

DISTRICT COMMITTEE ON SAFETY
MEETING SUMMARY
February 15, 2017

PRESENT: David Moore
Tom Gallivan
Stephanie Barlow
Debbie Buffington
Pam Chambers
Alicia Edquist
Jose (Jay) Elarcosa
Dr. Hillary Mennella
Patrick O'Donnell
David Tilahun

ABSENT: Joseph Franco
Judi Holmes
Vacant Manager position
Vacant Faculty position

GUEST(S): Luz E. Ocampo
Meeting Secretary

1. CALL TO ORDER

David Moore called the meeting to order at 1:10 p.m. in LC-51.

2. APPROVAL OF THE JANUARY 18, 2017 MEETING SUMMARY

The January 18, 2017 meeting summary was deferred to the next meeting.

3. HAZARD REPORTING PROJECT

Tom Gallivan reported on the progress he has made regarding the web form for hazard reporting. Working with Stephanie Barlow, they developed some introductory language for our form. Tom also shared some web pages for hazard reporting he found at other colleges. The committee viewed the sample forms very favorably and approved Tom and Stephanie moving forward with Samuel Chavez in Public Affairs to develop a web page template. The intent of the form is for users to send an email to a group mailbox, which in turn would provide an automatic reply. The committee discussed features of the form such as the categories of the safety issue, the type of requestor, and the ability to provide attachments such as a photo. The committee agree that this was good progress and encouraged Tom and Stephanie to continue developing the form through Public Affairs for future implementation on the Cerritos College main web page.

4. FUNDS FOR SAFETY ISSUES

David Moore said that he was just made aware of the some funds that the Safety Committee might be able to use. He asked the committee if there was any suggestions for how these funds might be utilized. Tom Gallivan immediately suggested that a he had ideas for improving traffic and parking through new signage, striping, bollards and other

improvements. He asked if the committee could authorize a subcommittee to study these issues and develop a plan of action. David Moore asked for a motion; Pam Chambers made the motion, Alicia Edquist seconded and all approved the motion to establish a subcommittee to investigate this issue. Tom Gallivan stated that he would send out an email soliciting volunteers from this committee, as well as his staff and facilities staff for the subcommittee.

There was committee discussion about other options to expend these funds, which may be as much as \$50,000 annually over the next three years. Several ideas were suggested including: Replacing older defibrillators and adding new ones, a portable display board for emergency messaging, and replacing older emergency phones in campus buildings. These particular ideas seemed to have the most positive response, and committee members were encouraged to return next month with more suggestions or build on these.

5. ITEMS FROM THE FLOOR

Pam Chambers mentioned that there were some loose metal floor tiles at the Administration Quad near the Welcome Center.

6. NEXT MEETING DATE – MARCH 15, 2017

The next meeting is scheduled for March 15, 2017 in LC-51.

7. ADJOURNMENT

The meeting adjourned at 2:00 p.m.