

CCC SAFETY COMMITTEE

Committee Members:

Mariles Magalong, chair	Kay Armendarez	Ellen Coatney
Jim Gardner*	Miguel Johnson	Bruce King
Brenda King-Randle	Jose Oliveira	Wayne Organ
Darlene Poe*	Islam Ayyad, student *	

*-absent

MINUTES OF THE MEETING

Friday, October 5, 2012 @ 8 a.m.
Room AA-216

1. The September minutes were briefly reviewed and approved.
2. The evacuation drill for the PAC was conducted on October 4, 2012 at 4:00 p.m. Jose met with the building monitor, JR Morocco, to go over the procedures the day prior to the drill. In going over the emergency supplies that JR had, Jose found out that JR's radio is not functioning. Jose replaced JR's radio, the last radio that Police Services had for building monitors. The evacuation drill took only a couple of minutes to complete since there was only one class going on at the time.

A suggestion was made to conduct evacuation drills more frequently so that all buildings will be covered during the academic year. Agreement was reached to add the following to the Spring 2013 list:

- LA Building
- AA Building
- HS Building
- Library

The Early Learning Center conducts drills monthly, and the Student Services Center (SSC) had one last August.

3. There were no accidents or injuries since last meeting, except one fall. Joy Steinecke fell as she was walking from the parking lot to the AA building on September 25, 2012. There were no tripping hazards, so there was no corrective action needed.
4. Bruce reported the following updates regarding Facilities/Construction:
 - The Music Building will be turned over to the College in 30 days. The punch list walkthrough will be conducted on October 9, 2012.

- The installation of 5 roll-up doors in AT/CTC will be completed shortly.
 - The High Voltage project does not have a punch-walk scheduled or a completion date set. The outstanding issue is that the door to the high voltage enclosure is about 10 inches above ground, making it accessible to intruders.
 - The Humanities Building is still occupied, and will be patched up to continue to be operational. It is scheduled for demolition when the College Center project starts, sometime in the Spring 2013 semester.
 - The Liberal Arts Building elevator has been unreliable in the last 4 to 6 weeks. An upgrade of the system will solve 90% of the problem. Quotes from different vendors were obtained, and American Elevator Company was chosen to provide the elevator repairs. The repair work will take about 2 ½ weeks to complete, during which time the golf cart (from Automotive Services) will be used to transport ADA folks to the upper part of campus.
5. The Great California Shake-Out, the State-wide earthquake drill, will be held on October 18, 2012. The College will participate in the drill by performing the following:
- Jose will register the College as a participant.
 - Jose will send out an email the week prior to October 18, asking everyone to go over Earthquake Safety tips in their offices/classrooms.

Police Services and District Information Officers will meet to discuss information dissemination during emergencies. The use of various media will be explored - phone message blasts, text messages, and email.

Jose will send hard copies of the District's emergency procedures to Brenda (Middle College High School).

6. A concern was raised about the lack of Police presence in the morning rush hour on campus to direct traffic. There are also issues regarding drop-off points and driving the wrong way. Jose assured the committee that resources will be provided to address these issues.

Meeting adjourned at 8:50 a.m.