

# Executive Safety Committee (ESC) | MINUTES

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May 2, 2018 | 10:00 – 11:00 am | Sacramento Hall, Room 161

## ATTENDANCE

Anderson-Steele, Brittany - *College of Natural Sciences and Mathematics*  
Baker, Martinique M - *Peer and Academic Resource Center*  
Colley-Monk, Susan – *Risk Management*  
Hammersley, Lisa – *College of Natural Sciences and Mathematics*  
Haresco, Jet Corpus - *Associated Students, Inc. Board of Directors*  
Iwasa, Mark M – *Sacramento State Police Department*  
Lee, Damian F – *Sacramento State Police Department*  
Leland, Steve – *Environmental Health and Safety*  
Lucas, Tony – *University Transportation and Parking*  
Ockey, Daryn – *Facilities Management*  
Perez, Steve - *College of Business Administration*  
Robertson, Pamela L - *Student Health & Counseling Services, Clinic \**  
Rosenblum, Gary R – *Risk Management Services*  
Seibles, Adell – *Workers' Compensation*  
Stewart-James, Joy – *Student Health & Counseling Services*  
Mukhtar, Sidrah - *Student*  
Kagianas, Mia - *ASI President*  
Lee, Mike - *ABA VP*

## NOT IN ATTENDANCE

Burwell, Karyl - *Student Affairs Administration*  
Carroll, Tom - *Student Organizations & Leadership*  
Cholula, Chela - *Human Resources*  
Fowler, Chris, - *CSU Legal Counsel*  
Harrington, Kim - *Human Resources \**  
Hendricks, Mark- *IRT Security Officer*  
Johnson, Lisa – *Clinic Operations*  
Reginato, Justin M – *Facilities Management*  
Wehr, Kevin- *Sociology Department \**

*\* Labor representative*

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CALL TO ORDER: 10:03 am by Gary Rosenblum, Chair

## Review and Approval: ESC Minutes 3/28/18

To start, Gary reported that there will be a gap in the meeting schedule and that the next meeting will be September/October/November unless an ad hoc meeting is required. Therefore, the minutes from this meeting will be emailed to the committee for approval so that we can post them online in a timely manner.

It was requested that sentence on page 2 under “Bike Sharing Program” have “UTAPS and” removed and just read, “PEAK Adventures offers a bike safety class once a semester.” With this correction, the minutes for 3/28/18 were approved.

## **OPEN FORUM**

### **Presentation by Dr. Mike Lee, VP, Administration & Business Affairs**

Before retiring in August, he wanted to thank the ESC for their efforts for the safety on this campus, which he feels, is very important. He went on to mention that Sacramento State was one of four campus in the CSU involved in the State Audit. The audit report has specific timelines for us to respond to five major concerns.

1. Equipment; we need to inspect on a regular basis (this is already on schedule with Facilities).
2. Signage; there are some areas on campus that can pose a health or safety risk such as chemicals or asbestos. We need to have proper signage in place.
3. Safety committees; the campus should have safety committees for Lab Safety, Chemistry, Biology and Art Labs that report regularly to the ESC and have good minutes on file.
4. Policies and Procedures; we have plenty in place but we need to make sure that all are done. Each department should be accountable to ensure that their policies and procedures are in place.
5. Training; all on campus staff should have proper training identified for their position and monitored to ensure that it is completed. Student training should be identified, provided and monitored as well.

### **Student Guest (name withheld for privacy)**

The 3<sup>rd</sup> year Criminal Justice major reported to the ESC that she had to move into emergency student housing in April due to a personal threat by a person that made her living situation unsafe. Two days later, she was at the campus library and received another violent threat by that person. She filed a police report via her cell phone. While in contact with Sargent Linke, he mentioned that she was not being cooperative with him during the investigation. While having a conversation with Danielle Munoz, she mentioned that she felt that Sacramento State Police Department (SSPD) was not supportive of her situation. She also felt that she was a burden to them. She also offered a few resolutions for the safety of students on campus. She asked that there should be more cameras in the residences halls and parking lots and structures. She also requested that Sac State expand escort service times. In addition, all officers (to include all ranks) could receive training to handle situations involving working with students in situations such as hers.

Dr. Lee offered his sympathy to her situation and asked her not to let her experience hinder her education. He continued to add that the safety of our students is top priority.

Chief Iwasa said that he will take her information and follow through with it in his department.

