

## **Annual Committee Report**

Committee Name: Vernon College Security, Safety, and Health Committee

Chairperson: John B. Hardin III

List of members: Dr. Gary Don Harkey, Chris Bell, Tony Perez, Haven David, Al Garcia, Dr. Mark Roberson, Paula Brogdon, Toney Sharp, Larry Jones, Mike Hopper, Karla Wooten, Pam Garvin, Brandi Brannon, Carl Brinkley, Jo Ann Sharp

Dates of meetings: Tuesday, May 29, 2012

Accomplishments: Fulfilled annual meeting requirement

Recommendations: N/A

Membership suggestions: N/A

Attachment of agendas and minutes (including attendance)

Submitted by: Jacqueline Bone

Date submitted: May 29, 2012

## SECURITY, SAFETY, AND HEALTH COMMITTEE

Tuesday, May 22, 2012

2pm in ITV Rooms 204 (Vernon) and 205 (CCC)

### Meeting Agenda

#### **Purpose:**

To review and make recommendations concerning College activities that will enhance the safety, security, and health of employees, students, and visitors.

#### **Responsibilities:**

1. To review and monitor the College's Security, Safety & Health Manual and make necessary recommendations to the President's Administrative Council. —*John B. Hardin, III and Chris Bell*
2. To receive a report on the annual security, safety and health-related inspection of the campus. —*Brandi Brannon*
3. To recommend that reasonable steps are taken to provide a healthful, safe, and secure environment for all members of the campus community. —*John B. Hardin, III, John Mahoney and Carl Brinkley*
4. To make suggestions on how to provide information to students on crime prevention, safety awareness, and health issues. —*John B. Hardin, III and JoAnn Sharp*

## **SECURITY, SAFETY, AND HEALTH COMMITTEE**

**Tuesday, May 22, 2012**

**2pm in ITV Rooms 204 (Vernon) and 205 (CCC)**

### **Meeting Minutes**

*Members Present:* John B. Hardin, III, Chris Bell, Tony Perez, Al Garcia, Toney Sharp, Mike Hopper, Karla Wooten, Pam Garvin, Brandi Brannon, Carl Brinkley and JoAnn Sharp

*Members Absent:* Gary Don Harkey, Haven David, Mark Roberson, Paula Brogdon, Larry Jones

Dean Hardin called the meeting to order at 12:03pm. He stated that there was enough committee members present for a quorum. He then reviewed the purpose or the charge of the committee: To review and make recommendations concerning College activities that will enhance the safety, security, and health of employees, students, and visitors. He said the agenda for today's meeting would follow the charge and the responsibilities of the committee.

The first responsibility of the committee was to review and monitor the College's Security, Safety & Health Manual and make necessary recommendations to the President's Administrative Council. Dean Hardin reminded the group that the college's Security, Safety & Health Manual is the Emergency Procedures-Quick Reference flipchart. Each office at the college is supposed to have a plastic bin mounted on the wall where this flipchart is stored for reference. Dean Hardin, Brandi Brannon & Chris Bell have reviewed this document for changes/updates and find no changes at this time, besides updating phone numbers/contact info on the last page of the document.

Dean Hardin stated that we will have to revise this document once the plans have been drawn up after the new construction is completed at Century City. He also shared that at this time we have enough flipcharts for the new offices at Century City, but that plastic wall mounts need to be ordered. Dean Hardin asked that any changes to this document be sent to Brandi Brannon by the end of next week. A motion to approve this item was made by Al Garcia and seconded by Chris Bell.

The next responsibility addressed was to recommend that reasonable steps are taken to provide a healthful, safe, and secure environment for all members of the campus community. John Mahoney reported that at the Vernon Campus they are in process of supplementing the lighting on the interior campus by replacing wall packs with LED lights and also adding some new lights. They are also adding LED lights to the stairwells at the student residence center which have been very dimly lit in the past. They grounds crew will also be working on the sidewalks this summer to address any tripping problems.

Carl Brinkley reported that at the Century City Center they have poured sidewalk all around the Maplewood location. There are new sidewalks on the North, West and South sides and are in phase 4 of the sidewalk on the East side of that location. The Century City Center is currently in the process of completing the renovation construction at that location and faculty and staff are being migrated into the new office areas.

Dean Hardin reminded Carl and Toney Sharp that we need to get with Extel, the phone company, to have the emergency phones installed in the new offices/classrooms at Century City as soon as possible. Dean Hardin also added that a fire drill will need to be conducted at Century City soon after the construction on the new area is complete and plans are established in the Fall 2012 semester. Al Garcia made a motion to approve these recommendations and the motion was seconded by Chris Bell.

The next responsibility of the committee is to receive a report on the annual security, safety and health-related inspection of the campus. Brandi Brannon reported that she is responsible for compiling and submitting the information for these reports for the college. There are three reports that address the areas that the college submits and makes available according to federal reporting requirements each year. They are the Annual Security Report, the Cleary Report/Crime Awareness Statistics and the Annual Fire Safety Report. She showed the committee members where they can access these reports on the Vernon College website, as well as reviewed the general contents of each report. Each of these reports are updated annually in the Fall.

The last responsibility of the committee is to make suggestions on how to provide information to students on crime prevention, safety awareness, and health issues. JoAnn Sharp reported the current information that is being provided at the college to address each of these areas. In the Fall, Student Services holds a "Freshman Orientation" where information on general safety rules is dispersed to all new students to the college. This coming Fall 2012 we will not be having "Freshman Orientation", but will provide this information in the form of informational packets that will be handed out to current students at each of the campuses at the beginning of the Fall semester. In October, at Sports Day, TxDot came and did a rollover demonstration to help illustrate the effects of drunk driving. This activity is aimed at providing students with "Don't Text & Drive" and "Don't Drink & Drive" information and Student Services plans to continue this activity each year. On Spring Break, Student Services hands out safety and health awareness informational items. Each campus has a "Wellness Center" wall with informational health pamphlets, as well as all students are provided information on the pandemic flu each year via the Vernon College website and through their student email accounts. Dean Hardin reiterated that having access to all current students through their student email accounts is a great medium through which to notify students about campus-wide information, especially emergency notifications. Al Garcia also suggested posting important notifications on the Vernon College Facebook page through Christie Lehman.

Brandi Brannon made a motion to adjourn the meeting, which was seconded by Al Garcia. There being no further business, the meeting was adjourned at 2:28pm.