

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of June 6, 2017**

**Committee Members:**

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|--|--|---|--|
| <input checked="" type="checkbox"/> Dave Wilson                              | <input checked="" type="checkbox"/> Melonee Cruse  | <input type="checkbox"/> Peter Gonzales           | <input checked="" type="checkbox"/> Steve Shull              |
| <input checked="" type="checkbox"/> Patricia Swint (Keenan)                  | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Carlos Duarte | <input checked="" type="checkbox"/> Nicole Solis/Student Rep |
| <input checked="" type="checkbox"/> Donna Lee                                | <input checked="" type="checkbox"/> Kelly Sherwood | <input checked="" type="checkbox"/> Timothy Engle | <input checked="" type="checkbox"/> Duetta Langevin (Chair)  |
| <input checked="" type="checkbox"/> <del>Manuel Marquez</del> Javier Pedroza | <input type="checkbox"/> Joe Jennum                | <input checked="" type="checkbox"/> Ken McAlpin   | <input checked="" type="checkbox"/> Andie Solorzano (Notes)  |
| <input type="checkbox"/> Joanne Franco                                       | <input checked="" type="checkbox"/> Bill Asher     | <input checked="" type="checkbox"/> Sandi Horn    |  |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>		
<b>2. Agenda Review</b>	Update Name: Kelly Sherwood, Javier Pedroza	
<b>3. Review Group Memory – June 6, 2017</b>	Corrections from Melonee given to Andie	<b>Andie to update corrections in May Memory – on share drive and website</b>
<b>4. OSHA Visit</b>	Duetta – informed the committee that a complaint was filed and we received a surprise visit from OSHA last week. The issue is being addressed and information needed has been provided. Duetta has not heard back from them yet. Once case is closed more information will be provided.	<b>Duetta to follow up once case is closed.</b>
<b>5. Power Outage – Standard Operating Procedures</b>	Bill, Dave and Duetta- going to work on documenting standard operating procedures and get it on paper. There needs to be a better process. Will discuss at next meeting	<b>Duetta to discuss and revisit at the next meeting.</b>

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<p><b>6. Changes in Committee Members</b></p>	<p>Kelly Sherwood replacing Joe Terreri Javier Penroza – replacing Manuel Marquez while he is on a leave</p>	<p><b>Andie to update the committee members on Memory and Agenda</b></p>
<p><b>7. Emergency Preparedness</b></p>	<p>Melonee- Start CERT Programs. There are 8 participants. Public Safety is present and they meet every Thursday night.</p> <p>Student Program in the Fall. Question – with Liability? Disaster service workers volunteers Scan Process Covered by Good Samaritan Act.</p> <p>ARTS Division summer drill. Sometime in July. This will complete the last cluster of buildings and will complete the campus.</p> <p>Questions? Utility Failure No Training – New SOP’s Building Marshall’s – are we relying on them to clear the floors and evacuate the buildings. Deans/ Supervisors?</p> <p>Melonee- Table top exercise on the 19<sup>th</sup>. It is a Major evacuation. Melonee has sent notice to the cities and sent them campus evacuation.</p> <p>Duetta- Mike wants to know who from the city</p>	

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	<p>Melonee has contacted. Melonee said she has contacted the Emergency Contact Manager. She will contact Mike and maybe CC Rob Wishner to get a response.</p>	
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<p><b>8. Narcan – Report out</b></p>	<p>Duetta- Drug for potential overdose. We currently do not have on campus. Marti- Nothing to Prevalent as far as exposer. Inter-collegiate program – 4 a year Dealing with a few RN’s and MD’s giving Narcan</p> <p>Marti- High School students coming on campus Epi pen – already have at CDC When they get call for the minors; what type of waivers have they signed? Does not know the extent? Do the HS students pay health fees? What kind of release or authorization is signed? Is there a agreement with the High School? They are identified as minors on the role sheets.</p> <p>Marti- TB case open since 2/1/17 hoping to close case soon. Health Department Director has been here.</p>	<p><b>Marti to follow up with Duetta after speaking to Sheri in the Bursar’s office.</b></p>
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<p><b>9. Keenan &amp; Associates – Loss Trend</b></p>	<p>Patricia – went over power point Reviewed what areas we are having the highest claim amounts and what the claim dollars look like for specific claims. Compared the years.</p> <p>Power point hand outs were returned to Risk</p>	
<p><b>10. Round Table</b></p>	<p>Bill- Hardware update starts this week. 1A, 1B &amp; C Bldg 3. Bldg 2- Contractor is going to do. Bldg 40 upgrading through carol.</p> <p>Carlos- concern about wood chips by café. 2 open fires this last semester. It's the smokers that are the concern. What can be done? Possible retardant – Bill will look into Duetta asked about citing the smokers; not possible. It would need to go through the whole panel process.</p> <p>Carlos – Increase in Mental Health issues. Faculty is having a hard time dealing with or do not know how to deal with it. They will automatically call PS. It's an</p>	

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	<p>issue. Many disruptive episodes. Behavioral referrals have gone up. They are always brought to counseling assessed by the nurse then moved on.</p> <p>Carlos- What is the standards and process in these situations? What can we do to make students and faculty aware and know the process when these situations arise? Student Orientation Health and Wellness program in packets. Post it Online student handbook Adding to the Celebes- to go over the first 5 minutes of class with best practices. Patricia – will make note to see what other colleges are doing Nicole – Survey with Motivation – they will receive something if they complete it and read the information.</p> <p>How can we provide to faculty? Email blast to faculty during high points of stress (Example: Finals)</p>	
<p><b>11. Future Action Items:</b> <b>Identification Badges-AP7121</b> <b>First Aid Kits</b> <b>Emergency Kits</b> <b>Building Standard Manual</b></p>		

**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**

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**July 11, 2017**  
**August 1, 2017**