



**ADOPTED MINUTES**  
**Facilities & Environmental, Health and Safety Committee**

**Thursday, February 28, 2019**  
**Location: Administration Board Room**  
**Time: 2:40 p.m.**

**PRESENT MEMBERS:**

Carlos Fletes, Campus Safety & Parking Control Rep., Chair  
Steve Holt – Allied Health Representative  
Rick Webster, CMCA Representative and Vice Chair  
Renee Morales, ASG Representative  
Myriam Fletes, Faculty Representative  
Carol Cortés-Ramirez, Classified Representative  
Cristal Mora, Faculty Representative  
Carmen Bravo – Faculty Representative, Alternate  
Becky Green, CFCS Representative

**Recording Secretary:**

Campus Safety & Parking Control Department

**NOT PRESENT:**

Bill Gay, Public Relations Representative - *Excused*  
Vacant – ASG Representative, Alternate  
Victor C. Torres, Administrative Representative - *Excused*  
Vacant – Classified Representative, Alternate

**VISITORS:** Deedee Garcia, *Vice President for Administrative Services*  
Dr. Christina Tafoya, *Vice President for Academic Services*  
Dr. Robert Price, *Dean of Public Safety*  
Mary Jo Wainwright, Professor

**I. CALL TO ORDER**

Chair Fletes called the regularly scheduled meeting of the Imperial Valley College Facilities & Environmental, Health and Safety Committee to order at 2:45 p.m.

**II. APPROVAL OF AGENDA**

Chair Fletes questioned as to why the agenda had to be approved. The agenda does not have to be approved so it was accepted as presented.

**APPROVAL OF MINUTES**

**M/S/C** Webster/Mora to approve the minutes from the November 29, 2018 meeting as presented.

**III. PUBLIC COMMENTS**

- Dr. Christina Tafoya, Vice President for Academic Services mentioned that the college will receive a visit from the ACCJC site evaluation team from Monday March 11, 2019 through Thursday March 14, 2019. The college's Institution Self Evaluation Report is available on the college's main web page. While the report has been complete, comments can still be submitted online. The accreditation team has requested a meeting with the chairs of this committee and will probably be asking questions on Standard III b. The accreditation team can in fact ask to meet with anyone regarding any of the standards to substantiate anything that was written in the Self Evaluation Report. The accreditation team members are here

only to tend to matters that directly affect accreditation standards. Two public forums will be held during their visit so that anyone that did not get interviewed, has an opportunity to make comments.

- Chair Fletes welcomed student Renee Morales as the newest member of the committee representing ASG.
- Chair Fletes also commended the IVC Nursing Club for a very successful event where two Reach helicopters landed on the IVC soccer field yesterday. Students had the opportunity to interact with the crew of the REACH helicopters and received valuable hands-on information about the services they provide.

#### **IV. NEW BUSINESS**

##### **a. 2019-20 Budget Enhancements Requests (Facilities) Prioritization – Carlos Fletes**

Chair Fletes mentioned that he sent the spreadsheet with the list of requests to committee members about a week ago. The plan was to have each member prioritize the requests so they can be discussed them at the meeting. Three of the items in the list were categorized as legally mandated. Those items are in the areas of Nursing, Admissions and Records and Financial Aid. The deadline to complete the prioritization is March 6, 2019. Dean Price stated that the three \$2.5 million dollar items on the list are one in the same. So two of the items were removed bringing the total down to \$8,315,201 from \$13,315,201. Vice President Tafoya mentioned that according to the guidelines, there needs to be both a rating (High, Medium and Like to have) and a numeric prioritization of each item.

Chair Fletes mentioned that there will probably need to be a special meeting to complete the prioritization or it can also be done via email.

An email will be sent to committee members requesting that they rank and rate the quests and submit them via email to Chair Fletes. Chair Fletes will tabulate the results and submit a prioritized list based on the results.

##### **b. Modernization Plans for 200, 300 and 800 Buildings – Mary Jo Wainwright**

Professor Mary Jo Wainwright commented that the plans to modernize these buildings were drafted many years ago. One of the concerns is that there is a planned loss of three classrooms due to the creation of larger classrooms. Professor Wainwright further stated that there are not enough classrooms already and that she has spoken with Dr. Garcia about this. She also commented that currently there are not sufficient faculty offices and that there are about 8 new positions being recruited. The remodeling of these buildings will result in the loss of about 18 faculty offices in the coming years. Also, faculty offices have been lost due to attrition. The Credit Union took two offices and the 1600 building took other faculty offices (8 or 9 faculty offices) for other needed services such as the Career Center.

Professor Wainwright also stated that more faculty input is desired on the interior design of the classrooms. There is also a need for private offices for faculty to maintain confidentiality when meeting with students. Professor Wainwright also stated that according to the faculty contract every time there is new construction, private faculty offices should be built.

Vice President Garcia mentioned that this modernization project is a Prop 51 State Bond project, which was submitted several years ago. It is a very lengthy process. Colleges have to wait in line and hope that your school project gets selected for funding. Cost estimates are going to change from the time a project is submitted to the time a project is funded. Unfortunately, information is not available on the discussions that took place during the

development of such projects. Vice President Garcia further stated that the Administration is aware that there is a need for faculty offices and that classrooms would be lost due to the increase in size of the new classrooms. The Vice President for Academic Services, Deans and department heads are involved in the current discussions regarding this project and are currently working on getting some faculty offices back. The state does impose some restrictions on what can be done in this project.

