

Minutes of the Meeting of February 15, 2017  
GUC 207

The Safety & Emergency Preparedness Committee (SEP) met February 15, 2017, in the Student Affairs Conference Room (GUC 207). The following members were present: Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. Michael Gautney, Dr. Kevin Jacques, Mr. Randall Phifer, Mr. Stephen Putman, VP David Shields, Mr. Mike Thompson, and Dr. Ping Zhao.

---

Chief Gillilan, committee chair, called the meeting to order at approximately 2 p.m. A quorum was present.

---

The agenda and the October 24, 2016, minutes were approved by acclamation.

---

- a. Building Coordinators and Floor Leaders List – Chief Gillilan is working on a job description for these voluntary positions.
  - b. AEDs in Buildings – funding needs to be determined for these devices to be placed in strategic locations of campus. Chief Gillilan and Mr. Thompson are putting together a priority list of locations for the AEDs to forward through VP Shields. Mr. Thompson will also check with the people who maintain the campus fire extinguishers to see if they would also perform the necessary checks on the AEDs.
- 

- a.