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## District–Wide Safety Committee Meeting Minutes

April 30, 2010 at 2:00pm

PDC 104

### ATTENDEES

|  |   |
|--|---|
| Renee Brunelle/District/HR             | Dio Shipp/District/HR                               |
| Steve Sutorus/District/Fiscal Services | Bruce Baron/District/Chancellor                     |
| Charlie Ng/CHC/Admin Services          | Colleen Leon/District/Distributed Ed & Tec Services |
| Russ Sutter/Willdan                    | Pierre Galvez/District/Police                       |
| Jim Hansen/SBVC/Admin Services         | Guy Hinrichs/CTA                                    |
| Sarah Miller/CSEA-SBVC                 | Rosemarie Hansen-Barnes/CSEA-CHC                    |
| Colleen Gamboa/CSEA-District           | Suzanne Thonbidge/Keenan & Associates               |
| Marco Gaurdi/Keenan & Associates       | Rosalind Lee/District/Police                        |
| John Longville/SBCCD Board of Trustees |   |

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### DISCUSSION ITEMS

1. Opening Statement and welcome by Renee Brunelle  
Renee also discussed the development of the Roll and Charge of this committee.
2. Sign In  
Distribution of Committee Composition list.
3. Introductions
4. Reorganization of Responsibilities Related to Safety
  - A. Organization Chart was distribution for review and discussion.
  - B. Committee Positions (minimum of 1 year term)
    1. Chair – Bruce Baron nominated Sarah Miller as the Chair. She accepted. John Longville suggested that we free up some of Sarah Miller's time. Renee Brunelle agreed to work with Sarah regarding schedule coordination.
    2. Co-Chair – Charlie Ng and Renee Brunelle
    3. Secretary – Rotating responsibility (Bruce Baron suggested assigning Lorraine Norton)
  - C. Sarah Miller asked if Board Policy 6800 would be revised soon. Per Renee Brunelle the answer is yes. Sarah Miller gave a brief description and history of Board Policy 6800.
5. Safety Updates – Bruce Baron recommended that written reports and copies of documentation be forwarded to this committee on a monthly basis to review and discuss at the monthly meetings.
  - A. Valley – Jim Hansen
  - B. CHC – Charlie Ng  
Proposed SBCCD Safety Plan Approval was distributed
  - C. District – Steve Sutorus  
Safety Inspection Requirements Matrix, 2010-2011 SBVC Safety Training Calendar and the Keenan Injury

## **District-Wide Safety Committee Meeting Minutes 4/30/10**

Document and Charts were distributed for review/discussion. Marco Gaurdi explained the types of injuries and related cost. Per Rosemarie the Safety Inspection Requirements Matrix has errors. Corrections will be made by Renee Brunelle. Charlie will confirm Crafton's information and Steve will confirm the District's information.

D. Emergency Preparedness Plan – Russ Sutter (on behalf of Chief Pat McCurry)  
Flip Charts were distributed for review and discussion. Per the agreement of the committee, the Flip Chart will be placed on the District website.

6. Mission, Goals, Objectives of Committee

Renee Brunelle request that all committee members email ideas or concepts of what you think this Committees' mission and goal should be.

7. Next Meeting:       Friday, May 14, 2010 @ 2:00pm

8. Next Meeting Agenda

- A. Discuss plan for the summer months while faculty is off
- B. Mission, Goals and Objectives
- C. Updated Inspection Matrix
- D. Time line update
- E. Written Safety Reports and documentation from each site
- F. Active Shooter video presentation
- G. Training Matrix review
- H. Report from Keenan

Meeting Adjourned:   3:30pm

Prepared by:   R. Lee