

VENTURA COLLEGE

DRAFT -Health and Safety Committee - Minutes

Campus Center Conference Room

April 15, 2014

Present: David Bransky, Eileen Crump, Richard Forde, Greg Gillespie, Mary Jones, Dave Keebler, Martin Navarro, Kelly Neel, Tom O'Connor, Mike Pallotto

Guest: Lynn Holmes

Recorder: Maureen Jacobs

Handouts: CDC Article: Poison Center Calls involving E-Cigarettes 04/03/14
Campus Safety & Health Concerns Form

Minutes:

Agenda Item	Summary of Discussion	Action if Required	Completion Time	Assigned to:
<i>OLD BUSINESS</i>				
Review Minutes 03/18/14	There were no corrections to 3/18/14 minutes.			
Student Concern	<ul style="list-style-type: none"> Mary invited Lynn Holmes, a student, to speak to our committee. She was involved in an incident at AEC where a student fainted. There wasn't a land line available. Ms. Holmes had to run to the athletic trainer's office to find a phone and then find the number for campus police. The emergency pamphlet wasn't yet hung because this room was not listed on Mary's list of rooms provided by Business Services. Ms. Holmes said she is unhappy with the lack and color of emergency phones as well as the color of our Emergency Pamphlet. Ms. Holmes would also like the color of AED's to be red and conformed throughout the college and state. She would like the pamphlets in hot pink. This is so they can easily be spotted. She would also like emergency phones that dialed the police outside each building. Lynn will attend the District's safety meeting as well. The Committee thanked Ms. Holmes for her information and coming to the meeting to let us know. Greg said that faculty should have "What to do?" orientation. We 	Add Emergency Procedures	07/01/14	Mary Jones

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	<p>could add it to Flex day activities and/or make it mandatory. The instructors could inform the students.</p> <ul style="list-style-type: none"> • Kelly Neel said it should be part of student orientation. Mary will talk to Patrick about including it. • Mary suggested putting emergency numbers on the syllabus and placed in the hard copy of the directory. • Kelly also mentioned staff having an emergency whistle and/or flashlight especially night instructors at off campus sites. • Dave would like to know which buildings block cell phones reception. • Mary said the Emergency Pamphlets have been hung in a standardized place. The pamphlet was designed for easy access to a specific event. 	<p>to Flex Day activities.</p> <p>Ask Patrick about adding Emergency Information</p> <p>Ask Grant Jones or Admin Assistants.</p>	<p>07/01/14</p> <p>07/01/14</p>	<p>Mary Jones</p> <p>Maureen Jacobs</p>
Hand Sanitizers	<ul style="list-style-type: none"> • Over 40 hand sanitizers were installed. Mary received great feedback and only one didn't work properly and was repaired. 			
Campus Police Update	<ul style="list-style-type: none"> • Mike asked Martin about "no parking" signs along fence. Martin received the "No Skateboarding" signs and they will be put up. 	Install "No Skateboarding" Signs	07/01/14	Martin Navarro
NEMS Update, Shelter in Place Drill	<ul style="list-style-type: none"> • All have been notified by all user email, flyers, and portal announcements. The purpose of the drill is to get people to understand shelter in place. Find out where the announcement siren can or cannot be heard. The staff will be walking around telling students that it is a drill. Richard Forde said the staff should wear identifying vest or hats. • Identify who can and how to use the announcement siren. • David B. asked about our neighbors and Mary and Mike reported the neighborhoods have been notified. • June 6th is the deadline for Emergency Preparedness training. 	<p>Evaluation Report</p> <p>Order vests</p> <p>ADM building Administrators & Campus Police</p>	<p>04/30/14</p> <p>07/01/14</p> <p>04/15/14- Done</p>	<p>Mary Jones</p> <p>Mary Jones</p> <p>Dave Keebler</p>
BICT Update	<ul style="list-style-type: none"> • David Bransky said he is busy with end of semester stress. He is hoping for the installation of the Maxient software. He doesn't know if flex days are the proper venue but agrees about them being a captive audience. We could possibly get it in to the keynote. • Greg may be able to add it to mandatory Flex day. Greg needs to know the changes in student conduct processes. 	Student Conduct changes	D Bransky	07/01/14

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<i>NEW BUSINESS</i>				
Emergency phones or speakers outside of buildings, door locks	What are our safety procedures at night (5-10PM)? Do we have a safety check list? Is there an emergency contact list? Kelly is asking if there are security guards along with David Bransky.	???		
Next Safety Meetings	09/16/14, 10/21/14, 11/18/14, 01/20/15, 02/17/15, 03/17/15, 04/21/15			

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