**Territorial Acknowledgment:** *Selkirk College acknowledges the traditional territories of the Sinixt (Lakes), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap) peoples.*

**Call to Order & Committee Member Attendance:**

Donna Drover, Co-Chair and Management Rep [x]  Heather Bishop, Minute Taker [x]

Rod Fayant, PPWC Rep [ ]  Rob Macrae, SCFA Rep [x]

Niki Menard, PPWC Rep [x]  Laura Neigel, PPWC Rep [x]

Kerry Clarke, Management Rep [x]  Rhonda Schmitz, Management Rep [x] *(Joined Late)*

Jason Dacosta, SCFA Rep [x]  Jim Leitch, BCGEU Rep [x]

Jennifer Pascoe, PPWC Rep [ ]  Paul Rodrigues, PPWC Rep [ ]

**Review and adopt previous meeting’s minutes of 11/16/2021. Initially no quorum but approved.**

Approved [x]

Declined [ ]

**Approve Agenda:**

Additions [x]  - **How to upload documents to Moodle, Office window coverings, Elevator in Bonnington not working, Christmas lunch**

Nothing to add [ ]

**Campus Business:**

Tarunjit’s Campus update **– Tarunjit unable to attend – No new business.**

**Standing Business:**

1. Review action items from previous meeting:
	* **Action:** Donna to reach out to Mark Daines for the multilingual Hand Washing PDF to be posted at the other campuses. Completed, followed up with Healthy Campus and it’ been done. Laura – **Completed by Healthy Campus – remove from next agenda.**
2. Stats Report: First Aid and WorkSafe – Donna – **No additional funds go back to HSE – Rob: how much money did we save? Kerry: less than $5000.; No new worksafe claims, couple of first aids; quite a few slips and falls – reminder email went out to all staff regarding slips and falls and safety reminder; Donna spoke to facilities about putting down more salt, are aware of trouble area outside of recycling and are in process of improving that spot; G-wing parking lot needs improvement; sloped sidewalk in A-wing needs a handrail – Donna took note**
3. New Co-Chair and BCGEU Member – **Donna and Jim to continue looking for new BCGEU Member – put forward to Jennifer**

**Co-chair conversation was taken offline – Rob is the new Co-chair taking over for Donna – thanks to Rob for stepping forward.**

1. Review Inspections – All **– All inspections to now be uploaded to the Inspection header under Moodle. Demonstration given by Laura on entering these to Moodle.**
* Monashee & Granite Blocks (November – Niki Menard) – **Rob recommended a map for existing fire extinguishers; Rob reviewed inspection report (posted to Moodle); Donna requested that the team submit work orders based on that inspection report.**
* Sentinel Block (December – Jason Da costa)

Upcoming: February Inspections – Review List for 2022

1. Radon Test Results: Status Update – Laura **New testing will go to specific previous spots by end of January/February. Should have results by end of April for review.**

**New Business:**

1. Return to Campus Update (Standing Item) – Kerry **Omicron – waiting on Health Authority for direction – currently no new changes to guidelines – continue following protocol, encourage vaccinations, keep bubbles small.**
2. Working Alone – Rod (carried over from June meeting) **Carry over to next meeting – Donna to follow-up with Rod and provide feedback.**
3. Motion for revised agenda template – Rob **Standing items recommended to be included as upcoming reminders for following month. – Laura noted and will add standing items to January agenda.**
4. Update: Cafeteria Inspection update – Donna/Laura **Fire chief sent inspection list and Donna and Laura measured and checked list. Selkirk falls within the guidelines and are to code – no additional fire exit needed , Laura to send measurements and results to fire chief and put up signage to reduce Selkirk’s liability.**
5. Update: Admin Building Inspection – Donna/Laura **– see above**
6. Discussion change to Castlegar JOH&S Committee Terms of reference – Rob **Laura looked into TOR and according to Worksafe and College Policies there cannot be different rules for each location – it needs to be consistent – Rob to send recommended changes to WCB for opnion and in an email to the Nelson JOHS committee for consensus.**
7. Added item – Christmas lunch – **not in the budget – currently in a deficit.**
8. Added item – Window Coverings – **Need a sustained reminder to all staff that windows must be clear – Laura to add to agenda to discuss further at next meeting.**
9. Added item – **Bonnington elevators not working – Facilities were not aware – Jim to submit work order for repair.**

Next meeting January 11, 2022