Memo to: Safety Committee

From: Patrick Gagnon, Co-Chair

Subject: Safety Committee Meeting Summary, Monday, March 9, 2015
Student Center Room 336, 2:00-3:00 PM

Present: Cindy Atkins, Kasarian Dane, Patrick Gagnon, Jim Kozsan, Marsha Sawyer, Suna Stone-McMasters, Mary Charleston, Stacie Olney LaPierre, Katie Ng and William Ritchie

Absent: Jill Pflugheber, Ethan Townsend, Brittney Charleston and Theresa Simoni

Guests: None

Old Business:

1. Park Street Lighting – Jim Kozsan will try four LED cutoffs at the ODY/62 Park Street crosswalk. Committee members will rate the illumination at that location before and after the lights are changed to LED. – Open

2. Providing GPS coordinates to the St. Lawrence County Emergency Management Office – Suna Stone-McMasters and Patrick Gagnon reported that GIS/GPS Technician Dakota Casserly has collected GPS coordinates for building entrances and the project is almost completed. He met with Patrick Gagnon and Suna Stone-McMasters, additional buildings, loading docks and building entrances were added to the mapping. The finished project will be provided to the St. Lawrence County Emergency Management Office soon. – Open

3. Safety Committee Charge in response to New York State - Department of Education regulation for an Advisory Board on Campus Security – The consensus of the committee is to accept this proposal, modify the charge, and receive training and reports from Patrick Gagnon on the related topics contained within the legislation. Closed

4. Faculty Council approved Stacy Vassar to join the Safety Committee. Closed

5. No accident/injury/incident reports were reviewed. On-going

6. Marsha Sawyer reported that the walkway from Whitman Annex to Parking Lot B continues to have a slip/fall hazard due to ice and pooling water. Jim Kozsan and Marcus Sherburne met with Marsha. Marsha reported that the sand and maintenance have reduced the slip hazard. Closed

7. Patrick Gagnon reported that the Senior Week Committee has proposed holding a sanctioned bonfire on campus. The location will be J-lot. Patrick Gagnon has received approval from the Code Enforcement Officer and the Chief of Canton Fire & Rescue. Patrick Gagnon will submit the proper permit request form to the Village of Canton. Closed

8. Parking concerns for Vilas/Griffith Parking/H-lot were sent by email to Patrick Gagnon. Safety & Security has sent an email offering discounted parking permits for J-lot to the students currently parking in H-lot (Vilas Lot). Safety & Security has assigned an officer to monitor the parking in H-lot daily. Closed
9. Theresa reported that results from an insurance inspection of the Facilities Operations locations one month ago were very good, and the inspector commented that the gymnasium is the cleanest they have seen. The insurance company has asked St. Lawrence University to name and add road signs to the campus roads, assign street addresses to all campus buildings and place building name signs on buildings. Theresa will follow up by speaking with Lisa Cania, chair of the Sign Committee and VP Joseph Manory. **Closed**

10. Discussion on the addition of the crosswalk on Park Street at KDS/54 Park Street. The cost to install the additional crosswalk is pending capital funding. Jim Kozsan reported that we have permission from the Village of Canton to install the crosswalk. **Open**

11. William Ritchie has been selected by the committee to serve as Co-chair of the Safety Committee filling the vacancy created by Suna Stone-McMaster’s resignation from Co-chair. **Closed**

**New Business:**

1. Heather Renee Ford has requested to join the Safety Committee and to serve as Secretary. The committee accepted her request for membership and her appointment as Secretary.

2. Suna Stone-McMasters reported that a capital request has been submitted for a new ventilation system for the spray painting booth in the basement of Griffith Hall.

3. William Ritchie reported that the first round of NYS Fire Inspections has been completed and the date of the second round is to be determined.

**Tabled:** None.

**Future Meetings:**

Meetings will be held in the Sullivan Student Center, room 336, from 2pm-3pm, on April 13 and May 11th. If you have any safety issues you would like added to the agenda, please forward to **Patrick Gagnon by the Monday prior to the meeting date.**