Chairperson: Jackie Ruane

Meeting Attendees: Jackie Ruane, Jim Lennox, Mitch Adams, Gerald Rebo, Marleen Troy, Jimmy Weaver, John Voitek, Silvia Elias, Justin Kraynack, Robert Taylor

Meeting Absentees: Michelle Grushinski, Julie McMonagle, Dana Manning, John Voitek, Camille Kaschack, Diane Obrien, Bruce Phair, John Pesta, Maria Bianco, Terese Wignot

Jackie Ruane opened the meeting at 3:00 pm and asked for a motion to approve the November 2013 meeting minutes. They were approved without any changes. Yes-10 Ney-0

The following items were discussed:

New Business:
- Justin introduced Felix and Beverly from Travelers Insurance. They will sit in on the meeting an offer feedback. Justin will give us the link to Travelers website and an email address. Felix will create a password and send it to Justin. They were impressed with the University overall. They noted that some sidewalks could use repair and the carpet in Darte needs to be replaced.
- Cohen-the issue of fire safety. We need to have training on fire extinguishers. They are located in hallways. They are not in labs. There are fire blankets and sprinkler system. Jim said he is sure BLR has training on this. Travelers also might have a DVD available.
- A walkthrough of Cohen needs to be conducted. Stark also needs to be done.
• Travelers said it is good practice to always document. All training needs to be documented. Jim feels he has a good system with BLR.

• The steps and handrail in Cohen are being addressed. Jackie is going to send John Pesta an email to make proper documentation on the situation. Travelers suggested always creating a paper trail. They suggested sending an email to the contractor as well. We need to follow-up with the designer of the handrail as well. We will also send Julie M. and email that we are addressing the issue. She was the one that has brought the issue up and said she personally has experienced fault with the stairs and handrail. Travelers also suggested getting an end completion date.

• Some other issues that need to be addressed that Wilkes University is responsible for fixing:
  Sidewalks-Franklin Street (front of library and Fenner Hall) and River Street
  Travelers suggested marking area with yellow spray paint or cones.
  Entry to Gambinis Café (step down) - Travelers suggested more signage to be put up.

GHS Training- Jim gave the committee an update. Siliva had some good points regarding student training. As a committee we feel this is important. Training went very well with employees. Jim said he will send an email to the Deans regarding training for students through BLR. Everyone can give Jim a list of students.

Accident Reports
• There were none to report.

Hazard Communication Policy
• Julie brought up some really good points via email. Jim just sent out an updated copy for the committee for review.

Meeting Adjourned: 3:59 p.m.