

**MEETING AGENDA**

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1. Treasurer's Report (Jayla)
  - a. Operation fund: \$1,001.25
  - b. Scholarship fund: \$65.69
  - c. General fund: \$3,244.29
2. Employee Recognition Event – (Elizabeth)
  - a. 2 new APSAC Members.
  - b. Leaning heavily toward Goeglein's for catering
    - i. Waiting on some last-minute details yet.
  - c. Music- decided on a soundtrack versus live music.
  - d. Talked about technical aspects (photos, PowerPoint slides, etc.)
  - e. Save the date goes out 01/10/2024.
  - f. Meeting again beginning of January.
3. Faculty Senate – (Robert)
  - a. There was a presentation from Athletics regarding our athletes' stats both on the field and in the classroom and how they compare with other Horizon League schools.
4. staffing changes in the EMSE Division:
  - a. Student life is looking for a Student Activities Coordinator
  - b. Student Housing is looking for an Associate Director as well as a new Hall Director
    - i. Ayana Garcia, Hall Director, is leaving the University to accept an internship with the Indiana General Assembly in Indianapolis.
    - ii. Marcus Weemes, Housing Director, has received a promotion/title change. He is now the Executive Director of Housing and Dining Services
5. Facilities Management Safety Committee – (Christine)
  - a. Recruitment of new members:
    - i. Stephanie will reach out to the following areas for new/additional/replacement representation on the committee for members who have left or will be leaving:
      1. Operations & Maintenance (additional representation from Maintenance staff)
      2. University Police (preparing to replace Tim Potts)
  - b. Old Business:
    - i. PG3 water valves in concrete, plates covering them have been bent/moved. Concrete around them will need to be removed to fix. Brad Dellinger is working on this- contractor was on campus. Tad will report when complete.
    - ii. Asbestos training for Facilities employees needs to be scheduled.
    - iii. If Hep B or other vaccines usually provided by Campus Clinic are needed, reach out to EHS. We are using an alternative Occ Health provider until Clinic reopens.
    - iv. EHS preparing newsletter for all campus employees.
      1. Stephanie will check with the campus-wide safety committee to determine if information from that committee will be shared here
  - c. New Business/Round table:
    - i. Stephanie/Erin/Derek

1. Annual safety training due. Have almost all of them.
  2. Salt coming out of SS building and into the drain. Tad and Erin are looking into this.
  3. No injuries reported
- ii. Roger
1. Drain outside of Neff in the dock area is clogged and overflows when it rains. This needs to be cleaned to prevent standing water in dock area.
- iii. Tad
1. Hearing tests went well.
- d. Other items –
- i. Reminder:
    1. Committee members should forward meeting minutes to all employees within your department upon receipt from the Safety Committee Secretary. When forwarding meeting minutes to staff, please remember to direct them to submit safety concerns (not needing immediate attention) to you, as their Safety Committee representative so you can bring those concerns to the next committee meeting. Thank you

**Committee Meeting Invitees:** Alyssa Anguiano, Jennifer Bower, Robert Burton, Cindy Firestine, Jalyn Girardot, Christine Hall (Emeritus), Jayla Heller, Cheryl Honkomp, Elizabeth Miller, Tracy Mitchener (HR Representative), Kaye Pitcher, Jessica Rouleau, Spencer Saunders, Angel Schnurpel