

Agenda Items

Agenda item: II. B. Smoking on Campus **Presenter:** Becky Cole

Discussion:

The Classified Employees Survey results are: Current System: 101; Designated Areas: 102; Smoke Free: 117. These are all very close numbers. The SGA survey will be combined with their annual voting and results should be reported by May. The committee looks forward to hearing the survey results from Professional Technical Association, Faculty Association and the Adjunct Faculty Association.

Phyllis will post Classified Smoking Survey Comments on the web.

Decisions/Actions:

Follow-up Items	Person responsible	Deadline
✓	Cmte members	

Agenda item: II. C. Flu Pandemic **Presenter:** Ben Ferrell/Becky Cole

Discussion:

Becky Cole is currently working with the City of Austin Emergency Management Office, who is sponsoring a Pandemic Influenza Coordinating Committee. The committee is composed of the City of Austin, Travis County Health and Safety/EMS, AISD and ACC. Billy Atkins, with the City of Austin Emergency Management Office, has a 40 minute presentation which might be good for the PLT to view along with an update of ACC's plans. ACC is sharing plans among the four groups. One database that the City is using, which was set-up by a hired contractor, identifies all employees and their key responsibilities, emergency contact information and chain of succession. Inquiries are being made as to whether the software could be made available to be used by the other groups.

In addition to this, back in 2006, when the Secretary to the U.S. Department of Education asked that educational institutions begin making plans in the event of a pandemic flu outbreak in the U.S. – EHS held several Crisis Management Team subcommittee meetings to discuss our actions, etc. Our big hole right now is the contingency planning for how we would conduct business if 40% of our work force is out due to the flu, HR procedures to handle employee issues in the event we are told to close (or if a family member of an employee has the flu and the employee is quarantined) by the health department and what would we do as far as our students if we had to shut down totally in the middle of a semester. The presentation by Bill Atkins may serve as a driving force for assisting in getting the above project accomplished.

The EHS and Insurance Department will be requesting an Emergency Management Coordinator headcount in the FY09 budget process. This person will be responsible for college wide emergency management , including assisting with the development of the needs mentioned above.

Decisions/Actions:

Follow-up Items	Person responsible	Deadline
✓	Becky Cole	

Agenda item: Recycling **Presenter:** Betsy Erwin

Discussion:

It was requested that the recycling survey, which Purchasing recently sent to all departments, be re-examined. A new survey will be requested asking department input on where recycling bins need to be placed throughout the College. Where staff/students walk and congregate would determine the size and quantities of recycling bins.

An education campaign on what can be recycled needs to be implemented throughout the College.

It is suggested that our custodial contract be revisited for clarification on this subject.

Follow-up Items	Person responsible	Deadline
✓ Review custodial contract.	Ben Ferrell/Gilbert Rodriquez	

Agenda item: Indoor Plant Maintenance

Presenter:

Discussion:

Purchasing is preparing to request bids on our indoor plant maintenance contract which is up for renewal.

Decisions/Actions:

Follow-up Items	Person responsible	Deadline
✓		

Other Information

EHS is alerting campus managers that this will be a bad year for bats. If you find a dead bat, do not touch it. Use a box or other article to cover. Call Becky Cole, EHS. Becky will notify the proper authorities who will pick up the bat and test for rabies. ACC will then be notified of the findings.

Next Meeting Date: April 24, 2008

Time: 1:30 – 3:30 pm

Location: SVC, 133

Special notes:
