

## Safety and Facility Committee

**MINUTES for Thursday, February 27, 2025. 2:00 p.m. Zoom**

<b>Members Present:</b>	Jacqueline Sabanos, Andre Harris, Diana Romero, Jennifer Bennett, Julia Sanchez Molina, Liz Flynn, Mechelle Perrott, Karen King, Michelle Gray, Tammy Krasne, Raymond Arellano, Roberta Krauss
<b>Members not Present:</b>	Karen Woods, Melissa Hough, Cindy Ybarra, Clarence Singh, Jeff Hughes
<b>Guests:</b>	Kristen Lollis
<b>Recorder:</b>	Patricia Lopez

### AGENDA

**Call to Order 2:03 p.m.**

**Welcome/Introductions**

#### 1. Approval of Agenda and Minutes

INFORMATION	<ul style="list-style-type: none"> <li>The agenda and the minutes were approved by the committee meeting without any changes.</li> <li>The minutes from December 2024 meeting were reviewed and approved as well.</li> </ul>
DISCUSSION	
CONCLUSION	

#### 2. VPA Updates

INFORMATION	<ul style="list-style-type: none"> <li>VP Sabanos reminded the members of the committee that the resource requests process is not for approval of requests, but to assess whether the submitter is prepared to implement the request. VP Sabanos reminded the committee as well about the process of resource requests, which is part of a transparent CE-wide process for submitting funding requests. Requests can include personnel, technology, remodeling, equipment, etc. Funding must align with appropriate resources; the guidelines can be found on the Administrative Services Office (ASO) Intranet.</li> <li>VP Sabanos went through the steps of the Resource Requests process, <ul style="list-style-type: none"> <li>Resource Requests are reviewed by Budget Managers, Deans, Program Chairs</li> <li>Vice Presidents and President review the consolidated list</li> <li>Administrative Services confirms available funding</li> <li>Committees like Safety &amp; Facilities and Technology provide feedback</li> </ul> </li> <li>The budget resources are limited this year due to heavy salary allocations and in some cases, reduced funds. VP Sabanos encouraged the members of the committee to review and comment if necessary, once more as the deadline to respond was extended through the end of Friday, February 28, 2025.</li> <li>Andre Harris noted this was his first meeting. His name was not on the response grid and he asked if he was replacing Cindy (not present).</li> <li>VP Sabanos informed the members of the committee that the ECC Theater is undergoing a complete renovation starting May 2025, with work expected to last through two years. The project will enhance the functionality, safety, and aesthetics of the theater space, and bring the facility up to modern standards for both instructional and community use.</li> <li>There are plans for a groundbreaking event. There are discussions that this could be scheduled for May 8, at 10 a.m. There will be more information and save the date coming up as this still in the planning phase.</li> </ul>
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	<ul style="list-style-type: none"> <li>This work will involve significant construction in and around the theater footprint. To accommodate the renovation work, campus traffic flow will be modified in the affected area: <ul style="list-style-type: none"> <li>A new driveway has been constructed at the parking lot north of the ECC building to maintain accessible entry/exit.</li> <li>The north side of campus will remain active with updated traffic patterns.</li> <li>Clear signage will be placed throughout the area to direct both pedestrian and vehicle traffic safely.</li> <li>Certain sidewalks and entry points may be temporarily closed or redirected. Updates will be communicated regularly.</li> <li>All efforts are being made to minimize disruption to students, faculty, and staff. Alternate walking routes will be marked. ADA accessibility remains a top priority, and all reroutes will comply with accessibility standards.</li> <li>Communication Plan: <ul style="list-style-type: none"> <li>A detailed construction schedule and traffic flow map will be shared with the campus community in advance of each new phase of work.</li> <li>Regular updates will be sent via email and posted on the Facilities webpage and campus signage.</li> </ul> </li> </ul> </li> <li>This work will involve significant construction in and around the theater footprint</li> </ul>
DISCUSSION	
CONCLUSION	
Action Item [Who?]	<ul style="list-style-type: none"> <li>Julia to finalize and distribute the traffic flow map.</li> <li>Safety Committee to review and provide input on emergency evacuation routes during the renovation.</li> <li>Campus Police to assess and assist with pedestrian safety during high-traffic periods near the site.</li> </ul>

