

Health & Safety Committee
Meeting Minutes
Tuesday, September 18, 2012
Room 6203

Members Present:

John Mosby, Richard Inokuchi, Nancy Lam, Jeff Acidera, Sandra Hatzistratis, Joe Morello, Kevin Chak, Rob Dean, Alice Erskine, Terri Sofarelli, George Buckingham, Vincent Meschi, Pat Carter

Meeting called to order 1:05 pm by John Mosby

- Introductions: Welcome back from John Mosby, co-chair. New members: Rob Dean, Chief of Public Safety Officer (the new co-chair); Vincent Meschi, representative from ASSC; and Terri Sofarelli, Physician Assistant (PA) from the Health Center.

- Health Services Update: Terri Sofarelli
 1. Health Fair will be held in the cafeteria (Bldg 6) November 7th from 10:00am-1:00 pm. Flu shots may be available, free for the students, with a \$10.00 fee for staff.
 2. Health Center has plans for depression screening at the end of October in conjunction with Counseling Division, as well as a blood drive in the spring. Psych services and the Health Center have been very busy with faculty walking students down. Issues include abuse, loss of family, OCD, panic attacks, and stress.
 3. SARS tracking system helps provide data on busy times and what students are coming to the Health Center for.
 4. Hours for the Health Center are Monday – Thursday 9:00 – 6:00 pm, 9:00 am – 12:30 on Fridays. There are two providers: Emily Risk and Terri Sofarelli. Dr. Nichols, the College Physician, is on site every other week for four hours. The radio/pager is always on if staff are out of the center. Please see website for more information: <http://www.skylinecollege.edu/healthcenter/index.php>
 5. H.S. is looking into getting a grant to offer “Asist Training”, an education program on patterns of suicidal behavior done through the County Office of Education. A two day program, it was well received and hopes are to offer it again on a first come, first served basis in November. The hope is to train staff to do the training onsite in the future.

- Public Safety Update: Chief Rob Dean
 1. Parking: things are going well; dealing with the usual parking issues.
 2. An issue that began with a student in Alice Erskine’s class ended up with VP SS Joi Blake and President Regina Stanback Stroud. They received a threat from a disgruntled student and are taking precautions for the safety of the staff in their office by locking the doors until “the window of escalation and anger has subsided”. The issue is going through the grievance procedure and is

presently on appeal to Assoc. Chancellor Jim Keller. Decision will then go to the Board. An email was sent from the president's office campus wide September 7th. A temporary restraining order was generated by the San Bruno Police.

Action: Chief Dean will keep us updated.

3. Saturday, September 15, 2012 – four offices were entered with a pry bar and books were stolen. The camera was screened and Paul Barbosa saw the alleged suspect exiting the building with a heavier appearing backpack and a bag of books. Two of the four staff members whose offices were broken into came to see the video but none reportedly recognized the person. The alleged suspect seemed cognizant of the location of the camera system.
4. Tickets—Chief Dean will dismiss tickets if students are trying to do the right thing and/or have a permit that was misplaced. Confusion about staff parking seems to be an issue and he will talk to Richard Inokuchi about signage of staff lots.
5. Linda Herda, former Office Assistant in the Public Safety Dept, was transferred to Admissions in Bldg 2 after the position was defunded at all three campuses. It is sometimes hard to maintain someone in the office and Chief Dean is trying to have the officers rotate through, but it's not always possible for someone to be there. A courtesy phone has been placed at the front door to handle calls. Lost and found items are being turned back that were turned in.
Question: where calls that come into campus go?
Answer from John Mosby: calls go to Bldg 2.
6. Chief Dean attended training at CSM—message was: keep classrooms locked when not in use. School policy is if no staff member is present, the door should be locked. George Buckingham brought up the issue of problems with doors being locked and having time lost, impacting instruction and frustrating students/faculty, while hunting down someone with a key. Chief Dean notes it seems each college has different rules about giving instructors keys.
Action: take issue back to VPI and VPSS and work on a solution.

- Facilities Update: Richard Inokuchi

1. Restrooms @ Pacific Heights: faculty complain there is only one restroom. Portable restroom was closed this summer because no classes were held in Pac Heights. Committee suggests it be reopened now that classes are in session. Issue of distance from the wings in use and lack of lighting – recommendation to close facility at dusk.
Action: RI will open the portable restrooms immediately starting tomorrow.
2. Fence railing @ Vista Point: a new staff member emailed the president on the issue and Richard requests we take the issue to our divisions on the question: rail or no rail? RI recommends a sign re: stay away from the edge. Vincent Meschi was asked for student's perspective—he feels it smart to let

students know campus boundaries and show a sign indicating hike “at your own risk”, with graphic of person falling.

Action: Continue to the next meeting, bring back feedback from divisions and meanwhile, post signage.

3. Safety work over the summer: thermo-plastic paint applied in parking lots where it had worn out. Alice brought up need to repaint no smoking line in front of Bldg 7. Also noted the paint can be slippery when wet.
- Public Safety Report: Rob Dean
 1. Shake Out: 10/18 @ 10:18 am -- Earthquake drill: information was sent out last week. The goal is to have good participation by instructors/staff and show students the proper way to protect themselves. Building captains will check in on their areas. The list of building captains has been updated.
Action: It will be announced, emailed and texted again.
 2. Lock down drills: Staff has expressed need to have a protocol in place for lock down procedures. CSM did have some training and we would like training at Skyline.
 3. AED: Inventory was done. The complete list is on the Public Safety website as well as the Health and Safety website. All P.S. staff carries a small card with the AED locations. Building 1 and 5 to be installed. Rob Dean will check with Joi Blake regarding update for staff training on AED.
<http://www.skylinecollege.edu/publicsafety/index.php>

Meeting adjourned at 2:05 pm.