



*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, July 09, 2020

**Time:** 11:00am

**Room:** Zoom

**Name of Person Taking Notes:** Janet Wong

**Chairs:**

**Dr. Ketmani Kouanchao**

**Dr. Jason Vasquez**

- I. CALL TO ORDER**
- II. REVIEW AND APPROVAL OF LAST MEETING MINUTES**
- III. REVIEW OF HEALTH AND SAFETY COMMITTEE MISSION**
- IV. EMERGENCY PREPAREDNESS AND SAFETY PLAN DISCUSSION**
  
- V. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION**
  - A. Topics for Future Discussion
  - B. July Meeting Schedule – N/A
  - C. Future Action Items
  
- VI. ANNOUNCEMENTS – N/A**
  
- VII. ADJOURNMENT**

**MEETING NOTES**

**Item I. CALL TO ORDER**

Meeting called to order at 11:06am by Dr. Jason Vasquez

**Attendance:** Dr. Ketmani Kouanchao, Dr. Jason Vasquez, Chief Steven Matchan, Joshua Fleming, Cha Mancini, Kathy Kottaras, Sandra Meda-Walker, Rudy Aguilar, Patricia Bellali, Officer Leroy Avington, Audrey Joseph, Janet Wong

**Item II. REVIEW AND APPROVAL OF MEETING MINUTES**

Meetings notes for June 11, 2020 approved by members Chief Steven Matchan; Joshua Fleming second the motion

### **Item III. REVIEW OF HEALTH AND SAFETY COMMITTEE MISSION**

#### **Open Forum**

- Jason shared the current Health and Safety Committee mission statement on zoom's shared screen and made changes per group discussion with track changes. Jason will send out the revised mission statement with track changes accepted.
- Elaborate and encompass on "safety" (example: campus climate, mental health, physical, social)
- Add: "Health and Wellness" language
- Remove "campus parking". Does not pertain to health and safety committee. Campus parking can be referred to Risk Management
- How can this committee act as a clearing house?
  - Health and Safety committee has a website; employees can submit questions, concerns, issues and suggestions. Submissions can be reviewed for discussion prior to upcoming meetings
  - Attend Divisional, Academic Senate, Classified Senate meetings as a representative
- How can this committee advise the College Council and report back on the recommendations?

### **Item IV. EMERGENCY PREPAREDNESS AND SAFETY PLAN DISCUSSION**

Discussion moved to next meeting. Members Audrey Joseph motion to move topic to the next meeting; Joshua Fleming second the motion

### **Item V. A. Topics for Future Discussion**

- Emergency Operations and Preparedness Plan
- Invite Crystal Kollross to provide information and discuss what College Council is expecting from the committee
- Discuss roles/positions for committee members (example: council meeting representative(s), secretary, communications, etc.)
- Health and Safety committee will take on the "Not Anymore" for students- An online training/video to prevent sexual assault. "Not Anymore" meets the requirement for Title IX (mandated)

### **Item V. C. Future Action Items**

- Review Health and Safety Mission Statement
- Review other district's health and safety mission statements to incorporate ideas and language
- Ketmani is working with IT to update the health and safety committee website. Please send her the date you were nominated to be in the committee

### **Item VII. ADJOURNMENT**

Meeting adjournment at 12:00 pm

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Next Meeting is August 6, 2020 at 11:00 am, Zoom (meeting invite sent to outlook calendar)