### 3. Campus Reports

INFORMATION	<p><b>ECC</b></p> <ul style="list-style-type: none"> <li>College Operations Supervisor Julia Sanchez Molina provided an update on the ECC Campus renovation progress. Restoration work is approximately 90% complete. The remaining flooring replacement will be integrated into the upcoming theater renovation project to ensure consistency in design and material use, which will also help reduce costs and avoid mismatched finishes.</li> <li>The electrical switchgear upgrade was completed ahead of schedule. Although the overall work spanned three weeks, only about 1.5 weeks of instructional time was affected. No significant disruptions or complaints were reported.</li> <li>Some delays from SDG&amp;E occurred due to flexible service timing, but full campus power was restored as scheduled in time for the Monday reopening.</li> <li>The major theater renovation is slated to begin soon and is expected to take approximately two years to complete.</li> <li>Campus leadership—including VP Sabanos, Dr. Carter, and Dr. Omae—are actively involved in project coordination and community engagement.</li> <li>A groundbreaking ceremony is currently being planned. Invitations will be sent to all stakeholders once a date is confirmed.</li> <li>Installation of fencing and construction boundaries will begin following Board approval and the successful awarding of the project bid.</li> <li>Pedestrian safety and navigation have been prioritized: <ul style="list-style-type: none"> <li>Walk-throughs have been conducted to identify and refine pedestrian pathways.</li> <li>Large, localized campus maps will be posted to assist students and staff in navigating around construction zones.</li> </ul> </li> </ul>
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- Accessibility and effective communication remain key priorities throughout the project.
- The campus is committed to providing regular project updates throughout the duration of the renovation, rather than only at the beginning.
- Updates will be limited but meaningful due to district-wide distribution list (DL) restrictions, with a focus on balancing clarity and frequency.

#### **CE Mesa**

- NA

#### **North City**

- Dean Michelle Gray shared that COS Cindy Ybarra began an acting assignment on Monday.
- Dean Gray expressed concern about the need for cameras on campus after a glass wall at NCC was found shattered. She suspects possible vandalism, as the cause is unclear, and noted that this is not the first time such an incident has occurred. She added that the glass is scheduled to be replaced by Tuesday.
- VP Sabanos confirmed that campus security cameras are included in the bond planning efforts.
- Dean Gray mentioned she is hopeful that a new COS will be assigned to NCC soon during Cindy's absence.
- VP Sabanos noted that an interim COS position is expected to be posted soon.
- Diana Romero and Julia Sanchez offered their support to Dean Gray while the COS position remains vacant.

#### **CE Miramar**

- College Operations Supervisor Tammy Krasne provided an update on the CE Miramar Safety Committee, noting that the recent meeting went well and received positive feedback.
- Tammy also mentioned that BKM will be delivering furniture for Room 104, although she is currently unsure which specific pieces will be included in the delivery.

#### **Mid-City**

- College Operations Supervisor Karen King reported that the Mid-City campus has experienced two unplanned evacuations since the beginning of the semester. Both incidents were caused by the same non-student individual who burned popcorn in the student lounge microwave. After the second incident, the officer issued a seven-day stay-away order; however, the individual has since returned to campus.
- Karen asked when repeated disruptions like this would be considered a nuisance, as the most recent evacuation occurred just two minutes after six classes had begun, creating a chaotic situation. The responding officer also had difficulty locating how to turn off the alarms, and the building was left with an unpleasant odor.
- During the upcoming Mid-City campus Safety Committee meeting, Karen shared that they will be reviewing the evacuation procedures and discussing ongoing campus projects, including the Multicultural Center, the relocation of the Citizenship classroom, and the hope of completing these efforts by the end of the semester.
- Karen gave a special shoutout to Freddie and Aaron for their responsiveness and continued support in meeting campus needs.

#### **West City**

- College Operations Supervisor Andre Harris reported that West City Campus currently has sufficient staff coverage. He noted that while the campus occasionally encounters issues involving homeless individuals, these situations have been manageable, as they typically leave promptly when asked.

