

Workplace Safety Committee

(Adoption 02-01-17)

Introduction:

The District recognizes its obligation to provide a safe working environment for all employees and students that is as free as possible from any health and safety hazard. According to the District and College Roles, Responsibilities and Service Outcomes Functional Map, DVC is to Develop and maintain college safety programs and reports. (p. 32, item 4.)

DVC will provide ongoing communications and training available to all employees in the prevention of injuries and emergency response. Training shall be accomplished as a joint effort between the Campus Safety Operational Workgroups, District Human Resources, District Facilities and Operations, District Police Services and the appropriate managers and supervisors. The DVC Safety Operations Workgroup will provide oversight to ensure that these trainings and communications are being provided. Standard III.B.1

Under the oversight of the Workplace Safety Operation Workgroup:

Outcomes

The college will provide support for an active Safety Monitor Program administered by the management team

The college will have an emergency preparedness plan, which will include evacuation planning and other ongoing preparedness activities

The college will provide ongoing campus wide training on safety related matters

The college will provide a forum/ communication channel for the campus community to ask questions and discuss general safety concerns.

The college will have a Safety Communication Plan that will include regular communications to the campus community to raise awareness of safety and preparedness activities and disseminate safety information.

The college will ensure ongoing safety

Process

The Safety Operational Workgroup will provide oversight to ensure that the DVC management team is fully engaged in the Safety Monitor Program. Each manager is assigned a location to provide oversight and ensure that the building occupants have the training and resources they need to manage most common emergencies.

The Safety Operational Workgroup will work with district police services to ensure that an updated emergency preparedness plan is in place for DVC, that the plan is accessible to the committee and other appropriate people, police services will provide guidance and training on how to use this plan in the event of an emergency.

The Safety Operational Workgroup will work with the college professional development, Management Council, Academic Senate Council, Classified Senate Council and ASDVC to ensure that the safety concerns of the campus body are taken into consideration in providing for ongoing campus wide training activities.

The Safety Operational Workgroup will arrange a forum once per semester where campus police and the Safety Operational Workgroup can answer questions and address concerns around general campus safety issues and training. In addition to the forums, the Safety Operational Workgroup will also work to provide a communication channel where the campus community can report and discuss campus safety concerns.

The Safety Operational Workgroup will create a Safety Communication Plan to regularly inform the campus of safety related issues, to raise awareness that there is a safety preparedness program on campus, to disseminate safety information, to inform the campus of training opportunities, and to provide forum information.

The Safety Operational Workgroup will work with police services to ensure that there is a

professional development activities in Management Council, Academic Senate Council, Classified Senate Council and ASCVC.

regular schedule to provide at least some safety professional development at the following college governance body meetings: Management Council, Academic Senate Council, Classified Senate Council and ASCVC.

Reporting status: vice-president of business and administrative services

Endorsed by the College Council

Membership

[Download safety workgroup outcomes](#)

COLLEGE COUNCIL MINUTES

Wednesday, February 1, 2017

2:00 - 4:00 p.m. • BFL CCC

			Present: Laurie Lema, Beth McBrien, Marisa Greenberg, Becky Opsata, Renee Savage, John Nahlen, Rachel Westlake, John Freytag, Ted Wieden, Catherine Machalinski, Newin Orante, Obed Vazquez, Laura Cremin. Guests: Andy Barlow Note taker: Julie Catalano
I		Organizational Items	
	1.1	Call to Order: John Freytag	2:05 p.m.
	1.2	Adoption of the Agenda	It was motioned (Greenberg) and seconded (Lema) to accept the agenda as presented. Motion passed unanimously.
	1.3	Approval of the December 7, 2016 Minutes*	It was motioned (Lema) and seconded (Greenberg) to accept the minutes as presented. Motion passed unanimously.
II		Public Comment <i>This time is reserved for members of the public to address the College Council. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic shall be enforced.</i>	Barlow suggests the council review their goals that they set for the year at a future meeting to check progress.
III		Council Comment <i>This time is reserved for members to address College Council. A limit of (5) minutes per speaker and fifteen (15) minutes per topic shall be1 enforced.</i>	<p>Wieden announced that we did not qualify for an HSI grant at this time. It is based on FTES not headcount, we need to get to 25% of FTES. We will try the next time around in 2019.</p> <p>Vazquez announced that today and tomorrow program review (PR) reports are due across campus. Last week the PRC reviewed its procedures and processes for PR in preparation of their work once the reports are in. They are also starting to evaluate the APRs and the Student Services PRs. They also reviewed the sunshine of the allocations.</p> <p>Greenberg announced that the Classified Senate (CS) endorsed the guided pathways application today. JobLinks will be held at CCC on June 1st. There will be a classified leadership retreat at CCC on March 17. The Senate is taking applications from Classified staff interested in going to the Leadership Institute in Lake Tahoe this summer.</p> <p>Wieden announced that President Trump signed an executive order restricting immigration from seven predominately Muslim countries. DVC has nine current F-1 students from three of those countries. The International Education Center is cancelling two 45-seat sections of bridge courses this year. There are human and operational impacts from this executive order. If we were to lose 10% of our international students it would be about a \$1.3M loss to our operating budget.</p>

			<p>Orante stated that there are other executive orders signed by Trump impacting our relationships with many Asian countries which could further lessen our international student population.</p> <p>Westlake noted that the scheduling committee will have to look at which courses international students mostly enroll in and think about how that might impact the number of sections we offer.</p> <p>Savage announced that many international students expressed fear and stress.</p> <p>Wieden announced that he will send out a communication to staff and students with links for help with support, and also reaffirming our commitment to our students and attaching the Governing Board Resolution.</p> <p>Much discussion transpired about campus climate, the lack of welcoming signs, etc.</p> <p>There was a motion (Machalinski) to modify the agenda adding an emergency action item "Addressing Campus Climate." The motion was seconded by Vazquez. Motion passed unanimously.</p>
*		Addressing Campus Climate – <i>action may be taken</i>	<p>Much discussion around the President's Executive Order. We need welcome signs/banners, resolution signage, student art work/posters.</p> <p>It was motioned (Machalinski) and seconded (Opsata) that the CC endorse an individual to gather information to particularize the language from the Board Resolution for signage around DVC and make that recommendation to the College President. Motion passed unanimously. Barlow agreed to be the individual to gather the information and recommend to the President.</p> <p>We will agendize the resolution for the next meeting to discuss actions the college can take to support the resolution.</p>
IV		Safety Operations Workgroup* – <i>action may be taken</i>	<p>Chrisanne Knox sunshined a new safety operational workgroup (outcomes & process) proposal. After some discussion there was a motion (Lema) and a second (Machalinski) to endorse the workgroup with the following two changes: adding <u>and students</u> after <u>all employees</u> in the first sentence and changing the name to Workplace Safety Operations Workgroup. Motion passed unanimously.</p>
V		Reforming the Accreditation Advisory Group (AAG)* – <i>action may be taken</i>	<p>Opsata brought a proposal to reform the AAG to the Council. Opsata motioned to reform the group with membership as noted on the 1-27-17 proposal with one addition being the VPI sharing membership with SRC Sr. Dean. Lema seconded the motion. Motion passed unanimously. The first meeting will be Friday, Feb. 24 at 1:00 p.m.</p>
VI		Facilities Survey Summary* – <i>action may be taken</i>	<p>Opsata noted that 255 people took the survey and stated that they are generally satisfied with the facilities in which they</p>

			work. Opsata has met with facilities and tech staff to share the details of the survey. Wieden suggested that the survey be put online and an email go out to the community. He also suggested that the VPBAS put out notices about the B&G and SysAid systems. The question was posed about classroom standards. Opsata will work with Westlake to clarify the classroom standards, she'll work with VPBAS for his email and work with Lema to get survey posted.
VII		Pathways Application Update – action may be taken	Opsata has presented the application to the Classified Senate, the Academic Senate, Curriculum Committee, Student Services Committee, Counseling Dept., and the SS Managers. There has been very positive feedback. The application will be on the Feb. 22 Governing Board agenda for approval.
VIII		Vision Statement Workgroup Assignments* – action may be taken	Freytag shared the timeline for the visioning statement. McBrien reported that Ellen Beaulieu, Lisa Ratchford, and Bridgitte Schaffer have agreed to be on this workgroup. Toni Fannin has also agreed to participate. Lema will spearhead the group. Wieden, McBrien, and Greenberg will work to find other members quickly.
IX		Spring Open Forum Dates and Topics – action may be taken	It was decided to hold the following open forums: Feb. 22 (2:00-4:00)—The Governing Board Resolution (Armendariz, Barlow, Orante will organize). Mar. 17 (9:00-4:00)—Pathways (Fannin, Lema, McBrien, Opsata, Westlake, + 2 student services reps will organize). Apr. 19 (2:00-4:00)—EMP (Lema and Opsata will organize).
X		Follow-up to Jan. Work Group Discussion – action may be taken	Wieden and Lema will discuss and help flesh out Catalano's notes. We will bring this item back next meeting.
XI		Adjournment	

