Safety and Sustainable Committee Functions, Reporting & Recommendation Process

Background:
In October 2014 the Facilities Planning Committee (FPC) was informed of the restructuring of the District’s framework for committees such as the Safety and Sustainability Committees. These two committees report and make recommendations to the Facilities Planning Committee, which will in turn report and make recommendations to the College Planning Council (CPC). The following information is intended to provide the FPC with an update on recommendations from the Safety and Sustainability Committees.

Safety Committee: [https://www.cabrillo.edu/internal/safety/](https://www.cabrillo.edu/internal/safety/)
Chair: Joe Nugent
Members: Dianne Avelar, Jason Camara, Michelle Chao, Byron Cornwell, Michelle Donohue, Katie Dowling, Kristin Fabos, Derek Fenster, Oscar Guillen, Rachel Mayo, Lorinda Miller, Owen Miller, Tasha Sturm, and Sue Torres.

Introduction
Cabrillo College has a tradition of constantly working to improve the safety and well-being of our students, faculty, staff, and visitors. The Safety Committee meets monthly to discuss both general and specific safety concerns.

In preparation for the implementation of the Campus SaVE Act, the Safety Committee was asked to discuss a set of questions posed to the Committee by President Laurel Jones.

The Safety committee met February 6, 2015 and addressed the following issues:

- **Campus Hours of Operation and General Safety Issues**

  **Discussion:**
  - A discussion to close the Campus at 10pm was held by the Safety Committee. Some activities go past 10:00 P.M., such as plays in the Crocker Theater or Culinary activities in the Sesnon House, even on occasion instructors staying to help students after the class has ended at 10:00 P.M.

  How can we increase security in areas open after dark – parking lots, cafeteria, library, pathways?
  - A review of the campus lighting was performed by the Maintenance Department and recommendations to improve the lighting in parking lot P was the main outcome. Additional controls of lighting system are also identified as projects slated for proposition 39 funding, which will help control areas throughout the Aptos campus.

  How do we communicate to students which areas are open in the evening so they aren’t waiting for transportation in an unsafe environment?
• Additional controls of lighting systems are also identified as projects slated for proposition 39 funding, which will help control areas throughout the Aptos campus.

Recommendation: The consensus was that, as a rule, the College should be closed at 10:00 P.M. except for special circumstances, however, it should be made clear that services are unavailable after 10pm.

• Building Access

Overview: Keys and other access to buildings during off hours was discussed: Is there a process that should be considered for faculty, staff and students who may wish to access the college during off hours?

Discussion: The committee agreed that faculty, staff and students should not be using facilities when the campus is closed. Faculty or staff supervision is required for students wishing to use campus facilities. Outside groups have a contract with Extension and oversight is provided. All use of facilities effects FP&PO and maintenance of space.

Recommendation: (see attached meeting minutes) The Safety Committee concluded that for the protection and safety of students and property all activities should require faculty/staff supervision at all times and that students should not be issued keys or access cards. All use of facilities must be authorized.

• Campus Landscape

Overview: A review of the Aptos campus landscape for unsafe conditions was conducted by the Grounds Department in FP&PO.

Discussion: Known problem areas have been addresses by trimming shrubbery 20 feet off of pathways. Areas around the Aptos Campus, especially along the Soquel Drive side of lower campus, have shrubbery and other brush that could hide attackers. Plans to trim landscaping near Lots A/B and the blackberry vines near bus stop at Sesnon House have been scheduled. Faculty and Staff are encouraged to report safety concerns to FPPO through Track-It. Students are encouraged to tell the Student Senate, an instructor, or a staff member.

Recommendation: (see attached meeting minutes) The Safety Committee supports the recommendations identified by the Grounds Department as stated above.

Watsonville Campus Issues

Overview: Security concerns associated with student and visitor safety were discussed at previous meetings and recommendations to improve safety are in process.

Discussion: A new emergency phone has been installed, new security cameras are slated for procurement and installation, and additional patrols/escort services after dark have been scheduled.
**Recommendation**: (see attached meeting minutes)
The Safety Committee agreed that the corrective measures identified above are currently sufficient to ensure a safer atmosphere for students, faculty, and staff.

- **SAC East and West**

  **Overview**: There has been significant confusion having the SAC East and West acronyms stand for Student Activities Center. A discussion to change the name to Student Access Center to limit confusion and improve way finding was held.

  **Discussion**: The building has a multi-use and occupancy function, which includes the bookstore, Fast Track to Work program, Puente, Student Assessment, and many other administrative type users. The predominate activities of both buildings are focused on Student Access including Assessment Office, Outreach Office, and the Welcome and Information Center.

  Student Activities and events are largely scheduled in the quad in front of Building 100 or the Cafeteria given the larger open space availability so Student Activities Center doesn’t appropriately identify the key services that occur in SAC. The name change to Student Access Center appropriately identifies the services and programs therein and would keep the acronym that the campus has adopted for the two buildings.

  It was noted that the proposed name, Student Access Center, could cause confusion for people trying to utilize the Accessibility Support Center. It was further noted that since SAC is usually one of the first points of contact for new students they would be referred to the proper location.

**Recommendation**: (see attached meeting minutes)
The Safety Committee recommends changing the name from SAC, Student Activities Center to SAC, Student Access Center. The recommendation was not unanimous with the Student Senate Representative recommending against the name change.

- **Campus AEDs**

  **Overview**: Specific concerns about lack of AEDs in Buildings 600 and 1000 were discussed. Current campus and published maps indicate that there is an AED in the 600 building, which was moved with Dental Hygiene when that program relocated to the Health & Wellness building. Additionally, Building 1000 is one of our busiest on campus; an AED has been requested for that building.

  **Discussion**: A discussion on the need to replace the device in 600 or remove it from map occurred. A price quote is underway and a consensus to provide and install an AED at the 600 building occurred.

  A discussion on the needs of the 1000 building to have an AED occurred, with consensus to provide and install a new unit in the building. This will also require new signage and or edits to existing maps campus-wide.
Recommendation: (see attached meeting minutes)
Unanimous approval to install an AED at buildings 1000 & 600 occurred. Funding to secure these AED’s will come from fund 43.

- **Use of Space Heaters and Other Small Appliances**
  
  **Overview:** A discussion regarding unusual systems failure may warrant the need for college provided temporary heating units.
  
  **Discussion:** Concerns over the use of personal equipment that may not be safe or that may also use inordinate amounts of electricity should not be permitted.
  
  **Recommendation:** (see attached meeting minutes)
  The Safety Committee recommends that personal heaters and small appliances not be permitted on campus. This policy is currently included in the IIPP.

**Summary Conclusion:**
Safety is an ongoing concern that is continually addressed by students, faculty, and staff. Faculty and Staff are encouraged to report safety concerns to FPPO through Track-It. Students are encouraged to tell the Student Senate, an instructor, or a staff member. The Safety Committee meets monthly to review safety concerns that have been brought forward by the constituent groups.

**Sustainability Committee:**
https://www.cabrillo.edu/internal/maintenance/sustainabilitycommittee.html

**Co-Chairs:** Karen Groppi and Joe Nugent

**Members:** Nicole Crane, Beverly DesChoux (community member), Elizabeth Flynn, Ken Foster, Joe Jordan, Lisa McAndrews, Lorinda Miller, Kenny Murray (student), and Sonya Newlyn (student)

The Charge of the Sustainability Committee is to identify and recommend environmental initiatives that reduce energy consumption and improve environmental performance at Cabrillo College. This committee reports to the Facilities Planning Committee.

An energy plan was submitted to and approved by the Governing Board in 2009.

The Sustainability Committee is working on a number of initiatives and will bring recommendations as scope development is accomplished. The following is a list of those initiatives:

- Sustainability Plan
- ACUPCC Emissions Report
- Plastics to Fuel Project
- Paper Reduction on Campus
- Solar PV
- Composting of Campus Food Waste
- Green Steps Web Site
- Cabrillo as a Green Business