

**VENTURA COLLEGE**  
**Safety and Wellness Committee – Minutes**  
**Campus Center Conference Room**  
**January 19, 2016**

**Present:** Staff: David Bransky, Jenifer Cook, Eileen Crump, Robin Douglas, Burt Gutierrez, Tim Harrison, Mary Jones, Martin Navarro, Kelly Neel, Mike Pallotto, Susan Royer, Rebecca Russell, Jenchi Wu and Students: Cathleen Huff, Amanda Ochoa and Amy Walker

**Recorder:** Maureen Jacobs

**Minutes:**

Agenda Item	Summary of Discussion	Action if Required	Completion Time	Assigned to:
<b><u>OLD BUSINESS</u></b>				
<b>Safety List/M &amp; O</b>	<ul style="list-style-type: none"> <li>• Susan said she is looking at the Safety list for M &amp; O</li> <li>• Martin reviewed last week's flooding including the degree of water and debris accumulation. All were solvable problems.</li> <li>• Regarding the LRC and Rebecca's report, Martin confirmed that it's on Brian's list to paint the corners bright yellow and grind the corners using dust control.</li> <li>• Brian has started painting the directional arrows in the West lot.</li> <li>• Brian will work on the signs "DO NOT ENTER and ONE WAY" signs during the next two weeks.</li> <li>• The table in the North lot has been removed. Martin asked Mary about the bench and Mary said it was ok for it to stay.</li> <li>• Susan had a brief conversation with Martin about panic buttons and said Nursing was first on the list.</li> <li>• The Signs are completed for "No Sitting on the Ledge" of the 3rd floor LRC. Martin said that they need to be picked up.</li> <li>• Water leaking within LRC: This needs an engineer to evaluate the whole structure. We need to know the status on this project.</li> </ul>	<p>Paint and grind corners of platform in LRC</p> <p>Completion of traffic arrows and signs.</p> <p>Installation and training of panic buttons.</p> <p>Pick up and install 3<sup>rd</sup> floor LRC signs.</p> <p>Needs an engineer to evaluate</p>	<p>Two weeks ending 2/2/16</p> <p>Two weeks ending 2/2/16</p>	<p>Martin Navarro/Brian Stimson Martin Navarro/Brian Stimson</p> <p>Susan Royer</p> <p>Martin Navarro</p> <p>M&amp;O</p>
<b>Alcohol in HSC</b>	No warning signs were put up and staff hasn't noticed any problems.			
<b>Campus Police</b>	<ul style="list-style-type: none"> <li>• Mike would like M &amp; O to touch up parking signage in the East and North lots to make motorcycle parking clearer so that cars do not park there and get tickets.</li> <li>• The trees have been cut down in the West field and this has eliminated the congregation of non VE people there. However, now they are at the storage area. He would like this secured.</li> <li>• Burt reported students parking in staff parking, busted doors. He said we need to get M&amp;O involved ASAP.</li> </ul> <p>The Tip Line was mentioned:  <a href="http://www.vcccd.edu/departments/police/crime-prevention-information/tip-line">HTTP://WWW.VCCCD.EDU/DEPARTMENTS/POLICE/CRIME-            -PREVENTION-INFORMATION/TIP-LINE</a></p>	Touch up parking signs designating motorcycle parking.	M & O	

Agenda Item	Summary of Discussion	Action if Required	Completion Time	Assigned to:
<b>NEMS</b>	Mary said that we will be having a table top exercise with the "top tier" staff on February 4 in Guthrie Hall.	Report on Table Top Exercise	After 2/4	Mary Jones
<b><i>NEW BUSINESS</i></b>				
<b>Conference Report</b>	Mary attended a conference at LA Trade School that was run by the FBI. They reviewed a lot on cyber and social media.			
<b>BICT</b>	Campus Police plans to utilize BICT Mary reminded to us to tell BICT when we see something. She said she had 21 staff attend the flex activity where previously she had 5 or fewer.			
<b>Next Safety Meetings FY 15-16, 2-3:30 PM</b>	Tuesday, February 16, 2015 – cancelled 2/10/16 Tuesday, March 15, 2016 Tuesday, April 19, 2016			