Co-Chairs: Shirley Slaughter & Brenda Johnson (absent)

Present: Cynthia Reese, Roger Toliver, Johnny Dong, Natalia Fedorova, Francine Lewis, Dwayne Cain, Don Lawson, Sabrina Sellers, Milan Moldenhawer, Sylvia Espinosa, Vincent Koo, Loan Nguyen, Alejandra Oseguera, John Pang, Gail Pendleton, Scott Barringer, Andre Singleton

Guests:

Absent: Marilyn Montague, Jenny Gough, Indra Thadani, Janine Greer, Jasmine Martinez, Ramona Butler, Ke Van Valkenburgh, Marilyn Clausen, Felix Smith, Breanne Grady

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- 12:20pm  Health & Safety Committee 2017-2018 meeting dates confirmed- please mark your calendars!   * ~~Tuesday,~~ **~~September 26~~**~~, 2017 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~October 24~~**~~, 2017 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~November 28~~**~~, 2017 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~December 19~~**~~, 2017 12:15-1:30pm room 451~~ * ~~Tuesday,~~ **~~January 23~~**~~, 2018 12:15-1:30pm room 451~~ * Tuesday, **February 27**, 2018 12:15-1:30pm room 451 * Tuesday, **March 27**, 2018 12:15-1:30pm room 451 * Tuesday, **April 24**, 2018 12:15-1:30pm room 451 * Tuesday, **May 22**, 2018 12:15-1:30pm room 451 |  |  |
| 1. Adoption of Agenda | Motion by Don Lawson, 2nd by Roger Toliver to approve agenda. |  |  |
| 1. Review & Approval of 1/23/18 Minutes | Shirley Slaughter would like to correct the wording on page 3. (Changing “Sabrina has heard a complaint regarding the braille being out of date and incorrect on our campus signage” to “Sabrina noted the braille on our campus signage is out of date and should be corrected”). Motion by Shirley Slaughter to approve the minutes with corrections to the grammar. 2nd by Andre Singleton. |  | Resolved. |
| 1. Committee Goals Check-In | We reviewed the charge of the Health & Safety Committee as listed in the current Shared Governance Manual. Notably, the manual reads that the committee will meet twice per semester. With the exception of scheduling conflicts, the committee has met monthly. However, the preference of the committee is to meet quarterly.    Committee goals (2) for the 2017-2018 school year:   1. **Engage college community in disaster preparedness planning**aligns with Institutional *Goal #4- To ensure BCC programs and services reach sustainable, continuous quality improvement level.* 2. **Provided health & safety training with updates provided during Flex Day beginning January 2018** aligns with our Institutional Goal #4.   Committee Goal #1 Accomplishments:   * There were four drills conducted during the school year. Two were scheduled and the other two were unannounced drills. * On February 23, POMs and Associates conducted Emergency Preparedness Training for faculty, staff and students. The training covered the National Incident Management System (NIMS), Incident Command System (ICS), and Standardized Emergency Management System (SEMS), California’s Emergency Operating System.   Committee Goal #2 Accomplishments:   * Brenda Johnson reached out to Professional Development Committee for inclusion on the program for Flex Day. However, their agenda was already set. We will look at presenting during the next Flex Day. |  |  |
| 1. Braille Sign Updates – Sabrina Sellers | The braille signs were pointed out by a student. They are not necessarily incorrect; however, the signs do not have room numbers and location names listed. This issue is mainly with the first floor. The Library and the LRC (Learning Resource Center) should have the titles of their area added to the signage.  Shirley Slaughter inquired about the gender neutral restrooms and whether the updated signage had arrived. According to Scott Barringer, the old signs were removed and the engineers are in the process of patching and painting the doors.  Sabrina Sellers requested that custodians periodically check the gender neutral restroom located in the basement on a regular basis. Dwayne Cain reminded the committee that there is one custodian on-duty during the day-shift. Nonetheless, he will make sure it is in constant rotation.  Sylvia Espinosa asked if we can purchase larger toilet tissue dispensers. | **Action Item**: Sabrina Sellers will follow-up with Roberto Gonzalez to see what other locations might need updating.  **Action Item**: Shirley Slaughter will look into the larger toilet tissue dispensers. |  |
| 1. Evacuation Drill Assessment | Don Lawson was surprised to see so many students on site during the evening drill. From start to finish, the evacuation lasted nine minutes. Due to the cold weather we experienced difficulty moving people down to EAA (Emergency Assembly Area).  Sabrina Sellers mentioned that she did not exit down the designated Southeast stairwell from her class. She used the main stairwell. Sabrina suggested that the exit routes be announced on regularly to instructors. Francine Lewis suggested we make this announcement during Flex Day.  Shirley Slaughter asked Don Lawson to reach out to the Berkeley Police Dept. for active shooter training. Don will schedule a meeting for President Tomaneng, Shirley, and himself to work out a plan for the active shooter training. We also need to test the live broadcast alert system  Francine Lewis has a concern regarding the recent Florida shooting. The shooter pulled the fire alarm to get more people out to evacuate and shoot. Don has 2 recommendations- 1) to have a separate PA system and 2) have a different sounding alarm. Don is researching a wireless security system.  Loan Nguyen has concern regarding people standing on the ramp during the evacuation and not exiting to the park. Sylvia Espinosa volunteers to be the ramp monitor.  In the event our primary EAA (MLK Park) is not available, the committee should designate a secondary meeting point.  Vincent Koo shares that the vests are not bright enough during an emergency in the evening. We also need new brighter flashlights.  Loan Nguyen wants to know where the emergency supplies are.  We need to review all the emergency supplies for any outdate materials. | **Action Item**: Vincent Koo will meet with Shirley Slaughter to discuss an emergency phone drill. Want this done before the fiscal year ends. |  |
| 1. Adjourn | 1:02pm |  |  |