

**SEAS Employee Council Meeting**  
**Wednesday, November 14, 2007**  
**Unapproved Minutes**

**Present:** Ricky Buchanan, Lisa Meadows, Vanessa Pace, Christine Palazzolo, Ramkumar Venkatanarayana, Richard White

**Call to order**

Meeting called to order at 2:05 p.m.

**Approval of Minutes**

The October 10<sup>th</sup>, 2007 minutes were approved as submitted.

**Old Business**

- **Dumpster in T4 lot** – T-4 parking lot dumpster has been removed.
- **Traffic Flow in T-4 parking lot** – George Cahen will be working with P&T to take care of getting arrows placed in the T-4 parking lot to deal with the traffic flow problem and possibly removing one parking space.
- **Port-a-potties near trailers**– George Cahen will check into the port-a-pottie issue with regarding to not emptying promptly after football games. Since football season is almost over, this will not be an issue until next football season.

**New Business - Emergency Preparedness for SEAS**

- **CPR & First Aid Training** – Richard White met with Alibertis Kostas from the Life Support Learning Center today to discuss setting up a training session here at SEAS. Richard will be contacting SEAS staff by email once a date and location has been set. There were 24 people who expressed interest in the CPR & First Aid Training sessions. The plan is to have the training sessions scheduled for one day here at SEAS with staff members signing up for either the morning 4 hour session or the afternoon 4 hour session. The cost would be \$90 per person which the Dean's Office has agreed to cover. The setup cost would be waived by Life Support Learning Center because of the number of people interested and having just one setup day. After a person is certified in CPR & First Aid Training, there would be an assessment skills check after one year and after 2 years a cost of \$35 for certification renewal.
- **Defibrillators** – Funding is still the issue with providing defibrillators for central locations at SEAS.
- **Safety Officers** – Richard White met with George Cahen regarding safety issues at SEAS. George is the person to contact for any outside safety issues and concerns at SEAS. George meets once a month with a safety committee. Office of Environmental Health and Safety (OEHS) is the office to contact for any inside safety issues. OEHS makes work site inspections and make recommendations for improvements.

- **Fire Safety** – At this time Council members are trying to determine who is responsible for writing up evacuation plans and to whom does it get approved. Richard will be checking with Marge Sidebottom and OEHS to determine who is writing these procedures for the SEAS buildings other than MSE and Wilsdorf Hall.

**Adjournment** – Meeting adjourned at 2:30 p.m.

The next SEAS Employee Council Meeting will be announced.