SAN DIEGO MESA COLLEGE

Facilities and Safety Committee

Thursday, December 11th; 10:00 am – 11:30 am

MEMBERS

Lorenze Legaspi	Monica Romero	Chelsea Ruwe (A)	Lance Lareau (A)
Jacqueline Collins	Nate Betschart (A)	Michelle Rodriguez (A)	Raul Gallegos
Dave Warczakowski (A)	Jessica Sardo (A)	Yolanda Giang	Frank Fernandez
Matt Fay	Kaylee Stearns (A)	Erika Higginbotham	Robert Fung
Leticia Diaz	Kenneth Nelson (A)	Ana Fuentes	Jennifer Carmicheal (A)
Morgan Fay	Ryan Shumaker		

Call to Order 10:03 am	Lorenze Legaspi
Update on Meeting Schedule Proposed meeting time set for first Thursday of each month from 2:00-3:30 PM. Morgan to send email confirming first meeting back on February 5th November 13th minutes reviewed and approved.	Lorenze Legaspi Meeting Agenda November 13th Minutes
Feedback on Building Emergency Evacuation Plan (BEEP) Boilerplate emergency plan language agreed upon, next step is developing building-specific details. Monica suggests editing the main campus evacuation map, noting to remove the red star located on the LRC and highlight lot numbers. LRC discussing multiple floor monitors and backup personnel for emergency preparedness.	Lorenze Legaspi Mesa's Building Emergency Evacuation Plan (BEEP)

There was a recommendation to include safety training in employee onboarding process. Also proposed presenting safety information at Convocation and President's weeklies.	
Feedback on Safety Website Redesign Proposed interactive campus safety website with clickable building icons and safety resources. Future step to develop training calendar with best practices for safety preparedness, and an interactive map on the website. Next step: Begin to populate areas within the website. Question raised to the committee regarding how best to share the information from these meetings out? Monica offered to share the content with the Deans and leadership. Concurrently, Leticia will connect with Student Services. It was also proposed to present safety Website Redesign at Convocation and President's weeklies.	Lorenze Legaspi Safety Website Mockup
Feedback on Fire Prevention Plan Matt clarifies that the updated Fire Prevention Plan is a comprehensive document that integrates the previous Mesa plan with the new district regulations. Providing both broad guidelines and specific, hyper-detailed regulations tailored to the campus's unique needs. Fire prevention plan will be regulatory, with building-specific details in specific BEEPs as needed.	Matt Fay Fire Prevention Plan

It was noted that the fire prevention plan should disclaim it's a regulatory plan and not equipment based.	
Roundtable Menstrual Product Accessibility- Working with district to address feminine hygiene product availability in campus restrooms. Suggested solution is to place menstrual product machines in gender neutral restrooms where available. Monica suggests posting signs to guide users to appropriate product distribution points. Raul highlighted budget constraints for free student products remain unchanged.	Jacqueline Collins
Action Items for upcoming meeting Feedback on Respiration Plan Upcoming Chemical Inventory Requirements Hazardous Material Business Plan (HMBP) (HMBP) Training Safety Fair 2026 Planning	