

**York County Community College
Health and Safety Committee Meeting Minutes
Thursday, October 20, 2011**

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

Absent: Erin Haye, no student representative has volunteered

Recorder: Maria Niswonger

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

The minutes from the 9/15/11 meeting were reviewed. Nancy motioned to accept. Gerrie seconded. All approved.

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

Old Business:

1. Logo: A revised logo from student Arlene Roy was reviewed, as well as two additional logos from Dana Petersen. Nancy motioned that the committee adopt Arlene's logo and use Dana's tag line "Safety is no accident." Maria will write a quick thank-you to Arlene by e-mail, and request the logo to be in an easy-to-use PDF or other form for publications. Nancy will draft a more formal thank you letter to Arlene.
2. Safety tips published in The Voice: The next issue of the student newspaper will be published on Nov 1. Articles are due Oct 24. Dana will write on daylight savings time and battery checks for smoke detectors. This year's goal is to publish a Safety Tip in The Voice as often as it is published, which may be monthly.
3. Follow-up on Emergency Procedures for students, faculty and staff: Dana sent out an e-mail to the college about a month ago about the Emergency Policy being posted on the college website. He is working to identify a more prominent location on the college's website for the document. Nancy pointed out that in some classrooms, pencil sharpeners are too close to the emergency phones and sometimes the phones are knocked off the hook by those sharpening their pencils. Dana will have his staff investigate.
4. Lactation Room/ Family Restroom: Student Diane Dense made a presentation to the committee, advocating for a lactation room/ diabetes monitoring room. The committee reviewed her packet of materials and agreed to continue the discussion at the next meeting once all have had time to read the packets.
5. Maine Municipal Association Audits- Dana reports that he will invite John Waterbury to the December meeting to report on his safety audit of our campus.
6. Maria reports that the Student Senate has not identified a student representative for Health & Safety yet.

New Business:

1. Member Erin Haye will not be able to attend the Health & Safety meetings because of another commitment. The committee discussed the possibility of changing the meeting time and date, but could not identify a time that was good for everyone else. It was decided to keep the meeting the same. If Erin cannot attend, then maybe another staff member could take her place.
2. Maria raised concerns that Mark Monnin had about safety accommodations in student VISAs for disabled students. Since time was limited, the discussion will be continued at the next meeting.

Announcement: The next meeting will be on Thursday, November 17, 2011 at 1 pm in B109.

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