

Safety and Facility Committee

MINUTES for Thursday, September 25, 2025. 2:00 p.m. Zoom

Members Present:	Jacqueline Sabanos, Anthony Vargas, Karen Woods, Diana Romero, Cindy Ybarra, Tammy Krasne, Clarence Singh, Karen King, Mechelle Perrot, Raymond Arellano, Jeff Hughes, Trenton Romero
Members not Present:	Julia Sanchez-Molina, Andre Harris
Guests:	Jasmine Duran
Recorder:	Patricia Lopez

AGENDA

Call to Order 2:02 p.m.

Welcome/Introductions

1. Approval of Agenda and Minutes

INFORMATION	<ul style="list-style-type: none"> N/A
DISCUSSION	
CONCLUSION	

2.

INFORMATION	<ul style="list-style-type: none"> Raymond Arellano shared a facilities update
CONCLUSION	
Action Item [Who?]	

3. District presentation on SDCCE Emergency Operations plan

INFORMATION	<ul style="list-style-type: none"> Karen Woods provided an update on the SDCCE Emergency Operations Plan, which has undergone extensive review to ensure compliance with current regulations from various agencies. The plan is now in the phase where each college campus will review and propose amendments specific to their site activities. Since the document is proprietary due to the detailed regulatory content, changes are limited to site-specific recommendations. Campuses can submit their feedback through a designated link, and all amendments will be compiled and sent to the consultant for finalization before the plan is officially deployed across all campuses. A second phase will include training and tabletop exercises to provide practical application of the plan, with scheduling details to be announced. Anthony Vargas inquired about the assignment of roles, asking whether certain positions should be filled by district personnel or if each college is expected to staff them individually.
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DISCUSSION	<ul style="list-style-type: none"> Karen Woods responded that some overlap between district and campus personnel is expected, as certain district staff may take lead roles while others may be delegated to campus representatives depending on the situation. She emphasized the importance of ensuring all positions are filled in the plan. Additionally, she noted that the Police Department will review the plan to help clarify roles and responsibilities, as they often take the lead in emergency operations. Anthony Vargas also inquired about the logistics related to supplies and equipment for specific positions listed in the Emergency Operations Plan. He asked who would be responsible for purchasing and storing these materials and how that process would function within SDCCE's multi-campus environment. Karen Woods acknowledged the importance of those questions and noted that the budget aspect has not yet been discussed. She confirmed that each site will need to be properly equipped with necessary supplies. She explained that a proactive plan was in place from 2012–2015 to outfit all personnel, but progress was delayed due to the COVID-19 pandemic and subsequent updates to meet current regulations. With significant staff turnover since then, new training and practical exercises will be incorporated as part of the plan's implementation. Karen agreed that Anthony's observations about campus listings and local needs were valid and appreciated the campus-level review, emphasizing that site teams have a deeper understanding of their specific operational requirements than the district office. Karen Woods noted that mass communications, including the use of the RAVE alert system, typically fall under the responsibility of the Police Department. The department usually takes the lead and receives directions from either the Vice Chancellor or the Chancellor. She encouraged including this information in the campus comments to ensure that these communication procedures are clearly detailed in the final version of the Emergency Operations Plan, acknowledging it as another important item identified during the review.
CONCLUSION	
Action Item [Who?]	
4. Committee Responsibilities	
INFORMATION	<ul style="list-style-type: none"> Jacqueline Sabanos reviewed the Safety and Facilities Committee's purpose, responsibilities, and membership as outlined in the Participatory Governance Handbook. The committee promotes campus safety, security, and emergency preparedness to ensure a safe and secure learning and working environment for the campus community. It also serves as a venue for discussing facility planning and improvements The committee's goals include updating and implementing an annual plan aligned with the college's Strategic Plan, maintaining a proactive approach to campus safety and emergency preparedness, and facilitating relevant training as needed.
CONCLUSION	
Action Item [Who?]	
5. Review of Membership	

INFORMATION	<ul style="list-style-type: none"> Jacqueline Sabanos reviewed the current membership of the Safety and Facilities Committee. She serves as the committee chair, and members include two to three faculty (one from Student Services), campus deans, a representative from DSPS, the facilities supervisor (Raymond), college operations supervisors, one classified professional (Trenton), the Risk Manager, and campus police (Lieutenant Hughes). A request has also been sent for an Associated Student representative, and members were encouraged to help identify potential student participants.
CONCLUSION	
Action Item [Who?]	

