come nursing.
  - e. **Question: JE:** How will the entry road construction on Yerba Buena affect traffic when we are back in-person? **AA:** The Yerba Buena Road will never be closed; all of the work is done from from the curb back to the college property. One lane of the road may be closed during some part of construction, but that will be completed before the return to in-person school.
2. **VC** will provide information about the meeting with the Technology Committee to SFC once it is settled for any who are interested to join.
- a. **LA** noted that items need to be submitted to the College Council as discussion items before they can be turned into action items.
  - b. Calling SJPD direct from mobile phones: 408-277-8911.

## VII. DISCUSSION ITEMS

- A. **(Per Chancellor Breland's email) Mask Update** – We are no longer requiring masks outdoors. Signage around campus will be updated on campus reflecting this policy.
- B. **Submitting Proof of Vaccination** – November 1<sup>st</sup> deadline to upload pictures of their vaccination forms to MyHealth.
  - 1. **Question: JE:** Do you need to submit an update if you receive a booster? **VC:** The mandate is only for full vaccination. If you would like to upload an updated card showing the booster, you are welcome but not required.
- C. **Visitor Check-in:** The Covid Safety Assistants are in place in AR-121 to assist visitors with the check-in process.
  - 1. **Question: LA:** What is our policy for visitors with a religious or medical exemption for vaccination? Do we have a policy regarding COVID testing for these visitors? There is a prospective student with a religious exemption who would like to come to campus to take a “challenge” exam for the nursing program **VC/AA:** We are limiting exemptions to our employees and students and requiring that visitors be vaccinated. However, if there is a formal need for the visitor to be on campus (through an organized program), they can provide a test from within the previous 72 hours.
  - 2. **Question: JE:** Are we going to host events in the Spring? Typically in the Spring we host a job fair, which involves external vendors. **VC:** We are hosting internal events, but external events (led by people outside of the school) are still TBD. **AA:** The date is still TBD because currently, we need external vendors to be fully vaccinated. We are first focusing on verifying the vaccination status of students/faculty. Then, we can address external people.
- D. **Return to In-Person Intersession Winter 2022-Spring 2022**
  - 1. **Comment: JE:** We need to stock up on sanitation and other safety supplies because we will have more people on campus.
  - 2. **Question: JE:** Given the larger number of people on campus and potentially faster spread of the virus, how fast will the COVID tracing work to notify people of potential exposure? **VC:** Our rollout of our sanitation and tracing programs this semester has given us a lot of confidence in the systems we have in place. **LA:** If there is a exposure from a close contact, the response is almost immediate.
  - 3. **Question: CB:** Will we meet on Campus or on Zoom next semester? -- [Vote taken] We will continue to meet via Zoom.

E. Next SFC meeting: December 22 is a district holiday. The next meeting will be after Spring semester starts.

**VIII.ACTION ITEMS (N/A)**

**IX.ADJOURN (2:17pm)**

**Members/Guest Present** – VP Andrea Alexander, Lynette Apen, Cindy Bevan, Kenneth Brown, Vincent Cabada, Janina Espinoza, Jessie Fussell, Jackie Johnson, Frances Lau, Matais Pouncil,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 Jackie Johnson	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**

### **AGENDA**

**Wednesday, February 9<sup>th</sup>, 2022**

**1:30pm-3:00pm**

**Meeting URL: <https://sjeccd-edu.zoom.us/j/94272399230?from=addon>**

**Meeting ID: 942 7239 9230**

#### **I. CALL TO ORDER (1:35pm)**

#### **II. ADOPTION OF AGENDA**

Additions/Deletions/Corrections

Adoption of Agenda

- a. Janina motions to approved meeting. Jaclyn seconds.

#### **III. APPROVAL OF MINUTES**

- a. Cindy motions to approve minutes. Janina seconds

#### **IV. RECOGNITION AND ANNOUNCEMENTS**

- a. Recognition of Jessie who was our notetaker on the SFC. Jessie had to resign from her seat because she is not teaching at the moment. Vince wanted to take the time to acknowledge Jessie's support in providing detailed notes every meeting.

