

## **SAFETY & SECURITY TEAM**

*of Facilities Advisory Sub-Committee of CC*

### ADMINISTRATION

Vice President, Finance & Administrative Services.....	Arlitha Williams-Harmon
<b>Manager, Safety &amp; Security.....</b>	<b>Lisa Hall</b>
Dean, Academic Affairs.....	Vacant
Director, Maintenance & Operations.....	John Word
Manager, Human Resources.....	Anne VanDerHorst

### CLASSIFIED

Coordinator, Safety & Security.....	Ron Childress
College Nurse.....	Marlis Brownfield
Laboratory Technician I.....	<b>Jacqueline Verduzco</b>
Classified Representative.....	Andrea Anaya

### FACULTY

Administration of Justice Instructor.....	Tim Brown
Health Careers.....	Beverly Ward
Coordinator, Disability Resource Center.....	Stephanie Olmedo-Hinde
ASPC Representative.....	<i>appointed by ASPC Board Fall Semester</i>

Total Membership..... 13

Co-Chair.....	<b>Lisa Hall</b>
Co-Chair.....	<b>Jacqueline Verduzco</b>
Secretary (non-voting).....	Jolene Fernandez

## TEAM

*It was decided by the KCCD Safety Coordinator, that Safety & Security would be designated a "Team" verses a "committee" because committees, and/or sub-committees, are regulated and charged with additional duties, regulations, and reporting requirement under Occupational Safety & Health Act (OSHA).*

**Minutes – Safety & Security Team 10/14/02**

## OBJECTIVE

To implement action, which may prevent accidents resulting in injury or harm, to students, staff personnel, or visitors. To prevent damage to equipment and facilities; and to insure non-interruption of educational processes due to unsafe conditions.

To provide an opportunity for input of faculty, staff and students in the decision-making process on the development of facilities, maintenance of these facilities, and beautification of the campus.

## FUNCTIONS

1. Assume responsibility for inspections, analysis of potential safety hazards, and recommend action to correct unsafe conditions. Interpret and enforce safety regulations.
2. Review and make recommendations to the President concerning the needs and design for additional and/or remodeling of physical facilities.
3. Recommend to the President priorities for facilities development.
4. Recommend to the President proposals concerned with safety in planning, & landscaping of the campus.

## SPECIFIC TASKS

1. Prepare an annual report on campus safety to include findings, recommendations, and suggested corrective plans.

2. Review, evaluate, and revise the safety plan of Porterville College in insure safe and healthful working conditions.
3. Develop and publicize emergency policies and procedures to follow in case of on-campus emergencies.
4. Recommend action, when necessary, to persons functioning in an unsafe manner or in unsafe conditions and to report violators of safety rules and regulations.
5. Ensure college representation on the KCCD Safety & Security Team and to report to the PC Safety & Security Team activities of the district team.

**MEETINGS**

Meetings are to be held as needed beyond the minimum of one meeting per semester. The team chair shall call regular and special meetings.

The day, date, and time of meetings shall be posted on the college master calendar at least one week prior to the scheduled meeting.

**QUORUM**

1. A quorum shall consist of a majority of the members including the chair.
2. A vote will be taken on all matters requiring a vote, and the chair shall cast a deciding vote in all votes ending in a tie.

**AGENDA**

1. All agenda items must come to the Safety and Security Team through the chair. Confidential items will be so noted on the agenda.
2. The agenda and supporting materials will be sent thru email three (3) days prior to the meeting.
3. The deadline for submitting agenda items is one week prior to the schedule meeting.

**MEMBERSHIP**

Director, Maintenance & Operations (administration).....	1
Coordinator, Safety & Security (classified).....	1
<del>Coordinator</del> , Counselor Disability Resource Center (faculty).....	1
Vice President, Finance & Administrative Services (administration).....	1
<del>Manager</del> , Safety & Security (administration).....	1 (remove a Dean)
Dean, Career & Technical Education (administration).....	1
Manager, Human Resources (administration).....	1
Faculty Representative(s).....	2
Classified Representative(s).....	1
Laboratory Tech I (classified).....	1
College Nurse (classified).....	1
Student.....	1
 Total Membership.....	 13
 Co-Chairs.....	 2
* Secretary.....	1

\* Non-voting

The ~~Manager~~ of Safety & Security and the ~~Laboratory Technician~~ shall serve as co-chairs. The secretary of the team shall be the secretary to the Vice President, Finance & Administrative Services or designee.