DATE: November 3, 2010

MEMBERS PRESENT: J. Groff, R. Sandieson, L. Wetsell, P. Ferrey, Joe Hall, Brad Gowetski

MEMBERS EXCUSED: none

CONSULTANTS: C. Willis, Linda Litzinger, Jeff Schneider

MEETING CAME TO ORDER: 10:05 am

MEETING ADJOURNED: 10:55 am

SUBMITTED BY: Joe Hall (will not be present for December meeting)

Reading of minutes: Approved October minutes

OLD BUSINESS

a. **Accessibility**: work is in progress to provide an accessibility map for the campus. Map would be available in the Library, Learning Commons, Admissions, Campus Center, etc. Recently, a ramp was put in on the east side of the campus center to increase accessibility.

b. **Website**: working on increasing visibility. Several revisions have been made. Discussed putting together a sub-committee to move forward with initiatives.

c. **E2 Campus**: tested successfully and information was sent out to increase enrollment.

d. **Town Hall Meeting**: Event was a success. Call boxes, cameras, parking maps, and window security were items identified as concerns by students. Physical Plant employees are now wearing appropriate attire so they can be more easily recognized inside student buildings. Discussed working with Windstream when they are on campus.

e. **Safety Walk**: Jeff S will have more to report on this at a later time. In the planning stages at the moment.

New Business

a. **Webinar**: scheduled for November 16, 2010. Linda W will send out a reminder. We decided to have everyone present in one room to enhance the discussion.

b. **Hazard Communication**: work study students are working on creating an official binder. Committee discussed other ways to create safety awareness in place on a binder.

c. **Key Policy**: Jeff S is currently reviewing the policy. Plan on discussing this further in December. Cliff is working with Butch Moyer re-control access to Mechanical rooms on campus. We need to re-visit key policy for employees.

d. **Library Thefts**: discussion to take place during December meeting.

e. **Changed meetings to 11:30am lunch meeting in the campus center!**
STANDING BUSINESS

a. Workers Comp Reports for the third quarter to be presented
b. Campus Inspection updates
C. Subcommittee Reports