6. Calendar of Meetings

INFORMATION	<ul style="list-style-type: none"> Jacqueline Sabanos noted that the Safety and Facilities Committee meets every other month. Following the first meeting in September, future meetings are scheduled for December, February, and April, with a potential additional meeting in May to be determined at the April meeting.
CONCLUSION	
Action Item [Who?]	

7. SDCCD Safe App

INFORMATION	<ul style="list-style-type: none"> Jacqueline Sabanos provided an overview of the SDCCD Safe App, noting that it complements the RAVE notification system, which the district uses to communicate with the community. She emphasized the importance of enabling notifications, including adding mobile phone numbers via the safety page, and encouraged all campus constituents to do the same to ensure timely alerts. The SDCCD Safe App, available soon on the Apple and Google Play stores, allows users to discreetly communicate with campus dispatch, request a walk to their car, and access additional safety resources. Campus maps are being integrated into the app to enhance navigation and safety features. Jacqueline Sabanos highlighted the app as an important tool for personal safety and encouraged questions from committee members.
CONCLUSION	
Action Item [Who?]	

8. Bond Projects

INFORMATION	<ul style="list-style-type: none"> Jacqueline Sabanos provided an update on ongoing bond projects across the district. She noted that a kickoff meeting for the West City expansion, including a new building, is scheduled for Monday the 29th at 3:00 p.m. on campus. A kickoff for a new Mid-City building is being scheduled at a recently purchased site on Elko Boulevard, near the former Yoshinoya and McDonald's, while plans are also underway to remodel the existing Mid-City building. Coordination may involve phased, floor-by-floor work to minimize disruption on this heavily used campus. Jacqueline Sabanos emphasized the importance of community input in planning and design, as staff and students provide essential insights into building conditions and needs. Additional projects include addressing wind and water safety hazards at CE Mesa campus, the ECC theater renovation, construction of a community room, relocation of the ceramics program, expansion of welding capacity, and development of an optometry lab at the Chavez campus.
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	<ul style="list-style-type: none"> Jacqueline Sabanos provided an update on safety measures being implemented through the bond program. These initiatives include installing panic buttons across campuses and piloting a centralized locking system at ECC in conjunction with the theater renovation. The system will use key fobs and allow all campus doors to be locked via a centralized computer, enhancing security district-wide.
CONCLUSION	
Action Item [Who?]	
9. Parking	
INFORMATION	<ul style="list-style-type: none"> Anthony Vargas provided an update on parking improvements at ECC, noting that remodeling while the building is in use presents challenges. The project includes adding four additional ADA parking stalls in Lot Two (the smaller lot to the east), restriping some visitor and staff parking areas, and installing additional signage to clearly indicate parking regulations and permit requirements. These changes aim to improve accessibility, reduce parking violations, and help students and staff easily identify available parking spaces. Restriping is expected to occur within the next week.
CONCLUSION	
Action Item [Who?]	
10. Campus Reports	
INFORMATION	<p>CE Mesa</p> <ul style="list-style-type: none"> College Operations Supervisor Clarence Singh provided an update on safety and facilities at the CE Mesa campus. He shared that he is in the process of scheduling a campus safety meeting and noted that there have been few safety concerns, primarily involving occasional student conflicts that he has successfully de-escalated. He emphasized the need for a panic button installation to enhance staff safety, particularly when he is not present. Clarence also mentioned plans to implement trash centralization across campus, with coordination already underway with custodial staff, as some buildings have begun this process. Additionally, he reported the installation of a new vending machine offering sandwiches and burritos, with plans to add a coffee machine soon, providing more convenient food options for the campus community. <p>CE Miramar</p> <ul style="list-style-type: none"> College Operations Supervisor Tammy Krasne shared informed that the CE Miramar Campus will have their Safety Meeting on October 7. She noted that there are currently no significant safety issues to report. <p>North City</p> <ul style="list-style-type: none"> College Operations Supervisor Cindy Ybarra reported that the North City campus safety meeting is scheduled for October 7 and will be held in a hybrid format. She noted no major safety concerns, though construction-related traffic congestion has created challenges for timely travel

