Health/Safety, Facilities, and Grounds (HSF&G)  
Committee Minutes  
December 15, 2010

Present: Nancy Bailey, Jim Bowers, Stan Botto, Jan Bernstein Chargin, Marla Dresch, Alice Dufresne- Reyes, Dave Ellis, Pamela Gangloff, Jeff Gopp, Joe Keefer, Lucy Olivares, Anne Ratlo, and Lauren Rodriguez (ASB)

Guests: Joey Hayes and Rey Morales

I. Co-Chair Joseph Keefer called the meeting to order at 2:15 p.m. Introductions were made.

II. The minutes from the November 17, 2010 meeting were approved by consensus and will be posted on the intranet.

III. Staff and Consultant Reports
A. Accident Reports -- Alice Dufresne-Reyes reported one (1) accident since November 17, 2010.

B. Health/Hazard Safety Forms -- No forms were received.


D. Workers Compensation Report -- Jim Bowers reported one (1) injury with no loss of time.

E. Safety Coordinator Report -- Pam Gangloff reported that facilities’ staff received fire extinguisher safety training and a campus wide inspection of extinguishers took place. A slip/trip/fall training will take place on February 1 at Professional Development Day. Pamela is working with the district to update and submit the Medical Waste Plan to Santa Clara County in January. Jeff Gopp recently submitted the Hazardous Material Business Plan to the state.

Dave Ellis reported a near-miss accident at the Adapted PE building. A contractor dropped a box from the roof without looking and just missed a staff person. Jeff will discuss this with the contractor. Pamela thanked Dave for reporting this.

IV. Old Business
A. Status of Landscape Committee --The committee has not met.

B. Report from Tobacco/Smoking Cessation Task Force -- Alice reviewed the dangers of smoking tobacco and referred to the December 9, 2010 press release from the U.S. Surgeon General which included the major finding that there is no safe level of exposure to tobacco smoke.

The minutes from the December 10th task force meeting, which provided a comprehensive look on policy development, were distributed. The goal is to maintain a safe and healthy learning environment for the Cavilien community. Alice reported that Jan Bernstein Chargin facilitated a discussion with the task force which evolved into a draft policy and a draft procedure (“Tobacco and Smoke-Free Environment and Cessation / Prevention”). Jan reviewed that the task force is recommending an effective date of July 1, 2011 with a one-year educational campaign, and support for students and staff in smoking cessation. The full implementation would be effective July 1, 2012. Alice noted that Breathe California has funding available to assist the college with the awareness, educational, and cessation components. Alice is currently writing a proposal to receive funding to train students as peer cessation counselors.

The draft BP 3570, “Tobacco and Smoke-Free Environment and Cessation / Prevention” was distributed along with AP 3570 (same name). The HSF&G Committee agreed unanimously to forward a recommendation of a new policy and procedure for a tobacco and smoke-free environment and cessation/prevention to President’s Council. The recommendation would include the December 10, 2010 Task Force minutes, the draft BP 3570 and the draft AP 3570. The same documents will become part of the December 15, 2010 minutes.

Alice extended a thank you to Lauren Rodriguez, ASB VP of Events and Activities, for her commitment to a smoke-free campus.
C. Draft Power Failure Protocol — Joe reported on Ana Hipol’s behalf that a draft protocol will be presented to the committee at the February meeting. The committee requested that “communication to the staff” be included in the protocol.

D. Status of Arboretum Signage — Rey Morales said he and Mary McKenna met with the signage subcommittee and also with a local sign designer to discuss an agreed upon prototype. The subcommittee will meet again in February.

Rey also noted that the landscape committee had discussed the designing aspects. Items discussed included hiring a designer to assist in following the Landscape Master Plan prepared by Bob Tanaka, and planning for irrigation lines. Joe reminded everyone that this was reported out at the October 2010 Board Facilities Development and Utilization Committee. Trustee Breen expressed an interest in participating with this project. Pam Gangloff asked if there were designated pathways and Rey said not at this time.

E. Status of Floor in Locker/Shower Rooms — Jeff Gopp reported that the order of new non-skid floor matting had been received and will be laid out before February. In addition, the men’s locker room will be painted with a non-skid surface paint. Pam and Jeff will discuss a plan to maintain and disinfect the matting.

V. New Business
A. Donation of Trees by Michael Bonfante — Joe reported that he and Jeff met with Michael and discussed the appropriate placement of trees being donated by Michael. The recommendation is that ash trees will be planted between the baseball and softball fields, sycamores in an open space on the east ridge that runs along Santa Teresa Boulevard, and hackberry trees on the southeast corner of campus adjacent to the driving range. Michael will have a team deliver and set the trees and the district will reimburse him “at cost.” The trees will require watering during the first year.

VI. Meeting Schedule — The next meeting is scheduled for Wednesday, February 16, at 2:15.

VII. Reporting Out — Committee members were reminded to report to their constituent groups.

VIII. Agenda Items for Next Meeting(s)
A. Status of the Landscape Committee — Jeff Gopp
B. Draft Power Failure Protocol — Ana Hipol

cc: Cabinet, ASB, J. Stewart
Smoking/Tobacco Task Force
Minutes: December 10, 2010

- Alice Dufresne-Reyes opened the meeting with introductions.

