

LAKE FOREST COLLEGE
SAFETY COMMITTEE MEETING MINUTES

Date: 10-31-18

Attendees: Rick Cohen, Wendy Ohman, Andrew Pollom, Dave Siebert, Scott Schappe, Mike Kash, Paul Gladen, Agnes Stepek, Richard Pettengill, Blake Theisen, Bill Langlois (Parkhurst), Kristen Nolan

Start time: 4:02 pm

I. Unfinished Business

A. Reports

RAVE – Rick Cohen reported that there have been no current updates. Question raised when test messages will be sent and forwarded by Susan Morris, Marketing and Communications Manager with the Department of Communications and Marketing.

The system has restrictions on who can distribute specific notifications. Rick Cohen will work with Rave to address how to expand the system to increase Public Safety Dispatchers notification capabilities.

B. Review action items

Emergency Lights – The emergency lighting checklist remains a work in progress.

Mike Kash identified several emergency lights in Dixon that did not properly function during a recent power outage. All emergency lights in A, B & C of Lillard, which are on the emergency generator worked properly during the outage.

III. New Business

A. Accident review (employees and student employees)

Agnes Stepek reported that no new claims activity has occurred since the last committee meeting.

B. Review findings from inspections

Thanks to the help of Mike Kash the lab locations throughout Lillard were identified. Mike provided a layout of the floors and identified the labs and which department each were used by.

C. Employee education and training

Facman personnel will be requested to complete Bloodborne pathogen training. Agnes Stepek reported that the training could be completed using Everfi, a training resource the College subscribes to, or through Safe Colleges.

Mike Gilboe will be contacted to determine how often he and contracted trainers complete Bloodborne pathogen training. OSHA requires the course to be conducted at

the time of hire and again annually. Since the majority of trainers are contracted it will be determined if they provide proof of training.

D. Safety policy creation, evaluation, updates

A draft drone policy was developed by Wendy Ohman. The policy was reviewed and it was determined that specific needs for drone use must be established, a signed waiver with hold harmless language developed, the right to evaluate any footage before it is published and a procedure to apply for permission developed.

The approval process is believed to be necessary to address privacy issues and to deal with possible concerns of students from other countries where drones can be used as weapons.

Dave Siebert indicated that fly overs of the Young Hall renovation will be completed to which the suggestion was made to allow departments to submit requests to a designated department or chair person who would evaluate the purpose and intent of the drone use.

Rick Cohen discussed how Public Safety can be part of an application review process but the program should be overseen by Marketing and Communications. This department is responsible for advertising and promotion of the College.

The College currently owns one drone that is flown by an employee with the required training and licensing and has worked with a student, Tucker Strang who has a personal drone used by the Athletics Department to video promotional material. Scott Schappe asked if the College would allow anyone to fly a drone in an open space and if not, the policy should stipulate that this practice is prohibited.

The Committee recommended additional action be taken to modify the draft policy including making notice to the campus community when a flight has been approved.

E. Other business

Homecoming concerns were raised over student behavior during the parade. One fraternity had members sitting on the roof and standing on the bumper of a car that participated in the parade. Liz Snyder of the Gates Center was notified of the concern and will continue to work with future parade participants.

Alcohol and food service by outside vendors occurred in Fan Fest during homecoming. The vendors were pre-approved, submitted insurance certificates and a special permit was obtained from the City of Lake Forest. The Health Department inspected the food service activity.

Concerns over the ability for the College or Parkhurst to check ID's was raised. Alcohol service during the current semester has run into a few issues regarding the students trying to use their College ID's, which is not permitted as it is not a legal ID, and how Parkhurst can best verify the age of visitors and guests. Wendy Ohman found a scanning system

(Patron Scan) that could be utilized. The system capabilities and limitations were reviewed and Wendy will work with Pat Dogget and Parkhurst to address the issue.

The State of Illinois requires all servers, bartenders and ID checkers to be licensed by BASSET (Basic Alcohol Sellers and Servers Education Training) in order to serve open containers of alcohol. The law was adopted by Lake County in July, 2016 that required anyone serving alcohol to complete this training within 120 days after the start of their employment. The licensing remains effective for three years.

To comply with the law, Parkhurst personnel involved in alcohol service will complete the BASSET training. Bill Langlois stated that bartenders hired for events at Lake Forest College would be required to have the BASSET license. Kristen Nolan, Director of Conferences and Facility Rental for Lake Forest College will also complete the required training.

The discussion of alcohol service identified that activities at the Mohr Student Center and by the Athletics department are handled by Parkhurst. The hired food service contractor, through their Catering Division, usually completes special events with alcohol service held on campus. However, Kristen identified that there are groups who bring in their own alcohol to save money. This practice creates liability issues that must be addressed so Wendy Ohman will review the current alcohol policy and work with Kristen and Lori Sundberg to address this exposure.

Paul Gladen recommended that whatever decision is reached, the Faculty must be instructed and asked to follow the rules.

F. Action items

Drone Policy

ID scanner

Alcohol service

III. Next Meeting

Date to be determined

Meeting adjourned: 5:02 pm