*Added emergency action item

Committee List, March 1, 2018

College Committees

Governance

Budget Committee

College Council

Program Review Committee

Research, Planning and Evaluation Committee

Operational

Developmental Education

Environmental Sustainability

Equal Opportunity Advisory

Information and Instructional Technology

Student Equity

Student Success and Support Programs

Workforce Development

Workplace Safety

Academic Senate Committees

Curriculum

Distance Education

Faculty Professional Development

Scheduling

Scholarship

Student Learning Outcomes Advisory
Committee

Student Services

Tutoring Advisory

Classified Senate Committees

Staff Professional Development

Chronology of Discussions 2017-2018

8/16/17 – College Council reviewed existing document and made recommendations

8/30/17 – College Council reviewed revisions and sent to RPEC

9/13/17 – RPEC reviewed and made recommendations

10/11/17 – RPEC approved edits

Spring 2018 – *some additions and corrections*

Committee Handbook Section Two pages 4-5 DRAFT COMMITTEE, COUNCIL AND TASKFORCE INFORMATION

Introduction

Committees, subcommittees, councils, and taskforces work closely with each other and play a vital role in the operation and governance of Diablo Valley College, providing collaborative discussions and decisions in support of the college's mission statement and strategic directions. All members of the college community are encouraged to participate in the college's shared governance and to take initiative in the delivery, evaluation, and improvement of the practices, programs, and services to advance the college mission. All committee, council and taskforce meetings are open to all employees and students. Everyone is welcome to attend.

In all instances, academic and professional matters will be referred to the Academic Senate Council in consultation with the College President, or designee, per Title 5, section 53200 and DVC Procedure 1009.01.

Definitions

Committees and Councils: The Brown Act applies to all "legislative bodies" which includes:

Governing Bodies: which are the governing body of a local agency or any other local body created by state or federal statute.

Subcommittees and Commissions: All subcommittees and commissions created by formal action of the legislative body, whether temporary, decision making, or advisory. There is one exception for ad hoc advisory committees consisting solely of less than a quorum of the legislative body.

Under the Brown Act a "meeting" means:

A meeting is any congregation of a majority of the legislative body that meets at the same time and place to hear, discuss, or deliberate upon any item within the body's subject matter jurisdiction. A "meeting" includes any use of direct communication, intermediaries, or technological devices such as e-mail.

A regular meeting is the fixed formal meeting of the legislative body. Agendas must be posted at least 72 hours in advance of the meeting. All agendas must be posted in a location at the agency offices that is freely accessible to the public, and also on the agency's website. Each regular meeting agenda must provide an opportunity for public

comment on any agenda item and on any item of interest to the public within the subject matter jurisdiction of the legislative body. Agendas must contain a brief general description of each item of business to be transacted or discussed at the meeting.

At DVC these groups are governing Brown Act bodies:

- Academic Senate and all standing committees created by official action of the Academic Senate
- Classified Senate and all standing committees created by official action of the Classified Senate
- College Council and all standing committees created by official action of the College Council. *These are the Budget Committee, the Program Review Committee, and the Research, Planning, and Evaluation Committee.*
- Associated Students of DVC and all standing committees created by official action of the ASDVC

Operational Committees: *College wide committees which have been formed to complete and advise on specific operations at the college. These committees report to both the College Council and to the manager in charge of the specific operation.*

Both governance and operational committees must have changes to their structures, membership, and goals approved by the College Council. All committees are required to share budget plans and decisions with the College Council.

Expectations of Chairs and Co-Chairs

Leaders of governance and operational committees will be expected to follow basic guidelines:

- Post dates, times and locations of meeting in the campus events calendar.
- Have agendas, minutes, and documents uploaded to the college website in a timely manner, preferably within two committee meetings of them being approved.
- Direct the completion of the beginning of the year goal setting process, *the mid-year update* and the annual end-of-the year report. Share these documents with the College Council and post them on the college website in a timely manner.
- Share budgets and processes openly with the college.

