

MINUTES OF INSTITUTIONAL IMPROVEMENT COMMITTEE MEETING
SEPTEMBER 4, 2009

CALLED TO ORDER AT 10:00 a.m.

ATTENDEES: Dan Lindsey (Chair), Kim Lovelace, Dave Rush, John Petersen, Dr. Dawe, Cheri McKee-McSwain.

Dr. Dawe thanked the committee for the work it has done. He encouraged the committee to remain attentive to the Melbourne campus and the Ash Flat and Mountain View sites for things that need attention. He asked that we continue making notes of things noticed on campus that need improvements, have been dormant and not recently addressed and suggestions for changes.

FOLLOWUP ITEMS:

1. Mountain View additional outdoor lighting: Committee concludes that additional outdoor lighting will improve safety and is required. Recommendation: Ozarka College should plan, budget and get additional outdoor lighting installed, either as a stand-alone item or in conjunction with other improvement projects. In addition, lack of adequate parking space is now an issue. Students are parking on the sides of the street leading to the college and in other areas that are not designated for parking.
Status: OPEN.

Discussion: Dr. Dawe addressed this item by sharing with the committee future plans for the Mountain View site. With the approval of the Board of Trustees and ADHE, Ozarka will break ground on a new building before the end of the year. The lighting and parking issues will be addressed with the plans for the new building.

2. Restroom storage cabinets: Melbourne campus needs storage for ten restrooms. Cost approximately \$100/ea. for a total of \$1000. Home Depot stocks an unfinished piece of cabinetry that would suit the need. Storage cabinetry could be placed on the Ash Flat and Mountain View sites as needed since there are storage closets near most of the restrooms on the other sites.
Status: OPEN.

Discussion: The committee makes a recommendation that storage cabinets be placed in each of the restrooms on the Melbourne campus to address three concerns: unsanitary practice of storing extra bathroom tissue on the floors of the restrooms, the theft of bathroom tissue from restrooms and convenience for maintenance crews for storing supplies in immediate areas.

3. Ash Flat campus parking lot curb has 10 to 15 feet of damage. Needs to be fixed sooner rather than later to prevent additional erosion.

Item status: OPEN.

Discussion: This item was not addressed during the meeting.

NEW ITEMS:

1. Placing hand wipes in each of the school vehicles.

Discussion: In conjunction with the efforts on campus to encourage hand washing practices and cleanliness to reduce the possibility of contracting contagious viruses and flu strains, the committee recommends that hand wipes be placed in each of the school vehicles so that steering wheels, door and window handles, etc. can be wiped down before/after each person uses the vehicle. Recommendation made.

2. Dissemination of information or formalized guidance to students regarding the importance of increased cleanliness and sanitary practices during the flu season.

Discussion: The committee will explore, with the assistance of the Vice President of Student Services, the collection and communication of information about the upcoming flu season and good practices to reduce the chances of contracting the flu as well as some general practices if a student has the flu. The topic will be discussed further at a later date; may require an additional committee meeting.

3. Possible exploration of employee policy changes

Discussion: As updates are made to employee policies, it was suggested that we look at the possible need for drug testing for current employees and/or new hires for the protection of both the employees and the college. The topic will be discussed further in future committee meetings.

4. Asphalt in front of the Miller Building is deteriorating.

Discussion: It was noted that the asphalt in front of the Miller Building is showing signs of wear and deterioration. The committee discussed ideas for improvements which included both completely removing existing asphalt and replacing with new asphalt or patching/overlaying existing asphalt. The topic will be discussed further in future committee meetings.

MEETING ADJOURNED AT 11:20a.m.