

Peralta Community College District

Health & Safety Meeting

**Date of Meeting:** 5/7/2020

**Present:** Rachel Goodwin, Ana McClanahan, Chungwai Chum, Sabeen Sandhu, Caitlin Gilbert, Natalie Rodriguez, Selwyn Montgomery, Shuntel Nathaniel

**Chair/Co-Chair:** Chungwai Chum, Rachel Goodwin

**Guests:**

**Facilitator/Recorder:**

**Absent:**

Agenda Item	Committee Goal	Strategic Planning Goal and/or Institutional Objective	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved)
Meeting Called to Order			Time: 1:07 PM		
1. Agenda Review			Approved		
2. Review of Minutes			Approved		
3. Review Current Goals			<ol style="list-style-type: none"><li>1. Shakeout and emergency evacuation 10/17/19 – Goal Completed</li><li>2. Evacuation Chairs- Training completed on 2/18/2019</li><li>3. Update on Emergency Supplies – A PO for food &amp; water has been generated with an expected delivery date of June 30, 2020.</li><li>4. ADA Compliance Report- Rachel informed the committee that the RFP is moving forward and a new evaluation is in process, per Leigh Sata.</li></ol>		

			Natalie discussed the updates on the spreadsheet and will make the suggested changes.		
4. Extra Accomplishment			City of Alameda/Red cross shelter setup training took place on 1/16/2020. Chungwai, Selwyn and Carrie Burdick from the Risk Management Dept. participated in the hands on training.		
5. Deep Cleaning Campus-wide			<ul style="list-style-type: none"> <li>• The District wide deep cleaning has been completed</li> <li>• Sabeen inquired about cleaning of the air ducts, and would like to know if there is funding to have the campus cleaned periodically.</li> <li>• Rachel confirmed that the deep cleaning was a one-time project, but suggested a revisit.</li> <li>• Caitlin would like to have extra cleaning products for the library, and would like to know if the college will be purchasing more. Selwyn has agreed to look into purchasing more cleaning products.</li> </ul>		
6. Other			<p>Natalie inquired about the installation of Plexiglass. Ana informed the committee that the college can save money by allowing for the students in the Fab Lab to create the Plexiglass.</p> <p>Ana also talked about proper ergonomic set-ups in the office. Rachel voiced the challenges of having the proper space for such set-ups.</p> <p>Selwyn informed the committee that he has hand gel sanitizers available. Ana also has extra supplies in her department.</p>		

7. Adjournment			Time 2:00 PM		
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Minutes taken by: Shuntel Nathaniel

Attachments: All documents and/or handouts for this meeting can be found at: