

**Safety Committee Meeting**  
**November 20, 2007**  
**2:00 – 4:00 pm**  
**Building 16, Room 211**

**Attending:**

Lynn Atkins, Facility Management and Planning  
Dawn Marie Barth, Health and Safety Specialist  
Barbara Dumbleton, Classified Representative  
Rodger Gamblin, Classified Representative  
Jennifer Hayward, Sustainability Coordinator  
Sandy Ing-Wiese, Director of Health and Safety  
Nadine Wilkes, Faculty Representative  
David Willis, Director of Facilities Management and Planning

**Guest:**

Rich Prill, Air Quality Assessment expert.

**Minutes:**

**1. Facilities Council**

- Dumbleton reported that Bob Baldwin, Classified union president, advised that we needed a safety committee member to serve on the facilities council.
- Nadine Wilkes volunteered to serve on the council.

**2. Accident and Incident Reports**

- Outside lights around campus need to be re-evaluated. Specifically outside building 19. Suggestions were to research either a later turn off time or motion sensors.
- We need to research the A/R drop box situation to see if there is a way to reduce the risk of finger smashing.

**3. Indoor Air Quality Visit- Rich Prill**

- Rich Prill and Jennifer Hayward gave initial report on campus assessment.
- They looked at Buildings; 5, 8, Center, DTC, 16 and the Cottage Grove Campus. Others may have been assessed as well.
- Mr. Prill has been developing IAQ programs in the region for about 10 years. He has assisted in over 500 schools, mostly K-12.
- There are 5 benchmarks that are evaluated
  1. Dry
  2. Clean
  3. Comfortable
  4. Controlled Pollutants- Keep out what you can, control the rest.
  5. Ventilation – Air flows, and CO2 meter.

- They have not found any serious problems in any of the buildings.
- The standard of housekeeping is not as high as he would expect.
- We need to clean for health, not appearance.
- He will be giving a report to college tomorrow reporting his findings.

**4. Re-listed Action Items from previous meeting.**

- Wilkes will resend the email with the list of buildings suggested for evaluation in IAQ
- Hayward will contact unions regarding the IAQ walk around
- Dumbleton will contact Bob Baldwin with information regarding the Safety Committee not being responsible for department specific policy.
- Barth will check R25 for scheduling of room with new time.
- Atkins will make sure Jewelry grinder is tagged out.
- Ing-Wiese will train the IT manager's (Lutz and Pruch) on proper completion of accident/incident form.
- Glenn will arrange a training at Managers Forum on proper completion of the forms.

Next meeting: December 4, 2007 2:00-4:00 Building 16, Room 211