Co-Chairs: Shirley Slaughter & Brenda Johnson

Present: Roger Toliver, Johnny Dong, Natalia Fedorova, Francine Lewis, Scott Barringer, Felix Smith, Breanne Grady, John Pang, Vincent Koo

Guests: Don Lawson, Lena Morita

Absent: Marilyn Montague, Jenny Gough, Loan Nguyen, Indra Thadani, Janine Greer, Jasmine Martinez, Ramona Butler, Dwayne Cain, Don Lawson, Milan Moldenhawer, Alejandra Oseguera, Cynthia Reese, Sylvia Espinosa, Gail Pendleton, Clint Robbins

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 2018-2019 meeting dates confirmed- please mark your calendars!   * Tuesday, **September 25**, 2018 12:15-1:30pm room 451 * Tuesday, **October 23**, 2018 12:15-1:30pm room 451 * Tuesday, **November 27**, 2018 12:15-1:30pm room 451 * Tuesday, **December 18**, 2018 12:15-1:30pm room 451 * Tuesday, **February 26**, 2019 12:15-1:30pm room 451 * Tuesday, **March 26**, 2019 12:15-1:30pm room 451 * Tuesday, **April 23**, 2019 12:15-1:30pm room 451 * Tuesday, **May 28**, 2019 12:15-1:30pm room 451 |  |  |
| 1. Adoption of Agenda | Motion by Scott Barringer to approve agenda, 2nd by Don Lawson. |  | Resolved. |
| 1. Review & Approval of 4/24/18 Minutes | Motion by Vincent Koo to approve the minutes, 2nd by Roger Toliver. |  | Resolved. |
| 1. Clery Act Audit | Clery Act Audit Update  We are being audited by the California Audit Commission on our Clery process here at BCC. Our next submission of data to the Commission will be on November 10th. We have some outstanding items we must work on:   * MOU with Berkeley Police signed and executed. President Tomaneng has requested a copy from the VC of General Services. The previous MOU was dated 20 years ago. It is completed outdated. It affects the way we receive crime statistics. We had incorrect data listed in our Annual Security Report and that is the reason we are being audited. * Need to develop a process and begin following a policy that periodically reviews the District Annual Security Report (ASR). | **Action Item**: Shirley Slaughter will follow-up with VC of General Services for a copy of the MOU. |  |
| 1. Annual Security Report (ASR) | The final ASR version was sent to us yesterday which still has incorrect information in it. The ASR states we will review the ASR 3 times a year but doesn’t state *who* should be reviewing it. We have to show each student received a copy of the ASR. Students must receive the ASR by October 1st. There are changes as to how the ASR is distributed. Students must be provided with the ASR when they go through orientation.  To comply with Title 9 and the Clery Act requirements, our Public Information Officer has been sending safety information and reminders to the campus community, several employees participated in the Clery Act training back in June, BCC has updated its reporting and collection of Clery data. There are some workshops we must do under the Violence Against Women Act (VAWA) so it needs to be coordinated. One of the workshops should be a primary prevention and awareness program that promotes awareness of rape and etc.  **Recommendation: BCC should develop a process and begin following a policy by August 2018 to review the District’s ASR periodically.**  Goals   1. Review and share ASR three times a year electronically and by distributing hard copies - October 1st, April 1st, & July 1st  \*we need to figure out how to track the information that is distributed\* 2. Health & Safety Committee presents ASR during Town Hall on Clery Act & Violence Against Women Act (VAWA) Training on November 13th during college hour. (This will replace our scheduled November 27th meeting). |  |  |
| 1. Emergency Management Program | We have an emergency preparedness plan that is outdated so we need to update that plan. We as the committee needs to take up the responsibility to get the emergency preparedness plan up to date. Under AB67 from the State Chancellor’s Office, they have the responsibility of developing emergency preparedness plans for the 17 Districts and their goal is to standardize the guidelines. Shirley Slaughter has been researching their website and there are a lot of materials we can use. However, in developing our plan we want to make sure our plan is in accordance of the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS). We need to start this process this semester.  Steps in the Planning Process  *Step 1- Form a Collaborative Planning Team*   * Identify Core Planning Team * Form a Common Framework * Define and Assign Roles and Responsibilities * Determine a Regular Schedule of Meetings   *Step 2- Understand the Situation*   * Identify Threats and Hazards * Assess Risk * Prioritize Threats and Hazards   *Step 3- Determine Goals and Objectives*   * Develop Goals * Develop Objectives   *Step 4- Plan Development (Identifying Courses of Action)*  *Step 5- Plan Preparation, Review & Approval*   * Format the Plan * Write the Plan * Review the Plan * Approve and Share the Plan   *Step 6- Plan Implementation & Maintenance*   * Train Stakeholders * Exercise the Plan * Review, Revise, and Maintain the Plan |  |  |
| 1. Evacuation Drills – Scheduled & Unscheduled | We will have 4 evacuation drills per year, twice a semester (day & evening).   * Thursday, October 18th @ 10:45am announced day drill * Monday, October 29th @ 6:30pm announced evening drill   We will determine the unscheduled drills next semester.  **\*\*\*\*UPDATE: to account for midterms, the Thursday, October 18th drill will be rescheduled for 11:45am on Thursday, November 8th\*\*\*\*** |  |  |
| 1. ADA Accessibility Survey | The District hired an ADA disability consultant that came in and took a look at our facilities to see if we are ADA compliant. We always heard that we are ADA compliant. However, there was a case that came across the District with respect to BCC. There are some work that needs to be done which is estimated at $90K. However, we can do some things in-house now. For example, there was a finding on the first floor northwest emergency exit door. We can purchase a new threshold to make us compliant. |  |  |
| 1. Concerns and/or Suggestions from Members | *Natalia Fedorova’s Suggestion*  To have a training on how to use a fire extinguisher. Teachers and student workers would be interested. We can make this training for everyone. Scott Barringer will be facilitating the training.   * This training will be held on Friday, October 26th @ 2:00pm   *Jasmine Martinez on behalf of ASBCC*  Some tables were moved from the 5th floor. Is it okay for students to sit upstairs?  *Felix Smith’s Response*  The tables were only moved due to waxing of the floors.  *Shirley Slaughter’s Response*  Students are able to sit upstairs on the 5th floor.  *Roger Toliver’s Reminder*  With any facility or health & safety related issue that needs fixing, you do not have wait until the meeting to discuss, you can send an email to Roger as a work order.  *Breanne Grady’s Update*  We have some new staff this year. A nurse practitioner that provides more services than Breanne does and a Health Navigator who can help people with insurance questions and help navigate social services they may need.  *Breanne Grady’s Suggestion*  If someone is in need of an ambulance, an ambulance should definitely be called before the nurse. Even if an ambulance is called, Breanne would recommend calling the nurse. The nurse can assess the patient and make sure they are stable. They can also interface with the ambulance staff and advocate for the patient.  *Lena Morita’s Announcement*  Next month is National Domestic Violence Awareness Month. We should make an announcement to students.  *Vincent Koo’s Update*  The emergency phone drill has not happened yet and still cannot happen unless we are using it as is. It currently will affect all the phones because there is no expertise throughout the District’s office to configure it otherwise. The District IT will have to contact an outside vendor to make changes to the system. However, the PA system is live and quick. Scott Barringer recommends using the PA system to do the evacuation drill. | **Action Item**: will do a PA test @ 4:45pm. |  |
| 1. Adjourn | 1:40pm |  |  |