



## District–Wide Safety Committee

### Meeting Minutes

April 15, 2011 at 2:00pm

District Board Rom

#### ATTENDEES

Sarah Miller/CSEA/Co-Chair  
Charlie Ng/CHC/Co-Chair  
Colleen Leon/District/CSEA/DCS  
Benjamin Gamboa/CSEA/District  
Lito Reyes/Keenan  
Mike Strong/CHC/Admin Services  
Rose Hansen-Barnes/CHC/CSEA

James Hansen/SBVC/Admin Services  
Pat McCurry/District/Police  
Steve Sutorus/District/Business Services  
Rosalind Lee/District/Police-Recorder  
Suzanne Trowbridge/Keenan  
Ruth Greraven/CHC Faculty

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1. Sign In
  2. Approval of March 18, 2011 minutes

#### DISCUSSION ITEMS

1. Report of follow-up tasks assigned
  - a. Sarah tested the anonymous safety reporting function on the District Website. The reporting function for SBVC did not work because the message was sent to the email box of an employee who retired last year.
  - b. Fernando (per James Hansen) provided the SBVC Safety Committee meeting schedule which occurs twice monthly.
  - c. Suzanne Trowbridge of Keenan forwarded the corrected version of the 2010/2011 Loss Control Report. There was a discussion of the contents. It was determined that the loss category that was incorrectly identified as “Other/Classified” on the previous version was a loss of **\$91,464** in the District Police Department. According to Trowbridge the majority of the loss was incurred by mental stress claims which arose from personnel issues in the Police Department. District Police had the highest cost for incurred loss by occupation. Pat McCurry, Chief of the District Police, stated that he was unaware of any mental stress claims in his department so he was unable to suggest measures to limit costs for such losses in the future. Trowbridge suggested diversity training might help but stated that they are not experts in this area. Keenan is to suggest appropriate training and HR is to be consulted about the development of programs & procedures to limit such losses in the future.
2. Assessment of May 14, 2010 list of goals, projects and activities
  - a. Charlie distributed a training session handout from the video training session
  - b. Review of the meeting minutes for pending and completed items
    - i. Board Policies on safety will not be completed until after the EH&S Manager has been hired
    - ii. District is not in compliance with the Clery Act
    - iii. Email notification training has begun but not complete. Testing has also begun.
    - iv. Emergency Preparedness drills will remain on the list (to begin by August 31<sup>st</sup>)
    - v. Safety awareness campaign has begun at Crafton (brief update/overview given)

## **District-Wide Safety Committee Meeting Minutes 4/15/11**

1. Charlie suggested that an update from each site be added as a standing agenda item.
- vi. Safety Committee training should be ongoing.

### **ACTION ITEMS**

1. Keenan will do the following:
  - a. Research the stress losses and determine specific appropriate training.
  - b. Provide inter-personal conflict information.
  - c. Present training programs, policies, procedures for the committee to assess
  - d. Provide the last 5 SWAQ reports
  - e. Provide Job Hazard Analysis frequency and severity annual report by July 30, 2011
2. Per the request of Charlie, Colleen will do a follow-up on how email notification testing is going.
3. Sarah will request that HR attend the next meeting.
4. James will provide the committee with the number of times that the SBVC Safety Committee as met this year.
5. Sarah will disseminate the District Police website instructions to the committee members.
6. Sarah and Charlie will draft a memo/recommendation to present to the Academic Senate to add health and safety information to their syllabus. (Ruth Greyraven will review the memo)
7. Charlie announced that there will be a special board session on May 5<sup>th</sup> and the two agenda items will be:  
Update on budget and safety. (Keenan will provide charts to assist Charlie in his preparation)

Next Meeting: Friday, May 13, 2011 @ 1-2:30pm in the ATTC Rm 119

Meeting Adjourned: 3:40pm

Meeting minutes prepared by: Roz Lee  
Amended by Sarah Miller  
Approved by Committee 07/28/11  
Amended by Whitney Fields