MEMBERS PRESENT: Dr. Mervat Zewail, SEM; Phillip Satterfield, Humanities/Social Science; Teresa Alenikov, Business Education; Kathleen Cross, Counseling; Bryan Leighliter, Facilities/Grounds; Jeff Smith, HPEA; Shawn Jones, Fiscal Services; Richard Bukowiecki, Campus Police; Geri Codd, Liberal Arts; Judi Holmes, DSPS; Tom Richey, Facilities Manager; Glenda Kornbau, Recording Secretary; Robert Riffle, Chair.

MEMBERS ABSENT: Nancy Montgomery, Student Health Services; Monica Lopez, Library; Dr. Lucinda Aborn, DSPS; Mike Jones, Woodworking; Cynthia Kastan, Fine Arts and Communications; Joleen Failor, Health Science.

The meeting was called to order at 11:06 a.m., by Robert Riffle, Committee Chair.

MINUTES OF MARCH 11, 2008
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 (Phillip Satterfield/Jeff Smith).

DISASTER PLANNING, NEXT DRILL
The committee discussed the next drill. It was suggested having the disaster drill in April. A statement was made that Fiscal Services will have the auditors here during April. Mr. Leighliter asked if there will be two drills – one during the day and one in the evening. There will be one drill – during the day. The committee discussed different dates and times for the drill. It was decided that the drill would be on Thursday, April 17, 2008 at 10:40 a.m. Dr. Zewail asked if a notice will go out informing everyone of the drill. Chief Bukowiecki said it will be announced. The drill should last about 30 minutes from start to finish.

EVACU CHAIR TRAINING
The team leaders will be getting keys to the evacu chairs. Mr. Riffe, Dr. Aborn, Chief Bukowiecki and Mr. Richey went through a training on the chairs. We need to have training sessions for staff that choose to help with these chairs. Chief Bukowiecki will assist with the training.

Chief Bukowiecki mentioned a bigger evacu chair unit that needs to be plugged in all the time and will be used campus-wide. He said we need to have staff members trained to use it. Ms. Holmes asked if the building marshals will be trained. Chief Bukowiecki said yes, if they want to.
EVACU CHAIR TRAINING CONTINUED

All building marshals will get keys for the cabinets and the person doing the chair needs to be physically fit. Ms. Holmes asked if the keys will fit only one cabinet or will each cabinet have a different key. All cabinets will be keyed the same. DSPS purchased all the chairs and all multi-story buildings will have one. Chief Bukowiecki said the chairs are very portable and can be taken from one building to another very easily. The big power one is easy to move around and can be moved to different buildings. Chief Bukowiecki said if a person is in a wheelchair and cannot get out of it, the electric one should be used.

Ms. Alenikov asked who will be trained and how will they know who is trained. Chief Bukowiecki said they will get notices out. Dr. Zewail asked if anyone can help or do you have to be physically fit. Chief Bukowiecki said you might need help to get the person in the chair, but then the chair does all the work. Dr. Zewail asked if they can see a video of the chair. Chief Bukowiecki said, yes, you can see the video, but you will still need to go through the training.

Mr. Riffle said until you see the chair and sit in it, you don’t know what it is like. Ms. Codd asked if the people trained are going to be responsible or would it be the disabled student. Mr. Riffle said the person that helps the student would be responsible. Ms. Codd said the students need to be informed. The committee agreed that the students need to be informed. DSPS will work on this.

C.E.R.T. TRAINING

Chief Bukowiecki said they will be providing C.E.R.T. Training campus-wide. Los Angeles County Fire Department provides these training programs and there are eight (8) different parts of the program which takes a total of 20 hours. The Fire Department may provide training on campus. You can register with your city to volunteer and help, but if you are on campus when a disaster happens, we will utilize you here.


STUDENT HEALTH SERVICES, EMERGENCY ACCESS AND SIGNS

Mr. Riffle said a couple of weeks ago, the contractors that were working on the Central Plant Project blocked the access to Student Health Services. This is a concern if there is a real emergency. Once the Central Plant project is done, the driveway will be open again. He said there is a need for emergency signs and he will let Bovis know about this so they can talk to the contractor.

ITEMS FROM STAFF

Next Project Start Date – A committee member asked about the start date of the next campus project. Mr. Riffle said he sends out e-mails about the projects and maps are included. He said there is a start date and a finish date on the map.
Mr. Smith said some contractors came unannounced and Mr. Jones, from Bovis, told them to go away and come back another time, but to let us know when they are coming. Mr. Smith said he appreciates the support from Bovis because they had classes going on. Mr. Riffle said the contractors need to give us a plan of what they are doing and when they are coming.

Mr. Riffle mentioned that if you go into Google Earth, you can see the new stadium, track and field.

**ADJOURNMENT**
The meeting was adjourned at 11:45 a.m.