**Health, Safety, and Environment Subcommittee**

Meeting Agenda

Monday, February 4, 2018 at 3:45-4:45

Location: UC233

Committee Members:

Kelly Blackmon-Moran, Nursing

Ki Byung Chae, Educ

Josephine Chaumba, SBS

Paul Flowers, NSM

Laura Hess, ARTS

Walter Lewallen, LETT, Chairperson

David Young, Library

McDuffie Cummings, Chief of Police

Michael Bullard, Safety Officer for Environmental Health and Safety

Charles Chavis, Staff Council Representative

I. Call to Order

II. Approval of Minutes of November 5, 2018 Meeting (Appendix A)

III. Approval of Agenda

IV. Report from the Chair

V. Old Business

1. Clarification of the distinction between the charges of the two Safety committees and their organizational relationship to one another.
2. Remainder of meetings: schedule of meetings
3. Status of funding issue for secure-door-locks issue.

VIII. New Business

IX. Announcements

X. Adjournment

Appendix A

**Health, Safety, and Environment Subcommittee**

Meeting Minutes

Monday, November 5th, 2018

Location: UC233

Committee Members Present:

Ki Byung Chae, Educ

Josephine Chaumba, SBS

Paul Flowers, NSM, Secretary

Laura Hess, ARTS

Walter Lewallen, LETT, Chairperson

David Young, Library

Michael Bullard, Safety Officer for Environmental Health and Safety

Charles Chavis, Staff Council Representative

Committee Members Absent:

Kelly Blackmon-Moran, Nursing

McDuffie Cummings, Chief of Police

I. Call to Order

*Chair W. Lewallen called the meeting to order at 3:45 pm*

II. Approval of Minutes of April 2, 2018 Meeting (Appendix A)

*Minutes of the 2 April 2018 meeting were reviewed and approved without revision.*

III. Approval of Agenda

*The meeting agenda was approved with one editorial revision (correction of past meeting date cited in item II from 12 April to 2 April).*

IV. Report from the Chair

1. *The charge of this Committee (a subcommittee of the UNCP Faculty Senate) was reviewed, including a discussion of its relation to a separate HSE committee under the auspice of the Police and Public Safety Department. M. Bullard, member of both these committees, noted its composition was similar (staff and faculty members), but it included student representation. He also confirmed there was no web-available description of the committee. Several committee members requested clarification of the distinction between the charges of these two committees and their organizational relationship to one another.*
2. *P. Flowers was appointed to serve as Committee Secretary.*
3. *Discussion was had regarding the meeting frequency of the Committee. The Faculty Senate* [*web page*](https://www.uncp.edu/facultystaff/faculty-senate/committees/health-safety-and-environment-committee) *cites four meetings per academic year:*The Health, Safety and Environment Committee discusses and investigates issues related to the health concerns of students, staff and faculty due to environmental conditions on campus. The Committee has four regular meetings during the academic year. The meeting times and locations will be made "well known" to the campus community. Members of the Faculty, Staff or Student body may attend and make known concerns they have related to Health, Safety and Environment issues. The committee may meet more often when needed to investigate specific issues that may arise. The committee will make a report at the first Faculty Senate meeting that occurs after a Health, Safety and Environment Committee meeting.

*while the Faculty Handbook cites the first Monday of each month during the academic year (page 29)*COMMITTEE ON FACULTY AND INSTITUTIONAL AFFAIRS The third Thursday of each month   
SUBCOMMITTEE ON FACULTY DEVELOPMENT AND WELFARE The second Thursday of each month SUBCOMMITTEE ON FACULTY EVALUATION REVIEW The first Tuesday of each Month SUBCOMMITTEE ON HEALTH, SAFETY, AND ENVIRONMENT The first Monday of each month

*A review of past copies of the Handbook shows the following language, last included in the 2013-14 academic year version (page 24):*Section 5. Health, Safety and Environment Committee The Health, Safety and Environment Committee will discuss and investigate issues related to the health concerns of students, staff and faculty due to environmental conditions on campus in addition to issues 24 related to environmental sustainability. The committee will meet on the first Monday in October, November, February, and April. Members of the Faculty, Staff or Student body may attend and make known concerns they have related to health, safety and environment issues. The committee may meet more often when needed to investigate specific issues that may arise. The committee will make regular reports to the Faculty Senate. *A search of the Senate web site for minutes to confirm this change in frequency was intentional was unsuccessful (no minutes prior to 2015-16 are posted). However, considering the introduction of the specific language in Handbooks since 2013-14 (citing the first Monday of “each” month), it is likely the change was intentional.*

V. Old Business

1. *Some discussion was had regarding the current status of room door locks in campus builders (re. safety in active shooter / lockdown scenarios). M. Bullard noted the high cost of a campus-wide upgrade and the relatively low priority assigned this issue by the administration makes it likely to be an item for the relatively distant future.*
2. *Regarding the construction projects impacting Prospect Road, M. Bullard reported ongoing monthly meetings with the NCDOT and a projected completion date for all projects in fall 2019.*
3. *The Committee discussed persistent complaints of speeding on roads in the north section of campus, noting changes in some existing speed bumps and addition of new bumps is forthcoming.*

VIII. New Business  
  
*Discussion was had regarding trip hazards relating to uneven sidewalk slabs in the southwest area of campus near the library, delayed automatic startup of streetlights on campus, noting both issues were known to and being resolved by FO.*

IX. Announcements  
  
*The Committee noted the outstanding work done by all parties involved in post-hurricane cleanup work on campus, and M. Bullard agreed to forward some photographs to members taken during the process.*

X. Adjournment  
  
*The meeting was adjourned by the Chair at 4:25 pm.*