

FACILITIES ENERGY SAFETY COMMITTEE -MEETING MINUTES

Date: April 22, 2022

Time: 9 am

Place: MS Teams

I. Call to Order 9:02

Present: Michael Armstrong, Thomas Brasher, Caroline Hammond, Tim Kirk, Keena Murray, Philip Shackelford, Mary Kate Sumner, Susan Wache, Brooks Walthall, Jessica White, Nancy Whitmore and James Virden

II. Approval of March 18, 2022 Minutes attached minutes. There was a motion to accept with one typographical error to be corrected. Under Adjourn the word the should be there. The motion was seconded.

III. Chair Updates

1. New chair voting in August.

IV. Old Business

- i. No reports were provided regarding last meeting's topics of March 18, 2022.
 - i. Collecting guidelines from the cabinet regarding energy usage at SouthArk
 - ii. List of repeating topics coming up regularly in the Facilities Energy Safety Committee meetings
 1. Philip Shackelford emailed Mr. Armstrong an outline of our suggested issues.
- ii. Safety: There is a need for more convenient access ramps for getting around street corners when crossing South West Ave. and campus side walks when in a wheel chair.
 - i. This issue involves the City of El Dorado. This is a process that we cannot control.
 - ii. We can have a discussion and not have to pass a motion.
- iii. Facilities: Ventilation for each room. Please put a window or some kind of air outlet in each room for better ventilation.
 - i. We have ventilation in all buildings.
 - ii. Waiting on parts to fix the areas that are not working. Shipping is unpredictable.
 - iii. HVAC is a big issue with a lot of moving parts.
- iv. Adding or refurbishing one of the existing building for some Physical Education activities.
 - i. There are slots in the floor for volleyball/badminton etc.

V. New Business

a. Discussions

Facilities: 1. Update on the leak repairs and termite damage in HCS.

- i. One leak has been fixed and we are looking for the other on the 2nd Floor. No recommendations, this is ongoing.
 - ii. Termite damage has been treated.
 - iii. Replacing floor within the next few weeks.
2. Update on door locks.
- i. We have locks and are currently replacing all door locks and handles.
 - ii. Still looking for a better safety option for locking from inside.
 - iii. This is indefinite at this moment.
3. What is the policy on vehicle maintenance?
- i. Issues with cleanliness and regular maintenance.
 - ii. Individual that uses the vehicle must be responsible for cleaning out and refilling with gas.
 - iii. The gas card can be used for car maintenance as well as gas.
 - iv. TC will setup regular maintenance schedule and add car wash and vacuuming every 3 months.

Energy: 1. Electrical surge in HSC on Monday

- i. West Campus had an energy surge on Monday
- ii. This was resolved within 30 mins.
- iii. No recommendation

2. Lights that stay on 24/7. Any better options?

- i. Power surge reset programming that keeps lights on.
- ii. TC needs to reprogram the panel

Safety: 1. In WHT 231 the plug ins are in the floor. This causes a tripping hazard for teachers and students.

- i. TC will look at the plugs and see about getting the plugs moved to the walls.

2. The vent in the kitchen in the McGehee building has fallen from the ceiling twice in a year. Can we add a safety chain so it doesn't fall and hit someone?

- i. Resolved. Shouldn't happen again.

3. Generally who checks classrooms for safety?

- i. Our classrooms are in compliance.
- ii. Walk throughs are done, but there isn't a report.
- i. TC will follow up with anything that can be corrected

- VI. Announcements: Further committee meetings will be set up by committee as needed.
- VII. Actions: Maintenance will look into moving the plugs in WHI 231 and set up a maintenance schedule for the vehicles. Also, maintenance needs to reprogram the light panel so that the lights don't stay on.
- VIII. Adjourn 9:54 am there was a motion to adjourn and a second.

FACILITIES ENERGY SAFETY COMMITTEE - MEETING AGENDA

Date: Apr. 22, 2022

Time: 9 am

Place: MS Teams

I. Call to Order

II. Approval of March 18 Minutes - minutes are attached

III. Chair Updates

IV. Old Business

no reports were provided regarding last meeting's topics of mar. 18, 2022:

- a. collecting guidelines from the cabinet regarding energy usage at SouthArk
- b. lists of repeating topics coming up regularly in the Facilities-E-S committee sent to Philip

V. New Business

- a. Actions
- b. Discussions

Facilities: Could we please get an update on the leak repairs and termite damage in HSC?

Energy: Electrical surge in HSC on Monday; Also, lights that stay on 24/7 - any cheaper/better option?

Safety:

A. WHT 231 the plug-ins for the computer in this room is in the floor. I've tripped over them, unplugging the computer during class and just recently, it was kicked hard enough to break the plug. Cords from the plug to the computer are a tripping hazard. Someone has placed an placard over the wires so it is also a tripping hazard and in the way for teachers and students. The front of classrooms where teachers walk around and teach class needs to be free of cords and wires.

B. The vent in our kitchen has fallen to the floor twice in the year that I've been here. Can we get a safety chain put on it to keep it from hitting someone?

GENERALLY: Who checks the classrooms for safety and who do they report to?

Are our classrooms in compliance with the standards required for electrical things and tripping hazards? Where can we find the reports about classroom safety checks?

C. Other topics brought forward:

VI. Announcements

a. Further meetings by this committee will be set up on an 'as needed' basis.

VII. Adjourn

NOTES:

see APM 6.11 Environmental Regulations involving OSHA