- i. The SFC is need of a new note taker.

- b. Janina – shout out to the team that stocks the masks and sanitizers station on campus. I've noticed that they are always fully stocked.

- i. Vince- agreed. Yes shout also to this committee for supporting efforts to ensure we had those on our campus

#### **V. PUBLIC COMMENTS (limited to only 3 minutes)**

#### **VI. REPORTS**

- a. VP Alexander

- i. Here to get feedback from the SFC on a project that includes the wayfinding's for the parking lots and cadence. The new buildings rearrange our parking structures and we need to reimagine our parking lot and signage. Designers joined from the bond program to help get our input.

- ii. Intros of Amanda Anderson, Daniel Powell, Joseph Martinez, Ted & Gordy

- iii. Reviewed current configuration of parking lots.

- 1. Option A- Using existing numbering system with color code for staff and student lots. Number will be 1A, 1B, 2A, 2B, 3, 4, 5, 6A, 6B, 7, 8, 9A, 9B

- 2. Option B- Using same numbering but adding color code to match building zones. Ex- orange zone – parking for LETC, Cedro, Auto.

- iv. Jackie- Option a is the easiest to understand. The other option of color coding to the buildings is confusing.

- v. Vince- agreed option a is easier to follow and understand.

- vi. Janina- agreed option a is straight to the point, and see students getting confused w/ the other option.
- vii. Cindy- Option a is the best. Option b doesn't look like it would fit our needs.
- viii. Colleen- Option A is what I need. Option b doesn't list MS3
- ix. VP Alexander thanked everyone for their input and participation.

## **VII. DISCUSSION ITEMS**

- a. VP Alexander Presentation & Discussion
- b. EAP for Soccer Field
  - i. Vince introduced the discussion item. Jackie brought up the concern that there is no Emergency Action Plan for any of fields/courts. Jackie is looking for supporting putting in place for the fields/courts.
  - ii. Colleen provided credit to Francisco our trainer for the soccer teams.
  - iii. Jackie provided credit to Francisco in developing a rough draft in the event of various emergencies. Jackie expressed concerns around situations that could happen around injuries and not having gate access for emergency vehicles to get on the field. She also expressed that there was an inebriated fan, which took campus police an half hour to get to the field. We are fortunate that nothing has happened, but want to make sure things are in place before anything does.
  - iv. Colleen and Jackie expressed wanting to have security and/or campus police at or close by the field for any emergencies on Tuesday/Friday nights.
  - v. Cindy- concerns that there is a larger issue here because of the lack of integration. How do we know an EAP is sound or appropriate? What is the process to review? What are we doing as an institution to train to do and how to do, and where does the communication go from there? It ridiculous that we do not have compliance checks to make sure safety equipment is functioning properly. How do we as a committee ensure that this integrated. The entire campus needs to have methodology to determine, so that people know exactly how to develop one and where to send it for approval, and then how does it get implemented.
  - vi. Vince- yes agreed.
  - vii. Janina- Yes this was brought up by the academic senate. Janina believes we need to talk about the EAP so that all know how to react and address.
  - viii. Cindy- We need more info from the chief so that we can be informed and find out what needs to be done.
  - ix. Vince- to connect w/ chief to see if he can present at the next SFC.

## **VIII. ACTION ITEM**

## **IX. ADJOURN**



VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<u><b>Associated Students</b></u> AS Vice President AS Senator	<u><b>Classified</b></u> Frances Lau <b>Vacant</b> <b>Vacant</b> <b>Vacant</b>	<u><b>Faculty</b></u> David Ames Janice Assadi Jessie Fussell Cindy Bevan Janina Espinoza Alfred Gonzalez III <b>Vacant</b>	<u><b>Management</b></u> Lynette Apen Vincent Cabada Eugenio Canoy Colleen Calderon	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Chief Tom Morales, <i>Campus PD</i>



## **Safety and Facilities Committee Meeting**

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  - ix. Vince- to connect w/ chief to see if he can present at the next SFC.

