

**EASTERN MICHIGAN UNIVERSITY
UNIVERSITY HEALTH AND SAFETY
COMMITTEE MEETING MINUTES**

April 19, 2024

Attendees:

Laura Drabczyk – Risk & Emergency Mgmt
Cathy Gable – UAW 1976
Candace Hunter – Academic HR
Kevin Lawson – Student Center
Emily McKinnie – Residence Life
Pat McGill – DPS
Auggie Mickevicius - EHS

Lisa Mitchell – FT Lecturers
Clifford Sims - Athletics
Tiffany Smith – UAW 1975
Joseph Torres - DPS
Crystal Walrath - UACDC
Kathryn Wilhoff – EHS

Absent:

Timothy Allen, Michelle Cesen, Audrey Farrugia, Chris Grant, Don Gregory, Candace Hunter, Tanya Johnson, Kristen Klochko, Charles Krey, Matt Lige, James McEvers, Mary-Elizabeth Murphy, Jeffrey Norris, John Sidelinker, LaMar Stewart, Shana Thompson and Mia VanSlyke

1. This meeting was conducted via Zoom.
2. The activity report for March/April was sent to the committee members prior to the meeting. The following items were discussed:
 - a. Kevin Lawson inquired about the meeting regarding a Motor Vehicle Guideline Plus 12 and 15 Passenger Vans, item 3h. Laura Drabczyk and Kathryn Wilhoff noted a guideline for University drivers is needed for insurance purposes. Ideally, Risk Management and EHS would prefer to not allow 12 and 15 passenger vans due to the various safety concerns in driving them. At a minimum the guideline needs to have periodic driver's license checks. U of M requires special licensing and doesn't have 12 and 15 passenger vans. Other universities are a mix of requirements due to insurance requirements.
 - i. Crystal Walrath inquired if there is a suggested rental company if departments do not use on campus vans? Purchasing is currently working with Enterprise regarding University rentals. Laura indicated if you rent a vehicle, take the insurance because EMU's deductible is \$5000.
 - ii. Laura also advised to pay the invoice in a timely manner or you will be put on the "Do Not Lease Vehicles" list.
 - b. Pat McGill inquired about item 3j, Salvage at Jones-Goddard. Kathryn noted The Foundation wanted some of the items from the interiors of Jones and

Goddard for people to purchase. Examples include room numbers and mailbox covers.

- c. Kevin inquired about the sign removal in McKenny, item 7s. Kathryn reported these were the signs that indicated the lower level of McKenny was closed due to the flood last August. The work has been completed so the signs were no longer needed.

3. Laura Drabczyk reported the following:

- a. Fifteen (15) insurance policies have been renewed.
- b. The Rave system is being rebranded to Eagle Alert.
- c. IT will now have the alerts display on the digital boards at the Student Center, Rec/IM and Alexander.
- d. Visitors can now temporarily opt in for notifications for the day or duration of their stay on campus.
- e. The commencement operations plan is in progress.
- f. COOP updates will now require information on measures in place for long term IT outages and other manual processes.

4. Emily McKinnie reported the following:

- a. Emily attended a facilities conference where there was a lot of discussion about mental health and building design.
- b. Move out is happening next weekend followed by summer transition. Staff will need to be out by May 8th.
- c. Residence Life staff are packing up Brown and Munson.
 - i. Kevin inquired about when is the last day to move the vending machines out of Brown/Munson? Emily indicated May 8th. He also asked to be notified when the vending machines can be returned to Phelps/Sellers.
 - ii. Laura asked to be notified of the percentage of furniture and contents being moved to other buildings and the percentage being scrapped.
- d. Starting with Wise, more buildings are being switched to the electronic locks. Laura inquired when the electronic door locks fail during a power outage, do they lock or unlock. Emily indicated they are battery operated and are maintained by Gilbane. Kathryn asked Emily to remind Gilbane the batteries need to be recycled.
- e. Central Housing is moving to Lakeview.
- f. When summer staff starts the student staff will be Narcan trained.

5. Pat McGill and Joe Torres noted when the bomb threat occurred, DPS had a good response with people calling in suspicious items.

6. Lisa Mitchell indicated the instructors would like an update on the bomb threat investigation. Some instructors were concerned the initial text was an active shooter, could the text be more descriptive? Joe reported the investigation update will come from Walter Kraft's office. The ALICE sessions are useful to aid in responses to

emergencies. The initial notification indicated to look at the website. The University is looking into if that was the best way to communicate the bomb threat. Please let Walter's office know how the instructors felt about the notifications.

7. Kevin Lawson reported the following:
 - a. More digital boards are being installed in the Student Center and McKenny.
 - b. They are working with DPS to get more cameras installed in McKenny.
8. Crystal Walrath reported student employment will hopefully resume beginning Monday, April 22 after the Banner upgrade.
9. Cliff Sims reported the following:
 - a. Commencement is next weekend.
 - b. Sports are doing well and EMU may host some tournaments.
 - c. Work on the new track has started.
 - d. There are 22 graduations scheduled in the George Gervin GameAbove Center.
10. Auggie Mickevicius reported the following:
 - a. Narcan training is getting a great reception. Trainings for the summer and fall will be scheduled soon.
 - b. When the bomb threat occurred, Auggie noted the students did not seem to move very far away from the buildings.
11. Kathryn noted the following:
 - a. The annual campus steam shutdown is scheduled for May 5 – 10. Please note heat and hot water will not be available in the affected buildings.
 - b. For equipment purchases, please include as much detailed information as possible with the Procurement and/or Purchasing request as it will expedite the EHS and Facilities reviews.

**The next Health and Safety Committee Meeting is Friday
May 17, 2024 at 9:00 a.m. via Zoom.**