



# HEALTH AND SAFETY COMMITTEE

Feb. 11, 2019 | 12:30 p.m. to 2:00 p.m. | Room 1687

## Meeting Minutes

### LPC Mission Statement

Las Positas College is an inclusive learning- centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### Charge of the Committee

- ❖ Studies, reviews, and recommends regulations and procedures relating to the physical safety (to include environmental and physical hazards) of staff and students.

### Meeting Name

Chair: Supervisor of Campus Safety,  
Sean Prather

Director of Student Health Center: Tricia  
Gonsman, MSN FNP-C

### Members Present

Faculty  
Terry Johnson  
Sebastian Wong  
Meghan Swanson-Garoupa  
Marina Lira  
David Everett

### Classified Professionals

Frankie Danner  
Gary Wilkes

Student representation  
N/A

### Administrators

Angie Lopez  
Diane Brady  
Jim Yoke

M&O Representative

Other(s) present

1. Call to order-Sean Prather opened the meeting at 12:34 p.m. Quorum met.

2. Review of the agenda  
The agenda for the meeting was approved, motion to approved by Sebastian and second motion made by Michael.

3. Review of the minutes

The minutes from the meeting held on Feb. 11, 2018 approved, motion to approve made by Patricia and second by Sebastian.

4. Campus Safety reports

Sean discussed the stats for the year of 2018. Stats are listed on the last page of the minutes. Sean went over the 109 reports for the 2018 year. Over the past five years, the crime statistics have been decreasing. Medical and informational reports are normally the highest percentage of reports. Medical calls are divided into two different categories: mental health and workers compensation. Suspicious circumstances are documented as informational reports these are non-criminal in nature. One robbery occurred the first day of school last semester in the parking lot. In the fifteen years, that I have worked here this is the only armed robbery the campus experienced. Sexual battery is inappropriate touching through clothing. By law, we are required to report all cases of sexual battery that is reported to the Campus Safety office. Even if the police later find that the information is unfounded, we must still report the information in our crime/ Clery statistics. The grand theft case the college was the victim where 40 iPads were stolen at the beginning of summer. The vandalism cases are normally graffiti in the bathrooms. The incidents of trespassing are people on campus after hours. The campus has experienced an increase in grand theft.

4.2 Emergency Action plan

Jim Yoke informed the committee that over the next several months he would be bringing the committee plans and revisions. He discussed the difference between the EOP and EAP. Jim handed out a rough draft of the EAP for the committee to review. Jim explained that the EAP is driven by OSHA it is a short-term focus and a reaction to an event.

Jim has sent out emails to the leadership at both campuses last week asking for emergency procedures specific to departments like science and automotive. He has been receiving information, what he has been seeing is either: there is documentation, no documentation, or old documentation. This is not a compliance request. The goal is to see where we are as a district. This document will be revised several times it is a working document so each time it is revised Jim will put the date of the revision next to the page number.

#### 4.3 Emergency Operations Plan (EOP)

Jim will be working on the EOP simultaneously. The EOP is the long term more organizational plan for the district.

#### 5. Health Center Reports

Patricia reported the monthly stats:

##### **December**

Medical 99

BHS 72

Walk-ins 56

Triage 6

##### **January**

Medical 126

BHS 32

Walk-ins 44

Triage 2

The 32 students seen in behavioral health were students that have been seen previously by the Intern, the students are re-evaluated each semester.

The health center is still sponsoring the following events: chill and chat, 13 reason why not, group therapy, Hep C and HIV testing.

Feb. 12, 2019 there will be a blood drive on campus.

**6. New Business**

N/A

**7. Good of the Order**

A question was asked how individuals should respond with feedback on the EAP. Jim answered by stating he would send out a comment form with the actual draft.

A committee member asked if the campus safety department has a wheel chair in the event of an injury to transport. Sean answered by stating the campus safety office does not have a wheel chair. Per the district policy, we are not to transport people and that includes wheel chairs. The student health center has a wheel chair but they are licensed hospital workers. Also, note that if an employee gets hurt another employee should not transport that person to the hospital or urgent care in his or her personal vehicle.

A question was asked if fire alarms are tracked in the statistics that are reported. Yes, fire alarms are documented. If a fire alarm goes off the campus safety officers respond, if it is a false alarm the dispatch company is notified to cancel the fire department. Then the issue is researched.

The question was asked what the consequence for trespassing on campus is. Sean answered it's a case by case evaluation. Is the person a student vs a non-student may initiate a different response. Most of the time the issue is resolved by using verbal commands to de-escalate the situation.

A committee member asked if the campus crime stats are posted on the website. Sean answered, no, they are not but the information is available in the campus safety office.

**8. Adjournment**

Meeting adjourned at 2:55 pm, motion made by Sean, seconded by Frankie

**9. Next Regular Meeting**

March 11, 2019 in room 1687 12:30-2:00pm

Report Type	Total:ReportType	Incident Type	Total	Total Percentage
Case Report	109	OTHER : INFORMATIONAL	53	49
		OTHER : MEDICAL	29	27
		OTHER : MEDICAL - WORKERS COMP.	4	4
		OTHER : MENTAL HEALTH	1	1
		OTHER : SUSPICIOUS CIRCUMSTANCE	3	3
		OTHER : VEHICLE COLLISION (INJURY)	1	1
		PENAL CODE : 211 - ROBBERY	1	1
		PENAL CODE : 243.4 - SEXUAL BATTERY	1	1
		PENAL CODE : 415.5(A)(2) - DISTURBING THE PEACE	1	1
		PENAL CODE : 415.5(A)(3) - PROVOKING VIOLENT REACTION	1	1
		PENAL CODE : 487 - GRAND THEFT	2	2
		PENAL CODE : 594 - VANDALISM	4	4
		PENAL CODE : 602 - TRESPASSING	1	1
		VEHICLE CODE : 20001 - HIT & RUN	1	1
		VEHICLE CODE : 20002 - DAMAGE TO PROPERTY	2	2
		WELFARE & INSTITUTIONS CODE : 5150 - INVOLUNTARY DETENTION	4	4