

**Safety Committee**

**Draft Minutes**

Thursday, November 19 2020

11:00 am – 12:00 pm

ZOOM Meeting

1. Agenda/Minutes (2 minutes)
2. Report/Updates
   1. Public Safety (5 minutes)
   2. Facilities (5 minutes) Sanitization is still a priority. B22 construction site.
   3. Emergency Preparedness Office (5 minutes) Moved back into the red. Expecting to move back to purple soon.
   4. Cares Team Update (5 minutes)
   5. Title IX Representative (5 minutes) (Max)

Added items in green font.

1. Committee Purpose (10 minutes)

**ACTION REQUIRED:** Finalize Purpose.

**FEEDBACK RECEIVED:**

“We deeply take action to all concerns to build up a safe and secure learning community”

-Committee’s role should be to act as EOC for College.

-Committee should be operational.

-Committee should include representation from all sectors of the college.

-Committee should assist with the identification of safety concerns. Is there a gap to voice a safety concern? If so, how should we address the gap?

-Committee should facilitate resolution of identified concerns.

-Purpose of Committee should include language addressing equity and social justice. Further input from committee members will be solicited on how best to incorporate this language.

Committee reviewed and approved the purpose as indicated above.

1. Committee Membership (15 minutes)

**ACTION REQUIRED:** Finalize Membership

**FEEDBACK RECEIVED:**

* 1. Representative from Health Center
  2. Director of DRC and PCC
  3. All Vice Presidents
  4. Student Life Representative
  5. Student Senate Representative.
  6. ITS member
  7. Division Member and/or Faculty Representative
  8. Public Safety Representative
  9. Facilities Representative
  10. PIO
  11. Building Capt. Supervisor
  12. Other positions which would be part of the EOC.
      1. President
      2. Finance Section Chief
      3. Documentation Unit Leader

Lack of continuity in these positions needs to be addressed. At district level they identified the need to have three deep for each position. It was noted that the other two colleges will be asked to follow same practice and adopt EOC model as part of their Safety Committees. Doing so will ensure redundancy. It was pointed out that the committee will need to discuss quorum requirements. Especially important with large committee. Additionally, it was stated that we may want to consider how membership aligns/integrates with both participatory governance representation and EOC functions.

1. Establishing Work Group/Teams (15 minutes)

**ACTION REQUIRED:** Need 2 to 3 volunteers for each work group.

* + 1. Building Safety Infrastructure. [Building safety and training.] (Membership: Alex)
    2. Chemical Safety and Hygiene. [Chemical safety on campus.] (Membership: Karen, Roz, Graciano)
    3. Identifying and addressing safety concerns. (Membership: )
    4. Injury/Illness Incidents. [HR/Student and Health Services/ Behavioral Intervention Team. Better understanding of health and safety regarding employee and student trends on campus.] (Membership: Max)
    5. Title 9. (Membership: Michiko, Max, Adrian ) Pending further review by Dr. Perez and Dean Hartman.
    6. EOC Implementation. (Membership: Mary Chries)

Volunteers listed above in green font.

1. Roundtable/Adjourn (3 minutes)

**Future Topics:**

* Finalize Committee Purpose
* Finalize Committee Membership
* Establish Work Groups and Identify Volunteer Leads
  + 1. Building Safety Infrastructure [Building safety and training.]
    2. Chemical Safety and Hygiene [Chemical safety on campus.]
    3. Injury/Illness Incidents: (HR/Student and Health Services/ Behavioral Intervention Team (Dean Hartman) [Better understand health and safe of employee and student trends on campus