

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of November 6, 2018**

**Committee Members:**

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|---|--|--|---|
| <input checked="" type="checkbox"/> Mike Williams | <input checked="" type="checkbox"/> Melonee Cruse  | <input checked="" type="checkbox"/> Peter Gonzales | <input type="checkbox"/> Steve Shull                        |
| <input type="checkbox"/> Patricia Swint (Keenan)  | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Carlos Duarte  | <input type="checkbox"/> Tatianna Alonso/Student Rep        |
| <input checked="" type="checkbox"/> Donna Lee     | <input checked="" type="checkbox"/> Sheila Wright  | <input type="checkbox"/> Timothy Engle             | <input checked="" type="checkbox"/> Duetta Langevin (Chair) |
| <input type="checkbox"/> Joanne Franco            | <input 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>	The committee went around the table and introduced themselves as we had 2 people in observance. Toni Consuelo from ASCIP and Don Potter the director of deaf and hard of hearing services.	
<b>2. Agenda Review</b>	Reviewed	
<b>3. Review Group Memory – September 4, 2018</b>	Reviewed and added some updates and corrections – Approved after updates and corrections are made.	
<b>4. WC Claims for September and October – Andie</b>	The WC claims for September and October were reviewed with the committee.	
<b>5. Hazard Reports – Smoking Audit Report, Crossing area near Staff Lot B4 and B</b>	<ul style="list-style-type: none"> <li>• Duetta reviewed the smoking audit that was completed with POMS. In the audit there were 7 areas of concern with 9B being one of priority with moving it away from the entrance. Facilities is working on some of the other areas. Duetta has spoken to Mike Gregoryk and at this time we cannot move forward with being a smoke free</li> </ul>	<b>IIIB</b>

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	<p>campus.</p> <ul style="list-style-type: none"> <li>• Pictures were taken of the entrance to staff parking lot B4 and near lot B. The committee was able to review them. The concern was brought up at the October meeting about there not being any walk ways or sidewalks for pedestrians to walk across and it is a hazard with all the traffic in that area. Some concerns were brought up about the new staff parking lot B. One being were the turn area in front of building 4 seems to be very wide and cars tend to go very fast around that corner. Another is the turnaround on Mt. SAC way. People are still stopping and waiting for students which is not allowed. Students walking and crossing Mt. SAC way is another concern as well.</li> </ul>	<p><b>Mike Williams will look into some of these concerns and possible solutions.</b></p> <p><b>UPDATE: Mike Williams and Matt Thatcher will be having a meeting about some solutions. -12/4/18</b></p>
<p><b>6. Emergency Management Updates – Melonee</b></p>	<p>Melonee reviewed an After –Action Report regarding the Evacuation Drill that took place on 10/11/18. She discussed strengths, areas of improvement, and Action Plan with the committee. One concern that was brought up and discussed in the meeting was the participation of Faculty members during these drills.</p> <p>Melonee is currently creating an online emergency training for faculty and would like some feedback from the committee.</p> <p>The committee was informed that the New Hazardous waste vendor, Stericycle, is on campus now and the bulking process has been moved to a new area near parking lot F.</p>	<p><b>Melonee will bring what she has so far of the online training to get input.</b></p>

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<p><b>7. Police &amp; Campus Safety phone communication w/ students who are deaf/hard of hearing</b></p>	<p>Deputy Bob Wren is working on getting an update regarding this topic. Melonee was able to give the committee some insight on how this topic came about. October was Disability awareness month and Melonee along with Bob Wren conducted an Active Shooter training with attendees that were deaf and or hard of hearing. This brought up many issues and concerns that needed to be further be addressed about the safety and communication with police &amp; campus safety.</p> <p>Suggestions and items brought up in discussion were:</p> <ol style="list-style-type: none"> <li>1. Simple wording on any emergency messages</li> <li>2. Awareness and Self Defense training</li> <li>3. Adding visual pictures and key words to help communicate with those who have a disability to all the building evacuation plans. For example common sign language that can be used during an emergency.</li> </ol>	<p><b>Bob Wren will have more information to provide the committee at the next meeting.</b></p> <p><b>UPDATE: A program is being purchased by IT. The process of selecting the vendor has been completed. - 12/4/18</b></p>
<p><b>8. Roundtable</b></p>	<p><b>Smoking AP/BP</b> – The Police &amp; Campus Safety Advisory Committee met and discussed the lack of enforcement with smoking and skateboarding. The question was brought up that does the AP/BP policy need to be amended also do we need to look at the adjudication process?</p> <p>City of Walnut – Hazard Mitigation Plan is being update and going through the RFP process with vendors. Once complete it will be posted on the website.</p>	<p><b>Duetta will reach out to Student Life to discuss further.</b></p> <p><b>UPDATE: A meeting has taken place with Andi Sims in Student Life. A follow up meeting with take place in January. – 12/4/18</b></p>

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<p><b>9. 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>The committee discussed the AP/BP for ID badges which only states classified employees need ID badges. Currently there is no AP/BP for faculty and management. Duetta asked Carlos to look into the AP/BP and bring the info to the next meeting. The committee will review and possibly purpose language to be updated.</p> <p>Duetta informed the committee that she, Marti and Grace Hansen did meet to discuss developing a TB program. Duetta will be scheduling a second meeting and will update committee with progress.</p> <p>First Aid Kits are available with Health Services. You can contact Samaris is 9E.</p>	<p><b>Carlos will look into the AP/BP and bring to the next meeting.</b></p> <p><b>UPDATE: A meeting will take place in January. – 12/4/18</b></p>
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**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**  
**December 4, 2018**