

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of December 4, 2018**

**Committee Members:**

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|---|---|---|---|
| <input checked="" type="checkbox"/> Mike Williams | <input checked="" type="checkbox"/> Melonee Cruse | <input type="checkbox"/> Peter Gonzales           | <input checked="" type="checkbox"/> Steve Shull             |
| <input type="checkbox"/> Patricia Swint (Keenan)  | <input 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 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 type="checkbox"/> Ken McAlpin              |   |
|   | <input type="checkbox"/> Bill Asher               | <input type="checkbox"/> Sandi Horn               | <input checked="" type="checkbox"/> Andie Solorzano (Notes) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	Ray Mosack attended as a guest of Steve Shull.	<b>Steve is suggesting Ray to replace his spot on the committee since he is retiring this December.</b>
<b>2. Agenda Review</b>	Reviewed	
<b>3. Review Group Memory – November 6, 2018</b>	Reviewed and Approved	<b>Posted to Website</b>
<b>4. WC Claims for November – Andie</b>	The WC claims for November were reviewed with the committee.	
<b>5. Hazard Reports – Staff Lot 67B, Parking lot speed limits &amp; cameras</b>	Staff Lot 67B – Risk Management received a Hazard report that there is not enough lighting in this parking lot and can be a potential safety risk. Carlos from Campus safety informed the committee that there have been incidents recently that with construction some lines may have been cut to where the lights in that area are not working. Campus safety has submitted a work order for that.	<b>IIIB Duetta will forward the report to Bill Asher and follow up regarding the work order.</b>

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	<p>Parking lot speed limits &amp; cameras – Risk Management received a hazard report from a student regarding speed limits in all parking lots and having cameras in the parking lots. The report stems from an incident that occurred with the student almost 2 years ago when she states she was struck by a vehicle as she was walking through the parking lot. This continues to be a concern and issue regarding several factors. One being that students are not paying attention and walk in areas that are not visible between cars.</p> <p>It was suggested that working with Student Life and the Student association on a “LOOK UP” type of campaign could possible help make students aware of their surroundings.</p>	
<p><b>6. Emergency Management Updates – Melonee</b></p>	<p>The date for the Spring evacuation drill will be on April 11, 2019 sometime between 10am and 11am. It will be the 2<sup>nd</sup> half of campus that did not participate in the October Drill. There will be a need for volunteers and observers if anyone would like to participate please contact Melonee.</p> <p>Melonee was able to locate the PO for the evacuation chairs that were purchased in the past. Chairs are needed on Building 6, the BTC buildings 77 &amp; 78, 9B and 9E.</p>	<p><b>IIIB</b></p> <p><b>Melonee will follow up with Mika in facilities regarding funding for chairs</b></p>
<p><b>7. Roundtable</b></p>	<p>Risk Management website has been revamped. New items have been added like monthly safety tips and trainings. It is much more accessible for the users. Duetta plans on reviewing and doing a quick overview of the site at one of the scheduled manager’s meetings.</p>	<p><b>Duetta will share new website with Managers.</b></p>

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	<p>Carlos in campus safety brought up the rise in calls for campus safety that have to deal with Mental Health issues. His concern is that do they have the resources to deal with these situations. Employees do have access to the EASE program. Duetta did mention to the committee that the EASE program has been brought up in the Wellness Committee meeting that she co-chairs and discussion has taken place regarding possibly having an onsite counselor available to staff if needed.</p> <p>Tim Engle was able to inform the committee that resources are being worked on in this area. A behavioral counselor/case manager is being hired.</p> <p>Question was brought up asking if there are mental health funds available, one time monies.</p>	<p><b>Duetta to look into possible mental health funds and is they are available?</b></p>
<p><b>9. Future Action Items: Identification Badges-AP7121 TB Exposure Standard Operating Procedures</b></p>	<p>ID Badges: Carlos researched the AP/BP policy history and provided the following information. In 2009 ID badges were not included. In 2011 only covers classified employees and he was not able to get information on why it was only classified. The confidential group is going to remove it from there documents. Also there is no ED CODE that states the requirement of using ID badges.</p> <p>There was discussion on how some buildings are set up to have ID badge scan access but nothing has ever been set up. For example, Joe mentioned building 45 is set up that way. It is unclear on way the district has</p>	<p><b>IIIB</b></p> <p><b>Duetta will follow up with Mike and Gary about the building set up with ID scan access.</b></p>

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	<p>not moved forward with setting it up and it is possibly something we want to think about in regards to safety.</p> <p>TB Exposure SOP: Duetta, Grace and Marti are scheduling a second meeting to discuss the TB program.</p>	
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**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**

**Confirmed Dates for 2019**

- January 8, 2019
- February 5, 2019
- March 5, 2019
- April 2, 2019
- May 7, 2019
- June 4, 2019