

**SAFETY COMMITTEE**

**MEETING MINUTES February 21, 2019**

(Date)

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

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| **Clemence, Bob**  Community Advocate | **A** | **Miller, Valerie**  **Coordinator, Legal & Risk -** Committee Chair |  | **McCown, Dillard**  Manager, Facilities Maintenance and Operations |  | **Sherman, J.R.**  Director, Facilities Planning and Space Management |  |
| **Zirzow, Amanda**  Science Lab Manager/Instructor (A&P and Microbiology) |  | **Krueger, Bernie**  Coordinator, Plant Operations – Charlotte | **A** | **Mitchell, Reggie**  Captain, Public Safety - Lee | **A** | **Nisson, Michael**  Professor, Criminal Justice | **A** |
| **Dorelien, Albert** Residential Life |  | **Hepner, Roy**  Professor, Anatomy & Physiology |  | **Whitmer, Elizabeth**  Professor, Health Information Tech. | **A** | **McCann, Mya**  Student |  |
| **Botts, Brian**  Coordinator, Housing and Residence Life | **A** | **DeVito-Young, Kimberly**  Coordinator., Event Services |  | **Skumatz, Casey**  Student |  | **Young, Grover “Bo”**  IT |  |
| **Kaiser, David**  Coordinator Plant Operations |  | **Mayhew, Jim**  Health Professions - Radiology | **A** | **Brown, Stuart**  Theater Professor |  | **Dantes, Judy**  Instructional Assistant - School of Business/Technology |  |
| **Lehrian, Amanda**  Director, Hendry/Glades Center |  | **Perdomo, Elizabeth**  Clinical Instructor/Placement Coordinator (SoED) |  | **Dowd, Frank**  Faculty Librarian |  | **Mraz, Frank**  Maintenance Mechanic –  Hendry/Glades |  |
| **Millis, Adam**  Human Resources Manager, Employee Benefits |  | **Infantado, Nina**  Science Lab Manager/Instructor (Biological Sciences and Interdisciplinary Sciences) |  | **Gilrane, Rose**  Science Lab Manager (Physical Sciences) |  |  |  |

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| **A. MEETING CALLED TO ORDER:**  1:30 pm Bldg. I-223 - Lee Campus  (time) (location)  Meeting minutes of the **November 15, 2018** meeting were approved without changes. |
| **B. OLD BUSINESS:**   1. **Lee Employee Parking Lot 7**    1. J.R. Sherman reported that there were plans to add numerous speed bumps to reduce speeding. He stated speed bumps are more effective than other alternatives. He is presently getting quotes. 2. **Night Class & Public Safety Presence**    1. It has been reported that there has been increased security presence after night classes at the Charlotte Campus.    2. Hendry/Glades Center reports that they need additional lighting in their parking lot.    3. Collier reports no issues. 3. **Lab Safety**    1. Nina reported more safety signage has been added.    2. With training and signs they are seeing more compliance with the rules.    3. More safety classes have been added to the Canvas Course.    4. Lab wants to finalize the Chemical Hygiene Plan prior to implementing canvas course for instructors. Nina inquired if the Safety Committed would need to approve Chemical Hygiene Plan. Valerie will check with Dr. McClinton, as the Safety Committee is not qualified to approve it.    5. J.R. stated that each department that uses chemicals is responsible for their own safety plans.    6. There is a need for lab managers to have OSHA, HAZMAT and any other relevant training. Since Gallagher does not provide this, she will enquire with her department as to how to get this training. J.R. Suggested she contact HAZMAT, Dept. of Education, Valencia & St. Pete College. Rose is already in contact with FGCU re joint training.    7. Nina reported the MSDS sheets are up-to-date and these along with hygiene plans need to be provided to First Responders.    8. Also, Nina inquired as to which incident report form lab personnel should use and she was told to inquire of Reginald Mitchell in Public Safety.    9. There is still an issue of using rocks to keep lab door from closing still exists, and a solution is needed.    10. In Bldg. C (C-101) new cabinets or better locks for them are needed due to chemicals stored there. Nina will get together with Public Safety to discuss. 4. **Arena – Steps**    1. Dillard reported that stairs will be painted with “safety yellow” to help with the depth perception as the stairs change.    2. The two steps located at both end of the arena closest to the basketball hoops is still being discussed. Dillard stated they have not yet found a solution to this problem, however they are still looking into it.    3. Albert also mentioned that when people come onto the court, railings used to walk down the stairs are a little loose. He says an elderly gentleman fell recently. 5. **Tech & Security Update (including Veritas)**    1. Bo Young from IT reported the College now has Alertus (includes issuing weather alerts in common areas) & Rave, two systems which can interact with one another.    2. He also, reported that faculty and staff computers have a panic button installed.    3. More safety messaging will go out to all on a seasonal basis.    4. Over 400 electronic CBORD locks have been installed/ordered with more to come. These work with Buc card or key card (e.g. H Bldg.). They are controlled electronically so as to unlock during class and lock after class is over. Also Public Safety can do remote lock-down.    5. Over 300 cameras are used on campuses in public spaces and at Student Residence. Recordings are retained for 30 days. However, cameras need to be brought up to standard and/or replaced. Presently reviewing costs of doing this.    6. Another area under review is when to communicate messages relating to safety and who will share that info.    7. A preliminary Veritas Report was completed. From IT’s perspective, the College is on trend re cameras and locks. There is a long-term plan re spaces and locks. A request was made that faculty be informed re Veritas. Faculty would like a report on what can be shared about the Veritas report.   **C. NEW BUSINESS**   1. **BB Mann Valet Parking**    1. Valet Parking and parking in general near BB Mann when there are performances is causing traffic jams due to people not following signs as well as too many cars trying to exit campus at same time.    2. J.R. suggested the problem should be addressed by Auxiliary Services and others involved like Public Safety. 2. **SREF Inspection**    1. In preparation for this, J.R. requested that all concerned follow Facilities guidelines and clean up their areas. 3. **Collier – Bears**    1. Collier reported that 4 bears have been seen on the campus. Dillard will look into it with Facilities at Collier. |
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