

**MIRAMAR COLLEGE**  
**FACILITIES, HEALTH, AND SAFETY COMMITTEE**  
**Draft Minutes**  
**Thursday, October 5, 2023**  
**1:00 p.m. – 2:00 p.m.**  
**N-206**

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**Members:** Lezlie Allen, Danna Aguilar, John Antonio, Brett Bell (Co-chair), Adrian Gonzales (M. Odu Proxy), Brian Hall, Lisa Howard, Hannah Pierce, Michael Odu, Darrell Rankin, Tosh Tepraseuth.

**Vacancies:** Faculty (3)

**Guests:** Dan Gutowski, Roy Kinley

**Absent:** Fred Garces, MaryAnn Guevarra

**Call to Order:** 1:02pm

With quorum

**Action Items:**

**Approval of Agenda:**

- I. **Approval of the Agenda** – Motion to approve: MSC – M. Odu, T. Tepraseuth, - Unanimous
- II. **Approval of Past Meeting Minutes** – 09/07/2023: MSC– L. Howard, H. Pierce, - Unanimous

**Report of Injury or Illness**

Discussed reports and incidents of injured employees and students.

No action required.

**Old Business:**

**Public Art**

B. Bell: Asked constituents for their input.

H. Pierce: Announced that the Visual and Performing Arts is having a meeting and will be focusing on this topic and will share at next meeting.

B. Bell: Asked the students to share the procedure with student council and send comments back to us before next meeting. Has asked classified representatives to share with Classified Senate.

Explained how governance committees are to review policies and procedures, and then make recommendations and confirm that they are followed.

**Co-chair Nomination and Election**

B. Bell: Explained what our governance committee does and how it is run.

Shared the process of how members are elected.

M. Odu: Motioned to nominate to elect Hannah Pierce.

T. Tepraseuth: Second, the nomination.

H. Pierce: Accepted nomination, - unanimous.

B. Bell: Explained what a co-chair role is and how important it is to have a faculty co-chair.

**New Business**

**“Edible” locations on campus**

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**San Diego Miramar College 2013-2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

B. Bell: Discussed where existing edible plants are on campus. Shared that there was a proposal to broaden our edible plants on campus.

R. Kinley: Shared where the existing edible plants are within the campus.

B. Bell: Discussed the Master Plan for future plans, regarding community gardening.

Discussed if we should add other edible plants around campus, but that doing so would attract more animals on campus.

R. Kinley: Shared that plants that touch the ground cannot be grown, because of the use of reclaimed water.

B. Bell: Shared that the future community garden will be reserved for a different irrigation system that does not have reclaimed water.

### **Nuventive Program Review Facility Requests**

B. Bell: Discussed what the program review process does and what is needed from various departments, to send in a request. Discussed what the procedures are to review the requests, report on it and prioritize it. Identify what departments need to achieve that goal that is determined.

Discussed the Nuventive software

- What it does
- How information is retrieved
- Data imported
- Types of data that is collected

Shared what is currently on reports of those that have submitted program reviews.

Shared that we would ask the school to prioritize the department ranking and to come up with a metrics on how we would rank college-wide and to add to the college plan.

Explained what is expected from constituent groups and what procedure they should focus on and why.

Requested they all go back to their constituent groups about future discussions on recommendation.

### **Announcements:**

D. Gutowski: Discussed annual property inspection that happens annually, by a third party. Inspections will be done this month. They have addressed the inspection items, that were from the result of 2022 inspection.

Discussed what inspections are looking for, what will need to be done and the process of what needs to be done, in order to comply with their inspections.

Shared that facilities will be doing inspections throughout the campus and departments prior to the inspection.

D. Ranken: Shared what is needed to be done and cleared, prior to the inspection. Shared what they are responsible to inspect.

D. Gutowski: Will share when the inspection is scheduled.

D. Ranken: Safety shower needs to be inspected and any storage boxes with electricals inside.

Any safety showers outside facilities will check on, anything inside the departments will have to check. If hazmat tags are needed, please let them know.

B. Bell: Explained any wall with electrical or fire extinguishers behind it, needs to have 3 feet clearance.

H. Pierce: Asked what items are needed to be tagged. How about toxic items?

D. Rankin: Stated that all items needed should be tagged, marked and in uniform. Will send out tags to committee.

Information can be found: <https://www.osha.gov/hazcom>

B. Bell: Shared that suppliers should provide how to safely handle chemicals, store and disposal and medical correction option. These should be available to view.

### **I. Next Meeting**

Thursday, November 2, 2023 - 1:00 – 2:00 p.m.

### **II. Adjourn: 1:53p.m.**

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