MINUTES OF ST. LAWRENCE UNIVERSITY SAFETY COMMITTEE HELD AT STUDENT CENTER ROOM 232, ON FRIDAY, DECEMBER 4, 2015 STARTING AT 9:00 AM.

Chairperson: Bill Ritchie, Co-Chair

Present: Jan Albano, Nancy Alessi, Cindy Atkins, Mary Charleston, Kasarian Dane, Patrick Gagnon (Co-Chair), Sharmela Garcia-Martin, Stacie Olney La Pierre, Nick Ormasen, Jill Pflugheber, Marsha Sawyer, Suna Stone-McMasters, Ethan Townsend, Stacy Vassar

Apologies: Brittnay Charleston, Timothy Corbitt, Renee Ford (Secretary), Jim Kozsan, Katelyn Lumbard, Skyler Ng, Steve Richards, David Richer, Dan Seaman, Marcus Sherburne

Approval of the Minutes

The minutes of the November 6, 2015 meeting were presented and approved.

Accidents and Near-Misses:

1. S. Stone-McMasters reported there was a small spill at the Student Center on December 2, 2015. It was quickly picked up and appropriate measures taken.

Old Business:

1. Park Street Lighting – There was no update at this meeting. Open
2. GPS Coordinates to St. Lawrence County Emergency Management Office – The original scope of the project is completed and GPS coordinates given to EMO. Closed
3. Student Center – The work order was put in and the mirrors were added to address the safety issue. Closed
4. Cell Phone Usage on Golf Carts – The issue was addressed and email sent out by B. Ritchie to all staff managers who regularly operate golf carts. Closed
5. Bicycle Safety and Etiquette – It was reported by B. Ritchie that an email was sent to the Editor-in-Chief and the Managing editor of The Hill News but no reply was received. Open

New Business:

1. Asbestos Notification – K. Dane asked how faculty and staff were notified if asbestos was discovered. B. Ritchie stated that he would find out from facilities and let the committee members know what the process is for notification. Open
2. NYS Fire Inspections – It was reported by B. Ritchie that NYS fire inspections would be taking place later in December on academic buildings only. Closed
3. Meeting times were discussed for the following semester. It was noted that, J. Pflugheber and M. Sawyer were having a hard time attending on Fridays. It was decided that, the meetings would continue to be held at 9am the first Friday of each month.

4. A door at Bewkes is sticking and would make it difficult in an emergency to open. This item was brought to attention of Safety Committee. It was decided that, S. Stone-McMasters would enter a Work Order with facilities and make sure the door was fixed. Open

5. Service Animals – S. Stone-McMasters brought up the issue of service animals being brought to class. It was discussed that there was currently no notification given to faculty that service dogs would be attending class. It was decided that, P. Gagnon will follow up with Matt McCluskey on what is currently being done for notification for faculty. Open

6. M. Charleston relayed that faculty and staff would like to be notified when work and renovations are taking place that might change access to a building or parking situations.

7. S. Garcia-Martin reported that Whitman Annex needed Work Orders placed for the following; the ramp is separating from the building and the diminished lighting. It was decided that, B. Ritchie would enter a Work Order with facilities and make sure the work was completed. Open

8. Stacie Olney La Pierre asked for an update on Rebert 245 air quality. S. Stone-McMasters recommended the room be kept unoccupied until further air quality tests are conducted.

9. New CO Detector Requirements – S. Stone-McMasters brought up that there are new NYS code requirements for CO detectors in commercial buildings. More insight from the state will be needed before final decisions can be made on how to handle the new requirements. Open

Tabled: None.

Future Meetings:

The next meeting will be held in the Sullivan Student Center, room 232, from 9am-10am, February 5, 2016.

It is requested that any new business to be added to the Agenda be forwarded to the Secretary no later than February 1, 2016.

There being no further business, the meeting closed.

CHAIRPERSON