

CCC SAFETY COMMITTEE

Committee Members:

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|----------------------------|--------------------|------------------|
| Mariles Magalong, chair* | Ellen Coatney | Sandra Everhart* |
| Bruce King | Jose Oliveira | Darlene Poe |
| Seti Sidharta* | Hattie Smith* | Wayne Organ |
| Corri Maloney, student rep | Katherine Williams | |

*-absent

MINUTES OF THE MEETING

Friday, September 7, 2011 @ 8 a.m.
Room AA-216

1. Introductions were made
2. Minutes of September 2 were approved
3. Evacuation drills were discussed along with Sandra Everhart's EMAIL:
 - a. Faculty, staff & managers do not know what to do & where to go during evacuations. The Committee felt that Department Heads & Managers need to go over this with staff at least once a semester. They should ensure everyone is aware of the evacuation plan & safe location for assembly.
 - b. Was there enough police services staff organizing yesterday's drill at the AA Building. Lieutenant Oliveira explained that he had 3 officers & 2 aids working on the drill which is his full staff.
 - c. Evacuation drills need to be communicated to key personnel prior to conducting the drill to prevent hardship & unnecessary expenses/waste in classrooms. The Committee decided that the Safety Chair, Mariles Magalong, should inform affected Department Heads & Building Monitors prior to each evacuation drill. Lieutenant Oliveira has provided a schedule for the drills & indicated that they take place the first Wednesday of each month. If the date is changed he will notify Mariles Magalong to ensure all necessary individuals are notified prior to the drill.
 - d. Building Monitors need to be trained & properly equipped with vest, hard hat, flash light & whistle. The Safety Chair, Mariles Magalong, will inform Lieutenant Oliveira whenever there's a new Building Monitor. Lieutenant Oliveira will organize regular training meetings & will report back to the committee on how this will be done.

4. Lieutenant Oliveira reported on the Police Services Forum held on Wednesday October 5th. The forum was attended by about twelve students & six managers. McKinley Williams gave a short talk supporting the emphasis on safety for the campus. Lieutenant Oliveira gave an hour presentation, handed out flyers, showed a safety film & shared information & contact data. It was a successful event & plans are for more forums in the future.
5. Lieutenant Oliveira reported on Accidents/Injuries on campus. Most of the recent incidents were off campus. There was one arrest in the Quad. Lieutenant Oliveira indicated that CCC has fewer incidents than LMC or DVC. DVC has had a rash of lap top thefts. Bruce asked that Police Services provide more of a presence in the Quad during lunch hours when there are a lot of students congregating.
6. Bruce reported on facilities/construction:
 - a. The Music Building renovation is progressing & may be finished ahead of the ten month schedule for the project. Wayne Organ asked if he could get a tour & Bruce said he'd coordinate one with him.
 - b. The High Voltage project has also started. It will lay conduit & new cable from the Gym to the Bookstore along Castro Street. It will require the parking spaces on Castro Street to be closed off during construction. They will also install three man holes which will affect traffic. This will be coordinated with Police Services.
 - c. The Smart Classroom Project will convert 13 classrooms. It is close to being finished. James Eyestone is installing special locking screws on the cabinets to prevent computer theft; we've already lost two computers.
 - d. The Contra Costa County Fire Department is performing monthly inspections throughout the campus. We have already completed the PAC, ELC, SA & AT Buildings. They plan on inspecting another eight buildings & Bruce will try to keep everyone informed as he is able.
7. AED's were discussed. The one located on the second floor of the AA Building was stolen. The cabinet has been taken down so no one mistakenly tries to find it during an emergency. The Committee asked Lieutenant Oliveira to schedule monthly inspections on them to ensure batteries are in working condition. An AED Training class will be held today at 12:30PM in the HS building.

Meeting adjourned at 8:45AM