

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

In attendance: Maria Niswonger, Annette Tanguay, Nancy Phythyon, Dana Petersen, Erin Haye, Gerrie Delaney

Absent: no student representative has volunteered

Recorder: Maria Niswonger

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

The minutes from the 4/28/11 meeting were reviewed. Dana asked that his last name be spelled correctly near the end of the document. Gerrie motioned to accept the minutes. Dana seconded. All approved.

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

Old Business:

1. Smoking policy: Dana reported that the smoking hut was built at the opposite side of the parking lot this summer. It is ADA accessible and off the ground so that rainwater cleans the area underneath. The new smoking policy has been distributed to all employees by Ellen Harford. Students were introduced to it at orientation. Some new signage has been posted and others will be posted soon. Annette will submit an article on the smoking policy to the Voice student newspaper. The committee will offer editing by e-mail.
2. Logo: The four logo designs by student Arlene Roy were discussed. Arlene was not able to attend. The committee liked option 3 best and is requesting that Arlene redesign it was a clearer font for "HSC". Maria will contact Arlene and ask for the redesign. Dana offered to submit designs for consideration.
3. 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. Dana is investigating where and how to post the Emergency Policy on the website as wells as handbooks, classrooms, etc.
4. Lactation room and Family Restroom update: Dana reported that the first-floor staff restrooms were relabeled "Family Restroom" over the summer. A permanent Lactation Room has not been designated. Various members reported that lactating women are using offices, the dental lab, etc. Maria will inquire on how things are being handled.
5. ADA –compliant bathroom dispensers. Dana reports that all should be compliant now.

New Business:

1. Maine Municipal Association Audits- Dana reports that he will invite John Waterbury to an upcoming meeting to report on his safety audit of our campus.
2. Biological Waste: Maria reports that biological waste has collected over the last academic year in the Science labs. Dana is getting quotes for disposal. He hopes to have the waste removed soon.
3. Student representative: Maria reports that College Council Convenor Sam Kelley has asked the Student Senate to identify student representatives for standing committees like this one. We are awaiting word on who our next student representative will be.

Announcement: The next meeting will be on October 20, 2011 at 1 pm in B109.

Adjournment: Annette motioned to end the meeting at 2:15pm. Erin seconded. All approved.