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

Present: Roger Toliver, Johnny Dong, Scott Barringer, Felix Smith, Breanne Grady, John Pang, Sylvia Espinosa, Jasmine Martinez, Alejandra Oseguera

Guests: Don Lawson, Lena Morita, Jenny Gough, Ke Van Valkenburgh

Absent: Marilyn Montague, Loan Nguyen, Indra Thadani, Janine Greer, Ramona Butler, Milan Moldenhawer, Cynthia Reese, Gail Pendleton, Clint Robbins, Natalia Fedorova, Vincent Koo, Francine Lewis

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- 12:18pm  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 Breanne Grady to approve the agenda, 2nd by Scott Barringer. |  | Resolved. |
| 1. Review & Approval of 9/25/18 Minutes | Motion by Don Lawson to approve the minutes, 2nd by Alejandra Oseguera. |  | Resolved. |
| 1. Report Out | * Evacuation drill rescheduled to Thursday, November 8th at 11:45am due to midterms.  *Q: Jenny Gough asked if a new flyer will be sent out. A: Yes.* * Floor Monitor Meeting will be held on Monday, November 5th at 2:00pm. * Fire Extinguisher Training is this Friday, October 26th at 2:00pm in room 451A. * Last month Lena Morita mentioned this month is Domestic Awareness Month. She worked with the Wellness Center and did two tabling sessions on this subject. The Wellness Center is planning to do different outreach topics every Tuesday. * Breanne Grady’s Update: New leadership does not want the Roots Community Health Center staff to respond to medical issues outside the clinic. The clinic is located at 2000 Center Street. For any medical issues that occur on the campus, outside of the clinic, Roots staff will instruct the student to go to the college clinic for medical care. If the student is unable to go to the clinic for medical care, then 911 should be called. | **Action Item**: Joanna Louie will ask Shirley Slaughter to send out a new flyer.  **Action Item**: Lena Morita will forward Brenda Johnson the dates/times she tabled so Brenda can include it in the Annual Security Report. |  |
| 1. Emergency Preparedness Plan | The Emergency Preparedness Plan was last updated in 2012. We will try to accomplish updating the plan this year. We want to establish a core team- a subcommittee for updating this plan. Jasmine Martinez, Jenny Gough, and Sylvia Espinosa volunteers to join the subcommittee. Breanne Grady will check with her supervisor once she gets her schedule. Brenda Johnson and Shirley Slaughter is on the subcommittee as well. This core team will report out to this Health & Safety Committee. The process will start this semester. | **Action Item**: Brenda Johnson will follow up with Shirley Slaughter to schedule the first meeting. Brenda may send out Doodle Poll. |  |
| 1. Emergency Alert System for Deaf Instructors and Students – Iva Ikeda & Jenny Gough a) Public Telephones Accessibility for Deaf Instructors and Students   b) Emergency Planning | * The emergency call box in the restrooms are not accessible to deaf people. It is audible only. Brenda will discuss this with Shirley Slaughter. * If there is an emergency, how do we communicate that to deaf faculty? They are always the last to know. During the last emergency- power went out, phones were not working, Wi-Fi was down, and no one was able to make calls. We must increase emergency communication for deaf faculty. A color coded system is necessary for classrooms. Is there an alert interruption that can happen on faculty computers in class? We need to ask Vincent Koo. * Scott Barringer’s quick interim solution: The fire system cannot be modified to be color-coded. 2 options: (1) install smart LED lights that can be programmed by an application (about $80-$90). (2) install remote control/plug socket to turn light on/off by using an app. Jenny Gough’s concern is that they all depend on Wi-Fi. Scott recommends asking Vincent to see if we can get a booster for our internet/Wi-Fi connection. Jasmine Martinez will look into Mongoose which puts out their own alerts. * Each floor has outdated TTY (text telephone) signs. Deaf faculty are now using video phones. Suggestion to put video phones, has to be linked to the internet. Scott Barringer asked if we can also get the video phones for the classrooms. * Deaf faculty requests more advance notice in regards to emergency planning so it does not impact their teaching schedules. |  |  |
| 1. Cleary Act Audit | The Cleary Act Audit found that we need to develop a process and begin following a policy that periodically reviews the District Annual Security Report (ASR). We will review and share the ASR three times a year electronically and by distributing hard copies - October 1st, April 1st, & July 1st. | **Action Item**: Brenda Johnson will forward an e-copy of the ASR To Breanne Grady. |  |
| 1. Develop 2 Committee Goals | Goals   1. Engage college community in disaster preparedness planning. 2. Provide health & safety training and update faculty during Flex Day. 3. 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\* 4. 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. Adjourn | 1:03pm |  |  |