



# Minutes

**Committee Name: Safety Committee Meeting**

**Date: 9-11-18**

**Time: 9:00am**

**Location: EW 207**

**Present: Lisa Couch, Todd Dearmore, Sherri Windish, Karen Spurlock, Mike Metcalf, Caroline Sanderson, Lisa Stephens.**

**Absent: Ana Mora, Jarrod Bowen, Joe Grubbs**

## 1. Call to Order

Time: 9:02pm by Lisa Couch. Lisa introduced Todd Dearmore, our new Safety & Security Coordinator. He will be the new chair of this committee.

## 2. Approval of Agenda

Approved with no changes.

## 3. Approval of Minutes and Action Items

Minutes approved from 4-17-18 with no changes.

Action Items:

**3.1 Lisa will request that an evacuation area sign be provided to KRV. Lisa Stephens confirmed they have an evacuation area sign.**

**3.2 Lisa will confirm LRC lighting and timeline for gym parking lot project. Lisa Couch confirmed the LRC lobby lighting was replaced over summer. The gym parking lot project is several years from being scheduled but we are looking at a temporary fix to slow people down. Traffic flow will decrease when we return to the main building.**

**3.3 Lisa will confirm flyers and material are being sent to sites for sexual assault awareness. Completed.**

**3.4 Lisa to reach out to Rebecca Pang to get info on Canvas for our online students. Completed.**

**3.5 Lisa will work with Mike Campbell on feedback survey on presented info for sexual assault awareness. 9/11/18 Lisa will follow up with Mike Campbell to see if survey went out after sexual assault awareness activities.**

**3.6 Lisa will reach out to VP and Deans to see what works best for Fall 2018 drills. See agenda item #5.**

**3.7 Lisa will confirm with Natalie when the CC Info will go out. Completed.**

**3.8 Caroline will follow-up with Pearson Vue and let Lisa know. 9/11/18 Action pending.**

## 4. Safety Suggestion Boxes

4.1 ESCC -No suggestions.



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4.2 KRV – No suggestions.

4.3 IWV – Three suggestions.

4.3.a Concerns with the dirt walkway from the LRC to the Art Department.

4.3.b Request to add more lighting in the Sculpture Garden.

4.3.c Request to add more lighting in front of the Child Development Center.

**Action: Todd will follow up with John Daly to address LRC walkway and lighting suggestions for CDC and Sculpture Garden.**

## 5. Fall Drill - Update

5.1 The previously identified drill dates for early September and the October Great Shake Out have been postponed due to services and staff moving back into the main building. We will be reviewing evacuation routes and assignments to make sure individuals are trained and aware of their responsibilities before the next drill. The committee would like to standardize drills to occur on or about the 3<sup>rd</sup> and 10<sup>th</sup> week of instruction each semester.

**Action: Todd and Lisa will identify Fall drill dates.**

**Action: Mike Metcalf will report fire drill dates to Faculty Senate.**

## 6. Security Survey

6.1 Our security contract is up for renewal and we are seeking bid proposals. There is conversation by the Board of Trustees to have security on all campuses. Todd will be visiting all sites to make an assessment. A sampling survey will be sent out to gather input on campus security.

## 7. Safety Calendar

7.1 Committee assistance is required by each member to come back with a couple suggestions for promoting the monthly safety topics from December – June. Todd will add some material to Sharepoint to get us started. The latest version of the Safety Calendar is posted in the group.

**Action: Todd will add safety material to Sharepoint.**

## 8. Review of Action Items

**8.1 Lisa will follow up with Mike Campbell to see if survey went out after sexual assault awareness activities.**

**8.2 Caroline will follow-up with Pearson Vue and let Lisa know.**

**8.3 Todd will follow up with John Daly to address LRC walkway and lighting suggestions for CDC and Sculpture Garden.**

**8.4 Todd and Lisa will identify Fall drill dates.**



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*8.5 Mike Metcalf will report fire drill dates to Faculty Senate.*

*8.6 Todd will add safety material to Sharepoint.*

## 9 Future Agenda Items

9.4 Main Building Evacuation Routes

9.5 Evacuation Responsibilities

9.6 Spring drill dates

## 10 Future Meeting Dates

10/9/18

11/13/18

02/12/19

03/12/19

04/09/19

## 11 Adjournment

Meeting Chair: Lisa Couch/Todd Dearmore

Recorder: Crystal Leffler