

**MODESTO JUNIOR COLLEGE
HEALTH & SAFETY COMMITTEE
MJC East Campus, Journalism 150
Notes**

Date: November 23, 2015

Present:

Lloyd Jackson, Campus Safety, Chair
Dorothy Pimentel, Risk Management
Judy Lanchester, Facilities
Kathy Rau, ASMJC Student

Cecelia Vera, Health Services
Donald Borges, Agriculture
Jim Stevens, Faculty PRH

John Basile, Faculty
Jill Ramsey, Faculty
Marsha Calbreath, Recorder

Absent: Joe Caddell, Faculty Science Labs; Nicholas Stuyt, Classified Agriculture; John Macedo, Classified Agriculture; Adrian DeAngelis, Faculty Vocational Labs; Matt Page, Classified Chemistry Lab; Vacant, CHO; Cirilo Torres, Classified

INFORMATION ITEMS

1. Introduction & Housekeeping—Lloyd Jackson

Lloyd Jackson, MJC Campus Safety Supervisor, invited the committee back after the long break. We haven't met in a very long time. The committee meetings were suspended pending clarification of the distribution of the safety duties between the new district position and MJC. Campus Safety will continue to facilitate since the Health and Safety committee is an MJC committee. Lloyd will be the chair of the committee.

2. Approval of Notes

None

3. Standing Reports

- Student Representative—Kathy Rau
Nothing to report, glad to be back.
- Risk Management—Dorothy Pimentel
 1. In2Vate training program will be replacing our current web-based training. IIPP is not available yet because one of the primary systems are not in it. Central Services and CC have been rolled out. She will be sending out invites to the deans for cleanup of the employee list
 2. Partnering with Norman Petersen and Associates for a new Return-to-Work program. They will develop job duties based on employees work related descriptions. The leadership team will meet with consultant on 12/16/15 to consider possible tasks that an employee can perform if not yet released to return to work with full duties.
 3. Bulletins from ASCIP that go to Facilities & transportation.
 4. Safety Program updates: Ergonomic Plan and the Heat Illness Plan require updates because of new regulations. Dorothy may send it out to the committee for a review by next time we meet.
- Facilities—Judy Lanchester

Judy shared information regarding the maintenance that has been addressed that have implications for safety in the last four months. Example: replacement of damaged flooring at Morris, replacement of lights, parking lot repainting and the replacement of shower heads in locker rooms. Judy has also inspected 13-15 buildings, looking for safety hazards and Facilities has made repairs. The safety inspections are ongoing, records are kept that will be shared with Risk Management.

Judy shared that grounds has been having problems on East campus with the transient population. Restrooms are not available when the campus is closed, and transients are relieving themselves in the Forum courtyard. Facilities efforts to clean up after the transients are hampered by the inability to use the outside water sources. She has been working with Campus Safety, John Black and the City to determine solutions. Lloyd says that Modesto is generous and caring and has a large homeless population. The city has pushed the homeless out of downtown and nearby parks, and they have been gravitating to our campus. MJC officers can ask them to leave because they do not have business on the property. Unless they commit a crime, MPD does not consider the transient population to be a problem. At the most, they just cite and release.

- Campus Safety--Lloyd Jackson

Lloyd provided a snapshot of what's taking place at Modesto Junior College. Campus Safety responded to 1400 calls for service since the beginning of Fall semester. Officers respond, talk to people, and find ways to solve their concerns. Officers also respond to suspicious circumstance, medical aid and bad behavior calls. This month there were 32 incidents which were Student Code of Conduct issues and medical calls. There are very few incidents of involving violent crime. The campus is seeing increased student behavior issues; and students who are challenging authority. We recently arrested an individual who was caught with a stolen bicycle. We have seen him back on campus since the arrest and sent him away. We are keeping an eye on him.

Cecelia Vera commented that MJC Officers also respond to a lot of mental health issues.

- Health Services—Cecelia Vera

Health Services has seen a lot of students who need mental health services; this is not unusual as this time of the semester is usually higher. Rely heavily on Lloyd to assist, as often we have to call MPD for transportation.

Now Health Services is under Francisco Banuelos Cecelia passed around a flyer to show what services are available for mental health. Health Services schedule students with Derek Waring and also refer students to services in the community. There is a walk-in therapist on Mondays. Health Services has been working on a job description for a therapist so the students can have better access to the service. Counseling information is also available on a daily basis through the counseling office.

Flu vaccines for students are still available thru March. John Basile mentioned that students need the vaccine before they can participate in on-site clinical instruction. Health Services partners with Stanislaus County who provides the vaccine for free. Health Services administers and provides all the documentation.

Kathy Rau mentioned that ASMJC is working on a bulletin to provide students with information on the many benefits that are available to the students through the Health Services office.

4. Discussion Items

- **Charge of the Committee**—Lloyd Jackson

Lloyd reported that we are now going to come under the Facilities Council who will also be looking at our charge (distributed to the committee.) We will review and pass on recommendations to the Facilities Committee.

Lloyd mentioned a note from the 10/13/2014 meeting notes that documented the committee's desire to change the Charge to reflect that Ex-Officio members would also be voting members. Lloyd recapped that this committee meets on a quarterly basis, and there are frequently not enough voting members available to make a quorum. In order to be more efficient with timely movement of issues through our committee, it was determined that Ex-officio members are directly related to safety and should be voting members on issues that are presented thru the committee.

Members identified four updates:

- Remove Vice President for college Administrative Services, Risk Manager and Facilities Operations Manager from Ex Officio members and add to voting membership list
- Change Vice Chancellor, Human Resources to Executive Vice Chancellor--fifth bullet under Charge
- Risk Management Specialist should be changed to Risk Manager-under Ex Officio Members
- Change chair to Campus Safety Operations Supervisor-under Voting Members

- **Illness and Injury Prevention Program**—Dorothy Pimentel

Dorothy distributed the new IIPP. The document is available on the Risk Management SharePoint and the Campus Safety website. We are required to provide all new employees with IIPP training. She shares the IIPP at all new-hire orientations. Dorothy provided an orientation of the contents of the IIPP to the members of the committee.

- The program addresses responsibilities for safety from the chancellor to the employee; training; inspections and accident investigations.
- If you see hazardous situation, report to campus safety.
- When staff are injured, must contact Company Nurse to report it to workers comp; even if they do not want medical care, etc.
 - Student workers & clinical students need to call Company Nurse if injured during their clinical hours as they are workers comp claims. Dorothy explained the difference between regular student injuries that are reported to Health Services for the student insurance; and student workers/clinical students who report to Company Nurse.
- When an injury is reported, Dorothy sends form to supervisors for information regarding eliminating future injuries.
- John Black will be updating the Workplace Violence Prevention Plan prepared a while back in Campus Safety.

Dorothy shared a Supervisor's Safety Bulletin that is received by Transportation and Facilities entitled How to get the most out of your safety committees.

- **Smoking on Campus**—Kathy Rau

The general assembly in Sacramento brought up this topic for ASMJC and community colleges in California. Most of the CC campuses in California are non-smoking. General Assembly passed the motion to move toward non-smoking. There was discussion regarding possibly making designated smoking areas. The State actually mandates that CSU and UCs be non-smoking.

ASMJC and the student body are definitely interested in making MJC a non-smoking campus. Kathy will bring the topic to the ASMJC executive officers committee to discuss the process that should be taken. Kathy was told that the committee is very supportive of making the change to non-smoking, if that is what the students want.

- **Transporting Students**—Dorothy Pimentel

We have had a couple incidents where students were being transported. Jim Codoni and Dorothy are looking into additional driver training for staff who may be transporting students in district vehicles. We have been fortunate that there were no serious injuries. Currently, there is no requirement for training for staff or students who transport other students. There are training modules that we could assign thru In2Vate. (Currently target audience are drivers of the 8 passenger vans, and student workers who drive other students). The committee discussed the possibility of requiring anyone transporting students to receive training.

Discussion covered requiring any employee to have additional training, if in the course and scope of duties, they have to transport students (regardless of size of the vehicle). Dorothy is meeting with the dean's cabinet on the 30th regarding students driving themselves to the field trips. Board policy states we will transport students to off campus instructional meetings, but the colleges have the ability to make some exceptions. Dorothy will bring more on this topic to us.

Jill Ramsey brought up nursing students with onsite clinical work at Doctor Medical center who have been asked by DMC to carpool because of their poor parking facilities. Dorothy will check into the contract and advise.

5. **Round Table** (Items too late for agenda or for the good of the campus)

Jill asked about charging stations for cars. Lloyd will bring it up with Dr. Alt and Facilities Council. There may be one identified for the new District Offices.

Jill also inquired about faculty responsibility in identifying students that are either victims of abuse, or showing signs of alcohol or drug problems. Lloyd said that alcohol or drugs issues that present themselves in the classroom need to be reported as a part of classroom management/disciplinary action. But the new Title IX regulations address domestic violence, dating violence, stalking also include reporting requirements for all employees. The Title IX committee, which includes faculty and staff from the college, has been working with John Black on the huge list of Title IX mandates. It concerns sexual violence, and some of which requires investigation and/or reaching out to student victims to provide or identify appropriate services. John Black will be rolling out training in the near future for all faculty, staff and students on Title IX that will clarify the responsibilities.

Jim Stevens suggested that we should look into the possibility of Hydration stations.

John Basile asked about Emergency preparedness and whether we were providing any Active Shooter training. Lloyd shared that he would be providing five one-hour Annual CEOP trainings the week following Thanksgiving and that he would be discussing active shooter and sheltering in place. It will be followed by additional sessions starting in January. Lloyd recommended the Run, Hide, Fight, video as an excellent video for active shooter. John Black is planning to provide suspicious activity training soon. Lloyd is available to provide safety training to large groups. Kathy Rau asked Lloyd to present at ASMJC.

Cecelia Vera mentioned that prevention thru mental health services is important. The college has a Behavioral Intervention Team that meets regularly.

AEDs are located in health service, and all campus safety vehicles. Campus Safety AEDs are checked every shift, monthly checks, and annual checks. Health services orders the batteries, etc. In seven years, only one AED has been used on campus.

6. **Committee Meeting Schedule**—Lloyd Jackson

Due to time, Marsha will send out a survey to determine the best timing for future committee meetings.

7. **Next meeting:** Pending.

Send agenda items to Marsha for the next meeting. Send someone else if you cannot make the meeting.

Committee Adjourned: 2:30 PM

11/23/2015-11/25/2015