- Kimberlee Homer Vagadori, Director CYAN, provided an update on policy discussions and issues at other bay area community colleges. She noted that the education code for community colleges does not authorize enforcement for smoke free campuses. Kimberlee noted that on Thursday, December 9, 2010, the U.S. Surgeon General released a statement which included the major finding that there is no safe level of exposure to tobacco smoke. Judy Rodriguez provided a copy of the American Lung Association press release.

- Jan Bernstein Chargin led the group in developing a policy. The items discussed were:

Possible Goals
- Smoke free
- Adopt a new policy
  - Works for everyone on campus
  - Commitment from college community
  - Promote optimum health for college community
  - What students want
- Eliminate/decrease impacts of tobacco use
  - Exposure to 2nd hand smoke
  - Decrease amount of students and faculty smoking
  - Decrease litter from butts
- Implement policy
  - Educate/prepare students and staff (Big launch campaign, T-Shirts, cessation information, etc)
  - Communicate message from the start
  - Enforcement and compliance
  - Change norms
- Provide support and resources for cessation
  - Access to cessation resources
  - Access to nicotine replacement options
  - Educate

Scope of Policy
- Tobacco smoke
- Smoke free products including: tobacco, non-regulated nicotine (e-cigarettes)
- Marijuana (already covered under federal laws and drug free campus policy)
- Herbal and other smoke products

Policy Applies to...
- Anybody that walks on campus
- Contractors (an education code requires no smoking on the site)
- Students (Student Code of Conduct could be applicable)
- Staff (HR orientation Information)
- Public
Facility use
- CMAP, Community Ed
- CDC (CA Health and Safety Code Sections 1596.795, 1596.890, 104495 and CA Penal Code 830.1. Fine is $250)
- GECA (CA Health and Safety Codes Section 104420(p))
- District owned, leased, or operated property (includes off sites)
- Bookstore/Concessions

Extent
- Buildings
- District vehicles
- Sports facilities
- 100% smoke-free/tobacco free District owned/operated
- Parking lots only
- Designated areas only (majority votes on last student survey done spring 2009)
- Gavilan sponsored events
- ASB sponsored events
- Ok in car with windows up
- Briggs building stairwell to parking; need signage

Implementation Timeline (after adoption of policy)
- 100% compliance by summer/fall 2011
- Educational campaign 2011-2012 and Implement 2012 (fall)
- Soft compliance 2011-2012 with 100% compliance beginning fall 2012
- Transitional — 1 year designated areas then 100% smoke free (requires educating two times)

Enforcement
- Education/awareness
- Promote cessation services
- Everyone enforces
- Staff monitor own areas
- ASB — students monitor
- Student code of conduct — Student Services
- Campus — HR awareness/Security
- Signage
- Hollister - city policy
- Morgan Hill - city policy
- San Martin airport - Santa Clara County policy
- GECA — GUSD
- CDC
- DRC — ADA impacts

- The group discussed each topic and selected (in bold) items for a draft policy. Jan will draft a policy to share with the Health, Safety, Facilities, and Ground Committee at their Wednesday, December 15, 2010 meeting.
- Next meeting date: February 11, 2010 at 9:30am in the North lounge.
BP 3570  Tobacco and Smoke-Free Environment and Cessation / Prevention

Reference:
*Government Code Section 7596, 7597, 7598; Labor Code 6404.5; Title 5, Section 5148*
*California Health and Safety Code Section 104495*
*CA Health and Safety Code Sections 1596.795, 1596.890*
*CA Health and Safety Codes Section 104420(p)*

All smoking and use of all tobacco products and non-regulated nicotine products is prohibited on all Gavilan Joint Community College District owned, leased, or operated property.

This policy will take effect July 1, 2011 with a one-year educational campaign, and support for students and staff in smoking cessation with full implementation effective July 1, 2012.

The President of Gavilan College shall assure that the District provides adequate notification to the community and education / cessation support.

**See Administrative Procedure #3570**
AP 3570  Tobacco and Smoke-Free Environment and Cessation / Prevention

Reference: Government Code Section 7596, 7597, 7598; Labor Code 6404.5; Title 6, Section 5148
California Health and Safety Code Section 104495
CA Health and Safety Code Sections 1596.795, 1596.890
CA Health and Safety Codes Section 104420(p)

In order to maintain a safe and healthy learning environment for students, faculty, staff, high school students and children on campus, and to reduce smoking-associated litter and air pollution Gavilan College has adopted BP 3760, Tobacco and Smoke-Free Environment and Cessation / Prevention.

In conjunction with prohibiting smoking and the use of tobacco and non-regulated nicotine products, the college will provide education and support for smoking cessation through the office of Student Health.

This policy applies at all Gavilan Joint Community College District owned, leased, or operated properties.

This policy shall be communicated through the college website, Schedule of Classes, Catalog, and appropriate campus signage. It applies to all members of the campus community including visitors, outside users of the facilities, contractors, vendors, students and staff.

Enforcement of this policy will be the responsibility of all members of the college community. Failure to comply may result in action as specified by the Student Code of Conduct.

This policy will take effect July 1, 2011 with a one-year educational campaign, and support for students and staff in smoking cessation with full implementation effective July 1, 2012.