Health/Safety, Facilities, and Grounds (HSF&G) Committee Minutes
April 21, 2010

Present: Nancy Bailey, Jan Bernstein Chargin, Marla Dresch, Dave Ellis, Jeff Gopp, Alice Dufresne-Reyes, Pam Gangloff, Ana Hipol, Marie Janecka, Joe Keeler, and Fran Lozano
Guests: Mary McKenna

I. Co-Chair Joseph Keeler called the meeting to order at 2:05 p.m.

II. The minutes from the March 17, 2010 meeting were approved by consensus and will be posted on the intranet.

III. Staff and Consultant Reports
A. Accident Reports – Alice reported two incidents that required an ambulance.
B. Health/Hazard Safety Forms – Alice received one Health Safety Hazard form. Maintenance resolved the concern.
C. Security Report – Ana Hipol reported two auto burglary incidents involving four different vehicles. She emphasized the importance of keeping all personal items out of view.
D. Worker’s Compensation Report – No new claims were reported.
E. Safety Coordinator Report – Pamela Gangloff provided an overview on the business office building remediation project. As a result of water intrusion over a long period of time in several areas of the building, a health concern arose. Pamela and Jeff Gopp assisted with an investigation which included an air quality study. Staff members were relocated immediately and correction began. Follow up sampling confirmed a safe environment and the staff returned to the building. Pamela indicated that the custodial team received training on ways to look for moisture problems. She encouraged everyone to be proactive and report any moisture issues to the Facility Department.

IV. Old Business
A. Status of Proposal for Arboretum and Botanical Garden – Mary McKenna reported that 40 species of trees and shrubs have been identified. She referred to the Landscape Master Plan and noted that an ADA compliant pathway had been proposed that would lead to the proposed outdoor classroom. Mary also noted that STEM funding maybe available to assist with cost.

Mary reported that she had a conversation with Joe Keeler about the approval process required for the project. Joe recapped that conversation by stating that the ADA concerns recommended in the ADA Transition Plan are addressed and corrected when they are in the immediate vicinity of a bond renovation project. Areas outside of that scope would be completed as funding becomes available. Joe reminded the Committee that they had agreed to forward bond project decisions, including landscaping, to the Board Facilities Committee. Joe asked the Committee if they wanted to continue with that approach and it was agreed to continue to rely on the Board Facilities Committee. On the other hand, the decision making process on items such as the new site for the Student Services and Administration building would start with a recommendation or input from the HSF&G Committee to President’s Council. President’s Council would then make a recommendation to the President who would then make a recommendation to the Board of Trustees via the Board Facilities Committee.

Mary indicated that she came to the HSF&G Committee with the understanding that she was following the correct process. She would like to focus on a small area to begin the project and will incorporate it into her curriculum. Mary added that she continues to refine the plant list.
B. Status of New Administration and Student Services Building FPP – Joe reported that input collected from both HSF&G and President’s Council will be presented to the Board Facilities Committee in June. The location needs to be determined before submitting the application to the State.

Faculty Committee members said comments they received indicated an overwhelming concern about disturbing the tranquil setting of the duck pond. Joe felt there was some confusion about the site location by the duck pond. In addition, he reviewed the traffic patterns in that area and the need to balance out the traffic flow. Joe indicated that there was no official tally done at President’s Council and that all comments would be forwarded to the Board Facilities Committee for their consideration and information. He reported that most were in agreement that the site between the Student Center and Social Science buildings was not a consideration. Joe was asked what criteria the Board Facilities Committee would be using. He replied that they will receive the comments from the committees, various drawings, and any other issues the Board members may want to discuss.

C. Status of Emergency Alert System – Jan Bernstein Chargin reported that the Task Force has reviewed three different mobile alert systems all within a cost range of $3,000 - $6,000. One of the systems has the potential for integrating with Banner. The Task Force is checking on references and hopes to provide a recommendation at the next HSF&G Committee meeting. Ana supported such a system and said it will be most successful if the campus population has opted to use it. An alert system can also help in rescue efforts during an emergency.

D. Report from Subcommittee to Explore Returning Grounds to Native State – Jeff Gopp reported that he and Mary McKenna met and prepared an agenda for the April 28th meeting at 3:00 p.m. All are welcome to attend and participate. The first area to be addressed will probably be the construction staging areas.

E. Smoking Policy – Deferred until next meeting.

V. New Business
A. Staff Access to Parking Lot G on Friday Mornings – Dave Ellis asked if staff could park in Lot G, in front of the gym, on Fridays as there are no classes. There are 15 spaces currently posted as handicap only until noon; then staff are allowed to use the spaces. Rather than change the signage, which could be costly ($1,000-$1,500), Dave proposed that security not ticket on Fridays. Ana felt that would confuse people and that security is not allowed to selectively ticket. Since Friday classes may be held in the future, it was determined that a permanent change would not be cost effective. No action recommended.

B. Safety Concern at Intersection of Hwy 101 and Mesa Road – Dave Ellis expressed his concern about this intersection. The Committee agreed. Jan will talk to Caltrans.

C. Bare Feet, a Health Concern in AP101 – Several years ago there was a health concern about instructor’s allowing bare feet in AP101. The Physical Education (PE) Department was notified of the concern, signage was posted, and a note was placed in the schedule for those classes affected. Dave noticed that some classes are still allowing bare feet. Joe will follow up with the PE Department.

D. Committee Communications – Nancy Bailey noted that The Office of the VP of Administrative Services received feedback from a campus wide survey indicating that 67% of those taking the survey rated communication on health and safety items as “good” or “very good.” Nancy asked representatives what would help them in reporting
out and how to keep staff informed on what the HSF&G Committee is doing. Nancy reported that the Tech Committee decided to email the agenda and minutes to “all” staff in a PDF format. She provided a handout of the April Tech Committee email in which the cover message identified the committee names, representation, and contact numbers plus email. The Committee agreed to try this approach.

Mary McKenna, Marie Janecka, and Alice Dufresne-Reyes all commented on the noticeable cleanliness of the restrooms in the Science Complex and also the Student Center.

VI. Meeting Dates - The next meeting will May 19, 2010

VII. Reporting Out – Committee members were reminded to report to their constituent groups.

VIII. Agenda Items for Next Meeting (s)

A. Access to Parking in Lot G on Friday mornings – Dave Ellis
B. Status of Proposal for Arboretum and Botanical Garden – Mary McKenna
C. Status of Emergency Alert System – Jan Bernstein Chargin
D. Report from Subcommittee to Explore Returning Grounds to Native State – Jeff Gopp
E. Fall Meeting Schedule – Joe Keeler

cc: Cabinet, ASB, J. Stewart, M. McKenna