

Meeting Date: 01/25/18

Minutes

Present: Chris Loos, Rita Dingman, Jaci Netter, Karen Middendorf, Tony Wolbersen, Al Raeker, Brian Johnson, Larry Gordon, Missy Majerus

Old Business

1. New "Latchblocker" Device to Test
 - a. We have recently tested the "Latchblocker"
 - b. Durable option, replaces existing strike plate on doors for easy install
 - c. Feedback thus far has been exceptional. Will wait until after break to survey further. Upon positive feedback Chris will write a proposal to purchase for the campus

Chris mentioned that the proposal has been submitted to Duane and Lori, so all we need to do now is wait until the final approval is signed and PO is created. Rita Dingman asked what the cost of the devices were. Purchase price for the devices that will be used campus-wide is \$6,892.14. This covers all classrooms, conference rooms, and office suite entrances. If we find that an area had been missed, or an additional device is needed, we can buy more. This device is meant to serve as a means to keep a classroom door locked, but the door stays closed. In the event we have to practice "hide" of our Run, Hide, Fight model, this device will be used by quickly opening the door, swinging the hinge, and closing the door.

2. OSHA Consultation Update
 - a. Last OSHA consult was on October 17th, 2017
 - b. Toured the Chemistry lab, chemical storage, Biology, and Automotive
 - c. Great results. The Automotive lab was commended on the condition of their shop. OSHA Consult team stated "we should bring other schools here to show them a good example on how to do things right."

Tony Wolbersen asked what areas would be visited during the consultation. Chris said that as of now Energy and Electronics, as well as Fire Training over in the CTEC building would be visited. Chris will send out an email request to see if any other areas are interested in having OSHA consult stop by.

New Business

3. Security System Upgrade Project
 - a. Ewert and Associates was contracted to conduct an evaluation of our existing systems
 - b. Walk through of campus was scheduled for Wednesday, January 3rd 2018
 - c. Initial meeting will help us examine the state of our current system. Subsequent meetings will deal with improvements and design of a new system
 - d. Once the design phase has completed, we will have an idea on cost. Cost will drive direction of project as either a phased approach or an "all inclusive" RFP for the new system

Chris mentioned that so far only the Northway Building has been completed. Ewert will need to come out for another trip to go through the rest of the buildings on campus.

Safety Committee

4. Campus Safety Perception Survey
 - a. Survey availability was communicated to the campus on 04/17/2017
 - b. Results of the Safety Perception survey were made available to Chris Loos on 10/20/2017
 - c. Safety Committee will need to create goals to address the issues presented in the “open-ended questions” portion of the survey
 - d. Will discuss the survey results and goals during one of our next Safety Committee meetings

Chris came up with three goals to address the survey results. The committee discussed these goals and an additional goal was suggested that would address more of the immediate physical safety concerns that were brought up in the survey. A fourth goal will be added and submitted to Don Beckering by Feb 1.

5. Employee Injury Report Update
 - a. No employee injuries have been recorded this month
6. Open Floor

Chris discussed ELM. Employee safety training from FY2017 is being closed, and notifications are being sent to those who did not complete the courses. A meeting has been set with Chris, HR, and Sarah from the system office to go through ELM and finalize the training and enrollment. Once enrollment has been set, notifications will be sent out to the campus employees regarding the availability of FY2018 training. Employees will have a set amount of time to complete the trainings, and will also receive automatic notifications through the ELM system about their training being due.

Rita Dingman brought up a safety concern regarding the rug in the sitting area just inside Door 1 of the Northway Building. There is a sitting area with couches and chairs, and a rug in that area is seen as a trip hazard. On different accounts people have tripped on the rug, and at one time a student in a wheel chair even got caught up on the edge of the rug because the tape used to keep it down had come off. The committee discussed the origins of the rug, and ultimately decided to bring this concern to leadership to discuss with the recommendation that the rug be removed from the area and either replaced with something that is safe, or removed altogether with only a bare floor under the furniture. Chris stated he would forward the committee’s recommendation to leadership.

--END OF MEETING--