1. Meeting called to order at 10:30 am

2. The minutes from October 21 were approved with the following corrections:
   1) Discussion of corrections made to the October minutes to include the concern that NIU does not have a RAD program for men. Mr. Scharenberg will contact NIU PD for further clarification.
   2) Comm. Petragallo discussed the city RAD program. City and NIU programs are separate.

3. **Old Business:**
   1) Mr. Scharenberg discussed the mass notification system and the problems that arose during the recent threat issue. The problems have been addressed and the system should be fully operational.

   Locking of buildings was discussed. The building director has the responsibility to ensure the building is secured.

   Emergency Action Plans are available in each campus building and through 2014 were issues to all employees. Emergency action plans are available as an NIU “App” on smart phones. ISU cited by OSHA for not “training” employees on the EAPs. Mr. Scharenberg suggested that this is the responsibility of each department director or building supervisor. Discussion followed. This should be performed at the beginning of each academic year.

   2) The issue of security cameras was raised at the Oct. meeting. The committee discussed the issue. No further committee action is necessary.

   3) Mr. Scharenberg raised the point that each committee member can take CSEQ issues directly to their staff or building representatives for resolution without the necessity of directing all committee activity through the University Counsel. Possibly resulting in more expeditious resolution.

4. **New Business:**
1) A biking safety issue was brought before the Parking committee and that committee passed the topic on. The persons were invited to the CSEQ and did not show. Mr. Scharenberg indicated that he responded that the CSEQ has addressed this issue in the past with the Crosswalk Initiative program and the recommendation was that the student organizations address and follow through with these issues.

2) Mr. Gotto raised the issue of the revolving doors at DuSable being locked. These are locked at the request of NIU PD due to the fact that they cannot be locked down remotely by the “Prox Lock” system. There is a project suggestion to replace the revolving doors with standard doors that will allow remote lock-out.

3) Ms. Bremer raised the issue that Reavis door number 3 is currently locked from the outside. This will be investigated.

4) Mr. Gotto also raised the issue of lack of sidewalks along Newman Ln. and the safety of students walking in that street. Comm. Petragallo will bring this issue to the city engineer. Students can access the city web site and express concerns that exist on city property.

5) Ms. Liberty-Beczek raised the issue of the north doors of the Field House being locked from the outside and will possibly be used in the near future and will need maintenance. Some discussion was devoted to this issue.

6) The issue of the HSC fountain at the NE corner of the building frequently sprays outside of the basin. The fountain is currently shutdown for the winter months and will be checked in the spring.

7) The issue of a State wide tornado drill to be held on Tuesday, March 1, 2016 at 10 am was raised by Mr. Scharenberg. It has been proposed by NIU Weather and NIU Emergency Planning that NIU participate in the drill. All locations on campus and satellite locations would participate. This would serve to test the mass notification system, departmental and personal preparedness for a hazardous weather event. The CSEQ feels that this would be very good for the university. Mr. Scharenberg will submit a formal proposal to the committee at the December meeting. Mr. Heckman made the suggestion the all committee members take a good look at the initial proposal and comment at the December meeting. This also raises the issue of a “designated building representative” or “building captains and co-captains”. Mr. Heckman indicated that these designations be developed prior to the March event.

Ms. Liberty-Beczek suggested that it be communicated to each instructor that: a) they are responsible for the safety of students in their classroom and, b) they should be instructing those students on proper emergency response from that classroom and proper exit from the building. Mr. Scharenberg suggested that each committee member take this back to their respective departments for discussion at department meetings.

8) Mr. Scharenberg also raised the proposal of holding fire drills beginning in the 2016-2017 academic year for all NIU buildings, on all campuses. Fire drills are required by the state of Illinois for all “occupied” buildings. A formal proposal
will be developed and submitted to the committee, to the administration and to the university council for further review.

5. Next meeting scheduled for December 16, 2015
6. Meeting adjourned at 11:50