

 **CONTRA COSTA COLLEGE**
Safety Committee
Meeting Minutes

Date: February 3, 2025 (every 1st Tuesday of the Month)

Time: 8:00 am – 9:00 am

Location: SAB 211 **Zoom:** <https://4cd.zoom.us/j/5638713171>

Meeting ID: 563 871 3171 **Passcode:** FMPWEB

Voting Members

Chairperson: Victoria Menzies

Managers: Nick Dimitri, Robert Bagany

Faculty: Natasha Lockett, 1 *Vacant*

Classified: Nikolai Hansen, 1 *Vacant*

Students: Oscar Villalobos, Adam Daoud

Representatives: Michael Griffith (CCCSIG Rep), Dan Cueva (CCCCD Risk Manager)

Non-Voting Members

Managers: Lt. Charles Hankins

Present: Victoria Menzies, Robert Bagany, Nick Dimitry, Finy Prak, Moises Urbina, Noel Muniz, Oscar Villalobos, Adam Daoud

Zoom: Natasha Lockett, Dan Cueva

Called to order at 8:03 a.m.

Item	Outcome/Decisions	Action Items
I. Welcome and Introductions		
II. Review Current Agenda	<p>Current agenda adopted with 4 yay votes, 0 nay.</p> <p>Motioned: Nick Dimitri Second: Adam Daoud Yay votes: Nick Dimitri, Oscar Villalobos, Robert Bagany, Adam Daoud</p>	No action required
III. Approve November 4, 2025 and December 2, 2025 Minutes	<p>November 4th minutes approved by 4 yay votes, 0 nay: Motioned: Nick Dimitri Second: Adam Daoud Yay votes: Nick Dimitri, Oscar Villalobos, Robert Bagany, Adam Daoud</p> <p>December 2nd minutes approved by 4 yay votes, 0 nay: Motioned: Nick Dimitri Second: Robert Bagany Yay votes: Nick Dimitri, Oscar Villalobos, Robert Bagany, Adam Daoud</p>	No action required.
IV. Public Comment/Announcements (2 minutes each)	No public comment.	Informational/Discussion
Discussion/Information Item		
V. Standing Items A. Accident/Injury and Incident Reports – Lt. Hankins B. Evacuation Reports – Lt. Hankins C. Custodial Report – Noel Muniz	Key Updates <ul style="list-style-type: none"> • No accidents or injuries reported. • Building evacuation drills begin the week of Feb 16, 2026. • Custodial department is currently short-staffed. • Facilities projects include sidewalk work (lots 5 & 6), a nature garden, and football field tree project. 	Training & collaboration <ul style="list-style-type: none"> • Additional ICE training requested for faculty/staff. • Invitation to attend Pleasant Hill safety

<p>D. Facilities and Construction – Robert Bagany</p> <p>E. Risk Management Report – Dan Cueva</p> <p>F. CCSIG Report – Michael Griffith</p>	<p>Safety planning & funding</p> <ul style="list-style-type: none"> • CPR/AED training sessions planned (max 24 participants per session); scheduling via Microsoft form. • Two AEDs to be purchased for the automotive building using safety funds. • Discussion about creating a local safety budget account and allocating \$4k–\$5k annually per college for safety needs. • Emphasis on maintaining food-area cleanliness to avoid health violations. 	<p>meetings for extra training opportunities.</p> <ul style="list-style-type: none"> • Ongoing coordination with CSIG on inspections and reporting. • Schedule and coordinate CPR/AED. • Establish safety budget account. • Support evacuation drill rollout. • Address tree removal and facilities safety priorities.
<p>VI. Adjournment:</p>	<p>Meeting adjourned at 8:58 a.m. Next meeting scheduled for March 3, 2025 at 8:00 a.m.</p>	<p>No action required.</p>