

Executive Safety Committee (ESC) | MINUTES

March 20, 2019 | 10:00 – 11:00 am | Sacramento Hall, Room 161

ATTENDANCE AND MEMBERSHIP LISTED AT END

NOTE: If you are listed on the membership list, and you no longer wish to be on the list, please contact Gary Rosenblum, ESC Chair.

CALL TO ORDER: 10:04 am by Gary Rosenblum, Chair

INTRODUCTIONS OF COMMITTEE ATTENDEES

This is the second meeting for the semester. Our next and final meeting for the semester will be in April of 2019.

MINUTES APPROVAL: February 13, 2019 ESC Minutes - Approved with editorial correction of a name.

OPEN FORUM

ESC meeting time adjustment

Lisa H. suggested changing the ESC meeting time to start at 11AM.

ENS System Update

Chief Iwasa mentioned that the ENS testing went well last Friday. All systems were tested and are working properly. Alert to ringing a mobile phone was way faster compared to the last ENS testing. Text functions range from 4-10 minutes to be received due to phone carrier. Gary R. questioned if there is a tracking system to track the amount of phone calls that goes through. We know the amount that are being sent out but not how many gets through. Chief Iwasa responded that there is a tracking system to track internal phone calls but there is no system for tracking cell phone. Public Safety has been using a system call REGROUP to send out automated alerts, 30 calls at a time. The aggregator is the vendor that has a contract with phone companies and depending on type of service it affects the amount of time it takes to receive a text/call notification. Matt M. suggested adapting to social media. Chief Iwasa confirmed that there are alerts on social media. He also mentioned that currently there is no system to clear out or refresh the subscription list. Therefore, Public Safety limits access to system because every account incrementally slows down the system. Moreover, parents of students who would like to opt in will less than likely be added into the system. To ensure the effectiveness of ENS, Public Safety is planning to have the campus community opt out of the system instead of opting in.

Student Assistants Safety

Daryn O. mentioned that a student assistant was sent to Facilities yard to grab a twenty (20) foot ladder for a project. Although there is a signage on gate, "Authorized Personnel Only", the student assistant must have not seen it because he/she was too focused on getting the ladder. Daryn is concerned of student assistants' safety and stated that we need to be careful when directing them. We want to protect the students by ensuring training of equipment use before operation. He suggested that before taking any equipment from Facilities yard, one should be properly trained and cleared through Facilities Management.

NEW BUSINESS

Working alone on Campus – Safety Issues Discussion and Potential Recommendation

Gary R. asked for any recommendations from the Committee that would allow various departments to review conditions where by students, staffs, and faculties are alone in building and if anyone is aware that they are in there. Lisa J. mentioned that at the Student Health Center they have a policy where the workers are required to inform herself or Joy that they are there after working hours. The employee cannot be alone and he/she must have two other colleagues working on the same floor level.

Chela C. asked if there are any technology to mitigate and/or take people out of this equation. For example, Del Norte was given perimeters to follow. Motion sensors are armed and re-armed at a specific time. If one is to enter the building during armed hours, he/she must contact their MPP and Public Safety to notify them. Barbara C. mentioned that the NSM department limit key and fob access to a room or the building. These students and/or faculties may be working on their research project, making up a missed lab, or studying. Lisa H. added that sometimes the students and faculties may be so concentrated on their work that they may be in the building until after hours. Research labs have no schedule to inform staffs of who is inside the room or building. Faculties are not required to clock-in or clock-out. Students and faculties have no direct reporting line besides contacting Public Safety during an emergency.

Justin R. suggested that there should be some loose requirement for faculties to report to staffs or supervisor that they are inside the building. Daryn O. recommended departments to set up their own guidelines regarding building access limitations. Brittany A. suggested that there should be some guidance for students. Cely S. is concerned of students' safety without direct supervision and mentioned the procedure in place for staffs when there are no supervision from MPP. Chela C. stated that for some classification it is required to be supervised by MPP but in other situations there are no need for supervision. On the other hand, regarding a student worker, it is clearly written in their job duties that they are not allowed to work without supervision. Barbara C. added that when campus is completely closed and you plan to come on campus, it is important to notify Public Safety of where you are so they may be aware.

