

**Special Communication Department Meeting
February 24, 2016
26D-1411 4:30-6:30 PM**

Present: John Vitullo (Chair), Julie Laverty, Danny Cantrell (notes) , Roger Willis-Raymondo, Ken Klawitter, Roxan Arntson, Jeff Archibald, Liesel Reinhart

I. General Announcements

A. Special Guest- Robert Wren presented an Active shooter training.

- a. Important points were to get away from the area if possible (avoid sheltering in place unless that is the only option).
- b. Have a plan, adopt a survival mindset, and prepare to be a leader.
- c. Regarding student responsibility, the most important thing is to act reasonably. But students (as adults) are ultimately responsible for themselves.
- d. Advised ensuring locks in 1411 are up to fire code and that a fire extinguisher is placed in all classrooms.

II. Department

A. 1411

- a. Furniture: discussed various options. Settled on chairs that come together as a table in sets of 4. John will pursue.
- b. Possible other uses: discussed using 1411 for various student services groups but decided to keep it as a classroom.