

### Attendance August 2018 – June 2019

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology	Y	Y	Y	Y		Y	Y	Y	Y		
Trent Hammer	Chemistry	Y	Y	Y	Y		Y	A	P	Y		
Colin Taylor	Physics	A	Y	Y	Y		Y	Y	Y	Y		
Timothy Crowe	Micro	A	Y	Y	A		Y	Y	Y	Y		
Sonia Walczak	AHT	A	P	A	A		A	Y	P	P		
Wendy McKenzie	Nursing	Y	Y	A	A		A	A	P	Y		
Jamie Ushko	Biology	Y	Y	Y	Y		Y	Y	Y	A		
Janine Rostron	Respiratory Therapy	Y	Y	Y	A		Y	A	Y	P		
Dayton Shaw	Chemistry	Y	Y	Y	Y		Y	A	A	Y		
Mridula Sharma	Computing	A	A	A	A		A	A	A	A		
Christine Miller	UPrep	Y	Y	Y	Y		Y	Y	P	P		
Marten Lettinga	Chemistry	A	A	Y	A		A	Y	A	A		
Jacque Sorensen	NRS		P	A	Y		A	A	A	A		
Nancy Van Wagoner	Geology		Y	A	A		Y	Y	Y	P		
TBD	Math				A		A	A	A	A		
Resource members												
Stacey Jyrkkanen	AD, OSEM	Y	Y	A	Y		Y	Y	P	A		

1	<p><b>Meeting Called to order at 1037:</b></p> <p><b>Motion</b> to adopt agenda by Wendy McKenzie, seconded by Lucille Anderson</p>
2	<p><b>Review of Minutes from March 27, 2019</b></p> <p><b>Review Minutes from March 27, 2019:</b> Clarification re: new chemistry lab tech- posting will go up, not sure when at this point, hoping to overlap with Dayton's position for training but no definitive answer. Ceiling tiles clarification: Colin will straighten physics areas, 3<sup>rd</sup> floor misplaced tiles need Archibus filled out. (If just a few, let Colin know and he will do it). AED for RESP area: not in this year's budget</p> <p><b>Motion</b> to adopt <b>March 27, 2019</b> minutes by Wendy McKenzie, seconded by Lucille Anderson</p>
3	<p><b>Old Business (from March 27, 2019)</b></p> <p>Old Business (taken from March 27<sup>th</sup> minutes)</p> <p>a) <b>New Chemical Storage, Labelling and Inventory System:</b>  <b>Biology-</b> Bulk of Biology is labelled, Timothy still working with Dayton regarding safe and proper storage.</p> <p>b) <b>Sign-offs- tabled until summer</b></p>

	<p>c) <b>Office Security-</b> Photocopier room was being used by Bio 1210 students, not secure location. Ventilation still an issue, door is being propped open. <b>Action: Trent will do Archibus re: better temperature and ventilation needs.</b> TA's could use photocopy room on first floor and put a keypad on second floor room. Alternatively S370 has computers with printers that TA's could use.</p> <p>d) <b>Handicap Parking/Loading Zones-</b> Payment process for handicapped spots: Jamie has been working on it: <b>table to next meeting.</b></p> <p>e) <b>Emergency Marshals-</b> Training dates in May or June. <b>Table to next meeting.</b></p> <p>f) <b>Scent Reduced Awareness-</b> <b>table to next meeting.</b></p> <p>g) <b>Website Updates-</b> Trent had outdated links on website removed.</p> <p>h) <b>Window Coverings-</b> Colin used chisel to remove some window coverings, not much residue left behind. Submitting an Archibus may result in too many coverings taken off. <b>Action: Everyone can remove the coverings they want done by themselves or let Colin know and he will do it.</b></p> <p>i) <b>Hand Sanitizer stations-</b> <b>Action: Trent will do inventory and ask Warren to install sanitizer stations outside bathroom doors, inside the microbiology lab and outside the computer/lunch room students use on second floor.</b></p> <p>j) <b>Hazardous Chemical Waste Manual-</b> Dayton/Timothy continuing to work on in May.</p> <p>k) <b>Status of assembly areas (muster stations):</b> Trent noticed during fire drill that no one was monitoring side door under fishbowl, door was stuck open, people wanting to come back in while alarm was still on. <b>Action: Trent will check with Stacey about coverage at doorways during fire alarms.</b></p>
	<b>New Business</b>
	<p>a) <b>Biosafety in Level 2 Microbiology lab:</b> Is there a new biosafety officer? Multiple students need to be trained properly. <b>Action: Timothy will email Stacey regarding training for students.</b></p> <p>b) <b>Nails in gravel parking lot E:</b> A student brought in a bag of nails he picked up from the gravel lot. Be aware when driving through there, a staff member had a damaged tire from it.</p>

	<p>c) <b>Chemical spill on third floor:</b> Water tower sanitization station was moved from the roof to an isolated room on the third floor. Some was spilled causing illness due to chemical odor, Stacey instructed people to leave the area if they felt sick. <b><i>Table to next meeting</i></b></p> <p>d) <b>Incidents-</b> Stacey away, <b><i>table to next meeting.</i></b></p>
	Next Meeting Wednesday, May 29 <sup>th</sup> at 10:30 am in S270
5	<b>Adjournment</b>
	Meeting adjourned at 11:00 am