

**THE OHIO STATE UNIVERSITY
WOOSTER CAMPUS SAFETY COMMITTEE
OARDC, ATI, & Research Stations
Minutes of March 21, 2012 Meeting**

PRESENT: Ryan Brooks, Tamela Brown, Andy Doklovic, Dave Drake, Clay Dygert, Jim Hacker, Roger Hamilton, Mike Kauffman, Jenny Moyseenko, Karen Myers, Mark Schleppe, Jeff Strouse, Seth Walker, and Lee Wilson.

The meeting was called to order by Jim Hacker, Chair.

POINTS OF DISCUSSION

1. Approval of the minutes from February 15th, 2012. Motion to approve the minutes as written with corrections by Mark Schleppe, seconded by Karen Myers.
2. Old Business
 - a. Updates and Changes to the Committees Charter: After last month's vote to change our meetings to every other month revisions to our charter needed to be made. Proposed revisions were summarized by Seth Walker and presented to the committee prior to the meeting. At the meeting a lengthy discussion of the proposed changes to the charter ensued. Key points of the discussion were:
 - A quorum was determined to be 2/3 of the voting members of the committee. Once a quorum is established a simple majority will carry any vote. This change was voted on with a vote of 13 to 1 in favor.
 - If no quorum is established at a meeting, the meeting can still be held but nothing can be voted on including the minutes.
 - Electronic voting was discussed and determined that electronic voting will be used when the chair calls for a vote on a pressing issue when there is no time for a formal meeting to be called. Also, electronic voting was discussed as a means for voting by a member when the member could not attend the meeting. However, it was determined that an alternate should attend in a members place and vote in their place.
 - Other changes involved minor wording and sentence structure.
 - A vote was then held to accept the changes to the charter as written. **A final formal vote will be held in May on all the additions of the charter that will be added post discussion by Seth Walker.** The motion to approve was made by Karen Myers and seconded by Jenny Moyseenko. The motion was carried by a vote of 12 to 2.
3. New Business
 - a. Safety Conference: Dave Drake attended the 9th Annual Campus Fire Safety, Security and Risk Management Professional Development Conference and Expo in Columbus on March 5th and 6th. He obtained a useful record keeping software that he will share with the committee at a later time.
 - b. AED's and EHS Newsletter: All of our AED batteries on campus will be replaced within the next week or so. Information on how to use AED's will be found on the EHS website and the upcoming EHS Newsletter. Also, committee members are encouraged to contribute articles for the newsletter. These submissions can be made to Seth Walker.

- c. Respirator Fit Testing Equipment: Funding has been approved to purchase much needed new fit testing equipment for Tamela Brown. Additionally, if Tami needs additional help with fit tests Columbus EHS has volunteered to send someone with their testing equipment up to assist.
- d. EHS Laboratory Inspections: These inspections are still ongoing but in general laboratories are doing quite well in the inspections including the new items that Dorian is looking for.
- e. Thorne Hall Building Security: Jim introduced to the committee the preliminary guidelines that Thorne Hall is instituting in the very near future. One key point is that most outside doors will remain locked during the day except for the front and back doors and the front door of Thorne Annex. Many other points are on the list as well. The committee felt that the list was very thorough.

Motion to adjourn the meeting was made by Roger Hamilton, seconded by Karen Myers, motion carried.

The next meeting will be May 16th, 2012 at 8:30 A.M., in the Fisher Auditorium Conference Room.

Respectfully submitted,
Lee Wilson, Secretary