



Fullerton College

## Health & Safety Committee MEETING NOTES

Student Services Office  
ROOM 229 or [ZOOM](#)  
Date: December 16, 2024

**Chairs:** Elizabeth Martinez; Theresa Ullrich **Recorder:** Monica Ernandes

John Krok, Director, Campus Safety

Khaoi Mady, Director, Academic Computing Technologies

Larry Lara, Director, Physical Plant & Facilities

Miranda Bates, Director, Campus Communications

5 Faculty

Philip Austin

Zachary Harless

Klutch Stanaway

Amber Tsung Ju Kuo

Kevin Hughes

2 Classified

Summer Marquardt,

EJ Herrera

2 Students

Eeman Aslam Adam,

Valarie Cubias

### **Purpose:**

- Raise awareness and use of campus and community health and safety resources
- Ensure compliance with laws and regulations affecting safety
- Maintaining safe working conditions
- Increasing awareness of healthy lifestyle choices

**In order to facilitate our work together, we agree to the following commitments:**

- Commit to open, honest and constructive dialogue.
- Listen to the perspectives of others and seek understanding.
- Create and maintain a culture of trust, honesty, support and confidentiality.
- Respect each other's lived experiences, perspectives and ideas.
- Prioritize projects that are in the best interest of the Fullerton College community through the lens of Access, Community and Learning.
- Collaborate on shared goals with a growth mindset for continuous improvement.
- Be present, engaged and prepared.
- Following the meeting, speak positively and support the work of the team.
- Have fun.

**Outcomes:**

- To facilitate communication of unsafe conditions, practices, and health concerns and recommended corrective action
- To participate in the gathering and dissemination of health and safety information and training.
- Promote and provide opportunities for health and wellness activities.
- Serve as advisory group on Emergency Preparedness issues.

| Attendance |                                                                                |
|------------|--------------------------------------------------------------------------------|
|            | Elizabeth, Theresa, Steve, Khaoi, Larry, Zach, Klutch, Amber, EJ, Mejon, Jimmy |

| AGENDA TOPIC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ACTION |
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| <p>Subcommittee Breakouts</p> <p><b>Walking Path:</b><br/> The walking path subcommittee discussed the previous walking tour map as a jumping off point for a new walking path for health. It was quickly determined that the tour map is not ADA compliant. We discussed various routes through the campus but generally came to the conclusion that the safest and ADA compliant route may be the outer perimeter of the campus on the city sidewalks. It was already known by EJ that the distance is 1.65 miles. I will also check in with China in the library who led a campus walking group once a week in the past to inquire what route they used.</p> <p>Regarding disaster supplies- Steve and campus safety did an inventory of blue duffle bags that have disaster supplies that are not medical but meant for dealing with getting to safety after a disaster. It was determined by campus safety that not all departments that should have the bags do have the bags and the some of the contents are expired. It was also determined that the bags were not always stored in a clearly marked or accessible space. Steve brought an estimate from the company that supplied the original bags for \$369.00 for a duffle complete with supplies.</p> <p>Regarding first aid disaster kits- all of the supplies that we had in the past were stored in a C bind and ruined by the weather. It would be recommended to get backpack type disaster first aid kits that can be kept in strategic areas around campus. The concern is that these contents would have to be checked on a regular basis or we would be liable if we kept outdated and unusable supplies. It came to mind after the meeting the SHS could log the expiration dates of the supplies in an excel document and could place orders from VPAS office when supplies expire. If we purchase all at the same time- the dates should be the same for all kits.</p> <p>An example of cost is a trauma kit for 25 people is 151.99 on one website <a href="http://emergencykits.com">emergencykits.com</a>. I am not sure how many we should purchase for the entire campus.</p> <p><b>Instructional Emergency Preparedness:</b><br/> Met on 12/4 to review materials and devise a plan.</p> |        |

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| <p>Collected and reviewed examples of Canvas Commons Safety resources. Discussed creating a 1-page Safety document to embed in Canvas or a Canvas Module as an option to embed in High Risk courses.</p> <p>Subcommittee will create a Canvas Shell to internally collect and edit resources. Subcommittee members are reaching out to Divisions/Departments with High Risk areas (Spring 2025), to collection information regarding current practices and resources. Identify High Risk areas and First Aid kits. Determine how the kits are purchased/maintained.</p> <p>Discussed the various types of First Aid kit requirements, depending on the activity/instruction. Will reach out and discuss with high risk area professors/deans.</p> <p><b>Clarify and Streamline Incident Reporting</b><br/>Need Update</p> <p><b>Emergency Preparedness (Campus Wide)</b><br/>Need Update</p> |  |
| Report Outs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <p>Spring 2025 Meeting Schedule:</p> <ul style="list-style-type: none"> <li>• March 17, 2025</li> <li>• April 21, 2025</li> <li>• May 19, 2025</li> <li>• June 16, 2025</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |