### Facilities and Safety Committee Meeting AGENDA

**Student Center (SC-204)**  
**February 2, 2015**  
**2:00 pm – 4:00 pm**

<table>
<thead>
<tr>
<th>Committee Members:</th>
<th>Upcoming Spring Semester Meetings:</th>
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<tr>
<td>MSC (3) – Joe Andrade (Co-Chair), Jorge Escobar (Chair)</td>
<td>March 2</td>
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<td>May 18</td>
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I. Approval of Agenda

II. Approval of the December 1, 2014 meeting minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION ITEMS:

   a. Follow up - 100 Wing Computer Labs (1071 & 1071)

   b. SJCC Safety Concerns and Issues

V. INFORMATION ITEMS:

   a. VPAS Updates
      - Scheduled Maintenance Projects
      - Site Improvement Projects
      - General Education Building/HVAC Project
      - Gym

   b. Gilbane Updates –

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"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
Committee Members:
- MSC (3) – Joe Andrade (Co-Chair), Jorge Escobar (Chair)
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- Associated Student Body (1/1) – Kulwaran Sandhu

Upcoming Spring Semester Meetings:
- March 16
- April 6
- April 20
- May 4
- May 18

I. Approval of Agenda

II. Approval of the February 2, 2014 meeting minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION ITEMS:
   a. SJCC Safety Concerns and Issues
   b. Charge stations to be installed on SJCC campus

V. INFORMATION ITEMS:
   a. Gilbane Updates
      - Summer Construction and Projects on campus

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
I. Approval of Agenda

II. Approval of the April 20, 2015 meeting minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Facilities Master Plan – Presentation & Dialogue
   b. Committee Self-Evaluation

V. INFORMATION ITEMS:
   a. Gilbane Updates
      • Summer Construction and Projects on campus

“Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
Facilities and Safety Committee Meeting AGENDA
Student Center (SC-204)
March 16, 2015
2:00 pm – 4:00 pm

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I. Approval of Agenda

II. Approval of the March 2, 2014 meeting minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION ITEMS:
   a. Staffing SJCC Police Station
   b. SJCC Safety Concerns and Issues

V. ACTION ITEMS:
   a. EV Charge Stations

VI. INFORMATION ITEMS:
   a. VPAS Updates
   b. Gilbane Updates

“Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
I. Approval of Agenda

II. Approval of the May 4, 2015 meeting minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Safety Concerns & Issues
   b. 2015-2016 Committee Goals
   c. VPAS Updates

V. INFORMATION ITEMS:
   a. Gilbane Updates

“Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
Facilities and Safety Committee Meeting AGENDA
Student Center (SC-204)
September 21, 2015
2:00 pm – 4:00 pm

Committee Members:
MSC (3) – Joe Andrade (Co-Chair), Jorge Escobar (Chair)
Faculty (3) – Isai Ulate, Donna Mendoza, Janet Chang, Phillip Crawford
Classified (3) – Teresa Paiz, Elaine Chapman, Bunnie Rose
Associated Student Body (1/1) –

Upcoming Fall Semester Meetings:
October 5
October 19
November 2
November 16
December 7
December 21

I. Approval of Agenda

II. Public Speak – (3 minute limit per speaker)

III. DISCUSSION ITEMS:

a. Campus Development Projects Update
b. Safety/Security Update
c. Initiatives
   • Way Finding
   • Campus Utilization
   • Offices
   • Conference rooms
   • Schedules
   • Campus Beautification
   • Landscaping (adopt a spot)
   • Safety
   • Cameras
   • Parking lot
     - Strategies
     - Enforcement
   • Planting Trees
   • Graffiti Prevention Campaign
   • Student Services carpets
d. PE Construction/Plan
e. Campus View newsletter
f. GE Building Classrooms upgrade
g. Link to Technology
h. Developing a consistent method of numbering/naming building

IV. INFORMATION ITEMS:

a. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities and Safety Committee Meeting AGENDA
Student Center (SC-204)
October 5, 2015
2:00 pm – 4:00 pm

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I. Approval of Agenda

II. Approval of September 21, 2015 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION ITEMS:
   a. Elect of chair and co-chair
   b. Committee Goals
   c. Campus water faucets
   d. Campus Initiatives
   e. Charge stations

V. INFORMATION ITEMS:
   a. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities and Safety Committee Meeting AGENDA
Student Center (SC-204)
October 19, 2015
2:00 pm – 4:00 pm

Committee Members:
- MSC (3) – Joe Andrade (Co-Chair), Jorge Escobar (Chair), Ingrid Thompson
- Faculty (3) – Isai Ulate, Donna Mendoza, Janet Chang, Phillip Crawford
- Classified (3) – Teresa Paiz, Elaine Chapman, Bunnie Rose
- Associated Student Body (1/1) –

Upcoming Fall Semester Meetings:
- November 2
- November 16
- December 7
- December 21

I. Approval of Agenda

II. Approval of October 5, 2015 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:
   a. Review of the Facilities Master Plan draft – Cambridge West
   b. Election of Co-Chair
   c. Review Safety Plan
   d. Campus water faucets
   e. District/College Procedures for Medical Emergencies
   f. Safety Issues/Annoyances in 100/200 Buildings

V. ON-GOING ITEMS:
   a. Campus Initiatives

VI. INFORMATION ITEMS:
   a. Gilbane Updates

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I. Approval of Agenda

II. Approval of October 19, 2015 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

a. Review Safety Plan

b. Campus water faucets

c. Charging Stations

d. Fire Drill/Evacuation Map

V. ON-GOING ITEMS:

a. Campus Initiatives

VI. INFORMATION ITEMS:

a. Gilbane Updates

“Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community.”
### Facilities and Safety Committee Meeting AGENDA

**Student Center (SC-204)**

**November 16, 2015**

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I. Approval of Agenda

II. Approval of November 2, 2015 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

   a. Nuisance in buildings 100 and 200

   b. Water fountain in building 100

   c. Committee Member Attendance

V. ON-GOING ITEMS:

   a. Charging Stations

VI. INFORMATION ITEMS:

   a. Gilbane Updates

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"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
I. Approval of Agenda

II. Approval of December 7, 2015 minutes

III. Public Speak – (3 minute limit per speaker)

IV. DISCUSSION/ACTION ITEMS:

V. ON-GOING ITEMS:
   a. Campus Initiatives
   b. Charging Stations
   c. General Safety

VI. INFORMATION ITEMS:
   a. Gilbane Updates

"Student success is a commitment to ensuring that students are able to establish and achieve their educational goals: degree, certificate, transfer, career advancement and lifelong learning experiences. The success of our students is a shared responsibility by all members of our college community."
Facilities & Safety Committee Meeting – Minutes for 2/2/2015

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade (co-chair)
Faculty – Phillip Crawford, Donna Mendoza
Classified – Bunnie Rose, Elaine Chapman
Associated Student Body – Kulwaran Sandhu
Guests – Randi Kinman (SONA), Michael Miller (CTSS)

I. Approval of Agenda
Motion to approve agenda: P. Crawford/2nd B. Rose

II. Approval of November 3, 2014 meeting minutes
Motion to approve minutes with changes: P. Crawford/2nd T. Paiz

III. Public Speak

Randi was thankful that the big redwood tree on Leigh Avenue fell in a perfect spot and did the least amount of damage. She is also concerned about the other trees along that way.

