

Attendance August 2018 – June 2019

Y=Present

P=Proxy received

A=Absent

Name	Area	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Lucille Anderson	Biology		Y	Y			Y	Y	Y	Y		
Trent Hammer	Chemistry	Y	Y	Y	Y		Y	A	P	Y		
Colin Taylor	Physics	A	Y	Y	Y		Y	Y	Y	Y		
Timothy Crowe	Micro	A	Y	Y	A		Y	Y	Y	Y		
Sonia Walczak	AHT	A	P	A	A		A	Y	P	P		
Wendy McKenzie	Nursing	Y	Y	A	A		A	A	P	Y		
Jamie Ushko	Biology	Y	Y	Y	Y		Y	Y	Y	A		
Janine Rostron	Respiratory Therapy	Y	Y	Y	A		Y	A	Y	A		
Dayton Shaw	Chemistry	Y	Y	Y	Y		Y	A	A	Y		
Mridula Sharma	Computing			A	A		A	A	A	A		
Christine Miller	UPrep	Y	Y	Y	Y		Y	Y	P	P		
Marten Lettinga	Chemistry	A	A	Y	A		A	Y	A	A		
Jacque Sorensen	NRS		P	A	Y		A	A	A	A		
Nancy Van Wagoner	Geology		Y	A	A		Y	Y	Y	A		
TBD	Math				A		A	A	A	A		
Resource members												
Stacey Jyrkkanen	AD, OSEM	Y	Y	A	Y		Y	Y	P	A		

1	<p>Meeting Called to order at 1037:</p> <p>Motion to adopt agenda by Wendy McKenzie, seconded by Lucille Anderson</p>
2	<p>Review of Minutes from March 6, 2019</p> <p>Review Minutes from March 6, 2019: Clarification re: new chemistry lab tech- posting will go up, not sure when at this point, hoping to overlap with Dayton's position for training but no definitive answer. Ceiling tiles clarification: Colin will straighten physics areas, 3rd floor misplaced tiles need Archibus filled out. (If just a few, let Colin know and he will do it). AED for RESP area: not in this year's budget</p> <p>Motion to adopt March 27, 2019 minutes by Wendy McKenzie, seconded by Lucille Anderson</p>
3	<p>Old Business (from March 6, 2019)</p> <p>Old Business (taken from March 6 minutes)</p> <p>a) New Chemical Storage, Labelling and Inventory System: Biology- Timothy finished bulk of Biology, but still ongoing. Chemistry is hiring new lab tech so they will assist</p>

- b) **Sign-offs-** Tabled until Summer. *Action: Colin will clean up workshop and post signs regarding sign-off sheets. Will start with one machine and monitor process.*
- c) **Office Security-** Photocopier room update from Colin: Trent thinks it should be locked, students have been found in there (Issue: lots of equipment, sometimes exams are sent there) *Action: Tim will clarify student use as TA's have access, table until next meeting.*
- d) **Handicap Parking/Loading Zones-** Jamie hasn't heard back yet, but issues with Impark at the moment so unable to proceed. *Action: Jamie will bring up to Warren at JOHSC committee meeting next week* Janine is wondering if staff with handicap parking passes actually pay for those spots or how one can pay if using one of them. *Action: Jamie will check with Impark what the process is for handicap spots*
- e) **Emergency Marshals-** List of names was emailed to SHSC Members. Training will be delayed *Action: Add Janine to list of marshals, table to next meeting.*
- f) **Scent Reduced Awareness-** Janine no update today, *table to next meeting.*
- g) **Website Updates-** Not done yet *Action: Trent will get outdated content removed*
- h) **Window Coverings-** Goldie sent out email to all Science, most departments have already decided all doors to have coverings removed with a few exceptions. Colin wondering if we can remove them ourselves, will try removing Physics door covering. *Action: Will wait one more month for emails then submit Archibus, table to next meeting*
- i) **Hand Sanitizer stations-** Tim talked to Trent: Warren wants list of locations for them. Jamie suggested we put them in the same locations they were placed in the past. *Action: Everyone check with their department where they'd like stations. Outside washrooms/labs?*
- j) **Hazardous Chemical Waste Manual-** Dayton/Timothy still working on it.
- k) **AED in RESP clinical area:** Janine says not in the budget for this year, maybe next year?
- l) **Status of assembly areas (muster stations):** Colin told marshals to just get the people out of the building, no need to worry about where to meet. Item completed.

	New Business
	<p>a) Hazardous Chemical Waste Pickup Date in May: <i>Action: send inventory list to Gordon by April 30th, 2019.</i> Good idea to get student rep from Eureka program on committee. <i>Action: Jamie will ask for student rep.</i></p> <p>b) Additions: Nancy announced after four years, funding for electrical outlets on desks is finally approved and will be installed this summer.</p> <p>c) Janitorial Issues: Wendy McKenzie says staff washrooms are not being cleaned very well on second and third floors, S333, S331 lab floors not being cleaned. <i>Action: Email complaints to janitor@tru.ca CC: Facilities</i></p> <p>d) Ceiling tiles: Tiles in Physics lab/ other rooms are out of place. <i>Action: Jamie and Lucille checked main areas, will submit Archibus if needed, Colin will fix his ceiling tiles himself.</i></p> <p>e) Incidents- Fire alarm caused by faulty alarm.</p>
	Next Meeting Wednesday, April 24th at 10:30 am in S270
5	Adjournment
	Meeting adjourned at 11:00 am