Peralta Community College District

 Health & Safety Meeting Minutes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Meeting:** January 30, 2020

**Present:** Caitlin Gilbert; Sabeen Sandhu; Rachel Goodwin; Chungwai Chum; Donna Jones; Selwyn Montgomery; Esther Cheng; Ana McClanahan

**Chair/Co-Chair:** Chungwai Chum

**Guests:**

**Absent**: Natalie Rodriguez; Aja Butler; Sabrina Igot Sabrinaigot@gmail.com; koueki23@gmail.com

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| --- | --- | --- | --- | --- | --- |
| **Agenda Item** | **Committee****Goal** | **Strategic Planning Goal and/or Institutional Objective** | **Discussion**  | **Follow-up****Action** | **Decisions** **(Shared Agreement/****Resolved or Unresolved}** |
| Meeting Called to Order  |  |  | Time 1:05 pm |  |  |
| 1. Agenda Review
 |  |  | Approved |  |  |
| 1. Review of Minutes
 |  |  | Approved |  |  |
| 1. ADA Assessment – Goal 4
 |  |  | Prior to the meeting, Natalie submitted a spreadsheet template for ADA. There are a few changes that need to be made and Rachel Goodwin has agreed to inform Natalie of the changes. Some of these changes include the following:* Room numbers
* Status columns
* Tabs
* Caitlin suggested a diagram be added

Also, the committee discussed door issues (heaviness, and not opening).  |  |  |
| 1. Accreditation Standard lll B.
 |  |  | The following items were discussed:* ADA assessment
* Campus representatives
* Emergency training

Rachel will update the list to include inventory and resources. Donna suggested a faculty survey for facilities be added. |  |  |
| 1. Other
 |  |  | Esther Cheng informed the committee that doors/gate was left opened at the Aviation Facility. A vendor had keys to facility, and was sitting in an area unannounced. Staff was not aware of such authorization. Due to an air craft engine being stolen there are concerns of safety and theft. Chungwai suggested that Esther bring this to the attention of the District Safety committee. Also, Portable toilet stations are still being used at the Air Facility, which only receives 5 gal of water per week. This is a safety concern as there isn’t enough water for staff/students to wash their hands, and the portable station are not sanitary.  |  |  |
| 1. Adjournment
 |  |  | Time 2:09 pm |  |  |

Minutes taken by: Shuntel Nathaniel

Attachments: All documents and/or handouts for this meeting can be found at: The Drop Box