January 11, 2011 Attendees:

- **Employer Representatives**
  - David Hobbs - Asst. Director, Facilities & Planning
  - Bryant Haley - Emergency Management Coordinator, Emergency Management Unit (EMU)
  - Mark Russell - Manager Smith Memorial Student Union - Auxiliary Services

- **Employee Representatives**
  - Tom Bennett – Instrument Technician Civil & Environmental Engineering
  - Jason Mitchell – Industrial Hygienist Facilities
  - David Fetter – OIT
  - Sinnamon Tierney – Chemistry
  - Eric Franklin – FPA
  - Lindsay Henderson - Biology

**Issues Discussed:**

- The following items were brought up or discussed during the meeting. Each item is presented with some background information (narrative), Personnel Involved (department/personnel responsible), and Corrective Action (actions or recommendations made to address situation or problem)

**Minutes Approved**

- **Narrative:**
  - The Committee approved the January meeting minutes with a few alterations. January minutes will be changed and resent to Committee.

- **Personnel Involved:**
  - Safety Committee

**Accident Review**

- **Narrative:**
  - No Accident Review was performed as Kristen was absent.

- **Personnel Involved:**
  - Safety Committee

**Electronic Communications: Listserve & Drupal Website & Request Tracker**

- **Narrative:**
  - David F said that new website is “in stage,” meaning it is not yet public. David H said that David F should feel free to replace old website with new one, though he recommended keeping the current listserv active until we can have communication campaign to replace it. David F mentioned that current listserv’s url can be used for new ticketing system. Committee agreed that this would be ideal solution. Mark volunteered to put meeting minutes on the new site.

- **Personnel Involved:**
  - All of safety committee.

- **Corrective Action:**
  - David F will activate new website, implement ticketing system and train Mark on how to upload meeting minutes.

**Membership Review**

- **Narrative:**
  - Committee reviewed membership rolls to identify any perennial non-attendees that should be replaced. Tom Hunt was identified as only inactive member currently on Committee roster.

- **Personnel Involved:**
All of Safety Committee.

Corrective Action:
- Mark will ask John Eckman to appoint new represented member to Safety Committee for AUX.

Fire Inspections
- David H noted that campus fire inspections have been occurring and failure to correct notices have been coming in. Of the violations listed so far, 50% of facility items and 80% of user items were fixed between inspections. Users are being notified that they will pay fines incurred because of violations in their offices. Engineering Building and Neuberger Hall are proving problematic despite multiple revisits.

Other Items
- Narrative:
  - A) Mark will change the meeting times from Tuesdays to Wednesdays effective next month and will update everyone’s calendars.
  - B) Jason noted that SAIF has many resources that could help Committee and that we should take advantage of their services.

- Personnel Involved:
  - All of Safety Committee

- Corrective Action:
  - SAIF representative will be on agenda for next meeting. In the mean time, committee members will identify problem stairwells and communicate them to Jason.