

**York County Community College
Health and Safety Committee Meeting Minutes
Thursday, November 17, 2011**

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

Absent: no second staff representative

Recorder: Maria Niswonger

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

The minutes from the 10/20/11 meeting were reviewed. Annette motioned to accept. Erin seconded. All approved.

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

Old Business:

1. Dana presented information from the Maine Municipal Association on safety training modules that are available online. He is working on a training matrix so that all relevant employees will get trained routinely.
2. Family Wellness Room: Diane Dense continued her presentation about a Family Wellness Room that could be used for lactation, diabetes monitoring, and other health needs. The major modification to the room would be removing the toilet from one of the family bathrooms on the first floor and installing a donated table and chair. The committee noted that it would be easiest to convert the left-hand toilet room because of some of the fixtures. Nancy and Diane agreed to revise the proposal so that it is no longer than 2 pages for presentation to College Council. Diane proposed that the Health & Safety committee present this proposal to College Council. Four voted in favor and one abstained. The proposal needs to be e-mailed to Maria by noon on Thursday, December 1 for submission as an agenda item for the next College Council meeting on Dec 6.
3. Erin proposed sharing her position with another staff member because she has a conflict on many of the Health & Safety meetings. As the discussion followed, it was discerned that Erin is now a confidential employee, and thus not a regular staff member. So she will need to step down and the staff will need to elect a new representative. Maria will approach College Council about the vacancy.
4. The Voice was not published this month, so the Safety Tip will be published whenever the Voice is published.
5. Arlene Roy supplied a CD containing the Health & Safety Committee logo files. Annette borrowed it so that she can use the logo for the Safety Tips.

New Business: none

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

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