

COLLEGE OF THE SISKIYOU
SAFETY COMMITTEE MEETING

Minutes
March 16, 2016

Committee members present: D. Haugen, T. Speck, J. Kiefer, L. Luddon, E. Rulofson, E. Kephart

The meeting was called to order at 1:09 p.m. in DLC-4.

1. Minutes of January 27, 2016 approved as read.
2. Discussion and Action
3. Recurring Reports
 - a. RASP
 - b. Keenan Reports
 - c. Accident Reports – Three slip and falls in January.
 - d. Safe Colleges and Safety Shorts – Lori will send out office ergo safety short.
 - e. Maintenance Safety Requests – No requests.
 - f. Safety Credits – No requests.
4. Project Reports
 - a. T. Speck reported that she and J. Heath walked Weed campus and determined locations. They recommend double-sided signs with two posts. Ty plans on meeting with Jo Ann in Yreka to determine needs there.
 - b. SDS Input – Eric will look into progress on Hillyard input.
 - c. Gym exit quote – The initial proposal is being scrapped. Eric is looking into creating a storage space separate from the building. He is working with the architect now.
 - d. Emergency evacuation maps – Is there a work order to get the number of maps needed in each building? Lori placed a work order today.
 - e. Wayfinding and building numbering in Yreka. The projects are scheduled for July of this year.

5. New Business

- a. The building tour today will be DLC.
- b. There was discussion about drones and potential liabilities. It is an evolving problem that we need to monitor. There are many liability questions.
- c. Bus stop relocation and shelter. The STAGE stop area has been moved. STAGE is bringing in a shelter. We will need to do site work, tentative scheduled over Spring break. There have been staff concerns regarding the proposed location.
- d. Stop sign request. If we would like to request a variance from the City to request a three-way stop on Siskiyou Way coming into the college, Nancy Funk or her designee will need to draft a letter to the City asking for the variance.
- e. Van drivers. Material was distributed regarding the CHP information that was presented to Keenan during a webinar. Their interpretation is that community colleges do not need to have their drivers have a Class B, passenger endorsement license to drive 12 or 15-passenger vans. The committee will need to have additional discussions regarding possible rewriting of our current administrative policy. There also needs to be discussion regarding minimum age of drivers, volunteers and student drivers.
- f. Lighting in Administrative parking lot and behind Juniper Hall was discussed. The lights behind Juniper may have a timer problem. A work order will be submitted for that. There should also be a work order submitted to research lighting the Administrative parking lot/Cafeteria area.
- g. Concrete degradation in Yreka – Mark will talk with Josh.

6. Old Business

- a. Eric and Jo Ann are working on the concrete degradation in Yreka. The cost needs to be determined, and if work can be done, it would be over summer.
- b. Evacuation point signs – Ty suggesting putting evacuation point signs on the interior pedestrian signage we are working on.
- c. Spring disaster training will be a lock-down drill – Lori & Doug will work with local police departments to plan this event. It would be late April or early May.
- d. Building roof numbers – scheduled for completion on July 1, 2016. Eric will address first numbering on metal roofs on both campuses.

7. Future Meetings

- a. Wednesday, April 20 at 1 p.m.

8. Other

- a. Eric announced that over spring break, the LRC electrical panel will be replaced. This will mean that power will be effected through most of the building during that time. He has already spoken with directors and staff, including IT, about this interruption in service. He will also send out an informational e-mail to the campus.
- b. There have been some theft problems at Yreka campus and throughout Yreka. The police department has stepped up patrol of the campus in the evening.
- c. Jo Ann has changed her work schedule so that she leaves when the last person on campus leaves, so she is not working by herself at night. She has a notification plan in place with Maria.

Meeting adjourned at 1:55 p.m.

Respectfully submitted,

Lori Luddon