



Safety Committee Meeting Minutes

March 30, 2017

EW 207

2:00pm – 3:00pm

Present: Lisa Couch, John Daly, Mike Metcalf, Annette Hodgins, Jarrod Bowen, Crystal Leffler

Absent: Ana Mora, Lisa Stephens, Karen Spurlock, Caroline Sanderson, Cheryl Fitzsimmons

Guests: Joe Grubbs

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:00pm
2. Approval of Agenda	Lisa Couch	Agenda approved with no changes.
3. Approval of Minutes & Action Items from 2-9-17	Lisa Couch	Minutes approved with no changes. Action items were reviewed. Lisa will follow up with Natalie regarding adding a link in Canvas under resources to access the incident/accident report form. John will confirm KRV received their updated first aid supplies.
4. Committee Membership Update	Lisa Couch	Lisa discussed the composition of the Safety & Security Committee membership according to our Participatory Governance Model. We currently have 3 faculty from the CTE area. Jarrod Bowen is willing to serve as the academic faculty since he also teaches Psychology. Mike and Annette offered to share the duty of serving the committee. Action: Lisa will follow up with Jan Moline on committee membership.
5. Fire Drill – April 4	Lisa Couch	Lisa discussed with the committee canceling the April 4 th fire drill due to the CC Open House and public events going on that day. The committee agreed to reschedule for April 18 th to provide enough notification to faculty. We will be testing the alarms and utilizing the emergency phone notification system as a backup.
6. Incident/Accident Reporting Form	Lisa Couch	The electronic Incident/Accident reporting form was updated to route to the appropriate areas. The form will be available on our web site under the About CCCC tab “Campus Safety”. The paper form will also be updated and available on campus. The Safety emails will go to John and Lisa until the Safety Coordinator position is hired.
7. Safety Brochures		Lisa has deferred the Safety Brochure discussion from 2/9 until we hire our Safety Coordinator. The committee discussed the different types of awareness months and Clery requirements. Joe mentioned that the brochures came out of the District Safety Committee, which Paul had been a member of. The District Safety Committee had also been discussing ongoing campaigns. The District Safety Committee has been inactive since Paul’s departure. Related to campaigns, a question was raised on whether the college was doing anything in April for Sexual Assault Awareness Month. Action: Lisa will ask Heather and Christine if their areas are planning any awareness type events for April.
8. Safety Suggestion Boxes	Lisa Couch	We had no safety suggestions in the boxes. The committee members discussed surveying our students to see what their safety concerns may be while on campus.

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9. Other Discussion	Committee	<p>The stop sign on College Heights Blvd. was discussed by the committee. Joe recommended we contact the local city government to do a traffic survey.</p> <p>Jarrold discussed the gym parking lot and the after hour's activities that go on. We have an "Attractive Nuisance" that we need to take reasonable action to show we are attempting to limit access.</p> <p>Action: Jarrod will follow-up on the legal guidelines regarding the stop sign.</p> <p>Action: Lisa and John to continue discussion with President Board on gym parking lot activities.</p>
10. Vulnerability Assessment	Joe Grubbs	<p>Joe discussed the excel worksheet he provided on School Hazard and Vulnerability (available in SharePoint). He asked the committee members to review the information and score the hazards according to the instructions. He asked the committee to add any additional items that might be missing. He would like our feedback by April 27th.</p> <p>Joe recommended we do one assessment for each site and indicate which campus or site we serve. He also provided information on Kern County Disaster History from 1950 – 2011 for the committee to review.</p> <p>Action: Committee to review worksheet and provide feedback to Joe by April 27, 2017.</p>
11. Informational items a. Fire Extinguisher Training	Lisa/John	<p>The committee discussed on site Fire Extinguisher training for staff. Mike Metcalf and Jarrod Bowen offered up the possibility of using a borrowed fire extinguisher simulator from outside sources rather than coordinating with the fire department to train with live fire and extinguishers.</p> <p>Action: Jarrod and Mike will check on the use of a fire extinguisher simulator.</p> <p>John updated the committee on the door hardware project. The electronic panels were installed. Job progressing slower than expected.</p>
10. Future Meeting Dates	Committee	April 13 - moved to April 27 th .
11. Adjourn		3:00pm

Title Lisa Couch, VP, Finance & Administrative Services

Recorder Crystal Leffler Approved 4-20-17