## VIII. ACTION ITEM

## IX. ADJOURN





VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<u>Associated Students</u>	<u>Classified</u>	<u>Faculty</u>	<u>Management</u>	Andrea Alexander, <i>VP Admin Services</i>
AS Vice President	Frances Lau	David Ames	Lynette Apen	Terrence DeGray, Associate Vice Chancellor
AS Senator	<b>Vacant</b>	Janice Assadi	Vincent Cabada	Chief Tom Morales, Campus PD
	<b>Vacant</b>	Jessie Fussell	Eugenio Canoy	
	<b>Vacant</b>	Cindy Bevan	Colleen Calderon	
		Janina Espinoza		
		Alfred Gonzalez III		
		<b>Vacant</b>		



**Safety and Facilities Committee Meeting**

**AGENDA**

**Wednesday, March 9<sup>th</sup>, 2022**

**1:30pm-3:00pm**

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**I. CALL TO ORDER- 1:35pm**

**II. ADOPTION OF AGENDA**

Additions/Deletions/Corrections

Adoption of Agenda

Janina Motioned to approve agenda. Cindy seconds.

**III. APPROVAL OF MINUTES**

a. Cindy commented on the minutes and found the notes unclear. We need to make sure that we are capturing the essence of our concerns. Concerns being around EAP - we need EAPs, what are EAPs, how do we make sure emergency equipment is functioning properly. Feel that the notes do not capture items discussed in the meeting.

i. Example – AED's had expired batteries in it. If the AED on the athletic field is not working, and a staff member goes to use it and the batteries are expired. It is critical for us to capture that in the minutes. This shows that we are aware of the issues, we don't like it and we as a committee want to know what is going to be done about it on campus. We want to help the people who bring issues to us.

b. Vince agreed and thinks that we should add missing details. Vince asked the group how we should add the information. Cindy suggested leaving the notes as they are written, but to add notation about current equipment is not functioning.

c. Vince mentioned the piece that might be missing is the process to make sure how things are being addressed.

d. Cindy reminded the group that our charge as a committee is to make recommendations. We don't physically check or ensure. The power of our committee is to make recommendations – ex. We as a committee are aware of the concern, it was brought

before our committee and we believe it should be addressed in this manner. Here are some of our recommendations.

- e. Chief Morales joined meetings, so committee decided to move into Chiefs report.
- f. \*\*\*Revisited meeting notes after discussion w/ the Chief
- g. Items deleted that were not clear – Changed EAP to EPP to ensure correct language is used around the Emergency Preparedness Plan
- h. Notes approved – Janina motioned to approve. Cindy seconds.

