

SAN DIEGO COLLEGE OF CONTINUING EDUCATION

Safety and Facility Committee

MINUTES for Thursday, December 5, 2024 2:00 p.m. Zoom

Members Present:	Mark Nesbit II (Proxy to VP Jacqueline Sabanos), Julia Sanchez Molina, Clarence Singh, Jeff Hughes, Mechelle Perrott, Karen King, Michelle Gray, Tammy Krasne
Members not Present:	Karen Woods, Raymond Arellano, Roberta Krauss, Melissa Hough, Cindy Ybarra, Diana Romero, Liz Flynn, Jennifer Bennett,
Guests:	
Recorder:	Patricia Lopez

AGENDA

Call to Order 2:02 p.m.

Welcome/Introductions

1. Approval of Agenda and Minutes

INFORMATION	-Due to a lack of quorum, the minutes will be reviewed and approved at the next meeting
DISCUSSION	
CONCLUSION	

2. ECC Switchgear Replacement

INFORMATION	<p>- ECC is preparing for a switchgear replacement, a critical infrastructure upgrade, scheduled for December.</p> <ul style="list-style-type: none"> On December 16 at 5 a.m., power will be shut off for the entire campus, except for buildings A, B, and C. The power outage will last from December 16, 2024, to January 6, 2025. Departments and instructors affected by this outage have arranged to either work online or take vacation during this period. COS Julia Sanchez Molina has decided to send weekly reminders with specific details, rather than a single comprehensive email. Measures are being taken to address concerns regarding refrigerators, computers, and other equipment during the outage.
DISCUSSION	
CONCLUSION	

3. ECC Theatre Remodel

INFORMATION	- Director of Administrative Services, Mark Nesbit II, highlighted that Institution Day on January 27 will be the last major event held at the ECC theater before the groundbreaking ceremony in April 2025. This event was mentioned by Dr. King during the President's Cabinet.
DISCUSSION	
CONCLUSION	

Action Item [Who?]	
4. Safety Week	
INFORMATION	<ul style="list-style-type: none"> - Mechelle Perrott highlighted that both instructors and students at the Mid-City campus greatly appreciated Safety Week. She expressed hope that these efforts will continue once each semester, in both Spring and Fall. Additionally, Mechelle noted a strong interest in campus safety among students, emphasizing the value of ongoing engagement in this area. - Mark Nesbit II will convey the message to the Administrative Services Team. He highly recommended the C-CERT training and encouraged committee members to consider participating in future sessions.
CONCLUSION	
Action Item [Who?]	
5. Campus Reports	
INFORMATION	<p>ECC</p> <ul style="list-style-type: none"> • College Operation Supervisor, Julia Sanchez Molina provided an update on the upcoming switchgear replacement at ECC, scheduled to take place from December 16, 2024, through January 6, 2025. She reminded committee members to ensure that all necessary items are removed from the departments before December 16, as the building will be closed and access restricted during this period. • Julia also expressed her hope that an Alice Training session will be available next semester. She reviewed the two scheduled fire drills conducted in November, along with an unexpected drill due to a glitch in one of the alarm systems, which has since been resolved. • Additionally, Julia is working on updating and enhancing the procedures for clearing areas during emergencies. She plans to discuss these improvements with the ECC Safety Team to ensure more efficient and effective evacuations. <p>CE Mesa</p> <ul style="list-style-type: none"> • College Operations Supervisor Clarence Singh reported that Safety Week at the CE Mesa campus was a success, highlighting the positive impact of the Alice Training conducted on-site. He also expressed a desire to make AED training available for staff to further enhance campus safety. • Clarence noted that the campus elevator malfunctioned the day after the drills, remaining out of service for the weekend and an additional day. He expressed concern about the impact on DSPS students, whose classrooms are located on the second floor, emphasizing the need for reliable accessibility. • Additionally, Clarence raised concerns about three rooms currently using temporary media carts. He expressed hope that projectors will be installed during the Spring semester to provide a more permanent and efficient solution. <p>North City</p> <ul style="list-style-type: none"> • Dean Michelle Gray concurred with Karen King's positive assessment of the Alice Training held at the North City Campus. She noted that conducting the training on-site provided valuable insights, leading to the realization that adjustments were needed at the front desk to improve overall safety and efficiency.

	<p>CE Miramar</p> <ul style="list-style-type: none"> College Operations Supervisor Tammy Krasne reported the successful completion of fire drills and CPR training at CE Miramar College, noting the positive outcomes and increased preparedness among participants. Tammy also mentioned the ongoing remodel of rooms 108 and 104 is ongoing, with electrical work needed for site improvements. Tammy Will submit a request for resources based on remodel needs; the request is expected to be minimal. <p>Mid-City</p> <ul style="list-style-type: none"> College Operation Supervisor, Karen King reported that the Mid-City Campus has revised its evacuation routes and, for the first time, did not designate safe rooms due to the absence of specific areas of refuge. She is currently gathering feedback from all drill participants to assess their experiences and gather suggestions for improvement. Karen also highlighted the success of the Alice Training held at the Mid-City Campus, noting that it was highly beneficial. She emphasized the value of conducting the training on campus, as it allowed participants to practice various scenarios in the front office, enhancing their preparedness and response skills. Karen mentioned that the Alice Training at the Mid-City campus went great and it was a success. She expressed that it was great to have the training on campus since they were able to practice with some scenarios in the front office. <p>West City N/A</p> <p>Cesar Chavez N/A</p>
	DISCUSSION
	CONCLUSION
	Action Item [Who?]
	6. Facilities
INFORMATION	- N/A
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
7. College Police	
INFORMATION	<ul style="list-style-type: none"> Lieutenant Hughes appreciated the positive feedback on the Alice training presentations and will share it with the presenting officers. Apologized to Julia for not being able to arrange a session for ECC. Confirmed that officers will be present at ECC throughout the electrical shutdown, except on weekends, from Friday at 5:30 PM until Monday morning at 5:30 AM.

	<ul style="list-style-type: none"> Noted that the San Diego Police Department (SDPD) will provide coverage during the weekends if any issues arise.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
8. Discussion	
INFORMATION	
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
9. Next Meeting: February 27, 2024.	
114. Adjournment Meeting adjourned at 2:32 p.m.	

Minutes submitted by:

Minutes approved: