



**Barstow Community College
MEETING AGENDA**

**Safety Committee
February 19, 2015
12:00 pm – 1:00 pm
LRC Conference Room**

-
1. Approve Agenda
 2. Approve Minutes
 3. Follow-up on NIMS/SEMS Training for Staff
 4. Fire Drill
 5. Concrete Walkway Replacement Project
 6. Turf for Cash Construction Area
 7. Other Campus Safety Items/Issues
 8. Next Meeting –

Additional Information:

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

Date: 2/19/15 Location: LRC Conference Room Recorder: Terri Walker		Members Present: Clint Dougherty, Rick Hernandez, Terri Walker, Barbara Rose, Taylor Puryear, Absent: Elsa Greenlee, Bret Sage, Iolani Elisara Guests: Reggie Ellis		
Call to Order: 12:04				
Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 2/19/15 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 5/28/14 were submitted for approval	Minutes approved.		
Follow up on NIMS/SEMS Training for Staff	<p>Links were sent to all staff for training. Clint sent out a list to managers last week showing who had or had not completed the training.</p> <p>Barbara and Taylor expressed concern over the validity of the training with no follow up training. There was also a discussion about the importance of doing the training and the need for accountability as it appears many people did not meet the deadline.</p>			
Fire Drill	<p>We are not required to have fire drills at the community college level. Barbara stated she would rather see an active shooter response training conducted.</p> <p>It was identified that we need for evacuation plans in all locations as some have disappeared.</p> <p>Clint will take the recommendation from the Safety Committee for active shooter training to cabinet for approval. He and Rick will coordinate the set up</p>	Recommendation to cabinet for active shooter response training.	Clint	Within the next 2 weeks



Barstow Community College MEETING MINUTES

Facilities & Safety Committee

	with Barstow Police Department and other agencies required.			
Concrete Walkway Replacement Project	Cracked walkways are being replaced. The rails for the new stairs between the T-bldg and the Gym will be installed after the PAC grand opening.			
Turf for Cash Construction Area	We have received funding from the Mojave Water Agency to replace grass on campus with water conservation landscaping. The first area being addressed is between the Gym and B-bldg.			
Other Campus Safety Items/Issues	Concern expressed over squirrel holes Baseball field sprinkler heads Warning track w/ holes			
Next Meeting	Tentatively scheduled for April 16, 2015 at noon.			
Adjourned: 1:03				



**Barstow Community College
MEETING AGENDA**

**Safety Committee
March 19, 2015
12:00 pm – 1:00 pm
LRC Conference Room**

-
1. Approve Agenda
 2. Approve Minutes
 3. Request for blue/emergency phone near ATM
 4. Active Shooter
 5. Concrete Walkway Replacement Project
 6. Turf for Cash Construction Area
 7. Other Campus Safety Items/Issues
 8. Next Meeting –

Additional Information:

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

Date: 3/19/15 Location: LRC Conference Room Recorder: Terri Walker	Members Present: Clint Dougherty, Rick Hernandez, Terri Walker, Barbara Rose Absent: Taylor Puryear, Elsa Greenlee, Bret Sage, Iolani Elisara Guests: Megan Freeland
---	---

Call to Order: 12:03

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 3/19/15 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 2/19/15 were submitted for approval	Minutes approved.		
Request for blue/emergency phone near ATM	Locations of all six code blue phones were noted—LRC, PAC, upper parking lot, lower parking lot, Wellness Center, Admin. We would need to do a feasibility study of installing an additional code blue phone. The area meets the requirements of the vendor with additional lighting that was installed. It was suggested we report the locations and instructions for using code blue phones at an All College Meeting.			
Active Shooter Response Training	<p>We are planning to meet with Barstow Police Department the first week of April to discuss having the training set for a September date—the earliest BPD has available.</p> <p>Rick and Clint will meet initially. The Safety Committee members will be included in subsequent meetings.</p> <p>Will discuss how much of the campus will be affected during the drill after we have more information about the drill.</p>			



