



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, September 17, 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'S MINUTES**
- III. **REVIEW HEALTH AND SAFETY COMMITTEE MISSION STATEMENT**
- IV. **DISCUSS ROLES/POSITIONS FOR COMMITTEE MEMBERS (EXAMPLE: COUNCIL MEETING REPRESENTATIVE(S), SECRETARY, COMMUNICATIONS, ETC.)**
- V. **NEW ITEMS – DISCUSSION AND POSSIBLE ACTION**
 - A. Topics for Future Discussion
 - B. Meeting Schedule
 - C. Future Action Items
- VI. **ANNOUNCEMENTS**
- VII. **ADJOURNMENT**

MEETING NOTES

Item I. CALL TO ORDER

Meeting called to order at 11:07 am by Dr. Jason Vasquez

Attendance: Dr. Ketmani Kouanchao, Dr. Jason Vasquez, Dr. Micah Young, Chief Steven Matchan, Joshua Fleming, Sergeant Alan Chan, Cha Mancini, Kathy Kottaras, Patricia Bellali, Audrey Joseph, Janet Wong

Item II. REVIEW AND APPROVAL OF MEETING MINUTES

Meetings notes for August 06, 2020 approved by members Joshua Fleming; Audrey Joseph second the motion

Item III. REVIEW HEALTH AND SAFETY COMMITTEE MISSION STATEMENT

- Included "mitigation" in the statement to avoid or lessen the impact of the situation

- Jason sent the revised mission statement through the zoom chat feature so committee can review and email Jason with changes/recommendations
- Jason will update if needed and bring it back to the next meeting for discussion

Item IV. DISCUSS ROLES/POSITIONS FOR COMMITTEE MEMBERS

Discussion of roles/position for the committee members moved to the next meeting with Crystal Kollross (invited guest)

- Tentative: Audrey as representative to College Council. Joshua : Alternate/rotating representative

Item V. A. Topics for Future Discussion

- Advocate and support Sustainability Committee (reduce carbon footprint)
- Fire Danger Plan/Inclement Weather Plan
- Mindfulness to reduce stress resources

Item V. B. Meeting Schedule

Next meeting will be on Wednesday, October 14, 2020; 3:00pm-4:00pm (change to accommodate invited guest, Crystal Kollross)

Item V. C. Future Action Items

- Review Health and Safety Mission Statement (revised September 17, 2020). Email Jason with changes and or recommendations
- Air Quality (Fire/Weather) Plan: Joshua (and Patricia) will draft a letter of interest for the plan to submit to College Council. Review draft at the next meeting, October 14, 2020
- Review Health and Safety Standing Committee website and provide feedback, pictures, bio
Website: <https://pasadena.edu/governance/college-council/health-and-safety-standing-committee/index.php>

Item VI. ANNOUNCEMENTS

- Officer Leroy Avington has resigned from Pasadena City College. Ketmani will reach out to Classified Senate to appoint another POA representative
- Will reach out to appoint a representative from Facilities (to replace Sarah Flores)

COVID-19 Update:

- Face to face classes began the week of Sept 7, 2020
- One student case tested positive for COVID-19 (incidental). Health Department notified and managing the case
- Currently, PCC is not screening students. Planning for Winter and Spring semester/term COVID-19 testing for students
- Encourage to get the flu shot this season due to COVID-19 and flu season. Prime months to get flu shots September/October

Item VII. ADJOURNMENT

Meeting adjournment at 12:09 pm

Next Meeting is October 14, 2020 at 3:00 pm, Zoom (meeting invite sent to outlook calendar)