Expectations of Members

Committee members shall model and facilitate effective communication among committee members, constituent groups, and other college entities by establishing and using appropriate standards of communication in frequency and methods. Through input from areas of expertise and those who will be most affected by the decisions, collaborative decision-making of guidelines, processes, and recommendations can be achieved in a respectable manner.

When a manager, faculty member, classified staff, confidential, or student is appointed by its constituency group from the body that is making a selection, and the person accepts the appointment to serve on a college committee, council, subcommittee, or task force, they agree to volunteer their time and expertise for the good of the committee and of the college. They also

agree to serve as a communication conduit between the group that appointed them and the committee, subcommittee, or task force.

Committee members will be expected to follow basic guidelines:

- Familiarize themselves with the committee function and intended outcomes.
- Review all materials, such as agendas, minutes, guidelines, etc. before a meeting.
- Ask for clarification if needed,
- Be prepared to discuss the issues and make contributions to the collegial dialogue.
- Accept responsibility to report back to its constituency group.
- Attend all scheduled meetings of the committee.
- Complete all assignments made by the committee chair in timely fashion.
- Be an active and responsive member of the committee.
- Respond to all correspondence from other committee members and the chair, or as promptly as possible.
- Fulfill the length of the appointed term.

Expectations of the Self-Evaluation Process (*NOTE: This will replace pages 30-31 in the existing handbook*)

1. Annual beginning of the year goal setting process

Committees, subcommittees, councils and taskforces will provide an annual goal setting document to the College Council by the end of September. Annual goals will align with college goals and priorities as established in the Educational Master Plan, Strategic Priorities, or in other college plans. It will be the responsibility of the chair of the group to submit this document.

Please provide the following information:

- Meeting Dates
- A list of primary goals and an action plan for the academic year.
Include a brief description of how each of the goals support the priorities of the college as stated in the Educational Master Plan and/or Strategic Plan and other college plans.
For example: RPEC will develop a web page to guide data inquiry.
This tool will be used to support the implementation of guided pathways throughout the stages of the student experience as listed in the Educational Master Plan.
- Include an action plan that identifies specific steps to attain desired goals.
For example:
Step 1 Review CCCs for web page models
Step 2 Collaborate with Marketing Department
Step 3 Design a mock web page
Step 4 Test the page for ease of content navigation
Step 5 Follow up with Marketing Department for web page completion
- A list of members

2. *Mid-Year report*

All committees will provide a brief 1-2 paragraph update on progress toward their goals to the College Council. This report will be due when classes begin in the spring term.

3. **Annual end-of-year report**

Committees, subcommittees, councils and taskforces will provide an annual end of the year self-evaluation to College Council. The chair is responsible for submission of the document.

The document must include the following information:

- Progress meeting goals outlined at the start of the year and related documents.
 - Dates or future dates of completion
 - Major obstacles and/or problems with goal accomplishment
- Other major committee accomplishments and achievements in the past year
- General recommendations to improve committee function.
- Supporting evidence or a list of evidence
- Tentative goals for the next year
- Other comments if the committee chooses to make them

College Council will review all annual reports for college committees, subcommittees, councils, and task forces and will use those reports to conduct an annual evaluation of the college governance and consultation model and recommends changes as appropriate.

ASDVC Brainstorming Session

If you were to pick three things that all students should learn while at DVC, what would they be? These are high level things, not specific to one subject but overall.

Time management skills/Work and social balance/Stress management – IIIII IIIII II

Organizational skills/study skills – IIIII II

Understanding of transfers opportunities- IIIII I

Foreign language

Money management skills/Personal finance – IIIII II

Basic coding/technology related skills - III

Ability to be Innovative/Creative thinking - III

Confidence in public speaking – IIIII I

Leadership – IIIII IIIII II

Perseverance - III

Critical thinking skills - III

Decision making skills/Independence – IIIII II

Empathy mindset - III

Interact with different backgrounds and perspectives/Social skills/Teamwork - IIIII IIIII IIIII

Learn the subjects we took

Job search/Career networking - IIIII

Learn how to write an essay well

Learn argumentation and debate skills

Historical and geographic literacy – some people have a lack of basic knowledge of current issues

Voter education/US Civics - II

Empowerment

Street Law/Not always obey the rule - III