In attendance: Brian Boehmer, R. J. Dannemiller, Norm Holmes, Adrian Rodgers, David Wirt & Connie Zang

- Connie Zang called the meeting to order at 2:03pm.
- After a review of the meeting minutes from Tuesday, May 22, Adrian Rodgers motioned and David Wirt seconded the motion to approve them. The members all agreed. Then, Connie approved them as written.
- Connie shared that there will be two new members on the committee in the future, including Patrick Courtney and Laura Barbuto.
- Connie reviewed old business and inquired of Adrian about the effectiveness of the various automatic door openers on campus. He confirmed that they are all presently working properly.
- Connie inquired of Brian about progress concerning the way finding/signage initiative on campus. He explained that external efforts, including parking lots identified with silver posts as well as, gray front and back panels were completed. Internally, a project involving the addition of new placards for building maps and the renumbering of various rooms (i.e. closets, rooms, etc...) is underway. This effort is an attempt to make all internal signage consistent on campus. In this regard, a larger-scale effort to revamp Hopewell Hall South will tentatively be completed by January 2013.
- Connie began the discussion about the recent bomb threat evacuation on Tuesday, October 9th. Norm shared that people were told to evacuate (as opposed to pulling the fire alarm) to emphasize the immediacy of the potential danger. Connie mentioned concerns about students and staff with mobility disabilities (two students and one staff member were observed to be using wheelchairs). Brian mentioned that his staff members routinely check out all buildings after such evacuations to insure that everyone has evacuated safely and to assist anyone as necessary. He further stated that the investigation is on-going and that there is no need for further concern or alarm. Also, he mentioned that the threat did not involve student dormitories.
- Concerning graduation accommodations, Connie mentioned that everything was satisfactorily and sufficiently effective to serve the various needs at the June COTC Commencement Ceremony in Adena Hall. However, she asked everyone to consider ideas for increasing overall effectiveness for the forthcoming December Graduation in The Reese Center Auditorium.
- As for new business, Connie mentioned her recent HR-sponsored presentation on Friday, October 5. It focused on policies and procedures for mental health-related campus incidents. She stated that it is will soon be accessible on YouTube for those who did not attend. It is both point-eligible for OSU-COTC employees and credit eligible for students.
- Brian mentioned that the ongoing construction on Country Club Drive will most likely be completed by Thanksgiving Day, November 22.
- Connie stated that R.J. will forward the meeting minutes to all committee members as soon as possible after meetings for their review and vote to approve them.
- Since there were no additional items to discuss, Connie confirmed the next meeting date of December 12 at 2:00pm in the WC 230 conference room. She further suggested that everyone bring their calendars with them to that meeting to determine the subsequent meeting dates and times.
- Connie adjourned the meeting at 2:46pm after motions by Adrian Rodgers and David Wirt.