<u>**SAFETY COMMITTEE MEETING**</u>
<u>**MINUTES**</u>

November 6, 2018
2:00 pm
Elko – McMullen 102

Members:
Pat Anderson, Sheri Baker, Steve Garcia, Jodi Gerrits, Brenda Gonzales, Heidi Johnston (teaching), Lora McCarty, Earl Owen, Roger Quijada, Tami Potter (absent)

❖ Old Business –

1. The emergency notification program was discussed by this committee with input from CTE and Nursing, indicating they need notice much earlier than what was received last year. The committee discussed the concerns raised and agreed the notices should be out before 6:00 AM. Pat reported that she spoke with Vice President Sibert about the issue and Vice President Sibert agreed the system needed to be changed. Going forward, B & G Mgr. Tony Cortes, Pat Anderson and VP Sibert, with Security Supervisor Micke as the backup, will now handle the weather closure announcements. Vice President Sibert will notify President Helens of any decision. Every attempt will be made, to have a decision on closure or delay by 5:30 AM and the notification sent at that time. The delay start time will be 9:30 AM with all classes starting before that cancelled, except CTE who will start morning class late.

2. Uploads to the e2Campus notification system were only being completed once or twice a year causing complaints from new employees, who did not receive the alerts. Last year several members of the campus did not receive notices, because their information was not uploaded after being hired. Lora and Pat met with computer services staff and Vice President Sibert to determine if there was a better method to handle uploads. The outcome of the meeting was that SIS operations will now handle the uploads twice a month after new hires are processed into Workday.

❖ New Business –

A. The committee was requested to provide a review of the online employee directory, photos, degrees and contact information. They discussed what parts of the directory are necessary, without putting out so much employee information it makes it easy for persons attempting to hack accounts. This

was reviewed several months ago and comments were received, but the website was not changed, so a second review has been requested. The committee recommends that photos be removed, that only college email and phone numbers be listed, not personal addresses or numbers. The committee recommends that an employee's highest degree be listed without the awarding college name. This would make it harder for someone to track information. These suggestions only apply to the online main directory on the GBC website; they do not apply to any department websites.

B. The security department is starting the bidding process on upgrading and increasing the camera coverage on all campuses and centers. Pat has asked for the quote in two portions, the first to upgrade/replace current equipment around the GBC system and the second to expand the coverage. All cameras will be in main entry areas and hallways not inside office suites or other work areas. Pat advised that she and Vice President Sibert met with UNR Police last week and asked how they handle their camera policy. UNR provided a copy of their policy and suggested an advisory committee. The committee agreed the advisory committee was a good idea, so Pat will contact members of faculty, classified and SGA to request they join the committee and help write a GBC policy.