Phil mentioned the charging stations that have gone up at DeAnza College should help the students during class time hours. He would like to bring forward to the next meeting agenda the possibility of doing a pilot of two stations to get an idea of the use on campus.

IV. DISCUSSION ITEMS

a. Follow up - 100 Wing Computer Labs (107I & 107J) –

The concerns that instructor Isai Ulate had with the computer lab have been resolved. The labs were reconfigured and new furniture was brought in.

b. SJCC Safety Concerns and Issues –

Teresa mentioned that the week prior in parking lot C it was completely dark with no lighting. Jorge explained that the college was made aware of the problem and they reacted immediately. There was a timer problem with the lights and was resolved within the hour. Joe explained to the committee the
extra lighting that has been brought in to help with extra lighting until the problem is resolved permanently.

Jorge handed out the documents that were given out at the January Professional Development Day or notes from discussions that took place that day. The documents noted safety measures that have been taken, currently in progress or suggestions from the campus community.

Randi Kinman reminded the committee that the college is the evacuation site for major emergencies. She asked how to include Sherman Oaks Neighborhood Association in the participation of the emergency preparedness that the college is currently going through. Jorge explained that the college is putting together and finalizing an emergency preparedness plan along with consultants. There is a document that will be used as a guide, which includes different team members and participants. The document includes a communications, control center and operations for major emergencies. On March 6, the consultants will be on campus to meet with the teams and give a presentation on the plans. Jorge will work on getting the schedule from the consultants and will share it with Randi. Randi would like to include the community that would be involved in coming to the campus in the case of an emergency. Joe mentioned that it’s actually Red Cross that coordinates with the community since they would be here on campus coordinating the emergency plan with the community. Randi would also like to see the city coordinate with Bascom Community Center since they have the facility to bring in the community during evacuations if there is an overflow.

Jorge addressed a promise that he made in regards to the emergency notification system and giving access to community members. He asked Randi for hers and another member’s information so they can be added to the notification service for the college.

Jorge mentioned that the college contracted a service to do a lighting survey. They’ll walk the campus and measure the brightness of the lights to see what level the campus is at. The college is planning to enhance three areas on campus to create avenues on campus. The avenues are:

- between the Student Center and the Technology Building
- the “B” parking lot pass the Business Building/ General Education Building to the 100/200 wings
- the Technology Building through to the Bascom Avenue entrance
- the pathway behind the main gym near the swimming pool area.
V. INFORMATION ITEMS:

a. VPAS Update –

- Scheduled Maintenance
  The committee reviewed the list of site improvements and scheduled maintenance projects that are scheduled for 2015. Jorge explained that infrastructure that is heavily used is up to standards. Most of the work is scheduled to be done during the summer so that it has the lowest impact on students, staff and faculty.

  One of the bigger projects is the PE Building that is scheduled to start construction in the summer. Jorge explained that the project will take two years to complete and will need to have a fence around the construction area, which may not be appealing. Randi asked if discussion has started on truck routes. Jorge explained that discussion on initial ideas of truck routes and will make sure to invite Randi once the construction ideas are placed. This way they can start validating weather the ideas are viable or not. Jorge mentioned there’s only two ways of entrance; Leigh Avenue or Bascom Avenue (near the Wendy’s). There’s an idea for an alternative site through the 100 parking lot.

  Michael Miller explained that the campus number one concern is community impact. They are looking at how this will affect the community and student life.

- Site Improvement Projects
  The committee discussed solutions to parking. One of the ideas that Jorge brought to the committee was a device that would be installed in the parking garage. The device would assist students and employees with finding a parking space rather than having them drive around looking for parking. The committee looked at a device that is used at local malls and other major commercial sites. The college continues to explore pricing for these types of devices.

  Randi asked where the college stood on the master plan for signs and way finding. Jorge explained that in October we approved the Security and Landscaping Master Plan, which the signage was included in the LMP. It still needs to be approved by the Board of Trustees, which is planned for February. Randi explained that one of the listed items on the list that Jorge gave out showed **Exterior signage to allow for advertising opportunities**, which she doesn’t recall that being on the LMP. Jorge feels this wouldn’t require a formal approval by the district but rather by...
operations. The college is considering using advertisers as a role to get additional funding. Phil cautioned that the faculty is opposed to advertising billboards on campus. Jorge explained that the college isn’t looking to place billboards on campus but rather an advertisement in between the college messages, on the electronic boards. He would be happy to continue discussion on the topic.

Meeting adjourned
Facilities & Safety Committee Meeting – Minutes for 3/2/2015

Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade (co-chair)

Faculty – Phillip Crawford, Janet Chang

Classified – Bunnie Rose, Elaine Chapman, Teresa Paiz

Associated Student Body – Cody Mowbray

Guests – Randi Kinman (SONA), Blake Balajadia (Student Life), Scott Jewill (Gilbane), Andrew Spiller (Gilbane), Chief Delgado (Campus Police)

I. Approval of Agenda

Motion to approve agenda: J. Chang/2nd J. Andrade

II. Approval of February 2, 2015 meeting minutes

Motion to approve minutes with changes: E. Chapman/2nd C. Mowbray

III. Public Speak

IV. DISCUSSION ITEMS

a. SJCC Safety Concerns and Issues –

   The committee reiterated the continued work and initiatives going on, on campus in regards to safety:

   - Cadet Program
   - Working on Phase II of Site Improvements
   - Implementation of cameras on campus
   - Access Control
   - Parking
   - Installation of portable lights across the campus
   - Lighting Survey

   In discussion regarding lighting outages around the campus, it was suggested that we advertise to all to contact Campus Police when they see outside lighting out. Janet suggested using the new grant Health 101, which is a newsletter used to assist with getting information to students. She believes we can route it to everyone and use it to get safety information out.

   Jorge mentioned that both the cadets and the custodians were informed to report issues they noticed when walking around campus.
Facilities & Safety Committee Meeting – Minutes for 3/2/2015

b. Charge stations to be installed on SJCC campus –

Deferred

c. ASG Campus Watch Program –

The Associated Student Government decided they’d like to start a Student Watch Program for the student body. This program will work alongside with the cadet program and Campus Police but understand they are limited on what they can do for safety concerns. They are currently in the development phase working on what type of services they can provide to the students. One type of services they are currently looking to do is escorting students to their cars. They are asking the Facilities and Safety Committee for any recommendations.

Janet commended the ASG for creating such a program. She suggested working with the Cadet Program and Bicycle Program. She also suggested they reach out to other constituency groups on campus.

Chief Delgado feels any help his department can get is great. Chief Delgado explained that there might be some resistance from the classified union representation, CSEA (California School Employee Association).

Jorge thanked the ASG for their assistance in trying to make the campus safer. Jorge mentioned that we don’t want to compromise the safety of our students for trying to save others. He also mentioned when escorting students to their cars, there’s a protocol. They would need to communicate with the Campus Police dispatcher to let them know when they escort students to their cars.

Randi suggested, for data purposes, that the campus start capturing calls for escorts and other incidents that happen on campus. She doesn’t believe that all incidents are making it into a data pile. The data is only correlated at the end of the year when a report is needed to be given. Trends are not being tracked. She suggested that students in statistical classes could handle this type of work. It would also help Campus Police when it’s time to review their budget so it can be seen how increasing staff is important. As an outside community member and not having that information makes it hard for her to know what is going on, on campus.

Phil feels it’s important for the students in this program be some type of student employee and be trained. They should be covered under Workers Compensation and Liability. This program is not an activity for just anyone to go off and do, because there’s a huge liability. He suggested that the Chief’s office would need to
run background checks to make sure there are no registered sex offenders escorting students to their cars.

d. GE Parking –

Janet handed out copies of the compiled emails that were sent out regarding the parking issues on campus. Janet mentioned that the bigger picture about the parking is the compliance for the parking in particular parking lots, students parking in staff lots and handicap parking. Janet asked Chief Delgado if the campus still had a Community Service Officer that patrolled the parking lots.

Chief Delgado explained that the former CSO retired in December. Campus Police is in the process of replacing him. They hired a replacement and it’s currently in the checking of his background process. He reiterated that his department is extremely short on staff. He currently has one CSO that works at EVC, but he has reassigned him to SJCC. They are looking to see if this will temporarily solve the problem. Chief Delgado explained to the committee the process that it takes to hire in his department. It’s a process that isn’t quick (background check, medical check, psychiatric check, etc.). Some people have been hired temporarily pending their background. He admits it’s not best practice but since the department is in this situation, they’ve been forced to do it. The Chief anticipates that the new CSO should be ready to go, if all checks are good, by the end of March.

Jorge mentioned that he’s been concentrating on parking lot “B”, which seemed to be the point of the discussion. He counted that there are 60 parking spaces in the lot. 3 additional parking spots are open to staff/faculty next to the theater loading dock. 4 reserved parking spaces for the Vice-Presidents and the President. There are 6 handicap spaces and 2 spaces for motorcycles. In the GE and Business Building, there are 20 people in Administration. Between 7:45-11:00 a.m., in both buildings, there are about 500 students that take classes during that period of time at both buildings. The probability of those students trying to use that parking lot during that time is high. This is not only an enforcement problem, but also a lack of parking spaces in that area. The other problem is the parking ticket machines, which four of those machines are down. We can’t enforce the tickets if our machines are not working. It costs around $25,000 to replace each machine. The college has contracted a consultant to look at parking in general for EVC, SJCC and the District Office. There’s a lot happening to fix the problem, but we lacked in communication to the campus. Jorge welcomes the communication and flow of ideas, but Jorge wants to go on facts and the fact is that we have 500-700 parking spaces across campus which solidified the complaints we get from the neighborhood, because students don’t have anywhere to park. This topic is also being brought up in the
Facilities & Safety Committee Meeting – Minutes for 3/2/2015

Facilities and Educational Master Plan discussions. This will help trigger new work and money. Jorge is working with the city and trying to create a relationship so we can discuss the issues around the outside of campus.

Phil feels what is working best now are the assigned spots and purchasing the daily ticket through the machines. He mentioned that when the cadet program was in full effect forty years ago, one of their jobs were to enforce the parking lots and no one was parked in the wrong lots. Once there’s really good enforcement, people will be in their assigned parking lots because they won’t want to be cited. He also mentioned that we need better administration on who has these permits to park.

It was suggested that a sub-committee be created to deal solely with the parking issue. One of the concerns with a sub-committee would be unless there are committee members that are going to make a commitment to stick with the committee and come up with a strategy. Randi believes it would be much simpler to do a survey to get the information and data needed to convey back to the consultant. The committee discussed how to communicate this back to the campus community through the chair.

V. INFORMATION ITEMS:

a. Gilbane Updates –

Andrew Spiller, Project Manager, for the PE Complex, gave an overview of the project. The committee was able to see what the plans will look like when the project begins and ask questions about the designs.

- Adding a concession stand and team rooms for visiting teams, pending board approval ($1.4M). Designs are not on site plan yet.
- Starting the DSA (Division of the State Architect) review period, which will go through until June.
- Notice to proceed will go out in October and construction will go through until January of 2017.
- Occupancy will be in April 2017.

Meeting adjourned
Facilities & Safety Committee Meeting – Minutes for 5/4/2015

Membership Attendance

MSC – Jorge Escobar (chair)
Faculty – Donna Mendoza, Phillip Crawford
Classified – Teresa Paiz, Elaine Chapman, Sandra Gonzalez (proxy for B. Rose)
Associated Student Body –
Guests – Randi Kinman, Scott Jewell (Gilbane), President Breland

I. Approval of Agenda
Motion to approve agenda with additions: P. Crawford/2nd T. Paiz

II. Approval of the April 20, 2015 minutes
Minutes were not ready. Committee will approve at the next meeting.

III. Public Speak – (3 minute limit per speaker)
Randi thanked for all the help SONA is getting for their playground.

IV. ACTION ITEMS

a. Facilities Master Plan – Presentation & Dialogue

HPI Architecture gave a presentation on the modified draft for the Facilities Master Plan. The committee went over the slides of the ideas that HPI came up with for the campus design. The committee asked questions and gave comments on the suggestions that were displayed.

Jorge asked the committee and audience if they had any suggestions based on time that would make the facilities better. Some suggestions were:

- Better access to parking
- Renovation of the Theater

In conclusion, Jorge explained to the committee that the presented draft is a compile of suggestions and comments and getting input from different leaderships, for the past six months. This is the first draft of that past work. He requested to the committee to take the information that was presented and provide feedback to HPI. HPI will take everything and present it to the College Advisory Council for a final decision. He would like to engage more community members, to give more perspectives. The draft will be published so that they can get more comments and ideas. The timeline for the final draft is 2016, so there’s still time for input.
b. Committee Self-Evaluation

Since the committee didn’t have its current goals at the meeting. The recorder will send them out via email and receive back individual evaluation sheets from the committee members.

V. INFORMATION ITEMS:

a. Gilbane Updates

• Summer Construction and Projects on campus.
  ➢ Utility Phase II – South side of Student Center
  ➢ Iron Workers Training Center – 200 wing
  ➢ Parking lot and walkway improvements
Facilities & Safety Committee Meeting – Minutes for 3/16/2015

Membership Attendance

MSC – Joe Andrade (co-chair)
Faculty – Phil Crawford, Donna Mendoza
Classified – Bunnie Rose, Elaine Chapman, Teresa Paiz
Associated Student Body –
Guests – Scott Jewell (Gilbane), Randi Kinman (SONA)

I. Approval of Agenda
Motion to approve agenda: E. Chapman/2nd T. Paiz

II. Approval of March 2, 2015 meeting minutes
Minutes are not ready, committee will approve at the next meeting.

III. Public Speak

Randi invited everyone to come see the new Sherman Oaks Playground coming this May. She thanked the campus for their participation. The playground is scheduled to open up on May, 15, 2015.

IV. DISCUSSION ITEMS:

a. Staffing SJCC Police Station –

The committee discussed the absence of staff at the Campus Police office. Some committee members mentioned that in their experience there hasn’t been anyone in the office while others mentioned that they are in but it’s sporadically. Phil also shared a concern about the hiring a Chief of Police. The District Office made offers to candidates but its contingency on the background, which could take up to six weeks. This process is or could be causing a problem hiring a Chief of Police. The concern is that we need someone, even if it’s interim, to assist the college with hiring of a Community Safety Officer and with the Cadet Program.

Janet mentioned that she has met the new CSO, Thang Vo. She also felt that the getting temporary parking permits are too long through Campus Police’s email process.

It was suggested that the committee request that someone come to the next committee meeting to discuss these topics.
b. SJCC Safety Concerns and Issues –

The committee discussed the lack in time on the notification system for the incident that happened on Friday, March 6th. Notifications weren’t sent out hours after the incident. Communication between Campus Police and the Sheriff’s Department was incorrect. Some departments had heard about it through other sources and made the decision to lock down their offices. The committee feels that the college needs to go back and take a look at the notification system.

The Committee spoke about the student’s watch program that they are trying to get off the ground. The students need guidance so they can assist in encouraging awareness and making sure students are safe. They need to organize the group with a specific idea so all are on the same page. The committee feels that the group should come to the committee before introducing it to the student body. The committee needs to be aware of what is going on with the program.

V. ACTION ITEMS:

a. EV Charge Stations –

**MOTION BY P. Crawford/2nd D. Mendoza:**

Move to request to Facilities Director, Jorge Escobar and through Gilbane to install the infrastructure for the Electrical Vehicle Charge Stations near the west side of the 200 wing and to explore other locations on campus.

Yes – 6
No – 0
Abstain – 0

**MOTION PASSED**

VI. INFORMATION ITEMS:

a. VPAS Updates –

Deferred
Facilities & Safety Committee Meeting – Minutes for 3/16/2015

b. Gilbane Updates –

Scott didn’t have any topics that he was asked to discuss. He asked the committee if they had any questions for him.

Randi asked where they were at regarding the alternative routes for the traffic that was discussed at the March 2nd meeting. Scott explained they’ve brought the comments and recommendations back to contractor. They are digesting the information and assembling new proposals. As soon as those are ready, Scott will bring them back to the committee. Randi explained that the community is persistent on not routing traffic the way it was proposed and not open gates on Leigh Avenue.

Meeting adjourned
Membership Attendance

MSC – Jorge Escobar (chair), Joe Andrade (co-chair)

Faculty – Janet Chang, Donna Mendoza

Classified – Bunnie Rose, Elaine Chapman, Teresa Paiz

Associated Student Body –

Guests – Maria Avalos (Student Services), Ed Fregoso (Gilbane), Randi Kinman (SONA), Andrew Spiller (Gilbane), Chief Thomas Morales (Campus Police), Bob Wing (Library)

I. Approval of Agenda
   Motion to approve agenda: D. Mendoza/T. Paiz

II. Public Speak

   1. Janet suggested that campus buildings should be labeled numerically.

   2. Randi is happy to announce that she hasn’t heard the football games this season.

III. DISCUSSION ITEMS

   a. Campus Development Projects Update –

      Jorge gave the handout of which was his presentation at the fall Professional Development Day. Jorge listed the 7 (seven) active projects completed during the summer.

      • Southwest parking lot completion – Done on time, under budget
      • Utility additions – new construction area of the P.E. Complex (water, electricity & gas)
      • Removal of 19 pine trees – new construction area of the P.E. Complex – looking at trees to replant
      • 100/200 wings roofs fixed and new electrical wiring
      • Built new office for Work Experience
      • New lighting – replacing 30 street lights
      • General Education building – replaced 26 air conditioning units

   b. Safety/Security updates –

      • Evacuation of the Business building due to fumes from construction equipment came into the building.
Dust particles from a construction project in the Student Center triggered the fire alarms.

Driver on a forklift driving without a flagger. Vendor was notified.

Bob asked if there will be a standard procedure to make sure contractors have proper ID when entering our buildings. Jorge took a moment to introduce the new Chief of Police, Tom Morales. Jorge mentioned that Gilbane is in responsible for checking in all contractors. Due to short staff at Campus Police it’s been impossible to complete the step of giving IDs to contractors. This year, the college has asked the contractors to wear uniforms that identify their companies or to use the badges that were issued by Gilbane. It has been very difficult to enforce it. Keys are checked out to the contractors, for the areas they are working in. Jorge is planning to reach out to building partners to assist them in communicating to others in their area to let them know when there’s a contractor doing work in the building. Currently, mass construction notices have been sent out campus-wide on email.

c. Initiatives –

Way findings/signage:

The Safety & Facilities College Advisory Council approved the Landscape and Security Master Plans last year. The campus needs to start executing projects from them. The committee needs to revisit the themes that were selected. There are also other ideas and suggestions that can be looked at by the committee. Once the Facilities Master Plan and another bond are in place, the college will have to remain with what signs are currently here.

Campus Utilization:

The campus community needs to look at the facility resources that are currently on campus. Jorge would like to have the conference rooms standardized and to keep a master conference room calendar for room reservations. Classrooms need to be looked at by the capacity of the class. He would like to see the committee start a dialogue and see what ideas or best practices that can be generated.

Campus Beautification:

The college needs to create some spaces for students to interact. We need to start creating an environment with benches, places where music can be played and comfortable lounging areas. Currently, there are not a lot of places like this on campus. Janet agrees that there needs to be a place for students to congregate between classes. It’s been suggested that the back area of the Student Center should be made to be a place where more activity goes on and the students have an environment where they can feel relaxed (i.e. barbeque pit, tables with umbrellas, etc.). Jorge feels there are a lot of good areas on campus to look at for this type of project.
Facilities & Safety Committee Meeting – Minutes for 9/21/2015

Landscaping:

This year, the college received some funds from the state. Those funds can be used to convert areas to turf. We can modify irrigation to a water saving irrigation (replacing heads, drip systems, etc.).

Safety:

Nine cameras were installed as a pilot program in different locations around the Student Center. The purpose of the cameras is to produce evidence of crimes. The cameras are working, but there is no active management of the cameras. Since the District now has a Chief of Police (Thomas Morales was introduced to the committee), this may be something that can be strategized through his office. A draft is being generated with a consultant to have additional cameras put in around campus. The draft will be brought to the committee with suggested locations of the estimated 75 cameras to be installed. The college now has the infrastructure (wired, fiber and switches) to complete the project. The idea is to enhance safety and security.

Randi would like the committee to revisit the lighting and safety issue. She mentioned there used to be a lot more lighting before parking lot P was completed and along Leigh Avenue to where the Multipurpose Field is currently located. She suggests the committee look at the lighting to where it can make it safer for pedestrians since that area is used frequently by the students. Jorge mentioned the college is working with the City of San Jose to replace the street lights with LEDs lighting. She thinks it would be a good idea to ask the city to put in pedestrian lighting and also explore rebates for some of the LED conversions.

Parking Lot:

The campus has 13 parking lots total. Jorge feels that the college needs to rethink and strategize the location and designation of those parking lots. We need to examine the mix of staff and faculty lots versus student lots and visitor lots. The parking enforcement is complex because we don’t have the manpower. We need to go through the diagram of the parking lots and see if they make sense, to see if it makes sense to change the designation of that lot. He would like the committee to review this issue. Janet asked if it's possible to open up more 30-minute parking spaces. We need to have more for those visitors who are coming to our campus to check out our services. Jorge mentioned revisiting a topic that was brought up last year with using the parking sensors similar to those found in mall parking lots.

Planting Trees:

There needs to be a plan in place when the time comes to plant more trees. The trees do not need to necessarily be planted on the campus. Alternative plans can be looked at with the neighborhood.
Facilities & Safety Committee Meeting – Minutes for 9/21/2015

Graffiti Prevention:

East Side San Jose currently has a graffiti campaign. Jorge feels that might be something that we should incorporate on our campus, possibly through the Associated Student Government (ASG). He would like to start a culture within the students and the users on campus.

Student Services carpet –

He would like to take care of those areas in the Student Services where the carpet wasn’t replaced. He hopes to have it done by the end of December.

d. PE Construction/Plan –

Andrew Spiller gave an update on the two projects that are related to the P.E. construction. Andrew announced that the P.E. construction currently went through some changes. The delivery method that the district decided to go with became controversial with another school district in the state. The district decided to go with another delivery method, which has pushed the construction date back to possibly February/March of 2016, with a completion of the project in spring 2018.

Andrew mentioned that Gilbane is working with Sherman Oaks Neighborhood Association (SONA), City of San Jose, Department of Transportation and Public Works about an agreement on placing an intersection by Kingman and Leigh Avenue. The plan is to place a signal in that area. The entrance will be used for construction vehicles.

Meeting adjourned
Facilities & Safety Committee Meeting – Minutes for 10/5/2015

Membership Attendance

**MSC** – Jorge Escobar (chair), Joe Andrade, Ingrid Thompson (co-chair)

**Faculty** – Phil Crawford, Donna Mendoza

**Classified** – Elaine Chapman, Teresa Paiz

**Associated Student Body** –

**Guests** – Jessica Breheny, Blake Balajadia, Randi Kinman (SONA), McArthur (student)

I. **Approval of Agenda**

**Motion to approve agenda:** Paiz/Andrade

II. **Approval of the September 21, 2015 minutes with modifications**

Mendoza/Paiz

III. **Public Speak**

1. Jessica Breheny expressed her concern about the shooting at Umpqua Community College in Roseburg, Oregon. She mentioned that the campus doesn’t have automatic locking doors are most of the buildings on campus. Most doors open out, which make it impossible to barricade them in the case of a shooter on campus. She brought to the committees attention minutes from previous meetings approving a new emergency locking system on all classroom doors. She explained that district has mentioned that this is a priority, but the campus has still not received anything. She pointed out to the committee that Cabrillo College has upgraded all their classroom doors so they can be locked and Foothill College installed a new locking system within twenty-four hours of the Umpqua Community College shooting. She asked the committee to please take the issue up and insist that the delay upgrades be completed.

McArther (student) read to the committee the procedures for campus safety by the SJCC Emergency Procedure Manual,

*If an assessment of the situation indicates that it’s safer to remain in the classroom than it is to leave, lock or barricade classroom doors.*

From his understanding, the doors do not lock. He is addressing the committee as a concerned student and reminded the committee that last year there was an escaped inmate on the loose. During that incident, the students were told by a loud speaker to stay in the classrooms. He felt that was adequate and that the college let the students down that day. Things could’ve transpired a lot worse than what it did and the students wouldn’t have had any way to protect themselves. He has done some research and has found that there are two ways to handle this.
Facilities & Safety Committee Meeting – Minutes for 10/5/2015

1. Columbine lock – Locks on both sides. Costs could be higher.
2. Deadbolt lock – Can be easily removed by a staff member in case the classroom is locked from the inside.

If this is a budget issue, he’s spoken to the ASG and they are receptive to contributing to simple door locks. He’s the President of the United DSP Club, and they’re also receptive to contributing. He also mentioned that both ASG and his club could do some fundraising. He feels that a timetable of a month should be enough time to place locks in the buildings.

Phil mentioned that as part of the Brown Act, the committee can’t comment on public comments, but assured the guests that it would be on our next agenda.

Randi expressed concern that the neighborhood is not being included in the trainings or notifications. She would like to see that worked out so that SONA can help be a part of it.

The recorder confirmed that the information that Jessica brought to the committee was accurate. Both April 15 and 29, 2013 minutes were both discussions items. The Access Control pilot program in the Business Building was approved by the committee on May 14, 2013. The next step should’ve been that it was sent to the College Advisory Council (formerly College Planning Council), but it never made its way to them.

Randi reiterated that the campus has gone through administration and safety changes. One of her concerns is a remote system that relies on Campus Police. They’re not always on campus. We also have buildings that were built over 40 years ago, which may not work with current technology. The campus still should’ve figured out some type of manual lock.

IV. DISCUSSION ITEMS

a. Elect of chair and co-chair –

Jorge requested nominations for co-chairs. The committee agreed to nominate Bunnie Rose. The committee will wait to hear her response and follow up at the next meeting.

b. Committee Goals –

The committee is good with the goals remaining the same for now.
c. Campus Water Faucets –

Jorge thinks that faucets are needed and feels that the definition of the locations is critical. His recommendation, if we move on implementing the water filling stations, is to have them indoors. It’s important to have water accessible in key locations for the students. When putting this together, it needs to be ADA compliant. There needs to be a process and maintenance to this work order, so the filters can be replaced. There needs to be resources to fix any leaks in the locations. The committee needs to make a decision on the locations and how many should be placed around campus.

Donna asked why they would need filters. Jorge explained that the tap water may be drinkable, but he can’t attest to the quality (taste) of the water. Randi explained that it’s not so much the taste of the water. The water sits in the pipes for a long time without being flushed. The taste can become unflattering.

Discussion of pricing would be depending on the type of water station the college would want. A suggestion was made to do a pilot program in the Student Center to see how it works. Joe will look into the cost of maintenance and installation.

d. Campus Initiatives –

The committee reviewed a spreadsheet of campus initiatives for the year. Jorge would like to adopt a tracking mechanism so the committee can start making decisions/plans and tracking the process. Jorge asked the committee how they would add items to the list. How do they approve them? Do they bundle by category or by item? It was suggested to list them by “Facilities Items” and by “Safety Items”. They can keep adding things to the list based on constituency groups. The committee can track the stage of the process. Jorge will come up with the changes for the next meeting. Jorge asked how the initiatives would be approved. It was explained that it would need to be an Information Item and then brought back as an Action Item. Once voted on, it will go to the College Advisory Council for their approval. This would be the formal approval process for major initiatives. When there are items that are smaller in size it could be approved and then move to the department to be implemented.

Suggestions were made for some initiatives (landscaping), were it would be good to check with the stakeholders or employees on campus with expertise in certain areas. The Landscaping Master Plan was recently approved so it can be used to guide the initiatives.

Jorge believes the initiatives could help in creating standards for the building. Randi explained to the committee that design standards were approved by the committee already. The protocols for the standards are already there for the college.
Facilities & Safety Committee Meeting – Minutes for 10/5/2015

In conclusion, Jorge explained to the committee that he would like to use the spreadsheet. He would like to use perimeters where the committee can give input and their time is used wisely.

e. Charging Stations –

The college now has the electricity and infrastructure for the charging stations. Now there needs to be some promotions for getting the stations on campus. There are a lot of benefits for having these stations. The infrastructure is by the 200 building. Joe said we need to look at a policy for the amount of time they can use the stations. The committee discussed how many parking spots to create and if the college should charge for the use of the spots.

Meeting adjourned
Facilities & Safety Committee Meeting – Minutes for 10/19/2015

Membership Attendance

MSC – Joe Andrade (co-chair), Thomas Morales (ex-officio), Ingrid Thompson

Faculty – Donna Mendoza, Janet Chang

Classified – Elaine Chapman, Teresa Paiz, Bunnie Rose

Associated Student Body –

Guests – Jesus Covarrubias, Jose Garza, Linda Jimenez, Joseph King, Randi Kinman (SONA), Stephen Mansfield, Edina Rutland, Andrew Spiller (Gilbane)

I. Approval of Agenda

Motion to approve agenda: Chang/Thompson

II. Approval of the October 5, 2015 minutes Paiz/Thompson

III. Public Speak

Joseph King expressed a concern regarding an emergency situation that occurred in the Library. The department contacted Campus Police and were put on hold and eventually sent over cadets. He feels that this and other medical emergencies need to be addressed rather than emergency personnel.

Joseph also mentioned that there is no lighting in the Library stairwell, which is an accident ready to happen. There needs to be lighting.

Stephen Mansfield asked the committee what the status was on the Vocational (CTE) Adhoc Committee. This committee is supposed to be active through the OCPC.

Randi thanked for having the volume turned down in the second half of the game.

IV. DISCUSSION ITEMS

a. Review of the Facilities Master Plan draft –

A presentation was given on the draft of the Facilities Master Plan (FMP) by Cambridge West. The consultants also announce the following dates where the presentation would be shown.

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>October 20th</td>
<td>Academic Senate</td>
<td>2-4pm</td>
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<tr>
<td>November 6th</td>
<td>College Advisory Council</td>
<td>9-11am</td>
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<tr>
<td>November 18th</td>
<td>College Forum</td>
<td>12-2pm</td>
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<td></td>
<td>Associated Student Government</td>
<td>2-4pm</td>
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The committee and audience asked questions and expressed concerns about changes to the campus.

Concerns/Input:

Entry and parking -

- Allowing opportunities for the Burbank Neighborhood Association to hear and see the FMP presentation.
- Rather than abolishing the parking across the street on Moorpark, it should be kept and a safe access should be created for students to cross the street.
- The discussion of bus routes coming in to the college was presented on the FMP. It was suggested that the college do a survey to the students to see if it’s convenient for them to come by public transportation or by their own transportation.
- There was a concern about surface parking adjacent to and across the street from single family and commercial homes on the south/west side of campus. The location on the plan shows that it could create crime opportunities. The plan would be to put gates or a green wall around the perimeter of the parking lot. To some, this can bring more issues to an already existing problem in that particular area. The residents may not want a wall placed in front of their homes. The plan would be for pedestrian access, not vehicular access.
- It was suggested that placing a Child Development Center so far away from the rest of the campus could be a safety issue.
- It was stated that the committee voted back in 2011 for no second parking lot, which brings concerns about adding a 900 slot parking lot.

Growth space –

- Concerns were raised regarding the move of the softball field and not bringing back the baseball field. The question was why millions of dollars were spent and wasted on the softball field three times. It was also stated that you can’t move/tear down structures that were built with bond money to move them to another location, using bond money. The consultants explained that they have looked into this and had a meeting with the District. They reviewed all the projects in respect to money that’s been spent out of previous bonds. The result of that is that it’s not an issue at this point, with this particular project. It was noticed if the softball field were to move, there would have to be a field house put in place for the athletes.
- Another concern is increasing activity near and adjacent single family homes and multifamily units.
- Looking at the location of where the softball field would be, there would be potential for issues with people accessing the game in that area. There didn’t seem to show pedestrian or ADA access to the field.
Facilities & Safety Committee Meeting – Minutes for 10/19/2015

- A concern about the CTE building and the fire/safety access looks to be difficult. The area around it isn’t made for fire truck access. Building up would be an issue for fire/safety.
- It was asked if the consultants had considered turning the baseball field around on the FMP and making it a softball/baseball/multipurpose field (where softball is currently located). Then Child Care Center could be pulled and other auxiliary departments in the area of the current multipurpose field.

b. Election of Co-Chair –

MOTION: Motion to accept Joe Andrade as the co-chair.
J. Chang/2nd I. Thompson
Unanimously approved

c. Review Safety Plan –

Deferred

d. Campus Water Faucets –

Elaine will look at the pricing for a hydration station in the Student Center.

e. District/College Procedures for medical emergencies –

Janet mentioned an incident that happened on campus, which put staff at risk. We have management and an education setting making emergency decisions. This can be very dangerous. She believes that Chief Morales and VP Escobar should meet to discuss these types of issues (5150, responding to health issues, etc.). She’s disappointed that nothing has happened in regards to this particular issue. Our procedures need to be reviewed so we can find out how to do this better the next time.

f. Safety Issues/Annoyances in 100/200 buildings –

Committee member who requested this item left early.

V. ON-GOING ITEMS:

a. Campus Initiatives –

Deferred
VI. INFORMATION ITEMS:

a. Gilbane Updates –

- Campus Utilities Project – Ongoing and should be finishing up at the end of October. An extension of this project will be done between the Student Center and the Main Gym, to extend services for the hydraulic lines for the future use in the Main Gym.

Meeting adjourned
Facilities & Safety Committee Meeting – Minutes for 11/2/2015

Membership Attendance

MSC – Joe Andrade (co-chair), Ingrid Thompson
Faculty – Donna Mendoza, Janet Chang
Classified – Elaine Chapman, Teresa Paiz, Sandra Gonzalez (proxy for B. Rose)
Associated Student Body –
Guests – Randi Kinman (SONA), Edina Rutland, Andrew Spiller (Gilbane), Larry Harris

I. Approval of Agenda
   Motion to approve agenda: Chang/Chapman

II. Approval of the October 19, 2015 minutes with corrections
    Chapman/Paiz

III. Public Speak

IV. DISCUSSION/ACTION ITEMS

   a. Review Safety Plan –

   Joe presented to the committee a temporary solution to the lock issue on campus during emergencies. Lockdown magnets were purchased to allow instructors to lockdown a classroom by simply pulling off a magnetic strip, instead of having to fumble for keys to lock the classroom door in the case of an emergency. The General Education building will be used as the pilot program. The morning custodians will place the magnets on door frames and the night custodians will remove them when they lock the classroom. This is a temporary solution until the college can come up with a permanent solution. Edina asked in the case of a shutdown and there’s someone in need of medical assistance, how would they receive work if the doors are automatically locked. Joe explained that these would be used only when there is a "shelter in place" scenario in the case of an active shooter on campus.

   Janet announced that a group is being created to discuss and work on how to handle medical emergencies on campus.
Facilities & Safety Committee Meeting – Minutes for 11/2/2015

b. Campus water faucets –

Elaine reported back to the committee on two water station quotes that she received for the pilot program in the Student Center. The committee reviewed the quotes, materials and estimated time for completion.

MOTION: S. Gonzales/T. Paiz:
To accept the EZH20 touch less activation Bottling Station to be used as a pilot program in the Student Center.

Yes – 7
No – 0
Abstain - 0

c. Charging Stations –

Deferred

d. Fire Drill/Evacuation Map –

The campus evacuation map has been updated. Once the new maps are printed they’ll replace them in all the classrooms and offices. A consultant was brought in to look at all the key evacuation points and made some recommendations, which the college decided to move forward with the changes. Electronic copies will be emailed to the members and the new map is on the Safety & Facilities page, on the college website.

There will be two fire drills on Wednesday, November 18th (evening) and Thursday, November 19th (daytime). Only some buildings will be designated for the drills, but they haven’t picked those buildings yet. A 90-minute training will be done before the drills to give staff explanation as to what to expect on the day of the drills.

V. ON-GOING ITEMS:

a. Campus Initiatives –

Deferred

VI. INFORMATION ITEMS:

a. Gilbane Updates –

- Campus Utilities Project – Rain has delayed the closing of the hole, but will be closed this week. Two additional areas will be worked on and completed this month.
Facilities & Safety Committee Meeting – Minutes for 11/2/2015

- Building 200 – The welding training center is being completed. Furniture has just been moved in to the building.
- Signal Light at Kingman – Been submitted to the city. The objective is to get a permit for the job. It’s not known yet how long the city will take to get back to the college.

Meeting adjourned
Facilities & Safety Committee Meeting – Minutes for 11/16/2015

Membership Attendance

MSC – Joe Andrade (co-chair), Bunnie Rose, Ingrid Thompson, Chief Morales (ex-officio)

Faculty – Phil Crawford, Donna Mendoza, Isai Ulate

Classified – Elaine Chapman, Teresa Paiz

Associated Student Body –

I. Approval of Agenda

Paiz/Mendoza

II. Approval of the November 2, 2015 minutes

Mendoza/Chapman

III. Public Speak

- Chief Morales has been doing an assessment of his department. He’s noticed that there needs to be some changes with the dispatchers. Currently, there’s one dispatch for each campus. They both work on the same things, but since they’re apart they have to communicate on the phone or by other manners. He believes they should be working side by side, which would work better for their communication and for the way they operate in general. As of right now, if one is out sick, the other would not be able to walk away from their post as there would be no one to back them up. He feels this isn’t a proper way to operate. Rumors have been going around that he’d like to move the SJCC dispatcher to EVC, which the SJCC office would have to be shut down. This is false and isn’t intentions. What he would like to do is put the dispatchers together and also try to find a way to staff the main counter at SJCC. He’s possibly looking at having one of the TSOs or converting one of the positions he has to solely man the counter between the hours of 7am-3pm. He won’t make any changes until he can have someone man the counter. He wanted to make sure he addressed this issue so that there wasn’t any miscommunication.

- Teresa mentioned that they had recently had a very irate person at their front counter, in Admissions and Records. When the office called Campus Police, it went straight to voicemail. A message was left and Campus Police didn’t receive the message until the following morning. This is another issue that Chief Morales wants to address since the dispatchers work on different areas and there’s two numbers to call. 408-270-6468 is staffed Monday through Saturday, 7am-11pm and Sunday 7am through 3pm. This is why he wants to eliminate confusion by creating one central hub. He’s going to see about having the number forwarded to EVC, so it doesn’t happen again.
Facilities & Safety Committee Meeting – Minutes for 11/16/2015

- Chief Morales explained that he’ll be hiring a full time Lieutenant and that he’ll be housed at SJCC full time. Also, he’s budgeted for a full time sergeant position which will be working 3-11pm.

- He also has two vacant police officer positions. The committee for one of them is just getting started and is going to be meeting soon. The have 13 applicants for this pool.

IV. DISCUSSION/ACTION ITEMS

a. Nuisance in buildings 100 and 200 –

Isai mentioned a few incidents were there’s been loud music and horse play near the 100 and 200 buildings, on Fridays and Saturdays. It’s a distraction to his class. He would like to see Campus Police be more aggressive in that area. It was suggested that he reach out to Campus Police so they can address the problem.

b. Water fountain in building 100 –

Isai mentioned that there’s a water faucet in the 100 building (109L) that doesn’t work. It was suggested for the next time, he can contact his division Administrative Assistant to place a work order. Elaine will talk to her department to take a look at the faucet.

c. Committee Member attendance –

The College Advisory Council had suggested that the committee review their charge and discuss member’s absences during the Comprehensive Report that was given at the 6th meeting. Joe did mention to the council members that there are a few members who’ve missed meetings, which can sometimes make it hard to reach quorum. The charge will be reviewed at the next meeting, so the committee can discuss how to move forward with member absences. Phil will be bringing to the Academic Senate that faculty be given alternates for when a faculty member can’t attend the meeting. The committee can also look at the time of the meeting to see if it’s acceptable for all members schedule.

V. ON-GOING ITEMS:

a. Charging Stations –

The committee needs to continue the discussion of the stations so they can move forward. Phil suggested that a pilot program be done with a couple of stations to see how it works. He believes that people should pay for the use of the stations.
Facilities & Safety Committee Meeting – Minutes for 11/16/2015

Joe believes that someone needs to take the lead on this item to get more information to create and implement the program. It was suggested that a survey go out to see what the feedback would be for installing the stations. Phil will send a draft of the survey to the committee before sending it out.

VI. INFORMATION ITEMS:

a. Gilbane Updates –

- Sections of the concrete outside the Student Center have been sealed up from work that was completed. Fencing should be gone soon.
- Work to be done on the North side of the Racquetball court. Shouldn’t impact the service road nearby.
- Utilities project is now complete.
- P.E. Complex project to begin in March 2016. Bidding process has already started.
- Trees to be relocated to make way for hardscape. Discussion regarding a plaque in the area will need to be looked at with the plans.
- Groundbreaking service for the new Milpitas site.

Joe mentioned some complaints that were given to him regarding the Utility Project outside the Student Center.

- Students walking in front and behind the backhoe.
- No flag person
- Should’ve shut down the access and redirected the students away from that area.
- Too much open construction movement.

Meeting adjourned
Facilities & Safety Committee Meeting – Minutes for 12/7/2015

Membership Attendance

MSC – Joe Andrade (co-chair), Jorge Escobar (chair), Bunnie Rose
Faculty – Donna Mendoza, Janet Chang, Phil Crawford, Isai Ulate
Classified – Elaine Chapman, Teresa Paiz
Associated Student Body –
Guests – Randi Kinman (SONA), Edina Rutland, Tai Rafat (ADPE), Joann Nakaso (DSPS), Andrew Spiller (Gilbane)

I. Approval of Agenda
Motion to approve agenda: Andrade/Rose

II. Approval of the November 16, 2015 minutes with corrections
Mendoza/Andrade

III. Public Speak

IV. DISCUSSION/ACTION ITEMS

a. Adapted P.E. re-location

Jorge explained to the committee that over the past year when the 100/200 buildings were renovated, accommodations were being made for the Fitness Center and Adapted Physical Education to move into a new space. It was explained that when Jorge came into his position at the college in fall 2014, the facility space was reviewed. It was observed that the floors weren’t finished and the paddings weren’t set. Since the semester was beginning, he made the call to leave the Fitness Center and Adapted P.E. in the 300 building. A call was also made to not demolish the 300 building until they had a space plan for moving all the maintenance teams out, obtain space requirements for storage and for both Fitness and Adapted P.E. The Physical Education building construction had been delayed, which happened to be one of the things that had transpired in the last couple of years. The college had looked at space to accommodate Adapted P.E. in another location, which would be suitable and would fit the ADA compliance needs. The college is committed to the program and has appropriated funds to replace equipment and materials that are needed for Adapted P.E. They’re also committed to finding a permanent home, which will be beyond the Physical Education construction because the department will remain in the same area as it is now.

