



The Health and Safety Committee shall advise the College Council on matters relating to campus safety, campus parking plans and issues, and risk management in association with the risk management office. The committee shall act a clearinghouse for individual employee safely suggestions and work to provide a safe and healthful working environment for staff and a safe and healthful environment in which students may learn and study.

PASADENA CITY COLLEGE MEETING and NOTES

Title of Meeting/Committee Name: Health and Safety Committee

Date: Thursday, June 4, 2020

Time: 4:00pm

Room: Zoom

Name of Person Taking Notes: Janet Wong

Chairs:

Dr. Ketmani Kouanchao

Dr. Jason Vasquez

- I. CALL TO ORDER**
- II. PUBLIC COMMENT ON NON-AGENDA ITEMS – N/A**
- III. REVIEW AND APPROVAL OF LAST MEETING MINUTES**
- IV. INFORMATION ITEMS**
 - A. Welcome – Introductions
 - B. COVID-19 Campus Closure Discussion (with invited guest)
- V. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION**
 - A. Topics for Future Discussion
 - B. Meeting Schedule
 - C. Future Action Items
- VI. ANNOUNCEMENTS – N/A**
- VII. ADJOURNMENT**

MEETING NOTES

Item I. CALL TO ORDER

Meeting called to order at 4:04pm by Dr. Ketmani Kouanchao

Attendance: Dr. Ketmani Kouanchao, Dr. Jason Vasquez, Chief Steven Matchan, Joshua Fleming, Cha Mancini, Kathy Kottaras, Rudy Aguilar, Patricia Bellali, Sergeant Alan Chan, Officer Leroy Avington, Dr. Micah Young, Sandra Meda-Walker, Janet Wong, Alexander Boekelheide (invited guest)

Item III. REVIEW AND APPROVAL OF MEETING MINUTES

Pending approval June 11, 2020. Meeting notes on May 14, 2020 was emailed out to the committee members on June 4, 2020 and will be reviewed. Approval of meeting minutes will on the Agenda for June 11th, 2020 meeting. Jason seconded the motion.

Item IV. A. Welcome-Introductions

Rudy Aguilar, Athletic Trainer, Kinesiology Health & Athletics

Patricia Bellali, Athletic Trainer, Kinesiology Health & Athletics

Dr. Jason Vasquez, Psychologist, Personal Counseling

Sergeant Alan Chan, Police and College Services

Office Leroy Avington, Police and College Services

Sandra Meda-Walker, Supervisor of Payroll, Fiscal Services

Dr. Micah Young, Dean of Health Services, Health Sciences

Dr. Ketmani Kouanchao, Associate Dean of Special Services, Special Services

Kathy Kottaras, Instructor, English

Janet Wong, Administrative Assistant, Special Services, Special Services (meeting note taker)

Alexander Boekelheide, Special Asst to the President, Strategic Comm & Marketing

Chief Steven Matchan, Chief, Police & Safety Services, Police and College Services*

Joshua Fleming, Assistant Professor, Performing/Communication Arts*

Cha Mancini, Risk Management Services Technician, Business Services*

*present-missed introductions

Item IV. B. COVID-19 Campus Closure

Share-out – Open Forum (with updates from Alexander Boekelheide)

Alex:

- Obtaining information from CDC, County, Governor's Office updating with the numbers of cases, outbreak, seeking advice but does not provide specific plans. The campus plans are uncertain. Deans are working on plans that includes how many students for scheduling, classrooms, office hours. Plans will need to consider social distancing, plexiglass, eliminate waiting lines, providing services online rather than walk-ins (especially services in the L Building). Evaluate processes to transition to paperless, electronic approvals (eliminate or reduce steps, business process improvements)
- The campus is aiming to re-open. The nature of PCC is a face to face institution and not exclusively online education. The move to transition to a remote was always a temporary solution.
- Mangers are asked to return to campus 24 hours (3 days) a week starting June 8, 2020; 32 hours (4 days) a week starting July 4, 2020; working up to 40 hours (5 days) a week.
- Communications has been a challenge due to the fast-changing updates; a moving target and has been difficult to stay connected. Frequent communication will improve to keep the community safe and informed.
- We are still expected to wash hands, sanitize, wear mask in public (exclude offices)-will be the norm.
- A check point temperature check will not be in place. Navigating this will be difficult because it will require support-point of person in charge, expensive, supply and demand. It is the employees and student's responsibility to conduct a self-check. Individuals have an obligation to stay home if they have symptoms.
- PCC had a recent outbreak case involving 1 staff. Human Resources reached out to the individual and conducted best practices (self-care, confirmed places and spaces visited, persons in contact)
- Facilities are being supported with supplies. No mention of concerns with reduced funding on supplies or staffing. We can request reimbursement from State and Federal for cleaning supplies, if needed for COVID expenses through CARE.
- To assist facilities and scheduling, returning staff are asked to enter or have a designated staff enter their schedules in 25Live so facilities can coordinate sanitizing and clean work spaces. Please expect that it will be difficult to navigate scheduling as more staff are asked to return.

- Applaud Facilities and Campus Police during this transition- reporting to work (securing the campus, cleaning spaces, offices after use)
- Please provide feedbacks- We need feedbacks for better plans. Will provide more and frequently communications with the campus community

Ketmani:

- In the Student Services Division, Dr. Olivo has asked her management team to share and provide safe spaces. Safe space = distance spacing. Looking into staff that are currently in cubicle spaces that may need be temporary relocated to other offices, conference rooms.
- Veterans Resource Center has 2 additional spaces, vacant
- DSPS has a computer lab available for use if students are not occupying. This lab can accommodate Financial Aid and Admission and Records staff and counselors
- Plexiglass in heavy traffic areas (or if we cannot relocate staff)
- Schedule returning staff- alternate, intervals
- Please be mindful that PCC is a big campus and at this time, supplies are not given to individual staff. Facilities are providing cleaning supplies and sanitizers to departments (especially high traffic areas)

Jason:

- Would like Alex to provide information on 2 concerns brought up by colleagues. 1.) Concerns of the safety of the cleaning agents. 2.) What is the plan for when more staff are asked to return?
- Alex: Research was conducted to ensure cleaning agents are safe and meets COVID qualifications. Studied material data sheets and worked with facilities to determine and identify cleaning materials
- Cha: Confirmed with Carl Sheaffer, Facilities that cleaning agents are safe and meets the minimum 65% rubbing alcohol solution
- Department managers will be responsible for a plan when more staff are asked to return. Currently, some employees are back in the office 8 hours a week and will increase in time. Some employees have been working full time on campus. Some staff can go fully remote but will be expected to return to campus.
- Campus needs to prepare students returning and having a plan in place for technology access. Student may not have technology resources available. Incorporate student access, cost effective for PCC. Labs will need to be reconfigured to allow spacing,

Item V. A. Topics for Future Discussion

- Skateboard signs
- Emergency Operations and Preparedness Plan.
Campus last week had a "shelter in place" incident. Campus police received a report that the suspect(s) might have enter campus grounds. Rave alert was sent to all staff only
- Racial Climate- Campus response
- Zoom video: "Campus-wide Forum on the Killing of Unarmed Black People" hosted by Dr. Gena Lopez; June 4, 2020; 12:00pm. The topic of this forum are the Black students, colleagues do not feel safe and welcomed. <https://www.youtube.com/watch?v=zNrNAF2n3Ig&feature=youtu.be>.

Item V. B. Meeting Schedule

- Next meeting – June 11, 2020 (Thursday), 4:00pm
- Committee will meet monthly- Committee will meet Ad-hoc or when an emergency calls for a meeting.

Item V. C. Future Action Items

- Watch: Zoom video: “Campus-wide Forum on the Killing of Unarmed Black People” hosted by Dr. Gena Lopez. <https://www.youtube.com/watch?v=zNrNAF2n3Ig&feature=youtu.be>. Discuss and provide response
- Review for discussion for the June 11, 2020 meeting the Emergency Operations and Preparedness Plan (Police and College Safety); <https://pasadena.edu/police-and-college-safety/emergency-information/emergency-operations-and-preparedness.php> (invite Alex Boekelheide).
- Spring Active Shooter workshop - <https://pasadena.edu/police-and-college-safety/safety-resources/active-shooter.php>
- Survey: Needs Assessment

Item VII. ADJOURNMENT

Meeting adjournment at 5:06 pm

Next Meeting is June 11, 2020 at 4:00 pm, Zoom (meeting invite sent to outlook calendar)