

# West Hills Community College District

## RISK MANAGEMENT COMMITTEE Minutes

December 4, 2009 - 9:00 a.m. Teleconferenced District Board Room/Lemoore Room 124

**Present:** Anne Jorgens, Mike Burke, Jim Beggs (Keenan), Becky Cantu (HR), Bruce Hunt (Larson), Shaun Bailey, Clifton Harris, Johnathan Bernal, Brian Abela, Delia Padilla (Watts)

**Absent:** Charles Freeman, Verna Hernandez, Marcel Hetu, Marlon Hall, Mark Gritton

**Call to Order:** Anne Jorgens called meeting to order 9:05 a.m.

**Approval of Minutes:** Minutes of May 8, 2009 approved on a motion by Clifton Harris, seconded by Shaun Bailey.

**District Accident-Incidents Review:** Staff reviewed 33 Staff incident reports and 6 Student on-campus/classroom incidents. Incident reports discussed:

- Remind staff to keep very heavy items at bottom of storage cabinets and not overhead,
- M & O Director asked to look at under desk wiring in Lemoore Admin building modular desks, to tie out of the way any loose and hanging wiring to avoid further trip hazards. Jim Beggs recommended hook & loop system for wire management.
- Also couple of employee's went to existing providers for WC incident treatment, HR asked to check that employees have pre-designated physicians, perhaps a notice should be sent out advising staff of this.
- One student incident did not include Supervisor report; need to remind Supervisors/Instructors of their responsibility to complete their reports.
- Athletic issues: a couple of incidents occurred during athletic training sessions/practices when the students were not enrolled in a class and therefore the injuries sustained during these incidents are not covered under our SAIN policy. District is reviewing with Student Insurance on whether coverage can be made available for these non-classroom activities as only classroom incidents occurring in a Board approved, curriculum approved and cataloged class are covered under our SAIN policy.

### **Current Business:**

#### **1. WHCCD Hearing Conservation Program:**

Program presented for 2<sup>nd</sup> and final reading, program was approved on a motion by Clifton Harris, seconded by Shaun Bailey. Program will be sent to VC for his submittal to the District Executive Cabinet for their approval process and onto the Board of Trustee for approval.

#### **2. WHCCD Transportation & Driver Selection Policy:**

Anne discussed revisions to policy document with committee and stated District forms would be revised to include new paragraph for staff to sign and acknowledge policy requirements when they submit Travel Requests, Conference and Travel Reimbursements requests for approval. This program was approved on a motion by Clifton Harris and seconded by Becky Cantu. Program will be sent to VC for his submittal to the Executive Cabinet for their approval process and onto the Board of Trustees for approval.

#### **3. Table Top Exercise:**

Anne updated staff on status of RFQ results (attached) there were 3 responses and District staff were surprised at the costs quoted. Mr. Stoppenbrink has asked if the training is required to be held in 09-10 or if it can be scheduled for 10-11. However there are new federal OMB – Department of Education 34 CFR regulations out that state beginning 10/1/2010 institutions will have trained, tested and have written outcome reports for emergency response and evacuation procedures. Staff recommended if cost was an issue look at doing some or all of the training in house. Becky suggested talking to AOJ Instructors, Jim Beggs recommended asking the local Fire Departments if they could provide some of the training, also look at your area largest or closest large private employers, perhaps they have personal who could assist with training. Anne will follow up on these suggestions.

## **Old Business:**

### **1. Used Chemical & Hazardous Waste Sweep.**

Brian Abela, CHO informed staff email went out to departments who may have waste needing collection. He will now obtain quotes.

### **2. Emergency Alert System:**

District Technology Committee (DTC) has been looking into having a District wide emergency alert system that will send out announcements via telephone, cell phone, email, twitter etc. A subcommittee chaired by Francis Squires has been formed to review products and vendors and to make a recommendation to the DTC as the College Presidents have indicated that they would like to have a system in place. Anne will continue to update committee.

## **SWACC-Keenan Items (Mr. Jim Beggs):**

Anne introduced Mr. Jim Beggs to committee; Jim is with Keenan & Associates who are the Administrators for the SWACC –State Wide Association of Community Colleges-JPA for our new self insurance pool. Jim is the Loss Control consultant for Keenan and will be working with WHCCD.

- Jim Beggs stated he and Keenan really are just another set of eyes out here to help you.
- Keenan & Associates currently administer 70% of school districts in California, along with municipalities. He would like to schedule the facilities safety inspection; staff recommended February, perhaps week of February 22<sup>nd</sup>, Jim estimated probably 4 days for inspection, he will work with Shaun Bailey WHC and Johnathan Bernal WHL.
- Regarding incident reports, they will be looking for trends and at the January meeting will have a 1<sup>st</sup> Quarter report.
- Goal is to improve facility self inspections and will review the existing procedures as part of upcoming inspection, inspections are one of the most important things you do.
- Brief review of our district IIPP: Important to know where you can find it; who is in charge of it; what's in it; our plan is fine and he is most impressed that it's been updated regularly.
- Safe Schools for Colleges – internet web based training, the system is user friendly, and staff can use it at their own pace, in their home or at work, and assists will assist the district will automating required training.
- Becky Cantu is working on the districts Mandatory Sexual Harassment Training Workshop and is also working on data input required for Safe Schools Keenan training system.
- They are going to try to be our partner and help in any way they can to make our jobs easier.

## **Safety Training Opportunities:**

a) **December 9-11, 2009** – Threat & Risk Assessment (MGT-310) Class – Temecula, Ca.

b) **January 11-13, 2010** – School Security Safety, Part 1, San Mateo, CA.

## **Member/Department Updates:**

Anne Jorgens:

- March meeting conflicts with Board & Administration Retreat, date?
- Updated staff on status of Derosal Claim against district.
- CisPro upgrade – Brian Abela states everything appears to be OK, but not sure about everyone else. Anne will email ITS.
- Golf Cart operation – no minors permitted on District owned carts.
- Fall Protection Program has been Board Approved; need to obtain required equipment needed under plan?
- Working with OccuMed on RTW issues, will require physical requirements for job descriptions and stricter pre-employment physicals.
- Does anyone need MSDS posters? 4 or 5 each for M & O
- ICS-402 NIMS/SEMS training for Elected Officials. CCCCC sent out training manual but I'm not going to do training unless I have to, would prefer a consultant. They are to be trained in 2009 but we are still working on this.
- Federal Department of Education has issued Final Rule 10/29/09 which states effective 7/1/09 institutions receiving federal aid will have regularly scheduled emergency response drills, exercises along with an Emergency Response Policy with evacuation procedures, it requires an annual security report, an Emergency notification and warning system, colleges with dorms must have separate policy and procedures for emergency notification for residents, next of kin and also must identify in policy missing student procedures, with annual report, fire drills and annual report, fire related incident log with type of fire incident identified.

**Communication/Advisory/Handouts:** None

**Other Items:** None

**Next Meeting:** January 22, 2010 at 9 a.m.

**Future meeting dates:** February 26, 2010 at 9 a.m.  
March 19, 2010 at 9 a.m. (need to reschedule-conflicts w/Retreat)  
April 16, 2010 at 9 a.m.