

# SAN DIEGO COLLEGE OF CONTINUING EDUCATION

## Safety and Facility Committee

MINUTES for Thursday, November 30, 2023 2:00 p.m. Zoom

<b>Members Present:</b>	Liz Flynn, Ruth Carroll, Jacqueline Sabanos, Cindy Ybarra, Roberta Krauss, Yvonne Schmeltz, Diego Soto proxy for Jason Stone, Michelle Gray, Damella Abbott, Anthony Vargas.
<b>Members not Present:</b>	Karen Woods, Jason Stone, Karen King, Melissa Hough, Raymond Arellano.
<b>Guests:</b>	
<b>Recorder:</b>	Patricia Lopez

### AGENDA

Call to Order 2:02 p.m.

Welcome/Introductions

#### 1. Approval of Agenda

INFORMATION	
DISCUSSION	
CONCLUSION	

#### 2. Confirmation of Membership and Attendance

INFORMATION	<p>-VP Sabanos review the membership with the Safety &amp; Facilities committee members.</p> <p>- The committee is looking for representatives for the following representatives,</p> <ul style="list-style-type: none"> <li>• Additional faculty member</li> </ul> <p>- VPA Sabanos announced Melissa Hough, DSPS faculty member has joined the SF committee by suggestion of Dean Serbian.</p> <p>- Liz Flynn joined the SFC meeting and confirmed her participation at the SF Committee.</p>
DISCUSSION	<p>- Liz Flynn joined and was confirmed a member of the Safety and Facilities committee.</p>
CONCLUSION	

#### 3. VPA Updates

INFORMATION	-
DISCUSSION	
CONCLUSION	

<b>Action Item</b> [Who?]	

#### 4. ECC Theatre Remodel

INFORMATION	<p>-VPA Sabanos update the committee on the ECC Theatre Remodel</p> <ul style="list-style-type: none"><li>• ECC theater remodel delayed until January 2025 due to DSA approval process.</li><li>• The groups is in the final phase of design process</li><li>• Once the design is finalized it will go to DSA. Once it goes to DSA it takes between six to eight months to be approve.</li></ul>
CONCLUSION	
Action Item [Who?]	

#### 5. Safety Week

INFORMATION	<ul style="list-style-type: none"><li>- Anthony Vargas stated that College Police are trying to get radios that communicates directly with them.</li><li>- These radios are good in case of an emergency where there is a power outage the COS will be still able to communicate directly with Campus Police.</li><li>-</li></ul>
DISCUSSION	
CONCLUSION	
Action Item [Who?]	

#### 6. Campus Reports

INFORMATION	<p>ECC</p> <ul style="list-style-type: none"><li>• VP Sabanos informed the committee that soon ECC will have a COS.</li><li>• Diana Romero has been assisting as COS for ECC in the past weeks.</li></ul> <p>MCC</p> <ul style="list-style-type: none"><li>• Karen King informed that MCC is preparing for enrollment the upcoming Monday.</li><li>• The Multicultural center is in process.</li><li>• Liz Flynn informed that although MCC didn't have a fire drill, they did go about procedures with students.</li><li>• Busy ESL program with waitlist, scheduling appointments through January.</li></ul> <p>NCC</p> <ul style="list-style-type: none"><li>• Ruth Carroll informed that NCC did have fire drills.</li></ul> <p>WCC</p> <ul style="list-style-type: none"><li>• Cindy Ybarra expressed her concerned regarding a lack of communication and inconsistent information when it comes to IT issues on campus.</li><li>• There was no evacuation drills schedule at WCC due to a lack of awareness and a new employee not being familiar with the campus.</li><li>• Cindy emphasizes the need for a dedicated commitment to developing a comprehensive plan that can be applied everywhere and involves all necessary stakeholders</li></ul> <p>Miramar</p>
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	<ul style="list-style-type: none"> <li>Tammy Krasne is getting familiarized with CE Miramar Campus.</li> <li>Tammy discussed safety plans and facilities issues with the team.</li> </ul> <p>-VPA Sabanos mentioned the importance of having a plan in place for unexpected events, such as power outages or communication disruption, that can impact the entire community.</p>
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DISCUSSION	
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CONCLUSION	
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Action Item [Who?]	
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**7. Facilities**

INFORMATION	- Facilities has been hiring new people and filling open positions, including the addition of Aaron Trapp as facility supervisor.
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DISCUSSION	
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CONCLUSION	
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Action Item [Who?]	
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**8. College Police**

INFORMATION	
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DISCUSSION	
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CONCLUSION	
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Action Item [Who?]	
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**9. Risk Management**

INFORMATION	-Diego Soto stated that they are in the process of hire more CSO. Once they have more CSO's they are hoping to provide a schedule to CE Campuses.
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DISCUSSION	
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CONCLUSION	
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Action Item [Who?]	
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**10. Discussion**

INFORMATION	NA
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DISCUSSION	
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CONCLUSION	
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Action Item [Who?]	
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**12. Next Meeting: February 22, 2024.**

**13. Adjournment Meeting adjourned at 1:52 p.m.**

**Minutes submitted by:**

**Minutes approved:**