

**Safety Committee Meeting
Southside Virginia Community College
John H. Daniel Campus
October 15, 2008--2:00 PM**

Minutes of the Meeting

Members Present: Peter Hunt, Roger Wray, Dale Wooding, Janice Phillips, Angela Jackson, Lydia Cox and Roslyn Simmons, student representative JDH Campus.

Members Absent: Arnold Gayles, Bryan Daniel, student rep. Christanna Campus, Susan Early

The Safety meeting was opened at 2:01 p.m. Mr. Hunt then turned the meeting over to Dale Wooding, the chairperson. Mr. Hunt asked staff present to introduce themselves to the student representative for the John H. Daniel Campus, Roslyn Simmons. Roslyn also introduced herself.

Old Business:

The minutes for April 23, 2008 meeting were reviewed. The following issues were discussed:

- The emergency PA announcement systems were installed on both campuses and protocols were developed.
- Smoke detectors were installed on both campuses.
- Additional security for the parking lots will not be approved this year.
- Lydia expressed concerns that no ID photo machine had been placed at Pickett for staff and students. The students in the truck driver program need their IDs taken. It was questioned whether a machine was placed in Emporia.
- Dale explained the COOP Plan to Roslyn.
- Mr. Hunt advised the student rep. to sign up for the emergency alert system. He also explained to her how it works with text messaging on a cell and email to your account. He encouraged Roslyn to inform other students of the security alert system.
- Mr. Hunt asked that the NO Weapon signs be placed at the entrance of the college and all off-campus sites. The sign should read SVCC Campus is a NO Weapon Zone.
- A tornado drill was conducted on the John H. H. Daniel Campus, Christanna and Pickett Park.
- Emergency drills still have to be conducted annually on each campus.
- Mr. Hunt shared information about the incident that happened on Danville Community College's campus in which a gun was discovered on the campus.
- ROAM security system has been purchased and installed on each campus and Mr. Hunt had asked that the security alert system information be put on the monitors for student viewing.
- The Christanna Campus is currently not providing deputy coverage. Per Mr. Hunt there is no deputy coverage at this point, and due the budget restrictions there most likely will not be any.

- Per Dale no complaints were submitted in reference to hot water. Lydia stated that she had not seen any hand sanitizers near the restrooms at Pickett; however, Dale stated that enough were ordered for all sites and he will check on it.
- The COOP Plan was submitted in June 2008.

New Business:

Random Student ID Checks

Mr. Hunt stated that President's Staff have said that student IDs should be required, but it will be hard to get students to keep them on their person. Roslyn suggested that student IDs be worn around their necks. The majority of the problems stem from outsiders not from students. Roger stated that there is a problem with students' visitors starting to hang around the campus particularly in the lounge until the student gets out of class, and this problem is getting worst. It was suggested that the TV be removed from the lounge to eliminate this issue. It was suggested to utilize the monitors for advising students to check into obtaining an ID if they do not already have it. This could be done the first two weeks of registration each semester. Roger suggested keeping a record of any student that does not have an ID and constantly check to see if that student complies with getting his/her ID.

Mr. Hunt advised everyone of an incident that recently happened on Christanna Campus involving students in the lounge/TV area throwing food and being disrespectful to staff. Students are usually given a warning, activities taken from them, and advised of the Code of Conduct which must be followed.

Mr. Hunt asked that Roslyn find out any safety concerns students may have and submit those concerns and any other information that would be helpful for the administration. Once the information is submitted Mr. Hunt, Dale and Roger will follow-up. Lydia suggested that the students IDs be utilized to access all areas of the college. Such as swiping ID to enter the library, book checkout, computer lab, dining hall (if applicable). If the student does not have an ID he/she cannot access any areas.

Dale questioned whether students are displaying parking decals at Pickett. He will check into the parking decals for Pickett students and the parking lot assignments.

Mr. Hunt asked whether the safety intern could put tickets on vehicles and Roger responded that yes, but would need to have an intern for day and night. Dale suggested using wheel locks for unauthorized parking.

Mr. Hunt asked whether anyone had other problems that needed to be shared. Dale has had problems with faculty or staff not having parking spaces due to their time of arrival on campus. Janice experienced the problem with foul language by students and students smoking in the non-smoking area existing the administration building. Students do stand at the trash cans and smoke. Angela agreed. Mr. Hunt stated that any faculty or staff can address the issue with the student or students. Everyone is encouraged to enforce the non-smoking rules at the doorways and language used by students.

Mandatory Drills

Dale asked whether fire and tornado drills conducted with everyone including staff, faculty and students.

Other Issues

Mr. Hunt asked if every site had the hand sanitizers placed at the entrance of the restrooms. Lydia stated that she does not recall seeing any hand sanitizer. Dale will check with Steve on ensuring the dispensers are in place. Mr. Hunt asked whether the parking lights were working okay at each site and everyone responded that the lights were okay.

Campus Security Assessment Report

The 2008 Agency Assessment report is due October 30, 2008. Mr. Hunt distributed a copy of the report to everyone to review. Mr. Hunt discussed the purpose of the report. The report was reviewed and everyone participated in answering the questions. Mary Savage from VCCS and the coordinator of the Agency Preparedness report will be conducting site visits. She will be at Christanna Campus on Tuesday, October 21st between 9 am and 9:30 a.m. She will visit John H. Daniel Campus on Wednesday.

Mr. Hunt mentioned that Brunswick County has been contacted to look into linking the college with local emergency management agencies. Dale is to contact R.B. Clark for Keysville.

Vital records security was discussed. DOC Star has been installed to backup computers and storing of vital records in case of an emergency. At Pickett the doors of each classroom are always locked. Other areas discussed were contacts to local fire departments for all sites and evacuation routes. Roger is currently the NIMS Coordinator.

Mr. Hunt thanked Roslyn for attending. The next Safety Meeting is scheduled for April 22, 2009 – 2:00 p.m. on the Christanna Campus.

With no further discussion, the meeting adjourned at 3:30 p.m.

Approved by: approved (signature on file)
Peter G. Hunt, VP of Finance
& Administration

Date: 11-12-08

Transcribed by: (signature on file)
Angela Jackson, Administrative Asst.