

Meeting Date: 01/28/2020

Meeting Location: Heartland Building Room 116

Meeting Time: 3:00 pm

Present: Chris Loos, Ryan Haws, Kathy Robinson, Andrew Gronli, Rita Dingman, Jason Theisen, Larry Gordon, Aaron Thompson, Leanne Pearson, Julie Simonson, Lori Kloos, June Hirdler

Meeting Agenda

1. Emergency Flip Charts

- Charts emailed out 01/23/20. Chris stated that he received a few responses already, but is encouraging more. Reprints are fairly inexpensive, and now is the chance to include any information those in the committee feel may need to be added since last update.
- Request review for edits/additions
- Submit feedback by March Safety Committee Meeting (TBD) Email suggestions directly to Chris. He will include those suggestions where necessary.

2. Review of

- Reports of personal injuries and illness (none reported)
- Accident investigations (none reported)
- Property damage (none reported)
- Alleged hazardous working conditions (none reported)

3. Follow-up on action items from previous safety committee meetings

- Security Monitor Program
 - Reviewing historical data of space utilization and spring classes. Chris stated that the idea is to find data that supports the program, as well as the possibility of influencing future classroom usage and scheduling in the evenings. Chris mentioned the possibility of scheduling classes much closer together so that classes aren't spread out across the building in several different locations. This provides us the best opportunity to provide security to everyone in class in the evening.
 - Using this information to determine placement/coverage. Chris mentioned that the number of work study needed for this program in the evenings will be dependent on the number of people security would be serving during scheduled classes. We want the presence to be adequate and not overdone.
 - Upstart cost Review. Chris said there is a small cost associated with upstart of the program (e.g. radios, equipment, uniform shirts, etc.)
 - Implementation timeline TBD. Chris is working on finalizing plans and hopes to implement this resource as soon as possible.
- Discussion regarding Cell Phone Coverage and Cost
 - Proposed Alternative

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- VOIP Phones vs DAS. Chris said that after discussions with IT, he found out that VOIP phones were going to be installed on campus sometime in the very near future. The phones will have the ability to integrate with software the college already owns (Alertus), and that the phones would be able to be used as a mass notification tool. DAS systems for cellular boosting cost about 5-6 dollars a square foot, so it is not cost effective.
 - Highest traffic areas where needed. The night class auditing Chris is already doing may assist us in figuring out the best places to install VOIP phones for the evening classes. They won't be installed in every single classroom on campus due to the cost.
 - Strategically placed (e.g. Evening Classes)
4. Update on walk-around inspections conducted by
 - Safety Committee (none)
 - Campus EHS personnel (none)
 - COPE inspection reports (none)
 5. Update on building security issues
 - SCSU Security and Options. Chris mentioned that he is looking into options outside of SCSU Public Safety to potentially provide security on the SCTCC campus. Chris said that no decisions have been made regarding a change, but due to previous concerns the college is doing its due diligence to look at other opportunities and determine if we'd be better served with another company. Lots of factors at play, but we are in a fact-finding stage.
 - Security Camera System Update (Genetec). New camera system is installed and is functional. Will hold 30 days of video surveillance footage as opposed to the 7 days we previously were able to retain. New software integrates with other systems we have on campus and, after some updates, will allow us to run all security related systems from one platform.
 - Card Access Conversion to Genetec Options. Chris is getting pricing, but this portion of the project is being researched as an R&R project with Jason Theisen. Looking to integrate our existing card access system (S2) into Genetec which will allow us to run from a single security platform.
 - Recommendations/Actions
 6. Status of employee safety training ELM training being launched Friday. Users should get an email regarding their enrollments in training. Chris stated that since we are in the third round of trainings, some groups may not even have training, and some groups may only have 5 trainings.
 7. Status on the job hazard analyses done for the campus (no new completed)
 8. Open Floor Discussion

Kathy Robinson brought some issues that were reported to her from other faculty. Those items are:

1. Students have asked faculty if there are insulin kits available on campus in case someone with a blood sugar issue is in need of one. Chris stated that SCTCC currently does not have insulin kits available, but that it would be something he could look into for future additions to the first aid program. Officer Gronli stated that he does have a medical kit that has glucose gel packets that tend to come in handy for such needs.
2. Kathy asked if there was a map of the AED locations. Chris stated that he has a map, but can certainly make it part of the updates to the Emergency Flip Charts discussed previously during the meeting.
3. Kathy asked why there was no handicap door at Door 14. Jason Theisen mentioned that SCTCC is compliant with ADA regulations, as code requires a minimum number of doors but that we could evaluate other needs. Jason will look into it.

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4. Kathy asked if evening classes could be scheduled in the same area. Some faculty have reported feeling unsafe during the evening hours. The security monitor program discussion addressed most of those concerns already.
5. Kathy asked if garbage cans could be added to the parking lots. Jason Theisen stated that it would require personnel to empty the cans, and that it does impede snow plowing a bit as the cans would have to be moved all the time. He could evaluate where they are currently located and see if there are additional areas around the building where they could be added.