



IMPERIAL VALLEY COLLEGE  
ENVIRONMENTAL HEALTH & SAFETY COMMITTEE  
MINUTES: THURSDAY, MAY 14, 2015

Chair Lopez called the meeting to order at 1:35 pm in the Administration Board Room.

**Present:**

Sergio Lopez, Chair  
Lupita Castro  
Charlene Cruz (representing Rick Webster)  
Amy Diaz  
Rick Macken  
Lisa Seals  
Miriam Trejo

**NEW BUSINESS**

**Membership**

Chair Lopez stated that he will be looking over the bylaws of the Environmental Health & Safety Committee to look over the makeup of the committee as he is the newly assigned chair of the committee. Chair Lopez went on to state that he would like the committee makeup to be of people who would be first responders to emergencies such as Maintenance & Campus Safety.

Chair Lopez went on to state that he would like the committee to meet a minimum of once a month and would like to accommodate as many members as possible with meeting times. Chair Lopez will be sending out an email giving committee members an option on meeting dates and times.

Chair Lopez went on to inform the committee that the committee bylaws will be looked over as the committee will be revamped. Though the committee is scheduled to meet a minimum of once a month, in the event of an emergency, the committee may meet more than once a month.

**Evacuation Map**

Copies of the current evacuation map were provided to the committee as well as an updated campus evacuation map.

Chair Lopez suggested that building 1800 be added to section H due to fencing issues as well as building 1800 had always evacuated to the soccer field. The committee was in consensus with the change.

Rick Macken suggested moving section E move to larger grass area by Hwy 111. The committee was in consensus with the change as well.

Changes will be made to evacuation map and an updated one will be printed out and posted in all areas of campus by the Campus Safety Department.

### **Safety Issues on Campus**

Chair Lopez informed the committee that he was in search of feedback from students and staff with any types of concerns such as dark spots in the evening as to where these locations are so recommendations can be given for lighting or hedges that need to be cut back for safety reasons. This will be an ongoing agenda item for the committee as safety issues arise.

Chair Lopez went on to state that emergency towers may need to be moved as they are located in well lit areas and may be needed in the outskirts of the campus. Chair Lopez went on to state that the emergency towers do have a siren as well as high resolution cameras that may serve as a deterrent for crime on the outskirts of campus.

Chair Lopez went on to report that Macken had labeled the emergency towers to allow people in distress notify the Imperial County Sheriff's Dispatch center the location of the emergency tower call as the ICSO Dispatch center does not identify exact location of the emergency towers when the emergency button is pressed.

Chair Lopez stated moving the emergency towers to the outskirts will be further looked into as they need electricity to run. Macken suggested that when the parking lots are repaved, the college should have the electricity added as part of the bid with the parking lot

Chair Lopez agreed and informed the committee that the suggestion will be considered.

### **Update on E-panic Button**

Macken reported that currently the college is having technical issues with the e-panic button system. There has been a few false alarms occurring that may have to do with short cut keys on the keyboard.

Chair Lopez informed the committee that the Campus Safety Department will be meeting with Information Technology later in the day to see if there can be a resolution to the issues with the e-panic buttons.

Macken went on to explain that initially, every user that was installed in one database, meaning that if someone activated the alarm, every person with an e-panic button would receive the alert.

Macken went on to inform the committee that all users have been broken down into their own groups as opposed to the default group. Information Technology is working to tailor e-panic buttons to the college's needs.

Macken added that as of now, when an alert is activated, a text message is sent directly to the Campus Safety Officers' cell phone informing them of the emergency notification.

More information will follow for the next scheduled committee meeting.

### **VAWA/Clery/Title 9 compliance**

Macken put together a binder for the committee and is looking for a subcommittee to keep the college in compliance for the Annual Security Report containing crime stats as well as policy requirements. This binder contains information on new policies that must be implemented by the college to remain in compliance with the Clery Act. The binder also contains the 2014 Annual Security Report as well as information on the Clery Act.

Macken went on to inform the committee that Miriam Trejo is currently working on the 2015 crime statistics for the upcoming Annual Security Report.

Macken has compiled a checklist of what needs to be included in the 2015 Annual Security Report and informed the committee that the Annual Security Report must be readily available to the campus community as well as potential students, employees as well as current students and employees.

Macken went on to inform the committee of Campus Security Authorities and those that need to be made aware of their roles as well as what forms they need to fill out in the event of a crime. Macken suggested that every February, CSA should receive a form signing off that they did not have any crime reported to them. This would take liability off the college and onto the individual instead. This is a liability limited document.

Macken went on to inform the committee that as per the Clery Act, IVC must report adjacent public properties which are across Aten Rd and Old Highway 111.

Macken went through the handbook and mandated policies that need to be added to our ASR. Chair Lopez informed the committee that any new policies need to be taken to the board meeting. Lopez recommended meeting with Adriana Sano to send the policies to the board with the Title 9 and the VAWA IVC must be in compliance with this on July 1, 2015.

Macken went on to report that crime statistics need to be one click away from the main webpage, Chair Lopez would like the crime statistics to be easily accessible and have them directly off the main website. Chair Lopez recommended speaking to Omar Garcia to add the link to the main webpage.

Chair Lopez informed the committee that the upmost priority is going to be put into the policies that need to be updated.

Campus Safety will meet with Adriana Sano to go over the new policies to have them and have them polished and then have them brought back to the committee.

Miriam Trejo, Macken, Amy Diaz and Adriana Sano will review the Annual Security Report as well as the new policies to have them added to the June Board Meeting Agenda.

Chair Lopez scheduled the next Environmental Health and Safety Committee meeting for Tuesday, June 2, 2015 at 12 noon in the Administration Board Room.

Meeting was adjourned at 2:35 pm.