



*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, October 14, 2020

**Time:** 3:00pm

**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 COLLEGE COUNCIL GUIDELINES
- IV. DISCUSS ROLES/POSITIONS FOR COMMITTEE MEMBERS (EXAMPLE: COUNCIL MEETING REPRESENTATIVE(S), SECRETARY, COMMUNICATIONS, ETC.)
- V. REVIEW HEALTH AND SAFETY COMMITTEE MISSION STATEMENT
- VI. DISCUSS AIR QUALITY PLAN RECOMMENDATIONS
- VII. COVID-19 UPDATE
- VIII. NEW ITEMS – DISCUSSION AND POSSIBLE ACTION
  - A. Topics for Future Discussion
  - B. Meeting Schedule
  - C. Future Action Items
- IX. ANNOUNCEMENTS
- X. ADJOURNMENT

**MEETING NOTES**

**Item I. CALL TO ORDER**

Meeting called to order at 3:10 pm by Dr. Jason Vasquez

**Attendance:** Dr. Ketmani Kouanchao, Dr. Jason Vasquez, Joshua Fleming, Cha Mancini, Kathy Kottaras, Janet Wong,

Invited guests:

Alexander Boekelheide; Special Assistant to The President and Executive Director of Strategic Communications & Marketing

Crystal Kollross; Executive Director, Institutional Effectiveness

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

Meetings notes for September 17, 2020 approved by members Joshua Fleming; Kathy Kottaras second the motion

**Item III. REVIEW COLLEGE COUNCIL GUIDELINES**

- Health and Safety Standing Committee (H&SSC) will be responsible for reporting out to College Council
- H&SSC has been meeting monthly since May 2020. Meeting agendas and notes are posted on the H&SSC website: <https://pasadena.edu/governance/college-council/health-and-safety-standing-committee/index.php>
- President Erika Endrijonas has expressed the H&SSC is a valuable committee to the campus community
- College Council will help navigate for new initiatives. H&SSC is looking into submitting a proposal for air quality. Standing Committee should submit proposal to College Council (agenda item); College Council route to the President to delegate to appropriate areas
- College Council will review membership to ensure representation of expertise
- H&SSC added "professional resources" to the committee

**Item IV. DISCUSS ROLES/POSITIONS FOR COMMITTEE MEMBERS**

No discussion. Topic will be discussed in future meetings.

**Item V. REVIEW HEALTH AND SAFETY COMMITTEE MISSION STATEMENT**

Discussion with Alex and Crystal for recommendations

- Replace "safety suggestion" with "safety recommendation"
- Replace "advise" with "recommendation"
- Jason will send the H&SSC mission statement (revised as of 10/14/2020) to Crystal Kollross to add it to the College Council agenda

**Item VI. REVIEW AIR QUALITY PLAN RECOMMENDATIONS**

Joshua presented a draft. Motion to moved to the next meeting for discussion

**Item VII. COVID-19 Update**

Share out by Alex Boekelheide

- PCC has been preparing for in-person interaction. Darlene Inda and Linda Valencia are working on getting plexiglass and stickers for re-entry
- Long term plans for PCC- TBD, continue to monitor situation
- Some colleges are open with limited access
- PCC should not expect an increase of presence staff for the remainder of the FY2021 year (possibly January 2021 for some increase)
- There are some in-person meeting classes
- PCC COVID-19 Testing onsite: PCC is taking additional measures by going above and beyond the requirement (along with the daily questionnaire)

**Item VIII. A. Topics for Future Discussion**

- Mindfulness to reduce stress resources

- Food Service Vendor. Email George Chidiac, Director, Purchasing & Contracts Admin to request 1 or 2 H&SSC members to participate in the RFP bidding process

**Item VIII. B. Meeting Schedule**

Next meeting – November 19, 2020 (Thursday), 11:00am

**Item VIII. C. Future Action Items**

- Review Air Quality (Fire/Weather) Plan draft

**Item IX. ANNOUNCEMENTS**

N/A

**Item X. ADJOURNMENT**

Meeting adjournment at 4:12 pm

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Next Meeting is November 19, 2020 at 11:00 am, Zoom (meeting invite sent to outlook calendar)