

Operational Affairs Committee Special Meeting Minutes

09.13.2023 @ 2:00 pm

The OwlCove

Members:

Anderson, Terri – Chair
Crunkleton, Kenny – Staff
Ellis, Carolyn – Secretary (absent)
Forbes, Audrey – Staff
Knox, Laura – Faculty
Malloy, Denise – Faculty
Robbins, Nickey – Staff (absent)
Swanson, Paul – Faculty
Student - TBD

Guests:

Canta, Tom
Dockins, Wayna
Dry, Eddie
Keirn, Christy
Stallings, Tamyra
Wallace, Bentley
Yarbrough, Laura

Agenda:

Chair called the meeting to order at 2:00 pm.

1 & 3: Security of Buildings & Cellular Dead Spots:

1st Floor Gotaas Hall, 1st Floor McClain, & The Vada Sheid. It was noted that the Police Officer may not receive/answer a call when a police officer is on the 1st floor of Gotaas or McClain – Lobby/classroom. The caller shared that they have placed calls while being on the 1st floor of McClain and/or in The Vada Sheid. The concern of the Police cell phone not receiving the call, in this scenario, may be due to cellular “dead spots” in both buildings 1st floors being underground.

Possible Resolution(s):

- A) Set the Police Department’s cell phone (iPhone) to “WIFI Calling” and test the following scenario’s:
1. *Police iPhone “Wi-Fi Setting” is “On”*
 2. *Landline*
 3. *Call Personal Cell Phones “Wi-Fi Setting” is “On” – Android & iPhone*
 4. *Call Personal Cell Phones “Wi-Fi Setting” is “Off” – Android & iPhone*

Everyone was reminded that in the event of an emergency, if unable to reach Campus Police, call 911 from a cell phone or 9-911 from an ASUMH classroom/office phone.

- B) For evening classes, buildings have the option of requesting doors to lock earlier than the class ends by sending a written request to Tom Canta (example given was Gotaas locks at 7:00 pm although the class ends at 9:00 pm).

Also, shared that the evening Police Officer both check the building a couple of times as reflected in the Daily Report, tries to check in with each evening instructor to let them know they are available, and is visible when the class ends as students/faculty are walking to their vehicles.

- C) Finally, the Police Department can prepare bright colored stickers noting dial 911 – cell or 9-911 landline to be placed on classroom phones and provided to departmental Administrative Assistants for office/additional requests if this committee finds this helpful. The sticker would need to be placed on the phone handrest.

2: Emergency Push Button in classrooms:

The idea of a classroom pushbutton was shared. It was noted that it would be cost prohibitive at this time. A renewed effort would be to:

- a) Provide Professional Development on a routine basis.
- b) Drill to be better prepared.
- c) Practice classroom, office, and event preparedness.
- d) Consolidation of evening classes to 1 building

4: Signage and/or Person in Front Window – Roller Hall & Gotaas Hall:

Conversation surrounded both Roller and Gotaas 1st floors – primary entrances to buildings – have no person stationed on those floors.

Possible Resolution(s):

- A). Move a person to each floor to greet the public/students.
- B). Utilize digital signs for directional guidance (suggestion sent via email following the meeting)
- C). Design new outdoor signage

It was noted that outdoor signage was typically a large project that needed to encompass both a long-range plan and possibly implemented over 2-3 budget cycles due to the expense. All three suggestions/ideas noted above would be presented to Cabinet for consideration.

5: Other Ideas/Concerns/Topics:

G104 – door noted as does not lock. Resolution – Monday Nickey would check the door.

Coulter Celebration of Lights – Traffic flow, evening classes, & Zack Williams concert – approx. 1600 people. It was stated no real safety issues. Concerns are reported if discovered, reported, and resolved.

6: Meeting Adjourned

Operational Affairs Special Meeting (09.13.2023)

Follow-Up Report

1. **Door Locks G104** – Fully operational just needed a key to lock/unlock. Key provided.
2. **Outdoor Signage, Digital Signs, Person on 1st Floors Gotaas & Roller** – Cabinet began discussion of the three recommendations. Immediate action was to request Joel begin implementing routing/directional messaging on the digital signs on the 1st floors of Gotaas and Roller.
3. **Emergency Push Buttons** – Annual Drill schedule has been developed and will be presented to Cabinet for consideration.
4. **Security of Buildings and Cellular Dead spots** – Test was conducted on 09.19.2023 for the following scenarios:
 - a. Police Department cell phone (iPhone) to “WIFI Calling” and tested in:
Gotaas classrooms H110, H104, and lobby
McClain classrooms M109 and adjacent classroom
Sheid Great Hall, Trout Room, & Convention Center A/B
 - b. Cell & landline calls were made from:
Roller 1st floor library & 3rd floor.
Integrity 1st floor.
Sheid.
 - c. Cell phones & carriers represented in the test included:
Both Androids (Cricket, Samsung) & iPhones (12, 13)
Carriers - ATT, Verizon
Some phones were set to Wi-Fi Call “on” and some “off”

All calls were received as a result of the Police Department cell phone being set to Wi-Fi Calling “On.”