Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Dwayne Cain, Cynthia Reese, Roger Toliver, Andre Singleton, Andrea Williams, Natalia Fedorova, John Pang

Guests: Tram Vo-Kumamoto, Emie Mitsuno Hernandez, Marilyn Clausen, Joseph Friedman (Tobacco Less Club), Camillo Cipolla (Tobacco Less Club)

Absent: Ralph Smeester, Vincent Koo, Catalina Herrera, Sylvia Espinosa, Francine Lewis, Jasmine Martinez, Gail Pendleton, Loan Nguyen, Ramona Butler, Johnny Dong, Javier Lopez, Marilyn Montague, Erin Walker, Indra C. Thadani

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| 1. Call to order | Call to order- 12:26pm  Health & Safety Committee 2014-2015 meeting dates confirmed- please mark your calendars!   * ~~Tuesday,~~ **~~October 27~~**~~, 2015 12:15-1:30pm room 542~~ * ~~Tuesday,~~ **~~November 24~~**~~, 2015 12:15-1:30pm room 542~~ * ~~Tuesday,~~ **~~December 22~~**~~, 2015 12:15-1:30pm room 451~~ * Tuesday, **February 23**, 2016 12:15-1:30pm room 451 * Tuesday, **March 22**, 2016 12:15-1:30pm room 451 * Tuesday, **April 26**, 2016 12:15-1:30pm room 451 |  |  |
| 1. Agenda Review | Agenda: APPROVED |  | Resolved |
| 1. Review and Approval of 12/22/15 Minutes | Roger makes motion to approve minutes with exception of Shirley’s adjustments on typos, Dwayne seconds. | Post on website. | Resolved |
| 1. Update on Crisis Management Team- Brenda Johnson | When speaking of crisis management, we are talking about classroom and campus behavior, student conduct and student issues. There a number of people that are on the committee and some that we will add. Brenda invited our new Mental Health Services Counselor. She is critical in finally shaping this crisis management team. Other members include Shirley Slaughter, Brenda Johnson, Director of Campus Life, Security, DSPS Coordinator, VPSS, and all others who may need to be a part of this committee.  We are looking at what we have currently in place or what we could have in place in researching other schools that have a crisis management team. The purpose of this team is to provide a means for early intervention of at-risk students through collaboration with campus departments, faculty, and staff. The team could provide ongoing trainings, workshops, crisis drop in hours.  Brenda reviewed various school crisis teams- one being UC Berkeley. They have a very good crisis management response; however, she is not prepared to share with us yet. She needs time to run it by the crisis team. | **Action Item:** Brenda will provide us with a formal purpose and definition of the Crisis Management Team. |  |
| 1. Updates regarding District Security & Public Safety Committee- Shirley Slaughter | Updates from 1/21/16 District’s Security & Public Safety Committee Meeting Minutes:  #2 Safety Aide Training- there were no new safety aides from BCC. So for our existing aides, they will be training in August. We cannot have any new safety aides because they did not attend the training. VC Ikharo will be releasing its Annual Security Review soon. He will place sexual assault 1088 training on the executive cabinet agenda. #3 Securing Doors at Colleges- they are asking our custodians to ensure doors are locked at night.  #4 2 Way Radio Systems- the District has ordered 265 radios. We will receive some of these radios. We have not received the radios because they are installing the repeaters which will allow these radios to work more efficiently than the ones we currently have.  #5 Lenel Security Systems (Smart Classroom Access)- we have been experiencing some issues with the Lenel system. The vendor’s responsibility is handling the software based on the contract but the hardware is currently not working.  #7 Code Blue Phones- the Board report states that BCC will not receive any blue phones. The last meeting that Shirley attend in February, it was stated that we will receive 13 blue phones that will be placed in our restrooms. There are emergency call buttons in the restrooms. The black button will ring to security. The red button is a 911 call and will go to the Berkeley police.  #9 Business Manager Report- due to a conflict in schedule, our active shooter training will happen March 4th instead of February. Details to follow. |  |  |
