

## **Osceola Leadership Team (OLT) Notes**

**January 17, 2007**

**Attendees:** Marie Brady, Jackie DiMartino, Tim Grogan, Marisa Guilfoyle, Rich Harvey, Celeste Henry, Dale Husbands, John Letterman, Kevin Mulholland, Linda Swaine, Silvia Zapico, Donna Haskins.

### **1. How to Handle Medical Emergencies at the Campus.**

1. When a medical emergency occurs at the campus, the first contact person is requested to call 911 immediately.
2. After 911 has been contacted, notify Security at phone # (407) 582-4000.
3. Be prepared to fill out a witness statement for Security.

### **2. Smoking Guidelines**

A survey on designated smoking areas on campus was conducted by SGA. Results with recommendations were shared. SGA President, Victor Rosado, will attend our next meeting to share suggested smoking designated areas for the campus.

### **3. Lights**

We keep having problems with the lights going off or being out due to some technical problem. The recommendation is to get Security Manager Marisa Guilfoyle a key to turn lights on when needed. Maintenance will work with security to resolve this issue.

### **4. Building 4 Square Footage**

A new draft was distributed by Marie Brady.

### **5. Student Disciplinary Actions**

The Student Disciplinary Action policy is under review, however, the review process has not been finalized.

### **6. Classroom Furniture**

Requests have been received to relocate some classroom table furniture and Marie Brady is researching with Plant Operations and Facilities if it can be resolved.