

**MODESTO JUNIOR COLLEGE  
HEALTH & SAFETY COMMITTEE  
Notes**

***Date: April 12, 2013***

Present: Adrian DeAngelis; Antoinette Herrera; Becky Crow; Dorothy Pimentel; Joseph Caddell; Lisa Riggs; Lloyd Jackson; John Macedo; Tara Luihn; Marsha Calbreath, Recorder

Absent: Brian Sanders; Dave Keener; Yolanda Avila; Faculty (vacant) ;

***INFORMATION ITEMS:***

- Introduction to Safety Committees & IIPP—Becky Crow

We have needed a safety committee for MJC for a long time. When we refer to safety, we are not talking about Campus Safety, the officers in uniform, but Health and Safety. Columbia has had a Safety committee for many years, it is modeled after the Injury and Illness Prevention Program (IIPP).

- Who is ASCIP?—Dorothy Pimentel

ASCIP stands for Alliance for Schools Cooperative Insurance Program. They are our insurance carrier and provide valuable information and opportunities for safety consultants to come to campus. Dorothy coordinates if we need to have someone assist us with training.

Dorothy is the District Risk Services Coordinator. She handles districts general liability, property insurance, workers comp, and contract review, etc. She is currently working with ASCIP on the Workplace Violence Prevention Program, which is part of the IIPP.

***DISCUSSION ITEMS:***

- Draft Charge and Make-up of Committee

The charge for the committee today is to go through the draft document “Modesto Junior College Health & Safety Committee” and determine if it is appropriate. Becky will report out to the Facilities Council. Like Columbia’s Safety Committee, the charge the MJC committee comes direct from Section 4.2 of the IIPP.

The Committee discussed the charge and determined it is possible to change this charge down the line. Committee members will be ambassadors on campus, and bring issues to the committee. Members will evaluate and make recommendations on many different subjects that affect employees, students and visitors to the campus. Lloyd and Dorothy said the draft structure and representation is a good start. Dorothy said it is very close to the Columbia Safety structure/representation. She also provided some insight on the types of items that have been discussed recently by the Columbia committee.

The IIPP calls for the Committee Chair to be an administrator. Dorothy Pimentel advised that the IIPP is being updated and is expected to identify Campus Delegates for the IIPP, who will then have the responsibility of administering the IIPP at the campus level. We are obtaining input from ASCIP, and when ready, she will bring the plan to the committee for MJC. Gary Whitfield currently chairs the Columbia Safety Committee and will be identified as the Campus Delegate at Columbia. At MJC, the Director of Campus Safety will be the Chair of this committee. Dorothy is the Administrator of the IIPP.

**Membership** (voting members based on today's discussion. See below):

- Becky Crow—Chair (Director of Campus Safety)
- Brian Sanders—Chemical Hygiene Officer
- Joe Caddell—experienced in Science Laboratory Safety
- Adrian DeAngelis—experienced in Vocational Lab training
- John Macedo—experienced in Vocational Ag training
- Lisa Riggs—Faculty #1 (Nursing)
- Vacant—Faculty #2
- Yolanda Avila--Classified staff #1
- Cirilo Torres—Classified staff #2 (will begin in fall)
- Tara Luihn—Student Representative
- Lloyd Jackson—Campus Safety Operations Supervisor
- Antoinette Herrera—Director of Health Services

**Ex-Officio**

- Michael Guerra, VP College and Administrative Services
- Risk Services Coordinator: Dorothy Pimentel
- Facilities Operations: Dave Keener

Lloyd and Lisa questioned the fact that the Director of Health Services is not a voting member on the Health & Safety Committee. Consensus was that it should be a voting member. Dorothy advised that in Columbia, all members who are campus employees are voting members. Antoinette suggests we mirror Columbia.

Committee discussed the issue of a quorum and determined that we have 12 members and will need 8 voting members to have a quorum. So it is important to send someone to represent your area if you cannot attend. We need to add this to the charge. If we are responsible in our positions, we should not have an issue with having a quorum for voting.

**Reporting Requirements:**

Joe asked about the means for changing anything on campus, as it appears we only make recommendations to the President and Chancellor. Becky confirmed that we need to include language about reporting out to the Facilities Council in the last section, Reporting Requirements. Lisa asked for a visual of where this committee fits in with the current governance structure (an Org Chart). Becky will ask M. Guerra's Office about the possibility of getting that out to the committee.

Consensus is unanimous to update the document with the following changes: i.e. Chair of Committee is Director of Campus Safety; move Director of Health Services to a voting member; add information regarding quorum; and add the Facilities Council as first report out of the committee activities and recommendations in the Reporting Requirements section. We will update the document as indicated and Becky will send the updated document out to all members.

**Structure of Agendas:**

- Regular reports from the Ex-Officio on the campus.
  - Student Representative
  - Risk Management
  - Facilities

- Discussion items for the good of the campus. If you have agenda items for the committee, get it to Becky by one week before the next meeting to be placed on the Agenda.

**Meeting Schedule:**

Members determined that quarterly meetings appear adequate and that the meeting schedule for Fiscal Year 2013/2014 will be:

- July 10, 2013 (Wednesday, 12:00 PM (Noon) to 1:00 PM in Science Community Center Conference Room. (a working lunch)
- 2<sup>nd</sup> Friday of each month. October, January & April, from 11:00 AM to 12:00 Noon at the Campus Safety Administration Office, Journalism 150.

- Possible Safety Committee Training for Committee Members

We may be able to have ASCIP provide some training about the Safety Committee function for a college. Dorothy will work with ASCIP to set up a 30-minute training session for the next meeting in July.

- **MISCELLANEOUS:**

Dorothy will provide the Columbia Safety Committee bylaws for committee's review.

Adrian brought up topics for discussion in a future meeting when the Facilities Operations Manager is available:

- Concerns about condition of trees on campus
- Slippery surfaces in campus buildings

Committee Adjourned at 2:00 PM.

Next Meeting: Wednesday, July 10, 2013, Noon to 1:00 PM, West Campus, Science Community Center Conference Room

M. Calbreath, Recorder  
4/12/2013