### **Sacramento State Mobile App Addition**

Mia Kagianas, ASI President, reported that the Sac State mobile app can be used to bring more information to the students and should have features to include easy access to safety information and reporting abilities. There is also an app that self-categorizes a person’s well-being for friends and to observe. The app would have Green, Yellow and Red statuses alerting friends, family and possibly SSPD when the person is in Yellow or Red status. She also mentioned that there should be a GPS tracking on campus escort services vehicles so that the riders know where and when to expect them to arrive. She continued to say that Epicure has been posting times and places on the mobile app to where users can receive free food on campus.

Risk Management Services is working on a Hazard/Safety alert system for the campus. Maybe they can join forces to on the Green, Yellow, Red app.

It was also reported that the Emergency Notification System (ENS) is working with IRT to send out safety notifications through the Sac State mobile app.

## **NEW BUSINESS**

### **THE EXECUTIVE SAFETY COMMITTEE APPROVED THE FOLLOWING RECOMMENDATIONS:**

- a. **EHS will develop and implement an Annual Review of the Chemical Hygiene Plan (CHP). EHS will report to ESC in September**
- b. **EHS will develop and implement an Annual Review of campus efforts to “minimize hazardous waste.” EHS will report to ESC in September**

Steve Leland reported that he is working on the formal written review of the Chemical Hygiene Plan (CHP) and it will be complete and ready to report in September. He went on to say that, since last summer, EHS has been working to dispose of a lot of hazardous waste, mostly from NSM, as they clean out their stock. Chemistry is working to reduce their waste by switching to smaller glassware.

### **THE EXECUTIVE SAFETY COMMITTEE APPROVED THE FOLLOWING RECOMMENDATION:**

#### **Write and Implement a Campus-Wide Student Safety Training Policy**

Gary reported that EHS and RMS are drafting a policy to ensure students are wearing proper protective equipment/PPE. Not just for chemistry and biology but for shops, art labs, etc. Faculty will be required to instruct students on PPE. Under this policy EHS will assist with PPE instruction by departments. In the audit, we are required draft this policy and report by June 1, 2018. Chemistry already has a policy in place. A draft will be sent to the administration if approved by the ESC.

## **OLD BUSINESS**

### **THE EXECUTIVE SAFETY COMMITTEE APPROVED THE FOLLOWING RECOMMENDATION:**

#### **Develop and Implement a University Wide Enterprise Risk Management Strategic Program**

Gary reported on a draft process for each college or department to have a safety committee to report to ESC. RMS/EHS are prepared to meet with the colleges and/or departments to create safety manuals.

Gary presented a draft of the “Enterprise Risk Management Strategic Program” structure diagram which is attached to the meeting minutes. Risk Management and EHS will work on it over the summer and report back to ESC on September. The ESC recommended to move forward with the ERMSP.

#### **Pedestrians on road by Science II**

Gary reported that several meetings with members of facilities took place regarding pedestrians on the road. All possible things that can be done to keep pedestrians off the road while maintaining 2 way traffic and bike lanes have been done. It was mentioned that making the road a one-way is a possibility but not feasible. It is anticipated that after the discussion in the previous ESC meeting, the completion of Parking Structure 5 may affect the pedestrian traffic. With the end of the semester only a couple of weeks away, the pedestrian traffic will decrease significantly and any changes can be made before the fall semester starts.

**Speeding in Parking Structure I**

Gary reported that Risk Management has received several complaints from faculty stating that cars in PS 1 are speeding past pedestrians. UTAPs have looked into adding speed bumps but it would reduce the ceiling height and can cause damage to taller vehicles or the structure. ESC voted to request that SSPD report in September on what could be done to slow traffic in the parking structures.

**THE EXECUTIVE SAFETY COMMITTEE APPROVED THE FOLLOWING RECOMMENDATIONS:****Develop and Implement a Campus Bio Safety Program**

Steve reported that it would be beneficial to have a Bio Safety committee on campus because Biology, Psychology, Facilities and Grounds are potentially exposed to biohazards and research involving biohazards may increase in the future.

**Participation List**

Gary reported that he is working to expand campus participation in the ESC and have a more robust participation. We should have a better idea of who to include in September. It was asked if we should have a more formal list to include representatives from the Faculty Senate. Gary will present a more formal list to the ESC in September.

**AEDs**

The Campus-wide AED report is partially completed by EHS and is expected to be available at the September meeting.

ADJOURNED: 11:05am