**SAFETY COMMITTEE MEETING**

**Minutes**

January 22, 2015; 2:00 PM

Social Room in the Leonard Center for Student Life

**Members:**

Pat Anderson, Gary Chidester, Kara Coates, Jodi Gerrits, Brenda Gonzales (off ill), Joe Jensen, Heidi Johnston (attending another meeting), Jin Ho Jung (absent), Meachell Walsh, Roger Quijada, Ken Pope

* Introductions of all members and guests.
* Old Business;
* Update to the committee on the smoking policy to include e-cigarettes, hookah pens and pipes and the medical marijuana policy that was reviewed by President’s Council January 13th.

*The committee was advised that the updated smoking policy and the Regent’s Medical Marijuana policy were approved by President’s Council and are now in the Policy and Procedures guide.*

* Review and discussion of the training for campus security authorities by Pat and Lynn in December and January.

*Pat advised that the new training program she and Lynn Mahlberg are teaching for employees of the campus has received a training rate of almost 70% of the full time staff. Pat explained that at the larger colleges like UNR or UNLV not all employees are considered CSAs but because almost everyone at Great Basin College does advising or mentors students the large majority of our faculty and staff should be considered CSAs. Training was also being offered to student workers, resident advisors and student government officers*

* New Business;
* Comments on finding doors not working correctly or other safety issues but no one reports to B & G.

*Pat expressed concerns that Security was starting to find door handles, locks and exit bars broken or non-function but Buildings & Grounds was not being advised about door locks not working. Just a reminder that if you find a door system not working properly to report it so repairs can be made. We don’t want to find out a door is broken the day we need to secure a room.*

* Replacement of the alarm panel and system in McMullen

*Pat updated the committee on the installation of a new fire alarm system in McMullen with an all new panel, strobes, pull stations and alarm speakers.*

* Discussion of a civility statement for contract and regular classes

*The committee discussed the request at an earlier meeting to develop a civility statement that all faculty will be able to use including contract classes. We agreed to work on this at the next meeting. Meachell stated she would contact Eric in the Library to research what other institutions may have to give us a starting point.*

* Review of other institutions field work/field trip guidelines – what will work for us

*The committee briefly looked at some samples from other NSHE institutions and agreed that we would like to invite some of the Great Basin College faculty who use field work in their courses to find out their needs. Pat will arrange for guests at the next meeting.*