In attendance: Jenny Quintana (Chair), John Foissett (Calpulli Center), Amy Raymond (Environmental Health and Safety)

I. Call to Order: The meeting was called to order by Jenny Quintana, Chair. The minutes of the May 2009 minutes were approved by consensus.

II. Old Business

III. New Business

A. Agenda for 2009-2010 – Jenny Quintana shared the committee’s agenda for 2009/2010 as amended. Bob Schulz had suggested adding selection of the designated smoking areas to the agenda and the committee agreed with this addition.

B. Chair for 2009-2010 – Jenny Quintana asked if there was a formal nomination that she extend her term as chair of the committee. The vote was unanimous including those who responded by e-mail.

C. Smoke free Campus Implementation – Jenny Quintana distributed the final approved version of the Senate smoke free campus policy. This policy was revised by the Senate Executive Committee (SEC) after review by legal counsel. The approved version moves the implementation of the policy to the Presidential level. Item 7.0 states “In determining the number and location of smoking areas on campus, the President or designee shall consider the views of students and employees . . .” Item 3.0 states “The President shall designate an official to receive complaints concerning violations of this policy.” Item 3.0 was in the old smoking policy as well but did not specify the official. Jenny Quintana contacted the President’s Office yesterday for clarification. There should be broad representation in the selection process including faculty, staff, students, foreign students, unions and auxiliaries. Imperial Valley Campus is also included in this policy. Factors to consider in the selection include: reachable on a 15 minute work break, handicapped accessible, out of the main flow of pedestrian walkways and 25 feet away from building openings. John Foissett stated that even with the 25 foot policy, smoke still drifts into Calpulli Center. Amy Raymond noted that CSU Fresno started with only a few smoking areas on the perimeter of campus but it seems they have added at least a dozen more. CSU San Marcos also has at least a dozen locations. This may be to address union workplace issues and accessibility.

Once the smoking areas are identified, implementation will require some funding for signage at a minimum. It may be possible to move existing urns and benches to create the designated smoking areas. Signs should also be posted at the main entrances to campus. There also should be a publicity campaign to inform the campus of the change in policy once the implementation timeline is determined. The committee’s proposed timeline was taken out of the final version of the policy.

D. Members – The committee is still lacking members and the roster on the Senate website is very out of date. The committee should include: 5 faculty, one of whom shall chair; 2 staff; Vice President of Business and Financial Affairs or designee; Director of Student Health Services; Director of Physical Plant; 1 representative of Unit 3 (CFA); and 2 students. We have 3 faculty members but Zohir Chowdhury teaches every morning this semester and will not be able to attend meetings. John Foissett represents Student Health Services and will also represent Counseling and Psychological Services
and Student Disability Services if their directors, Sandy Jorgensen-Funk and Mary Shojai, give their approval. They share the Calpulli Center with Student Health Services. The committee still needs 2 student members for this year. Also the staff members need to be confirmed by the Staff Affairs Committee and more faculty members assigned by the Committee on Committees.

E. The committee discussed various topics related to emergency preparedness. John Foissett is on the campus Emergency Planning Team (EPT) but the group has only met once in the 2 years he has been here. There have been occasional evacuation drills. Calpulli Center (Student Health Services) has four required drills per year. Housing is required to hold at least one evacuation drill per semester. When Jenny Quintana was in a recent fire alarm, she found the assembly point for the building had been changed. There were plans for an outdoor emergency notification system but the status of that project is unknown. John Foissett is also on a campus security committee chaired by Micki Binnall and will try to get an update on that system. He reported that there had been problems with the building access control system on some holiday and furlough days where his building was not locked electronically and parents and students had entered the building. He heard it was not only Calpulli Center that was affected. All medical records are now electronic so no personal data was compromised.

IV. **Next Meeting Date** – The proposed meeting dates for the rest of the semester are: **October 14, November 18, and December 9 at 9:00 a.m.** John Foissett offered to reserve rooms in Calpulli Center for the meetings. Jenny Quintana will teach on Wednesdays in the spring so the meeting days will change after this semester.

V. **Adjournment:** Meeting was adjourned at 9:52 a.m.