| 1. Update on Action Items from Previous Meeting  * AB1088 Sexual Assault Procedures- Emi Mitsuno Hernandez * Guidance on How to Handle Restraining Orders for Stalking- Shirley Slaughter * Active Shooter Training- Shirley Slaughter * Non-Science Classes Concerns and Yearly Formal Trainings- Willard Cheng * Emergency Phone Tests- Shirley Slaughter | * **AB1088 Sexual Assault Procedures (Cleary Act)** Maricela Becerra, Loan Nguyen, Susan Truong, and Emi are tasked with looking at best practices and our district policy to create a framework for a website for Berkeley City College to let students know of what they need to do if something occurs, policies, and resources in the community. Also includes prevention and educating students on what sexual harassment is. Currently, Emie has been talking to Janine Greer who will be a part of the team. They are looking at some good documents that were put together by the California Coalition against Sexual Assault. These are policy guidelines for California campuses addressing sexual assaults leading to domestic violence and stalking. This article is very in depth and breaks down what is required for every college to stay in compliance but also gives resources to different campuses and what they’re doing. Emie and the team have already looked at the UC Berkeley website and they have a nice framework that is digestible for students. Therefore, they have been working with Theresa Rumjahn to create a skeleton of various subheadings like ‘get help’ and ‘understanding and knowing your rights.’ Looking at the action items from the last meeting- *incorporating into student orientation*- before Diana Bajrami left, she talked about connecting a module already purchased by the District called “Yes Means Yes” which is a great educational film series to add to our online orientation. In regards to the AB1088 document, there are still things needed to be updated in the document. Emie suggest our District General Counsel review it before posting on our website. In regards to the sexual assault training, Janine had a conversation with Indra who knows of a rape crisis center so perhaps they can come to do a training. Brenda is the administrator …. * **Guidance on How to Handle Restraining Orders for Stalking**   Shirley followed up but there is further clarification needed. With reference to restraining orders, if an employee is experiencing problems with a student or faculty member or vice versa, we will let the District know and the District will put a restraining order on that employee’s behalf. However, Shirley needs further clarification- not sure how we handle restraining orders when an employee places a restraining order on a spouse.   * **Active Shooter Training**   Friday, March 4th during College Hour. More information to follow.   * **Non-Science Classes Concerns & Yearly Formal Trainings**   Dean Barreiro will try to avoid scheduling non-science classes in room 518 physics labs. The reason it was scheduled in there is due to space limitations.   * **Emergency Phone Tests**   We conducted it very successfully! We worked out the kinks and we now know that the emergency phone system works. |  |  |
| 1. City of Berkeley Hazardous Materials Inspection & Violation Report- Natalia Fedorova | We had an unexpected inspection during winter break. Science Dept. has a few violations, but nothing major.  **Summary of Violations:**   * Class M, Violation Code H343- District needs to update state website to reflect change in environmental contact. BCC should have our own number because we produce waste, not just PCCD. * Class M, Violation Code H342- BCC needs to update the inventory to reflect all hazardous materials storage at the site in CERS. Taken care of in-house. * Class M, Violation Code H346- Need to provide maps which show all required information in CERS. Science Dept. will order signs. * Class II, Violation Code H266- Facility did not meet the requirements while accumulating hazardous waste in a laboratory accumulation area. Observed containers without proper labeling and need to ensure it is closed at all times unless actively adding or removing waste. Natalia will find out how much money is needed to purchase the containers. * Class II, Violation Code H242 and H348- Personnel did not demonstrate that they were familiar with proper waste handling procedures. District needs to provide annual training. * Class M, Violation H305- eyewash and safety shower stations aren’t being checked weekly as indicted by the log. This can be taken care of in-house. * Class II, Violation H241- Facility did not have designated facility manifest copies for the 2014 or 2015 manifests. State reporting needs communication from the District. | Antonio is currently trying to schedule a meeting with Carrie Burdick and maybe Carrie Estadt from the city to identify training for any person(s) handling hazardous waste/material.  **Action Item**: Shirley will bring in a draft of the Injury and Illness Prevention Program (IIPP) so we as a committee we can revise it if necessary. |  |
| 1. AP3570 New Smoking Ordinance- Tobacco-less Club | They have been talking with Chancellor Laguerre and he wants to go smoke-free/hand-free on all Peralta campuses. E-cigarettes are not regulated. There has been a change in the AP 3570 with the new definition of smoking to include all types of products that emit smoke and vaping. This is to combat tobacco companies. Once we have the final AP 3570 then we can disburse it! |  |  |
| 1. Adjourn | Adjourn- 1:35pm | Dean Johnson will chair our next meeting. |  |