

NORCO COLLEGE SAFETY COMMITTEE  
MEETING MINUTES Monday November 6, 2017

In attendance: Vanessa Acosta, Andy Aldasoro, John Coverdale, Justin Czerniak (Co-chair), Mark Hartley, Richard Henry (Co-chair), Dan Lambros, Lisa McAllister, Chris Poole, Monique Rodriguez (Recorder), Maureen Sinclair, Adam Lyter, Chris Castillo

**Topic 1: Call to Order/Welcome** – Main Speakers: Justin Czerniak  
Call to order at 9:30 am. Welcome.

**Topic 2: Previous meeting minutes** – Main Speakers: Justin Czerniak  
Approval of the October 9, 2017 Meeting Minutes  
Corrections: Topic 8, change Reese to Reeves  
Motion to approve:  
1st: Maureen Sinclair  
2nd: Mark Hartley  
Approved with majority of l's

**Topic 3: Change the meeting day/time poll results** – Main Speakers: Vanessa Acosta  
Contributing Speakers: Lisa McAllister, Justin Czerniak

25LIVE has ST-107 booked for the second Monday of every month for the entire year for Safety Committee. Poll results show Wednesday mornings work best for most. Justin will work with Denise on setting new dates and times for Safety Committee.

**Topic 4: Lockdown Posters and other posters** – Main Speakers: Justin Czerniak  
Contributing Speakers:

Sample posters were brought in by Justin for review – Lock Down Procedures & Emergency Procedures. These posters can be customized to be Norco specific. These posters may already be in place at RCC. They should be placed in classrooms and open spaces. They should be laminated prior to putting them up. Our in-house printing and graphics department can do it at a reasonable price.

Motion to move forward to next steps of printing and placement within the college:  
1st: Maureen Sinclair  
2nd: Mark Hartley

**Topic 5: AED Update** – Main Speakers: Justin Czerniak  
Contributing Speakers:

All 5 AEDs have been found - 2 are located in police cars; 1 is located in CSS; 1 is located in the WEQ; 1 is located in Health Services.  
4 of the 5 batteries are expired and Justin will work on getting new ones. Moore Medical is an approved vendor and we can purchase the batteries from them quickly and easily. We need to push for a safety committee fund. Currently, Justin has 50K allotted to him in a budget line for safety related purchases and the VP of Student Services normally gifts us \$3,500 for safety related items annually.

**Topic 6: Safety concerns brought forward** – Main Speakers: Kevin F  
Contributing Speakers: Justin Czerniak

ADA access from the CACT Building going to CSS is flawed. There is only a ramp at the bottom of the turnaround forcing wheelchair students to go into the street and around to get to CSS. There are talks of adding more ramps. ASKIP used to have a mini grant for safety funds. We should look into the grant arena. Ask Gustavo for help. APA works with us, maybe we are able to use their grants?

**Topic 7: First Aid Kits** - Main Speakers: Alex Ward, Cintas  
Contributing Speakers: Justin Czerniak

These pre-purchased cabinets are OSHA compliant. The company replenishes the items we choose and keeps the paper trail for us. They can come weekly, monthly, and/or quarterly depending on our needs. They do not charge for their services only for the items replaced in the cabinets. These cabinets do not keep us liability if misused because we are not prescribing anything. Consenting adults are going in at their free will to take items they need in the event that first aid is needed. We are going to customize the cabinets per space. For example, in public areas there will no medications in the cabinets because those are given in Health Services. Also, because we have underage students on our campus who are not consenting adults, they cannot have access to medicines without written permission from a parent or guardian. An approved physician's letter will come with every cabinet. Cabinet A is for office type settings. Cabinet B is for maintenance type settings. Both are still completely customizable. All are barcoded for inspection purposes. They will put a barcode in on AEDs as well for free. Cintas also does trainings. The cost of each cabinet is between \$170 and \$190. This is dependent on the numbers of shelves in each of the units.

**Topic 8: CPR training** – Main Speakers: Justin Czerniak  
Contributing Speakers:

Monica Esqueda is trying to get a feel for how many people would be interested in CPR training. Unsure if there is a cost associated and/or if this will be a college wide training. Date and times are pending. Please place a check mark next to your name on the sign-in sheet if you are interested. I will pass along the info to Monica.

**Topic 9: Date and Time of future meetings** – Main Speakers:  
Contributing Speakers:

Discussed in Topic 3

**Topic 10: New Business** – Main Speakers: Justin Czerniak  
Contributing Speakers: Denise Terrazas, Mark Hartley

Denise: Building Captain and Floor Captain Program. Any progress? This needs to be a priority. This subject went to the VP months ago and has since fallen by the wayside. Justin will work on getting this rolling again. Justin wants to tie this into the CERT training. This will be going on next month's agenda for further discussion.

Mark: CARE Network – previously the BIT Team has rebranded. If you have a concern about anyone on campus [students, staff and/or faculty] please contact the Care NETWORK. It is our duty and protocol as employees of the district to report Title 9 issues. Title 9 HR person on campus is Susan Boling and reports can be made on the web.

**Meeting Concluded at 10:19 am**