

BARSTOW COMMUNITY COLLEGE DISTRICT

Facilities & Safety Committee

September 12, 2013

10:00 am to 11:00 am

LRC Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Purpose Statement**
- 4. Review Committee Description**
- 5. Meeting calendar for the year**
- 6. Reuse of the IPAC**
- 7. The planning for the CTE building**
- 8. Reuse of the fitness center as a part of the building modernization**
- 9. Other**
- 10. Next Meeting – Date, time & location: _____**

BARSTOW COMMUNITY COLLEGE DISTRICT

Facilities & Safety Committee

September 12, 2013

Meeting Notes

1. Present: Rick Hernandez, Penny Shreve, Melissa Pepin, Taylor Puryear, Carl Delzell, Amy Ross, Zephyr Riley, Terri Walker
2. Welcome:
 - a. Rick welcomed everyone and explained this is a joint meeting of the Facilities & Safety Committee and the Risk Assessment Team
3. Purpose Statement
 - a. We discussed the purpose statement which is a part of the committee description. The general consensus was the Risk Assessment Team should meet with the Facilities and Safety Committee with Rick Hernandez and Jim Daniels as co-chairs.
4. Review Committee Description
 - a. After discussing the members of the committee Penny suggested adding the Risk Assessment members to the committee description as advisory members representing ACCESS, Student Services, Academic Affairs, Administrative Services and one additional CSEA member.
5. Meeting calendar for the year
 - a. It was agreed the committee would meet on the fourth Wednesday of the month at 11:00 starting in October.
6. Reuse of the IPAC
 - a. Different possible uses were discussed for the IPAC. Some of the ideas that were shared included a student center that would house the bookstore as well as a skills center for tutorial, basic skills, and transfer center services. Rick will follow up on the FPP and report findings on whether or not there is a planned use already established.
7. The planning for the CTE building
 - a. A few areas on campus were noted as possible locations where CTE could be located on campus.
8. Reuse of the fitness center as a part of the building modernization
 - a. A couple of ideas were discussed such as expanding M&O to use the space or for a CTE location.
9. Other

- a. Zephyr shared CERT (Community Emergency Response Team) training information. The next training dates being offered to community members in general are October 26, November 2, and November 9. We can have training on campus for a group of 10. The training is a 21 hour course. It can be split into segments that work for our needs—once a month, once a week, etc. We would like all members of the committee to receive the CERT training.
 - b. Taylor requested we address full-time security in a future meeting.
10. Next Meeting – Date, time & location: October 30, 2013, location to be announced.



**Barstow Community College
MEETING AGENDA**

**Facilities & Safety Committee
October 30, 2013
11:00 am to 12:00 pm
LRC Conference Room**

-
1. Approve Minutes
 2. Approval of Agenda
 3. Old Business
 - a. Purpose Statement and Risk Assessment Team

Facilities and Safety Committee

Chair – Dir. of M&O

Rick Hernandez

ASB

Teresita Basulto teresita_basulto@yahoo.com (760) 953-6601

CSEA (1)

Terri Walker

CSEA (2)

Zephyr Riley

Faculty reps – Appointed by the Academic Senate in Consultation with BCFA

Faculty (1)

Taylor Puryear

Faculty (2)

Bret Sage

Faculty (3)

Amy Ross

RAT subcommittee

Carleton Delzell

Gene Low

Kenneth Eaves

Peggy Greeno

Penny Shreve

Richard Hernandez

Stephen Eaton

Zephyr Riley

- b. Reuse of the IPAC
 - c. The planning for the CTE building
 - d. Cert training and Active Shooter training w/BPD
4. Fitness Lab Release of Liability
5. Full-time Security

6. Security at Ft. Irwin
7. Student Watch List
8. Project update report
9. Other
10. Next Meeting – November 27, 2013, 11:00 am, LRC Conference Room

Additional Information:

- Meeting Calendar: Nov 27, Jan 22, Feb 26, Mar 26, Apr 23, May 28
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

Date: October 30, 2013 Location: LRC Conference Room Recorder: Terri Walker	Members Present: Jim Daniels, Rick Hernandez, Terri Walker, Zephyr Riley, Bret Sage, Amy Ross, Gene Low, Penny Shreve Absent: Teresita Basulto, Taylor Puryear, Carl Delzell, Peggy Greeno, Stephen Eaton Guests: Dr. DiThomas
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Call to Order: 11:03

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of minutes	Minutes from the 9/12/13 were emailed to committee members. Terri will be attending a training later today for committees to standardize agendas minutes.	Minutes tabled until next meeting.		
Purpose Statement and Risk Assessment Team	This was completed at the last meeting. Brought back to this meeting to point out that the Risk Assessment Team will remain a sub-committee with ad hoc members: Jim Daniels Carleton Delzell Gene Low Sandi Thomas Peggy Greeno Penny Shreve Richard Hernandez Stephen Eaton Zephyr Riley			
Reuse of the IPAC	Dr. DiThomas asked us to open the discussion to all constituents for reuse recommendations.	Rick and Bret will work together to generate survey questions that can be used in a Survey Monkey for all college input. It was suggested we ask the IEC to	Rick Hernandez and Bret Sage	11/27/13



Barstow Community College MEETING MINUTES

Facilities & Safety Committee

		conduct the survey using the College Survey Monkey account.		
The planning for the CTE building	Rick shared drawings for from AP Architects showing the CTE buildings on the upper lot of the campus. It is a good location as it is the back of the campus where the public won't see the "dirty" operations of the campus.			
Cert training	We reviewed the idea of doing a CERT training on campus. This voluntary training would be available for employees on their own time. There is currently a CERT class being taught on Saturdays at the Barstow Fire Department. We will keep the committee posted about the next class schedule.	Zephyr to look into C-Cert training that is specific to college campuses.	Zephyr Riley	11/27/13
Active Shooter training w/BPD	<p>Now that summer is over we would like to revisit this with Barstow Police Department, CHP and Sherriff. Last year we provided phone operator with campus maps.</p> <p>We reviewed the Emergency Action Plan—to do we do, what faculty is supposed to do.</p> <p>Discussed use of phones for intercom type system. We would need to purchase this feature.</p>			



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

	<p>Rick has been looking into retrofitting our current locks for a lockout system.</p> <p>We can have BPD come and do an initial campus security assessment.</p> <p>Dr. DiThomas brought the request to do a drill with the Marine base for chemical spill.</p>	Bret and Tracy to coordinate.	Bret Sage & Tracy Miller	
Fitness Lab Release of Liability	<p>Committee members were given a copy of the Release of Liability for the Fitness Lab to review and discuss.</p> <p>We need a Use of Facilities Policy and Procedure.</p>	<p>Forms will be kept in the M&O office. Employees wishing to use the Fitness Lab will need to complete a Release of Liability.</p> <p>Bring suggestions for a Policy and Procedure to the next meeting.</p>	<p>Terri Walker</p> <p>All committee members</p>	11/27/13
Full-time Security	Rick reported this is in the M&O program review			
Security at Ft. Irwin		Tabled due to lack of time		
Student Watch List		Tabled due to lack of time		
Project update report		Tabled due to lack of time		
Adjourned: 12:00				



**Barstow Community College
MEETING AGENDA**

**Facilities & Safety Committee
January 22, 2014
11:00 am to 12:00 pm
LRC Conference Room**

-
1. Approve Minutes – both 9/12/13 & 10/30/13
 2. Approval of Agenda
 3. Old Business
 - a. Purpose Statement and Risk Assessment Team

Facilities and Safety Committee

Chair – Dir. of M&O

Rick Hernandez

ASB

Teresita Basulto teresita_basulto@yahoo.com (760) 953-6601

CSEA (1)

Terri Walker

CSEA (2)

Zephyr Riley

Faculty reps – Appointed by the Academic Senate in Consultation with BCFA

Faculty (1)

Taylor Puryear

Faculty (2)

Bret Sage

Faculty (3)

Amy Ross

RAT subcommittee – will meet at a different time/date than Facilities and Safety Committee

- b. Reuse of the IPAC – Affinity chart discussion & outcome
4. Other
5. Next Meeting – February 26, 2014, 11:00 am, LRC Conference Room

Additional Information:

- Meeting Calendar: Nov 27, Jan 22, Feb 26, Mar 26, Apr 23, May 28
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College MEETING MINUTES

Facilities and Safety Committee

Date: January 22, 2014 Location: LRC Conference Room Recorder: Terri Walker	Members Present: Rick Hernandez, Terri Walker, Morgan Bohnsack, Bret Sage, Zephyr Riley, Penny Shreve, Gene Low, Carl Delzell Absent: Jim Daniels, Taylor Puryear, Amy Ross Guests:
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Call to Order: 11:02

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Minutes	Minutes from 9/12/13 were tabled at the last meeting pending training for committees to standardize agendas and minutes. Both minutes from 9/12/13 and 10/30/13 were submitted for approval	Minutes approved.	Proposed by Penny Seconded by Gene	
Purpose Statement and Risk Assessment Team	The committee reviewed the committee description and developed a purpose statement. After reviewing the committee membership it was agreed the membership as adequate as noted.	Approved. Purpose statement: The Facilities and Safety Committee provides recommendations to maintain and improve physical facilities and facilitate a high level of safety for the District through the shared governance process. Description: The committee provides recommendations to the Budget & Finance Committee regarding scheduled maintenance and construction projects and the cyclical replacement of facilities items such as carpets, roofs, sidewalks, maintenance equipment, etc. This		



Barstow Community College MEETING MINUTES

Facilities and Safety Committee

		<p>committee is also tasked with reviewing and revising, as necessary, the Injury and Illness Prevention Plan and the Emergency Action Plan.</p> <p>This committee will also serve as the Safety Committee, as described in both the BCFA and CSEA contracts with the objective of ensuring the District complies with all health and safety requirements.</p> <p>Reports to: Vice President of Administrative Services</p> <p>Chairperson: Director Maintenance and Operations</p> <p>Meetings: Monthly and as needed for special projects such as the Learning Resource Center and safety concerns</p> <p>Members: Consists of an ASB representative, two CSEA and three faculty representatives appointed by the Academic Senate in consultation with BCFA.</p>		
Reuse of IPAC	This discussion continued from the previous meeting. During the last All College meeting a focused conversation was conducted. After a lengthy			



Barstow Community College MEETING MINUTES

Facilities and Safety Committee

	<p>discussion, suggestions were made and an Affinity Diagram was created using ideas from the meeting attendees. The Affinity Diagram was to be given to the Facilities Committee for analysis and next steps. The same exercise was conducted at an Associated Student Government meeting and the results will also be passed on to the Facilities Committee.</p> <p>It was discussed that the Ed Plan should always be driving the Facilities Plan. It is estimated we are 6-8 months away from any possible reuse of the IPAC.</p> <p>This item will be discussed again at the next meeting once we have received the affinity diagrams mentioned. Note: Terri received diagrams on 1/27/14.</p>			
Space Allocation Form	The committee discussed a proposed Space Allocation/Redesign form that will be used as part of the program review process when space allocation needs are identified.	<p>It was suggested the form have an example to link to so users can better understand how to complete the form.</p> <p>A general consensus was established that the form is going in the direction we need.</p>		
Next Meeting	February 26, 2014, 11:30 LRC Conference Room			
Adjourned: 11:58				



Barstow Community College
MEETING MINUTES
Facilities and Safety Committee



**Barstow Community College
MEETING AGENDA**

**Facilities & Safety Committee
March 5, 2014
11:30 am to 12:30 pm
LRC Conference Room**

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1. Approve Minutes
 2. Approval of Agenda
 3. Old Business
 - a. Reuse of the IPAC – Affinity chart discussion & outcome

Affinity Diagram Results

All College Meeting & ASG Meeting

Suggested Use	All College	ASG
Student/Faculty Success Center/Skills Center/Idea Center	11	4
Multi-purpose	5	3
Childcare	0	3
Bookstore/coffee shop	25	10
Local performance vendor	4	0
Dedicated Vet Space/ASG/Clubs	5	11
Fine Arts Center	5	0

- b. Active Shooter training
 - c. Fitness Lab Release of Liability
 - d. Project update report
4. Other
5. Next Meeting – March 26, 2014, 11:30 am, LRC Conference Room

Additional Information:

- Meeting Calendar: Mar 26, Apr 23, May 28
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines

Release of Liability

Barstow College Fitness Center

Read Carefully – this affects your legal rights

In exchange for use of the facilities and services in the Barstow College Fitness Center, I agree to the following:

1. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or direction given by the center attendant or other representative of Barstow College.
2. I recognize that there are certain inherent risks associated with the use of the facilities and services in the Barstow college Fitness Center and I assume full responsibility for personal injury to myself and further release and discharge Barstow college and the Barstow Community College District for injury, loss or damage arising out of my presence in the Barstow College Fitness Center whether caused by the fault of myself or other third parties.
3. Participants will not be entitled to workers' compensation benefits for any injuries sustained from using the facilities and services in the Barstow College Fitness Center because these activities are deemed not to be in the course and scope of their employment.
4. I agree to indemnify and defend Barstow College and the Barstow Community College District against all claims, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation cause which may in any way arise from my use of or presence in the Barstow College Fitness Center.
5. I agree to pay for all damages to the facilities of the Barstow College Fitness Center caused by my negligent, reckless, or willful actions.
6. Any legal or equitable claim that may arise from use of the Barstow College Fitness Center shall be resolved under California law.

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND THAT BY SIGNING THIS RELEASE, I VOLUNTARITLY SURRENDER CERTAIN LEGAL RIGHTS.

Date: _____

Signature: _____

Participant: _____

Address: _____

In case of an emergency, please call _____ (relationship _____)

Phone _____



Barstow Community College MEETING MINUTES

Facilities and Safety Committee

Date: March 5, 2014 Location: LRC Conference Room Recorder: Terri Walker	Members Present: Jim Daniels, Rick Hernandez, Terri Walker, Bret Sage, Zephyr Riley, Absent: Taylor Puryear, Amy Ross Guests: Gene Low, Stephen Eaton
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Call to Order: 11:30

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 3/5/14 submitted for approval	Agenda approved.	Proposed by Bret Seconded by Terri	
Approval of Minutes	Minutes from 1/22/14 were submitted for approval	Minutes approved.	Proposed by Bret Seconded by Terri	
Reuse of IPAC	Reviewed results of Affinity Diagram. Rick suggested demo and building an efficient one stop student use building. Discussed different ideas.	Give George the results to include in future planning.	Terri to forward to George	Before next meeting
Active Shooter Prevention Training	<p>Rick plans to attend Behavioral Threat Assessment Preventing the Active Shooter and Attack Counter Measurements training on April 25 and May 1 at the Ben Clark training facility in Riverside. These trainings are being offered for free.</p> <p>Working towards a full-on on-campus training with Barstow Police Department this summer. We are getting proposals for armed security with three shifts.</p> <p>We discussed things we can do to prevent violence on campus. Also</p>			



Barstow Community College MEETING MINUTES

Facilities and Safety Committee

	looking into getting the capability to have a phone system that can alert a lock down. Discussed need to know basis for ACCESS students.			
Fitness Lab Release of Liability	Reviewed and approved form.	Send to cabinet level.	Terri to forward to George	
Project Update Report	Performing Arts Center: hopefully will be completed by July. Wellness Center: may be completed by August.			
Other	Requested to include mandatory/voluntary ID/proximity cards on next agenda			
Next Meeting	March 26, 2014, 11:30 LRC Conference Room			
Adjourned: 12:30				



**Barstow Community College
MEETING AGENDA**

**Facilities & Safety Committee
March 26, 2014
11:30 am to 12:30 pm
LRC Conference Room**

1. Approve Minutes
2. Approval of Agenda
3. Active Shooter training
 - a. Report
 - b. School Guard 911
 - c. Viking Guard
4. Mandatory/Voluntary ID
5. Other
6. Next Meeting – April 23, 2014, 11:30 am, LRC Conference Room

Additional Information:

- Meeting Calendar: Apr 23, May 28
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College MEETING MINUTES

Facilities and Safety Committee

Date: March 26, 2014 Location: LRC Conference Room Recorder: Terri Walker	Members Present: Jim Daniels, Rick Hernandez, Terri Walker, Morgan Bohnsack, Bret Sage, Zephyr Riley, Penny Shreve, Amy Ross Absent: Taylor Puryear Guests: Stephen Eaton
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Call to Order: 11:33

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 3/26/14 submitted for approval	Agenda approved.	Proposed by Jim Seconded by Bret	
Approval of Minutes	Minutes from 3/5/14 were submitted for approval	Minutes approved.	Proposed by Jim Seconded by Bret	
Active Shooter Prevention Training	Rick reported on training he went to on 3/14/14 at the Ben Clark Training Facility.	Bret requested Rick come to faculty meeting for training. Penny agreed and will invite Rick to a scheduled meeting.	Penny	
School Guard	Rick shared a promotional video on the School Guard app that will allow users to alert school and local law enforcement agencies of an issue on campus that needs a response. This would require buy in from local law enforcement agencies. We would get a discount if we were able to get BUSD on board as well.		Jim to take executive summary to cabinet to discuss further.	
Viking Guard	Rick and Morgan presented an app created in-house that would allow the user to send a standardized text to administrators when assistance is needed on campus. It is similar to the School Guard app, but would not alert	Proposed by Jim we move forward to George and get the process started. Seconded by Amy.		



Barstow Community College MEETING MINUTES

Facilities and Safety Committee

	<p>local law enforcement agencies. It could also be installed on non-student use computers and would be available on the Android platform as we don't currently have iPhone capability. Jim requested we have a distinctive red button or icon to draw attention to the application.</p>			
Mandatory/Voluntary ID	<p>Mandatory ID's would be a negotiated issue. Voluntary would be okay to pursue. This would allow students to identify who is associated with the campus.</p>	<p>Jim will talk to the President to see how she would like to proceed and will report at the next meeting.</p>		
Other	<p>Jim requested the committee approve inviting Lt. Hunter from BPD to bring BPD on campus for training. It was also requested we ask if the resource officer can do a regular drive through on campus.</p>			
Next Meeting	<p>April 23, 2014, 11:30 LRC Conference Room</p>			
<p>Adjourned: 12:27</p>				



**Barstow Community College
MEETING AGENDA**

**Facilities & Safety Committee
April 23, 2014
11:30 am to 12:30 pm
LRC Conference Room**

1. Approve Agenda
2. Approve Minutes
3. EOC – Emergency Operations Center: Clint Dougherty
4. Splitting Facilities and Safety into two committees
5. Other
6. Next Meeting – May 28, 2014, 11:30 am, LRC Conference Room

Additional Information:

- Meeting Calendar: May 28
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

Date: 4/23/14 Location: LRC Conference Room Recorder: Terri Walker	Members Present: Jim Daniels, Rick Hernandez, Terri Walker, Taylor Puryear, Amy Ross, Bret Sage, Carl Delzell, Morgan Bohnsack Absent: Teresita Basulto, Zephyr Riley Guests: Clint Dougherty, Stephen Eaton
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Call to Order: 11:33

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 4/23/14 submitted for approval	Agenda approved.	Proposed by Rick Seconded by Amy	
Approval of Minutes	Minutes from 3/26/14 were submitted for approval	Minutes approved.	Proposed by Amy Seconded by Taylor	
Splitting Facilities and Safety into two committees	<p>After brief introductions, Clint asked if we could do item #4 first to release those in facilities only from the meeting.</p> <p>Upon reviewing shared governance it was decided safety should be shared governance, but facilities as a whole—planning & budgeting for new buildings, long range master plans, etc. will be under the Business & Finance Committee. This will still be under shared governance, just a shift in focus.</p> <p>It was suggested the committee make-up be: Clint & Rick to co-chair Morgan – Management representative 2 CSEA representatives 3 Faculty representatives 1 student</p>	Approved splitting the committee to form Safety Committee and move Facilities to the Business and Finance Committee.	Proposed by Rick Seconded by Taylor	



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

	<p>The committee discussed having broader representation with State Street represented and requested the constituency groups address that.</p> <p>Jim would remain as Risk Assessment Team chair which will continue to be an advisory sub-committee.</p>			
<p>EOC - Emergency Operations Center</p>	<p>It was noted we have things in place—EAP (Emergency Action Plan) and IIPP (Injury & Illness Prevention Plan).</p> <p>To get FEMA funds in an emergency all regular employees are required to get NIMS/SIMS training (National Incident Management System).</p> <p>Clint indicated the value is in the requirement for all employees to be trained in order to receive funds.</p> <p>We need to be somewhat self-sufficient in case of an emergency.</p> <p>Training is online. Employees complete training during work hours, print the certificate of completion and forwards that to Human Resources.</p> <p>Bret suggested the training be introduced in an all-division meeting.</p>			



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

	<p>All employees will do the training and then new employees will be required to complete it as part of employment.</p> <p>Roles will be identified after training is completed.</p>			
Other	<p>Stephen suggested we rework our purpose statement and description on 5/28.</p> <p>School Guard – Jim Reported from Cabinet. The president likes the idea and would like us to go ahead and pursue this.</p> <p>Bret reported back from sharing with faculty they were supportive.</p> <p>Morgan reported Barstow Police Department is not next generation compliant. He will check with the CHP.</p>			
Next Meeting	May 28, 2014			
Adjourned: 12:15				



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

Date: 5/28/14 Location: LRC Conference Room Recorder: Terri Walker		Members Present: Clint Dougherty, Rick Hernandez, Terri Walker, Zephyr Riley, Taylor Puryear, Morgan Bohnsack Absent: Amy Ross, Bret Sage Guests: Penny Shreve		
Call to Order: 11:34				
Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 5/28/14 submitted for approval	Agenda approved.	Proposed by Penny Seconded by Rick	
Approval of Minutes	Minutes from 4/23/14 were submitted for approval	Minutes approved.	Proposed by Clint Seconded by Penny	
NIMS/SEMS Training for Staff	<p>Clint shared that with the committee change to Safety only the delineation of roles would be with Clint heading up emergency management and Rick heading up day to day safety concerns.</p> <p>One of the first things we need to do is get all staff trained in NIMS/SEMS. There is specific NIMS training for higher education. Completion of NIMS training meets the state requirements.</p> <p>Clint would like to get the online training set up for all regular employees. Both NIMS 100 and NIMS 700 will need to be completed. After completing the training we will have table top exercise to practice.</p> <p>All current employees will need to complete the training and provide the certificate of completion to Human Resources. New hires will need to complete</p>	Clint to send out the links to all staff after receiving cabinet approval.	Clint	Within the next couple of weeks.



Barstow Community College
ATTENDANCE SHEET
Facilities & Safety Committee
 2013–2014

Members	9/12	10/30	11/20	1/22	3/5	3/26	4/23	5/28					
Co-Chair: Jim Daniels	A	P	--	A	P	P	P	--					
Co-Chair: Rick Hernandez	P	P	--	P	P	P	P	P					
Co-Chair: Clint Dougherty	--	--	--	--	--	--	P	P					
Teresita Basulto, ASG	A	A	--	A	A	A	A	A					
Terri Walker, CSEA	P	P	--	P	P	P	P	P					
Zephyr Riley, CSEA	P	P	--	P	P	P	A	P					
Taylor Puryear, Faculty	P	A	--	A	A	A	P	P					
Bret Sage, Faculty	A	P	--	P	P	P	P	A					
Amy Ross, Faculty	P	P	--	A	A	P	P	A					
Carleton Delzell (RAT)	P	A	--	P	A	A	P	A					
Peggy Greeno (RAT)	A	A	--	A	A	A	A	A					
Gene Low (RAT)	A	P	--	P	P	A	A	A					
Melissa Pepin (RAT)	P	A	--	A	A	A	A	A					
Penny Shreve (RAT)	P	P	--	P	A	P	A	P					
Sandi Thomas (RAT)	--	A	--	A	A	A	A	A					
Morgan Bohnsack	--	--	--	P	A	P	P	P					

P = Present
 A = Absent
 -- = Not Applicable



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

	<p>the training as a part of their new employment. Previous training will count if the employee provides the certificate of completion to Human Resources.</p> <p>Taylor requested the link for the training be sent out to faculty to complete over the summer as an option, but would have the option to complete once they return for the fall semester.</p> <p>Staff and management would be required to complete the training before the fall semester begins.</p> <p>Zephyr suggested having a training session for those who may be interested in completing the training with others. Zephyr would be willing to conduct the training. It was suggested having this as a session at in-service. Penny indicated that would not be likely to happen with the other things that are planned for in-service.</p>			
Other				
Next Meeting	Tentatively scheduled for September 24, 2014. Time to be determined after faculty members have their class schedules in place.			
Adjourned: 12:10				