Members present
Aborn, Lucinda (LA)—DSPS
Bukowiecki, Richard (RB)—Campus Police
Crother, Richard (RC)—Theater
Duane, Erik (ED)—Information Technology
Ernest, Roger (RE)—English
Flores-Church, Adriana (AF)—Human Resources

Holmes, Judi (JH)—DSPS
Laughon, Lynn (LL)—Publications
Ocampo, Luz (LEO)—Facilities
Riffle, Robert K. (RR)—Facilities/Physical Plant
Sweet, Beverly (BJS)—HPED/A

Members Absent
Arce, Carlos—SEM
Barron, Jairzhnio (Jay)—Campus Police

Montgomery, Nancy—Student Health Services
Ong, Luis—Student Representative

Guest
El Fattal, David (DE)—VP Business Services

Documents available at the meeting
- Agenda
- Roster of Committee Members
- Minutes from the September 2009 meeting
- Minutes from the November 2009 meeting
- Committee Structure

I. Call to Order

A. Robert Riffle, Co-Chair called the meeting to order in LC-62, at 1:10 pm. RR introduced David El Fattal, VP of Business Services as a guest at the meeting. DE expressed an interest in the group since it is a reinstituted group/committee.

II. Review of Minutes from the Prior Two Meetings

A. RR brought the unapproved minutes from the last two safety committee meetings for review. He emphasized that they were for information only, as they could not be approved since the former committee was disbanded, and that they would be posted on the committee website.

III. Discussion of the Committee Structure

A. The committee structure has not gone to the Board; it has been changed and approved by the coordinating committee only. The basis of the committee is pretty much the same as before: it reports to Coordinating Committee and either RR or RB will report out as requested by the Coordinating Committee. RB also indicated that the committee makes recommendations to the Executive Team.
B. LA inquired as to how this committee will carry forward and pick up where the other committee left off. RR responded that the former committee primarily dealt with disaster planning and a few safety areas on campus. The new committee is basically avenue for campus to bring problems/issues forward in the different areas. The committee can then address the problems, correct them if appropriate, or report the problem out directly to the area that needs to work on it. This could be handled either through a memo or personal visit to the area manager or Dean; this sends a stronger message as opposed to having an individual handle it.

1. LA inquired as to whether there are any old issues pending from previous minutes that need to be brought forward as standing items or uncompleted items. RR mentioned the drainage ditch accident; repairs are currently in process on the ditches/culvert campus wide; about 60-70% of the work is completed. The repair process was elevated as the accident involved a disabled student. A contractor came in approximately 2 weeks ago to finish some ADA approved work on the lips; the design was approved through DSA. RR recommended looking at the unapproved minutes for future ideas for safety items.

   a. Sometimes, parking lot access can be a safety issue. In lot C-10 there were a lot of issues that were resolved with restriping, moving the fencing, putting 2-way traffic arrows in to assist with the flow, etc. RR said that he does go to RB for assistance with parking lot issues as his officers see and report the issues.

   b. RR is concerned with construction on campus and how the contractors get around on campus. The contractors are supposed to be cordial and professional at all times. If there are any issues, let RR know so that he can forward it to Bovis Lend Lease. Contractors or individual workers can be pulled off the campus if absolutely necessary; RR, Campus Police and Bovis have the power to remove a person on sight.

2. BJS inquired about the lighting situation around the PE area as it is very dark at night and most of the lights go off at 10 pm. RR responded that lights were added to the exterior of the PE building in the interim until completion of the fire lane. He wasn't sure if there would be lights at the north end, but they would most likely be putting up eyebrow lights. There would be cigarette lights installed between the tennis courts and the gym, and around the pool area once the interior PE quad renovation is complete.

   a. The fire lane project is being done in sections so it doesn’t impact all areas of PE at once and should be completed in 6 months. Once the fire lane is complete, the seismic retrofitting of the gym will commence. Concurrently, with the fire lane project is the renovation of the exterior areas surrounding the Aquatics Center and Central Plant which will be a 6-8 month process.

   b. BJS asked if the eucalyptus trees will go as they do create a safety issue since they drop limbs and other debris. RR responded that they would be removed as part of the Fire Lane project.
3. LL asked if there was any discussion on the cameras in the buildings. RR responded that there is talk in the master plan, but nowhere else, and funds have not been allocated to install them. AF asked if there were cameras on campus. RB indicated that, currently, Admissions and Records has 9 cameras but it is a standalone system and he would like to replace it with one that integrates with the security system on campus. Admissions is a priority because they have 16 cash handling stations.

a. The question of who monitors the video was posed, and RB responded that the cameras are IP cameras (internet based) and they could give managers of a particular area access to monitor their areas only; Campus Police would have the access to view all areas. RB said that the other standalone systems on campus don’t even report to Campus Police at all, and it would be nice to have systems that can record and report as that’s where the value of a system is.

C. RR briefly went though the items listed on the committee structure document. Some of the items he expanded on were:

1. Compliance and safety laws/regulations: Some areas on campus that were questioned, such as Metals and the Child Care area, have had the necessary improvements made after Fire Department inspections. Our annual audit is performed by Keenan and Associates who also do safety inspections for the campus.

2. Promote contemporary awareness of safety: RR noted that RB is very proactive when safety issue notification (some required by law) need to be sent out on campus.

3. Communicating to the Executive Council: By having two committee members report to VPs, this provides the committee a couple of advocates to take issues forward.

4. The co-chairs are RR and RB; there are no other officers on the committee. LEO takes the minutes, and coordinates with Stephanie Barlow in updating the website. If anyone has concerns that they don’t want aired publicly but want to make sure they are brought up in the next meeting, they are welcome to discuss them with RR confidentially.

5. Membership of the committee is comprised of 14 members; in the past it used to be 22. It should be easier to make quorum with a smaller group. If the committee is unable to meet to reach a decision, e-mail has been used in the past for voting.

IV. Selection of Future Meeting Dates and Times

A. The general consensus was to hold future meetings on the 3rd Wednesday of the month from 1:00-2:00pm and keep the meetings at an hour in length. The next meeting is scheduled for May 19th, with a location to be determined. RR did indicate that he wanted the agenda items to come from the committee members. It was mentioned that reminder notices for the meeting would be helpful and that a future meeting calendar would be placed on the website.
V. Items From the Floor

A. LA expressed concern with the rust accumulation on the submerged portion of the hand rails in the new pool access area, particularly the adaptive section. Her concern was that the structural integrity of the rails would be compromised, and that the rust might create a possible hazard for skin injuries. RR replied that he has background information that he can bring back to the committee regarding this. It was requested that this item be placed on the agenda for next time.

B. RE expressed concern that several cars have run into the building at the southeast corner of the Santa Barbara building. He inquired if it would be possible to install some ballards in that area. RR added that most of the problems are probably the result of deliveries because the trucks have difficulty maneuvering in that area.

C. RE also mentioned that in the Science building parking lot, by the drop-off area, students are driving through at 15-20 mph. He wanted to know if it would be possible to place a speed bump in this area. RB said he would look into it as he’d have to make sure it wouldn’t impact the handicapped stalls.

D. RE would like to revisit the safety poster, and make it easier to read, from a distance, in the event of an emergency so it’s more effective for students. The existing posters would remain for the staff. RR asked if this should be on the agenda for the next meeting since there was a lot of discussion on this topic. It was agreed to place this on the next agenda by those present.

VI. Adjournment

RR motioned to adjourn the meeting, ED seconded it. Meeting adjourned at 2:00 pm.