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

	<p>Barbara expressed interest in having training during peak traffic period. Megan would like to see as many staff and faculty involved as possible.</p> <p>Clint stressed the importance of having these drills annually. It will be a surprise for some. Others will be prepped for their roles.</p> <p>Rick will report back what comes from the meeting with BPD.</p>			
Concrete Walkway Replacement Project	The stairs between the T-building and Gym require additional correction. Handrails will be installed before graduation. Additional projects are on-going.			
Turf for Cash Construction Area	About \$126,000 from Mojave Water Agency will allow us to match the landscaping outside the Performing Arts Center in different areas on campus. We are working to complete the area between the Gym and B-building before graduation.			
Other Campus Safety Items/Issues	<p>Barbara asked if we can get a five minute spot on the All College Meeting agenda.</p> <p>Rick suggested showing active shooter videos.</p> <p>It was suggested we send an email to the campus telling others about the code blue phones and other safety features/ideas.</p>			
Next Meeting	Scheduled for 4/16/15 at noon.			
Adjourned: 12:47				



**Barstow Community College
MEETING AGENDA**

**Safety Committee
April 16, 2015
12:00 pm – 1:00 pm
Admin Conference Room**

-
1. Approve Agenda
 2. Approve Minutes
 3. Active Shooter Response Training
 4. Turf for Cash Construction Area – ongoing
 5. Strategic Planning Process (SPP) Committee Evaluation: Safety Committee
 6. Other Campus Safety Items/Issues
 7. Next Meeting – 5/21/15 (day before graduation), noon

Additional Information:

- Meeting Calendar:
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

Date: 4/16/15 Location: LRC Conference Room Recorder: Terri Walker	Members Present: Clint Dougherty, Rick Hernandez, Terri Walker, Taylor Puryear, Bret Sage Absent: Elsa Greenlee, Barbara Rose, Iolani Elisara Guests:
---	--

Call to Order: 12:03

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 4/16/15 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 3/19/15 were submitted for approval	Minutes approved.		
Active Shooter Response Training	<p>Rick and Clint met Barstow Police Department regarding setting up an active shooter response training. The committee will help organize the event and will also participate. A police officer will depict the shooter. It will be determined if we need to form a sub-committee to meet more often as planning proceeds.</p> <p>We watched a short training video that can be shared at the All College meeting and other division or department trainings.</p> <p>Bret requested the link for the video be sent to faculty.</p> <p>Clint will get the video on the agenda for the All College meeting.</p> <p>We need to find a way to alert the campus of events that are taking place in real time such as using the cell phone alert service, telephone intercom, and computers signed into the network.</p>	<p>Forward video link to committee members</p> <p>Work with faculty divisions/departments to show video at appropriate meetings</p> <p>Get the video on the agenda for All College meeting</p> <p>Work with BPD to set up training</p>	<p>Terri</p> <p>Bret</p> <p>Clint</p> <p>Clint and Rick</p>	By 5/21/15



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

	Clint and Rick will continue to work with the BPD to develop the training.			
Turf for Cash Construction Area	This project is ongoing. Work continues to match the landscaping outside the Performing Arts Center in different areas on campus. We are working to complete the area between the Gym and B-building before graduation.			
Strategic Planning Process (SPP) Committee Evaluation: Safety Committee	<p>We reviewed the survey results.</p> <p>We acknowledged that we didn't meet as often as we should have but have a plan to correct this.</p> <p>The window available to complete the survey was too short as at least one committee member indicated they were unable to complete it as the date had passed after being out on vacation.</p> <p>The questions were too vague and not focused enough to get usable data.</p> <p>The roles were in flux and being redefined during the time the survey covered.</p> <p>We further discussed the difference since removing facilities from the committee. Clint explained that facilities indicated infrastructure so it makes more sense to divide them from safety.</p>	Reply to the EIC with rebuttal	Rick	By 5/22/15



Barstow Community College
MEETING MINUTES
Facilities & Safety Committee

Next Meeting	Scheduled for 4/16/15 at noon.	Double check the meeting invite with reminder for the 5/21/15 meeting.	Terri	By 4/16/15
Adjourned: 12:56				