

Meeting Minutes

Date: March 4, 2025 (every 1st Tuesday of the Month)

Time: 8:00 am - 9:00 am

Location: SAB 211 Zoom: https://4cd.zoom.us/j/87153959380

Meeting ID: 871 5395 9380 Passcode: 404986

Voting Members

Chairperson: Robert Bagany

Managers: Nick Dimitri, Lt. Charles Hankins

Faculty: Ellen Coatney, Natasha Lockett, Ruth Gorman, Thuy Dang

Classified: Vacant

Students: Pamela Fuentes, Max Stemmle

Representatives: Finy Prak (MCHS Principal), Michael Griffith (CCCSIG Rep), Jerry Johnson (CCCCD Risk Manager)

Non-Voting Members

Managers:

Present: Robert Bagany, Lt. Charles Hankins, Moises Urbina, Angela Loera, Maya Jenkins, Max Stemmle

Zoom: Nick Dimitri

Called to order at 8:03 a.m.

Item		Outcome/Decisions	Action Items
I.	Welcome and Introductions		N/A
II.	Review Current Agenda		N/A
III.	Public Comments /Announcements (2 minutes each)	No Public comment.	Informational/Discussion
IV.	Standing Items	A. Accident/Injury and Incident Reports – Lt. Hankins No slip, trip, or falls to report. There was a vehicle vs. pedestrian incident. Pedestrian was taken to hospital for care. Lt. Hankins suggests implementing signage to slow down traffic in the campus area, considering legibility and comprehension for all individuals, including visually impaired students. Robert also mentions plans to control traffic during peak times. Additionally, he addresses the need for lighting improvements near the library, stating that he has found a vendor and will obtain a quote for the project.	Informational/Discussion
		B. Evacuation Reports – Moise Urbina Discussed the evacuation drill schedule and its impact on various departments. He highlighted issues such as class interruptions and suggested maintaining the current evacuation route to ensure safety. He also emphasized the importance of practice for real emergencies. The schedule includes drills for the PE complex, science, and other buildings. Moises plans to finalize the schedule and share it with all relevant parties, including Middle College High School and nursing students.	

		C. Custodial Report – Noel Muniz No update from Custodial Dept.	
		 D. Facilities and Construction – Robert Bagany Tree trimming on campus near lot 10. Field is complete, construction crew is off of campus and lot 8 is back open. Repair in lot 6 is complete. 	
V.	Action Items/Discussions	 A. Building Monitors: Monitors for non-frequently used buildings Monitor AA Building B. Procedure: Entrapment in Elevator - discussed the need to establish a procedure for elevator entrapments. Radio/Battery Testing Schedule - Discussed setting up a recurring schedule for battery testing. No dates were scheduled at this meeting. C. Building Monitor Training Dates - Fall/Spring Expressed the importance of having a recurring training for building monitors. Suggested obtaining proper 3rd party training for building monitors and college community stair chair evacuations Emphasized the importance of evacuation drills, the role of the building monitors, and the need for someone to give the all-clear after the alarm is silenced. No dates were scheduled at this meeting. 	Informational/Discussion
VI.	Adjournment - Future	Meeting adjourned at 8:45 a.m.	
4/1/2	Meetings on Tuesdays: 5, 5/6/25	Next meeting Tuesday April 1, 2025 at 8:00 a.m.	

SP25 Evacuation Drill Tentative Schedule:

PE Complex – Wednesday March 5th, 1115

Classrooms impacted: GA104 (1110 – 1235)

SCI – Wednesday March 12th, 1115

Classrooms impacted SCI 101,102,105,111,114,301 (1110 – 1235)

AA – Monday March 17th, 1115

Classrooms impacted: AA 131, AA 201A (935-1205)

AA 133,135,137,140,143,145,202,203,207,212,215,219, 239 (1110-var.)

GE – Tuesday March 18th, 0940

Classrooms impacted: GE 104,108,110,113,204,211,212,213,214,311,313 (0935-1140)

GE 314 (0830-1100)

GE 312 (0930-1100)

CTC AT – Tuesday April 8th, 1305

Classrooms impacted: AT 102,110 (1300-var.)

CTC 112 (1245-1410)

Music Art – Tuesday April 15th, 0940

Classrooms impacted: A 1,6B (0935-var.)

M 104,111,112 (0935-var.)

SAB – Monday April 28th, 1030

Classrooms impacted: Culinary

Library – Thursday March 20th, 0915

PAC – Courtney Carson

SSC - Rod/George