



**Mathematics and the Natural and Health Sciences (MNHS)
Combined Division and STEM II Staff Meeting
MINUTES
March 29, 2016**

MEETING TYPE:

X
X

Staff
Product/Project
Special

Date: June 21, 2016
Start Time: 12:00 p.m.
End Time: 1:00 p.m.
Location: NS-127

Chair: Dr. Kathryn Kailikole, Interim Dean, MNHS Division
Members Present: Kathy Kailikole, Debra McBrayer, Abby Corona, Corazon Cordova, Tsung Lee, Karen Buehler, Steve King, Margarita Vega, Diep Vu, Kelli Miller, Kelly Donaghy, Gail Rodriques, Michelle Tucker, Tony Kopec
Members Absent: Brenda Morris
Guests: Jacques Coulombe, Yuan-Lin "Annie" Lee, Mireya Gutierrez-Aguero, Maria Zapien-Rangel, Cynthia Cordova, Michael Maines, Jesus Montes, Derrick Johnson, Yolande Reilly
Recorder: Debra McBrayer

Interim Dean Dr. Kathryn Kailikole began the meeting at 12:00 p.m.

- 1) **Training for Drill:** Yolande said online AED training will be available by the end of the week. She will check on training for Lifting and the Evacuation Chair. She said she would make a new updated list. She said it is best to take the eight hour First Aid/CPR/AED course live.
- 2) **Evacuation Drill:**
 - a) **Date and Volunteer Roles:** The drill will be Wednesday morning, June 29. Yolande explained the different roles volunteers will perform. The drill must be taken seriously. Volunteers will receive necessary equipment (vests, radios, clipboards, hard hats, etc.) prior to the drill.
 - b) **Evacuation Location:** NS Building occupants will evacuate to Lot 9.
 - c) **Roll Taker:** Student rosters will be needed. They should be printed at the beginning of the semester, on census date, and on last day to withdraw date. They must be accessible. Dr. Kailikole is going to find out if enrollment management has an easy way to run the rosters.
- 3) **Active Shooter Training:** Campus Police Sergeant Michael Maines and Community Services Officer Jesus Montes provided information about what to do about an active shooter on campus. Sergeant Maines emphasized situational awareness. He suggested we prepare ourselves and use our senses—sight, sound, smell, and touch. If we have a questionable intuition about someone acting strange, it is best to call campus police. He said to be aware of the direction doors swing. He suggested that the RAD class offered free, twice per semester. It may take three minutes for campus police to go after the gunman—their first job. To project those inside a classroom and delay an intruder, he said to stack chairs on their sides in front of the door. If you have to fight, remind yourself you are fighting to protect yourself, others, students, etc. Be aware.

The meeting ended at 1:05 p.m.

Next Meeting: Wednesday, June 29, 2016, 12:00 – 1:00 p.m. – NS-145