

**VENTURA COLLEGE**  
**Safety and Wellness Committee – Minutes**  
**Campus Center Conference Room**  
**October 20, 2015**

**Present:** Terry Cobos, Jenifer Cook, Eileen Crump, Robin Douglas, Burt Gutierrez, Tim Harrison, Tyler Hickok, Mary Jones, Sandy Melton, Kelly Neel, Mike Pallotto, Angeles Rodriguez, Rebecca Russell, Saliha Sha, Carol Smith, Jenchi Wu

**Recorder:** Maureen Jacobs

**Minutes:**

Agenda Item	Summary of Discussion	Action if Required	Completion Time	Assigned to:
<b><i>OLD BUSINESS</i></b>				
<b>Review 09/15/15 Minutes</b>	Corrections to 9/15/15 minutes are: <ul style="list-style-type: none"> <li>• In Campus Police Update, spelling correction of 'discuss'.</li> <li>• In BICT update, Raeann Koerner is the new administrator.</li> </ul>			
<b>Safety Screening Forms/Safety problems</b>	Mary presented the following reported safety problems from submitted safety forms: <ul style="list-style-type: none"> <li>• <u>Students are parking bikes on at poles.</u> We need more bike racks. Tim said that if it is a safety concern, more bike racks should be included in Program Review. FOG will work on it. Rebecca Russell suggested signage telling student not to lock bikes at the pole. She mentioned that students try to bring them in to the LRC. Can we have Cadets help with this and telling students to use the bike racks.</li> <li>• <u>Rebecca mentioned that she has noticed less skateboarding.</u> Mary would like to send BICT letters. Rebecca suggested letting student know that insurance doesn't cover injuries. Mary would like Campus Police to stop skateboarders and get their names. Send this information to Mary.</li> <li>• Someone mentioned that we have people parking in motorcycle spaces. We need more signage. Per Tim, this is for FOG.</li> <li>• WAM needs lighting.</li> <li>• <u>Drinking liquor in the HSC restroom:</u> The staff is finding empty booze bottles every day in the first floor restroom. The building is locked at night. Mary said it is a code of conduct violation and it has consequences. Let the staff know to report anyone smelling of alcohol..</li> <li>• We had an <u>instructor fall due to a muddy short trail.</u> Tim said we should have more walkways and that FOG is discussing same.</li> <li>• <u>SCI-107: There is no A/C. Students with asthma have to leave.</u> Jenchi began the discussion on needing air conditioning in the classroom. Tim said that 1/4 - 1/3 classes have no air conditioning. We have to be prepared for more hot or cold days. We have only one technician and may need to suggest another in</li> </ul>			

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	<p>Program Review.</p> <ul style="list-style-type: none"> <li>• Rebecca said that a chair in the LRC's breakroom snapped. Purchasing can check the warranty. Can we get new chairs? Through Program Review? The warehouse has chairs and Rebecca can check with them.</li> <li>• <u>LRC: Students sit on the platform and they are extending legs</u> into the elevator area. Corners need to be rounded and/or painted. Tim asked Eileen to follow up with M &amp; O. Music performances can block the pathway for disabled students.</li> <li>• Mary reported that whole sanitizer units are being stolen off the wall. Tim suggested finding out if there is something more industrial. Mary said the dealer recommends stands.</li> <li>• <u>LRC: there is lots of leaking</u></li> <li>• <u>LRC: Third floor, students are sitting on the ledge on the other side of the rail.</u> Faculty meet with students on the 3<sup>rd</sup> floor. Perhaps that can have a discussion of when and where students are allow up to the 3<sup>rd</sup> floor.</li> <li>• <u>LRC loading dock – jumping? (Tom O'Connor).</u></li> <li>• Kelly said the hand sanitizers in the trailer can't be refilled. She asked if we can change them out. Mary replied that the plan for the hand sanitizers is for them to be outside the classrooms.</li> <li>• <u>Driving the wrong way in the West parking lot.</u> We need more arrows.</li> </ul>			
<b>NEMS Update</b>	<p><u>Earthquake drill, 10/15/15:</u>  We had about the same participation and problems as last year.</p> <ol style="list-style-type: none"> <li>1. Many building could not hear the announcement or the conclusion to the drill.</li> <li>2. You can't receive the announcement if your cell phone is on mute or off in class or at work. HSC cannot hear the speaker. During class time, cell phones are on mute.</li> <li>3. Mary said the neighborhood heard the earthquake announcement and received feedback.</li> </ol>			
<b>Campus Communication</b>	<ul style="list-style-type: none"> <li>• Kelly suggested "What if you had announcements you want the teachers to make, once per month or once per week. Can ADM help communicate these messages?"</li> <li>• Student Health Center (SHC) has been to 16 classes to let students know what SHC does.</li> </ul>			

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<p><b>Goals</b></p>	<p>Mary distributed a list of possible goals:</p> <ol style="list-style-type: none"> <li>1. Two people per building trained in CPR/ AED. (Ideally AM and PM).</li> </ol> <p>Discussion: We need 2 trained for AED's. Kelly suggested asking the deans have 2 in each building trained. MCE/W, PAC and WAM are transient. Kelly said that there is online training for \$30. Mike said we need Blackboard Connect training as well; someone to send out the mass notification.</p> <ol style="list-style-type: none"> <li>2. <u>Goal</u> on the outcome of all the awareness programs and educational activities? Find out what percentage of employees participate from each department and have a goal number to meet every year, so that by the end of 2017 we have everyone participating.</li> <li>3. <u>Goal</u> related to the Safety issues that we are reporting- perhaps that a certain percentage (70%) of the reported issues are resolved by the end of the academic year.</li> </ol> <p>Discussion: Tim added that we can put the safety issue on a spreadsheet and determine how many are solved, what percentage? We can have a goal of a certain percentage</p> <p>Tim suggested 4 activities each year:</p> <ol style="list-style-type: none"> <li>1. Quake, then pull the fire alarm so everyone knows, then evacuate – all in one day</li> <li>2. Evacuation</li> <li>3. Active Shooter (Tim-every spring during Safety Week, an annual routine.)</li> <li>4. Fire Drill</li> </ol>			
<p><b>Clery Act</b></p>	<p>Mary passed out the "Campus Security Authority Crime Report Form" Campus Security Authority: We have to have people in place and trained. We will have training on it. We need to include all coaches, club advisors. We have ordered the guide book, the list of crime forms, and a sticker to ID you. It has to be part of student and staff orientation. Reporting goes to Campus Police. We will be fined if we do not report. Rebecca clarified; If someone comes to you and says something happened then you are obligated to report it.</p> <p>Jenchi suggested that all forms be on the website and Mary agreed.</p>			

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<b>Campus Police Report</b>	<ul style="list-style-type: none"> <li>• Mike spoke about needing signs for parking in the S lot.</li> <li>• And the smoking benches in the North lot. He has requested they be moved.</li> <li>• He reminded us about locking cars and keeping things hidden.</li> <li>• <b>Something about lighting, I couldn't hear what Mike Palotto explained.</b></li> <li>• Burt said the get ASVC involved in communications on an ongoing basis.</li> </ul>			
<b>Safety and Wellness Budget</b>	Tim said we need to invest in campus safety/security in terms of workforce and supplies. We should determine what we should have and put a number with it. Tim mentioned Campus Safety Officers as a possibility. Burt added that many times we only have one officer, supported by cadets. If there is an active shooter, the only thing they can do is keep eyes on the shooter.			
<b>NEW BUSINESS</b>				
<b>Safety Plans Posted on our website</b>	<p>Mary reported that our safety plans must be posted on the web and it has to be accessible.</p> <ul style="list-style-type: none"> <li>• This has been board policy since 2011.</li> <li>• She showed Austin Community College District's Emergency Information website: <a href="http://www.austincc.edu/emergency-notifications">http://www.austincc.edu/emergency-notifications</a></li> <li>• She likes its formulation and its ease of accessing information.</li> <li>• She encourages us to see what is missing. Sandy Melton mentioned earthquakes. Another mentioned "what to do for first aid."</li> <li>• Mary asked if anyone would like to help.</li> </ul>	Create a website for VC Safety Plans		
<b>From the District</b>	<ul style="list-style-type: none"> <li>• <u>Classroom locks on the inside.</u> We need to have something done. DAC has a proposal for \$5 million for campus safety. Its first priority is to be able to "lock down". Terry Cobos said they will hire a consultant to work with M &amp; O directors to develop a plan and to for a RFP.</li> <li>• <u>Also on the district safety list is a Campus intercom system.</u></li> </ul>			
<b>Next Safety Meetings FY 15-16, 2-3:30 PM Campus Center Conference Room</b>	<p>Tuesday, November 17, 2015          Tuesday, December 15, 2015          Tuesday, January 19, 2016          Tuesday, February 16, 2016          Tuesday, March 15, 2016          Tuesday, April 19, 2016</p>			