

**VENTURA COLLEGE**  
**Safety and Wellness Committee – Minutes**  
**Campus Center Conference Room**  
**November 17, 2015**

**Present:** David Bransky, Lucy Capuano, Jenifer Cook, Eileen Crump, Robin Douglas, Tim Harrison, Mary Jones, David Kelley, Sandy Melton, Martin Navarro, Kelly Neel, Angeles Rodriguez, Rebecca Russell, 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>Safety Coordination with FOG/M &amp; O</b>	<ul style="list-style-type: none"> <li>• Mary asked what would be the best, reasonable way for safety concerns to be part of the FOG agenda and insure they are prioritized on M &amp; O's list.</li> <li>• Tim replied that this committee should evaluate the list in terms of safety and ADA compliancy and rate them, possibly 1-5 considering available solutions.</li> <li>• Tim would also like to bring a summary-safety picture to ADM Council.</li> <li>• Safety forms should be forwarded to Martin, M&amp;O or Campus Police.</li> <li>• Send list to FOG chair(s) or Jenchi is on the FOG committee. She will/can bring the list. All voted for Jenchi to be our FOG committee representative.</li> </ul>	<p>Evaluate list</p> <p>Give Tim a safety summary for ADM Council</p> <p>Give Jenchi the list</p>	<p>Monthly/Semi-Monthly?</p> <p>Monthly</p>	<p>Committee</p> <p>Mary</p>
<b>Campus Police Update</b>	Campus Police has been busy with bike thefts and night transients. Please remember not to leave purses or tech equipment visible in cars.			
<b>BICT Update</b>	Mary reported that BICT is doing well, getting referrals and getting things done quickly.			
<b>Safety Screening Form Results</b>	<ul style="list-style-type: none"> <li>• Rebecca reported on LRC safety concerns:               <ol style="list-style-type: none"> <li>1. All the chairs were replaced in the faculty area as well as in Tutoring. They were covered by warranty.</li> <li>2. Regarding ADA accessibility in the entrance and near the elevator; Mary will add the following items to the "list" and Martin will assign the following:                   <ol style="list-style-type: none"> <li>a. Move vending machine (this was done).</li> <li>b. They may replace the fixture for opening the door to Tutoring.</li> <li>c. Brian will paint the corners yellow and perhaps the corners will be rounded.</li> </ol> </li> <li>3. Leaking within LRC: This needs an engineer to evaluate the whole structure.</li> </ol> </li> <li>• Students sitting on LRC-3rd Floor ledge. Add this to our list.</li> </ul>	<p>Add to Safety list</p> <p>Add to Safety list</p>		<p>Mary/Martin</p>

Agenda Item	Summary of Discussion	Action if Required	Completion Time	Assigned to:
	<ul style="list-style-type: none"> <li>• Arrows and Speed limit signs are missing in the West parking lot. We need also need M &amp; O to put up "DO NOT ENTER and ONE WAY" signs. Martin will walk with David Kelley or Mike Pallotto to find out what is needed.</li> <li>• Take out picnic tables near WAM to discourage smoking and other illegal activities.</li> <li>• Sandy said they will still have the drinking problem in the HSC restrooms. A student was accosted by a drinking bathroom person. She is telling her co-workers to report if you see or smell alcohol.</li> <li>• Tim would like a list of where we have and/or need panic buttons. Sue will help with this and complete tasks as assigned. Martin added that Rayco, our new alarm company is finalizing our plans and will keep us updated. Tim asked if it was an initiative in place for panic alarms. Rebecca asked to be on the list of requested panic buttons.</li> <li>• There is still an issue with half the lights out in several classrooms.</li> </ul>	<p>Evaluate traffic signs</p> <p>M &amp; O</p> <p>List of panic buttons and who wants one</p>		<p>Martin/Campus Police</p> <p>Martin</p> <p>Susan Royer</p>
<b>CSA – Clery Video</b>	Mary played the Jean Clery video so that we would know the beginning and why it is important.			
<b>NEMS</b>	Mary said that at the district safety meeting, they are starting over. Everything previously worked on is being changed. Jenifer Cook and Susan Royer will review Mike Bush's 68 page plan. VC is in a holding pattern.	Review Mike Bush's plan		Susan Royer, Jenifer Cook
<b>NEW BUSINESS</b>				
<b>Classroom Locks-Fire Specialist Recommendations</b>	<ul style="list-style-type: none"> <li>• Mary was advised to coordinate with fire department regarding specifications needed for classroom locks. Tim would like to find a model that we want. "Sullivan" will be our consultant. We should add locks to our safety list. Someone mentioned reviewing what Oxnard College has.</li> <li>• David Bransky said in terms of priority, a large room with one exit should be our highest priority. What can we do now until we find a college/district-wide solution?</li> <li>• Rebecca suggested asking Academic senate about who has concerns.</li> <li>• Tim said that Susan Royer will be the lead and we should use her as a contact.</li> </ul>			
<b>Next Safety Meetings FY 15-16, 2-3:30 PM</b>	<p>Tuesday, December 15, 2015-Cancelled</p> <p>Tuesday, January 19, 2016</p> <p>Tuesday, February 16, 2015</p>	<p>Tuesday, March 15, 2016</p> <p>Tuesday, April 19, 2016</p>		