Attending: Chris Mangialardi, John Miller, Ken Jones, Barney Harvey, Stephanie Greany, Kai Martin, Elisabeth Goldstein, Annie Brelsford, Clay Horton, and Nicole Sanderson

Excused: Mike Steer and Tim Rhoades

Call to Order: John called the meeting to order at 10:04a.m.

Approval of Minutes: Several grammatical errors were corrected by Stephanie. Ken noted that Elisabeth’s name was misspelled on the area reports section. A motion was made to accept the changes, and it was seconded and approved by the committee. A motion to approve the minutes with the corrections was made, and it was seconded and approved by the committee.

Presentation on Safety Topics for the Committee & the Campus
Dave gave a handout to committee members, outlining ideas for possible training and discussion topics for the committee. He suggested to the committee that a topic or theme be selected for each month and he briefly reviewed the list of ideas. He also presented a list of possible training topics for both the committee and the campus.

Ken mentioned that UW Seattle had a table in the Commons during Fire Safety Month last year and it was well received, so that format may be useful for relaying information from the committee. Kai asked Dave how well attended his table at the Wellness Fair was, and Dave reported that he had steady interest.

Elisabeth suggested that the committee set-up an email account for comments and suggestions from the campus to the committee. Dave said that he will be working with Ken on an update to the Safety Committee website, and that this idea would be a good thing to include.

Dave suggested he work on his topic matrix this month and will present more formally to the committee next month. He asked the committee to send their top three favorite topics or themes to him via email.

Area Reports

John – U-Wide Safety Meeting
John said that he sent out all the documents he received at the meeting to everyone on the committee. He believes the purpose of a UW Bothell representative attending the U-Wide meetings is to get an idea of what the rules and policies are so that we can
make sure they are being implemented at UW Bothell. John noted that the Health & Safety Plan is an important document that should be reviewed by the committee.

John also reported that each Health and Safety Committee group gives area reports on what is going on in their area, and he found it helpful to hear about what other committees are working on. He noted that they had elections, and that it looked like there would be two co-chairs for the committee.

Finally, John also mentioned that Joseph Kwok will be sending out the accident reports to each committee member rather than just to him so that there is an opportunity to prepare for the meeting ahead of time.

Elisabeth – Administration
Elisabeth reported that the campus is growing and that means we need more space. They are looking into leasing space in the Beardslee Professional Building. Leasing space brings up many issues, including hours of operation and security, and she expects that this topic will bring with it a lot of discussion for the committee in future meetings.

Ken – Security & Campus Safety
Ken stated the Mike and Deborah have been testing the emergency phones on campus. He also reported that the dent in the UW1 stairwell had been fixed, and thanked Kai for bringing it to the committee’s attention.

Ken said that the department is still working on the garage traffic flow, and that they still see people going the wrong way in the garages. Security continues to work on it from an enforcement angle.

Ken added that Bothell Police Department has been doing traffic enforcement on their jurisdiction on the south end of campus, south of the parking garage.

Barney – Facility Services
Barney reported that Grounds has finished moving all of the equipment and containers that were stored in the lower surface parking lot behind Physical Plant to the new Corporation Yard at Dariotis. There is still some equipment stored in the South Garage, and that will be moved soon.

Barney said that they closed the upper entrance from the surface lots to the garage while they were moving the items out, and that they noticed that vehicles coming into campus from South Campus Access were bypassing the lower entrance to the garage in favor of using the upper entrance, as it gives easier access to the upper parking levels. Barney said that the drivers appeared to be in a rush and also appeared to be speeding.

Nicole – Safety Coordinator
Nicole stated that 7 people completed First Aid and CPR/AED training when it was offered on March 3rd. Dave hosted training on Office Ergonomics that a few people attended, and was also able to provide one-on-one coaching to a participant who was having issues with his office set-up. The Business department has expressed interest in having their own ergonomics training since they were unable to attend the session in February.

Dave – Environmental Health & Safety

The Emergency Management department will be at tomorrow’s U-Wide meeting and will be giving a presentation on earthquake safety. Dave suggested that the committee may want to have them present at one of our meetings as well.

Incident/Accident Reports
There were no reports in February to review.

Dave noted that the committee would probably need to spend some time at the April meeting reviewing Gator safety, as there are two incident reports that came in more recently. There were similar incidents at UW Seattle, and Dave said the committee would need to see what they did in response.

John responded further to the code blue phones by saying work orders were generated quickly to have them repaired. He said that there is ongoing discussion on how they should be tested and maintained. Hopefully, a policy will be written on them so that people know what’s going on, who is responsible for what, and so that there is assurance that they are working properly.

Annie asked what the code blue and yellow phones are, and also made the point that other people may not be aware of what they are either, and perhaps an informational article in the Bothell Buzz might be a good way to educate people. Ken explained that the blue phones are strategically placed around campus and provide a direct line to Bothell Police & Fire in the case of an emergency. The yellow phones do the same thing, but they are in the garages. Barney suggested that their locations may need to be made part of new employee safety orientation, and Ken said he’d add their locations to his presentation at new employee orientation. A map of their locations may also be added to the Safety Committee website.

Annie also reported that some of the phones in her office don’t have an emergency button on them that dials to Security. Nicole volunteered to check with Dan Sullivan to see if UW Technology automatically programs that button on every new phone they install.

New Safety Concerns
John said that there was the possibility that a transient is living in the stairwells in CC1/CC2, and that transients may also be using the showers. He reminded the committee that if they noticed someone out of place or something unusual, that it should be reported.

John also brought up a possible issue with access to the promenade. Now that there are multiple mobile food vendors coming onto campus, the bollards that block access by vehicle to the promenade are down most of the time so that the vendors can pull onto the promenade without blocking the road. John said that the bollards protect the safety of the promenade and that the committee should think about ways to better restrict traffic.

Ken followed up on the two new safety concerns. In regards to the transient situation, there are always a number of transients on campus, and their numbers fluctuate based on the season. He reminded the committee that the campus buildings are public buildings, and it’s not against the law for transients to be in them during open hours. Ken spoke with Dee Sliney from Cascadia, and in the past when they have suspected a transient in the building after hours, there have been indications, such as missing food and backpacks and sleeping bags left behind. That is not the case with this situation. Security will continue to sweep the building for people remaining in the building before locking up each night.

As for the bollards, Ken said that he wrote a policy with Tony Guerrero that outlines the procedure for lowering the bollards, but it hasn’t been updated to include the mobile food vendors. Barney said that the existing rules were good, and that if the campus were to be better about applying the first rule in the policy (that vendors should contact Facility Services when they arrive on campus, and that they are not dropped in advance) it should eliminate any issues. Barney volunteered to work with Tony and John Shaheen, so that the mobile vendors are aware that they need to call for access to the promenade.

Meeting Adjournment
Seeing no further business from the committee, John adjourned the meeting at 11:01am.