

District Chemical Hygiene Committee
Meeting Notes

May 16th, 2022 3:00pm

Attendees: Jacob Reams, Heather Coleman, Matt Glazewski, Aaron Payette, Steve Ballew, Linda Fergusson-Kolmes, Jack Brosy, Mari Almquist, Josh Cary, Evelyn Prater, Ken Friedrich, Melissa Duke, Eric Keeling

I. Campus Committees

a. Meeting Organization Going Forward -

Discussed different formats and combinations of meetings going forward. All were in agreement to have one district-wide meeting to discuss compliance concerns and program reviews which will be held in the Spring.

ISTs are currently meeting on occasion and that could help cover certain aspects of the requirements. Instead of holding campus specific meetings, each program could hold periodic meetings to discuss specific information. Evelyn will follow up with Linda and Matt to confirm some of these logistics.

b. Committee Chairs -

It was originally suggested that the IST 4s at each campus would be a natural lead with possibly a co-chair from the other program. It would then need to be decided who would chair at the campus with no IST 4. The IST 3s were open to taking the lead if they were promoted to 4s.

With the district-wide and program specific meeting model, it was decided that Matt and Linda will set up the meetings and the ISTs will bring agenda items to the table. If the deans are serving as the committee chairs then it was decided that there still needed to be one main point of contact at each campus. The language in the CHP and in the IST 4 job description already covers this task. Deans will discuss and work on this further.

c. Developing Agendas -

Evelyn will partner with the deans on developing the district-wide meeting agenda each Spring to ensure compliance topics are covered.

For the program specific meetings, it was discussed that the ISTs would work to develop agendas before each meeting. It was suggested that they used a shared document to add their questions/discussion topics which would then be turned into the agenda.

II. Annual Training

- a. Training Feedback - ISTs feel they need a different level of information than what instructors need. All online was a big plus. Some would like to see a PDF resource sheet with safety guidelines for students. Hybrid training with some online and some in person would work best for those who haven't been on campus in a while

b. Fall Training

- EH&S - online with learning checks throughout; possible separate modules for ISTs and instructors. Evelyn is meeting with Matt and Linda on Thursday to discuss further.
- Department - hands on experience for talking through scenarios, spill response, and emergency equipment. Talk through what the student experience has been.

III. Standard Operating Procedures

- a. Requesting a New Lab - process shouldn't be bigger than the program level because of having lab specific requests; new class/hazard of chemical or a whole new lab. How consistent is "consistent" for the district? Needs to have some consistency across the board because the campuses share adjuncts and we should be careful about creating expectations across the board.
- b. Requesting a Change to a Lab - ISTs will discuss amongst themselves what timing will be needed to accommodate different levels of requests.
- c. Other Lab/Equipment Specific Procedures - Evelyn asked for everyone to consider what other types of equipment or processes would benefit from having a SOP in place.