MEMBERS PRESENT: Bryan Leighliter, Facilities/Grounds; Teresa Alenikov, Business Education; Dr. Mervat Zewail, SEM; Monica Lopez, Library; Richard Bukowiecki, Campus Police; Judi Holmes, DSPS; Nancy Montgomery, Student Health Services; Phil Satterfield, Humanities/Social Science; Geri Codd, Liberal Arts; Tom Richey, Facilities Manager; Glenda Kornbau, Recording Secretary; Robert Riffle, Chair.

MEMBERS ABSENT: Joleen Failor, Health Science; Kathleen Cross, Counseling; Shawn Jones, Fiscal Services; Jeff Smith, HPEA; Dr. Lucinda Aborn, DSPS; Mike Jones, Woodworking; Cynthia Kastan, Fine Arts and Communications.

The meeting was called to order at 11:08 a.m., by Robert Riffle, Committee Chair.

MINUTES OF SEPTEMBER 11, 2007
Robert asked the Committee to look over the minutes from the last meeting. He asked if there were any changes or corrections. The minutes were approved as presented by motion and second (Judi Holmes/Dr. Zewail).

EXTERIOR HAZARD REMOVED ON SOCIAL SCIENCE BUILDING
Robert mentioned a hazard on the south side exterior of tile backing, it was approximately 8 foot square. We will be going forward with a recommendation to plaster it. Dean Ackland brought this to our attention.

CAMPUS ACCESS DURING CONSTRUCTION
Robert said we need to be proactive during our construction. The contractors like to do things quickly and sometimes they block passage ways. You need to be aware if an access is blocked. Robert said the contractor needs to notify us when they need to block a passage way.

Robert said by this next summer, there will be three (3) projects going on at one time. P.E., is concerned with the dust and there will be dust other places on campus during the construction.

ITEMS FROM STAFF
Student Health Services – Nancy Montgomery introduced herself. She is the new Coordinator of Student Health Services. She mentioned First Aid kits. New ones were ordered and have come in. Her department is keeping track of where they are located.
Big First Aid kits will be going to Campus Police and Culinary Arts. These two departments will also get burn kits. Other departments will get the smaller ones.

Jeff Smith asked about the new MRSA Staff Infections and if Student Health Services has any information on this. Nancy said she is going to send out information to staff about this. She said it can start as a little bug bite. She said hand washing is important. She said Healthy people respond to the drugs better. Jeff said he has a student that cleans the mats for Athletics. He would like to have a cleaner available, so that if a student feels uncomfortable about using the mat and feels it should be cleaned, they can clean it. He said we need to find a way to sanitize and clean the new track at the stadium. Nancy said the wipes are good for cleaning small areas.

**Child Development**

Bryan mentioned safety issues with Child Development and blocked doors. This has become an issue. Robert said Tom Richey will be talking to the Director of Child Development about this. Robert said they did a walk through of the Child Development Center about safety issues. Tom said the Fire Marshal will be here tomorrow and they will be doing a walk through of the campus which will take about two (2) to three (3) hours. He said Los Angeles County Fire Department services us. The Fire Marshal is new. Robert gave a brief outline of what the Fire Marshal looks for in his inspection.

**NEXT MEETING**

The meeting date for the next meeting was discussed. It was decided the next meeting should be on Tuesday, January 22, 2008 at 11 a.m.

It was moved/seconded (Jeff Smith/Phil Satterfield) that the meeting be adjourned. The meeting was adjourned at 11:35 a.m.

gk