

November 16th, 2023
Western Nevada College
Healthy Campus and Environment Committee
 11:00am – 12:00pm

MINUTES

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| 1. Call to Order 11:04 AM | |
| 2. Roll Call <u>Present:</u> Academic Faculty-Nigel Harrison, Chair Administrative Faculty-Natalie Wood, Secretary/Recorder Academic Faculty-Martin Schmidt Administrative Faculty-Shannon Covey Classified-Hilda Villafana Media Services-Matt Shafer Security-Ed Millim <u>Absent:</u> Academic Faculty-Stefanie Bishcoff Administrative Faculty-Elizabeth Best Facility/CFO Rep.-Jeff Erickson Student- Jordany Arevalo H&HS Rep- “Suzie” Azucena Ledezma Rubio | |
| 3. Approval of Minutes (October 5th, 2023) | Action Shannon Covey motioned, Hilda Villafana seconded; approved unanimously |
| 4. Committee Member Update It was noted that we do not have an HR representative this year, which adheres to the bylaws. Dana and Coral can be removed as standing members, this is not required. | Discussion |
| 5. HCEC Bylaws Review Bylaws were reviewed. It was noted to update the VP title to Office of the CFO, change the term from one to two years, | Discussion/Action Ed Millim motioned, Matt Shafer seconded; approved unanimously |

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| <p>add a Facilities/CFO representative, and include the website updates to the Secretary/Recorder duties.</p> | |
| <p>6. Monthly Activities Nigel reported on the Monthly Initiative responses. Dates, topics and leads were selected and have been noted here: https://docs.google.com/spreadsheets/d/17inWzFXtkgsp1ZemYmFPMv1jNvKU30710xmlnBTYY-4/edit?usp=sharing (also noted below). Discussion regarding monthly activities occurred.</p> | <p>Discussion/Action</p> |
| <p>7. Annual Initiatives Nigel opened discussion regarding annual initiatives noting two so far: Disc Golf and a 5K Fundraiser. Shannon noted that the President's Office and Foundation are looking into a Monthly Spa Day Raffle as an employee. It was noted to add any additional initiatives here: https://forms.gle/9bwbnnitkURSV6Vx9 and the committee will vote on it at the next meeting.</p> | <p>Discussion/Action</p> |
| <p>8. Projects & Planning a. Jeff update</p> | <p>Discussion/Action None</p> |
| <p>New Business</p> | |
| <p>9. Committee Web page Volunteer It was noted to add this to the bylaws under the Secretary/Recorder duties. Hilda offered to assist.</p> | <p>Discussion/Action Approved in Bylaws action item.</p> |
| <p>10. Public Comment</p> | <p>Discussion/ Action None</p> |
| <p>11. Next Meeting Date a. 3rd Thursday 11:00am-12:00pm b. 11/16, 12/21, 1/18, 2/15, 3/21, 4/18, 5/16, 6/20 It was noted to meet at different locations across campus.</p> | <p>Discussion/ Action</p> |
| <p>12. Adjournment 11:55 PM</p> | <p>Discussion Matt Shafer motioned, Nigel Harrison seconded; approved unanimously</p> |

Monthly Activities

| Month | Activity | Lead | Notes |
|---------------|---------------------------|----------------|-------|
| December 2023 | Wall of Gratitude | Shannon Covey | |
| January 2024 | January Fitness Challenge | Nigel Harrison | |
| February 2024 | | Matt Schafer | |
| March 2024 | Pi Day | Martin Schmidt | |
| April 2024 | | | |
| May 2024 | | | |
| June 2024 | | | |