#### **IV.RECOGNITION AND ANNOUNCEMENTS**

#### **V.PUBLIC COMMENTS (limited to only 3 minutes)**

#### **VI.REPORTS**

##### **a. Chief Tom Morales**

- i.Vince introduced Morales- highlighting the following areas of discussion: what are Emergency Action Plans and who implements them (correct term is Emergency Preparedness Plan noted later), what is supposed to be on EPP, EPP approval, and who checks up on compliance for EPP.
- ii.Chief Morales clarified that the Emergency Action Plan(EAP) is not the verbiage used by the District. The District has an Emergency Preparedness Plan that address all emergency situations and how to approach each situation. The plan also has 4 components. Items outlined are: Finance, Logistics, Operations and Planning. This should be the first thing that we look at to be prepared for a disaster on campus. Chief asked for clarification on where the term Emergency Action Plan (EAP) came from.
- iii.Jaclyn shared that the EAP came from Athletics because they wanted to know how to get an ambulance onto the field, who does what(during an emergency), who do we call? The EAP came from the Athletic Department and Francisco. Francisco is the person who developed it, so she let him share.
- iv.Francisco shared that he has 6 years in the field of athletic training, and in his experience he shared that schools have an outline (EAP) of what to do in the case of an emergency. The EAP is something that has specific steps in place for when injuries happen. The plan is for all present to follow – not just the athletic trainer. Francisco shared an example, if he had to do C-Spine his hands would be tied up w/ patient, and he wouldn't be able to call 911 and/or inform others what to do because his focus would be on the injured person. Someone would need to call 911 and know what to say and how/where to access campus for emergency responders.
- v.Chief Morales agreed and shared that it is a great idea to have those procedures ready. He shared an example of how he gathered information from his team and implemented a process. Chief Morales shared that since it is not an official document that it doesn't need board approval. Chief Morales offered to help and provide support. It's important to be proactive and know how to address any situation. Chief Morales shared the Emergency Preparedness Plan Chart outlines what to do during an emergency. Charts are posted in all classrooms. Number for Campus Police is listed on EPP Chart. Campus Police response time is 3-5 minutes and should be the first people that you should call. Officers can handle most first aid incidents. There are things already in place around safety that a lot of folks

aren't aware of. If you dial 911, you will go to SJPD dispatch who will take a while for them to answer the phone and respond. If you call Campus Police, they will be able to respond quicker.

- vi. Jaclyn thought the information was good. She suggested that Chief, Francisco, her Dean and herself all meet to discuss items like keys to the pillars on the emergency access roads and can we get somebody on campus during all athletic events.
- vii. Francisco shared that there needs to be an EAP for each area on campus. Ex. Soccer field, pickle ball courts, Gym because there are specific injuries that can happen and need specific details to get to certain areas (doors, gates, pathways). Francisco believes that we should have someone on the field and not just on campus because this minimizing response time.
- viii. Chief shared that you can have paramedics on site, but you have to pay for them. You can have someone dedicated to your event, but it depends on your budget.
- ix. Jaclyn shared that there needs to be a paramedic, officer and an administrator present at all football games. At soccer games they get a good size crowd, and at one of the games there were 5 guys drinking and it was just Jaclyn. Jaclyn called campus police and it took them 30 minutes to arrive, but she felt that the situation wasn't resolved. Jaclyn shared that having a (police) presence around will help alleviate any issues that could arise. Jaclyn also shared that there was an incident in the parking lot few years ago that escalated.
- x. Chief Morales shared that it could be worked out to have someone present. Chief shared that an officer would need to be paid overtime, and the funds would need to be covered by the division/department hosting the event. Campus Police resources are limited, and they are not able to dedicate someone because the district ranges from Milpitas – Downtown – San Jose.
- xi. Jaclyn shared that the events take place during Monday-Friday during campus hours.
- xii. Chief Morales said that if an officer needs to be dedicated to a specific event on campus, the officer cannot go anywhere else which would be considered overtime.
- xiii. Francisco shared the importance of having someone present, so that the window of response time is shorter.
- xiv. Lynette expressed that during medical emergencies to call 911 and campus police in tandem. She also expressed to use the document (EPP) as a baseline so that you are not bifurcating from the basic standard that everyone does. Nuance items for each department should be added to the plan. It would also be important to highlight specific roles and responsibilities during each scenario. Lynette also reminded the committee that we have administrators on call every night.
- xv. Chief Morales mentioned that you are directed to police dispatch when calling 911. Dispatch will direct you to SJPD and then to the Fire Department for medical emergencies.
- xvi. Vince asked Chief Morales if there are individualized plans for each department. Chief Morales mentioned that Deans would need to discuss in their Deans meeting. Chief offered help/thought partnership and helping to provide support.

- xvii. Lynette also shared that Keenan provides risk management support around work safety per OSHA. Departments also have chemical sheets that they use and review. Training is provided as well for managers/deans.
- xviii. Chief Morales shared that he would like to get support in developing a subcommittee/advisory committee to help plan emergency training.
- xix. Lynette shared that the SFC would be the best partner.
- xx. Vince asked about who checks if things are operating and/or in place. Ex. Batteries for AEDs? Chief Morales shared that there are contracts in place to check items – Heart Ready for AEDs, Nickel for fire extinguishers. Chief Share that one gap is the evacuation chairs, but he is looking to get a contract inline.

