

**York County Community College
Health and Safety Committee Meeting Minutes
Thursday, December 15, 2011**

In attendance: Maria Niswonger, Annette Tanguay, Nancy Phythyon, Dana Petersen, Gerrie Delaney, Diane Dense

Absent: no third staff representative

Recorder: Maria Niswonger

The meeting was called to order at 1:05 pm by Maria Niswonger, Chair.

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

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

Old Business:

1. Family Wellness Room: Maria presented the proposal at College Council on December 7. Council approved the proposal. The recommendation went to President Lyons for consideration. Dana Petersen said a plumber could renovate the toilet for \$200, and new floor tiles and paint might be \$250.
2. VISA accommodation letters state that faculty should accompany disabled students out of the building in the event of an emergency. This policy was discussed and Maria agreed to research this issue further.
3. A new staff representative to replace Erin Haye has not been identified. The College Council bylaws state that the staff will identify a representative. Maria will approach staff representative on College Council for assistance in electing a third staff representative.

New Business:

1. Safety procedure update: Dana reported that he met with Nancy Drouin and Erin Haye to discuss Emergency Procedures for YCCC. They updated the Storm Cancellation Procedure. The Emergency Communication Policy is being updated and is available on the YCCC website. An Emergency Response Team of 7 people has been appointed and knows the policies.
2. Maria noted that the Health & Safety Committee bylaws are inconsistent with the College Council bylaws with regards to who will be the recorder of the meetings. The Council bylaws say that the recorder is a volunteer, and if no one volunteers, "a recorder will be appointed by the senior administrator for the operational area". The Health & Safety bylaws state that the recorder will be the chair of the committee. The committee will consider this further at the next meeting.

Announcement: The next meeting will be on Thursday, January 19, 2012 at 1 pm in B109.

Adjournment: Dana motioned to end the meeting at 2:15pm. Gerrie seconded. All approved.