

Meeting Minutes

Date: September 2, 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, 1 Vacant

Faculty: Ellen Coatney, Natasha Lockett, Thuy Dang

Classified: Nikolai Hansen, Joanne Solano

Students: Vacant

Representatives: Finy Prak (MCHS Principal), Michael Griffith (CCCSIG Rep), Dan Cueva (CCCCD Risk Manager)

Non-Voting Members

Managers: Lt. Charles Hankins

Present: Victoria Menzies, Robert Bagany, Moises Urbina, Nikolai Hansen, Joanne Solano

Zoom: Dan Cueva, Natasha Lockett, Vaishali

Called to order at 8:02 a.m.

Item		Outcome/Decisions	Action Items
I.	Welcome and Introductions		N/A
II.	Review Current Agenda	No quorum, so discussion only.	N/A
III.	Public Comments /Announcements (2 minutes each)	 Vaishali, a new adjunct in the biology department, expressed interest in joining the committee but learned she needed to be appointed by Randy Carver, the Academic Senate President, to become a voting member. Passing of former DSPS counselor and committee member, Ruth Gorman. 2 Schedule fall evacuation drills and Building Monitor Training (October). Consider including active shooter training. 	Informational/Discussion
	Committee Orientation: Committee Charge Review Brown Act Overview	 Committee Membership & Procedures Committee makeup (faculty, classified staff, students) needs updating in governance documents. Clarification that Victoria will serve as chair going forward. Brown Act Overview Reviewed requirements: agendas, quorum, public access, voting rules, documentation of votes, no serial meetings, ADA accessibility. Remote participation rules under AB2449 were highlighted. 	Update committee composition and governance documents.
	Standing Items Accident/Injury and Incident s – Lt. Hankins	 afety Reports Accidents: Two medical incidents since last meeting (not slips/trips/falls). 	Address lighting, tree root hazards, and fire break maintenance.

B. Evacuation Reports – Lt. Hankins C. Custodial Report – Noel Muniz D. Facilities and Construction –	Evacuation Drills: Most buildings covered last semester; Music/Arts and PAC still pending. Recommendation to conduct drills each semester.	Continue monitoring AED units and replacement needs.
 Robert Bagany Safety Walk Update Fire Safety (Fire Break abatement between Campus and Residential Homes) 	 Training: Discussion of active shooter training (not currently required, but offered on request). Workers' Compensation Report Three claims in August, mostly from the child center (minor injuries). No major concerns, but training on safe 	
E. Risk Management Report – Dan CuevaF. CCSIG Report – Michael Griffith	 lifting/moving furniture recommended. Facilities & Safety Concerns Construction updates (parking lot paving, ERC work, lighting, tree trimming). Night safety walk revealed poorly lit areas and cracks; follow-up repairs needed. Fire safety concerns about overgrown weeds behind campus (risk to neighbors). 	
VI. Action Items/Discussions: a. Building Monitor Training Dates – Fall/Spring b. Procedure Radio/Battery testing and emergency supply bag maintenance schedule	 Training & Equipment Plan for Building Monitor Training in October (include evacuation, CPR, first aid, tourniquet use, radio use, possibly lockdown button testing). Need updated list of safety monitors. 	 Schedule fall evacuation drills and Building Monitor Training (October). Consider including active shooter training.
VII. Adjournment:	Meeting adjourned at 8:53 a.m.	Next meeting on Tuesday, October 7, 2025 at 8:00 a.m. to 9:00 a.m.