



HARTNELLCOLLEGE

WVPP Subcommittee

March 26, 2024, 2pm- 3pm

Zoom ID: 878 5959 7440

Minutes

MEMBERS	Constituent Group	Present	Absent
1. Edwina Cervantes (Chair)	Administration	X	
2. Jon Garner	Administration	X	
3. Kayla Valentine	Administration	X	
4. Dianna Rose	Administration		X
5. Louann Raras	Staff	X	
6. David Jones	Staff	X	
7. Vinita Tiwari	Staff	X	
8. Xochitl Carranza	Staff		X
9. Carlos Chavarin	Staff		X
10. Fanny Salgado	Staff		X
11. Miriam Vazquez-Gonzalez	Staff		X
12. Gabriel Hernandez	Staff		X
13. Emily Brown	Faculty		X
14. Nancy Shur-Beymer	Faculty		X
15. Deborah Thorpe	Faculty		X
16. Jazmin Sanchez	Security	X	
Quorum (9)		7	9

Guests: None

1. Call Meeting to Order

Meeting called to order at 2:00 p.m., March 26, 2024

2. Review of Previous Agenda

Sections 5-8 were discussed in the previous meeting

- **Section 5 – Employee compliance:** Discipline language standardized to: employees will be disciplined according to the applicable standards/processes for their employee categories.
- **Section 6 – Communication & reporting:** Committee will use Advocate (existing campus platform) for reporting; form is being built with Augustine and will be published on the Hartnell website.
- **Section 7 – Emergency response:** In major threats/emergencies, employees should contact Campus Safety and call 911 as needed; follow the Emergency Response & Evacuation Plan.

CARING CAMPUS COMMITMENTS: Ten-Foot Rule, Nametags, Cross-Department Awareness, Warm Referrals, Welcoming Students

VISION STATEMENT: A place where dreams become possibilities.

MISSION STATEMENT: We advance social and economic justice through the transformation of education.

VALUES STATEMENT: Our core values reflect our deeply ingrained beliefs that guide everything that we do. When we practice these values, we put students first. Education, Connection, ¡Si se puede! Cultural Wealth, Impact.

- **Section 8 – Training:** Annual, interactive training covering the plan, applicable law, monitoring/compliance, and de-escalation/prevention methods; tracking of completion annually with comprehension verification.

3. Timeline & Governance (Remainder of March / Early April)

- This was the final meeting of the Workplace Violence Prevention Subcommittee to complete the plan (Sections 9–11).
- Next steps: Send the draft WVPP to the Safety Committee for feedback.
- Action target: Safety Committee to meet Monday, April 1 to take action on (and approve) the plan.
- Escalation path: Safety Committee → Institutional Resource Council (IRC) → College Council → President.
- After approvals/feedback, finalize and publish the plan.
- Committee cadence: Bi-weekly meetings in April and May; next meeting TBD.

4. WVPP Sections 9-11 (Discussion & Edits)

Section 9 – Hazard Identification & Evaluation

- Mirrors the Illness & Injury Prevention Plan (IIPP) where applicable.
- Inspections conducted:
 - When the plan is first established (district-wide building inspections already being scheduled).
 - After each workplace violence incident.
 - Upon awareness of new or previously unrecognized hazards.
- Inspections are continuous and uninterrupted activities focused on identifying unsafe conditions/practices.
- Immediate corrective action should be taken during inspections whenever possible.
- Remaining items corrected within a reasonable timeframe, prioritized by severity.
- Employees may report hazards at any time to the Director of Public Safety (don't wait for scheduled inspections).
- The Public Safety Office will document all efforts from identification through corrective action and effectiveness monitoring.

Section 10 – Hazard Correction

- All employees share responsibility to observe, identify, and report workplace violence hazards.
- The Director of Public Safety will evaluate/respond per the Section 6 process, take corrective action, and monitor effectiveness.
- The WVPP will be reviewed and revised as needed when new hazards are identified.
- The WVPP Committee and Safety Committee will actively involve employees/representatives in any plan review or revisions, routing through appropriate committees.

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Section 11 – Recordkeeping

- Records of hazard identification, evaluation, and correction retained minimum 5 years.
- Training records retained minimum 1 year and include dates, content/summary, trainer names/qualifications, and names/titles of attendees; HR to house and track annual refresher completion.
- Violent incident logs and incident/investigation records retained minimum 5 years.
- All required records will be made available to employees/representatives within 15 calendar days of request at no cost.
- Director of Public Safety and VP of HR ensure records are completed, maintained, and provided as required (Public Safety leads all records except training; training is housed/managed by HR).
- Statement of shared responsibility: maintaining a safe and healthy workplace is a goal shared by management and staff.

5. Next Steps

Begin development of the training program (April–May). Solicit input from Facilities, Security Officers, and other employee groups on practical content and scenarios.

6. Adjournment

Meeting adjourned at 02:16 p.m.

Next Meeting(s)

TBD (Committee will meet bi-weekly in April and May)

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