

SAFETY COMMITTEE MINUTES

Teams Meeting Conference Call ~ Wednesday, April 22, 2020 11:00am

- ■ Mike Hausler, Director of Information Technology
- ■ Tammy Burke, Division Chair of Trades
- ■ Tommi Haikka, Interim Director of Maintenance & Facilities
- ■ Kristina Kenning, Nursing Faculty
- ■ Melissa Mousel, Administrative Associate – Enrollment Services
- ■ Laura Vosejka, Dean of Helena College
- ■ Christy Stergar, Continuing Education Coordinator
- ~~Mike Wiederhold, Director of F&R~~
- ■ Emmett Coon, Gen Ed Faculty
- ■ Melanie Heinitz, Administrative Associate – Academic Support Desk
- ■ Bridget Guerin, Administrative Associate – AP Campus

- I. **CAMPUS EMERGENCY PROTOCOL MANUAL REVIEW:** Safety Committee review of pages 3 & 4 that had correction submitted over the last week. Melanie update manual with the following:
 - a. Move Assistant Dean of Fiscal & Plant directly under Dean/CEO (p.3).
 - b. Add *Identify* and remove the word establish - “the decision-making body” (p.3).
 - c. Removed bullets and placed numbers “The campus Emergency Response Team Consist of:” (p.3).
 - d. Reminder that Laura will need to sign off on all changes. The Safety Manual will need to have a signed Policy attached to the front of the manual.

- II. **WORD VERSION:** Melanie will post the updated version on the Safety Teams site with *Track Changes* turned on. Melanie will update the changes made today during the Safety Committee meeting, and changes sent by committee.

- III. **WEEKLY WORK ON THE CAMPUS EMERGENCY PROTOCOL MANUAL:** Melanie will send out weekly reminders to the committee to update pages in the Campus Emergency Protocol Manual.

- IV. **Website Meeting:** Michael Crook, Mike Hausler and Melanie Heinitz will meet today at 2:15 pm to discuss the removal of Daniel Bingham’s Policy 100.2, and replace it throughout the Helena College website with Kirk Lacy’s Policy 100.2 as we have both policies on the website currently.