	<ul style="list-style-type: none"> <li>Andre expressed that he is enjoying his time with the WCC team and extended his appreciation to the other COSs for their patience and support over the past three months. He also shared his gratitude for being part of SDCCE and for the opportunity to work alongside such dedicated professionals.</li> </ul> <p><b>Cesar Chavez</b></p> <ul style="list-style-type: none"> <li>College Operations Supervisor Diana Romero reported that the Cesar Chavez Campus has been particularly active, with increased presence of non-student community members, some of whom have posed challenges to staff. She acknowledged the Facilities team for their responsiveness and support, especially in handling cleanups.</li> <li>The Chavez Site Council is planning to offer safety training during the spring semester.</li> <li>A minor power outage occurred in the multipurpose room, but Facilities were able to restore power promptly.</li> <li>A non-student community member was observed spending an extended amount of time on campus, reportedly nearly 10 hours the previous day. The individual was found on the third floor charging his phone and was later asked by a Campus Service Officer (CSO) to move downstairs. He remained on site until approximately 7:00 PM, when the campus closed to non-students and visitors.</li> <li>Upon being asked to leave, the individual became verbally aggressive—particularly after a student supported staff in reinforcing the campus closure. The individual began yelling, referenced having a criminal record, and created a tense and unsafe atmosphere for others present.</li> <li>Staff attempted to contact dispatch through Microsoft Teams, but technical difficulties prevented the call from going through, despite having the dispatch number on speed dial.</li> <li>Campus staff have been advised to remain alert for the return of this individual.</li> <li>Moving forward, if this or any other non-student loiterers are observed on campus for extended periods or engaging in disruptive behavior, staff are instructed to contact College Police immediately.</li> <li>Facilities and operations teams have also been advised to stay vigilant and escalate to law enforcement as needed.</li> <li>The campus is exploring the development of clearer protocols regarding building closure times and after-hours access to prevent confusion and ensure campus safety.</li> </ul>
	DISCUSSION
	CONCLUSION
	Action Item [Who?]
	<b>4. Facilities</b>
INFORMATION	<ul style="list-style-type: none"> <li>Raymon Arellano shared that he was out for a few months and he just came back recently. He has nothing to report so far.</li> </ul>
CONCLUSION	
Action Item [Who?]	
<b>5. College Police</b>	
INFORMATION	<ul style="list-style-type: none"> <li>Although College Police Lieutenant Hughes was not able to attend the meeting VP Sabanos gave some information regarding a few matters,</li> <li>VP Sabanos referred to Chancellor Smith’s January 29 email, which addressed protocol around immigration enforcement and referenced Administrative Procedure (AP) 3415.</li> </ul>

	<ul style="list-style-type: none"> <li>Key points from AP 3415: <ul style="list-style-type: none"> <li>If someone comes onto campus requesting information, staff are not authorized to provide any records, access, or personal information.</li> <li>Only the Chancellor and the General Counsel have the authority to respond to such requests.</li> <li>All District business of this nature must be referred to the District Office.</li> <li>Julia Sanchez Molina held up the white "Know Your Rights" card, which: <ul style="list-style-type: none"> <li>Serves as a reference and protection for staff and students.</li> <li>Clearly states: <i>"I am not authorized to speak with you, answer any questions, or provide access to people or facilities. Per our policy, only the District Chancellor and General Counsel have the authority to assist you."</i></li> <li>Includes contact information for the appropriate District representatives.</li> <li>Staff were reminded that this card is a visual aid and tool for front-facing staff. It also reinforces that no staff member is permitted to engage with enforcement personnel regarding sensitive information.</li> </ul> </li> </ul> </li> <li>VP Sabanos reminded the committee that the content of the "Know Your Rights" card and Administrative Procedure (AP) 3415 was recently shared in a President's message.</li> <li>VP Sabanos also recommended that COS and committee members print copies of the "Know Your Rights" card so that staff can have them readily available.</li> </ul>
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
<b>6. Risk Management</b>	
INFORMATION	- N/A
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
<b>7. Discussion</b>	
INFORMATION	<ul style="list-style-type: none"> <li>Mechelle Perrott inquired whether each of the Continuing Education (CE) campuses hosts a dedicated Safety Week event.</li> <li>Vice President Sabanos responded that Anthony Vargas is currently collaborating with all CE Campus Operations Supervisors (COS) to coordinate and schedule Safety Week activities at each campus.</li> <li>Karen King noted that the COS team had proposed April 14 as the tentative start date for Safety Week across the campuses.</li> </ul>
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
<b>8. Next Meeting: April 24, 2024.</b>	
<b>114. Adjournment Meeting adjourned at 2:52 p.m.</b>	

Minutes submitted by:

Minutes approved:

