

**Members Present** (*bold to indicate present, delete absent*):

Kimiya Farzam (ASBCC), Prabhakar Oli (ASBCC), Amy Marshall, Joseph Bielanski, Michael Alvillar, Emily Senegal

**Guests** (manually type):

**Co-Chairs:** Denise Richardson, College President; Armando Franco, MESA Program Director

**AGENDA AND DISCUSSION ITEMS**

**1. Roll Call / Review Agenda**

Co-Chair Richardson called the meeting to order at 12:34 pm.

Motion to approve agenda by: Michael Alvillar

Second by: Bobby Birks

Votes in favor: 4

Objections:

Abstentions:

Motion passes.

**2. Review Minutes**

Co-Chair Richardson requested a review of the 9/13/2024 minutes.

There was confusion over who were the voting members in this committee, so it was decided to treat this as an informal meeting rather than going to quorum.

**3. President's Updates**

Leader: Denise Richardson

- We need to look at our charge to see who the committee members are and how many members are needed for quorum.
- The unexpected campus shutdown occurred on September 27th and 28th due to unresolved facilities issues. Denise Richardson mentioned that repairs were still being addressed by the district and the Chancellor's office, but they managed to reopen the campus by the following Monday. Amy Marshall confirmed that critical work had been completed, and while some issues remain, none compromise the safety of the campus community. The shutdown included concerns about a generator, but those issues have largely been resolved. The auditorium and other facilities are currently operational.
- Safety Report: The 2024 security report was linked, providing insight into campus security incidents. Public Safety is working on updating district-wide security systems, including emergency protocols.
- Cleanup Day: There was a successful campus cleanup event, filling several dumpsters with e-waste and other items. The dumpsters were overflowing, and safety concerns about people entering dumpsters were raised.

**4. Emergency Preparedness**

Leader: Armando Franco

- The discussion about flip books centered around creating and distributing emergency preparedness flip books for campus rooms. Armando Franco is coordinating with Karen, who will print a trial flip book,

followed by the full set once they acquire the necessary cardstock paper. The flip books are color-coded for easier navigation. The team is assessing how many rooms need flip books, with an initial estimate of around 98, but they plan to order about 125 to cover additional spaces. Once printed, the flip books will need to be placed in various locations across campus, and help from the campus community will be required for this. Michael, who previously updated the flip book, will review it again to ensure it's current. Public Safety also plans to review it. The goal is to have the flip books ready by Spring 2025, and there is consideration of creating an electronic version for easier access on desktops.

- The Great Shakeout event is scheduled for October 17th at 10:17 AM. During this earthquake preparedness drill, the district will use the Rave emergency alert system to notify everyone about the event. Each campus can decide whether to combine the drill with an evacuation exercise, and public safety will help support an orderly evacuation if requested. Berkeley City College (BCC) conducted an evacuation drill last year, so it's not mandatory to hold another one during the Great Shakeout, but it's encouraged. Amy Marshall highlighted that if BCC wants to hold the evacuation drill, they need to inform public safety by the following Monday. Additionally, future evacuation drills will be planned if the campus doesn't participate this time.
- The Clery reports section focused on the 2024 PCCD Annual Security Report, which includes information on Clery reportable crimes occurring on campus. Amy Marshall explained that the Clery report only covers specific crimes required by law, such as certain violent crimes and hate crimes. However, other common crimes like larceny (e.g., stolen items) might not be included unless connected to a hate crime. She emphasized that while the report provides a general sense of campus safety, it doesn't capture every crime that occurs. Additionally, daily crime logs, which record all incidents reported on campus, will soon be available online. The logs will include all reported incidents, whether they are Clery reportable or not. The logs are expected to be accessible on the public safety website by November 1st, or possibly sooner. If anyone has questions about the Clery report or specific incidents, they are encouraged to contact the Public Safety Office for clarification.
- Evacuation Drill: Michael expressed concerns about the effectiveness of previous evacuation drills. He noted that during the last drill, it took too long to evacuate the campus (about 6-7 minutes), and some people didn't follow proper procedures. For example, some individuals stopped to use the bathroom, and others gathered in unsafe areas near tall buildings, which could pose a risk during an earthquake. He recommended that the drill team meet again to improve the process, emphasizing that evacuation times should be reduced to around 3 minutes. Michael also highlighted the importance of better organization during drills, such as having people monitor doors and ensuring everyone moves to the designated safe meeting spot in MLK Park.

## 5. Public Comments

- Michael raised an issue regarding the installation of waste receptacles in men's restroom stalls, which has been a concern for the LGBTQ+ community on campus. He explained that this has been a long-standing request to support inclusivity and safety for transgender and non-binary individuals. While four bins were installed, more are needed, and the engineering team has been slow to address the issue. The engineers have indicated that it's not a priority, placing the request at the bottom of their task list. Michael emphasized the need to push the engineers to complete the installation to ensure the restrooms are safer and more comfortable for the LGBTQ+ students and staff. Chair Richardson agreed to follow up and escalate the issue.

Berkeley City College  
**Facilities, Health and Safety**  
MEETING MINUTES  
Monday, October 11, 2024

- Emily suggested adding a training session during Flex Day focused on recognizing and responding to medical emergencies. She pointed out that the current flip chart guidance begins with approaching the patient, but it should include steps to ensure the scene is safe before doing so. Emily emphasized the importance of properly training staff on how to assess and handle medical emergencies safely. Chair Richardson suggested it would be a good addition for Spring 2025. Armando Franco was asked to coordinate with PD committee to arrange this training as part of Flex Day workshops.
- **Key Access:** Nailah mentioned ongoing issues with access to smart classrooms and duplicate keys, which are being worked on with district-level facilities teams. Some keys might be duplicated soon. 2 District Engineers were sent to an intensive lock training recently.
- **Security and Cameras:** Amy Marshall informed the team that all 55 campus security cameras are functioning, providing full coverage of the campus.
- Armando explained that there was a discussion at the district level about the need for better campus representation. He attended a district facilities meeting where each campus reports on its ongoing projects, construction, and safety updates, but BCC didn't have a representative prepared to provide updates.

**6. Announcements**

- None

**7. Adjourn Meeting**

The meeting was adjourned by Co-Chairs Richardson and Franco at 1:20 pm.

*Next Meeting: Friday, November 8, 2024, 12:20PM-1:30PM, via Zoom*

Minutes from live meeting: Annie Liu, (510) 981-2851, [aliu@peralta.edu](mailto:aliu@peralta.edu)