



**SANTA BARBARA CITY COLLEGE**

Facilities and Safety Committee  
Guidelines

September 20, 2018

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## Facilities & Safety at SBCC

Community Colleges play a leading role in education, policy development, information exchange, and community outreach. The District must also provide a safe learning and working environment for its students, faculty and staff. The Facilities & Safety Committee recognizes the importance of these purposes and aims to lead by example. The committee will identify and recommend projects that move Santa Barbara City College towards a safe, healthy, and sustainable environment. The Facilities & Safety Committee's purpose is to provide transparent information on campus health, safety, physical appearance and sustainability of the entire campus including infrastructure and to formulate policies and procedures for its safety, health operations, growth, cleanliness, beautification, development and environmental stewardship.

### **Charge of the Facilities & Safety Committee**

The Facilities & Safety Committee will advocate for the health, safety, appearance and effectiveness of the facilities and grounds at Santa Barbara City College. The committee also ensures the District safety programs and procedures are in compliance with state and federal statutes and regulations. Its members will solicit and contribute ways to improve health, safety, appearance and environmental friendliness of the college. Members should facilitate open communication with all students, faculty, staff and other important stakeholders. It is important that all who study and work on the campus and extended campuses do so in a safe and healthy environment and maintain respect and pride for the buildings and grounds.

It is the committee's charge to identify and recommend to the College Planning Council specific actions and strategic plans the College community can pursue to move the College towards an improved learning environment and workplace, health and safety, greater environmental sustainability, and improvement in building appearances, including classrooms, offices, service areas, common areas, parking lots and grounds.

### **Responsibilities relating to Facilities:**

1. Reviews and assists with priorities of potential facilities projects.
2. Makes long-term recommendations for physical plant facilities, including but not limited to, infrastructure (HVAC, electrical, plumbing, sewer lines), buildings, grounds, and custodial care.
3. Provides input into Facilities Master Plan as needed.
4. Reviews architectural designs and charrette of all future campus modernization and/or new building construction for aesthetic purposes and provides recommendations to VP Business Services on building and campus design.
5. Ranks Program Review facilities requests for College Planning Council review.
6. Make recommendations to the Budget Resource Allocation Committee (BRAC) for funding of facilities.
7. Informs the College Planning Council of project prioritization.
8. Identify and prioritize Americans with Disabilities Act facility and grounds projects that make Santa Barbara City College more accessible to students with disabilities.

### **Responsibilities relating to Safety:**

9. Monitor and review policies and procedures that affect the health and safety of the college community.
10. Review and update the Injury and Illness Prevention Program as needed.
11. Review safety related incidents and accidents as reported by Student Health Services and Risk Management and where appropriate, submit suggestions to the administration for the prevention of future incidents.
12. Review investigations of alleged hazardous conditions. Facilities department will be requested to remediate when necessary.
13. Review submissions and submit recommendations in response to employee safety suggestions; and upon request from Cal OSHA verify action taken by the College to abate citations issued by Cal OSHA.

### **Membership**

The voting members of the Facilities & Safety Committee will consist of the following positions:

- Four Faculty - Appointed by Academic Senate
- Three Classified – Appointed by Classified School Employees Association
- One Classified from a Satellite campus – Appointed by Facilities Director & Classified School Employees Association
- Two Administrators/Managers – Appointed by Advancing Leadership Association
- One Student – Appointed by Associated Student Government
- One Vice President – Business Services
- One Director – Facilities Department
- One Risk Manager - Human Resources
- One Educational Programs Dean Liaison – Appointed by Executive Vice President

Each member serves on the committee for one full academic year at minimum to ensure continuity. It is preferred that members serve for two years on the Facilities & Safety Committee, if possible. A quorum is defined as 51% or more of voting members. No recommendations will be moved forward without a majority vote.

Each appointed member will serve no more than four consecutive years on the Facilities & Safety Committee. The Vice President, Business Services and Director of Facilities are standing members on the committee.

The Facilities & Safety Committee reserves the right to replace members, who fail to attend three unexcused committee meetings, excluding meetings held during spring, summer, or winter break. The Vice President, Business Services will serve as chair of the committee.

The Facilities & Safety Committee meets once per month throughout the fall and spring semesters.

## Agenda

1. The Facilities & Safety Committee will generate its agenda from items submitted by any Committee member or any member of the campus community of Santa Barbara City College.
2. The agenda will be prepared by the Chair of the Facilities & Safety Committee and distributed to the Committee members 24 hours in advance of the meeting.
3. In addition, copies of the agenda and minutes of previous meetings will be posted on the College website. Meeting minutes will be prepared by the committee chair and maintained for review by Cal OSHA.

## Committee Oversight

The Facilities & Safety Committee is a college wide committee that reports to the Vice President of Business Services.

# Sample Agenda

## Facilities & Safety Committee Agenda

September 20, 2018

11 am – 12 pm

F&O Conference Room

### **Safety**

- Review campus injuries

### **Facilities**

- Review roof replacement list
- Safety regarding all gender restrooms