Co-Chairs: Shirley Slaughter

Present: Dwayne Cain, Vincent Koo, Erin Walker

Guests: Andrea Williams, Willard Cheng

Absent: Brenda Johnson, Ralph Smeester, Paula Coil, 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, Marilyn Montague, Erin Walker, Cynthia Reese, Maurice Martin, Indra C. Thadani, Johnny Dong, Mohammad Hossain

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- 12:21pm  Health & Safety Committee 2015-2016 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 4/28/15 Minutes | Dwayne makes motion to approve minutes, Joanna seconds. |  | Resolved |
| 1. Active Shooter Training | Tentatively, we’ve schedule the following dates for active shooter training:   * Friday, February 19th at 2:30pm * Friday, February 26th at 12:15pm   By providing two dates, we hope to give everyone an opportunity to participate.  Typically, the training is conducted by Lieutenant Craft of the Alameda Sheriff Department. However, he retires this month and Shirley has agreed to confirm the above dates with his replacement. | **Action Item:** Shirley will follow-up to see if those 2 dates work for the new sergeant on duty. |  |
| 1. Review & Adopt AB 1088 Sexual Assault Procedures | Interim VPSS Diana Bajrami shared the AB1088 Sexual Assault Procedures used by COA. For consistency, we will use the same format; yet, modify it to meet BCC’s needs.  *Question:*  How can we ensure the campus community is aware that engaging in such behavior is prohibited? What documents are currently posted in Student Services?  *Response:*  According to Andrea, there is nothing posted in Student Services. However, an insert is included in the student code of conduct catalog that referencing the procedure.  *Suggestions for Informing Students*:   * Provide handouts and discuss during student orientation * Announcements – College monitors * Informational Sessions during College Hour   ***Note:*** We recently hired a mental health counselor, Janine Greer, starting on January 19th. Make sure to extend invite to her to serve on this committee.  The committee requires clarification on the role of the mental health counselor to be shared with the college community.  In the AB 1088 document on page 8 under 2.4 College Responsibility- it says: “All potential first responders who are affiliated with Berkeley City College shall go through a formal training on how to assist victims/survivors of sexual assaults. All reports of sexual assault are taken with the utmost seriousness, and the victim/survivor will be referred to the appropriate persons or units for assistance.”  The committee believes this training should be a requirement and suggests that we share with the Professional Development Committee to include this activity during Flex Day this Fall semester. Also, to make it a mandatory requirement for faculty to attend.  \*\*\* The committee reviewed the policy and procedures for implementing AB 1088 and noted several changes and follow-up actions. Once Susan Truong, Emie Mitsuno-Hernandez, and Loan Nguyen makes the changes, the committee will do a final review. If approved, Andrea will post this document on the Student Services site. | **Action Item:** Andrea will check the BCC’s website and look into having posters created in-house. Other options include:   * State website – check for posters available for download. * Check online for  poster readily available for purchase.   **Action Item**: Joanna will send Janine an invite to this committee.  **Action Item**: Andrea will connect with Indra on this & look at the employment description more closely.    **Action Item**: Joanna will get in contact with the PD Committee to see if they can insert the sexual assault training during Fall Flex Day so we are in alignment with AB 1088.  **Action Item**: Shirley will follow-up with Trudy Largent for training with reference to AB 1088 for faculty, staff, and employees.  **Action Item**: Andrea will bring it back to this committee for final review by the end of January. |  |
| 1. Other | ***Concern:*** Non-science classes are being scheduled in the science labs. Some students might hurt themselves with the equipment that is in there. This committee recommends Willard bring this matter to Dean Barreiro’s attention.  Willard would like to see more formal Cal OSHA related health and safety trainings for the labs (e.g. chemical spills, how to use a spill kit, etc.,)    ***Concern:*** Dwayne mentioned that a couple of the handicapped pedals on certain floors are not working. Ralph told John that it some of the pedals are malfunctioning.  The Engineering Dept. is working with the District to find a way to disable the pedals at any moment in case there is an active shooter on campus.  ***Concern:*** IT is concerned with the Veto security system. The district has a new vendor on board to assess, upgrade, and/or maintain our Veto surveillance system. Right now we only have one work station at the front desk that is able to see all of our internal cameras. Vincent wants to know if we have the capability at the district level to view the cameras from the outside for emergency responding purposes.  ***Concern:*** We’ve had employees that were stalked and we are not sure what the procedures are for handling these types of situation. According to Andrea, stalking is considered to be harassment and the District has to provide the same services that they would for sexual assault.  ***Update:*** Vincent mentions that our new phones have 2 functions:   1. Capability to send a pre-recorded message to all the phones and simultaneously send a screen display on all the staff phones. The classroom phones will have the audible message, not the display message. 2. Live intercom function where you can dial into the system and the designated personnel will be able to use the phones as a PA system to announce any situation going on.   ***Important info:*** Effective June 1st, 2016, we will transition from 2070 Allston Way into a new leased facility located at 2000 Center Street. The move is scheduled to begin at the end of the spring semester. | **Action Item**: Willard will follow-up with Antonio regarding the scheduling and report back to us.  **Action Item**: Willard will send a detailed email to Joanna and she will follow up with Carrie Burdick.  **Action Item**: Shirley will follow-up with General Services and get back to us.  **Action Item**: Shirley will contact General Counsel for guidance on how college employees are to handle restraining orders for stalking.  **Action Item**: Vincent will train a few of us (Security, Shirley, Ralph, John, Joanna) prior to the start of school on these new phone functions.  **Action Item**: Shirley will initiate test on phones for active shooter on January 19th. |  |
| 1. Adjourn | Adjourn- 1:32pm |  |  |