

Meeting Minutes

College Health & Safety Committee

Wednesday, December 1, 2021

12:30-1:30 pm

Zoom URL: <https://cccconfer.zoom.us/j/97644391262>

MEMBERS:

VOTING – List full name below (place X in box adjacent to name when present)			
X	Mitra Mofidi	X	Marie Amboy
X	Garth Kwiecien	X	Liana Gerardo
X	Lee Peevy	X	Waaduda Karim
X	Jason Holloway	X	Leesa Hogan
X	Stefani de Vito		
	Molly Sealund		
X	Lisa Webb		
Guests – List full name below, (place X in box adjacent to name when present)			
X	Joan Davis-Notes	X	Atheria Smith
X	Timothy Thomas	X	Kathy Neal
X	Carrie Burdick	X	Mildred Oliver

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Called to order at 12:04 pm	
II. Adoption of Agenda	Motion: (de Vito) Seconded (Peevy) to approve agenda as written. Approved- unanimously	Chair – Email to merrittgovdocs@peralta.edu
III. Approval of Minutes	Motion: (Amboy) Seconded (Peevy) to approve the meeting minutes as written from November 2021. Approved- unanimously	
IV. Action Items/ Presentations	Timothy Thomas- Director of Safety was welcomed to the meeting. It was mentioned that on December 20, 2021, Marina Security will receive 8 hours of effective training which will include the following trainings: <ol style="list-style-type: none"> 1- de-escalation 2- Effective Patrol Procedures 3- Stop the Bleed (What to do in case of an emergency) It was mentioned that the campus should have a campus wide safety training such as the Great Quake or Active Shooter. Timothy Thomas mentioned that he is currently updating the emergency procedures flip chart. Timothy mentioned he recommends that each faculty member should have an active roster for their courses.	Joan- Will send out the invitation to Timothy Thomas to attend the meetings as his schedule allows as a non-voting member.

He also mentioned that there are three items which he believes Merritt Campus Safety Committee should focus on:

- 1- How to exit the building
- 2- Where are the fall out zones
- 3- What are the numbers to call in case of an emergency

It is also important for individuals to be cross trained. It was mentioned there have been several complaints with the staffing of Marina Security, including the lack of patrol, sitting on the job as well as smoking on campus. Timothy Thomas mentioned that many of these issues have been dealt with and he will continue to act on these and other issues. He stated to please allow 60 days for these issues to be corrected.

It was asked after the training has occurred with Marina Security what is the measurement of success or how will we measure the improvement. It was mentioned that the first step would be to have a system in place, which would allow us to see what they are doing and what they are not doing and to track the effectiveness of an 8-hour shift. It was mentioned that adequate training needs to be given prior to accessing Marina Security. It was mentioned that Marina Security should have radios and not use their cell phones to communicate. It was mentioned that Marina Security needs a place to write their reports, and a place to take their breaks. After proper training and addressing the lack of resources Marina Security will receive a 6-month assessment.

It was mentioned in the S Building that Marina Security is tracking the names of individuals which are entering the building, there may be a backup when there's a large number of individuals on campus. Marina Security will steer as many students as possible to Brightstar.

It was mentioned that there is a concern about night classes, will there be guards in areas around the bathrooms and corners. The same protocol will be run during the night as it is during the daytime. We are currently trying to incorporate our criminal justice students to assist with this. The explorer program will be expanded at Merritt College. It is the hope that escorts will be available soon to assist faculty, staff, and students once all the programs and trainings are up and running.

It was asked how the Health and Safety Committee can help with the concerns at the campus. It will be important for the committee to attend the meetings and being on the ground it is important for individuals to be outside of their offices.

It was mentioned that there are several individuals on campus who are visually impaired, can these individuals be escorted through the campus. Is there assistance for these individuals with the screening process to enter the campus.

	<p>Timothy Thomas is working on escorts for faculty, staff and students, as well as a person driving around campus with strobe lights on campus. For the screening process individuals who need assistance will need to go to the library and Brightstar will be able to assist them.</p> <p>Atheria Smith & Kathy Neal- Department of General Services Phase 2 cleaning will begin on campus. NES will continue starting 12/2/21 for the HVAC systems. Surface cleaning will start soon on campus. The custodians will have a new standard operating cleaning procedure to assist with cleaning at each of the campuses. The district is also researching a state-of-the-art fogging which will be a more effective disinfecting approach. The industrial hygienist was brought in to check the air quality measurements and to conduct the pre-HVAC measurements. The visit discovered overdue air filters at all the campuses.</p> <p>It was recommended that Building P and F needs to be added to the second round of deep cleaning. Building S should be added as well since it is one of the most used building. The CDC building should be added as well for the children's center.</p> <p>It was mentioned that the P Building seems to have a circulation problem. The following rooms need to have the HVAC checked P303, P304, P302, P305, P306 and P307. Air purifiers will arrive later this week and distributed district wide.</p> <p>The testing company will return on Thursday to test 104 rooms. It was asked if R106 could be cleaned. It is the hope that cleaning will be completed by 01/10/2022.</p> <p>It was asked if the tiles around tiles around the air filter will be checked as well such as F125. It was mentioned that for the tiles this would be a work order which can be placed by VP Kwiecien.</p> <p>It was mentioned that the P Building has had issues with black mold for some time. It was asked if it is appropriate to keep the windows open while the HVAC system is running? Kathy Neal will research this and get back with the committee.</p> <p>The furniture in S Building will be cleaned in the next 10 days. For the carpets to be cleaned a work order will need to be placed. For assistance with work orders the details can be sent to Tara Marrero at tmarrero@peralta.edu. Please plan ahead to place your work orders.</p> <p>.</p>	<p>Tri-Chair Kwiecien will work on an alternate way for individuals with visual impairments to be screened incase they are not able to go to the library.</p> <p>Tri-Chair Kwiecien will submit a work order for this.</p> <p>Kathy Neal will research this and return to the committee with an answer.</p>
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	<p>Brightstar will perform the campus screening and verification of COVID vaccine.</p> <p>The emergency food bins are marked to expire soon. Anthony has been asked to go around and use the items prior to them expiring. It was mentioned that there are plans being made on how to use these items.</p> <p>It was asked if an inventory list could be made with the locations of the building monitor and incident commander backpacks. Individuals with back packs could please email the locations to Co-Chair Kwiecien.</p> <p>Co-Chair Peevy offered to provide a training of radio call signs and procedures.</p>	<p>Tri-Chair Kwiecien will update the committee on the status of using and replacing the emergency food bins.</p> <p>Tri-Chair Kwiecien will find out if there is a list of the locations.</p> <p>Tri-Chair Peevy will host a training on radio call signs and procedures.</p>
V. Standing Items	None at this time	
VI. New Business	None at this time	
VII. Old Business	Bylaws- We are waiting to hear if the revised Bylaws were approved.	Tri-Chair Kwiecien will check with Thomas Renbarger on the status.
VIII. Announcements	Tri-Chair Kwiecien mentioned that the blue light emergency phones will be removed starting this Friday. The phones will be replaced with updated emergency phones.	
IX. Adjournment	Adjourned at 1:53 pm	