



Safety Committee Meeting Minutes

November 14, 2017

EW 207

9:00am – 10:00am

Present: Greta Robinson, Mike Metcalf, Ana Mora, Karen Spurlock, Inge Olsen, Caroline Sanderson, Chery Fitzsimmons, Emily Wood, Crystal Leffler

Absent: John Daly, Jarrod Bowen

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Greta Robinson	9:07am - Meeting called to order.
2. Approval of Agenda	Greta Robinson	Agenda approved with no changes.
3. Approval of Minutes & Action Items	Greta Robinson	Minutes approved from 10/12/17. Action items pending: 10/12/17: Jarrod will report on the cost and maintenance of a fire suppression simulator.
4. Annual Safety Calendar	Greta Robinson/Committee	The committee discussed creating an annual Safety Calendar with monthly safety campaigns to increase safety awareness on campus. The monthly campaigns will coincide with possible guest speakers or training on the specific topics. The following monthly campaigns were discussed: January – Personal Safety, National Stalking Awareness, Human Trafficking February – American Heart Month March – Alcohol and Red Cross, National Disaster Prep April – Sexual Assault Prevention, Alcohol & Drug Awareness, Distracted Driver, Child Abuse May – Stress, Mental Health Month June – CPR, Heat Related Awareness, Classified Staff Training July – CPR, Heat, Snake Awareness August – Safe Driving/Texting, student focus September – National Preparedness Month, Fire Safety October – National Crime Prevention Month, Keeping Personal Items Safe (link to Cyber Safety with IT) November – Active Shooter Survival Month, invite law enforcement, student involvement December – Work Place Violence, Drunk Driving
5. Agenda Item Safety Suggestion Boxes	Greta Robinson	The Safety suggestions boxes contained no safety issues or suggestions.

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6. Review of Action Items 1 st Aid Kits First Aid Training Fire Suppression Simulator AED's Vulnerability Assessment	Committee	Greta updated the committee on the action items. <ul style="list-style-type: none"> ➤ Greta prefers the wall-mounted first aid kits like the one located in the library. She would like similar kits mounted in selected locations TBD. ➤ First Aid Training waiting on support of the District office for next year. ➤ The AED batteries are new and the pads are good thru 2018. ➤ Fire Suppression Simulator action pending. ➤ Joe Grubbs will be here on December 12 to discuss outcome of Vulnerability Assessment. Please email Greta your completed survey. 								
7. Future Agenda Items	Committee	<ul style="list-style-type: none"> ➤ Inge inquired about increasing security at the KRV campus. After December 10, there will be no guard on duty and classified staff are alone. Inge also mentioned the need for radios and a glass-breaking tool for the KRV campus. Greta has already spoken to Kern County Sheriff in the area and they were going to increase patrols. ➤ Joe Grubbs and Greta plan to visit all sites and include students to cover "Active Shooter Survival". ➤ Emily mentioned some instructors are creating evacuation issues by rearranging the classroom furniture. She also inquired about the huge potholes along College Heights Blvd., and who is responsible to fix. <p><i>Action: Greta will follow up with Lisa Stephens on security needs for KRV. She will research the type of glass breaking tool needed and supply the campus with radios.</i></p>								
8. Future Meeting Dates	Committee	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">November 14, 2017</td> <td style="width: 50%;">March 13, 2017</td> </tr> <tr> <td>December 12, 2017</td> <td>April 10, 2017</td> </tr> <tr> <td>January 9, 2017</td> <td></td> </tr> <tr> <td>February 13, 2017</td> <td></td> </tr> </table>	November 14, 2017	March 13, 2017	December 12, 2017	April 10, 2017	January 9, 2017		February 13, 2017	
November 14, 2017	March 13, 2017									
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9. Adjourn		10:11am								

Title Greta Robinson, Safety & Security Program Manager

Recorder Crystal Leffler Approved 12-12-17