

CAÑADA COLLEGE SAFETY COUNCIL MINUTES
November 17, 2005 10:00 AM – 11:30 AM in Building 1 Room 101

Members:

Susan Traynor	Events Coordinator and Chair
Linda Hayes	Dean of Business Division
Pete Katsumis	Lead Security Officer
Danny Glass	Campus B & G, Facilities Maintenance Supervisor
Rachel Corrales	Operations II Lead
Lesli Sachs	Health Services
Alex Toscano Andrade	AFSCME Night Representative
Jozsef Veres	AFSCME Day Representative
Kathy Smith	Classified Representative
Dottie Shiloh	Classified Representative

Absent Members: Linda Hayes, Danny Glass, Rachel Corrales

New Members to add: Vickie Nunes, Carolyn Jung, Linda Breen

Guests:

View past minutes at: <http://www.canadacollege.edu/inside/safety>

CONTENT	PROCESS	WHO	ACTION	O/C
1) APPROVAL OF THE MINUTES 9/22/05 Meeting	Kathy S. reminded the committee that the inner campus phone items were not tabled as stated in the draft of minutes from 9/22/05	Kathy S.	Minutes to be revised by Susan T.	C
2) APPROVAL OF THE MINUTES 10/25/05 Meeting	The last meeting was the showing of the DVD "Academic Aftershock". No minutes to approve	Susan T.		C
3) Accident Reports:	Old report, woman slipped on gravel leading to golf area. Pete K. & Jozsef V. believes this has been fixed already. Health Ctr. Staying in B1 until completion of B9. Possible more money for evening nurse. Due to increase in Health Fees.	Lesli S.	Committee should look at the gravel area to make sure it is repaired.	C
3) Campus Update	a) Construction/truck directional signs posted. Flag person present during trucking. b) B22 lighting & pathway not happening yet. c) Looking into what type/height lights to install between B18 & B22. d) Walkway dead ends into air conditioner (to be taped off). Where should foot traffic go (re-route)	Jozsef V.	Susan T. to email Pres. Mohr regarding B22 lighting & walkway.	O O

CONTENT	PROCESS	WHO	ACTION	O/C
	<p>e) Baseball field, restroom & handicap lot not officially released to us yet. No keys at the present time.</p>		<p>Jozsef will notify campus and get keys to fields ASAP.</p>	<p>O</p>
	<p>f) B5 and B6 back pathway/stairs unsafe (behind Library).</p>		<p>Committee recommends the repair to B5 and B6 path/stairs to happen after B9 & as library space is re-assigned (bond \$). Will remove this area from evacuation map.</p>	<p>O</p>

4) Old Business	Condensed Emergency Procedure Sheet	Lesli S.	Leslie wants input as to how this should be done. Possible locations to have this available.	O
	Workman's Compensation forms: Who fills these out	Susan T.	Vickie N. to pursue	O
	Evacuation Maps	Susan T.	Draft distributed, revisions/suggestions made. Susan to update. Susan T to meet with OES representative Matt Lucett concerning the "plan B" evacuation map	O
	Building and Floor Captain Responsibilities	Susan T.	Updated handout distributed. Suggestions/revisions discussed. Susan to update. Discussion on how to get this information campus wide each semester.	O
	Campus Wide Disaster Simulation	Committee Susan T.	Tabled until next meeting. Event will be in Spring 2006	O
	Academic Aftershock DVD Presentation	Susan T.	DVD great everyone present has seen it. Dorothy Shiloh has the copy and it to give it to Kathy S. to view.	O
	Silver campus phones	Kathy S.	Kathy S. to test/verify all campus & elevator phones	O

5) New Business	AFSCME Night Representative Alex Andrade	Susan	Need replacement for Alex, Jozsef will bring up to Danny G.	O
	Posting emergency information on permanent mounts in each classroom	Susan T.	Kathy S. to research plexi wall mounts to report to committee. Possible additional locations discussed.	O
	Safety Board in B1 downstairs	Susan T.	Kathy S. to create & maintain approved information	O
	Carpet in A&R not safe. Sections have been cut out & is a tripping hazard	Dottie S.	Dottie to discuss with Ruth M. & generate facilities request	O
	Procedure for posting inside bathroom stalls questioned	Dottie S.	Vickie N. to find out policy	O
	Garbage/compactor area stench.	Vickie N.	Jozsef V. to discuss with Danny G.	O
	Siemens phone system in place & Nurse/Security/Administrator rollover now automatic	Susan T.	Information to be made more public campus wide. Susan T. To verify with ITS on the status of rollover capabilities.	O
	Safety Committee bond \$ wish list	Susan T.	Committee members to submit wish list to Susan T. & committee will review/prioritize & forward to Interim President Mohr.	O
Meeting Time Change	Susan T.	Committee agreed to brown bag meetings on Thursdays from 11:15 am until 12:45 pm in 1-101		

5) Next meeting 12/15/05 @ 11:15 am	Room 1-101			
ADJOURNED AT: 12:40 pm				