

SAN DIEGO COLLEGE OF CONTINUING EDUCATION

Safety and Facility Committee

MINUTES for Thursday, September 28, 2023 2:00 p.m. Zoom

Members Present:	Mechelle Perrott, Ruth Carroll, Jacqueline Sabanos, Cindy Ybarra, Roberta Krauss, Yvonne Schmeltz, Diego Soto proxy for Jason Stone, Michelle Gray, Damella Abbott, Anthony Vargas.
Members not Present:	Karen Woods, Jason Stone, Karen King, Melissa Hough, Raymond Arellano.
Guests:	
Recorder:	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 & Facilities committee members.</p> <p>- The committee is looking for representatives for the following representatives,</p> <ul style="list-style-type: none"> • Additional faculty member <p>- VPA Sabanos announced Melissa Hough, DSFS faculty member has joined the SF committee by suggestion of Dean Serbian.</p> <p>- Mechelle Perrott joined the SFC meeting and confirmed her participation at the SF Committee.</p>
DISCUSSION	<p>- Mechelle Perrott joined and was confirmed a member of the Safety and Facilities committee.</p>
CONCLUSION	

3. VPA Updates

INFORMATION	-
DISCUSSION	
CONCLUSION	
Action Item [Who?]	

4. Review of Purpose	
INFORMATION	<p>-VPA Sabanos review the purpose and goals of the Safety and Facilities committee.</p> <p>- The committee's goals include updating and implementing the annual plan, maintaining remote campus safety, and facilitating trainings.</p> <p>-The committee meets in September, November, and April.</p>
CONCLUSION	
Action Item [Who?]	
5. ECC Theatre Remodel	
INFORMATION	<p>-VPA Sabanos informed the committee the schematic design of the theatre has being completed. Last week SDCCE representatives met with the architects responsible for the remodeling and went over furnishings and finishing, the colors and materials that will be used in the overall design.</p> <p>- The remodeling and construction will begin in April of 2025.</p>
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
6. Safety Week	
INFORMATION	<ul style="list-style-type: none"> - VPA Sabanos informed the committee that the great American ShakeOut will be on October 19 at 10:19 a.m. and as previous years, CE is going to schedule safety week on the week of October 16th so everyone can schedule evacuation drills once in the morning and once in the evening during this week. - The district is going to be sending out communication they're going to be using the rave emergency notification system for the great American ShakeOut. - VPA Sabanos requested, if needed, to update cell phones on the employee portal on PeopleSoft so people can get a text to personal devices and personal email.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
7. Campus Reports	
INFORMATION	<p>NCC</p> <p>-Ruth Carroll informed, the NCC staff will be meeting tomorrow to go over the upcoming evacuation drill and to go over the risk management COVID instructions and see if there's any other concerns.</p> <p>WCC</p> <p>-Cindy Ybarra inquired about the schedule of the CSOs at the West City Campus.</p> <p>-Diego Soto assure the committee, they are looking to hire more staff and CSOs. They are currently in the process of active recruitment.</p> <p>CE Mesa</p> <p>-Yvonne Schmeltz will be meeting with her staff regarding Safety Week on September 29, from 3 to 4 p.m.</p>

	- Yvonne will provide an overview of the emergency plan guide. -VPA Sabanos reminded the committee about the Administrative Services intranet where there are resources centralized in it. People can go to the intranet and find all type of resources, from accounting procedures to safety and facilities resources.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
8. Facilities	
INFORMATION	Nothing to report.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
9. College Police	
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.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
10. Risk Management	
INFORMATION	NA
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
11. Discussion	
INFORMATION	
DISCUSSION	
CONCLUSION	
Action Item [Who?]	
12. Next Meeting: November 30, 2023.	
13. Adjournment Meeting adjourned at 2:52 p.m.	

Minutes submitted by:

Minutes approved:

