

CCC SAFETY COMMITTEE

Committee Members:

Mariles Magalong, chair	Ellen Coatney	Sandra Everhart*
Bruce King	Jose Oliveira	Darlene Poe
Kay Armendarez	Hattie Smith	Wayne Organ*
Corri Maloney, student rep		

*-absent

MINUTES OF THE MEETING

Friday, November 4, 2011 @ 8 a.m.
Room AA-216

1. Minutes of last month's meeting were briefly discussed.
2. The walkway on Castro was the first topic of discussion. Pedestrians were walking on the street since the sidewalk was closed due to the High Voltage project. Several options were discussed to create a temporary walkway and address the safety hazard of pedestrians sharing the road with motorists. Jose will explore the different options to make the site safe, with Bruce's help as needed. Jose will report back to the committee on this next meeting.
3. The evacuation drill for the LA & HS buildings was conducted on November 3 between 1 and 2 pm. The evacuation took a little over 3 minutes, and everything went well without any complaints received.
4. There were no accident/injury reports since last month.
5. Bruce reported the following updates on Facilities/Construction:
 - a. As the Music building is being renovated, Lot 15 is closed. The project will be completed in 6 months.
 - b. The High Voltage project is going on, with the walkway issue described in item number 2 above.
 - c. The plan to install cameras by the bus stop is still pending, awaiting receipt of quotes from vendors.
 - d. The fire inspection for the following buildings have been completed, and citations cleared:
 - SA
 - CTC
 - AT
 - PAC
 - Maintenance shop
 - AA second floor

- e. The fire alarm monitoring computer is going to be replaced, at a cost of \$21,000+.
 - f. The Dental burglar alarm cannot be set by the Custodial crew. Jose will check to find a resolution.
 - g. Daylight Savings Time will end on November 6, 2011. Shortly after, managers will conduct their yearly walk-about at night to identify safety hazards.
6. Darlene reported that the emergency cabinets have to be re-stocked because the food items have expired. She and Sandra will purchase the necessary items.

Meeting adjourned at 8:40 a.m.