MINUTES
SAFETY/SECURITY/FACILITIES COMMITTEE
APRIL 15, 2008

Representatives of the Safety/Security/Facilities Committee met on the Atmore Campus at 9:30 a.m. on Tuesday, April 15, 2008, and on the Brewton Campus at 1:30 p.m. on the same date. The meetings were called by the chairman of the committee, Richard Lynn. The purpose of the meetings was to review all issues previously identified by the committee as concerns and determine which of these had been adequately addressed. The committee was to also determine which issues remained open and identify any new safety, security, or facility concerns.

The following individuals were present at the meeting held on the Atmore Campus: Richard Lynn, Chairman; committee members, Buddy Combs, Anthony Hardy and Fritz Currie. The following individuals were present at the meeting held on the Brewton Campus: Richard Lynn, Chairman; committee members, Randy Clark, Don Odom, Jeffery Faust, Anthony Hardy, Anita McCreary, and Maurice Moore. Absent from the meeting was Thomas Wolfe, Student Representative.

The reason for having two separate meetings was to have each group focus on those issues that may be unique to a specific campus and then identify issues common to all campus locations. The night administrators were invited to participate in the meetings to share any concerns they might have in regards to night duty on the Atmore and Brewton Campuses. Anthony Hardy was asked to inform the Committee of the functions of the Emergency Alert System that the College will purchase in the upcoming year.

The following list identifies accomplishments during the past year to eliminate identified hazards, the potential for future problems, or to enhance the safety, security and conditions of property and facilities:

- Identify a safety link on JDCC Web Page for staff, faculty and students to report maintenance needs and unsafe conditions (Atmore & Brewton). – The MIS Department completed Summer 2007.

- Enforce the college policy to eliminate the posting of announcements on entrance/exit doors of buildings (Atmore & Brewton). – Completed Summer 2007 – installed bulletin boards and announcement stands.

- Address water drainage on sidewalk between buildings (Atmore). – Completed Summer 2007

- Safety Issues from Division Chair Summer 2007 meeting:
  1. Lack of hot water in science labs – installed tank-less hot water heaters in Chemistry and Biology Labs – completed Summer 2007
  2. The absence of an eye-wash stations in science labs – fixed station in Chemistry Lab and portable eye wash station for Biology Labs – completed Summer 2007
The following list consists of issues and conditions identified by the committee to be addressed or on-going projects to be completed.

- Night adjunct instructors should have access to available telephones in each building in case of an emergency (Brewton).
- Repair broken and cracked sidewalks, walking paths and curbs (Brewton & Park).
- Make parking on College Drive parallel parking only. (Brewton)
- Investigate to see the cost of the College to rekey locks vs. a locksmith. (Brewton & Atmore).
- Drainage culvert needs replacement at entry to Park (Brewton). – to complete Summer 2008
- Building identification signs (Atmore).
- Patterson Auditorium stage door and loading dock need repairs (Brewton). – Hazardous roof removed – to repair Summer 2008
- Restrooms need exhaust fans installed (Brewton).
- Investigate the possibility of installing common keyed locks on exterior and interior doors (Atmore). – Waiting on locksmith recommendation
- Continue to monitor and improve night lighting conditions (Atmore & Brewton).
- Take appropriate measures to demolish the college outdoor swimming pool (Brewton). – Engineering estimates underway – Board of Education Approval – to be completed by Fall 2008
- Condition of Fire Alarm System (Atmore & Brewton). – Siemens’ to review Brewton System in Summer 2008 & investigate any requirement changes due to fire hydrants being installed next to the Atmore Campus.
- Emergency Alarm System (Atmore & Brewton). * JDCC Policy 920.02 needs modification once system is installed (add our system and remove City/County system). – Anthony Hardy is developing specifications for bids to go out Summer 2008

The committee will continue to monitor the progress of resolving the identified issues and will review the status of each at least annually.

Prepared by:

Richard Lynn, Chairman