Lamar Institute of Technology
Monthly Safety Committee Meeting Minutes
October 20, 2023

Committee Charge: To advise the President and the LIT Executive Team on all safety and health issues and to recommend steps to mitigate the issues:

I. Call to order
   a. Additions to and approvals of meetings agenda
   b. Review and approval of minutes from September 22, 2023, meeting

II. Campus Safety & Security update
   a. Hiring update –
      i. Markquinn on LIT campus for day shift; Darnella here on nights; Freddie at Gateway; rotating Saturdays at Gateway for the weekend class
      ii. General number given 409-257-0073; should be routed to the guards’ phones
      iii. Working with Marketing for info push regarding our phone numbers and contact info
   b. Incidents
      i. Students traveling at unsafe speeds in parking lots
         1. they have been approached and asked to slow down;
         2. able to track down students if necessary using their parking permit number
         3. Good response so far from people contacted by the guards
      ii. Incident from 9-15-23, suspicious vehicle, has resulted in Megabytes investigating employee for theft.
         1. Being handled by the food service managers for Megabytes
      iii. Incident 10-6 = theft at MPC investigated by LUPD
         1. Suspect was identified, contacted, and phone given back to owner
         2. New lock in place on the receptionist window to help prevent this in the future
   iv. Gateway Loitering Issues
      1. Guards there to help the students feel safer walking to and from the building
      2. Whittaker asked about the fire doors being locked (mentioned last month)
a. This has been addressed / Tracielynn & Becky both have made multiple visits there and are in compliance when checked; Freddie is keeping this in compliance

v. Fire Alarm-Beeson
   1. Jonathon – possibly the AC contractors that are setting off the alarm codes but he is watching it closely and in contact with Vector;
   2. If problem persists when contractors leave the building Vector may end up replacing the control panel-Jonathon monitoring the situation

c. Annual Safety Report published
   i. We met the deadline for Oct 1, Dr Hill noticed some errors, those were corrected and republished
   ii. Whittaker asked where it was found-that was explained, also sent him an email with the link
   iii. Now that we have a webmaster, would like to have a site just for our crime logs, ASR, etc. in the future

d. Lights have been fixed at MPC (parking lot and walkway)
   i. These have been fixed and are in working order now

e. Campus Security Review in Progress
   i. This is about structural design and vegetation that may be hindering some security (lighting, clean-up, etc) & other recommendations
   ii. Required by Texas Ed. Code –
      1. explained that we are required to do this
   iii. 10/01/23 – 11/30/23
      1. Started and almost done, have been to every campus and checked all the buildings
      2. Will submit to Gary by Dec.1st and believe it will be made available at some point after his review

III. Notification of Campus Accidents to Safety Committee
a. Student illness – MPC
   i. Tracielynn- it was a health issue with the student, explained the situation
      1. Becky-nothing from LIT standpoint
      2. Whittaker- is housekeeping current on bio-hazard cleanups?
         a. Tracielynn says they have training, protocols, & kits in place for this type situation
b. Employee Injury – TC Building
   i. Explained situation, nothing from LIT nor the employee, simply a freak accident but on-line training required for future prevention.
   ii. Whittaker-asked follow-up on mercury spill from last month-has the thermometer been removed? Chemistry teacher says it’s in his way
      1. TWalters-says quote has been submitted and waiting on PO for haz-mat waste removal and did not know that it was in anyone’s way but will check on this

c. Fire Training Grounds -student injury
   i. Explained/nothing for LIT

IV. Old Business
   a. Campus Youth Interactions- Gary
      i. No updates as Gary is handling this
   b. Emergency Notifications through Phone App-Gary
      i. No updates as Gary is handling this
   c. Security Cameras being reviewed – Gary
      i. No updates as Gary is handling this
   d. Parking enforcement update
      i. Attached several fine schedules for review
         1. Briefly discussed and suggested we follow LUPD parking and enforcement and fine schedules
            a. Motion to approve was brought forward by Tena
               i. 2nd from Tracielynn and all in favor
      ii. Suggest repainting parking lots
         1. All agree that before we move forward with issuing warnings and possible citations, lines, designations need to be very clear so there is no confusion
         2. Tracielynn- handicap signs are in the construction fence right now
         3. Whittaker-MPC has had issues with clinic parking, suggests we designate areas as “clinic parking” and not just general “reserved”
         4. Tracielynn will get with Jonathon regarding fire lanes/zones
      iii. Parking warning and tickets

V. Construction and Maintenance – Jonathon Beritiech
   a. Schneider(A/C) finishing Beeson today, starts TC next week
   b. Speed Bumps placed in the EN parking lot, starting to secure those
i. Work in progress and will adjust as they find problem areas
c. Contact Jonathon before anyone goes into a construction area, especially the Allied Health Building construction area (even for pictures)
d. Whittaker- asked about air handlers in MPC and boilers/thermostats
   i. Jonathon said finishing the dental hygiene area during a holiday while no classes held
   ii. Is almost complete there and systems are almost set / soon Facilities will be able to control/run the system
e. Building Signs – Eagles Nest sign coming soon, will be easier to see on buildings
   i. Work in progress for all buildings
   ii. Tracielynn- do we have “you are here” signs”? Some from earlier in the year that will continue to be used

VI. Information Technology update – Sam Dockens
a. Absent

VII. EHS Specialist – Tracielynn Walters
a. Space Heaters-have to be plugged into the wall, no extension cords, no power strips, surge protectors
   i. Make sure they are UL listed, have tip-protection, turn off everyday (do not tip them to make them turn off), clear area around heater from any obstructions, papers, boxes etc.
b. Mechanical Rooms, Electrical Rooms, HVAC Rooms- are not for over-flow storage
c. Signs/Banners cannot be blocking fire alarm pulls, fire extinguishers, fire alarm panels
d. Holiday decorations
   i. Do not hang from ceiling tiles/puncture/move
   ii. Do not block hallways

VIII. Safety Training
a. 1st CRASE class – October 24, 2023
   i. For staff and faculty first, then available to students at a later date
   ii. Dr. Worry- is it training or videos
      1. Will plan actual hands-on training at a later date when students are not on campus
   iii. Becky-I can come over to Dept meetings for this training or just walk through your space for ideas on how to apply the training
b. Safety & Security Team available for training
i. Tracielynn is available to come look at offices for safety/compliance issues
ii. Whittaker requests Tracielynn as a guest speaker for his spring class on her inspections and forms she uses

IX. New Business
a. Whittaker – new contract with Career Safe offering OSHA on-line training
   i. General industry and construction
   ii. 10 hr classes/certification / $59
b. Whittaker-asked about involvement with food inspections and compliance once Health Department makes recommendations for changes, believes LIT should have a representative involved.
c. Tena- mentioned office in TC building, possible slanting and allowing water to come in
   i. Jonathon & Becky both knew what room she was referring to
      1. Jonathon is handling the situation

X. Around the table
a. Nothing else mentioned

XI. Adjourn
a. 2:08pm