

# Team Meeting

September 25, 2007

4pm-5pm

Room 106

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Meeting called by:  
Wiedenmann, Richard

Type of meeting:  
Facilities and  
Instructional

Facilitator:

Note taker: White,  
Julia

Timekeeper: Wiedenmann,  
Richard

- Attendees:  
Wiedenmann,  
Richard; White,  
Julia; Garmon,  
John; Cleary,  
Michael; •  
Christensen,  
Samuel; Hayes,  
Robyn; Defeo,  
Dayna; Martin,  
Susan.

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Please read:

Please bring:

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## Minutes

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Agenda Selection of  
meeting day/time each  
Discussion:

Presenter:  
Wiedenmann.

Conclusions: The second Wednesday at 4pm once a month in Room 106.

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓
- ✓

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Agenda item: Results  
review of the safety survey

Presenter: Defeo, Dayna

**Discussion:** Several people asked Dayna if they were interpreting the results correctly.

**Conclusions:** The results reflect 10% of the student body.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Reporting results to other campus committees.	Defeo, Dayna	
✓ Frequency: Once a year or every 18 months perhaps in College 101 and the TEAM center towards the end of the semester.		
✓ Format: online only.		
✓		

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**Agenda item:**  
**Safety/Emergency procedures**  
**Discussion:**

**Presenter:**  
**Cleary, Michael**

**Conclusions:** Such information needs to be reviewed.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Provide mock up for him to do a draft that could be posted in each classroom/area.	Christensen, Samuel	
✓ Create the mock up		
✓		
✓		

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**Agenda item: Other**

**Presenter:**  
**Cleary,**  
**Michael,**  
**Wiedenmann,**  
**Richard**

**Discussion:**

Russ Hardy is working on a voice over protocol for an Emergency PA system. Russ is also working on an integrated fire alarm system that will cover all three buildings. Rick asked if there was anything done for improved communications to custodial staff for Friday night and Saturday employees on campus.

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**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

- ✓
- ✓
- ✓
- ✓

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***Other Information***

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**Observers:**

**Resources:**

**Special notes:**

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