



Fullerton College

Student Services Office

ROOM 229 or [ZOOM](#)

Date: November 18, 2024

Time: 10:30 am- 12:00 pm

Health & Safety Committee Meeting Notes

Chairs: Elizabeth Martinez

Present

Theresa Ullrich

Present

Recorder: Monica Ernandes

Present

Steve Selby, Director, Campus Safety

Present

Khaoi Mady, Director, Academic Computing Technologies

Present

Larry Lara, Director, Physical Plant & Facilities

Absent

VACANT Director, Campus Communications

VACANT

5 Faculty

Philip Austin

Absent

Zachary Harless

Present

Klutch Stanaway

Present

Amber Tsung Ju Kuo

Present

VACANT

VACANT

2 Classified

Summer Marquardt

Present

EJ Herrera

Present

2 Students

Eeman Aslam Adam,

Absent

Valarie Cubias x

Present

Purpose:

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

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.

Agenda Item	ACTION
Prioritize Annual Goals/Tasks/Projects Annual Goals 2 YEAR PLAN (2024-2026) - Clarify and Streamline Incident Reporting (YEAR 1) Flow Chart of Incident Reporting - Marketing of Incident Reporting Instructions/Phone/Email/Maxient/Google Form - Report out of Incidents - Publish Minutes on Gateway - Walking Paths (Valarie, Theresa, Larry) (YEAR 1) - Identify Walking Pathways - Safety/Lighting Paths - Creating Walking maps for stress reduction - Emergency Preparedness (Instructional Areas Theater, Natural Sciences, Tech Ed, Physical Education, Art) (YEAR 1 & 2) - Student First Aid Online Resources imbedded in curriculum/syllabi - Review safety protocol for disaster issues - First Aid Kits in High-Risk Areas	YEAR 1 (Spring 2025): - Self-assessment for emergency preparedness. - Create a plan YEAR 2 (Fall 2025/Spring 2026) - Work on plan created in year 1

4. Emergency Preparedness (Campus Wide) (YEAR 1 & 2) ▪ First Aid Kits in High-Risk Areas ▪ Floor Marshall Training ▪ Numbering of Building on Corners ▪ Safety/Emergency Boxes ▪ Review fire alarm protocol ▪ Review safety protocol for disaster issues ▪ Review what emergency supplies ▪ Radios ▪ Emergency Carts 5. Healthy Activity/Campaign (YEAR 2) ▪ Team /Campus Activity-Softball, pickleball ▪ Wellness Center-Exercise 6. End of semester presentation to PAC	
Create Subcommittees 1. Clarify and Streamline Incident Reporting Subcommittee Members: Khaoi, Elizabeth, Mejon 2. Walking Paths (Valarie, Theresa, Larry) Subcommittee Members: Theresa, Valarie, Larry 3. Emergency Preparedness (Instructional Areas Theater, Natural Sciences, Tech Ed, Physical Education, Art) Subcommittee Members: Amber, Zachary, Klutch, Eman 4. Emergency Preparedness (Campus Wide) Subcommittee Members: Selby, Theresa, EJ	Clarify and Streamline Incident: • Create a flow chart • Look into using Maxient for a reporting platform OR look into current reporting system to see if it can be used. • Need to make sure the process is accessible. Walking Paths:

	• Identify where lighting is needed • Create a plan • Identify walking paths for stress relieve Emergency Preparedness - Instructional Areas • Committee identified areas that need to be reviewed. • Determine who to invite from identified areas to assist with needs assessment. Emergency Preparedness - Campus Wide • Assess needs • Create a plan
Identify Funding Resources • Homeland Security Grant • Look into other grants • Work with Staff Development for training • Flex Day activities	Subcommittees will identify funding needs.
Next Steps	Subcommittees will assess needs, make a priority list of items needed, and determine what funding is needed.

Next Meeting, Monday December 16, 2024 @ 10:30am

December meeting will be a working meeting

FOLLOW UP ITEMS

- Determine what subcommittee Summer Marquardt will be in
- Determine when new Director of Communications will be joining the committee and identify which subcommittee they will be a part of
- Add to the ongoing agenda, Reporting out of Issues by presenter Mejon