



# District Sites - Safety Committee Meeting

## July 8, 2010

### Meeting Minutes

#### Members Present:

Tommi Ng	Ben Gamboa	Cheryl Burge	Kelly Goodrich
Steve Sutorus			

#### Committee Membership:

Mary Bender	Tommi Ng	Ben Gamboa	Cheryl Burge
Colleen Leon	Kelly Goodrich	Steve Kelley	Steve Sutorus
Jon Kyle			

The meeting was called to order at 2:33 p.m. and each member signed in.

S. Sutorus informed the committee that the AED training took place on June 8<sup>th</sup> and that we received good reviews. The committee members who attended the training agreed. Sutorus will look into continued training via Safe Colleges or with an in-person trainer. The four AED machines were delivered in early July and are scheduled to be installed by District facilities the week of July 12<sup>th</sup>. The committee recommended that the machines be installed in "non-locked spaces," or in other words the most accessible space for easy retrieval. The committee agreed that when positioning the machines, we need to keep in mind the possibility of theft.

Sutorus reviewed the upcoming Lockdown Training itinerary with the committee. It is on schedule for July 13<sup>th</sup> and there were no questions or concerns.

The group discussed the HR lobby issue. Without approval of other options, the committee decided to recommend going forward with the lobby phone. Sutorus will put in a work order. Sutorus will review the reception procedures memo with the new Interim Vice Chancellor, Fiscal Services.

Sutorus will schedule the next several meetings and send out meeting requests in Outlook.

#### Next Meeting:

Thursday, September 17<sup>th</sup> 2010, 2:30 pm. Conference Room #2.