## **VII. DISCUSSION ITEMS**

- a. Emergency Action Plan
  - i. Potentially working w/ Keenan and putting Athletics on the radar for risk management. It was mentioned that Keenan supports some of the risk management in our Auto Program.
  - ii. Jaclyn shared that we need campus police present at the games.
  - iii. Janina asked about Title V safety requirements that have lists guidelines. Jaclyn said that she would look into it. Colleen said that there is nothing prescriptive in the guidelines.
  - iv. Cindy asked about budget. How many hours would you need campus police there? Colleen said that it would be \$3,000. Cindy suggested that we make a recommendation as a committee to ask for police presence. Vince agreed that we should make a recommendation, but the issue is funding. Cindy said that we should tie the issues to the safety concern vs the issue of no funding. Lynette reminded that we report to College Council, and if we put forward a proposal to college council for discussion, then College Council would need to take action on the whether or not to support or recommendation. We would make the recommendation, and we wouldn't need to figure out the funding. It would be important to provide evidence per Athletic League, items that we don't have and safety scenarios that have come up. The recommendation should also provide solutions and estimated costs. Cindy agreed that the recommendation should be based on factors that support the recommendation. Jaclyn agreed and will work on something with Francisco and Dean Calderon.

## **VIII. ACTION ITEM**

- a. SFC Athletic Recommendation
- b. Lynette asked for the review of Standards III B be reviewed.

**IX. ADJOURN** meeting adjourn at 2:47pm



VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<u><b>Associated Students</b></u> AS Vice President AS Senator	<u><b>Classified</b></u> Frances Lau <b>Vacant</b> <b>Vacant</b> <b>Vacant</b>	<u><b>Faculty</b></u> David Ames Janice Assadi Jessie Fussell Cindy Bevan Janina Espinoza Alfred Gonzalez III <b>Vacant</b>	<u><b>Management</b></u> Lynette Apen Vincent Cabada Eugenio Canoy Colleen Calderon	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Chief Tom Morales, <i>Campus PD</i>



## Safety and Facilities Committee Meeting

### AGENDA

Wednesday, May 11<sup>th</sup>, 2022

1:30pm-3:00pm

Meeting URL: <https://sjeccd-edu.zoom.us/j/94272399230?from=addon>

Meeting ID: 942 7239 9230

#### I. CALL TO ORDER 1:34

#### II. ADOPTION OF AGENDA

Additions/Deletions/Corrections  
Adoption of Agenda

#### III. APPROVAL OF MINUTES

- a. Lynette motioned to approved. Janina seconded.

#### IV. RECOGNITION AND ANNOUNCEMENTS

#### V. PUBLIC COMMENTS (limited to only 3 minutes)

- a. Richard Longacre joined late and wanted to share issues at the pickleball courts. Shared that there were light issues and items have been fixed. Issue that was shared was that there is no signage posted on rules and timelimit. Richard shared that Pickle ball courts are busy and the current rules/timelimit signs that are posted do not apply to pickleball, but only apply to tennis. Provided perspective that signs at main entrances are not the best spot because people walk by them.
  - i. VP Alexander shared that it will be reviewed.

#### VI. REPORTS

- a. **VP Alexander**- End of Year Report
  - i. Parking lot renumbering. Current PL 9 will become PL 6 and Current PL 6 will become 9. Lots changing per SFC recommendation. Directories/wayfinding's/maps will be updated as buildings and items go online.
  - ii. Language Arts is penciled to be open by June '23. AV/Furniture will start to be reviewed so that items can be ordered given supply issues that vendors are experiencing. Hill in front of new LA Building will be adjusted to be ADA compliant.
  - iii. Student Services Complex- Entry Road. Schedule was pushed back because of the heavy rain in December. Penciled to open July '22. Waiting to put final layer on entry road because construction trucks will still be taking place. Post construction, final layer will then be applied.
  - iv. Student Services Building will start in June. Internal designs are starting to be reviewed by committees. Penciled to open June '24

