

**Safety Committee Meeting Minutes**

**Peru State College**

**December 9, 2021**

**Submitted by Tracy Davis**

I. Call to Order – Tim Robertson, Security Supervisor, called the meeting to order at 11:02 a.m.

II. Roll Call –

**Members Present:**

Tim Robertson, Security Supervisor

Keith Bailey, Facility Services Rep.

Jeremiah Villeneuve, NAPE Rep./Facility Services

Tracy Davis, Disability Services Rep.

Laura Lippman, Faculty Rep.

Joseph Schreiner, Faculty Rep.

**Members Absent:**

Amy Oestmann, Staff Senate Rep/Recording Sec.

Darrin Reeves, Facility Services Rep.

Brent Melvin, Athletics Rep.

Amanda Cole, NAPE Rep.

Helane Folske-Starlin, Faculty Rep.

Student Senate Rep.

III. Approve previous meeting minutes – Minutes approved with the following correction: Joseph Schreiner, Faculty Representative, was added to Roll Call as present; (Joseph/Jeremiah) MSC.

IV. Security Report – (Tim) Vehicle accident in Lot C; car struck light pole and it broke in half, fell to the ground, and the electric line fell on other vehicle. Nemaha County Sheriff and OPPD responded. No injuries. Police report filed.

Regarding Angela Seidl's email (12-8-2021), if employees are injured at work, please report to Human Resources rather than Security.

V. Facility Services Update – (Keith) Facilities is short-staffed. They have to prioritize job requests. If anyone sees anything that may be a hazard, let Facilities know. Currently working to upgrade campus lights at Morgan and Complex. Hoyt is 95% complete with LED lighting upgrade; will save 2/3 of cost. Will upgrade Fieldhouse lighting in the spring/early summer.

VI. Student Senate Report – A Student Senate Representative was not present.

VII. Improvement Recommendations – Laura Lippman expressed concern/need for a stop sign or speed bump behind TJ Majors due to there being a blind spot (by curve where road splits to go to Morgan). It was discussed that perhaps something could be added to the plans when redoing the parking lot. In the meantime, maybe a stop sign could be put in place.

VIII. Lighting Recommendations – See Facility Services update above for recent and upcoming lighting upgrades.

IX. Personal Safety Recommendations – Due to a recent physical altercation off campus, Joseph Schreiner expressed concern regarding the process or timeline for which the College informs the campus community of potential threatening situations. Tim Robertson stated that the Cleary Act defines what the College is required to do. The policy states that:

1. An emergency notification/alert will be sent if a significant emergency is happening right now, i.e., active threat, weather.
2. A timely notification will be issued if there is an ongoing or continuing threat to the Campus Community i.e., theft from student halls.

Therefore, the campus community did not receive an emergency or timely notification regarding the physical altercation previously mentioned because it was determined to be an isolated incident.

Tim stated that the Annual Security Report defines Emergency Notification and Timely Notification procedures, as well as Cleary information.

Joseph recommended notifying instructors after such incidents in case the parties involved have a shared class. It was suggested that the Dean of Student Life, Matt Thielen, inform instructors if conduct was involved. Dr. Borchers may also communicate to the faculty if the situation warrants. Jeremiah suggested that the Res Life Director be added to the Safety Committee for Res Life updates and concerns.

X. Safety Concerns – Tracy Davis shared student report of safety concerns at Oak Hill. She inquired about the possibility of having security cameras installed. Tim said he is looking into options/solutions. Options are limited because there is no direct internet connection at Oak Hill.

Keith will check with Computer Services to ask about internet options.

Tim is meeting with a camera vendor next week to explore possible stand-alone options.

Possible solutions suggested for Oak Hill: additional lighting

XI. Safety Activities on Campus – None reported

XII. Next Meeting – Thursday, January 13 at 11:00 a.m., Hoyt conference room

XIII. Adjournment – Tim adjourned the meeting at 11:43 a.m.