

**Arts Safety Committee
April 9, 2024
Meeting Minutes**

Date: 04.09.2024

Time: 10:00 AM – 11:00 AM

Location: Visual Arts- VA 303

Committee Co-Chair: Amber Adams

Committee Co- Chair: Benjamin Virzi

Committee Members Present: Nate Dubbs, Katherine Gray, Gus Castaneda, Merry Scully, Sara Flis, Benjamin Virzi, Michael DeSalvio, Marissa Boles (non-voting member), Amber Adams

Committee Members Not Present: Lesley Leighton, Andre Harrington, Paratou Feiz, Catherine Erickson.

Minutes prepared by: Amber Adams/ Marissa Boles

Meeting Called to Order:

Amber Adams and Benjamin Virzi called the meeting to order at 10:06 AM.

Introductions and Ice Breaker

The committee introduces themselves stating name, title, and department. In addition, the committee plays a brief round of Jeopardy pertaining to the university history.

Action Item Updates

During this portion of the meeting Amber Adams reviewed previous action items and each owner provided a report on each task.

Items discussed included:

1. **Benjamin Virzi** – All rags will be delivered to actual site and added the flammable liquid container – checked on it the other day and it is not half full yet; paint folks are still using paper towel rags instead of what is provided; will talk to the faculty about the paper towel rags.

Action Item Updates (continued)

2. **Nate Dubbs** - Issues with print also using not just rags; must go through container and sort out items. **Michael DeSalvio** - recommend posting signage and graphics at these sites to know how to dispose of waste.
3. **Michael DeSalvio** - Replacement of band saw, there is no insurance coverage for the saw. **ACTION ITEM:** MD will circle back with LW regarding coverage.
4. **Benjamin Virzi** – Root Cause Analysis on Performing Arts fire was completed by EHS.
5. **Michael DeSalvio** – resolved issue re: noise outside of building; Sara Flis confirmed have not heard or seen any further disruptions.

Committee Membership

Benjamin Virzi – requesting for primary members to name a delegate to attend; need a name, within the next 2 weeks; alternates would be voting members for the primary. Committee members will need to provide Benjamin Virzi/Amber Adams.

Communication Cadence

Amber Adams discussed the Microsoft Teams Channel that includes agenda and meeting minutes. The committee was directed to check that channel for material and discussions via Arts Safety Committee Channel.

Arts Safety Plan

Benjamin Virzi – will need to create/update the art safety plan for the committee to review and collaborate.

Committee Members input regarding the Arts Safety Plan are as follows:

1. **Merry Scully** – museum has a collection; needs to be a point where staff can be notified when floods or disasters occur so they can check on the collection.
2. **Michael DeSalvio** – intent would be a safety plan for the students (documents) re: materials; there would be core safety items. **ACTION ITEM:** RAFFMA will need to be notified regarding emergencies; this would be included in dept continuity plan and then to work with the Chief and Lynniece Warren (Executive Director of Risk) to integrate RAFFMA into emergency notification/response, so they are permitted on campus (Merry Scully, Gus Castenada, and office registrar).

3. **Sara Flis** – there is an odor with the basement that has arisen from the 9/11/22 flood – appears to be a new smell; smell is in the hallway headed to 101. **ACTION ITEM:** Benjamin Virzi will come to location for site visit and conduct an internal air quality assessment.

Chemical Inventories

4. **Benjamin Virzi**– working with Nate Dubbs and Sara Flis to get inventories going for their spaces; reason is state fire marshal reviews allowable maximum quantities; there are buildings over-exceeding this number; will be monitored through RSS

Corporate Card users are still able to buy chemicals through the C-Card, that process has not changed. **Michael DeSalvio** stated if anyone is experiencing pushback from purchasing; contact EHS; consider developing an exception memo for folks to attach to their reports. **ACTION ITEMS:** Benjamin Virzi to share info on how to report approvals of chemical purchases. In addition, Benjamin Virzi to add RAFFMA (Gus Castaneda) into the list Risk Safety Solutions.

Open Forum

1. **Gus Castaneda**– Inquired about the structure of this committee?
2. **Amber Adams** – will be revisiting the structure for the art safety committee once Campus Wide Health and Safety charter is revised.
3. **Michael DeSalvio** – structure was in response to EHS audit; will remove executive sponsor role; Amber Adams is chair of subcommittee; committee can vote if they would like a faculty member to co-chair.
4. **Merry Scully** – no clarity on emergency plans; building monitors; floor marshals
5. **Michael DeSalvio** – UPD undergoing audit for emergency management to review areas of improvement.
6. b – is building marshal and keeps track of supplies and creates clipboards and is happy to share that information with committee members.
7. **Amber Adams** – will forward community CERT (community emergency response team) training provided by local communities to members as an FYI.

Adjournment

The was Arts Safety Committee meeting was adjourned at 10:45 A.M.