

**Educational Planning Committee**

**April 17, 2023**

**2:00-4:00 p.m.**

**AC 229 & Zoom**

**Present:** Holley Shafer, Mary Kesler, Alina Varona, Irina Roderick, Logan Wood, Julian Solis, Cara Kreit, Lilyana Barajas, Sara Malmquist-West, Emily Fox

**Absent:** Alison Brier Welch

**Guest presenters:** Jeff Marozick and Klaus Christiansen

**Agenda:** Approved

**Minutes 4/6/23:** Approved

**Study Session**

Facilitator leads review of CS 2 and CS 5

**Champion Presentation by: Klaus Christiansen**

**CS2: All facilities are conducive to 21st century teaching and learning and are maintained in a high functioning, safe, clean, and environmentally sustainable manner, aligned with the Measure B schedule.**

**Objective 2.1**

Ensure efficient use of bond funds and complete all capital projects on both campuses on schedule and in alignment with other COM plans.

**Objective 2.2**

Adequately maintain all College properties and facilities with environmental sustainability in mind that supports the mission of the College.

**Discussion:**

- Measure B projects are almost complete: LRC and Bolinas Lab are the last Measure B projects
- With changes to the buildings and new buildings being built, how is this affecting the procedures we have had in place for keeping buildings clean and maintained? Custodial staff are constantly being trained and updated to keep buildings clean. High end filtration systems are being installed.
- Comment that some of the facilities have not been maintained and things are not getting cleaned, to the point where it is disrupting teaching and learning.
- It is a staffing problem. New facilities have taxed the custodial side of the department.
- Comment on HVAC issues: Both HVAC techs retired and it's difficult to hire new ones. There are no qualified applicants at the moment.

- EPC suggestion of looking into creation of an HVAC Career Education program or an apprenticeship program at COM

**Champion Presentation by: Campus Police Chief Jeff Marozick**

**See Champion Report\_CS5 in Additional Materials with the 4/17/23 Agenda**

**CS5: Increase campus safety, awareness, and training at all locations to prepare employees and students in case of emergencies.**

**Objective 5.1**

Improve and expand the use of training methodologies for campus safety, awareness and emergency preparedness.

**Objective 5.2**

Improve and expand college emergency alert systems.

**Discussion:**

- Discussion of where the Alertus Beacon devices are located: Yellow boxes which flash and sound off during an emergency. 27 of them are installed between both campuses. They are set off by the campus police and Nicole Cruz in an emergency.
- Panic buttons are located in Counselor's office and other locations where there may be security situations that need to be alerted silently.
- At least one Flex class will be planned for Fall on Security topics.
- Who are the building leaders in an emergency and where do we find this info? The Chief will send the list to EPC. Each year this list changes.
- Putting door in lockdown notifies the system, but there is not necessarily someone monitoring the system. If a door is put in lockdown position, only campus police can unlock it.

**Debrief Discussion:**

- Recommendations that staffing issues need to be solved.
- M & O has 9 vacant positions.
- This issue should be brought up with the Board of Trustees.
- Maintenance issues could affect the ability to do teaching and learning, which is the mission of the college.
- Creative solutions such as apprenticeship programs at COM to create employee pipeline may help resolve ongoing hiring/staffing challenges were discussed. Engage union or trade partners or get a task force or round table together to discuss solutions.

### **Year-end Strategic Plan Progress Report discussion:**

- IP Goals 1 were discussed, and ratings approved.
- CS Goals 2 and CS Goal 5 are suggested to be rated as “Substantial Progress”
- CS 2.2 should include complaints about cleanliness, heat and air issues due to staffing issues.
- CS 5: Suggestion that timely security information needs to be posted in prominent places and training on where to find this information.
- Suggestion that Flex classes for security be offered more often.
- Recommendations for ensuring equity in emergency training:
  - Suggestion to hold COMMunity Hour training courses to include students and training for people in each building.
  - Suggestion to have on-campus expert(s) check all emergency systems for accessibility.

### **Wrap Up**

Sara M-W is the next Study Session facilitator for CS 1, CS 3 & CS 6

Next meeting is May 1, 2023 (May 1 meeting subsequently postponed to May 15)

Equity and SAS goals progress reports for review next time.