1) **Opening remarks and introductions:** Last meeting we walked the new science building and noted the liability issues. People responsible were advised.

2) **Keys and access to buildings:** policy and procedure. Bill and Mary have good policy but we still have an issue with the keys. We have no way of locking down the science building or some others. The new library system is not functioning the way it does. B. Englert: PE hit and miss. Science building still not up to speed. We cannot remotely lock down all buildings remotely. Young: Spent 600 million dollars on campus and still have many issues. Englert: The system is fragmented and we are trying to work with what we have. This is a daily problem for us and we are trying to work with what we have. Young: Many years ago the campus used to have security
footage in the parking lots many years ago. In this time of technology we don’t have security cameras.
The new science building has a locked up phone in the lobby area.
L. Rosas: His staff has concerns for an active shooter in their area. The staff will need access to the President’s office for emergency exit purposes. That door is always locked and will need to be unlocked.
Diaz: is there a way to speak with Parker for access to the copy room in the New Science building faculty offices.

3) **Air Conditioning and heating issues in all buildings**: Discussed future issues with boiler room, air conditioning and mechanical repairs. Englert: Drama speech has one unit down and hot water pump issue. Fine arts building water pump down and working on that as well. Should have fixed soon. Three chillers online and functioning properly. Our new tech is doing an outstanding job. We shouldn’t have a problem cooling when the temperature starts to heat up. Our problem is we’ve had a lot of systematic issue because we were unable to maintain. Our biggest challenges are the filters, the money to purchase and the manpower to replace them. Explained the changing filter process. Time consuming process.

4) **Elevator update**: Englert- no major issues. Periodic issues and we do have a contract so a tech will come out for repairs.

5) **Classroom computers repair and or updated software**: Will discuss at the next meeting.

6) **Parking**: Englert received complaints of speeding. Suggested sending notice out to the students informing them to slow down. City lot across the street is now operational and ticketing is being enforced. Young: The new system requires students to look for money for the parking pass purchase which brings them into an unsafe environment.

7) **Calendar**: We agreed to meet February 21st at 10:00am

8) **Evacuation**: B. Young: Discussed the “Shelter in Place” video and possibly streaming it online. Discussed calendaring short training. We could offer 20 minute training in the cafeteria at 6:00pm for evening staff and day training at 1:00pm. This also plays into the hand of the Harbor Advantage program. If we would like to do something like this to open the dialog and plan another meeting. We could make it a series of meetings for an evac process in May. We will title them Shelter in Place and Evacuation. Englert: suggested creating a flyer notifying staff of training. The committee agreed. Englert: trained Grady on Lee on the emergency evacuation signage and devices. In process of ordering four call boxes for the science building. Those work off of radio frequency. B. Young: Organizational chart revised and will send out via email.

Meeting adjourned 3:10pm