

York County Community College
Health and Safety Committee Meeting Minutes
Thursday, April 28, 2011

In attendance: Maria Niswonger, Bryan Carpenter, Annette Tanguay, Nancy Phythyon, Dana Petersen, Erin Haye

Absent: Gerrie Delaney

Recorder: Maria Niswonger

The meeting was called to order at 1:00 pm by Maria Niswonger, Chair.

Erin Haye was welcomed as a new member representing the YCCC staff.

The minutes from the 3/17/11 meeting were reviewed. Nancy motioned to accept the minutes. Annette seconded. All approved.

Today's agenda was reviewed. Annette motioned to accept. Dana seconded. All approved.

Old Business:

1. Training on Emergency Procedures for students, faculty and staff was discussed again. All agree that a systematic plan should be in place to ensure that all people at the college are aware of the necessary emergency plans, and emergency plans should be readily available to all, possibly in an online format. Dana and others would like to see as much of the training computerized as possible. He will also make sure appropriate drills are held and documented.
2. The colorectal cancer screening seminar was held on April 26. Ellen reported that 8 people attended.
3. Dana reported that he is looking into quotes on the smoking hut which probably will be placed in the parking lot over the summer. This will move the smoking away from the building in compliance with state law.
4. Annette reported that the Voice, the student newspaper, is publishing her safety article on Slips, Trips and Falls in the last issue which will be published by May 15. The topic for the next safety article published in the fall will be the YCCC smoking policy.

New Business:

1. Members suggested that the Health & Safety Committee develop a logo and/or tag line that will accompany the committee's written and online communications. Bryan will ask the Digital Media faculty and students if someone would like to volunteer their talents to create a logo. The committee could also coordinate the effort with Deb Lavoie (Director of Marketing and Public Relations).
2. Paulette Millette gave an overview of Emergency Training from FEMA that is being coordinated through the Continuing Education department. In 2008, YCCC was once of 40 colleges selected, in conjunction with Partners for Technical Education based in Portland, to learn about emergency preparedness. Paulette hopes to organize Continuing Education programs for public/ local companies in order to raise money for YCCC. She wanted to review the college's disaster plan. The committee offered Paulette their support for such a program. She will work with Dean Paula Gagnon, Director of Finance Nancy Drouin, HR's Ellen Harford and Facilities Manager Dana Petersen to implement it.

Announcement: The next meeting will be on September 15, 2011 at 1 pm. (Room to be announced in the fall.)

Adjournment: Bryan motioned to end the meeting at 2:15pm. Nancy seconded. All approved.