

**Mt. San Antonio College
Health and Safety Committee
Group Memory of July 1, 2014**

Committee Members:

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|--|--|---|--|
| <input checked="" type="checkbox"/> Art DeLaCruz | <input checked="" type="checkbox"/> Marti Whitford | <input checked="" type="checkbox"/> Robert Montoya | <input checked="" type="checkbox"/> Beth Quinlan (Notes) |
| <input checked="" type="checkbox"/> Lorraine Jones | <input checked="" type="checkbox"/> Jim Alcala | <input checked="" type="checkbox"/> Carlos Duarte | <input type="checkbox"/> Steve Shull |
| <input checked="" type="checkbox"/> Donna Lee | <input type="checkbox"/> Joe Terreri | <input type="checkbox"/> Timothy Engle | <input type="checkbox"/> Tom Birkett |
| <input type="checkbox"/> Bryan Stone | <input checked="" type="checkbox"/> Joe Jennum | <input type="checkbox"/> Ken McAlpin | <input checked="" type="checkbox"/> Stacey Gutierrez |
| | <input type="checkbox"/> Bill Asher | <input checked="" type="checkbox"/> Karen Saldana (Chair) | <input checked="" type="checkbox"/> Joe Carl |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> The Committee welcomes Art DeLaCruz as the new interim director of Public Safety. The Committee also welcomed Joe Carl from Public Safety The Committee welcomed Barbara McNiece-Stallard to present ACCJC New Standards Gap Analysis. 	None.
2. Agenda Review	<ul style="list-style-type: none"> #8 – Building 23 Construction Site Issues 	<p>Changes will be made to the Agenda.</p> <p>Agenda approved as submitted.</p>
3. Review Group Memory - June 3, 2014	<ul style="list-style-type: none"> None. 	<p>Memory approved as submitted.</p> <p>Memory from June 3, 2014 will be posted on the website.</p>
4. ACCJC New Standards Gap Analysis	<ul style="list-style-type: none"> Barbara McNiece-Stallard discussed ACCJC New Standards Gap Analysis with the Committee. 	<p>An Accreditation Steering Committee has been formed on campus and meets on a continuous basis to ensure the campus community has an understanding of the accreditation process. All groups are represented in the committee. The next visit for the accreditation process is in October 2016.</p> <p>Assignments have been given to each</p>

Health and Safety Committee
Group Memory

		<p>committee on campus to evaluate the support provided to the campus. A worksheet has been provided to assist with the evaluation process. The Health and Safety Committee will look at each standard on the work and decide whether or not it is applicable based on the committee's Purpose and Function statement.</p> <p>Section 1 on the worksheet requires a check mark, Section 2 is more descriptive and requires a timeframe/timeline for keeping up data, and Section 3 includes anything the Committee can do to rethink and close any gaps on campus.</p> <p>Information provided on the worksheet will not be adjusted for the report done by the Accreditation Steering Committee. The worksheet is due by October 15, 2014. The Steering Committee is available to review the draft of the evaluation. When the Committee has decided on standards, a plan should be made to continue to review the standards annually.</p>
<p>5. Emergency Preparedness Week – Fall 2014</p>	<ul style="list-style-type: none"> The Committee discussed the Fall 2014 Emergency Preparedness Week. 	<p>Faculty has been notified about the upcoming evacuation/shelter-in-place drill being held on Sept. 17, 2014. A daytime and evening drill have been planned. Exact locations have not been provided to the campus community.</p> <p>Emergency Preparedness Week will be held Sept. 15-19 and will include educational trainings for staff and students, as well as a vendor show that</p>

Health and Safety Committee
Group Memory

		<p>will occur on two days and will include public utility companies, emergency supply vendors, and the Red Cross.</p> <p>Stacey Gutierrez is in charge of instructional planning. She will need assistance by the committee with planning and marketing. Marti Whitford and Joe Jennum will assist with the coordination.</p> <p>The vendors will be coordinated by Beth Quinlan. Donna Lee and Carlos Duarte will assist with the vendor list.</p> <p>Karen Saldana, Public Safety, and James Alcala will coordinate the evacuation drills.</p> <p>The vendor show will be opened to the school only. Publicity will be provided on Flex Day.</p>
<p>6. Personal Safety Issues in the new Bursar's Office</p>	<ul style="list-style-type: none"> The Committee discussed personal safety issues in the new Bursar's Office in Building 4. 	<p>Roger Sneed is the Project Manager on this project. On a walk-thru it was found that there is not a peephole on the main door, panic buttons have not yet been installed, cameras have not yet been installed, the money exchange area does not lock properly, and the way the lines the students are to form are not ADA compliant.</p> <p>Roger Sneed is going to do another walk through with a punch list to verify the items have been completed.</p>
<p>7. Title 8 Safety Items a. Review of Worker's</p>	<ul style="list-style-type: none"> The Committee reviewed the Worker's Compensation log from June 2014. 	<p>None.</p>

Health and Safety Committee
Group Memory

<p>Compensation Injuries-June 2014 b. Hazard Report Log</p>	<ul style="list-style-type: none"> The Committee reviewed the Hazard Report Log. 	
<p>8. Building 23 Construction Site Issues</p>	<ul style="list-style-type: none"> The Committee discussed the issues with the new Building 23 construction site. 	<p>Dust is becoming an issue around Building 23 due to construction on the hill. A berm has been created that is too high and is causing damage to the underneath of cars. Karen Cowin knows about the issues and has begun addressing the problems. About 90% of the issues have been corrected. More water trucks are being used to keep the dust to a minimum and the berm has been lowered.</p>
<p>9. 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"> The Committee discussed AP 3550. 	<p>AP 3550 has been approved. PAC has been reminded to bring BP 3550 back to review. Karen Saldana will continue to follow up on this matter.</p>
<p>10. 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>

Health and Safety Committee
Group Memory

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

FUTURE MEETING DATES (9:00 – 10:30 a.m.)
9/3/14