

DISTRICT COMMITTEE ON SAFETY

(revised on 3/8/10)

A. Purposes

- Provides advice to the Executive Council for purposes of maintaining safe conditions on campus
- Makes recommendations addressing compliance with safety laws and regulations
- Proposes efforts for the promotion of contemporary safety awareness and the use of campus and community safety resources
- Monitors trends and practices on issues within the committee's scope and communicates them to the Executive Council

B. Functions

Serves as the primary college body for:

- Communication to the Executive Council regarding safety conditions and practices
- Participation in the collection, review, discussion, and dissemination of authoritative safety information
- Recommendation of development and production of procedures, programs, and services to enhance campus safety
- Facilitation of college efforts to promote safety awareness and individual adoption of current safety practices and attitudes
- Reporting of Committee activity to the College Coordinating Committee

C. Subcommittees

Appointed as necessary

D. Chairpersons (how selected/elected)

1. The Director of Physical Plant and Construction Services and the Chief of Campus Police serve as Co-Chairpersons.
2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward recommendations to the College Coordinating Committee, and maintain the Committee website.

E. Other Officers (if any)

None

F. Membership (15 members – *revised 10/6/08, 3/8/10, 11/23/20*)

Director of Physical Plant and Construction Services

Chief of Campus Police

Associate Dean of Health and Wellness Services

Director of Human Resources and Risk Management

3 faculty representatives appointed by CCFF, one of which may be the CCFF Executive Director

5 classified representatives appointed by CSEA

- 1 confidential representative appointed by confidential group
- 1 management representative appointed by ACCME
- 1 student representative appointed by ASCC

G. Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed positions when possible. Appointees with subject-area expertise may be requested from the representative groups.
2. Appointee of ASCC serves a one-year term and is eligible for one reappointment.

H. Quorum

The committee will review its quorum requirement at the beginning of each academic year. The current quorum requirement is 50 percent of the seats. Actions may be taken by consensus or by majority vote of those present and voting. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

I. Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

J. Reporting Guidelines

The District Committee on Safety will advise the Executive Council and make regular reports to the College Coordinating Committee. All actions of the District Committee on Safety will be communicated to the College Coordinating Committee in the form of minutes. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

K. Meetings (day and time)

This committee will meet monthly and determine its meeting dates and times at its first meeting.