In attendance:
Pablo Negron, Ron Beliveau, Janet Atwater, Kathy Cline, Patty Watt

Absent:
Wayne Deyo, Tom Maychack, Clem Campana, Steve Hladio, Peter Schaefer, Zach Yannone

Approval of minutes from last meeting

Minutes were approved.

Old Business

- AED Program
  No update.

- Handicap spaces in C lot
  No update.

- Fire Extinguisher training
  No update.

- On Line Training
  Patty reviewed the Skillsoft program that HVCC is participating in with SUNY. There are many good safety topics on line that could be used as general refresher training, but since there is no ability to modify the material to include College specific information or to incorporate it into Blackboard, it does not appear at this time that it could be used for required training to fully satisfy regulatory requirements. It may be useful as a supplemental product and the committee will continue to review its potential use as safety issues arise where training may play a role.

  This item remains open, archived for future consideration.

- Safety Committee web page
  Patty shared draft written materials (see attached) with the committee members and received some good suggestions for changes – which are highlighted in the
attached copy.

This item remains open.

- **Lab safety monitoring and enforcement**

  No update

**New Business**

- **Safety Committee Mission and Goals**

  Part of the draft web page materials included a mission statement which was obtained from the faculty handbook and appears to be the only record of the purpose of the committee when it was established. The committee can continue to review this mission statement as we finalize the web page materials.

  Patty suggested that we establish annual goals as a way of directing our work for the year. Janet suggested that any mission and goals statement should be tied to the College Mission and Goals statement and to other important planning and initiatives as recommended in the Middlestate report.

  The group agreed that we need to spend more time on looking at Mission and Goals carefully, and to first establish overall goals in achieving our mission and from there consider annual goals and even measurable objectives.

  This task will be a primary focus of the next Safety Committee meeting.

  This item remains open.

- **Quarterly incident data**

  The quarterly incident data for employees students and visitors (attached) was reviewed. The second quarter see less campus activity and therefore less incidents, but overall the committee agreed the numbers have been coming down and are low compared to the number of people on campus.

- **Campus announcement and publication of committee information**

  Patty proposed to the committee that we work this year to raise awareness among the campus community about the work of the Safety Committee. The first step would be to issue an e-mail to the campus from the Committee Chair at the beginning of the academic year. A draft message (attached) was reviewed by the members and approved, with a few changes, as indicated in red. Additional comments can be sent to Patty by August 30 and the message issued the first week of September.
Other suggestions for raising campus awareness of the Safety Committee include: publishing meeting dates, agenda and minutes, updating the student handbook (the faculty handbook has been updated).

This item remains open.

- **United Educators Report**

  The committee discussed the recommendations contained in the United Educators Report (copy attached). It was agreed that the Committee needs to focus more time on a careful review of the recommendations and develop a written response to the report. This will be the second item of primary focus at the next committee meeting.

  This item is open.

Next meeting:  September 15, 2004

h:\Safety Committee\minutes\8-18-04