

COLLEGE OF THE SISKIYOU
SAFETY COMMITTEE MEETING

Minutes

November 16, 2017

Committee members present: Eric Rulofson, Darlene Melby, Lori Luddon, Ed Kephart, Dr. Doug Haugen

Note taker: Melinda Garland

The meeting was called to order at 11:00 a.m. in DLC-4.

1. **Approval of Minutes:** Minutes for October 26, 2017 motioned by Lori Luddon, with one spelling correction, 2nd by Dr. Haugen.
2. **Discussion & Action**
 - Complaint the Wi-Fi in Lodges and wireless phone has problems – possible issues for emergency notifications.
 - Discussion about providing lodge staff a grand master key after hours and weekends to reduce response time for lock outs. Currently someone needs to be called in which adds 10-20 minutes to response times. After review committee did not recommend making a grand master key available to lodge staff. In winter locked out person can shelter in lodges until person called in arrives.
 - Posts on windows of buildings prohibited by policy– following posting board policy no posting outside bulletin boards. Will need to change placement of “slippery when wet” and “icy” signs currently on windows.
3. **Recurring Reports**
 - RASP – no report
 - Keenan Reports – no report
 - Employee Safety Communications
 - Employee Accident Reports – 1. Employee walking in area with pine needles, twisted knee.
 - Safety Requests – 1. Suggestion to add phone or radio by register in cafeteria for emergencies. Committee recommended a phone for 5911 and 911 access. 2. Eddy Hall sidewalks need replaced – short term solution over winter: apply more ice melt and brush dry. Long term replace and/or grind down high spots to reduce trip hazards. 3. Speeding by gym/gym annex – committee asked to brain storm possible solutions for next meeting. 4. Exterior lighting: a meeting is scheduled with the President, Darlene and Eric regarding lighting on campus.
 - Safety Credit Requests – 1. Committee recommends using safety credits to purchase torch down material for new crosswalk at Siskiyou Way and to redo the campus stop bars, approximately \$3,000. 2. Committee recommends funding the cost of upgrading the security systems in two buildings in Yreka and purchasing additional cameras for

Yreka and Weed. RHSI will be adding cameras and a new security system funded through the RHSI endowment.

4. Project Reports

- Lloyd Engineering was hired as the design firm for the artificial turf project. Tentative schedule May 1st – August 15th 2018.
- Will review FS Direct facility use program and block those dates out for the football field and track use.
- Wayfinding signage in Yreka; building numbers are changing so this is still a work in progress.
- Wayfinding signs on Weed Campus with failing letters taken down to be redone by the original sign maker. Will be back up in the next few days.
- Research colleges out of the area, without their own security team, to see if they are leaving their artificial turf fields open or locked.

5. New Business

- Using Everbridge and other means (radio, social media, news, etc.) for severe weather closures. Make sure these announcements state no classes, no practices also.

6. Old Business

- Alertus emergency notification software information was forwarded to IT for research on implementation. Eric spoke with Chris in IT on this. Chris is aware and will look into it as soon as he has time.
- Everbridge sign ups and how are those going. Dr. Haugen stated student club went from 100 last year to over 600 this year. Continue to encourage people to sign up.

7. Future Meetings – 11 a.m. to 12 noon

- a. Second Thursday of every month. Next meeting scheduled for December 14, 2017, but changed to December 13, 2017 due to too many schedule conflicts.

Meeting adjourned at 11:57 a.m.

Respectfully submitted,

Melinda Garland