	<p>to and from campus. Ybarra highlighted that the street near the campus is impacted by both construction and local high school traffic, suggesting that advocating for an additional exit could help alleviate congestion. Aside from these traffic issues, she reported that everything else on campus is running smoothly.</p> <p>Cesar Chavez</p> <ul style="list-style-type: none"> College Operations Supervisor Diana Romero reported that the Chavez campus continues to experience issues with non-student visitors using campus facilities to charge phones and use restrooms, sometimes staying all day. The campus has implemented a policy allowing visitors to charge devices for up to one hour to prioritize student access. Additionally, Romero noted that a student recently arrived with a foreign handicap placard from Mexico. She confirmed with parking enforcement that students can use foreign handicap placards on campus as long as they have the proper registration documentation. <p>Mid-City Campus</p> <ul style="list-style-type: none"> College Operations Supervisor Karen King reported on the Mid-City campus, noting two main concerns. First, there is an ongoing discussion about providing adequate bike parking and managing bicycle-related needs on campus. Second, there has been a recurring request, particularly from evening faculty, for a designated prayer room. She noted that a suitable space has not yet been identified, but the request continues to be raised.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
4. Facilities	
INFORMATION	<ul style="list-style-type: none"> Raymond provided a brief update on facilities, noting that work is ongoing at ECC to replace a controller. He mentioned that the team was on site all day yesterday and that he has reached out to Jason Botticelli for an update, which he is awaiting.
CONCLUSION	
Action Item [Who?]	
5. College Police	
INFORMATION	<ul style="list-style-type: none"> Lieutenant Hughes addressed a recent safety concern at ECC where information about a potential lockdown was delayed. He noted that he only learned of the incident on Wednesday morning, though it had occurred Tuesday night. Hughes spoke with the responsible sergeant, acknowledging that timely communication is crucial for the campus to make appropriate lockdown decisions. He emphasized the need to review the order of notifications followed by SDPD sergeants to ensure that campuses are informed promptly. Hughes confirmed he would discuss the matter with the chief and SDPD counterparts to improve notification timelines, recognizing that receiving information 12–15 hours after an event is unacceptable.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	

6. Risk Management	
INFORMATION	<ul style="list-style-type: none"> Karen Woods provided the Risk Management update. She shared that for the current fiscal year, ECC has had three workers' compensation claims related to workplace injuries, which are currently being processed. Karen also addressed the common seasonal questions regarding COVID-19. She explained that COVID is currently being treated as an upper respiratory infection—similar to a cold or flu—and there are no official requirements in place at this time. She reminded everyone that if they are experiencing symptoms such as fever, congestion, or heavy mucus, it is best to stay home to avoid spreading illness. Employees may return to work once symptoms improve and they feel comfortable doing so. However, if lingering symptoms such as persistent coughing could cause discomfort to others, employees are encouraged to speak with their supervisor about the possibility of working remotely for an additional day. Karen concluded by noting that while mask-wearing remains optional, there has been no official guidance requiring it.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
7. Discussion	
INFORMATION	<ul style="list-style-type: none"> Mechelle Perrott asked whether the institution will hold a Safety Week this year in alignment with the Great California ShakeOut on October 16. She emphasized the importance of teachers helping students understand the emergency poster and available information, ensuring both students and instructors are aware of all procedures. Historically, evacuation drills have been scheduled during this time, but Mechelle's main concern is that students and teachers have ample opportunity to review all emergency procedures. Anthony Vargas confirmed that the campus will continue conducting Safety Week activities as in previous years, with an additional planned safety event in the spring. Thanked Karen, Mechelle, and the ESL staff for their leadership and for developing the safety video and related materials. Mentioned that these resources are available on the Safety page on the intranet. Encouraged broader faculty engagement across all campuses, noting that Mid-City's creativity and coordination can serve as a model. Highlighted the need for more "secret sauce" from faculty, as COS and administrative teams provide training and support, but faculty engagement drives student participation. Noted that in the past, various types of training were consolidated into the same month. Moving forward, these efforts will be campus-driven through Campus Safety & Facilities meetings, allowing CLSs to schedule additional training throughout the year.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
8. Next Meeting: December 4, 2025.	
114. Adjournment Meeting adjourned at 2:57 p.m.	

Minutes submitted by:

Minutes approved: