

**SAN DIEGO
CONTINUING
EDUCATION**

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

Thursday, October 25th, 2018
2:00 p.m. – 3:00 p.m., ECC, Room 121

ATTENDEES/ PROXIES	<i>Committee Members</i>	
	Jacqueline Sabanos, Co-Chair	Karen King
	Anthony Vargas	Mechelle Perrott
	Carmen Martinez	Michelle Sussely-House
	Cindy Ybarra	Roy Hernandez
	Diana Romero	Raymond Arellano
	Jean MacDonald	Karen Woods
	John Bromma	Neill Kovrig
	Damella Abbott	Terry Heitt
	<i>Absent Committee Members</i>	
Lou Zizzo		Frank Fennessey
Barbara Pongsrikul		Joseph Ramos
Dennis Trunta		Mylene Noceda
Lorie Crosby-Howell		Vinzent Balaoing
Sam Phu		
<i>Committee Guests</i>		
Jenelle Castillejos		

Agenda Item #1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Anthony Vargas at 2:07 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #2: Introductions:

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: Approval of September 27th Minutes

DISCUSSION	<ul style="list-style-type: none"> • J. Bromma motioned and C. Ybarra seconded motion to approve • Motion carried
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #4: SDCE Safety Week Campus Discussion:

DISCUSSION	<ul style="list-style-type: none"> • M. Perrott office functioned as the break time video room. M. Perrott together with a couple of students and ASB representatives wore orange vests to advertise the videos shown during Safety Week. This has been the 5th Safety Week offered at MCC. • K. King pointed out on the lack of communications between offices, classrooms and safety rooms. K. King suggested getting radios or intercoms. • N. Kovrig sent emails with related topics for the day incorporating information and videos besides the ones provided by the Administrative Office. • R. Hernandez suggested re-training the staff since ECC recently got new employees. • M. Sussely-House reported that the locations at CE Mesa where staff and students are supposed to meet in case of an evacuation have been changed three times in the last year, creating a lot of confusion among staff and faculty. • T. Heitt suggested to M. Sussely-House to contact the Lieutenant to address the issue on the evacuation locations at CE Mesa. • M. Sussely-House stated there was a lot of breakdown in communication in regarding the drills at NCC and CE Mesa. For one of the morning drills at NCC nobody showed up and the CSOs claimed they didn't know anything about a drill at NCC. • C. Ybarra had a similar situation during an evening drill at the WCC where nobody showed up. Cindy would also like to receive some feedback from the CSOs in regards the drills.
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	<ul style="list-style-type: none"> R. Hernandez suggested having a standardized checklist with the procedures of an evacuation drill for the CSOs to provide feedback to the office managers. D. Abbott stated she is already working on a checklist with evacuation drill procedures. C. Ybarra proposed having a SDCE Safety Week for all SDCE sites on the same week. VPA Sabanos likes the idea of having a SDCE Safety Week for all SDCE sites held on the same day and will talk about this possibility with DeAnn.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Evacuation Drill Procedures Checklist 	<ul style="list-style-type: none"> Damella Abbott 	<ul style="list-style-type: none"> N/A

Agenda Item #5: College Police:

DISCUSSION	<ul style="list-style-type: none"> C. Martinez asked College Police if they could provide extra patrol around ECC since, <ul style="list-style-type: none"> There have been multiple reports of vandalizing around the new building, the culinary dining and child development area. Homeless have been spotted around the area as well. Students feel unsafe during the afternoon and evening by B and C building area. C. Martinez reported a man has been hanging out at MCC lobby area who presents a bad odor and has been making students and staff ill. <ul style="list-style-type: none"> T. Heitt suggested calling Campus Police to evaluate the situation.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #6: Risk Management:

DISCUSSION	<ul style="list-style-type: none"> A full report has been handed to P. Lopez for minutes and documentation.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #7: Facilities:

DISCUSSION	<ul style="list-style-type: none"> Facilities received a lot of positive feedback from all SDCE sites.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #8: Roundtable

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

Agenda Item #9: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> November 29th, 2018 at 2:00 p.m. to 3:00 p.m. in room 121
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #8: Adjournment

DISCUSSION	<ul style="list-style-type: none"> The meeting was adjourned by Anthony Vargas at 2:57 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services

Approved on: _____