



San Diego Continuing Education  
Safety and Facilities Committee  
Minutes

Thursday, January 24<sup>th</sup>, 2019  
2:00 p.m. – 3:00 p.m., ECC, Room 106

<b>ATTENDEES/ PROXIES</b>	<b><i>Committee Members</i></b>	
	Lorie Crosby-Howell	Karen King
	Anthony Vargas	Roy Hernandez
	Andrei Lucas	Michelle Sussely-House
	Jane Olvera	Dan Vera
	Diana Romero	Sam Phu
	Jean MacDonald	Raymond Arellano
	Frank Fennessey	Cindy Ybarra
	John Bromma	
	<b><i>Absent Committee Members</i></b>	
	Neill Kovrig	Dennis Trutna
	Vincent Balaoing	Joseph Ramos
	Jacqueline Sabanos, Chair	Mechelle Perrott
	<b><i>Committee Guests</i></b>	
	Jenelle Castillejos	Damella Abbott
	Carmen Martinez	

**Agenda Item #1: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by A. Vargas at 2:03 p.m.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item #2: Introductions:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• A brief welcome was extended to the members present.</li> <li>• D. Vera was introduced as a new member of the Safety and Facilities Committee Meeting. Daniel is the new Occupational, Environmental Health and Safety Coordinator.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item #3: Approval of November 29 Minutes**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• R. Arellano motioned and C. Ybarra seconded motion to approve</li> <li>• Motion carried</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item #4: College Police:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• D. Romero thanked College Police for providing CSOs to patrol the different Continuing Education Campuses</li> <li>• C. Martinez questioned what the CSO's job description while on campus.</li> <li>• J. Olvera stated CSOs have multiple duties but one of their primary tasks is to write tickets. CSOs are the eyes and ears of the police. Their presence is due to security purposes and engaging the community.</li> <li>• C. Ybarra requested CSO's guidelines for future reference.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item #5: Risk Management:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• A report has been handed to P. Lopez for minutes and documentation.</li> <li>• D. Vera read the report for the committee members.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item #6: Update and Review of Request Scoring:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• A list was distributed among members of the Safety Committee to score the resource requests forms.</li> <li>• On average a list was assigned to four members to score different requests that were not within their department or area.</li> <li>• A. Vargas reviewed the overall average scores and average ranking with the members.</li> <li>• A. Vargas informed besides the scores submitted by the SFC, the Program Review Committee will analyze and add some scores.</li> <li>• There were eight items with conflicts regarding safety, health and legal compliance; A. Vargas went through them with the members and re-scored them as not related. Therefore, none of them will have points for that question.</li> <li>• J. Bromma encouraged the members to provide feedback on the scoring rubric, in that way he can take it to the PIE committee.</li> <li>• C. Ybarra inquired about the signage at the West City Campus. She would like to follow up with VPA Sabanos.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Signage at West City Campus follow up</li> </ul>	<ul style="list-style-type: none"> <li>• A. Vargas and VPA Sabanos</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>

**Agenda Item #7: Next Meeting**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• May , 2019 from 2 p.m. to 3 p.m. in room 106</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item #8: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned by A. Vargas at 2:44 p.m.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services

Approved on: \_\_\_\_\_