Members Present: Tom Doi, Roy Fujimoto, Lisa Hayashi, Lara Kong, Andy Li, Rick Murray, Kathleen Zane

1. Draft of Policies and Procedures
   Committee members were given a draft of WCC’s current safety policies and procedures (Rick to email drafts to Ann) which included WCC Emergency Lockdown Procedures, General Emergency Lockdown Procedures, Windward Community College Key Control Policy, and Utility Outage Guideline and Procedures. The committee was asked to review the draft and give any feedback/edits to Rick by the beginning of December 2012.

2. New Semester Safety Information to be Shared with Students:
   An email with safety tips/procedures goes out to students at the beginning of each semester. If the committee provides feedback/edits to the draft of WCC safety policies and procedures as scheduled, edits will be done prior to the email going out.

3. General Campus Safety:
   Tom has noticed that there have been less State Hospital patients hanging around campus. There have been concerns about people (probably WCC students) seen smoking near Alaka’i and Palanakila. Rick feels that the ashtrays placed around campus are sending mixed signals. He will get more “No Smoking” signs, but doesn’t see that helping the problem. Rick informed the committee that he and Ardis would like to start “No Smoking” areas on campus. Ardis would like to start with ‘Akoakoa and will take the lead on starting that. Rick will check No Smoking policies from the other community college campuses.

4. Emergency Lights and Elevator Lights / Campus Lighting:
   Uluwehi parking lot is very dark and could use lighting. “Akoakoa recently had light not working and a faculty member had to stand outside guiding community members to a meeting. There was a recommendation that if security notices exterior lights out, to park themselves there so the community knows it is safe. It was also recommended that security be sure to notify someone instead of just writing it on the security report. Rick thinks it will help if faculty/staff notify both the security and him when they notice lights not working.

5. Homeless Situation:
   There are currently about a ½ dozen homeless living on the far end of the campus by the Health Center, including a family with kids. A (construction) container in the area is believed to have homeless living in it. The Department of Corrections recently cleaned out the area, dumping over 2 tons (tents, rubbish, etc.) and chasing people away. The sheriff also arrested one man for trespassing. The homeless come out at night, making it hard to fix the problem. It is also hard to clear out the area due to laws against cutting down trees. The “fence project” (a fence going along district park, dividing district park and WCC) will hopefully help to control the homeless problem.
6. **Emergency Notification/UH Alert:**
The committee was encouraged to sign up for the UH Alert text messages.

7. **New Business:**
New cameras have been installed in Palanakila: fire lane (1), 1st floor lobby (3), 2nd floor lobby (4), Paliku lobby (2). The cameras can record footage for up to about 1 month. Signs informing the public about the cameras have been posted along with the general campus signage.

The Palanakila side door has been broken for 4 months now. This door has recently been repaired.

Hospital cleared area by the Bishop Building.

8. **Next Meeting:**
-Solidify Safety Policies and Procedures
-No Smoking Issues and Policies