- v. General Education will start late summer July '22. Committee completed external design. Committee will start internal design soon.
- vi. Sequoia Upgrades to start over summer. External has been reviewed by committee.
- vii. ADA 2016 Assessment Reviewed- We had 5,796 issues in 2016. Total issues remaining as of April 2022 is 2,654. EVC has resolved 3,142 of the 5,796 issues.
- viii. Emergency Security Upgrades will be coming in fall 2022 which is in partnership with the Chief.
- ix. Roofing updates for buildings because of leaks scheduled for summer to fall 2023.
- x. Central plant update scheduled for summer to spring 2023
- xi. ADA transition plan is ongoing
- b. **Chief Morales**- LETC Assessment per SFC Request
  - i. Chief Morales was not able to make it b/c of District Appreciation Meeting for Staff.
- c. **Vince Cabada**- SFC Voting Members - Update

**VII. DISCUSSION ITEMS**

**VIII. ACTION ITEM**

- a. Safety Concern – Receive safety recommendations from Campus Police on LETC Area/driveway
- b. Recommendation around Campus Police at EVC Soccer Games

**IX. ADJOURN**



VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<b><u>Associated Students</u></b> AS Vice President AS Senator	<b><u>Classified</u></b> Frances Lau Cindy Snider <b>Vacant</b> <b>Vacant</b>	<b><u>Faculty</u></b> David Ames Cindy Bevan Janina Espinoza <b>Vacant</b> <b>Vacant</b> <b>Vacant</b> <b>Vacant</b>	<b><u>Management</u></b> Lynette Apen Vincent Cabada Eugenio Canoy Colleen Calderon	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Chief Tom Morales, <i>Campus PD</i>



## **Safety and Facilities Committee Meeting**

### **AGENDA**

**Wednesday, May 25<sup>th</sup>, 2022**

**1:30pm-3:00pm**

**Meeting URL:** <https://sjeccd-edu.zoom.us/j/99627390494?from=addon>

**Meeting ID: 996 2739 0494**

#### **I. CALL TO ORDER 1:35**

#### **II. ADOPTION OF AGENDA**

Additions/Deletions/Corrections

Adoption of Agenda

- Jackie motioned to approve. Colleen 2<sup>nd</sup>. All in favor

#### **III. APPROVAL OF MINUTES**

- Jackie motioned to approve. Cindy 2<sup>nd</sup> and all in favor

#### **IV. RECOGNITION AND ANNOUNCEMENTS**

- No public comments

#### **V. PUBLIC COMMENTS (limited to only 3 minutes)**

- No public comments

#### **VI. REPORTS**

- **Chief Morales-** LETC Assessment per SFC Request
  - i. LT Dziuba- highlighted concerns with crosswalk area by LETC. Concerns around lighting and flashers. Suggestion was to make a few adjustments. Any that is applied to LETC, but should also be incorporated into all upcoming designs.
  - ii. Cindy also highlighted the concern w/ the drop off area. This should also be evaluated.
  - iii. Vince recapped items mentioned of implementing flashers, temporary speed bumps.
  - iv. Colleen suggested that the committee needs to take action and make a recommendation. Cindy also agreed.
  - v. Vince and Dziuba will develop recommendation and send to appropriate folks so that action can be taken over the summer. Signage, lighting and speed bumps.
  - vi. Cindy recapped process so far: Complaint received from a Dean about the safety concern. District police and EVC Facilities reviewed together. Findings were shared and potential remedies suggested to SFC. SFC agreed that a formal recommendation should be made to VP Alexander.

#### **VII. DISCUSSION ITEMS**

- Annual Self Evaluation Report



- i. Will push this into next agenda.
- Nominees for Chair and Minute Taker
  - i. SFC voted to continue to have Vince be the Chair for SFC. No minute taker nominated.

**VIII. ACTION ITEM**

- Safety Concern – Receive safety recommendations from Campus Police on LETC Area/driveway
  - i. See notes above
- Recommendation around Campus Police at EVC Soccer Games
  - i. No updates. Jaclyn and Campus Police will discuss and update committee.

**IX. ADJOURN**



VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<u>Associated Students</u> AS Vice President AS Senator	<u>Classified</u> Frances Lau Cindy Snider <b>Vacant</b> <b>Vacant</b>	<u>Faculty</u> David Ames Cindy Bevan Janina Espinoza <b>Vacant</b> <b>Vacant</b> <b>Vacant</b> <b>Vacant</b>	<u>Management</u> Lynette Apen Vincent Cabada Eugenio Canoy Colleen Calderon	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Chief Tom Morales, <i>Campus PD</i>



## **Safety and Facilities Committee Meeting**

### **AGENDA**

**Wednesday, March 23<sup>rd</sup>, 2022**

**1:30pm-3:00pm**

**Meeting URL: <https://sjeccd-edu.zoom.us/j/99627390494?from=addon>**

**Meeting ID: 996 2739 0494**

#### **I. CALL TO ORDER 1:33pm**

#### **II. ADOPTION OF AGENDA**

Additions/Deletions/Corrections

Adoption of Agenda

- Lynette motioned to approved. Cindy seconded. All in favor

#### **III. APPROVAL OF MINUTES**

- Cindy suggests that meeting minutes are very detailed and being mindful of how detailed they are. The minutes should only capture main points discussed. Vince, Janina and Lynette agreed with this point.
- Agreed to be mindful of what's being discussed in minutes/recorded.
- Removed a portion from the notes because it was listed as an opinion and not a fact (didn't want misinformation to be shared). Correct information was discussed/listed in notes during Chief Morale's presentation.
- Lynette motioned to approve minutes as amended. Janina seconded. All in favor of minutes as amended.

#### **IV. RECOGNITION AND ANNOUNCEMENTS**

- i. Terrence shared that Tony is currently on PTO. Terrence is currently the contact for any heightened maintenance while Tony is out.

#### **V. PUBLIC COMMENTS (limited to only 3 minutes)**

#### **VI. REPORTS**

- a. Lynette Apen – ISER Feedback (Standard III B)
  - i. Acknowledgement of Terrence, VP Alexander and Vince for helping to write the facility portion of the ISER.
  - ii. Lynette shared that feedback is needed from the SFC on the Facilities portion of the ISER. Vince sent the standard requirements, EVC's written portion of Standard III, and a survey link to provide feedback. Should only take 20 minutes of folks time. Need the SFC to complete feedback form individually before the next meeting.
  - iii. Terrence appreciated the SFC taking time to review and provide feedback, which is helpful because it helps weigh in on what is important to capture.
  - iv. Vince to resend items needed for feedback via email.

**VII.DISCUSSION ITEMS**

- a. Recommendation around Campus Police at Games
  - i.No updates on this recommendation at the moment.

**VIII.ACTION ITEM**

**IX.ADJOURN**

X.Meeting adjourn. Janina motioned. Lynette seconded.



<b>VOTING MEMBERS</b>				<b>NON-VOTING/EX OFFICIO MEMBERS</b>
<b><u>Associated Students</u></b> AS Vice President AS Senator	<b><u>Classified</u></b> Frances Lau <b>Vacant</b> <b>Vacant</b> <b>Vacant</b>	<b><u>Faculty</u></b> David Ames Janice Assadi Jessie Fussell Cindy Bevan Janina Espinoza Alfred Gonzalez III <b>Vacant</b>	<b><u>Management</u></b> Lynette Apen Vincent Cabada Eugenio Canoy Colleen Calderon	Andrea Alexander, <i>VP Admin Services</i> Terrence DeGray, <i>Associate Vice Chancellor</i> Chief Tom Morales, <i>Campus PD</i>

