

COLLEGE OF THE SISKIYOU  
SAFETY COMMITTEE  
February 4, 2015

Committee members present: T. Speck, J. Heath, P. Clark, N. Funk, L. Luddon, J. Kiefer

The meeting was called to order at 1:44 p.m.

1. Minutes: MSP (Speck, Funk, unanimous) to approve minutes of January 21, 2015 as submitted.
2. Discussion and Action - none
3. Recurring Reports
  - RASP – Fume hoods were inspected.
  - Keenan report – SWACC report received and in progress for mitigating noted deficiencies.
  - Accident Report – Only two claims since December. Our claims are down this year.
  - Safe Colleges - New Safety Shorts are out. Phil will send to Jenny & Lori. Ty mentioned that Doug usually has a generic safety notice he can provide.
  - Maintenance safety requests – no report.
  - Safety Credit Requests
    - Request for reimbursement for chairs and monitor stands from N. Shepard.
    - Request for funds to pay for cost of implementing Everbridge, \$4,138.75.
    - The committee discussed guidelines for requests for funds. They should be for one-time, non-fixed issues that impact the entire campus and people on campus, not for individuals.
    - Based on the above discussion, the Committee felt that both these requests would not qualify for safety reimbursements.
4. Project Reports
  - Wayfinding signage – Doug has contacted four vendors for quotes, but only one has responded back. We received information from an additional vendor, so Doug will be asking for a quote from that business.
  - ESTC parking lot directional arrows – Arrows and signage have been added in the area. There were some recommendations for larger arrows and more signage, but Ty noted that she has already seen a positive effect in traffic flow.
  - Mailroom in Yreka – It is to a point where either everyone needs to be issued a metal key or we need to install electronic locks. Further discussion and funding will be considered.
  - Science building inspection was done prior to today's meeting. Overall the building was presented positively. A report will be distributed to building staff.

5. New Business

- Emergency response training activities task force was created. Ty, Jesse and Jo Ann will develop a yearly emergency training schedule. They will ask Doug for some suggestions based on ideas generated from the FEMA training in January.
- Building Steward List – The group reviewed the current list and noted where individuals need to be replaced. This information will be given to Doug to update.
- Chemical Hygiene Plan – Now that a chemical hygiene officer has been hired, the plan can be completed.
- Pest Management Plan – Richard Giordanengo is working on the plan and will meet back with Phil and Nancy.
- Ty brought up the possibility of creating a blanket waiver that would be included with student body card issuance that would cover any college activities that the student would participate in. There will be further discussion with legal counsel to see if this is anything we can do. There was also discussion of making a student body card with photo ID mandatory for anyone who registers for a class at COS.
- Jesse Cecil will replace Jenny Heath while she is on maternity.

5. Old Business

- Gym inspection report was submitted a second time to gym staff and Dennis Roberts with a date given for response. No response has been made. It will be forwarded to Dr. South for follow up.
- Everbridge opt-in is being discussed at Tech Council.
- Jo Ann reported on how Yreka campus morning and evening unlocking is being done now. The process should be finalized in the next two weeks.
- Emergency Evacuation Maps – The files will not be editable from our side and will have to be sent back to NMR whenever we have changes. They can be rotated horizontally or vertically. There was discussion about removing some of the room text as it becomes very confusing to process.

The meeting was adjourned at 2:51 p.m.

Respectfully submitted,

Lori Luddon