

**Beaufort County Community College
Health & Safety Committee Meeting
January 28, 2008
Minutes**

Members present: Aino Jackson, Bill Smith, Clay Carter, Durwood Weston, Hal Swindell, Melvin Lodge, Sandy McFadden

Unable to attend: Art Keehnle, Terri Bergevin

Pam Cummings opened the meeting by presenting the November 1, 2007 minutes for review. A motion was made to approve the minutes, the motion was seconded and approved.

Committee reviewed the Lockdown policy with revisions. Additional recommendations were made. A motion was made to approve the policy with the recommended revisions, motion was seconded and approved. Committee will submit the policy to Administrative Council for approval. Sandy McFadden also recommended color code cards to be posted in each office area/classroom over the exit. It was also discussed again that employees will need training regarding the meaning of the codes.

Hal Swindell will present several items (draft Loitering/Suspicious Persons policy, Lockout/Tagout policy) prior to the next meeting.

Committee members reviewed the proposed Pandemic Influenza Plan. Committee members made several recommendations. A motion was made to approve the plan with the recommended revisions; the motion was seconded and approved. Committee will submit the plan to Administrative Council for approval.

Subcommittees – Pam will email all committee members and subcommittee chairpersons the current list for review to determine what subcommittee members are still active/participating.

Pam announced the Environmental Health and Safety Institute Regional Conference will be held at BCCC on June 2, 2008.

Sandy McFadden brought information from the College of Albemarle's website (regarding student ID cards being required to be carried worn on campus at all times). Pam will forward this information and COA's policy to all committee members for review and discussion at the next meeting.

The next Health and Safety Committee meeting will be scheduled for Tuesday, February 26 at 12 p.m.

Meeting was adjourned.

Minutes documented by Pam Cummings