

**Mt. San Antonio College  
Health and Safety Committee  
Group Memory of December 3, 2013**

<b>Committee Members:</b>		
<input checked="" type="checkbox"/> Mark DiMaggio <input type="checkbox"/> Lorraine Jones <input checked="" type="checkbox"/> Donna Lee <input checked="" type="checkbox"/> Bryan Stone	<input checked="" type="checkbox"/> Marti Whitford <input checked="" type="checkbox"/> Jim Alcala (Chair) <input type="checkbox"/> Joe Terreri <input checked="" type="checkbox"/> Joe Jennum <input type="checkbox"/> Bill Asher	<input checked="" type="checkbox"/> Robert Montoya <input checked="" type="checkbox"/> Carlos Duarte <input checked="" type="checkbox"/> Timothy Engle <input checked="" type="checkbox"/> Ken McAlpin <input checked="" type="checkbox"/> Karen Saldana (Notes)
<input checked="" type="checkbox"/> Beth Quinlan <input type="checkbox"/> Steve Shull		
ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome/Introductions</b>	<ul style="list-style-type: none"> <li>Committee members welcomed Gary Nellesen to provide a facilities update.</li> </ul>	<b>None.</b>
<b>2. Agenda Review</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	<b>None.</b>  <b>Agenda approved as submitted.</b>
<b>3. Review Group Memory - November 5, 2013</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<b>No changes to memory.</b>  <b>Memory from December 3, 2013 will be posted on the website.</b>
<b>4. Facilities Update – G. Nellesen</b>	<ul style="list-style-type: none"> <li>Gary Nellesen provided the Committee with an update on current Facilities plans and new construction.</li> </ul>	<b>The Child Development Center is currently being finished and in the licensing process. The Farm and Agriculture Science is undergoing corrective construction. The Facilities building is being modernized.</b>  <b>Upcoming projects include addressing a water flow problem in the Wildlife Sanctuary, the construction of the new food services building and the demolition of the Campus Café. The Campus is also preparing for the construction of Student Services office space beginning in Summer 2014.</b>

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		<p>Three upcoming projects will change the campus. These include the demolition of the current tennis courts, the construction of a parking structure, and the construction of a new athletics area.</p>
<p><b>5. Emergency Preparedness Drills/Training – J. Alcala</b></p>	<ul style="list-style-type: none"> <li>• Jim Alcala discussed the March 18, 2014 disaster drill with the Committee.</li> </ul>	<p>The buildings that will undergo the disaster drill are not being released.</p> <p>The Building Marshal Captain list will be shared with division deans.</p> <p>Jim is meeting with Matt Judd to assign Marshals to buildings that are not currently covered.</p> <p>Further planning discussions between Mark DiMaggio, Karen Saldana, and Jim Alcala will continue.</p>
<p><b>6. Keenan Safe Colleges Online Training</b></p>	<ul style="list-style-type: none"> <li>• The Committee revisited the utilization of Keenan Safe Colleges online training.</li> </ul>	<p>Risk Management will continue to work with Keenan on getting the Committee into the system for training.</p> <p>The Committee member's A#'s will be provided to Keenan.</p>
<p><b>7. Evacuation Chair Standards - T. Engle and K. Saldana</b></p>	<ul style="list-style-type: none"> <li>• Tim Engle provided the Committee with an update on the Evacuation Chair Task Force.</li> </ul>	<p>Purchasing is currently coordinating with vendors.</p> <p>Vendors are coming on January 16<sup>th</sup> to demonstrate evacuation chairs.</p>

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<p><b>8. Title 8 Safety Items</b>  <b>a. Review of Worker's Compensation Injuries-December 2013</b>  <b>b. Hazard Report Log</b></p>	<ul style="list-style-type: none"> <li>• .None.</li> </ul>	<p><b>None.</b></p> <p><b>No changes to Hazard Report Log.</b></p>
<p><b>9. Housekeeping</b></p> <ul style="list-style-type: none"> <li>• <b>Policies and Procedures Update</b> <ul style="list-style-type: none"> <li>• AP 6750</li> <li>• BP/AP 3550</li> <li>• AP 3510</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<p><b>None.</b></p>
<p><b>10. Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• C-Cert Training</li> <li>• Bldg. 6 Inspection Results</li> <li>• Inspection Checklists</li> <li>• Written Hazard Communication Plan</li> <li>• Written Ergonomics Plan</li> <li>• Respiratory Protection Plan</li> <li>• NFPA Diamonds</li> </ul>	<ul style="list-style-type: none"> <li>• None.</li> </ul>	<p><b>None.</b></p>

<http://inside.mtsac.edu/organization/committees/safety/>

**FUTURE MEETING DATES (9:00 – 10:30 a.m.)**  
**February 7, 2014**