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**SAFETY COMMITTEE**

**MEETING MINUTES: September 24, 2015**

(Date)

**SAFETY COMMITTEE - MEMBER ATTENDANCE: = present A = absent**

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| **Clemence, Bob**  Health/Sci. – Lab |  | **Miller, Valerie**  Committee Chair –General Counsel |  | **McCown, Dillard**  Facilities - Collier |  | **Sherman, J.R.**  Facilities – Lee | **A** |
| **Crawford, Kathleen**  Collier Campus |  | **Kruger, Bernie**  Facilities – Charlotte |  | **Mitchell, Reggie**  Public Safety - Lee |  | **Guest** |  |
| **Albert Dorelien**, Residential Life |  | **Roy Hepner,** Pure & Applied Sci. | **A** | **Ulrich, Melanie**  Faculty - Biology | **A** | **Gina Doeble**  VP, Admin Services |  |
| **Gallagher, Patrick**  Public Safety - Charlotte | **A** | **Millis, Adam**  HR/Benefits | **A** | **Pracher, Pete**  Facilities - Lee |  | **Jason Dudley**  CIO |  |
| **Gibbs, Jeff** – HendryGlades Center | **A** | **Mayhew, Jim**  Health Professions – Rad. |  | **Imani Oteghile**  Student Representative |  | **Lewis, Justine**  Recorder |  |

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| **A. MEETING CALLED TO ORDER:**  3:30 pm Bldg. I-225 - Lee Campus.  (time) (location)  Meeting minutes of the April 23, 2015 meeting were approved without changes.  Introductions were made to the Committee.  **Guests:** Gina Doeble, Vice President, Administrative Services and Jason Dudley, Chief Information Officer were introduced as well as Imani Oteghile, Student; RHA President. |
| **B. OLD BUSINESS:**   1. Dr. Doeble updated the committee on the removal of all blue assistance boxes for all campuses. 2. Discussed the recommendations of the committee to Dr. Doeble. 1.) Fire drills, would like to see the College have yearly fire drills for staff and their roles during the drills. 2.) Move Public Safety to a more prominent position on the webpage. 3.) Add stickers or signs to entrance and exit doors with public safety telephone numbers. 4.) Testing the emergency notification system. 3. Dr. Doeble indicated she would look into implementing the recommendation. |
| **C. NEW BUSINESS:**   1. Dr. Doeble and Jason Dudley gave a presentation on the new Rave Buc Guardian that the College has purchased for the safety of all current students and staff which was tested by Dr. Doeble and Jason Dudley. A YouTube video was played showing the benefits of the app and how it is being utilized at other colleges and universities.   The committees concern was how to get the word out to staff and students about the App. Dr. Doeble asked if the committee would recommend some ideas on how to spread the word about the app.  Suggestions for the RAVE App. Awareness:   * Email, Signs, Rolling boards, TV in Cafeteria, Social Media, Banners, Benefit Expo and other large attended events.  1. Dr. Doeble suggested that the Committee have all recommendations to her office no later than March of each year to insure that there is money budgeted for suggested initiatives. 2. Will table remainder agenda items for the next meeting in November. |
| **H. ADJOURNMENT:** The meeting ended at 4:45 PM. **NEXT MEETING DATE: November 5, 2015 at 3:30 PM.** |