

San Diego Mesa College
 Safety Committee - Notes
 Thursday, October 23, 2014
 LRC 435, 2:00-3:00pm

MEMBERS	Rachelle Agatha	Nathan Betschart	Rachel Rose	Matt Fay	Pahua Vang for Ivonne Alvarez
	Saeid Eidgahy	Michael Fitzgerald (absent)	Ngoc Tran	Nedra Johnson (absent)	Eduardo Arteaga
	Charlotta Robertson	Peggy Fischer (absent)	Ella Walker (absent)	Taj Krumholz	Frank Fernandez (absent)
	Sara Leonard (absent)	Kevin Krown (absent)	Carol Rohe	Dave Warczakowski	Lynn Dang (absent)
	Frank Fennessey (absent)	Michael Lewis (absent)	Nancy Bromma	Chris Renda (absent)	Monique Lybarger for Penny Hedgecoth
	Gemma Conine (absent)	Barbara Pongsrikul (absent)	Melvin Clay	Dave Evans	Suzanne Khambata (absent)

I. CALL TO ORDER

Welcome	<ul style="list-style-type: none"> Rachelle called the meeting to order at 2:05pm
Approval of Minutes	<ul style="list-style-type: none"> Charlotta noted "January 2103" error to be fixed. Saeid motioned to accept with correction, Nathan seconded the motion.

II. Work-Group Project/Goal Discussion and Assignments

Workgroup discussion	<ul style="list-style-type: none"> Discussion held on how projects will be completed outside of meetings Given the goals for the year, it was decided that workgroups would be formed based on the goal projects for the 14-15 year
Safety Manual and IIPP	<ul style="list-style-type: none"> Charlotta Robertson and Matt Fay to lead Safety Manual Group and IIP. See group member assignment attachment.
Safety Framework and Responsibility Matrix	<ul style="list-style-type: none"> Rachelle and Saeid to lead Framework Workgroup . See group member assignment attachment.
Internal Campus Inspection Process	<ul style="list-style-type: none"> Dave W. and Eddie to lead Internal Campus Inspection. See group member assignment attachment.
Workgroup Updates	<ul style="list-style-type: none"> Each leader will be responsible for providing updates at Safety meetings, and will be responsible for providing a timeline to complete the project at the January 2015 meeting.

III. Other Updates

Injury Reports	<ul style="list-style-type: none"> • No employee reports, three student reports • Discussion of student incident: 19 minute delay between initial call and actual response due to police understaffing and lack of clear procedure for internal alerts and communication. • Escalation process and timeline also discussed. Rachelle to lead internal process review as it relates to dispatch, communication, and response for campus emergencies • Clipboard of emergency procedures in every classroom suggested as a potential tool for the future. • Overall emergency planning discussion to be held in 2015 meeting
Safety Reports	<ul style="list-style-type: none"> • No significant reports discussed
Inspection Reports	<ul style="list-style-type: none"> • Keenan follow-up sent inspection follow up report, will be reviewed next meeting • No significant issues remaining

IV: ROUNDTABLE

Other	<ul style="list-style-type: none"> • Suggested to move Jan 22nd to alternative Thursday at 2pm. Future meetings to be reviewed. • Brief discussion of signage in buildings, as well as new chairs in SBS. • Brief discussion of students sleeping/congressing behind the LRC as well as various smoking areas around campus. • To be escalated to Review of Services Committee: Skateboard issue and students veering from designated routes by construction.
Next Meeting	<ul style="list-style-type: none"> • January 22nd, 2015 – request was made to move meeting so this is being done.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Plan framework / outcome goals from groups	Leaders	Jan 2015 meeting

San Diego Mesa College
 Safety Committee Workgroups
 14-15

WORKGROUP TITLE	SAFETY MANUAL & IIPP
LEADERS	Charlotta Robertson Matt Fay
MEMBERS	Penny Hedgecoth Nancy Bromma Suzanne Khambata Barbara Pongsrikul Michael Lewis Kevin Krown Peggy Fisher Chris Renda

WORKGROUP TITLE	FRAMEWORK & AUTHORITY WORKGROUP
LEADERS	Rachelle Agatha Saeid Edgahy
MEMBERS	Dave Warczakowski Eddie Arteaga Rachel Rose Carol Rohe

WORKGROUP TITLE	INSPECTIONS WORKGROUP
LEADERS	Dave Warczakowski Eddie Arteaga
MEMBERS	Nate Betschart Frank Fennessy Nedra Johnson Rachel Rose Mevlin Clay Michael Fitzgerald Dave Evans Ella Walker Ngoc Tran