DATE: Friday 1 December 2023
TIME: 1:00 p.m. – 2:30 p.m.
PLACE: Teams Videoconference

Chair: Yessenia Guerrero

OPEN AGENDA

1. Approval of the Minutes of the 16 November 2023 Meeting*  
   Decision

2. Other Business  
   Information

*attached

24 November 2023

Alice Raynard
Associate University Secretary
Present: Sheila Ager, Kathy Becker, Courtney Bremer, Goldi Gill, Yessenia Guerrero (co-chair), Michelle Hollis (co-chair), Lisa Habel, Lee Hornberger, Agata Jagielska, Cathy Newell Kelly, Alice Raynard (secretary), Kate Windsor


Organization of Meeting: Michelle Hollis, co-chair of the committee, took the chair, and Alice Raynard acted as secretary. The secretary advised that a quorum was present. The agenda was accepted as distributed.

OPEN AGENDA

1. APPROVAL OF THE MINUTES OF THE 2 NOVEMBER 2023
A motion was heard to approve the minutes as distributed. Bremer and Becker. Carried.

2. SAFETY AND SECURITY ON CAMPUS
Windsor provided an overview of outcomes and projects underway, noting a similar presentation had been done at the last Board of Governors and Senate meetings, concerning the following ongoing projects:

- WhatSafe communication system review, to improve activation emergency protocols, sending communications, assembling resources, establishing priorities and objectives; review of communication channels and potential enhancements to the system.
- Post incident review, to review the institution’s Emergency Plan, which is reviewed each year and to identify improvements, e.g., emergency controls, preparedness measures, and to include faculty stakeholders.
- Available resources: updates have been made in LEARN, and to the employee orientation, as well as to the emergency posters in classrooms and meeting rooms; expansion of role of fire wardens in case of other emergencies.
- Ongoing review of security of buildings, on an emergency basis; strategy is in progress; need for a consistent system.
- Reassessment of physical violence in the workplace, requirement under Ontario Heath and Safety Act; Health and Safety Committees to collaborate on that process.

There will continue to provide updates as progress is made on those projects.
Members discussed: concerns about risk of violence during protests; role of Special Constable Services; fire wardens to receive additional training on planning emergency preparedness; measures that units may put in place; units interested may contact Windsor.

3. OTHER BUSINESS
There was no other business.

16 November 2023

Alice Raynard
Associate University Secretary