

**CAÑADA COLLEGE SAFETY COUNCIL MINUTES**  
**July 28, 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 Andrade	AFSCME Night Representative
Jozsef Veres	AFSCME Day Representative

Guests:

Cristen Cikowski, Swinerton Consulting and Construction  
 Garry Hoss, Security Officer

Absentees: Pete Katsumis, Linda Hayes, Rachel Corrales (maternity leave), Lesli Sachs, Danny Glass

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

CONTENT	PROCESS	WHO	ACTION	O/C
<b>1) APPROVAL OF THE MINUTES 6/30/05 Meeting</b>		committee	Approved	C
2) Accident Reports:	No Accidents were reported.	Lesli Sachs		O
3) Campus Update	1. Work continues on B8. 2. Work continues on the fields. 3. Office renovations are in process.	Jozsef Veres		O
4) Old Business	<b>Continues to be open.</b> As reported last month the Inner Campus phone system is under construction and the committee's item of several unlisted phones that require verification will continue to remain open while a new district wide phone system is implemented. Cañada will be the first of the three colleges to receive the new system and it is expected to be completed by late October.	Susan Traynor	Contact with ITS.	O
	<b>Continues to be open.</b> Hard phone line locations and status of phones is under construction.	Phyllis Lucas Woods	Report	O

CONTENT	PROCESS	WHO	ACTION	O/C
	<p><b>Continues to be open.</b> KC reported that the ground breaking of B9 and the chaining off of the area may render the access to the stairs north of B3 unusable to the College. Parking lot 2 turned into the construction lot certainly reduces the community population from access. While under construction this item remains open. Stairs and walkways: striping, handrails.</p>	Linda Hayes	Report, no action	O
	<p><b>Continues to be open.</b> Condensed Emergency Procedure Sheet. LS indicated she needed another month for this project.</p>	Lesli Sachs	No action	
	<p><b>Progress reported. Continues to be open.</b> Nextel phone training. A one page sheet is to be created for Nextel users. PLW suggested that Niki Costello in the business office handle this because Rachel Corrales is on maternity leave. ST to make the request. ST will make inquiries regarding the possibility of forwarding the office number of security and campus nurse to their cell phones.</p>	Susan Traynor	Request in progress	
	<p><b>Continues to be open.</b> Emergency contact information lamination inside classroom. Continues to be monitored by B&amp;G.</p>	Susan Traynor	Report	O
	<p><b>Continues to be open.</b> Workman's Compensation forms: Who fills these out. This item was tabled. The question remains if Tatiana Degai can assume this duty because Rachel Corrales is on maternity leave. DG to ask Linda Da Silva.</p>	Danny Glass	No report	O
	<p><b>Continues to be open.</b> DG is to work on the alarm system notification list. PLW asked that DG and PK get together to finalize this list.</p>	Danny Glass	No report	

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	<p>First aid Kits. Divisions were checked for first aid supplies and were replenished or replaced with fresh supplies. Kits have 181 items in them including additional gloves and cpr masks if needed. A list is current and updated. Kits will be replenished each semester.</p> <p><b>Continues to be open.</b> Evacuation Maps. More work needs to be done on this. Tabled until next meeting.</p> <p><b>Continues to be open.</b> Northridge Earthquake DVD received for Homeland Security Conference is to be showed at the next committee meeting.</p>	<p>Susan Traynor</p> <p>Committee</p> <p>Susan Traynor</p>	<p>Report</p> <p>No Action</p> <p>In progress</p>	<p>O</p> <p>O</p> <p>O</p>
<p>5) New Business</p>	<p><b>Continues to be open.</b> Gary Hoss reported that the stop sign between B1 and B3 is not evident enough and a suggestion should be made to College Council. ST to report.</p> <p><b>Continues to be open.</b> Gary Hoss suggested that the purchase of a concrete "Jersey wall" to be installed at the bottom of the hill of the lower entrance to campus would deter all terrain vehicles from riding there. He reported this area is a very hazardous area and that it would be wise of the college to create a deterrent to possible injuries and that a suggestion should be made to College Council. ST to report.</p> <p><b>Continues to be open.</b> Request for more adequate lighting near B22 coursing up to PL1 and 7. JV reported that the College is in process of acquiring new lighting fixtures between B18 and B22 before daylight savings time.</p>	<p>Gary Hoss</p> <p>Gary Hoss</p> <p>Patty Dilko</p>	<p>No report</p> <p>No report</p> <p>In progress</p>	<p>O</p> <p>O</p> <p>O</p>

<b>CONTENT</b>	<b>PROCESS</b>	<b>WHO</b>	<b>ACTION</b>	<b>O/C</b>
<b>5) Next meeting 9/22/05</b>	Room 1-101			
<b>ADJOURNED AT:</b>	12:05 pm			