



# HEALTH AND SAFETY SCIENCES DIVISION MEETING

**Friday, August 13, 2021**

**4:00 pm**

**Room: UH 217**

**Type of Meeting:** Regular

**Note Taker:** Lisa Lugo

**Attendees:**

**Full-Time Faculty**

Yesenia Cota  
Debra Dickinson  
Lance Hodge  
Maria Kilayko  
Abu Taher Mahfuzur Rahman  
Susan Snyder  
Robert Desch  
Smith, Kimberly  
Brynin, Rona  
Ann Volk  
Casey Scudmore  
Parkinson, Elinda  
Latuno, Maria Luisa  
Wendy Stout  
Chaz Burke  
Lori Gilroy  
Mark Gillman  
Robinson, Sandra

**Adjunct Faculty**

Karen Stenback  
Hughes, Sandra  
Stoll, Joanne  
Pinto, Jyothi  
Damaris Aguirre

**Classified Staff**

Lisa Lugo  
Sylvia Waller

**Guest**

Isabelle Saber

Items	Person	Action
I. New Personnel	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• New faculty introduced.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>

		<p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
II. COVID Emails	Gregory Bormann	<p><b><u>Items Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• To report a student or for student to self-report: <a href="mailto:COVID19_Student@avc.edu">COVID19_Student@avc.edu</a></li> <li>• For faculty / staff to report: <a href="mailto:contacthr@avc.edu">contacthr@avc.edu</a></li> <li>• HR will follow up with those involved. You will receive an email when the student or yourself are cleared to come back to campus.</li> <li>• AVC daily survey will need to be completed every day you are on campus.</li> <li>• Do not drop student if currently under quarantine. Provide work online during that time.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
III. Protocols / Masks	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Masks are required indoors.</li> <li>• Masks are not required outdoors.</li> <li>• Spacing recommended in the classroom when possible.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
IV. FPD	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• FPD contracts are currently due.</li> <li>• It is for your entire load unless you have positive attendance classes.</li> <li>• Your number of hours must match your entire load.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
V. Evaluations	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Those that need to be evaluated have been discussed.</li> </ul>

		<p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
VI. Hi – Flex	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Face to face courses with a sister online class with one or more students enrolled in the f2f will continue to run as usual.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
VII. Committee Volunteers		<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• AP&amp;P, Safety, and Accreditation volunteers are needed.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
VIII. Attendance Reporting		<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• For those that do have positive attendance classes, IT has put together a spreadsheet.</li> <li>• Keep track of your hours separately.</li> <li>• Banner submission with your grades.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
IX. COMM 101 / 103 & AP&P		<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Counseling did not have the revisions.</li> <li>• Will discuss revision changes in next AP&amp;P meeting, then counseling.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>



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<p>X. Absence Reporting</p>		<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• If you will not be here, be sure to send an email to Lisa, Sylvia, and Greg.</li> <li>• If a student does not show up the first day of the course, they need to be dropped.</li> <li>• This is due to fraudulent student names.</li> <li>• Will add 2<sup>nd</sup> 8-week class if needed.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<p>XI. New Printers in Division Office</p>		<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Be sure to email Sylvia a four-digit code for printer access.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<p>XII. Committee Reports</p>	<p>Greg Bormann</p>          <p>Wendy Stout</p>	<p><b><u>Academic Senate:</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Academic Policies and Procedures</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Accreditation</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Distance Education and Technology</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Faculty Professional Development:</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Information Technology</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Honors Committee</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Summer outcomes need to be turned in.</li> </ul>

		<p><b><u>Program Review</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Safety</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Strategic Planning</u></b></p> <ul style="list-style-type: none"> <li>• No Report.</li> </ul>
XIII. Other Items	All	<p>Syllabi and office hours needed. Adjuncts office hours will need days and times to be approved. Any more information about DE, put it in FPD. COVID testing available for students starting the second week of the fall semester from 12-3pm Mondays and Wednesdays.</p>
XIV. Adjournment	Gregory Bormann	
<b>NEXT MEETING DATE:</b>		September 13, 2021 TBD