

**SAN DIEGO
CONTINUING
EDUCATION**

**San Diego Continuing Education
Safety and Facilities Committee
Minutes**

Thursday, September 27th, 2018
2:00 p.m. – 3:00 p.m., ECC, Room 121

ATTENDEES/ PROXIES	Committee Members	
	Jacqueline Sabanos, Co-Chair	Lou Zizzo
	Anthony Vargas	Mechelle Perrott
	Carmen Martinez	Michelle Sussely-House
	Cindy Ybarra	Mylene Noceda
	Diana Romero	Raymond Arellano
	Jean MacDonald	Karen Woods
	John Bromma	Lisa Munoz on behalf of A. Lucas
	Absent Committee Members	
	Andrei Lucas	Frank Fennessey
Committee Guests		

Agenda Item #1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Jacqueline Sabanos at 2:02 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #2: Review Membership:

DISCUSSION	<ul style="list-style-type: none"> N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #3: Review of Goals

DISCUSSION	<ul style="list-style-type: none"> Update and implement an annual plan that is integrated with the Strategic Plan Maintain a proactive approach to promote campus safety and emergency preparedness Facilitate relevant training as requested or required
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #4: SDCE Safety Week:

DISCUSSION	<ul style="list-style-type: none"> This year Safety Week is one of the committee's goals and VPA Sabanos has been working in a small group together with Mechelle Perrott and Jean MacDonald to come up with ideas on how to do safety week in coordination with CE campuses, incorporating the evacuation drills, activities and videos. VPA Sabanos presented the Safety Activity Week Calendar that will be coordinated by each of the Office Managers. On the day of the emergency evacuation drill faculty and students will be given a two hour window frame to prepared for the emergency drill Although activities such as the scavenger hunt and the videos are optional VPA Sabanos would like the office managers to encourage faculty to participate. VPA Sabanos reminded the attendees that Safety Week is an ongoing project and welcomes feedback, ideas and suggestions. <ul style="list-style-type: none"> C. Ybarra proposed to have the morning and evening CSOs visit each of the classrooms to go over the standard evacuation procedures in the beginning of every semester. C. Martinez expressed her concerned in regards the DSPS population at ECC during the evacuation drill and how to prepare them for it. J. Bromma offered to be the lead to the DSPS department and will talk to DSPS instructors in concern of Safety Week.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #5: John Bromma: PRIE Consultant

DISCUSSION	<ul style="list-style-type: none">J. Bromma brought forward an item: The Program Review Committee has discussed and voted to get a consultant to help all committees develop rubrics, revise forms as needed, and provide trainings to the committees so they can score the rubrics in January and early February. From there the committee can move forward to budgeting.<ul style="list-style-type: none">The consultant will help to standardize rubrics as well as instructions on how to score them within the correspondent committee.J. Bromma suggested having one or two members of the committee that can collaborate with the consultant.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #6: College Police

DISCUSSION	<ul style="list-style-type: none">L. Zizzo informed the committee that College Police is four positions short but, they are trying to fill those positions as quick as they can. He asked for patience and understanding.L. Zizzo offered and reminded everybody to contact him for any issue or concern.<ul style="list-style-type: none">C. Martinez asked if there is a way to prevent homeless people parking outside CE campuses such as Chavez and Mid-City. This situation leaves custodians in a vulnerable situation in which sometimes they need to confront the homeless.VPA Sabanos recently provided guidelines to the Office Managers on what they can and cannot do in regards the Homeless situation.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #7: Risk Management

DISCUSSION	<ul style="list-style-type: none">K. Wood brought the report from March through September.<ul style="list-style-type: none">There were 12 incidents from Police reportsThere were a few students' accidents. One of them involved a dog biting a person.K. Wood suggested employees to keep an eye on students who bring a dog into the facilities, checking if the animal can be a hazard to other students or staff.J. Bromma recommended asking two questions to students who bring a dog: Is this a service animal? What function does it provide?
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #8: Facilities

DISCUSSION	<ul style="list-style-type: none"> • C. Martinez reminded all members the importance of keeping clean all work areas after eating, since facilities have been receiving a lot of bug bites and ants complains. • C. Martinez also enquired on how to proceed with students and homeless who have been using the showers at ECC. <ul style="list-style-type: none"> ▪ VPA Sabanos stated Colleges allow students the usage of the showers at facilities in designated time frames; she will follow up with President C. Cortez. ▪ R. Arellano suggested taking off the showers' knobs or using a key valve.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #9: Roundtable

DISCUSSION	<ul style="list-style-type: none"> • K. Woods recommended giving a quick assessment for volunteers participating in Alice Training, to make sure they are healthy and they are not nursing any injuries.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #10: Next Meeting

DISCUSSION	<ul style="list-style-type: none"> • October 25th, 2018 at 2 p.m. to 3 p.m. in room 121
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #11: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by Jacqueline Sabanos at 3:01 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services
Approved on: _____