1. Minutes from September 1, 2009 could not be approved. There were not enough in the quorum.

2. **Evacuation Drill cancelled due to mid-terms.** The next one will be on Thursday, Feb. 25 from 11:00-12:00. There should be no midterms, finals or student impact
   
   a. Mike Jones—1st Thursday is good. Division meeting are usually held on the 2nd Thursday and the Department meetings are held on the 3rd Thursday of the month.
   
   b. Maria Vega – who are the people in charge that we report to in the different areas. Investigate and report to command center. Building search – yes room to room. List of rooms needed, to provide assistance, in case of injuries/fatalities. What are the lead people doing while the rest of groups are waiting? What information is available on the web?
      
      i. Gerri Codd – suggest information should be passed out at faculty division meetings
      
      ii. Maria Vega - part timers do not attend division meetings, so they need information passed out in a different way.
      
      iii. Gerri Codd – need a list of responsible lead people. Emergency personnel/Disaster Plan
      
      iv. Bryan Leighliter – the list is on the web.
      
      v. Robert Riffle – Disaster Plan meeting in current Campus Police building is too small. With the new Facilities building the space will be bigger; install new generator 100% CP, 50% FC
      
      vi. Gerri Codd – run the February 25, 2010 evacuation drill through the rest of committee, Robert says yes.
      
      vii. Teresa Alenikov – will alarm sound off @ 11:00? Robert says yes.

3. **Drainage Ditch Accident**
   
   a. Robert Riffle – blind student tripped over drainage ditch. Targeted in ADA manual to do repair. Money allocated to repair 6” in from the sidewalk. Should be completed within the next year.
   
   b. C-3 rail installed by handicap ramp due to it being in the middle of sidewalk.
      
      i. Have areas identified for architecture
      
      ii. New ramps @ stadium. Homeside ramp—too steep and out of DSA compliance. A ramp will be installed at the visitor side.
   
   c. Approval will be needed for north ramp @ the Administration building.
   
   d. Gerri Codd – asked where did the accident happen? No one knew, Robert was hoping he would find out at this meeting.
   
   e. Robert Riffle – binders (ADA) are located at his office.
   
   f. Nancy Montgomery – would like the ditch in her area repaired as well as the entire campus.
   
   g. Robert Riffle – architect to identify all areas.
   
   h. Teresa Alenikov – impressed with the new carpet installation in her area (Social Science)
      
      i. Robert Riffle – Dr. Reece helped with this.

4. **Items from Staff**
   
   a. Nancy Montgomery – Lucinda and other the Deans would like that parking lot closure be posted on web.
   
   b. Robert Riffle – C-2 parking lot was completed
   
   c. Nancy Montgomery – keep light on the fire lane
   
   d. Nancy Montgomery – weight room building: can lights be repaired and the bushes removed?
   
   e. Robert Riffle – Yes. Eyebrow lights will be installed on west side of PE. Cigarette style lights on the fire lane.
f. Robert Riffle – Yes. Bushes will be removed.
g. Nancy Montgomery – Cigarette butts containment on entire campus. Place canisters/containers on buildings that are non-removable.
h. Robert Riffle – way to curb smoking is to make the campus smoke-free. No cigarette within 25 ft. of window or door opening.
   i. Nancy Montgomery – November 19th is the Great American Smoke Out.
   ii. 2 Ballards are removable on fire lane that is between Student Health Services and the softball field. Change to aluminum?

5. Robert Riffle motioned to adjourn. Mike Jones seconded it. Adjourned at 12:00 PM.