



Safety Committee Meeting Minutes

April 17, 2018

EW 207

9:00am – 10:00am

**Present:** Lisa Couch, Caroline Sanderson, Jarrod Bowen, John Daly (Guest), Michael Metcalf, Karen Spurlock, Sherri Windish

**Absent:** Joe Grubbs, Lisa Stephens, Emily Wood, Ana Mora

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	9:00am
2. Approval of Agenda	Lisa Couch/Committee	Agenda approved.
3. Approval of Minutes & Action items.	Lisa Couch/Committee	<p>Minutes Approved from 3-20-18.</p> <ul style="list-style-type: none"> <li><b>a) 1/9/18 Action: 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.</b> John Daly and Crystal are talking to Lisa Stephens to confirm radio usage. 4/17/18 –Radios on order.</li> <li><b>b) 2/15/18 Action: Lisa will revise Appendix G in the document and send out for feedback.</b> 4/17/18 – Appendix G was given to Jill Board – Completed.</li> <li><b>c) 2/15/18 Action: Lisa will reach out to Lisa Stephens to see how our mission applies to our incarcerated student population.</b> Lisa reported this is a broad conversation on how different things apply to the college not just the Safety Committee.</li> <li><b>d) 2/15/18 Action: Lisa will follow up with M&amp;O and report back on the repair status for tree wires and concrete.</b> M&amp;O added white PVC over the tree wires for safety and yellow marking paint was used to identify cracks in concrete on pathways.</li> <li><b>e) Lisa will work with John Daly to plan the evacuation of next drill.</b> Completed.</li> <li><b>f) Lisa will make sure all sites and areas have the “evacuation area” signage.</b> Completed.</li> <li><b>g) Lisa will request that an evacuation sign be provided to KRV.</b> KRV still needs sign; John suggested they make one for the drill.</li> </ul>
4. Safety Suggestion Boxes	Lisa Couch	<p>No new suggestions for ESCC or KRV. Three boxes were checked at IWW. One new request to fix lights in the LRC. Lisa will follow up with John this summer since this is on the maintenance schedule for repairs. Another request was for parking stops in the gym parking lot. Lisa will check on gym parking lot project list. In the meantime, a conversation may need to take place to slow people down. This can also be discussed with the facilities committee. The third suggestion was related to active shooter drills and training being done annually or bi-annually. This will be one area of focus for a New Safety &amp; Security Program Manager.</p> <p><b>Action: Lisa will confirm LRC lighting and timeline for gym parking lot project.</b></p>
5. Accreditation –	Lisa Couch/Committee	<p>Lisa asked John Daly to join the committee to review Accreditation Standard III.B: Physical Resources. The committee was provided a copy along with the guide that outlines the criteria. John is trying to locate the</p>

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Standard III.B		MOU with Edwards AFB and the MOU for Wiknic Gun Range to be used as evidence. The MOUs can be emailed to Lisa Couch. John will make revisions discussed by the committee and send to Corey Marvin.
6. April Safety Topics Sexual Assault Prevention	Lisa Couch/Committee	<p>Lisa provided information on the April Sexual Assault Awareness activities. Emails, text and social media posts will go out related to topics. Flyers and materials are being sent to all sites. On April 24<sup>th</sup> a rep from the Women’s Center will give 3 presentations in the Library at scheduled times. Presentations will be available via livestream. April 25<sup>th</sup> is Denim Day, supported by special hashtags and a group photo outside the LRC at 10:30am. April 26<sup>th</sup> is Thirsty Thursday in the quad. The rep from the women’s center will return and have a table with material.</p> <p><b>Action: Lisa will confirm flyers and material are being sent to sites for sexual assault awareness.</b></p> <p><b>Action: Lisa to reach out to Rebecca Pang to get info on Canvas for our online students.</b></p> <p><b>Action: Lisa will work with Mike Campbell on feedback survey on presented info for sexual assault awareness.</b></p>
7. Safety Calendar	Lisa Couch	The committee discussed activities and ways to promote stress reduction and mental health awareness. Lisa would like us to look at the year in advance so we can promote earlier. Lisa asked the committee to send or post any suggestions by next Tuesday to the group to wrap up May. June is National Safety-Heat Related Illness Month. Any June suggestions should be posted to the group by Friday. Students will return the end of June.
8. Spring 2018 Drill – April 18, 2018		<p>The committee would like to establish drill dates for Fall so faculty can plan accordingly. The Great Shake Out is scheduled for Thursday, October 18<sup>th</sup> at 10:18am. This will be our T/Th announced drill. We need to schedule an afternoon or evening drill for M/W classes. Early September, maybe the week of the 9<sup>th</sup> in the afternoon. Refresh drill guidelines and earthquake guidelines in advance. Jarrod will share with Academic Senate once determined. The Spring drill takes place tomorrow. Individuals have been identified to assist with the evacuation. Class lists were distributed and we know what faculty need to report back once areas have been cleared. CC Info will be sent out for all sites. Caroline brought up Pearson Vue testing at the Bishop Campus only. Pearson Vue tests once per month. Lisa suggested for this drill only they exclude them and for future find out what will work out best. A survey will go out to evaluate for improvement. Feedback of your observations can be provided directly to Lisa or via survey.</p> <p><b>Action: Lisa will reach out to VP and Deans to see what works best for Fall 2018 drills.</b></p> <p><b>Action: Lisa will confirm with Natalie when the CC Info will go out.</b></p> <p><b>Action: Caroline will follow-up with Pearson Vue and let Lisa know.</b></p>
9. Review of Action Items	Lisa Couch	<p><b>a) Lisa will request that an evacuation area sign be provided to KRV.</b></p> <p><b>b) Lisa will confirm LRC lighting and timeline for gym parking lot project.</b></p> <p><b>c) Lisa will confirm flyers and material are being sent to sites for sexual assault awareness.</b></p> <p><b>d) Lisa to reach out to Rebecca Pang to get info on Canvas for our online students.</b></p> <p><b>e) Lisa will work with Mike Campbell on feedback survey on presented info for sexual assault awareness.</b></p> <p><b>f) Lisa will reach out to VP and Deans to see what works best for Fall 2018 drills.</b></p> <p><b>g) Lisa will confirm with Natalie when the CC Info will go out.</b></p> <p><b>h) Caroline will follow-up with Pearson Vue and let Lisa know.</b></p>

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10. Future Agenda Items	Lisa Couch	<ul style="list-style-type: none"> <li>• Drill dates and times for next year.</li> <li>• Discuss Great Shake Out date and time.</li> <li>• Fall Safety Calendar.</li> </ul>
11. Meeting Dates	Lisa Couch	TBD
12. Adjournment		10:00am

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler