

**Mt. San Antonio College
Health and Safety Committee
Group Memory of March 4, 2014**

Committee Members:

- Mark DiMaggio
- Lorraine Jones
- Donna Lee
- Bryan Stone

- Marti Whitford
- Jim Alcala (Chair)
- Joe Terreri
- Joe Jennum
- Bill Asher

- Robert Montoya
- Carlos Duarte
- Timothy Engle
- Ken McAlpin
- Karen Saldana (Notes)

- Beth Quinlan
- Steve Shull

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> • None. 	None.
2. Agenda Review	<ul style="list-style-type: none"> • The following will be added to the Agenda: #6 College Committee Goals and #8 Power Outage Observations. 	<p>Changes made to the Agenda.</p> <p>Agenda approved as submitted.</p>
3. Review Group Memory - February 4, 2014	<ul style="list-style-type: none"> • None. 	<p>Memory approved as submitted.</p> <p>Memory from January 7, 2014 will be posted on the website.</p>
4. Emergency Preparedness Drills/Training – J. Alcala	<ul style="list-style-type: none"> • Jim Alcala discussed the March 18, 2014 disaster drill with the Committee. 	<p>Two training sessions were held with staff from Building 9B to review the procedures for the upcoming drill. Training will be held for Building 4 and Natural Sciences staff.</p> <p>Building Plans continue to be updated on the Risk Management website.</p> <p>Karen Saldana will inquire with Gary Nellesen when the door lock changeover will be complete.</p> <p>Further planning discussions between Mark DiMaggio, Karen Saldana, and Jim Alcala will continue.</p>

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<p>5. Update on AP 3510 and AP/BP 3550- K. Saldana</p>	<ul style="list-style-type: none"> The Committee was updated on the current status of AP 3510 and AP/BP 3550 	<p>Both AP 3510 and AP/BP 3550 are currently in HR negotiations.</p> <p>AP 3510 has been faculty approved. CSEA has asked for a legal opinion regarding the added language.</p> <p>AP/BP 3550 currently has no clarification why it is still in the HR negotiation process. Joe Terrerri will inquire with Faculty Association about the current status of this policy. Marti Whitford will contact Human Resources for an update on these two items.</p>
<p>6. Student Parking Update</p>	<ul style="list-style-type: none"> Gary Nellesen will be present at the next Committee meeting to discuss an update on student parking and the use of Lot M. 	<p>None.</p>
<p>7. College Committee Goals</p>	<ul style="list-style-type: none"> The Committee discussed the College Committee Goals that are due on March 25, 2014. 	<p>Karen Saldana will email goals to the Committee that has previously been done.</p> <p>The Committee will pinpoint important goals to focus on for the next year.</p>
<p>8.. Title 8 Safety Items a. Review of Worker's Compensation Injuries-February 2014 b. Hazard Report Log</p>	<ul style="list-style-type: none"> .None. 	<p>None.</p> <p>No changes to Hazard Report Log.</p>

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<p>9. Power Outage Observations</p>	<ul style="list-style-type: none"> The Committee discussed the recent campus power outage. 	<p>Joe Terreri felt that Building 61 was organized and calm. He observed the students stayed until 7:15pm and then left campus.</p> <p>Carlos Duarte observed that someone was stuck in an elevator in Building 26.</p> <p>The suggestion of a phone tree to disseminate information in the event of a campus emergency was discussed by the Committee.</p> <p>The Committee will discuss power outage procedures at a future meeting.</p>
<p>10. Housekeeping</p> <ul style="list-style-type: none"> Policies and Procedures Update <ul style="list-style-type: none"> AP 6750 BP/AP 3550 AP 3510 	<ul style="list-style-type: none"> None. 	<p>None.</p>
<p>11. Future Agenda Items</p> <ul style="list-style-type: none"> C-Cert Training Inspection Checklists Written Hazard Communication Plan Written Ergonomics Plan Respiratory Protection Plan NFPA Diamonds 	<ul style="list-style-type: none"> None. 	<p>None.</p>

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

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

3/4/14

4/1/14