

**West Hills Community College District
Risk Management Committee
Minutes**

June 19, 2015

Teleconference: District Office Conference Room and WHC Lemoore Room 124

Present: Erin Brewer, Becky Cazares, Officer Giles, Mark Gritton, James Preston, Freddy Vasquez

Absent: Brian Abela, Shaun Bailey, John Bernal, Conne Cleveland, Kyle Coffman, Clint Cowden, Kathy Defede, Bertha Felix-Mata, Debbie Gore, Cliff Harris, Elva Torres, Jeff Wanderer

Call to Order

The Risk Management Meeting was called to order at 9:40am.

Approval of Minutes

The minutes of the March 20, 2015 were tabled due to lack of quorum.

District Accident-Incident Review

Due to lack of members present, the incident reports will be reviewed during the July meeting.

OLD BUSINESS

ICS Team Radios

Becky explained the committee has had several discussion regarding the need of new team radios for the ICS team. During the last meeting, James Preston had asked for the item to be placed in Executive Cabinet for discussion.

Becky stated she and President Warkentin added the item to the agenda for discussion. Executive Cabinet asked for the committee to obtain a quote for radios and bring back once received.

NEW BUSINESS

AED Training

The team discussed AED coordinators and new training needed. Becky will be sending the AED coordinators new monthly inspection reports. The inspections for last fiscal year are due in HR by the end of the month.

The coordinator list also needs to be reviewed as some of the responsible individuals on the list are no longer employed by the District.

Discussion was held on new training for AED coordinators. Becky will contact Kyle Coffman regarding possible trainers and cost.

New Committee Members

WHC Lemoore has assigned a new committee member to the risk management team. Officer Giles, campus police officer, will be joining the team. Becky welcomed him to the group and informed him James Preston was the lead on the Lemoore Campus if he had any questions.

New Training Available

Becky reported there were new trainings now available through SafeColleges. Also, there is new mandatory training that is required. Training for this will roll out in the Fall once faculty returns. Becky also mentioned fire extinguisher will be assigned to all staff as a requirement later this year as well.

One of the complaints received by Human Resources regarding training was the fact that there were so many due at once. Becky asked the group if they felt it was too much to do at once. Both Mark and James did not think so. Staff are provided sixty days to complete roughly three hours' worth of training.

Meeting Schedule 2015-16

Becky explained she will be going on leave in about a month and wanted to discuss the schedule for the coming year. Mark stated he would like the meetings to continue and the group agreed. It was recommended Mark and Debbie chair the committee in Becky's absence. Erin will assist in the preparation of the agenda packet.

Becky stated she will speak to Debbie upon her return and find out if she is willing to assist. Becky hopes to return in October.

Risk Management Policies/Procedures – Review Schedule

Becky stated she will be developing a schedule to review all of the policies and procedures to be reviewed by the risk management team.

SWACC-KEENAN ITEMS

Property & Liability Inspection Follow-Up Audit

Reviewed the inspection report with the group. Most of the issues have been addressed; however, there are still some on the list.

Becky asked James to follow-up with M&O on the recommendation for WHC Lemoore. There is a sick that is next to an electrical outlet that needs to be addressed.

SWACC TRAINING OPPORTUNITIES

SafeColleges Training

Compliance Update: 96%

COMMUNICATION/ADVISORY/HANDOUTS

Keenan SafeSchools Newsletter

The June 2015 newsletter was distributed.

MEMBER/DEPARTMENT REPORTS

No member/department updates at this time.

Next Meeting

The next Risk Management Meeting will be held on July 17, 2015.

10:00am

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