



Safety Committee Meeting Minutes
 February 15, 2018
 EW 207
 9:00am – 10:00am

Present: Lisa Couch, Jarrod Bowen, Ana Mora, Crystal Leffler

Absent: Mike Metcalf, Joe Grubbs, Karen Spurlock, Cheryl Fitzsimmons, Lisa Stephens, Emily Wood, Caroline Sanderson

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	9:06am - Meeting called to order.
2. Approval of Agenda	Lisa Couch/Committee	Agenda approved.
3. Approval of Minutes & Action items.	Lisa Couch/Committee	Minutes Approved from 1-9-18. Action Pending 1-9-18 - Lisa will follow up with Lisa Stephens to address exit route/window breaking tool at KRV. Lisa is confirming funding for the radios at KRV.
4. Agenda Item Annual Safety Calendar	Lisa Couch/Committee	The committee discussed the Annual Safety Calendar and ideas on how to include other departments in topics and events that promote the monthly campaigns. Financial Aid has a requirement to promote Drug and Alcohol Awareness. The committee agreed to add Drug Awareness to the month of March to be included with Alcohol Awareness. The committee would like to share the calendar with other departments to coordinate safety topics and ideas throughout the college. The committee agreed to reach out to Access Programs, Counseling, Student Services and Human Services to provide input and target topics to promote safety awareness throughout the year. Action: Lisa will provide safety calendar to areas to coordinate efforts.
5. Agenda Item March Safety Topics Red Cross Month Alcohol Awareness	Lisa Couch/Committee	Lisa shared the suggestions that were posted in the discussion regarding safety topics. <ul style="list-style-type: none"> • Red Cross web site has useful information. • April – Alcohol Free Weekend, 72-hour alcohol free pledge. • Display or Information Board related to the topics. • Coordinate with local police departments for drug/alcohol awareness. The committee discussed reaching out to local law enforcement to see what resources are available to promote drug and alcohol awareness for all sites. We also discussed utilizing the library to display books and information on the monthly safety topics. Action: Jarrod will reach out to law enforcement for alcohol awareness resources and post or email the responses he receives.
6. Agenda Item Participatory Governance Document	Lisa Couch/Committee	The committee reviewed the Participatory Governance Appendix G for the Safety and Security Committee. The committee agreed with the Charge as stated but the Composition needs the M&O Chair updated to Safety & Security Program Manager. The Evaluation and Assessment addresses the drills but not all survey tools are listed. The committee would like to add a survey to ensure the safety needs are met for students and employees. The incidents reports will be reviewed for common safety issues.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>Action: Lisa will revise Appendix G in the document and send out for feedback.</p> <p>Action: Lisa will reach out to Lisa Stephens to see how our mission applies to our incarcerated student population.</p>
7. Agenda Item Update on College Heights Blvd.	Lisa Couch	Lisa has confirmed the City of Ridgecrest owns the road known as "College Heights Blvd". This includes the section of road where we have the 3 way stop as you enter and exit the main campus. The Facilities Department will be working with the City to address the road conditions.
8. Agenda Item Safety Suggestion Boxes	Lisa Couch	<p>The safety suggestion boxes were checked at IWV.</p> <ul style="list-style-type: none"> • The LRC box suggested we put PVC pipe or rope on the wires that we use to stake trees to the ground for better visibility. • The CDC box suggested we fix or spray paint the concrete cracks in the sidewalks where the concrete has lifted so people do not trip or fall. <p>Action: Lisa will follow up with M&O and report back on the repair status for tree wires and concrete.</p> <p>Action: Lisa will ask Deanna and Lisa Stephens to check the campus Safety Boxes.</p>
9. Agenda Item Spring 2018 Drill	Lisa Couch/Committee	<p>The committee discussed dates for the Spring 2018 fire drill. We would like to target a Monday/Wednesday drill in the afternoon since the Great Shakeout occurred in the morning on a Thursday. The committee is looking at dates during the week of April 16th. This will be a standard evacuation drill.</p> <p>Action: Ana will confirm the block schedule for Wednesday, April 18th.</p>
10. Review of Action Items	Lisa Couch/Committee	<p>Action Item Summary:</p> <ul style="list-style-type: none"> • Pending 1-9-18 - Lisa will follow up with Lisa Stephens to address exit route/window breaking tool at KRV. Lisa is confirming funding for the radios at KRV. • Lisa will provide safety calendar to areas and get feedback. • Jarrod will reach out to law enforcement for alcohol awareness resources and post or email the responses he receives. • Lisa will revise Appendix G in the document and send out for feedback. • Lisa will reach out to Lisa Stephens to see how our mission applies to our incarcerated student population. • Lisa will follow up with M&O and report back on the repair status for tree wires and concrete. • Lisa will ask Deanna and Lisa Stephens to check the campus Safety Boxes. • Ana will confirm the block schedule for Wednesday, April 18.
11. Future Agenda Items	Lisa Couch/Committee	
12. Meeting Dates	Lisa Couch/Committee	The committee discussed future meeting dates. Ana will be on maternity leave beginning March 2 nd . Jarrod is available before 5pm.
13. Adjournment		10:00am

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler