**West Hills Community College District**

**Risk Management Committee**

**Minutes**

September 26, 2014

Teleconference: District Office Conference Room and WHC Lemoore Room 124

**Present:** Brian Abela, Shaun Bailey, Erin Brewer, Becky Cazares, Conne Cleveland, Kyle Coffman, Clint Cowden, Charles Freeman, Debbie Gore, Mark Gritton, Marcel Hetu, Elva Torres

**Absent:** Johnathan Bernal, Cliff Harris, James Preston, Jeff Wanderer

Call to Order

The Risk Management Meeting was called to order at 9:35am.

Approval of Minutes

The minutes of the August 29, 2014 meeting were approved on a motion by Conne Cleveland; seconded by Debbie Gore and carried unanimously.

District Accident-Incident Review

The committee reviewed seven employee incidents and seven on-campus student incidents.

Five of the seven incidents involved the Child Development Center. One of the incidents involved an employee who contracted hand, foot, mouth disease due to an outbreak at the center. Kyle asked if the staff completed blood borne pathogens training. Conne confirmed. Becky explained all staff go through the training once a year.

One of the Pepsi machines in Lemoore was broken into. Becky asked Elva if Pepsi had been contacted. Elva was not sure. Becky will follow-up with Tina in the Foundation Office.

Marcel provided an update on the student incident at the North District Center. A student had a seizure and hit his head on a table. He explained to the committee the process he and his staff went through to secure the safety of the student. He also stated he was informed the student had ten more seizures on the way to the hospital via ambulance.

**CURRENT BUSINESS**

Annual Above Grant Tank Integrity Testing

Becky explained she had been unable to find the information on this item; however, she will continue to look.

Annual Fume Hood Testing & Certification

Becky explained John Bernal provided her the contact information for the vendor used in the past. She will make contact within the week.

Eye Wash and Shower Station Testing & Inspection

All eye wash and shower stations have been installed. Shaun asked Clint if the new farm technician would be able to inspect them. Clint explained the farm technician was involved in too many other projects and a faculty member may be able to do this. Shaun agreed.

Fire Extinguisher Training

Fire extinguisher training is scheduled at the District Office on Tuesday, September 29, 2014 from 10am to 11am. Becky explained there are twelve employees signed up at the moment.

The training for Lemoore is still pending.

Global Harmonization System (GHS)

Becky handed out a list of outstanding training. She asked that it be reviewed and for management to speak to their employees so it can be completed ASAP.

Scaffolding Training

Scaffolding training is still in progress. Kyle explained he would like to meet with Becky and Grit and review the necessary requirements. Becky will send a few dates to Kyle in order to coordinate a meeting.

**SWACC-KEENAN ITEMS**

Property & Liability

Kyle reported AB2053 Harassment Education will become effective January 1, 2015 and will be included in the new SafeColleges update.

**SWACC TRAINING OPPORTUNITIES**

SafeColleges Training

Becky explained there are still a lot of employees out of compliance with training. She asked that everyone follow-up on the list she distributed in the August meeting.

**COMMUNICATION/ADVISORY/HANDOUTS**

Keenan SafeSchools Newsletter

The September 2014 newsletter was distributed.

Becky also distributed a flyer from Keenan on the Hartford Steam Boiler training being held on November 5th at WHC Lemoore. When sked who should attend the training, Kyle stated it would be a good idea if maintenance staff attended and at least one key administrator from each campus so they understood the process.

**MEMBER/DEPARTMENT REPORTS**

Elva Torres - Nothing to report

Charles Freeman - Nothing to report

Brian Abela - Nothing to report

Kyle Coffman - Kyle reported he needs to set up a follow-up audit with M&O at both campuses. It will need to be scheduled sometime in October.

Mark Gritton - Grit reported he has mandated athletics and residence halls students to take date rape training. He recommends this type of training be taken by all staff.

Erin Brewer - Erin reported she has been very busy keeping up with worker’s compensation.

Conne Cleveland - Conne reported she has been very busy traveling from site to site.

Marcel Hetu - Marcel reported an employee has not been feeling well and has reported chest pains and stated her arm felt numb. He sent her home and she has been gone for a few days. He has been covering the office in the evening. He also reported Sandy McGlothlin, VP of Student Services, was at NDC with Mark Millet and M&O. They were reviewing changes to the front office as it is being restructured.

Shaun Bailey - Eye wash stations are installed. He has also received the vehicle insurance cards. Currently, he is working on training with Kyle Coffman in a variety of areas. He explained all fire extinguishers in Coalinga, Firebaugh and the District Office have been certified.

Debbie Gore - Debbie explained she was working with Monique with Student Insurance. She is also working with athletic trainers to schedule a meeting with Monique so everyone understands process.

Clint Cowden - Nothing to report

Next Meeting

The next Risk Management Meeting will be held on October 17, 2014.

The meeting concluded at 10:00am.

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