MEMBERS PRESENT: Teresa Alenikov, Business Education; Judi Holmes, DSPS; Shawn Jones, Fiscal Services; Richard Bukowiecki, Campus Police; Tom Richey, Facilities Manager; Bryan Leighliter, Grounds/Facilities; Nancy Montgomery, Student Health Services; Phillip Satterfield, Humanities and Social Science; Geri Codd, Liberal Arts; Dr. Mervat Zewail, SEM; Glenda Kornbau, Recording Secretary; Robert Riffle, Chair.

MEMBERS ABSENT: Dr. Lucinda Aborn, DSPS; Mike Jones, Woodworking; Monica Lopez, Library; Dave Ward, Fine Arts and Communications; Maria Vega, Counseling.

The meeting was called to order at 11:05 a.m., by Mr. Riffle, Committee Chair.

MINUTES OF SEPTEMBER 9, 2008
Mr. Riffle asked the Committee to look over the minutes from the last meeting. He asked if there were any changes or corrections. The minutes were approved as presented by motion and second (Chief Bukowiecki/Ms. Holmes).

EMERGENCY OPERATIONS PLAN
Mr. Riffle said the updated emergency plan maps have been installed on campus. If you notice any areas that need a map, let us know.

We have an ADA Consultant on board. The Consultant is working on some ramps. A new ramp will be installed on the north side of Social Science and two at the stadium.

ROOF LEAKS
Mr. Riffle said there are many roof leaks on campus and a roofer will be called out for repairs.

ITEMS FROM STAFF
Rolling Carts – Ms. Montgomery said her staff wants to know about the rolling carts, instead of the back packs. Chief Bukowiecki said they need to re-evaluate what is needed.

Ms. Holmes said they had a student ask about the buddy system in case of an emergency. She said the student was concerned because the teacher he had didn’t know anything about this. Mr. Riffle said we need to start scheduling training sessions for staff on the campus evac-u tracks. He said these will be used to take disabled or injured staff and students out of multi-story buildings. Mr. Bengston asked about the evac-u tracks and when they would be installed. Mr. Riffle said they are installed and some staff have had training on them when they were purchased.
**Student Health Services**
Ms. Montgomery mentioned that the blacktop was done by Student Health Services and they now have a nice walkway. It is smooth and they have had some students in wheelchairs go over it and it is nice. Mr. Riffle mentioned that there will be a fire lane in this area which will be completed by this summer.

Ms. Montgomery mentioned that the Student Health Services will be open until 8 p.m., on Tuesdays. She mentioned that the sidewalk by the Weight Training Building coming to their office is dark. Mr. Riffle said there will be lighting along the fire road and the lights should be replaced on the Student Health Services building that are brighter. He said the light on the south side exterior of the P.E. Building needs to be changed and be put on a timer. Chief Bukowiecki said lights on the north side of the Weight Training Building should be put on a timer also. Mr. Riffle said we have the specifications for the lights, we just need to order them. Ms. Montgomery mentioned that the contractors on campus are very nice. Mr. Riffle said that Bovis is great and they usually get someone to take care of problems right away.

**Disaster Notification**
Ms. Codd spoke about disaster notifications. She asked about sending out an e-mail. Chief Bukowiecki said they have looked into mass notification systems, but there are flaws. Ms. Codd said it would be good to have a way to get the information out to the students. Bukowiecki said they are evaluating systems to put in buildings to get the message out faster. Ms. Codd said she was concerned about getting a message when you are in class. Mr. Riffle said we are designing a new fire alarm system and a mass notification system. He said Campus Police would be in charge of this and there could be a voice message. We are the first community college in the state, and maybe the nation, to get this. It is a fabulous system. Some buildings will have a LED read out that can be programmed. This project should start within the next year. Dr. Zewail said there is something in the Science Building that you push a button. Mr. Riffle said that these are the new ADA compliant phones. He said we are in the process of installing more of these on campus. Ms. Holmes asked if they are labeled, so people know what they are. Mr. Riffle and Chief Bukowiecki said yes. Chief Bukowiecki said that these allow the capability to communicate and respond appropriately. Mr. Riffle said there will also be a strobe light that flashes, and it will take time to implement this system campus-wide.

**ADJOURNMENT**
The meeting was adjourned at 11:40 a.m. (Motion by Ms. Holmes/Second by Chief Bukowiecki.)