

## **CCC SAFETY COMMITTEE**

### **Committee Members:**

Mariles Magalong, chair  
Miguel Johnson\*  
Jose Oliveira\*  
Anne Shin\*

Ellen Coatney  
Bruce King  
Wayne Organ\*  
Student rep\*

Brian Williams\*  
Jeff Michels\*  
Darlene Poe  
Charles Hankins

\*-absent

## **MINUTES OF THE MEETING**

Friday, April 10, 2015 @ 8 a.m.

Room AA-216

1. The minutes from the last meeting was reviewed and approved unanimously by the committee.
2. Charles Hankins reported on behalf of Jose Oliveira and he stated that there was nothing to report in regards to the key inventory.
3. Evacuation/shelter-in-place/lockdown – There were two emergency preparedness training sessions conducted:
  - April 1 was done as part of the Professional Development training for Classified Employees.
  - April 8 training was conducted by Jose and there were a handful of people who attended.

Evacuation drills were conducted in March at both Bio and Physical Science buildings and both drills lasted about 3 to 4 minutes. There were no evacuation drills conducted in April due to interviews being conducted at the LA building where the drills were scheduled to occur. Police Services contacted a couple of building monitors to go over the procedures and equipment.

There were no slips and falls for the month of March and April.

4. Bruce reported on the ongoing Facilities/Construction projects:
  - TV Studio – Should be completed by next week. Darlene will purchase tables by next week to furnish the space as soon it is completed.
  - The Gym Floor is scheduled to be refurbished on May 15, 2015 and is scheduled to last about a month with completion date of June 15, 2015.
  - PAC Rigging is currently pending awaiting DSA approval.
  - Women's and Men's Locker Room painting project is pending. Two quotes were received and one more is needed. Final quotes are expected by April 30, 2015 deadline.
  - Physical and Bio Science are in the process of getting chillers installed.

- New College Center – This project is moving forward and still scheduled to be completed fall of 2016.

5. Other Business:

- Darlene reported on the emergency food supply and asked the committee what we should do with the food items that are about to expire. Darlene suggested that we give it away to a church or missionary and after some deliberation, the committee approved. Darlene will provide a quote for the purchase of new emergency food items to replenish the ones that will be given away due to expiration dates.

Meeting adjourned at 8:35 am.