Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Cynthia Reese, Erin Walker, Mostafa Ghous, Maurice Martin, Dwayne Cain, Donna Dorsey, Marilyn Montague,

Guests: Indra C. Thadani, Emma Cariblom

Absent: Ralph Smeester, Paula Coil, Vincent Koo, Fatima Shah, Alejandria Tomas, Catalina Herrera, Sylvia Espinosa, Francine Lewis, Jasmine Martinez, Chris Nguyen, Jiho Park, Gail Pendleton, Loan Nguyen, Ramona Butler, Johnny Dong, John Pang, Javier Lopez, Roger Toliver, Mohammad Hossain

Recorder: Joanna Louie

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions**  **(Shared Agreement/Resolved or Unresolved?)** |
| 1. Call to order | Call to order- 12:19pm  Health & Safety Committee 2014-2015 meeting dates confirmed- please mark your calendars!   * ~~Tuesday,~~ **~~October 28~~**~~, 2014 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~November 18~~**~~, 2014 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~December 9~~**~~, 2014 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~February 24~~**~~, 2015 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~March 24~~**~~, 2015 12:15-1:30pm room 451~~ * Tuesday, **April 28**, 2015 12:15-1:30pm room 451 |  |  |
| 1. Agenda Review | Agenda order switched- Discussed Updates & Shared Governance Manual before Crisis Management Process.  Agenda: APPROVED |  | Resolved |
| 1. Review and Approval of 2/24/15 Minutes | Maurice makes motion to approve minutes, Brenda seconds. |  | Resolved |
| 1. Crisis Management Process- Brenda | We are in a unique position here at BCC. Unlike other colleges, we have a security team that leads BCC. We do not have campus police that is sometimes needed. Before Thuy Nguyen, General Counsel, left for her current position- she did allow us to issue 626 penal code which gives us the right to have someone removed from campus for a certain amount of days. Safety is one of our concerns here and what to do in an emergency. Therefore, Indra Thadani, Director of Health Services, recommends creating a task force to have them report back to this committee. She would be happy to gather the task force (crisis team) and call the first meeting. | **Action Item**: Brenda will provide Indra with names of academic counselors to form a task force. |  |
| 1. Updates- Shirley  * Telephones * Panic Buttons * Medical Incident Forms * Active Shooter Training * Nurse Practitioner | **Telephones**- Marilyn reported that 3 classrooms do not have working phones (2 classrooms do not have phones at all and 1 telephone is not working).  Shirley requested that conduct a test on all the telephones in their classrooms by dialing security.  **Panic Buttons**- Security Guard, Erin, informed Shirley and our engineer that the panic buttons are not working here. However, we are still in the process of installing a new system by The Consulting Group (TCG) who is hired by the District.  **Medical Incident Forms**- These forms are posted to the Health & Safety Committee site. You can also find them on our wall of forms next to room 455 and wall of forms on the first floor leading into the Business Office.  **Active Shooter Training**- Training was cancelled for 2/27 so we are going to reschedule for Fall semester.  **Nurse Practitioner**- Anastasia Barnes-Perrilliat is our new nurse practitioner. She will be here on Mondays and Thursdays from 9:30am-4:30pm. Her office will be determined at a later date.  Action taken: Room 124A was assigned. | **Action Item**: Marilyn will install 2 new phones and reprogram the non-working phone in those 3 classrooms by the end of the week.  **Action Item**: Marilyn will post a directory flyer of the Security, AV, and IT extensions next to the phones for classrooms only. |  |
| 1. Shared Governance Manual- Shirley | Shirley had the committee revisit our role as members to determine if we were fulfilling our charge as outlined in the Shared Governance Manual.  **Specifically:**  Purpose of our committee is to develop and recommend health, wellness, and safety related educational programs for staff and students.  The Campus Health & Safety Committee will:   * Provide support to enhance Berkeley City College’s safety practices;   *What have we done:* evacuation training.   * Encourage employees to participate in the safety process for the betterment of all concerned; *What have we done*: CPR trainings, drills, and installed new batteries for the defibrillators. * Advise on the formulation and dissemination of policies, practices and procedures that promote health and safety; *What have we done*: Created our website. * Act as a problem solving group regarding the identification and control of hazards;   Help to resolve health and safety issues;  *What have we done:* Performed safety drills and provided additional telephones in classrooms for security purposes.   * Assist College and District Administrators in the planning of action on occupational health and safety. This will include helping to set priorities to control hazards;  *What have we done*: Provided ergonomic training for classified staff during Flex Day. * Develop annual plans for in-service training and other staff and student development activities, which support a safe campus; *What have we done*: we need to document when trainings happen. Recommendation to incorporate some of Risk Management’s trainings with our own. |  |  |
| 1. 2015-2016 Meeting Schedule- Committee | Move this agenda item to next meeting. |  |  |
| 1. Other | On next agenda- add schedule for evacuation drill for the Fall semester.  Clarification needed as to members of this committee. Is this committee part of Emergency Preparedness? | **Action Item**: Shirley needs to confirm committee members. |  |
| 1. Adjourn | Adjourn- 1:08pm |  |  |