<u>Associated</u>	<u>Classified</u>	<u>Faculty</u>	<u>Management</u>	
<u>Students</u>	Frances Lau	David Ames	Lynette Apen	Andrea Alexander, <i>VP Admin</i>
AS Vice President	<b>Vacant</b>	Janice Assadi	Vincent	Services
AS Senator	<b>Vacant</b>	Jessie Fussell	Cabada	Terrence DeGray, Associate Vice
	<b>Vacant</b>	Cindy Bevan	Eugenio Canoy	Chancellor
		Janina Espinoza	Colleen	Chief Tom Morales, Campus PD
		Alfred Gonzalez III	Calderon	
		<b>Vacant</b>		



## **Safety and Facilities Committee Meeting**

### **AGENDA**

**Wednesday, April 27, 2022**

**1:30pm-3:00pm**

**Meeting URL:** <https://sjeccd-edu.zoom.us/j/99627390494?from=addon>

**Meeting ID: 996 2739 0494**

#### **I. CALL TO ORDER 1:35**

#### **II. ADOPTION OF AGENDA**

Additions/Deletions/Corrections

Adoption of Agenda

1. Lynette motioned, Janina seconded to approve.

#### **III. APPROVAL OF MINUTES**

- i. Lynette motioned, Janina seconded to

#### **IV. RECOGNITION AND ANNOUNCEMENTS**

- i. Vince recognized Math and Science Department for their event at the observatory. The department was very excited about the success of the event.

#### **V. PUBLIC COMMENTS (limited to only 3 minutes)**

- i. Janina shared the Language Arts Building is coming nicely. Vince also agreed

#### **VI. REPORTS**

#### **VII. DISCUSSION ITEMS**

- a. Feedback – ISER Standard III B

- i. Lynette shared that only a few people provided feedback. Feedback that was provided from the committee was sent to the editor who is currently working on the ISER. Lynette reached out to Academic Senators and Classified Senators for more specific feedback for their areas.

- b. Safety Concern – LETC Area

- i. Vince shared a safety concern that was reported by a Dean. The area of concern is the driveway between LETC and Staff Lot 3. Drivers drive through this area very fast and it is hard to see signage. Concerns that drivers might not see pedestrians. Vince provided pictures of the area for the committee to review.

- ii. Colleen shared that cross walks are usually marked with big yellow lines.

- iii. Cindy agreed that there are many things wrong with this area, but share there are also a lot of different remedies. Cindy suggested that we make a recommendation to the police department around our concerns, and ask them to report back to us. Cindy noted Crime Prevention to Environmental Design, and provided an examples of the concerns around the LETC Area.

- iv. Lynette agreed with Cindy. Janina agreed with Cindy.

- v. Lynette also suggested to loop in Andrea and Terrence.
- vi. Vince shared that VP Alexander is aware.
- c. Recommendation around Campus Police at Games
  - i. No update on this item
- d. Voting Members
  - i. Cindy suggested that we should consider an annual review of our voting members. This will be added to our next agenda.

**VIII. ACTION ITEM**

- a. Vince to coordinate w/ Campus Police to get an assessment of items needed for LETC Area and ask Campus Police to report out to SFC
- b. Vince to follow up w/ non-active committee members and follow up w/ Academic Senate and Classified Senate.

**IX. ADJOURN**



VOTING MEMBERS				NON-VOTING/EX OFFICIO MEMBERS
<u>Associated Students</u> AS Vice President AS Senator	<u>Classified</u> Frances Lau Cindy Snider <b>Vacant</b> <b>Vacant</b>	<u>Faculty</u> David Ames Cindy Bevan Janina Espinoza Vacant <b>Vacant</b> <b>Vacant</b> <b>Vacant</b>	<u>Management</u> Lynette Apen Vincent Cabada Eugenio Canoy Colleen Calderon	Andrea Alexander, VP Admin Services Terrence DeGray, Associate Vice Chancellor Chief Tom Morales, Campus PD