

VENTURA COLLEGE
Safety and Wellness Committee – Minutes-DRAFT
Campus Center Conference Room
September 15, 2015

Present: Robin Douglas, Lucy Capuano, Jenifer Cook, Eileen Crump, Tim Harrison, Mary Jones, Sandy Melton, Kelly Neel, Tom O'Connor, 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: |
|---|--|--------------------|-----------------|--------------|
| <i>OLD BUSINESS</i> | | | | |
| Review 4/23/15 Minutes | No Corrections | | | |
| Safety and Wellness Committee | <ul style="list-style-type: none"> Mary commented on how she's used different names for our committee. She would like to have it remain "Safety and Wellness" Committee. All were approving. | | | |
| Campus Police Update | <ul style="list-style-type: none"> Tim will be meeting with Campus Police twice per month so he can report. He plans to discuss what the Campus Police presence should look like on campus, how are 6-10pm classes covered, and when does Campus Police ticket? FOG should discuss transportation on campus; either none or pathways. Tim is hoping for paths on Pirate's Walk Complaints should go to your dean first to help Tim track it and follow up. Regarding skateboarders, why aren't they ticketed? Mary commented that we do not have student accident insurance. Discussion about a hostile "camper" who sleeps at VC overnight. Kelly asked if we could have a criminal justice intern with Campus Police? Who would execute this? In which Program Review does it belong?" | | | |
| NEMS Update | <ul style="list-style-type: none"> Mary reported that NEMS is moving along. This committee assisted last year's Earthquake drill. We had 50% participation Tim is working with Mary to get the VC team together after all of our changes. She has met with the heads; next she will meet with the staff. | | | |
| BICT Update | <ul style="list-style-type: none"> Patrick Jefferson is the administrator with Mary. They are trying to streamline procedures so that letters will go by email automatically with faculty and staff copied. Even students who are arrested will receive a letter and email will show if received. It's more efficient that certified mail. | | | |
| Safety Screening Forms for Safety problems | <ul style="list-style-type: none"> Each building has someone to review it for safety problems. Eileen takes pictures. Mary will send out the form for suggestions. | | | |

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| Lighting Project | <ul style="list-style-type: none"> • Martin reported that the lighting project is 90% complete. If you see any problems, let him know. | | | | | | | | | |
| Clery Act | <ul style="list-style-type: none"> • Crimes on campus have to be reported. There are huge fines if they are not reported. The Clery book identifies the crime. A victim needs to know who to tell. Should they report to "building officers?" If so, how do we get the word out? • We need to start training here. • What happens regarding crimes that happen on the weekend? • Mary asked Tim if we can tie it into Student Grievances. • We need more faculty so that we can hear about it. ???? | | | | | | | | | |
| Making Decisions Update | <ul style="list-style-type: none"> • We need to review our charge, goals and representatives. • We need to update our goals and see if we accomplished last years. • Put the safety form and minutes on web/portal • We should evaluate and rank our safety from year to year. Have we gotten safer? | | | | | | | | | |
| Evacuation Video | Mary reported on the Evacuation Video and reviewed that the students were terrific. She said CAPS did an excellent job. Grant Jones provided a contact that would close caption the video without charging. | | | | | | | | | |
| Emergency Procedures: Telephone safety | <ul style="list-style-type: none"> • We need dedicated phone lines for elevators and alarms. M & O can't see if a line is shared. We need a system that shows what is not working. • We had a long discussion on the phone system <u>because it is not available for emergencies.</u> • Who do we call in administration; where do you report a problem? | | | | | | | | | |
| CPR/First Aid Training | <ul style="list-style-type: none"> • Kelly Neel spoke about our needing multiple staff trained in CPR in each building. If we have an AED, we need a trained person to use it. • It should be a goal to have more staff trained. | | | | | | | | | |
| Safety and Wellness Budget | <ul style="list-style-type: none"> • What should our budget cover; how much should it be? | | | | | | | | | |
| Student Representative | <ul style="list-style-type: none"> • We need one. We need a student's view of a concern. | | | | | | | | | |
| NEW BUSINESS | | | | | | | | | | |
| Next Safety Meetings FY 15-16, 2-3:30 PM Campus Center Conference Room | <table border="0"> <tr> <td>Tuesday, November 17, 2015</td> <td>Tuesday, December 15, 2015</td> </tr> <tr> <td>Tuesday, January 19, 2016</td> <td>Tuesday, February 16, 2016</td> </tr> <tr> <td>Tuesday, March 15, 2016</td> <td>Tuesday, April 19, 2016</td> </tr> </table> | Tuesday, November 17, 2015 | Tuesday, December 15, 2015 | Tuesday, January 19, 2016 | Tuesday, February 16, 2016 | Tuesday, March 15, 2016 | Tuesday, April 19, 2016 | | | |
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