



SAFETY/SECURITY COMMITTEE MEETING MINUTES

April 27, 2017 10:00AM
Senior Classroom Room B331

Members Present: *Matt Carver, Larry Ware, Malcolm Modrzakowski, Barbara Sanders, and Melissa Clay-Miller*

Members Absent: *Donette Mizia, Robin Taylor, Millie Mattox, Amy Crickenberger, Bobbi Morgan and Tina Plaugher*

PROCEEDINGS

Meeting called to order at 10:00am by Matt Carver, Safety Coordinator.
Last meeting (February 9, 2017) minutes were approved.

ITEM 1. NEW BUSINESS-April 27, 2017

Employee Introduction

Matt welcomed back Melissa Clay-Miller to the committee.

AED

Larry inquired about the number of AEDs and their locations. Melissa notified the committee that RCBC has replaced their crash carts with AEDs. Matt discussed the AEDs in the Quad Building. Barbara suggested to the committee to email a video of how an AED works for everyone to view. The committee will review the locations of the AEDs on a map during their next meeting. Larry suggested using the campus informational televisions as a way of communicating the locations.

CPR & Fire Extinguisher Class

Matt will coordinate training with Amy Crickenberger for this summer.

Fume Hood Testing

Matt will organize a time with Millie to get testing complete.

Driver's Training Video

Larry notified the committee that a driver training is needed for a report to BRIM. Jill will send out an email requesting employees watch the video in order to utilize a state vehicle.

ITEM 2. OLD BUSINESS- February 9, 2017

Fire Extinguisher

Melissa inquired about fire extinguisher monthly checks at RCBC. Matt will train Melissa on the procedures for checking fire extinguishers.

The meeting was adjourned.

Respectfully submitted,

Jill Trent