

**Austin Community College
Environmental Health & Safety Committee**

Meeting Date: 02/12/10 1:30-3:30 HBC **Chair:** Rebecca Cole, **Co-Chair:** Steve Clary

Attendees: Carolyn Allred, Steve Clary, Kristine Elderkin, Lisa Enloe, Betsy Erwin, Mary Heard, Bernie Hinterlong, Elizabeth Huss, Dean Johnson, Joe Napalitano, Robert Rogers, David Samaniego, Sarah Strong, Frank Taylor, Marilyn Lee Taylor, Qurrat, Thakur, Frankie Waller, David Watkins, Brandon Whatley, Liz Westfall

<i>Agenda</i>	<i>Discussion</i>	<i>Action</i>
Opening Remarks	Introduction of Kristine Elderkin – Emergency Management Coordinator	Information Only
Guest Speaker – Joe Napalitano	Lock Out Tag Out Presentation	Information Only
Meeting Minutes	Accepted with one addition	Information Only
Controlled Substance Procedure	Please review, item will be on the next meeting agenda for discussion	Bernie Hinterlong will make recommendations to make the inventory form more user friendly
Approved Driver Procedure	Will be posted on the “Ghost” website for review and will be on the next meeting agenda for a vote	Robert will make revisions. Lisa Merino will post on the website
College Vehicle Use Procedure	Will be posted on the “Ghost” website for review and will be on the next meeting agenda for a vote	Lisa Merino will post on the website
Vehicle Use Maintenance and Insurance	Will be posted on the “Ghost” website for review and will be on the next meeting agenda for a vote	Lisa Merino will post on the website
Respiratory Procedure	Send Comments to David Samaniego	Information Only
Donation Policy Draft	Discussion regarding revisions	Information Only

Austin Community College
Environmental Health & Safety Committee

Meeting Date: 02/12/10 1:30-3:30 HBC **Chair:** Rebecca Cole, **Co-Chair:** Steve Clary

<i>Agenda</i>	<i>Discussion</i>	<i>Action</i>
Feral Cat Committee	Discussion regarding feeding stations at all campuses and the funding for those feeding stations	Mary Heard will get pricing for the feeding stations.
EHS Website	Updates are being made to the website to make the website easier to navigate	Information Only
Indoor Air Quality	Added to the website	Information Only
Storage in hallways	A goal for EHS committee to work on to find possible solutions to eliminate hallway storage.	Information Only
Meeting Adjourned	Next meeting April 9, 2010	Information Only