

# SAFETY COMMITTEE

## AGENDA

### TEAMS MEETING

July 20, 2021 - 10:00 am to 11:00 am

- **Mike Hausler**, Director of Information Technology
- ~~□ **Tammy Burke**, Division Chair of Trades~~
- **John Rutherford** Director of Maintenance & Facilities
- **Kristina Kenning**, Nursing Faculty
- **Melissa Mousel**, Administrative Associate – Enrollment Services
- ~~□ **Sandra Bauman**, Dean of Helena College~~
- **Christy Stergar**, Continuing Education Coordinator
- ~~□ **Emmett Coon**, Gen-Ed Faculty~~
- **Melanie Heinitz**, Administrative Associate – Academic Support Desk
- **Bridget Guerin**, Administrative Associate – AP Campus
- **Mary Twardos**, Human Resource Generalist
- **Valerie Curtin**, Executive Director of Compliance and Financial Aid

## AGENDA

- Emergency Procedure flip book or legal size sheet in each classroom need to be updated.
  - Is procedure guidance a requirement, necessary, or overwhelming?
  - Mike will visit with Sandy on procedure protocol, and he will find out who to call if not 911 emergency.
  - Fire Exit displayed in each room needs updating.
  - New phones are set to be replaced in each classroom prior to Fall semester beginning.
- Indoor camera placements
  - Cameras ready to install. Outside wireless and the first outdoor camera placed. 180 degree view by DON bicycle racks.
  - Eastside (maintenance storage and shed chain link area) of DON need cameras.
  - 30 days retention of video at highest level of resolution.
  - Committee will recommend placements indoors cameras. Outdoor cameras are being evaluated to ensure adequate parking and building/sidewalk views.
- Clock update
  - EverAlert Clocks: Older version of American Time clocks had lesser adhesive, so they are replacing the older version. AP and a few more on DON will be placed soon.
- Gate lift for maintenance (approved in FY21) update:
  - \$3,800 approval for lift gate purchase. Tommy Lift gate purchased online for \$2,605.00 (free shipping) and in route. Installation by maintenance.
- Mission Statement Update:
  - Concentrate on the first three mission statements. Mike and Melanie will word-smith and bring back to the committee for final vote in August.
  - 1. It is the Mission of the Safety Committee of Helena College to promote a safe working environment for the Employees, Students, and the General Public by creating and maintaining an active interest in safety and to assist in the overall effort to minimize the

frequency of accidents, and to identify corrective measures needed to eliminate or control recognized safety hazards

2. The mission of Helena College is to work in partnership with the campus community to enhance a safe working and learning environment; to provide quality service with an emphasis on integrity and professionalism; and, to promote individual responsibility and cooperative commitment.
3. Helena College supports the mission of the Safety Committee as a partner serving to ensure a safe and secure environment while improving the quality of life for all those learning, working, healing and visiting within our community.

Additional Agenda Items added later:

- Add new members for next time – Emily Schuff, Director of Student Life and Valerie Curtain, Executive Director of Compliance and Financial Aid.
- Great shakeout 10/21, Melanie has registered HC for this. This is on a Thursday but there is concern it might be during midterms.
- John will report on rollup doors (Welcome Center Gate) next time. John is working with another company after not getting desired response from the initial group.