

DISTRICT COMMITTEE ON SAFETY
MEETING SUMMARY
November 18, 2020

PRESENT: Don Mueller
Carlos Serna
Raymundo Armendariz
Nancy Buvinger
Brian Cable
Jose (Jay) Elarcosa
Judi Holmes
Michele Kingston
Diane Loera
Irlanda Lopez
Hillary Mennella
Patrick O'Donnell
Mayra Radillo

ABSENT: Joy Senf

GUEST(S): Luz E. Ocampo
Meeting Secretary

1. CALL TO ORDER

Don Mueller called the meeting to order at 1:05 p.m. via ConferZoom.

2. APPROVAL OF THE OCTOBER 21, 2020 MEETING SUMMARY

The October 21, 2020 minutes were approved. Judi Holmes and Hillary Mennella both abstained. Don Mueller had the committee introduced themselves.

3. APPROVE ADDING A CONFIDENTIAL EMPLOYEE TO THE SAFETY COMMITTEE

Don Mueller said that the Coordinating Committee has asked that all Shared Governance have a Confidential employee sit on their committees. Michele Kingston said that she remembers when Confidential employees were on all committees. Don Mueller asked if the Safety Committee supported this idea. They all said yes. Patrick O'Donnell moved to approve the addition of a Confidential employee to the District Committee on Safety; Judi Holmes second the motion. Don Mueller said he would let the Coordination Committee know of the outcome.

4. ITEMS FROM THE FLOOR

Don Mueller mentioned that the cell numbers of Deans & Manager were available on the Emergency Contact list, in case of any issues. Nancy Buvinger said that even though this list is available, we do not have access to what their schedules are when they are on campus; i.e. days or times. Nancy Buvinger also mentioned that they did not have a follow-up meeting, as she had mentioned in the last safety meeting, regarding managers on-site in case of any situations occurring.

Don Mueller let the committee know that he and Shannon Kaveney, Facilities Manager, will be having a walk-thru regarding the parking lot signage. This is regards to signs and directional not only in Lot 4 but all lots, so they are moving forward on this. Don Mueller asked Carlos Serna about the "EXIT" signs in the Health Science building stairwells. Carlos Serna said that he had went and checked it out. There are actual EXIT signs placed in addition to the ones that light up. He said the signs that light up are not functioning that is probably why the other ones were put up. He said he will need to let Shannon Kaveney, Facilities Manager, know so that they can get someone to come out and see about getting them repaired.

Don Mueller said that the last discussion on re-doing the emergency poster & flip-chart was at the February 19, 2020 meeting; which was before he came to Cerritos College. He said that the minutes mentioned that no one really reads them and there is too much information on it. It also stated that a sample, from Piedmont College was shown. Don Mueller asked if anyone, on the committee, remembers what it looked like. Michele Kingston said she remembers seeing it and that it was mentioned that significant changes might possible be made. Patrick O'Donnell replied that unfortunately Covid-19 happened and this topic was not discussed any further. Michele Kingston said she would reach out to Tom Gallivan, former CP Chief, and see where the poster sample may be in his former office. Don Mueller said he could also try to reach out to other colleges and see what they have.

5. **NEXT MEETING DATE**

The next meeting is tentatively scheduled for December 16, 2020 via ConferZoom.

6. **ADJOURNMENT**

The meeting adjourned at 1:40 p.m.