

Lamar Institute of Technology
Monthly Safety Committee Meeting Minutes
February 2, 2024

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:

- 1) Call to order-9:05am
 - a) Review and approval of minutes from October 20, 2023, meeting
- 2) Campus Safety & Security update
 - a) Incidents
 - i. Gateway-door left open on TDCJ side. This has been handled for now.
 - ii. Male begging in T5-Markquinn handled that situation.
 - iii. Student Injury – police academy training explanation.
 - iv. Criminal Trespass-testing center-explanation of incident.
 - v. Student Injury- Tommy Williams area.
 - vi. Attempted Robbery-Gateway-explanation of incident.
 - vii. Vehicle damaged in MPC parking lot-explanation given.
 - viii. Employee injury at Tree Lighting-explanation of incident.
 - ix. Vehicle hit in parking lot near T-5-explanation of incident.
 - x. Student Injury-Silsbee
 1. Tracielynn gave a more in-depth explanation of the incident and subsequent training.
 2. Whittaker -door beam between the doors that fell at the MPC (student trying to get out -was not injured)
 - a. Recommends Facilities check bolts on all doors routinely.
 - xi. MPC minor crash-dental parking (explanation of incident)
 - xii. December Graduation
 1. Event went well with no safety/security issues.
- 3) Campus Security Review
 - i. Still a work in progress
 1. Gave a brief rundown of the biggest problem areas
 - (a) Lighting, signage, security cameras, vegetation, key card access
 - b) Advertising for Campus Safety Office
 - i. Marketing completed this assignment.
 1. Signs beginning to be posted on bulletin boards.
 2. Security guard business cards handed out.
 3. April asked if security signs would be in parking lots.

- (a) Not at this time but more emergency phones were discussed (they are up to date & working)
- 4) Notification of Events-one week notice
 - i. White – let me know about Skills USA next Friday.
 - 1. Stacy Taylor in charge of Skills USA
 - ii. Whittaker- suggests an Events Calendar for all campus events.
 - iii. Whittaker-Allied Health Open House – Feb 23rd
 - 1. Couple of hours in duration, approx. 130 students
- 5) Uniform update
 - i. Uniforms have been dropped off at Cocomo Joe’s
 - 1. Have to display their badge/insignia before they can open carry.
- 6) Old Business
 - a) Security Camera Project update
 - i. Met Feb. 1; contract issues we are held up with
 - ii. Placement in buildings and parking lots (and Silsbee)
 - iii. Recording vs live feed - both
 - 1. When I’m in office I will monitor
 - 2. They will record.
 - iv. Card readers also in the works
 - v. More emergency towers were discussed.
 - vi. Smith- talked about issues with getting in buildings on weekends.
- 7) Parking enforcement update
 - i. Walters – Nathan Biksey has completed some inspections for her and putting everything in a list format.
 - ii. She needs to make sure the measurements are correct for fire lanes, etc.
- 8) Construction and Maintenance – Jonathon Beritich
 - a) Concrete pads for Eagles’ Nest, Beeson generators
 - b) Should be done with Schneider in April & have control over all the buildings.
 - i. Issue with the Beeson during the freeze; able to work through the issues.
 - ii. Whittaker- noise coming from the boilers (being worked on currently)
 - iii. Smith – issues with debris being blown into her office (has been addressed according to Jonathon)
 - c) ATC (Advanced Technology Center) to kick off at the end of Feb. May have parking issues.
 - d) Conversations started about TC stairwells being brought into compliance for egress.
 - e) Updating TC & Beeson fire panels
 - f) Roofing issues at MPC & PATC (PATC may be under warranty)

- i. Whittaker-wants maintenance to provide containers to catch water when it rains (slip hazard also) (for MPC)
 - ii. Walters-absorbing pads to help prevent slipping on wet floors.
- g.) White -asked when Allied building to be completed
 - i.) July 31st is target date
 - h.) Advanced Technology Center across the street
- 9) Information Technology update
 - a) Recommendations for Sam's replacement
 - i. Cash or Darren
- 10) EHS Specialist – Tracielynn Walters
 - a) Haz-Mat waste has been removed.
 - b) Inventories updated.
 - c) Working on evacuation maps
 - d) Storage
 - i. Sprinkler building cannot store anything within 18 inches of the ceiling.
 - ii. Non-sprinkler building cannot store anything within 24 inches of the ceiling.
 - iii. No storage in the mechanical rooms
 - e.) Mobility Assist Chairs for stairwells
 - i.) explained and offered training
 - ii.) all buildings except MPC equipped (that is being corrected).
 - iii.) Whittaker – involve in active shooter (Smith-professional development day)
 - f.) Space heaters – reviewed same guidelines as before
 - i.) No Glade plug-in and no wax-warmers
 - g.) Annual Fire & Life Safety building inspections
 - i.) if you see something or have a question, contact her

- 11) Safety Training
 - a) 1st CRASE class – Dec 4, 2023
 - i. More planned
 - ii. Mentioned Beaumont PD SWAT training a campus.
 - 1. Helps with Clery Compliance mandate.
 - 2. Notifications will be sent to let everyone know it is a drill .
 - 3. Jonathon offered 4010 University for training.
 - 4. Whittaker concerned about them not being identifiable as police
 - (a) He mentioned someone during hoax call someone entered building without agency logo & was almost shot by LIT employee.
 - b) Tracielynn – Silsbee training
 - i. See something, say something.
 - ii. Stop work authority-everyone has this authority.
- 12) New Business
 - a) Whittaker – mission statement
 - i. Mission – to protect and employees against illness and injury while in the college – train and investigate incidents.
 - ii. Food service – believes the LIT safety dept should be involved in the food inspection anytime we provide food to students or employees.
- 13) Around the table
 - a) Next meeting in April
- 14) Adjourn – 10:03a