

Safety & Emergency Preparedness Committee
Minutes of the Meeting of September 12, 2014
GUC Room 200

The Safety & Emergency Preparedness Committee (SEP) met on September 12, 2014 in Room 200 of the Guillot University Center. The following members were present: Dr. Kyrel Buchanan, Mr. Michael Gautney, Dr. Donna Lefort, Mr. Randall Phifer, Dr. Chong Qiu.

Call to Order

Dr. Lisa Ann Blankinship, committee chair, called the meeting to order at approximately 2:05 p.m. There was not a quorum present.

Approval of Agenda

The agenda was approved by members present.

Review of Committee Charge

Dr. Blankinship indicated that the charge was printed on the agenda for member review. The committee then discussed the composition of the membership of the committee as revised by the Shared Governance Executive Committee (SGEC). Mr. Gautney will compose a list of the departments on campus that need representation on the committee and discuss the list with Dr. Darlene Townsend, chair of the SGEC.

Old Business

- a. The University Safety and Health Manual – Chief Pastula revised the chapters addressing emergency preparedness, fire safety, and means of egress. They have been reviewed and edited. Chair Blankinship will review the sections pertaining to biology and Dr. Qiu will review those pertaining to chemistry.

New Business

- a. Election of Vice Chair – Mr. Gautney volunteered to serve as vice chair.
- b. Voting by Email – Chair Blankinship will consult with the SGEC as to the possibility of conducting business by email, since it is difficult to reach a quorum at meetings.
- c. Selection of Meeting Day and Time – Members decided that the third Wednesday of each month at 2 p.m. is best. When a location has been secured, a list of meeting times and locations will be distributed.

Announcements

Dr. Buchanan raised an issue that has been discussed for three years, but never acted on – the need for Hepatitis B vaccines for employees who may be at risk by manner of their positions. This will be added to the committee's agenda for October.

Adjourn

The meeting adjourned at approximately 2:40 p.m.