

DISTRICT COMMITTEE ON SAFETY  
MEETING SUMMARY  
February 21, 2024

**PRESENT:** Anthony Parker  
Don Mueller  
Nancy Buvinger  
Brian Cable  
Erik Duane  
Dr. Jasmine Dunn  
Michele Kingston  
Diane Loera  
Michael Meadors  
Hillary Mennella  
Victoria Vaja  
Paul Vernola

**ABSENT:** Irving Bartikofsky  
Shawna Baskette  
Joseph Trevizu

**GUEST(S):** Luz E. Ocampo  
Meeting Secretary  
Guest: Brian Hill

**1. CALL TO ORDER**

Don Mueller called the meeting to order at 1:02 p.m. via ConferZoom.

**2. APPROVAL OF THE OCTOBER 18, 2023 AND NOVEMBER 18, 2023 MEETING SUMMARY**

The October 18, 2023 minutes were approved. Hillary Mennella and Michael Meadors both abstained. The November 18, 2023 minutes were approved. Michele Kingston, Hillary Mennella and Paul Vernola all abstained.

**3. CURRENT CONSTRUCTION – STATUS UPDATE**

Anthony Parker said that the Liberal Arts elevator, on the east side, has been down for about five (5) months. We are waiting for it to be scheduled with the elevator company. There are also about 13 push devices, for doors, that are not working at the moment. The City of Norwalk is working on the Studebaker & Alondra marquee area, for the corner sidewalk to be ADA complaint. Don Mueller asked how would the students walk across that particular corner. Anthony Parker said that the City of Norwalk is working on a contingent plan for this project. Michele Kingston asked if this construction would impact the emergency blue light. Anthony Parker stated that it would not be impacted and barriers would be put up. Michele Kingston then asked if the emergency blue light would still be accessible. Anthony Parker said he would need to find out. Michele Kingston said if it would not be accessible then the beacon would then need to be covered, if not in use. Anthony Parker let the committee know that another construction project will be on the east side of the Learning Resource Center (LRC). This is for work on grading due to it flooding when it rains. This project should last about six (6) weeks once it starts. The rain is also affecting several other buildings, besides Campus Police.

**4. NARCAN & AED UPDATES**

Don Mueller asked about the NARCAN & AED placements. Hillary Mennella said they were put in locations since 2022. The AED's batteries are good for two (2) years and they need to be tested monthly. Hillary Mennella would like to put together a NARCAN training. Two (2) people requested training in 2023. There are videos on how to administer NARCAN. Don Mueller asked if there were any suggestions for faculty to take an interest on where and how to use it. Don Mueller asked Dr. Jasmine Dunn if she had any suggestions. Dr. Jasmine Dunn said how about reaching out to Faculty Senate. Hillary Mennella said reaching out to Aaron. Nancy Buvinger said to send an email to [HR@cerritos.edu](mailto:HR@cerritos.edu). Brian Cable mentioned that he was not able to order the pads, for the AEDs, because it requires a state approved license. Hillary Mennella said she would have America Amador or Elizabeth Rodriguez touch bases with Brian Cable. Brian Cable asked if they should they carry both the NARCAN as well as the AED to the stadium for games. Hillary Mennella responded that they should.

**5. POLICE PERSONNEL UPDATE / NEW OFFICE HIRING**

Don Mueller said that that the two (2) officer vacancies will be staffed, they are just waiting on the background process which take about two (2) months. He is hoping for it to be completed mid-March. One of the offices will be a female, coming to us from CSULB Police Department.

**6. EMERGENCY BLUE PHONES**

Don Mueller said there was some issues with the blue phones. They should be tested every 6 to 9 months. There was a fight in the MCIS building; even though staff pushed the button Campus Police did not get notified. It appears that the staff member pushed the button multiple times, which apparently disconnects the phone. Will need to see about Information Technology getting this issued re-programmed. Michele Kingston said that the faculty, staff & students should be educated on what to do when the strobe flashes. Both Don Mueller and Anthony Parker said this is a very good idea.

**7. GRIDLEY / FALCON WAY BARRICADES**

Don Mueller said he has been battling over the last three (3) years, with the City of Norwalk, on the guard rails that are between the college and the neighbors (Falcon Way & Gridley Road). An RV went through the wooden barricades and damaged them. City of Norwalk have not done anything about replacing it. Don Mueller said he then reached out Tilden-Coil, the colleges project company, and they were able to get K-rail barriers (filled with water) temporarily.

**8. EMERGENCY OPERATIONS PLANNING**

Don Mueller asked if anyone would volunteer to brainstorm to re-do the whole building marshals/monitors. He said that the Building Marshals roster are obsolete and backpacks need to be replaced.

- Building Monitors – assign staff, classified or administrators; two or three to meet in 2/3 weeks with Brian Hill to see the best method to put together a roster – maybe one person for each building
- Backpacks – what items actually need to inside each one
- Additional ideas – training; Erik Duane, Michele Kingston & Paul Vernola volunteer to brainstorm.

Hillary Mennella said that the Evacuation map is old. Don Mueller said that it is current; did update it once. Victoria Vaja said some old flip charts are still around in the Physical Science & Technology (PST) building. Don Mueller said he has let his Cadets know to remove them. Please let Campus Police know if any new Evacuation maps are needed. Michele Kingston said the campus should be notified not to put up “old” ones or re-create them.

**9. ITEMS FROM THE FLOOR**

Don Mueller asked if there any items from the floor. Erik Duane sees E-bikes & E-scooters all the time, all over campus, which interfere with the foot traffic. Michele Kingston asked if there is a board policy written, regarding E-bikes and E-scooters.

Brian Hill mentioned that locks for bicycles should be the “U” locks instead of the cable ones. Michele Kingston said the campus should look for future placement of bike racks, for new construction. Brian Hill said that maybe it is something that the architects can take a look at.

**10. NEXT MEETING DATE**

The next meeting is scheduled for March 20, 2024 via ConferZoom.

**11. ADJOURNMENT**

The meeting adjourned at 2:00 p.m.