

**MIRAMAR COLLEGE**  
**FACILITIES, HEALTH, AND SAFETY COMMITTEE**  
**Draft Minutes**  
**Thursday, April 6, 2023**  
**1:00 p.m. – 2:00 p.m.**  
**N-206**

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**Present:** Lezlie Allen, Allen Andersen (Co-chair), Brett Bell (Co-chair), Christopher Fan, Fred Garces, Adrian Gonzales (Odu proxy), Jill Griggs (Young proxy), Calvin Le, Michael Odu, Darrell Rankin

**Vacancies:** Faculty (3), Classified (1)

**Guests:** Anastasia Doan, Farkiya, Kanchan, Hannah Pierce, Sean Young, Tosh Tepraseuth,

**Absent:** MaryAnn Guevarra, Kevin Truong

**Call to Order:** 1:01 pm

With quorum

**Action Items:**

**Approval of Agenda:**

- I. **Approval of the Agenda** – Motion to approve: MSC – A. Anderson, L. Allen, Unanimous
- II. **Approval of Past Meeting Minutes** – 03/02/2023: MSC – M. Odu, F. Garces, Unanimous

**Report of Injury or Illness**

Discussed reports and incidences of injured employees and students.

T. Tepraseuth: Questioned what forms should be filled, when injuries occur out and what the process should be.

B. Bell: Explained the process and where to find information on Miramar website.

L. Allen: Explained what forms to use for student injuries.

**Old Business:**

**Chemical Hygiene Plan – Annual Review**

B. Bell: Announced that we were under CAL OSHA audit.

Received 5 citations, primarily for the Science building.

Worked with D. Rankin, Dean Woods and District individuals. Sent a mitigation plan to Osha, that addressed the violations. They have responded and accepted the plan.

Have a draft chemical hygiene plan. The plan will need to be reviewed on an annual basis. Has been reviewed by department chairs. We have taken the input, by department chairs, sent back to Keenan for review with questions about if or not items should be on Chemical Hygiene Plan.

Issues need to be addressed prior to plan being finalized.

**New Business**

**Intercollegiate Athletics Action Plan**

T. Tepraseuth: Gave an introduction and history, of the plan. Every athletic department across the country has an emergency plan for response to athletic events.

Gave examples of what the plan entails.

Created to streamline the process in case of an injury to an athlete.

Went over the various protocols for various sports and examples.

Wanted to know if there should be any other entities on campus that would benefit from the plan.

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**San Diego Miramar College 2013-2019 Strategic Goals**

Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.

Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.

Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.

B. Bell: Explained why dispatch should be called first.

T. Tepraseuth: Try to review the plan each year, with the staff. Explained that they are specific to the sport, so he meets with coaches to discuss.

B. Bell: Questioned documents available online for anyone that and to review and is it on our website.

Recommends that when he talks at the beginning of each semester, to document who, when and where the information was trained.

T. Tepraseuth: Hopes to try to review the plan yearly.

Explained it is not on our website, but will place on website as requested.

L. Allen: Questioned where the plans are kept and had suggestions where to keep them, so that anyone has access to it.

T. Tepraseuth: Will discuss with N. Gehler about placing plans at various locations.

B. Bell: Next one on one with N. Gehlerr and Dean Woods, to suggest that Linda and Nick to interface with faculty.

Leslie: Commended T. Tepraseuth, on all his work.

B. Bell: Suggested T. Tepraseuth share with College police so that they can have a copy of our process. Have Dean Woods share with Dean Brislin

F. Garces: Agreed it is a great plan and have it shared with their staff.

Brett: Have evening administrators have a handbook of the plan.

#### **Announcements:**

L. Allen: Gave an update on lactation pods. Suggested that the second floor would be better and more private. Create a plug and electrical. Future location in K-1 building.

B. Bell: Will review with VP Gonzales and Cheryl.

L. Allen: If funding is the issue, they can assist with finance issues.

D. Ranken: Does not see an issue to have it on second floor vs first floor.

T. Tepraseuth: Questioned about vacancies in committee and if members are needed.

B. Bell: Explained process of being a member.

M. Odu: Explained that the new College Handbook is trying to amend the process.

F. Garces: Discussed about rotating process.

K. Farkiya: Questioned about the committee and name change.

B. Bell: Explained this is a new committee, that was combined with Safety Committee and Facilities Committee.

#### **I. Next Meeting**

May 4, 2023: 1:00 p.m.– 2:00 p.m.

#### **II. Adjourn: p.m. 1:36**

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#### **San Diego Miramar College 2013-2019 Strategic Goals**

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