



SAFETY COMMITTEE AGENDA

AP 209

January 4th, 2024 – 3:00-4:00 pm

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.

- Mel Ewing, Chief Information Officer
- Emily Schuff, Director of Student Life
- Melissa Mousel, Administrative Associate - AP Campus
- Sandra Bauman, Dean/CEO
- Kelley Turner, Executive Director of Operations
- Christy Stergar, Continuing Education Coordinator
- Valerie Curtin, Executive Director of Compliance and Financial Aid
- Paige Ferro, Academic Administrative Coordinator
- Nina Hansen, Administrative Associate – DON Welcome Center
- Mary Twardos, Human Resource Generalist
- Debra Rapaport, Nursing Program Director
- Cole Wagner, Computer Support Specialist
- John Hartman, General Education – Science Instructor
- Tommi Haikka, Assistant Director of Facilities
- Rausch Abigail, Director of Marketing, Communication, & Alumni Relations

Agenda items:

1. Minutes Review:

-The November 30, 2023 minutes were approved.

Current status, incident reports :

- It was noted that a hole appeared in one of the Fishbowl windows, most likely from a pellet gun. Tommi reported it to the police and our insurance company. The room was empty in preparation for the HVAC renovations at the time.

2. Active shooter training:

- Is set for Tuesday, January 9th between 8 and 5 on the APC campus in the Annex. There is a very small number signed up and Tommi is asking everyone to start recruiting.

3. Budget update: No new purchases have been made since the last meeting.

4. Future safety improvements:

-Tommi is looking at replacing about 20 LED light fixtures on the outside of the APC campus.

-Cole has set up 2 cameras in the Cosmetology Bay and there are plans for three more cameras, but none have been purchased.

-Helena Fire Department contacted Tommi and will be on both campuses on January 31st to do Fire and Safety Inspections. The last time this inspection was done by the fire department was 2014.

-Mary noted that the First Aid Kit in the Donaldson Welcome Center is not mounted on the wall. Also she noted that it is getting depleted of supplies.

-Paige suggested that a new temporary map of the Donaldson campus be made to reflect the room changes due to the HVAC moves. Christy S. has completed this task in the past.

5. Future Date Discussions:

Next Meeting will be on Thursday, Feb 1st at 3:00 p.m. on the Donaldson Campus.