

COLLEGE OF THE SISKIYOU
SAFETY COMMITTEE
January 21, 2015

Committee members present: P. Clark, J. Heath, P. Alvarado, N. Funk, L. Luddon, D. Haugen, J. Kiefer, N. Miller

The meeting was called to order at 1:35 p.m.

1. Minutes: MSP (Heath, Alvarado, unanimous) to approve minutes of December 3, 2014 as submitted.
2. Discussion and Action - none
3. Recurring Reports
 - RASP
 - Keenan report
 - Accident Report
 - Safe Colleges
 - Maintenance safety requests
 - Safety Credit Requests – Theater rigging inspection. N. Funk would like to request that safety credit funds pay for the repairs noted, but remainder of the cost of inspection be paid out of department funds or from the theater revenue account.
4. Project Reports
 - Wayfinding signage – Doug has contacted four vendors for quotes, but only one has responded back.
 - ESTC parking lot directional arrows – Phil will have Gino work on it next week.
 - Mailroom in Yreka – Boxes have been moved and the area is ready for installation of electronic locks. It will cost approximately \$1,000 to put in the electronic locks. There was also discussion on changing the hours and process for opening Yreka in the morning. Doug will have Chown to price door locks on the mailroom and the cost of installing programming for auto-openers. Jo Ann will talk with Steve Reynolds about morning openings.
 - DLC building inspection will be done after today's meeting.
5. New Business
 - Emergency response training activities. Five employees attending FEMA Multi-Casualty Disaster Response Training in Redding last week. We want to set up several training activities for the year based on information we gained during the workshop.
 - Everbridge enrollment – We would like to find a way to make it mandatory for all staff. It may be able to be set up so everyone would automatically receive e-mail and they could opt in for text alerts. Doug will explore automatic enrollment with IT.
 - SWACC inspection – The inspection has been done. Nancy and Phil have met to discuss the plan for addressing problems. Phil will report back in two months on progress.

5. Old Business

- Smoking area and bbq relocation – The bbq has been moved away from the air intake duct. ASB has not made a determination on relocation of the smoking area.
- Crisis action web page update – We were not sure what this was so we need to talk to Ann Marie.
- Gym inspection was done last month. Doug sent a follow-up report to the building stewards and Dennis Roberts. No one has responded back. Where does it go if they do not respond? N. Miller suggested going to PAC to let people know that it needs to be responded to. We need to have deadlines on responses so people have to respond. Reports should go to the supervisor to discuss with the individuals who work in the building.
- Add a half-hour at the end of each meeting to do a building inspection.
- ASB should be contacted to determine if they would like a student representative to serve on this committee.

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

Lori Luddon