Member Webster stated that there were three buildings (2700, 3100 and 3200) added in the past several years. Most of the second floor in the 2700 building are faculty offices that the college did not have before. Those offices were built to make up for the ones that are being lost or were lost in the 200, 300, 400 and 800 buildings. There are also several offices in the 3100 and 3200. The only building that has been demolished in the past several years was the 500 building. That building contained only classrooms; no faculty offices were lost there. During 2004 and 2005, the district hired approximately 25 new faculty. The plan was to hire 50. The district did plan for new faculty offices by adding all the offices in buildings 2700, 3100 and 3200.

Vice President Garcia commented that the district is aware of the need for office space and is currently working on finding office space as new faculty positions are being hired.

**c. Safety Credit Funding – Carlos Fletes**

Chair Fletes stated that the college receives an annual allocation from SISC (workers comp carrier) to be spent in safety related items. Currently the college is under a deadline to spend approximately \$6,000 by June 3, 2019. If there are any suggestions on how to spend these funds, please send a request to Carlos Fletes or Human Resources. A claim must be submitted after the funds have been spend to get reimbursed. There is a total of approximately \$19,000 (including the \$6,000 mentioned above) available. Currently there are plans to purchase an 800 MHZ APX4000 radio (\$3,368.34) that is used to be in communication with other schools in the valley as well as law enforcement agencies.

**d. WeTip – Anonymous Crime Reporting Tool - Carlos Fletes**

Chair Fletes stated that this is a free service the college will receive as a member of the local property and liability JPA. This tool will be used by anyone that wants to report a crime via phone or the internet and wants to remain anonymous. Chair Fletes further stated that if the reporting party identifies him/herself, this tool will not work. Once you share your identity, the WeTip represerntative will end the call and will ask you to call again. There are rewards for any information provided that would lead to an arrest. Member Cortes-Ramirez asked if this is a service that the college was contranting out. Chair Fletes mentioned that this service is free to the college by being a member of the property and liability JPA. The college does not have the ability to provide this service.

**V. UNFINISHED BUSINESS**

**a. Active Shooter Training/Drill – Carlos Fletes**

Chair Fletes stated that IVC has had two meetings with the Imperial County Sheriff Office regarding this matter. The Sherriff Office is currently busy with the upcoming Imperial County Fair, but soon after the fair is over, another meeting will take place to continue the planning process.

**b. Classroom Project for 3100 building – Pending – Frank Miranda**

This item is still pending.

- c. **AP 6700 Civic Center and Other Facilities Use – Pending – Discussion item**  
This item is still pending.

d. **Parking lot aisles signage (STOP) – Discussion/Action – Carlos Fletes**

Chair Fletes stated that after doing some more research in this matter, placing stop signs at the end of every aisle is not something that is usual or customary. After some further discussion by the committee, it was through general consensus that it was decided that these stop signs are not necessary and that it will not remedy the situation. Member Myriam Fletes suggested that more speed limit signs are posted on the parking lots.

e. **ASG Goals**

**I. Improve HVAC Systems Inside Campus Restrooms**

- Member Webster stated that two of the restrooms will be taken care of with the planned remodeling of the 200 and the 800 building and some of the other restrooms when the HVAC systems are replaced with bond funds in the near future. Vice President Garcia asked member Webster to explain why restrooms typically do not have air conditioning. Member Webster stated that the reason is that you have to have return air. The air has to circulate within the restroom. If not, then the room will be pressurized all the time and it can give you headaches. When those restrooms were built, exhaust fans were installed to get the air out. You do this so that the air does not circulate to the rest of the building because restrooms tend to smell. The problem is that they get hot in the summer.

**II. Address Student's Need for Larger Classrooms**

**III. Install Adequate Shaded Areas on Campus for Comfort and Aesthetics**

- Chair Fletes stated that Dean Torres and the students will produce more specific locations on campus where shaded areas are needed. Vice President Garcia mentioned that the college will be purchasing 6 picnic type tables with umbrella (non-fabric), like some that are used at College of the Desert. These tables are made of a material that will withstand the extreme weather of the valley and they will be locked down so they cannot be moved. Four of these tables will be installed in the quad area in front of the 600 building and two near the 2700 building. The idea is to see how the students respond and if they like them, the administration will look to identify funds to purchase more of them.

**IV. Assessment of the Parking Areas so that they are Illuminated, Safe and Accessible**

- Chair Fletes stated that Dean Torres and the student will produce more specific locations on campus where lighting is an issue.

**f. Committee Goals for 2018-2019**

**I. Comprehensive Preparedness Training/Exercise – Update on Emergency Procedures**

Chair Fletes mentioned that discussions continue with the Imperial County Sheriff's Office regarding Active Shooter Training/Drill

**II. Safety Needs Assessment – Update on Safety Assessment Walk**

Chair Fletes stated that the college is currently conducting a campus wide building safety inspection provided free of charge by our Property and Liability JPA. Ruiz & Associates is performing the inspection and will provide a comprehensive report upon completion. For the most part, the inspection is being conducted on Fridays. This is to limit the disruption of classes and/or other office activities. Member Cortes-Ramirez asked about the scope of the inspection. Chair Fletes mentioned that the inspector is looking for anything that would present a safety hazard. Things like electrical equipment not being connected appropriately to the wall; open shelving not being anchored to the wall; classroom and office clutter, either by furniture or other items; safety violations in terms of signage, i.e. exit signs not being illuminated, emergency lighting not functioning, fire extinguisher maintenance and inspections, and high voltage areas not property labeled, etc.

**III. First Aid & CPR/AED Training for Faculty & Staff**

**VI. ANNOUNCEMENTS**

- Chair Fletes reminded committee members that they will be receiving a file with the list of 2019-20 Enhanced requests to be ranked and rated. Everyone needs to return the file by March 6, 2019.

**VII. ADJOURNMENT:** *The meeting was adjourned at 3:50 p.m.*

**Next Meeting: Thursday, March 28, 2019**  
**@ 2:40 p.m. in the Administration Board Room.**