

Peru State College Safety Committee
Meeting Minutes
July 23, 2020

- I. Call to Order - Tim Robertson, Security Supervisor, called the meeting to order at 10:00 a.m.
- II. Roll Call
Members present:
Tim Robertson, Security Supervisor
Brent Melvin, Athletics Rep
Tracy Davis, Disability Services Representative
Amy Oestmann, Staff Senate Rep/Recording Sec.
David Dowdy, NAPE Rep.
Keith Bailey, Facility Services Rep.
Members Absent:
Danny Hayes, Faculty Rep.
Amanda Cole, NAPE Rep.
Student Senate Rep.

Tim introduced Keith Bailey as the new Facility Services Rep on the committee.
- III. Security Report – (Tim) Tim and Brent are both members of the START Committing (formerly CRIT). Tim is currently working on traffic flow/patterns for safe social distancing in the campus buildings; adhering arrows to surfaces to create an easy and safe traffic flow for students to follow while traveling in between classes. If anyone needs a “stand here” sign for their office or additional questions about COVID-19 safety preparedness, please let Tim know.
- IV. Facility Services Update – (Keith) Keith gave a project update for the ADA access walkway for Delzell Hall. Students will need to use the southeast entrance for the first few weeks of school; signage will be in place. The anticipated completion date will be toward the end of September. Keith reviewed the increased cleaning measures being taken for every work and classroom spaces. (Tim) Darrin is looking into getting large containers of wipes for staff to use to help keep their workspace/classroom clean.
- V. Student Senate Report – none
- VI. Improvement recommendations – (Keith) Facilities has tentative plans to do parking lot painting; unsure if it will get done before the fall term.
- VII. Lighting recommendations – none.
- VIII. Personal Safety Recommendations – (Tim) Starting on Monday, masks will be required on campus in public spaces. Not required while working in office/personal space, unless with a student and unable to be distant by at least 6 ft. Not required while eating or outside, as long as there is distance.
- IX. Safety Concerns – (Brent) There will be COVID-19 screening for move-in and a phone application may be available for student use to help trace the virus. (Brent) There are trees that need to be trimmed, specifically at the commuter lot; drivers are unable to see while pulling onto the street. (Keith) If anyone knows of additional spaces that need to be taken care of, please let Facilities know, they’ll get those taken care of.

- X. Safety Activities on Campus – (Tim) Safety on campus this summer has been completely geared around planning for and adhering to COVID-19 guidelines. August 3 and 4, General Fire will be testing fire alarms, every smoke detector in every building; 9am-3pm each day; alarms will be sounding.

- XI. Upcoming Meeting Days and Time for Fall Semester – (Tim) If you have times that you feel would be best for fall term meetings, let Tim know; Wednesdays are most open for him. Additional comments: (Keith) If staff members are walking around and see something that is a safety concern, please let Keith know. Facilities can start addressing concerns or bringing concerns to the committee for discussion and/or decisions. (Tim) Security will be creating a mach form for students and staff to submit to the safety committee. We should then encourage people to fill out the mach forms and work orders to get things fixed. Thank you to all that participated in the parking appeals committee this year. We heard twice as many as previous years.

- XII. Adjournment – Tim adjourned the meeting at 10:21 a.m.