



Berkeley City College
Facilities, Health and Safety
MEETING MINUTES
Monday, September 13, 2024

Draft

Members Present (bold to indicate present, delete absent): Michael Avillar, Bobby Birks

Guests (manually type): Joseph Bielanski, Charlotte Lee, Johnny Dong, Vincent Koo, Nailah Keeles, Joanna Lin, Lisette Flores, Annie Liu

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

Table with 1 column and 5 rows containing agenda items: 1. Roll Call / Review Agenda, 2. Review Minutes, 3. President's Updates, 4. New Building Project and Facilities Updates, 5. Updating Building Project & Facilities Update.

Michael: He previously worked with Carrie Burdick to update the safety manual, but not sure where it is in the printing process or installation process. The phone numbers need to be updated. One of the numbers on the list just calls Michael. Michael will share the file of the updated Safety handbook that he has.

Q (Charlotte): Is the behavioral intervention team is still active on campus? Is that a body that we want to let people know and how to reach out to them?

A (Michael): We don't have a crisis intervention team. The emergency response team didn't do a great job last time during the fire drill and haven't met since then. Not sure who is heading the emergency team. Not sure who's CPR, first aid, or Narcan certified. If people are on this committee, they should be trained to respond to these.

Armando: Not sure if there is a schedule for the fire drills, and agrees that the first aid training should be offered to as many people as possible.

Charlotte: Believes that Janine Greerer was part of the Crisis team, but is a ad hoc committee with no formal meeting times.

#### **6. BCC Bulk Trash Pickup 10/11/2024**

We are about to have a big pickup on 10/11/2024. The District has arranged for big dumpsters to be right in front of our building. We want to reduce the clutter. Please encourage your colleagues to begin decluttering. We plan to implement a tagging system and will work with Michael and Bobby to identify it. The information will be disseminated soon. The District can take away items that are reusable and to be stored or to give away to our other sister colleges. We will also tag items that needs to be trashed. No records, documents, or anything with sensitive information will be taken; those should be shredded. There will be follow up reminders. We need to dispose old inkjet printers. If we are getting rid of large items, we need to note the District Tag numbers.

Q (Joanna): Are we able to throw out large items, like cabinets?

A (Annie): Yes, we were told that we can throw those items. President Richardson needs to check in with the District to get additional support with moving out the large items out of the office areas to throw out.

Annie: Annie volunteered to work with Michael to determine an action plan for the tagging system. Afterward, we can schedule a walk through with President Richardson, Michael, and Bobby to go through the campus and identify large items that we should get rid of.

#### **7. Public Comments**

Nailah: We need to work on putting together the emergency backpacks as soon as possible. She was in communication with Carrie Burdick. Need to update and replenish the emergency backpacks. If we have another Active Shooter training, can it be held on the campus that we work at? The last training was at Laney, but that is not the same setup as ours. The information was useful, but we need information that pertains to our own setup.

Q (Armando): Who was in charge of doing the emergency backpacks before?

A (Nailah) Nailah and Michael started that, but VPAS needs to continue with this. The project fell through the cracks and did not feel like it was a priority.

A (Michael) Need to check our budget to see what we can purchase. All of the supplies, food, water, are outdated and needs to be replaced. He replaced batteries and added flashlights to some of the backpacks out of our own funds. The last time he spoke with Carrie, it sounded like we had to use our own funds.

Armando acknowledged that we need more safety training and a budget for emergency supplies. We need to find out to see if these safety training falls with the District to be responsible to host or the campus. We will also need to do more than disseminate the new flipbooks, but also to teach people how to use it.

Michael: A student had a breakdown last week and a manager was around, but they didn't know what to do. We're also not sure we can do an active shooter training here or make adjust the plan for us. At the last training, they used a live firearm during the training, which we probably can't do because we are in an enclosed building.

Nailah: Recently there was an active shooter near our campus, but our security department didn't know what to do or who to look for. The directions from security were unclear and there was no lockdown, and had told people that they could use the side doors to enter (which was not monitored). We also don't have a backdoor, compared to the other campuses, so some of the teachings doesn't apply to us. We did not receive information about this incident until end of the day, after the event ended a long time ago. Automatic locks were not engaged. This event also occurred after the last Facilities committee so a debrief discussion never happened.

Charlotte: We should come up with a separate time to debrief and how to react. We should also consider community wide events or talks on how to handle these. We need to discuss the committee intents, goals, charges.

Michael: We need for the wastebaskets for the men's restrooms to be installed in the installs. Many trans students approached Michael to let him know that they've been harassed while they take their used pads/tampons to the trashcan. Michael wants to make them safe. We have only 3 out of 12 installed. He was promised it'd be done by the summer, but it's still not done.

Nailah: Nailah has made this request and made the work order multiple times and reiterated to the maintenance team that this is an important item. She was met back with that maintenance team is very short-staffed and it's not high on their priority. She talked to Felix and Michael Parra on more than one occasion about this. Nailah can send the work order again and put a note that we've asked many times to ask for an update.

Michael: Looks like we may need sensitivity training for our staff. We have two gender neutral bathrooms in the bathroom, but others may not understand the importance of it. Feels like we need to explain to the maintenance team why these bins are needed because students need it every month.

Q (Nailah): Should we invite someone from the security team who sees the daily issues to join one of our meetings to have them identify some of the issues that they see? Cici is their lead and can get the Chairs the information.

A (Armando): Thinks this is a good idea.

Q (Natalia): Is this the committee that schedules training, firedrills, shooter trainings, how to use the fire extinguisher, etc.? Regular training is important.

A (Armando): Yes, this was something that we discussed earlier and this shows how important it is now that we are hearing this feedback multiple times.

Lisette: There is a behavioral intervention team that I believe the Student Services admin team is looking into about who's on that committee and what kind of trainings we need in order to address any behavioral issues, or have spaces and times when students might be exhibiting behavior that we need to support. State Chancellor is having some training about safety. Here is the link:

Behavior Intervention Trainings from state Chancellor's Office <https://bit.ly/2024CCC-BIT-Registration>

Natalia: there is the Career Education (CE) and Health & Safety Committee that's meeting at the same time (2<sup>nd</sup> Fridays). It'd be good if we can stagger these meetings appointment so that people can join both.

## 8. Announcements

- None

## 9. Adjourn Meeting

The meeting was adjourned by Co-Chairs Richardson and Franco at **1:27** pm.

*Next Meeting: Friday, October 11, 2024, 12:30PM-1:30PM, via Zoom*

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