

San Jose State University
College of Science Safety Committee

Meeting Minutes

Thursday April 10, 2025 at 3:00 P.M.

ISB 132 / Zoom

Membership: Christopher Smallwood (Physics), Philip Dirlam (Chemistry), Minghui Diao (Meteorology), Sayma Akther (Computer Science), Andrea Gottlieb (Math), David Ensminger (Biology), Nate Bogie (Geology), Sarah Smith (MLML), Randy Kirchner (CoS Safety), Victor Maraschin (Radiation Safety), Petra Dekens (MLML), Skye Kelty (EH&S, Chemicals and Lasers), Miri VanHoven (CS, PD, MD, SA, AG, DE, NB, SS, RK, VM, PD, SK, MVH)

Call to Order: 3:02pm

- Members present: CS, PD, DE, MD, SA, NB, SS, VM, PD, SK, Shelley Cargill (Proxy for MVH)
- Members absent: MVH, RK, AG

Minutes:

- Minutes for 3/13/2025 need to be approved.
 - Move to approve: DE, CS 2nd
 - Approved? So Approved

Announcements:

- From EH&S: Battery Safety Workshop: CoE is opening up RSVPs for their annual battery safety training, especially relevant to lithium ion batteries. 4/11/2025 (tomorrow). Sign up links were shared with members. The event will be recorded for those who ask for it.

Old/Recurring Business:

- (Sarah) Lab Safety Training (for PIs and Students). At the March Committee meeting, SS requested some support for laboratory safety training at some level beyond training provided by individual PIs. We can continue the discussion.
 - SS: Would like to make sure that PIs have access to training and resources needed to implement and document lab safety training across the various PIs and their labs at MLML.
 - DE: Discussion of potential strategies for establishing a more standardized or centralized training process (aimed at the faculty/Pis/tech staff). An example from ENG is having a “training day” at the beginning of the semester or AY.
 - CS: Who is responsible for developing the training curriculum and then actually execute the training?
 - SK: In HHS, and Humanities/Art there are full-time technical staff who conduct the training.

- SC: The committee could make the recommendation/request that this is taken up by the CoS, but it is not currently in any staff member's official position description.
- SK: There may be some options on CITI or CSU Learn (but only available to employees).
- PD: How to approach the varied training requirements across the disciplines in the CoS
 - SK: Modular approach that can be compiled to fit the different needs of the various departments and labs therein
- CS: Propose to make a subcommittee to discuss further and put together a recommendation to present to College Admin. Membership will include CS, SS, PD, and DE for a first meeting with followup conversation to include MVH and SK shortly thereafter.
- (Shelley) HVAC issues in ISB, DH, and Science. Status update?
 - Large repairs on heating steam coils in DH south side have been completed. If there are ongoing problems then have a work order submitted.
- (Shelley) Lab/shop transition plans. Status update?
 - Dean's office is sending it to Dept. Chairs for feedback next week. It will then be given to the safety committee for input.

New Business:

- SA created a Google form to collect Safety Committee discussion topics from the Department of Computer Science.
 - (Shelley on behalf of Miri) Two items from the form (the stairwell door in MH on southeast side is tight, and there is a lack of power outlets in classrooms) were communicated to the chair of computer science (Chris Pollett), and the chair has submitted work orders.
 - Third request (we didn't have time to discuss this): It would be helpful to offer training sessions for:
 - i. Using an AED (Automated External Defibrillator)
 - ii. Fire extinguisher and fire safety.
 - iii. Emergency evacuation procedures.

Adjournment: 3:32 pm