

**EASTERN MICHIGAN UNIVERSITY**  
**UNIVERSITY HEALTH AND SAFETY**  
**COMMITTEE MEETING MINUTES**  
**November 15, 2024**

**Attendees:**

Michelle Cesen – PPAT  
Laura Drabczyk – Risk & Emergency Mgmt  
Audrey Farrugia - AAUP  
Chris Grant – Facilities & Grounds  
Kevin Lawson – Student Center  
Emily McKinnie - Housing

Lisa Mitchell – FT Lecturers  
Jeffrey Norris – Rec/IM  
Tiffany Smith – UAW 1975  
Crystal Walrath - UACDC  
Kathryn Wilhoff – EHS

**Absent:**

Timothy Allen, Tracey Grant, Don Gregory, Candice Hunter, Tanya Johnson, Kristen Klochko, Charles Krey, Matt Lige, James McEvers, Pat McGill, Auggie Mickevicius, Mary-Elizabeth Murphy, John Sidelinker, Clifford Sims, LaMar Stewart, Shana Thompson, Joseph Torres and Mia VanSlyke

1. This meeting was conducted via Zoom.
2. The activity report for October/November was sent to the committee members prior to the meeting. The following item was discussed:
  - a. Jeff Norris inquired when are the fire extinguishers in the basement of the Rec/IM being removed, item 10w. Kathryn will follow-up as they should have already been removed.
3. Jeff Norris reported there are swimming meets next weekend so expect more traffic around the Rec/IM. They are expecting approximately 400 participants and 600-900 spectators. Jeff verified DPS is aware of these meets.
4. Laura Drabczyk reported there are two new documents on the Risk and Emergency Management websites. The first is a new form for reporting injuries to non-employees. The other form is for using drones on campus. Emily McKinnie inquired if this form should be used for student injuries. Laura indicated yes and to take photos if possible. Laura also thanked Auggie for all his work on the insurance audits.
5. Emily McKinnie reported the Housing staff will be doing Health and Safety checks over the Thanksgiving break and then again at the December break. Emily also noted they did not have enough Narcan for all the Housing trainees when they did the training in the fall. Kathryn will get Emily the additional Narcan.
6. Kathryn noted while doing safety equipment checks in the First Year Center, a number of maintenance items were observed. She inquired if Emily wants to be copied on the follow-up emails. She does.
7. Chris Grant noted repairs will be made to the crosswalk at Oakwood and Structure Drive. The Grounds Crew is preparing the snow removal equipment. Laura Drabczyk reported the orange pad by the Tower Lot gate is a trip hazard. Chris will address this. Grounds is in the process of installing cast iron replacements instead of the plastic pads.

8. Kevin Lawson reported the Student Center staff is getting all the indoor fireplaces serviced. A gate or screen is needed for the fireplace at the Lake House.
9. Audrey Farrugia updated the committee on the goggle form the AAUP will be using to get more feedback to the Health and Safety Committee.
10. Kathryn noted the following:
  - a. Auggie is working on the follow-ups on the insurance inspections.
  - b. EHS is working with HR to get monthly reports on the employees taking the various safety trainings in the HR LMS.
  - c. Student employee training is still an issue.

**The next Health and Safety Committee Meeting is Friday  
December 20, 2024 at 9:00 a.m. via Zoom.**