



## SAFETY COMMITTEE Meeting Minutes

DON 209

June 29, 2023 – 2:00-3:00 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
- 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: May Meeting Minutes Approved
2. Current status, incident reports:

#### There were three incidents::

-The first incident involved a person who was in the Donaldson Campus Staff Breakroom and in the Food Pantry area. There is not video footage of him actually in those spaces, but of the individual coming and going from those areas. Both areas were left with a large mess and there are reports of food from the breakroom being taken. Nothing was damaged.

-The second incident involved a person that was on campus several times over the course of a week. Last Monday, he was observed yelling and swearing loudly by the student area. Kelley talked to him and was able to walk him out of the building. This individual is known to HPD. This individual is now not allowed on campus.

-The third incident involved a motion sensor that went off in the Auto Bay area on the Airport Campus last Wednesday about 3 a.m. The alarm company contact Sandra Bauman and she came and checked the outside doors. The phone tree has been rectified and the alarm company will now call HPD dispatch first. The alarm company will also be checking the sensors, because there is no known reason for the alarm to have gone off.

Recommendations are the following:

-First, no one is required to confront an individual. It is recommended that you contact Kelley or the HPD to report, depending on the situation, as soon as possible. The SOP will be reviewed over the summer for clarification.

-Secondly, there may need to be a fob put on the Don staff breakroom to secure the area as it is in an out of the way area.

3. Budget update :

-For the FY23 we have \$36,334.42. Which includes \$10,000 that we are receiving from OCHE for the new fiscal year.

-Mary has asked for \$3,000 of the \$10K to be used for Workman Comp funds.

-It was suggested that we ask for spending authority for the full \$36,334.42 with the intention of not using at least \$10-\$12,000 to be rolled to the next year, unless there is a pressing emergency. The motion was voted and approved 8-0.

The motion to give \$3,000 to be used for Workman's Comp was also approved 8-0.

Suggestions for expenditures for FY23:

-Refilling First Aid Boxes on both campuses- There is a question if we can use our funds for this and Kelley will clarify this with Leah in Missoula.

-Making sure that all sweepers on both campus have all necessary items. For Example, radios, vests,

-Magnetic fire doors

-Signage for fire doors to help remind people to keep them closed

4. Security cameras update:

-We have 2 grants; one from ERM -OCHE and one from RMTD –risk management grant. These will pay for cameras for the new Cosmetology area and the back of the Donaldson Campus as well as looking down the street to the East Parking lot and the parking lot itself. --

-We are looking at cameras for high public areas such as the DON Library and the Student center and the West facing doors on the APC campus.

-We are starting to look at enhancing our surveillance footage, including facial recognition capabilities and more storage of footage. Cole is going to talk to Mel about how much the upgrade will cost.

5. Future Date Discussions:

o Safety fest in October 2023

o Date of next Meeting: July 27, 2023 at 2:00 p.m. on Donaldson Campus