Tait Rafat, Adapted P.E. Coordinator, explained that in the last bond that went out to the voters, APE was on that proposal for space in the new Physical Education Building. Moving forward from 2005 up until the summer of 2014, APE has
remained in those plans. He recalls that former VP Greg Nelson had decided due to lack of space or money that there was swing space in the 100/200 building and that would affect APE and Kinesiology. As of 2014, as soon as swing space was identified, APE was no longer in the plans by the architects for the new P.E. building. Since Tait has been in the position there has been very little communication and very little advocacy for space in the new building for APE. The consultants for the Educational Master Plan had asked for his and Lamel Harris (Dean of Kinesiology) input. Tait responded to the consultant refuting his proposal to move APE in to the Reprographics space along with additional notes. When the consultant presented the plans, his notes that he refuted the plan weren’t in the presentation. Tait’s concerns are lack of communication, incorrect use of bond funding and lack of advocating for the student. The department doesn’t have a voice and is not being included in the discussion. His proposal is they receive one small multi-purpose room in the new P.E. Building. This room would be adjacent to the weight room. An alternative proposal would a room on the first floor, but won’t be adjacent to the weight room. A third alternative proposal would be the racquet ball court that’s being refurbished.

Randi agrees with Tait that the program needs to be in the same building as the department. She mentioned that the master plan has been changed multiple times and the program has been left out for years. Due to significant changes, she believes it will require an EIR (Environmental Impact Report). She feels that if our intent is to consolidate the P.E. activities, which she believes is what all of our master plans have been trying to do, the new proposal doesn’t show that its achieving it by keeping APE in another building separate from the rest of the department.

Joe asked what the racquetball court would be used for once it’s refurbished. Tait believes that half of it would be used for yoga and the other half will be used for Pilates. The department square footage has since minimized, which is why these two programs are going to utilize that building.

Jorge explained that before he came to office, the plan was already in place that the APE program wouldn’t be moving in to the new P.E. building. Currently, the question is whether the APE program should move from the 300 building to the renovated 200 building or as shown in the new FMP, to the Reprographics building.

It was asked by the committee what the next step would be for APE. Jorge explained that comments from Tait and Randi are well received. He wants to work on getting APE a proper space to move from the 300 building. The discussion of APE on the Facilities Master Plan is a separate conversation. He wanted to make sure he addressed Tait’s concerns about the program having a proper space.

Bunnie expressed a concern regarding the adjacent building that houses Cosmetology and Esthetician Program. Some of the APE students may be sensitive to the chemicals that are used in that building. She doesn’t believe that the ventilation issues have been resolved yet.
At the end of the meeting; Tait announced that he would rather stay in the 300 building until the P.E. building is completed. Jorge was fine with that decision.

b. Facilities Master Plan

The committee reviewed the final Facilities Master Plan. The major discussion of the plan was done in item a.

Randi reiterated were the EIR report is for the loop road. According to Jorge, at this stage it’s only about getting the approval from the committee for the master plan. Compliances, permits and the EIR would be decided at a later time. The plan is more of a wish list of what the college would like to see for the future. Randi agrees that this is a wish list, but in the past there would have been a list of costs along with the EIR. Randi explained that the college can’t change the traffic circulation, move or build buildings without an EIR. She doesn’t want to involve the community until the college is to that stage. In Jorge’s opinion, this is a wish list of areas and analysis to support the Educational Master Plan.

Phil had questions on the square footage showing on the plan for the CTE building. His concern is that the department not lose its square footage in the new master plan. Jorge explained that the college is still committed to CTE’s growth. The buildings and functionality will be different.

The committee asked why they’re receiving the master plan the day before the board receives it (the plan shows December 8th as the date it’ll be presented to the Board of Trustees). Jorge explained that the board will only be reviewing the plan, not approving it. The plan still needs to be reviewed and approved by the College Advisory Council before it can go to the board to be approved. It was asked where the concerns regarding the master plan go when the board does review it. Jorge explained that the concerns will go to CAC, if that is what the committee suggests. Tait felt that this type of process sums up how he feels about how things have gone down. When President Brela came to the college, he spoke of transparency. Tait feels that presenting a plan to the board the day after it was presented to the Safety & Facilities committee and before it goes to the CAC, isn’t being transparent and hen a consultant presents a plan without using the input that was given to him, that is not being transparent.

Phil suggested that we need to have this come back to the committee after it’s been presented to the other constituent groups since there are changes and input that were made to the master plan. Academic Senate hasn’t had a chance to approve it yet. He requested that there be a very high consideration to have APE moved into the new Physical Education Building.
MOTION: To approve and forward the Facilities Master Plan to the College Advisory Committee with comments and concerns regarding the re-location of Adapted Physical Education into the Physical Education building and proposing notification for specific programs involved.

Yes – 8  
No – 0  
Abstention – 0

MOTION APPROVED

c. Signage Programming & Schematic Design

Jorge would like to bring back to the committee the discussion of the signage and designs that were discussed a few years back. Work has been done by a consultant for both the colleges and the District Office. The Board of Trustees suggested that the colleges look at both plans and to incorporate both design elements. The committee can review the designs that they had previously approved so the college can move forward. The committee discussed the difficulties that students have with finding their way around campus. Jorge is hoping that if the committee can start working on this, there can be something started by the summer.

d. Pay phone and Emergency Phone replacement

Jorge announced that the college has been testing all the emergency phones on campus to make sure that they’re working properly. It was also noted that the emergency phones in the parking garage are old and on an analog line. The phones will be replaced with the current emergency phones that are being used around campus.

The Associated Student Government is bringing back to the table the discussion of having a pay phone on campus. Jorge is suggesting that if a contractor is going to come out to implement new emergency phones in the parking garage, we should have them also put in a pay phone.

The committee asked if ASG would be paying for this phone. Jorge explained that they’ll be paying the monthly fee. It was suggested that before the phone is installed that we make sure we have a clear understanding of who would be responsible for long term maintenance and care.

e. Fire Drills Update

The fire drills were a success and took about 3-4 minutes. It was learned that there are some things that need to be corrected in some of the buildings and will be addressed before the next drill. There was a concern that some of the faculty ignored the drill or decided to cancel their class.
f. Review Charge (Participation and Time)

Jorge feels that the committee needs to have a healthy participation. He wants to look at what can be done to make sure there’s more representation of the college. Phil explained that Academic Senate usually brings the discussions from the committee to the Committee Reports, but lately it’s been difficult to get to that part of the agenda during the meeting. He’s hoping that will change because he knows it’s important to inform the senate. Phil also suggested that it would be best to allow committee members to have alternates so that if they can’t attend the meeting, there’s someone there that can address the issues.

V. ON-GOING ITEMS:

a. Campus Initiatives (Project List & Priorities Update)

- Way finding Signage
- Utilities 3
- Installation of cameras
- Looking at entrances in the P.E. Building
- P.E. Building construction
- Access Control
- ADA transition plan – complete review of ADA access on campus
- Audio/visual improvements
- 100/200 Building Renovations

b. Charging Stations

The committee believes that before moving forward there needs to be a policy and a vendor in place. Tait believes that a survey should be done on the services that’ll be provided. Tait and Phil have volunteered to look at options and vendors.

Meeting adjourned