

**SAFETY COMMITTEE**

**MEETING MINUTES February 13, 2020**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Clemence, Bob**  Community Advocate | **X** | **Miller, Valerie**  Committee Chair –General Counsel |  | **Herrera, James**  Facilities - Lee | **X** | **Sherman, J.R.**  Planning & Space Management |  |
| **Zirzow, Amanda**  Science Lab Manager/Instructor (A&P &Microbiology) | **X** | **Krueger, Bernie**  Facilities – Charlotte | **X** | **Chief Connolly**  Public Safety – Lee |  | **Nisson, Michael**  Faculty **–** Criminal Justice | **X** |
| **Millis, Adam**  Human Resources |  | **Hepner, Roy**  Pure & Applied Sci. |  | **Whitmer, Elizabeth**  Health Info. Tech - Lee |  | **Espinal, Ashley**  Student |  |
| **Botts, Brian**  Principal, HS Lee | **X** | **DeVito-Young, Kimberly**  Assistant Director., Event Services |  | **Skumatz, Casey**  Residence Life Specialist | **X** | **Young, Bo**  IT |  |
| **Kaiser, David**  Coordinator Plant Operations **-** Collier | **X** | **Mayhew, Jim**  Health Professions - Radiology | **X** | **Brown, Stuart**  Theater Professor |  | **Dantes, Judy**  School of Business/Technology |  |
| **Lehrian, Amanda**  Associate Dean,  Student Affairs H/G  Center | **X** | **Perdomo, Elizabeth**  Coordinator, Clinical  Placements, SOE |  | **Dowd, Frank**  Faculty Librarian |  | **Mraz, Frank**  Public Safety –  Hendry/Glades |  |
| **Judy Robinson**  Science Lab Manager/Instructor Charlotte Campus | **X** | **Infantado, Nina**  Science Lab Manager/Instructor (Biological Sciences & Interdisciplinary Sciences) |  | **Gilrane, Rose**  Science Lab Manager (Physical Sciences) |  | **Hartsell, Angie**  Director,  Adaptive Services |  |

|  |
| --- |
| **A. MEETING CALLED TO ORDER:**  Bldg. I-223 - Lee Campus  (time) (location)  Meeting minutes of the **November 21, 2019** meeting were approved by Elizabeth Whitmer and seconded by Roy Hepner. |
| **B. OLD BUSINESS:**   1. Chemical Hygiene Plan (CHP): Nina Infantado is reviewing the necessary training, staffing, and guidelines for CHP. Department contact information was requested to start formation of college committee for CHP. 2. Nina Infantado is coordinating with Dean McGarey on training for all lab managers. 3. Via photos, Facilities presented two options for arena steps. Option one is a white leading-edge strip. The section option is black and yellow striping. 4. Bo Young to determine what is necessary to add a Nightlock instructional video for staff use. 5. Chief Connolly is developing safety manual for Arena. 6. Chief Connolly is developing a train-the-trainer series for the Building Safety Leaders (BSL). Training to include: responsibilities of BSL, shelter-in-place procedures, evacuation procedures, rally points during evacuations, and instruction on use of two-story patient transport devices. Each BSL will perform monthly safety inspections and report deficiencies to Campus Police for correction. 7. Chief Connolly to forward fire/evacuation template to Nina Infantado. Completed draft to Chief Connolly for review. 8. Chief Connolly will have a representative on CHP committee. 9. Bo Young reviewed wi-fi strength heat maps with committee. Bo to meet with Elizabeth Whitmer to review wi-fi strength during peak times of use. 10. Frank Dowd confirmed completion of window film on the Lee Campus Library offices. 11. It has been reported that the pedestrian walkway stripping needs to be re-done in lot 8 as it is very faded. Facility representation was not present, will forward information to James Herrera.     **C. NEW BUSINESS**   1. Angie Hartsell requested an alternate method to remind students to update their emergency contact information. Bo Young noted that reminder occurs in Portal and not Canvas Modules. Ashley Espinal commented that most students go directly to Canvas and do not see a Portal reminder. 2. Roy Hepner noted that Lee Building A sidewalk was blocked with barricades due to bees. No signage was provided for pedestrians. |
| |  | | --- | | **ADJOURNMENT:** **NEXT MEETING DATE: April 9, 2020– Lee I-223** | |
| **RECORDER**: JR Sherman |