

MIRAMAR COLLEGE
FACILITIES, HEALTH, AND SAFETY COMMITTEE
Draft Minutes
May 5, 2022
1:00 p.m. – 2:00 p.m.

Committee Members:

Present: Lezlie Allen, Allen Andersen (Co-chair), Brett Bell (Co-chair), Fred Garces, Adrian Gonzales, Jill Griggs, Darrell Rankin, Dan Willkie

Vacancies: Faculty (1), Classified (1)

Absent: Kurt Bidinger, Marwa Danish, MaryAnn Guevarra, Allen Kuo, Michael Odu,

Guests: Calvin Le

Call to Order: 1:01 pm
With quorum

Action Items:

Approval of Agenda:

- I. **Approval of the Agenda** – Motion to approve: MSC - A. Gonzales, F. Garces, Unanimous
- II. **Approval of Past Meeting Minutes** –
03.03.2022: MSC - A. Andersen, F. Garces, Unanimous
04.07.2022: MSC - J. Griggs, F. Garces, Unanimous

Report of Injury or Illness

B. Bell: Reviewed the reason for adding Report of Injury or Illness to the Action Items.

The committee has been combined with Safety Committee and new name is Facilities, Health and Safety Committee.

Discussed what committee's monthly duties will be. What reports will need to be reported and what will be expected from us.

Old Business:

Campus Evacuation Locations - (B. Bell, A. Andersen)

B. Bell: – Reviewed the locations in past meetings, with a recommendation of a change. Replaced the medical bag with a first aid symbol. All approved to use the map.

Reviewed over the Campus website to show where to find the documents for FHSC.

B. Bell: A message will be sent out to the campus.

L. Allen: Questioned if there is there a water supply in K Building.

B. Bell: Alternative water sources are available to use, in case of an emergency.

Building Evacuation Drill - (B. Bell, A. Andersen)

B. Bell: The scheduled drill for the K Building, H, and M, did not happen.

A. Gonzales: Suggested it to be held during Flex, late summer (Fall Flex).

A. Andersen: Shared that he will work it out to have it as a FLEX workshop.

B. Bell: Move the ones scheduled for fall, to spring flex. Scheduled to be done once a year.

Reviewed what captains and coordinators would do and identified locations of drills.

A. Andersen and A. Gonzales: Both agreed that Continuing Ed should be included in the drills.

New Business

San Diego Miramar College Fall 2020-Spring 2027 Strategic Goals

- 1) **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success
- 2) **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success
- 3) **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making
- 4) **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships
- 5) **Diversity, Equity, and Inclusion** – Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community

Campus Safety Inspections (B. Bell, A. Andersen)

B. Bell: Would like to change the form to google form, rather than hard copy.

Discussed what would be inspected and edited form.

D. Willkie: Discussed various water stains and locations. Potential hazard, in future.

D. Rankin: Explained that a work order would need be sent to Lynn Campbell.

D. Rankin: Shared that extinguishers should be filled every year.

B. Bell: Will check with Keenan for a video or additional fire extinguisher trainings along with the AED.

A. Andersen: Add "Is the furniture in good working condition".

L. Allen: Shared that not all buildings have hazardous Materials. If it is a no, maybe have them skip this meeting

D. Rankin: Confirmed that we still use light diffusers on campus.

F. Garces: Asked how often ventilation hoods and smoke detectors are tested.

B. Bell: There are annual smoke and alarm inspection.

B. Bell: Discussed SDS requirements and added doors and gates to inspection list.

Injury and Illness

B. Bell: Shared that this is regarding employees only and not student. Discussed the process and scenarios.

- Do not follow what Risk Management site has.
- Immediately go to Elaine Vega first. She will make sure that we have all the information and reporting requirements completed.
- Will ask Adrian and Michael to discuss the process at their team meetings.
- Discussed the injury and Illness Incident and Investigation Report and what it is for and what is expected from the group.
- Shared where to find documents and procedures on website.

D. Willkie: Asked if there are information for departments to share to adjuncts

A. Gonzales: Shared that there have been employees reporting later than 24 hours.

B. Bell: Discussed procedures to follow for Saturday and evening hours.

- Call the Duty Dean, if it is an evening or Saturday and Brett will be notified.

Discussed what committee will review in regards to the injury and illness report and discuss how future incidents can be prevented.

Announcements:

I. Next Meeting

August 11, 2022, 1:00 – 2:00 p.m., N-206

II. Adjourn: 1:53pm.

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