

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of May 1, 2018**

**Committee Members:**

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| <input checked="" type="checkbox"/> Dave Wilson             | <input checked="" type="checkbox"/> Melonee Cruse  | <input checked="" type="checkbox"/> Peter Gonzales | <input checked="" type="checkbox"/> Steve Shull              |
| <input checked="" type="checkbox"/> Patricia Swint (Keenan) | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Carlos Duarte  | <input checked="" type="checkbox"/> Nicole Solis/Student Rep |
| <input checked="" type="checkbox"/> Donna Lee               | <input checked="" type="checkbox"/> Sheila Wright  | <input checked="" type="checkbox"/> Timothy Engle  | <input checked="" type="checkbox"/> Duetta Langevin (Chair)  |
| <input checked="" type="checkbox"/> Joanne Franco           | <input checked="" type="checkbox"/> Joe Jennum     | <input checked="" type="checkbox"/> Ken McAlpin    | <input checked="" type="checkbox"/> Andie Solorzano (Notes)  |
|   | <input type="checkbox"/> Bill Asher                | <input checked="" type="checkbox"/> Sandi Horn     |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	Introductions- committee went around the table and introduced themselves. Guests – Ignacio Barrios with POMS, Toni Consuelo from ASCIP.	
<b>2. Agenda Review</b>	Reviewed	
<b>3. Review Group Memory – April 3, 2018</b>	Reviewed – will remove WC info and just note we discussed claims	<b>Approved</b>
<b>4. Committees to Report on Accreditation – Kristina Allende</b>	<p>A hand out was provided to the committee – Kristina is Faculty member but also part of the Accreditation Steering Committee. Speaking committees to make them aware of the new process that has been approved.</p> <p>Accreditation is every 7 years. Report is created.</p> <p>It is a very simple process. Our committee was identified by the accreditation steering committee as doing work related to the following theme:</p> <ul style="list-style-type: none"> <li>• IIIB. Facilities Resources – ensures safe and sufficient physical resources</li> </ul> <p>In an effort to keep current with gathering evidence for accreditation we are asking that the committee identifies in the meeting minutes any areas of discussion that align with the theme mentioned above. When these items are</p>	<b>Will use this process for all future minutes.</b>

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	<p>identified the note taker will mark in the Action/outcome section IIB. The committee can make the decisions about which, if any, discussion links to one or more of the themes assigned to the committee as it reviews the minutes at each meeting and the note taker will update the notes in the Action/outcome section with the IIB.</p> <p>Starting to gather information early.</p>	
<b>5. WC Claims for April 2018 – Andie</b>	Discussed WC claims from March with the committee.	
<b>6. Hazard Reports – Safety Concern on Wheelchair Access ramp</b>	<p>Building 21F – A student has a Manuel wheelchair and is concerned when coming down the ramp. It is a tight area and if the student loses control he could roll into an embankment with a slope. Another concern was the speed because of the steepness of the ramp. Could there be strips or something to help. Possibly put a railing to block of the embankment.</p> <p>Peter brought up that is generates a lot of electricity and give a shock when opening the door.</p>	<p><b>Duetta will work with Roger and facilities to see what can be done to this area.</b></p> <p><b>Ken will look further into the “shock” generated in the potables to see if anything can be done.</b></p> <p><b>IIB</b></p>
<b>7. Emergency Management Updates – Melonee</b>	<p>Not really any updates – working on all her items. Drill is still scheduled for 10/11/18.</p> <p>6/20/18 – LA county Fire and Sheriff department will have an active shooter training for the agencies. It is an opportunity for are CERT teams to participate and practices. Asking agencies about guest passes to observe.</p>	

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	<p>It was brought up that hopefully we can do something like this in our specific buildings Ex: 9B</p> <p>It's a non-instruction day and campus will not be involved. Messages and signage will be put out to make people aware of the drill.</p> <p>Amber box will hopefully be tested with this drill as well since it has not been tested yet.</p> <p>Building 28A and 26C area for this drill.</p>	
<p><b>8. POMS- Ignacio will go over Safety Inspection Report</b></p>	<p>Ignacio past out a spreadsheet. It was generated from the most recent inspection completed. Only did a section which included 28,27,26,29,77,78,66 and 67. Looked at assembly areas and every 3<sup>rd</sup> class room. Sampling of classroom but if they came across a LAB, workshop and or Kitchen they stopped. The pool and athletic areas. Looked for compliance issues making sure we are OSHA compliant. Looked at best practices and Injury hazards.</p> <p>Can of pesticides was found in a classroom. There are rules and regulations on that which only pertains to K-12. Under the safe school act. It was asked if it carries over because we have minors that do come onto campus. Ignacio will look up that answer.</p> <p>Ignacio reviewed findings from the report with the committee on the projector.</p> <p>What is the plan for F/U on these findings? It is still being worked out. It will most likely be with Facilities</p>	<p><b>IIIB</b></p> <p><b>Ignacio was going to check on whether that regulation with the safe schools act applies since we have minors on campus.</b></p>

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	<p>and Maintenance with most. Sometimes it will be communication with the Dean based on the finding and area. Duetta is taking on that responsibility.</p> <p>Duetta asked that the committee submit any hazards by utilizing the Hazard form if something is observed as being a hazard.</p> <p>Ken has asked to make it specific to where these items found are located so they don't have to search for them. Bldg., room. Ignacio will note that.</p> <p>Duetta would like to get this report eventually to President's cabinet.</p> <p>Duetta will plan better in terms of access points having the necessary keys to be able to make the inspection more complete this next round.</p> <p>Funding was brought up at the last directs report meeting. If it's an immediate need Duetta will look to Mike G. for funding and see what can be done.</p>	<p><b>Duetta will do the follow up with the assigned area manager or director to address the findings/ or place appropriate work orders as discussed with Bill Asher</b></p> <p><b>Future inspection reports will reflect room numbers, bldg. numbers, and more specific location of items.</b></p> <p><b>Doug the new Assoc VP addressed the inspection report with PC</b></p> <p><b>It was submitted for security camera system for \$500,000, amount was postponed following bond passing – it was discussed that the infrastructure for camera system will be installed in the Lot B project this summer.</b></p>
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<p><b>9. Safety News – New Standing Topic for committee</b></p>	<p>Newsroom we would like to work with this to post any safety topics.</p> <p>Committee can bring up topics we can put on the newsroom.</p>	
<p><b>10. Roundtable</b></p>	<p>Carlos brought up a couple questions. Cabinet notes – Cassidy Whitmore liability issue with the lost suit that affected UCLA. SMART team is the sexual assault team – it was renamed by Koji in student life to the SMART.</p> <p>What would it take to re-vamp the appeal process for smoking and skate boarding?</p> <p>Isaac, Duetta and Dave met it wasn't really talked about changing the appeal process.</p> <p>The appeal process has never been put together and team has not been created.</p> <p>Are more signs for no skateboarding being put up? An audit has not been done yet. It was a project for Duetta and Roger. They will get together to work on that.</p> <p>Smoking area near building 2 is a concern. Gathering spot for people to smoke near the theater. No update yet on sign. Look into possibly moving the smoking area away from that area.</p>	<p><b>Duetta will follow up with Isaac regarding the appeal process on citations for smoking and skateboarding. They are scheduled to meet again.</b></p> <p><b>Duetta will look into provide information to Gary N. about moving smoking area near building 2. Duetta, Bill Asher met with Ignacio from POMS and conducted an inspection of the smoking areas, recommendations will be received in a report.</b></p> <p><b>IIIB</b></p> <p>Audit completed and will probably be either eliminating this smoking area or moving it up the stairs away from the entrance.</p>

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	<p>Joe mentioned that we bring up the moving of the smoking area to Gary Nellesen in Facilities. He then can present to the president's advisory group and it was approved to move.</p> <p>It was asked if there was any feedback from the power outage from last Thursday. Most were not aware. No alert was sent out. It was an Edison issue. No feedback was provided.</p> <p>Fire Academy possible reflective vest when they are running early in the morning so they can be seen.</p>	<p><b>IIIB</b></p> <p><b>Duetta will look into reflective vest for fire academy.</b> Steve followed up with Duetta following the meeting indicating the vests are on order and will be only an issue when the time turns back to daylight savings.</p>
<p><b>11. Future Action Items:</b> <b>Identification Badges-AP7121</b> <b>First Aid Kits</b> <b>TB Exposure Standard</b> <b>Operating Procedures</b></p>	<p>**Bursars no longer handles the ID badges. Bookstore issues them now.</p>	<p><b>Duetta will confirm if Barnes and noble is issuing them now? Yes Barnes and noble issues the ID Badges.</b></p>

**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**

May 1, 2018  
June 5, 2018