

# Safety Committee

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## St. Cloud Technical and Community College Safety Committee

Meeting Date: 04/27/17

### Agenda

#### Attendance

Present: Brian Johnson, Jerry Mishow, Missy Majerus, Rita Dingman

Not Present: Jacci Netter, Al Raeker, Leanne Pearson, Jerold Mishow, Larry Gordon, Kateri Mayer, Alex Veillette, June Hirdler, Karen Middendorf, Anthony Wolberson

#### Old Business

##### 1. Emergency Flip Chart Update

These charts have arrived and have been installed in every classroom, conference room, and office suite on campus.

- i. If you notice areas where you think it may be beneficial to add one, please let me know
- ii. Very positive feedback. Other schools asking about them

Missy and Rita acknowledged seeing these charts and said they look very nice. Chris mentioned that a message had been sent out to the campus regarding the charts so people are aware.

#### New Business

##### 1. New "Lock Blockers" Discussion

- a. Since the last meeting I have determined the in-house built device will not work. Too many different types of doors, worked in some places, not in others
- b. Need a durable option, nothing paper or soft plastic
- c. Have identified a device designed to replace current strike plate. Obtained pricing and recommendation has been sent forward to Lori for approval
- d. This will be a solution that will carry us through until card access can be installed on interior doors  
Chris mentioned that he is looking into a device that someone in-house has developed. It is made of metal and is sturdy. There are some hurdles that need to be cleared in order to purchase this item as it is something that would be purchased from an employee. More to come as the situation unfolds.

##### 2. Building Re-Keying Project Update

- a. Materials have arrived at vendor and ready to install
- b. Installation date has been set for Monday, May 15<sup>th</sup> (Monday after commencement)
- c. Install schedule will be finalized and communicated to faculty and staff  
Chris noted that the process would move much quicker during the summer which is why he chose to do this then as opposed to during the school year. Chris said that the idea is to have the locks changed, and the keys ready for faculty and staff before classes begin in the Fall. Chris said the process should move rather smoothly, but to expect some issues to come up due to the age of some of the hardware.

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## 3. OSHA Consultation Update

- a. Occurred on Thursday, February 2<sup>nd</sup> at 9am
- b. Results are located on the safety/security web page
- c. All items (except for hearing conservation program and stairway fire gate) have been completed. The gate for the stairway was reviewed by our fire marshal and he indicated we would likely not need one. Chris is currently looking to secure another consult date in the future. He is looking at conducting one sometime in October of 2017. He will update the group when a schedule is set. Chris also noted that the consultations have been steadily getting better each time MN OSHA comes to campus. There have been no serious issues, and SCTCC is often complimented when these consultations have been completed.

## 4. Security System Upgrade Project

- a. Committee was formed to discuss needed upgrades to security related systems on campus
- b. Issues of current system were identified
- c. Map has been drawn of where the system needs to go looking into the future
- d. Likely that an RFP will be sent out to see what that ideal system would look like cost wise
- e. Will address items such as camera/card access/intrusion/mass notification interoperability (unification) Chris noted that this will be a longer process since there are so many pieces to consider. The committee that was formed will be working diligently to ensure we have a system that will be something we can build on in the future (i.e., we can add more doors to the card access system, cameras to the video surveillance system, etc. without a problem). We want the system to grow and expand with the college, and not have to be something that is replaced again anytime soon.

## 5. Outdoor Facilities Committee Update

- a. Outdoor Facilities Committee met in April to discuss outdoor projects that are funded by parking related fees
- b. Fees must be used for improvements for parking, wayfinding, etc.
- c. Top issue identified is the parking lot for the Digital Commons
- d. Vendor contacted to survey the lot and come up with action plan/cost
- e. Will also look at ADA issues that can be addressed (sidewalk issues, etc.) Brian noted that the parking lot is in pretty bad shape. Chris mentioned that the committee had heard feedback from individuals in the digital commons regarding low-lying areas of the sidewalk that are constantly under water when it rains or snows, and that it creates a very dangerous situation on the sidewalk. The sidewalk will also be evaluated during this process to see if it can be raised, or if a new one needs to be poured.

## 6. Employee Injury Report Update

- a. One employee incident "near miss" event occurred in April. Has been recorded
- b. One contracted worker "near miss" event occurred in April. Has been recorded

## 7. Open Floor

The only open floor item was presented by Brian Johnson. Brian stated he had a small concern regarding confusion during the rekey of the Northway Building. Chris stated that emails would be sent out updating people on campus as the process moves along. Chris intends to include people in their specific areas so that they are aware when their office, suite, etc. are being rekeyed. Chris also mentioned that he and Rose Fritz would be getting keys ready for

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people so that once their area is rekeyed, they can come to the business office to get their new key. Chris also mentioned that he would be encouraging people to return their old keys so they can be recycled.