Chief Iwasa suggested legislating a campus policy which prohibit students occupying closed buildings because there are assigned areas on campus where they can use during after-hours. Majority of the Committee agrees that this issue is situational and it is best that departments develop

process and procedures to address the safety issues involving students and employees working alone on campus.

Gary R. suggested that because of the diversity of issues raised by the discussion, the Risk Management Department will do a review of the campus policy and procedures used by other CSU campuses and report back to the ESC a general sense of what other campuses do, if anything, on this topic.

Academic Field Trips – Safety Policies, programs and procedures – Discussion and Potential Recommendation

Postponed to next meeting

Gas Stoves on Campus – Safety Update

Postponed to next meeting.

OLD BUSINESS

Wheel Policy Update & Developmental of Proposal for Wheel Safety Program

Postponed to next meeting

Parking Lot 5 Safety Update

Todd D. mentioned a few students were seen sitting on the ledge of PS5. He is concerned of the campus community's safety and want to prevent any suicides from happening. Barbara C. added that there were also cases where students would climb over the exit stairs to sit on the ledge of Sequoia. Lisa J. mentioned that there are mechanisms that some parking structures have in place to deter and/or prevent people from committing suicide. Chief Iwasa stated that there were a few occasions where people attempted suicides but came back down after Public Safety talked them out of the situation.

ADJORNED: 11:00 am

IN ATTENDANCE

Brittany Anderson-Steele, College of Natural Sciences and Mathematics

Martinique Baker, Peer and Academic Resource Center, CSUEU*

Barbara Coulombe, Chemistry, CSUEU*

Cely Smart, Office of the President

Lisa Hammersley, College of Natural Sciences and Mathematics

Mark Iwasa, Sacramento State Police Department

Harvey Woo, Sacramento State Police Department

Lisa Johnson, Clinic Operations

Daryn Ockey, Facilities Management

Gary Rosenblum, Risk Management Services

Matthew Mason, Transportation Maintenance, Teamsters*
Chela Cholula, Human Resources
Justin Reginato, Facilities Management
Todd Dangott, Director, Risk Management
Adell Seibles, Workers' Compensation

Not in Attendance

Tony Lucas, University Transportation and Parking
Chris Miller, Interim Vice Provost
Karyl Burwell, Student Affairs Administration
Lisa Cardoza, President's Office
Tom Carroll, Student Organizations & Leadership
Susan Colley-Monk, Risk Management
Jet Corpus, Associated Students, Inc. Board of Directors
Chris Fowler, CSU Legal Counsel
Mark Hendricks, IRT Security Officer
Matthew Kay, Academic Affairs IT, CSUEU*
Matt Kroner, Sacramento State Police Department, SUPA*
Beth Lesen, Student Engage and Success
Anne Luna, Sociology Department
Nancy Luong, ASI Representative
Christine Miller, Information Resources and Technology
Ed Mills, VP, Student Affairs
Carlotta Moore, Office of Graduate Studies, APC*
Noel Mora, ASI President
Brian Oppy, Faculty Advancement
Steve Perez, Vice Provost, Academic Affairs
Angela Pullano, UEI Property Services
Bridgett Reilly, University Enterprises
Pamela Robertson, Student Health & Counseling Services, Clinic, CSUEU*
Jennie Singer, Criminal Justice Department
Michael Speros, Housing Coordinator
Damian Lee, Sacramento State Police Department
William DeGraffenreid, Office of the President
Joy Stewart-James, Student Health & Counseling Services
Angel Thayer, Academic Affairs
Steve Leland, Environmental Health and Safety
Kevin Wehr, Sociology Department, CFA*

* *Labor Representative*