



## SAFETY COMMITTEE MEETING MINUTES

DON 209

July 27, 2023 – 2:00-3:00 pm

### *Helena College Mission:*

*Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.*

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
- Melanie Heinitz**, Administrative Associate – Academic Support Desk
- Nina Hansen**, Administrative Associate – DON Welcome Center
- Mary Twardos**, Human Resource Generalist
- Lyn Stimpson**, Fire & Emergency Services Faculty – AP Campus
- 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

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### Agenda items:

1. Minutes Review: June Meeting Minutes Approved.
2. Current status, incident reports: No incidents to report
3. Budget update
  - We were approved for spending authority for \$36,333.42.
  - \$3000 of that will go to the workman's comp fund that Mary requested in HR.
  - Tommi proposed that we would have a spending limit of \$14,000.00 and keep the rest in a rainy-day fund. This was voted on and approved.

-Mel is being asked to speak at the next meeting as to how much additional cameras/updated servers would cost. This would allow us to consider if Safety money should go to this project.

4. Future safety improvements:

-There is no ADA accessible buttons on any of the restrooms at the Airport Campus. The question is if this is a safety committee issue or a discussion for facilities /compliance.

-There is a gun shot detection system that automatically calls the police. Is this something we want to consider? Tommi will price it out and we will take it up for consideration next month

-Second level training for active shooter training

–For Example: How to barricade yourself in, designated places of refuge, how to deescalate confrontation, stop the bleed, etc. This will be discussed more next meeting.

-Cybersecurity training. Vector trainings are already in place for faculty and Staff.

-Will look into having Ed or Cole talk to students at orientation about cybersecurity.

-Mass communication protocols.

Everalert is our texting system and Regroup is our email system. Both are an opt –out systems. All Student, faculty and staff are automatically added to the systems.

-It was suggested to have a test of ever-alert at Orientation.

-Cole is going to check if there is a place on our website for Adult Ed and CEC students/instructors to add their phone numbers/email lists to our alert systems.

-Val will talk to Sandy about looping in Ryan Loomis about his classes.

5. Safety procedures

-Test the lock down buttons at Both Campuses over the summer.

-Cabinet needs to solidify procedures.

-It was suggested to test the button on the Donaldson Campus early in the morning-around 7a.m. and around 4:00 p.m. on a Friday on the Airport Campus.

- It was voted that \$100 of our money will be used to purchase vinyl for Fire Door signage. Abby and Emily will be making the signage to put up on the fire doors on both campuses. Tommi will give a list of how many signs we need. Kelley will send Abby and Emily the EXACT verbiage to print out.

6. Future Date Discussions:

o Campus wide safety Trainings.

o Safety fest in October 2023

o Next Meeting: Thursday, August 31<sup>st</sup> @ 2:00 on Donaldson