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

Present: Cynthia Reese, Roger Toliver, Johnny Dong, Natalia Fedorova, Francine Lewis, Scott Barringer, Felix Smith, Breanne Grady, Sabrina Sellers, Sylvia Espinosa, John Pang, Gail Pendleton, Alejandra Oseguera, Vincent Koo, Clint Robbins

Guests:

Absent: Marilyn Montague, Jenny Gough, Loan Nguyen, Indra Thadani, Janine Greer, Jasmine Martinez, Ramona Butler, Dwayne Cain, Don Lawson, Milan Moldenhawer

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- 12:26pmHealth & 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
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| 1. Adoption of Agenda
 | Shirley Slaughter asked to add ‘Cleary Act Audit’ to the agenda. Motion by Shirley Slaughter to approve agenda with addition, 2nd by Natalia Fedorova.  |  | Resolved. |
| 1. Review & Approval of 2/27/18 Minutes
 | Motion by Gail Pendleton to approve the minutes, 2nd by John Pang. |  | Resolved. |
| 1. Follow-Up on Action Items
 | *Braille Signs*Sabrina Sellers will follow-up on more sign locations that need updating next month. *Toilet Tissue Dispensers*Shirley Slaughter to follow-up on the possibility of installing larger dispensers in the restrooms. Of concern, is whether or not there is enough clearance in the stalls to make the needed changes. Another option would be to install double tissue rolls dispensers. *Emergency Phone Drill*An emergency telephone notification drill has not been conducted. Vincent Koo contacted District IT and stated that no changes have been made since the emergency notification system was originally configured. Prior to conducting a campus-wide test, Vincent suggested we conduct a test on a small batch of telephones. The committee agreed to conduct a small emergency phone notification test on May 15th. Emergency panic buttons in the restrooms were tested last week. As a reminder, there are red panic boxes installed in the restrooms on each of the floors. There are two buttons on each of the boxes; one black and one red. The black button (hold until you hear a ringing sound) will call the Security at the Front Desk. The red button will put you directly in contact with a 911 operator. In addition to testing the panic boxes, Shirley tested the telephones in several of the classrooms. Security can be reached by dialing extension 2975.Breanne Grady recommends having signs on/next to the panic buttons to say “hold down” with directory and location information.Scott Barringer confirms there is braille near the panic buttons. According to Scott, opening the panic box cabinet will sound the alarm. Shirley noted the alarm did not sound during testing. Thus leaving Scott to determine that the alarm wasdisabled.  | **Action Item**: Clint Robbins will follow-up with Tim Brice at Merritt College regarding the restroom stall size and tissue dispensers.  |  |
| 1. Clery Act Audit
 | Clery Audit Disclosure 2018 handout distributed. *From the Clery Center Website*The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. The Clery Act requires that all colleges and universities that receive federal funding will have to disseminate, each year on October 1st, an annual security report (ASR) to all employees and students. The ASR must include specifics of campus crime preceding 3 years. We were recently selected by the State to be audited. There were 13 findings, some of them are District related. We were lacking in a number of areas- more to do with training than anything else. We currently updated our website to include the Clery Act. We will have to have all these citations in place by August 2018. Please remember that any type of crime must be reported.  |  |  |
| 1. Open Discussion Regarding College Concerns
 | *Faculty Concern:* Disabled door buttons are not working on the 5th floor to the front door and faculty offices. Some of the restrooms may not be working as well since custodians are propping the doors open with door stops. *Clint Robbins’ Response*: The mechanical problems have been repaired on the doors. The disabled button request has been received and it is temporarily working. The restroom doors are propped open to allow the floors to dry after custodians mop them. *Scott Barringer’s Response:* Someone is manually shutting off the breaker to the 5th floor faculty door. *Shirley Slaughter’s Response:* First step is to determine which location and time the breaker should be turned off. The 5th floor faculty office door should not be turned off until 10pm. *Gail Pendleton’s Recommendation:* Someone from our February meeting brought up the concern of how often the restrooms are being cleaned by the custodians. Gail had a meeting at College of Alameda and they had a log in their restrooms with all things checked off and signed off. Maybe we can incorporate this form for use. *Breanne Grady’s Concern:* The annex does not have the safety response pamphlet. *Sabrina Sellers’ Concern:* Students mentioned to her that the sanitary dispensers in the women’s restrooms do not actually carry anything in them. *Sabrina Sellers’ Concern:* She delivered signatures for the malfunctioning elevators to the District 2-3 weeks ago. She is graduating so she passed this task onto Student Trustee for Laney, Aisha Jordan. The Board will follow-up. *Shirley Slaughter’s Update:* The Board of Trustees approved payment to the elevator company. We still have an outstanding balance so the company refused to service our elevators. The District is trying to reconcile those outstanding invoices.*Francine Lewis’ Recommendation:* Have more active shooter trainings. *Shirley Slaughter’s Response:* Scheduled for Wednesday, May 16th from noon-2:30pm. She will send out an announcement. We will try to schedule another training during Flex Day so instructors can attend. *Natalia Fedorova’s Recommendation:* Showcasing the training on PeraltaTV. *Clint Robbins’ Concern:* There is loose security at 2000 Center Street. Clint will mention this to the Head of Security, Don Lawson. *Shirley Slaughter’s Response:* Classes are not held on Friday in the Annex which would account for the lack of a security presence. *Breanne Grady’s Concern:* There are no security in the mornings at 2000 Center Street. They do not come until after 9:30am and it does not feel safe. *Sabrina Sellers’ Recommendation:* To have a lock-down drill. | **Action Item:** Shirley will follow up with the Head of Security on this issue. **Action Item**: Gail will customize form for custodians. **Action Item:** Felix will give a pamphlet to Breanne today. **Action Item**: Felix will see if the dispensers are working by Friday. If not, he will notify Shirley. **Action Item**: Sylvia Espinosa will follow up with Felix to see what the outcome is. If there are issues, Sylvia will create signs of alternative locations to accessible feminine products. **Action Item**: Shirley will follow-up on the security.  |  |
| 1. Ergonomic Tips
 | Handout distributed. |  |  |
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 | 1:29pm |  |  |