



ENVIRONMENTAL HEALTH & SAFETY COMMITTEE MEETING

Minutes

A meeting of the Imperial Valley College Environmental Health and Safety Committee was held in the Board Conference Room at 3:00 p.m. on Monday, March 16, 2009.

I. Roll Call

Present:

Miriam Trejo, Judy Santistevan, Gonzalo Huerta, Ted Ceasar, Frank Rapp, and Travis Gregory.

Absent:

Andrew Chien, Hope Davis, Jim Fisher, Lincoln Davis, Richard Fitzsimmons, Daniel Gilson, Russell Lavery, Frank Miranda, Marco Morales, Thomas Morrell, James Patterson, Deidre Pollock, Jean Stroud, Jill Tucker, Jack Williams, Kathy Berry, Becky Green, John Abarca, and Martha Jacobo.

Guests:

John Lau, Vice President for Business Services, Gordon Bailey, Director of Technical Services, and Gina Madrid, Student Service Technician.

II. Call to Order

The Environmental Health and Safety meeting was called to order at 3:00 pm by Travis Gregory, Chairperson.

III. Approval of minutes

Judy Santistevan mentioned that her name was inadvertently omitted from the absentee list. The minutes will be corrected as requested.

A motion to approve the minutes dated January 12, 2009 was moved by Gonzalo Huerta and seconded by Miriam Trejo. The minutes were unanimously approved.

IV. Old Business

a. Attendance

Faculty absenteeism is more noticeable during the summer and winter intercessions because they are off contract.

b. Alert U

Who should be able to send messages using the Alert U System? The Committee recommends that the following individuals be responsible for sending emergency messages:

- Maintenance
- Three (3) Vice Presidents

c. Campus Security Update

John Lau, Vice President for Business Services provided a brief overview of the terms and conditions of the current security contract. IVC is currently reviewing the contract in an effort to improve performance and patrolling on campus. Some of the deficiencies identified by the management team are lack of supervision and high turnover rate.

Several options have been explored including the use of punch cards and keeping daily work schedules of security guards. In house security is also being explored, but the Director of Campus Safety and Security position has been placed on hold due to IVC hiring freeze. The position will be forwarded to the Thaw Committee for recommendation.

The Business Office is contemplating the idea of increasing the daily passes from \$1 to \$2. Students will have the option to purchase a semester pass for \$20 (no increase in fee). This measure will encourage students to register their vehicles; in case of an emergency, it will be easier to notify the car owner.

The College has implemented a more user friendly parking control policy. The College is issuing traffic violation warnings prior to issuing parking citations. This has resulted in a decrease in revenue, but IVC is here to provide a service for the campus community. The College also offers a grace period at the beginning of the semester to allow students to register for classes and pay for their parking permit.

Action Item: Miriam Trejo, Parking Control to share parking control statistics (number of parking citations vs. parking violations tickets).

Parking Control staff was praised for their continued efforts to improve the safety of students and staff. In compliance with the Clery Act, the Parking Control office continues to email security crime bulletins on a regular basis.

A discussion followed regarding lighting in the parking lot areas (dark areas). John stated that all concerns should be forwarded to Rick Webster, Director of Maintenance. Once received, the issue will be assess and resolved.

Travis Gregory inquired about escorting services during evenings. Several questions were raised about this topic:

- Is there is a demand for this service? How do we develop a program that is workable with the allocated resources?
- Have other more cost-efficient options being explored (i.e. the new phone system, installation of emergency towers throughout campus, etc.)

d. Shoretel Phone System

Gordon Bailey, Director of Applications stated that the IT Department is in the process of testing the PA system. The test will be scheduled within the next 30 days. Faculty and staff members will be surveyed randomly.

The phones installed in the classroom are for internal use only. The user may call emergency services by dialing 911. Outside phone calls are not allowed.

A flaw on the PA system was detected recently. The phones volume was too low. In case of an emergency, notifications send via the PA system would have been inaudible to some users.

The new phones installed in the classrooms do not have a built in directory as the phones installed in regular offices. The Committee is recommending posting emergency numbers next to each phone (i.e. a sticker on the phone, a tag, etc.)

New phones need to be installed in the 801, 803, 901, 1100, 1200, 1300, 1500, and 2600 buildings. The College is keeping several analog phones. In case of a power outage these phones will remain functional.

Action Item: Posting emergency numbers next to phones, provide different alternatives (i.e., sticker, flyer, tag, etc.)

V. New Business

a. Environmental Health and Safety Committee Bylaws

Copies of the bylaws approved on September 10, 2003 were distributed and reviewed.

A discussion was held regarding the committee structure. The approved bylaws states as follow:

"The Environmental Health & Safety Committee shall be composed of the District's Safety Administrator, representatives

from all major department/areas, collective bargaining unit representatives, and student representatives."

The Committee is composed of 14 faculty members (mostly from Nursing), 2 administrators, 2 classified representatives, 2 CMCA representatives, 1 student representative, and the Safety Administrator. Parking Control staff, current DSP&S Administrator, and the Director of Maintenance have been added to the list.

The Committee recommends restructuring the Environmental Health and Safety Committee to include representatives from the following constituency groups/departments:

- 1 Safety Administrator
- 2 Classified Representatives
- 2 CMCA Representatives
- 2 Faculty Members
- 1 Student representative

Representatives from the following major departments:

- Maintenance
- Parking Control
- DSP&S

Attendance must be reported to Academic Services.

Action Item: Review Bylaws and provide a draft to Committee members.

b. Environmental Health & Safety Website

The schedule, agenda, minutes and all information is posted on the following website: <http://www.imperial.edu/index.php?pid=4213>

c. Tobacco Free Campus Update

Fewer than expected phone calls from employees have been received. Students will be cited.

d. Field Dusting Notifications

The maintenance department sends out notifications via email to IVC staff.

Action Item: Travis to follow up on this issue, he will obtain additional information from Academic Senate representatives and Dr. Pauley.

e. C-CERT Training

The C-CERT Training will be held on April 3rd and 4th in room 2131 from 8:30 am to 5:00 pm. In order to take the training, attendees must have been taken IS 307 or the CERT course.

The Committee recommends that the following individuals register for the course:

- Rick Goldsberry, Nursing
- Steve Holt, Nursing
- Tina Aguirre, Nursing
- Tom Morrell, Science
- Parking Control staff
- Security Guards

Action Item: We need to find out if these individuals and managers have taken the pre requisite course.

f. Other

A discussion was held regarding CAL OSHA possible violations in the construction area (possible unsafe work practices, heavy trucks traffic on parking lots, speed limits, blind spaces in certain areas of north parking lot, location of crane and cement blocks, fence, etc...).

It was mentioned that a few months ago a fire was occurred in front of the Student Services area (a trash can caught on fire). Parking Control staff was dispatched to Student Affairs, but the fire occurred in the College Center area.

Parking Control keeps a log of all incidents. Specialized software was purchased, but staff have not been trained how to use it. Therefore, the log is maintained using an excel database.

VI. Adjournment

The meeting was adjourned at 4:15 p.m.