



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
October 18, 2016  
12:00 pm – 1:00 pm  
LRC Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Incident Report Review
  4. Costumes on campus
  5. Viking alert process
  6. Monthly video reminders
  7. Great shake out
  8. Table top training
  9. Lock down training
  10. Hypodermic needle disposal
  11. IIPP Discussion
  12. Other Campus Safety Items/Issues
  13. Next Meeting – 11/15/16

**Additional Information:**

- Meeting Calendar: 11/15/16, 12/20/16, 1/17/17, 2/21/17, 3/21/17, 4/18/17, 5/16/17
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines

**Strategic Priorities**

- 1) **Educational Success** - Measurably advance student equity, completion and attainment of educational goals.
- 2) **Marketing and Outreach** - Expand marketing, outreach, and access to our community so as to advance BCC's image as the best small college in the high desert.
- 3) **Fiscal Health** - Sustain and cultivate an environment that strengthens the district's long-term fiscal health.
- 4) **Safety for All** - Promote safety and security of all facets of the College community.
- 5) **Campus Culture** - Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community.
- 6) **Evidence-Based Decision Making** - Enhance and further an evidence based framework that supports the institution's decision-making process.
- 7) **Diverse and Excellent Workforce** - Attract, develop, and retain an excellent and diverse workforce.



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Facilities & Safety Committee

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<b>Date:</b> 10/18/16 <b>Location:</b> LRC Conference Room <b>Recorder:</b> Terri Walker		<b>Members Present:</b> Rick Hernandez, Terri Walker, Barbara Rose, Taylor Puryear, Bret Sage, LaDale Rogers, Robert Romero <b>Absent:</b> George Walters, Elsa Greenlee <b>Guests:</b>		
<b>Call to Order:</b> 12:00				
Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Agenda for 10/18/16 submitted for approval	Agenda approved.		
Approval of Minutes	Minutes from 9/20/16 & were submitted for approval	Minutes approved.		
Incident Report Review	Terri shared the report of incident reports received in the last month. Discussed incident that occurred in the library earlier in the day. Discussed calling 911. Bret suggested we follow policy if we have one.	Terri to look up policy on calling 911	Terri	Report at next meeting 11/15/16
Costumes on campus	It was planned to discuss a policy for costumes on campus. Faculty indicated they had already received an email, maybe from Penny Shreve, about prohibiting masks and full face make up on campus for Halloween.	Barbara and Rick will find out who sent the email and forward it to the committee.		
Viking alert process	Discussed the opt-out option again for students. Also discussed how to encourage employees to opt-in.	Rick will talk to Heather and Khushnur about changing to opt-out methodology similar to ASB fees.	Rick	
Monthly video reminders	Rick would like to send out monthly videos for training and information on safety related issues. He requested everyone share videos with him that might be appropriate.			
Great shake out	The Great Shake Out is scheduled for 10/20/16 at 10:20. We discussed how we deal with an emergency when the people trained to handle the	Rick will talk to an industry expert about what protocol is for a second	Rick	



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	emergency are not present—out sick, at lunch, gone to training, etc.	filling in when a building marshal is absent.		
Table top training	We discussed some ideas about table top trainings we can participate in on campus. Barbara suggested we take them to the classroom.	Robert will provide us with some ideas about table top trainings.	Robert	
Lock down training	Lock down training would be a good table top training exercise. The new phone system will help with communicating lock down.			
Hypodermic needle disposal	Robert shared we have money (\$25,000) to spend on hypodermic needle disposal and anything else that creates safety exposure to the district. Other suggested items included hazardous waste removal, storm water run-off clean out. It was suggested we submit the PAC storm water clean-up that was completed recently.			
IIPP Discussion	Robert, George and Rick worked on an IIPP that needs to approved and implemented. Robert went over the different parts of the IIPP. We discussed training needed for employees and substitute workers for blood borne pathogens.			
Next Meeting	11/15/16 with meetings scheduled for the third Tuesday of the month.	Send meeting update	Terri	
<b>Adjourned: 1:00</b>				



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
November 15, 2016  
12:00 pm – 1:00 pm  
Admin Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Incident Report Review
  4. Review MOU with Barstow Police Department
  5. Other Campus Safety Items/Issues
  6. Next Meeting – 11/15/16

**Additional Information:**

- Meeting Calendar: 12/20/16, 1/17/17, 2/21/17, 3/21/17, 4/18/17, 5/16/17
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines

**Strategic Priorities**

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<b>Date:</b> 11/15/16 <b>Location:</b> Admin Conference Room <b>Recorder:</b> Terri Walker		<b>Members Present:</b> George Walters, Terri Walker, Bret Sage <b>Absent:</b> Elsa Greenlee, Taylor Puryear, Rick Hernandez, Barbara Rose, LaDale Rogers, Robert Romero <b>Guests:</b> Ricardo Cueva, Jeffrey Bishop		
<b>Call to Order:</b> 12:00				
Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Tabled due to lack of quorum			
Approval of Minutes	Tabled due to lack of quorum			
Incident Report Review	Reviewed the log. Discussed the trinitrobenzene finding and detonation. Great training experience. Good collaboration with local fire and police department.			
Review MOU with Barstow Police Department	<p>Since we don't have our own police department we are required to have an MOU in place. We've never had one before. We have been working with the Barstow Police Department to negotiate an MOU.</p> <p>This is a different issue than having an on-campus police officer which would cost approximately \$300,000 per year on the wrong side of the 50% law. There is also a debate that some people feel a police presence does not create a safe environment. We discussed the practice of having officers on campus during major events like Lights and Learning and commencement.</p>			



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	The MOU brings us into compliance. We hope to have it approved and submitted to the board within the next couple of weeks.			
Playground Equipment	We are working to get it removed.	George to work with Rick on this.		
Tree behind D-bldg	There is a dead tree behind the D-bldg. It needs to be removed.	George to work with Rick on this.		
Viking Alert	We are continuing to work on our being an opt-out campus for Viking Alert.			
Next Meeting	12/20/16 with meetings scheduled for the third Tuesday of the month.	Send meeting update	Terri	
<b>Adjourned: 12:27</b>				



**Barstow Community College  
MEETING AGENDA**

**Safety Committee  
February 21, 2017  
12:00 pm – 1:00 pm  
Admin Conference Room**

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1. Approve Agenda
  2. Approve Minutes
  3. Incident Report Review
  4. Review MOU with Barstow Police Department
  5. Emergency Action Plan Flipcharts
  6. Other Campus Safety Items/Issues
  7. Next Meeting – 3/21/17

**Additional Information:**

- Meeting Calendar: 3/21/17, 4/18/17, 5/16/17 at noon
- Info to prep for next meeting
- Important Goals / Timelines / Deadlines

**Strategic Priorities**

- 1) **Educational Success** - Measurably advance student equity, completion and attainment of educational goals.
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<b>Date:</b> 2/21/17 <b>Location:</b> Admin Conference Room <b>Recorder:</b> Terri Walker	<b>Members Present:</b> Rick Hernandez, Terri Walker, Elsa Greenlee, Robert Romero <b>Absent:</b> George Walters, Bret Sage, Taylor Puryear, Barbara Rose, Sui Motufau <b>Guests:</b>
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**Call to Order:** 12:00

Item	Discussion	Next Steps / Action Taken	Who	Timeline
Approval of Agenda	Tabled due to lack of quorum			
Approval of Minutes	Tabled due to lack of quorum			
Incident Report Review	Discussed an incident in Cosmetology that occurred last week.			
Review MOU with Barstow Police Department	The MOU is currently at Barstow Police Department legal department.			
Playground Equipment	We are working to get it removed.			
Weeds in back of D Bldg	Elsa requested we remove the weeds in back of the D bldg. as it is snake season and the weeds are thick.			
Other Campus Safety Items/Issues	<p>Discussed various issues with Robert Romero including the water intrusion plan. Team leads should have a copy of the plan. All sites should be listed in the plan with directions for individualized areas.</p> <p>There is online training available for Title IX – Cleary Report for staff and students.</p> <p>Target Solutions training is available through the JPA with over 300 training modules.</p>	<p>Rick to share this information with Khushnur, Bryan King and HR as a Title IX training option for all new staff—including substitutes.</p> <p>Rick to let Robert know who needs access to these training sites.</p>		





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	<p>Campus Answers is another training option of colleges only. Chaffey College has included the link to the training on their website.</p> <p>Robert recommended networking with other colleges, specifically Chaffey College, to discuss implementation.</p>			
Next Meeting	3/21/17			
<b>Adjourned: 12:45</b>				