Health & Safety Committee
Finance and Facilities Group #2
Meeting Minutes 6/13/2019 - UW-IT 4545 building 209

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Department</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Mellema * (Chair)</td>
<td><a href="mailto:jmellema@uw.edu">jmellema@uw.edu</a></td>
<td>Purchasing</td>
<td>Present</td>
</tr>
<tr>
<td>Adrienne Tam *</td>
<td><a href="mailto:Tama3@uw.edu">Tama3@uw.edu</a></td>
<td>Human Resources</td>
<td>Present</td>
</tr>
<tr>
<td>Chris Pennington **</td>
<td><a href="mailto:pennnc23@uw.edu">pennnc23@uw.edu</a></td>
<td>UW Facilities</td>
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<tr>
<td>Daniel Jung *</td>
<td><a href="mailto:Djung10@uw.edu">Djung10@uw.edu</a></td>
<td>UW Facilities</td>
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</tr>
<tr>
<td>Elise Glassman *</td>
<td><a href="mailto:Elised2@uw.edu">Elised2@uw.edu</a></td>
<td>UW Sustainability</td>
<td>Present</td>
</tr>
<tr>
<td>Hua Nguyen*</td>
<td><a href="mailto:gowaffle@uw.edu">gowaffle@uw.edu</a></td>
<td>Student Fiscal Services</td>
<td>Present</td>
</tr>
<tr>
<td>Jamie K’Meyer</td>
<td><a href="mailto:jlkmeyer@uw.edu">jlkmeyer@uw.edu</a></td>
<td>Controller's Office</td>
<td>Absent</td>
</tr>
<tr>
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<td>Krystyna Roman *</td>
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<td>Human Resources</td>
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</tr>
<tr>
<td>Laura Roy *</td>
<td><a href="mailto:lhyndman@uw.edu">lhyndman@uw.edu</a></td>
<td>UW-IT</td>
<td>Present</td>
</tr>
<tr>
<td>Marco Solis-Bethancourt*</td>
<td><a href="mailto:msolisb@uw.edu">msolisb@uw.edu</a></td>
<td>Creative Communications</td>
<td>Absent</td>
</tr>
<tr>
<td>Paula Lukaszek *</td>
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<td>WFSE</td>
<td>Absent</td>
</tr>
<tr>
<td>Renata Jemenidzic *</td>
<td><a href="mailto:renataj@uw.edu">renataj@uw.edu</a></td>
<td>Treasury- Backup for S Baker</td>
<td>Absent</td>
</tr>
<tr>
<td>Sterling Luke *</td>
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</tr>
<tr>
<td>Suzanne Baker *</td>
<td><a href="mailto:bakers28@uw.edu">bakers28@uw.edu</a></td>
<td>UW Internal Audit</td>
<td>Present</td>
</tr>
<tr>
<td>Tracey Mosier **</td>
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</tr>
<tr>
<td>Angie Haggard **</td>
<td><a href="mailto:ahaggard@uw.edu">ahaggard@uw.edu</a></td>
<td>EH&amp;S</td>
<td>Absent</td>
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</tbody>
</table>

Key: *Voting attendee, counts towards quorum (7 needed). **Regular, non-voting attendee.

Recorder of Minutes: Laura Roy, UW Information Technology

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Call to Order
The meeting was called to order at 11:11 a.m. by Jeff Mellema.

Review and Approval of Meeting Minutes
April 2019 meeting minutes approved.

U-Wide Report
Jeff Mellema reported on lab safety 2 year survey.

**New Business**
July kicks off the election cycle. All employees have the opportunity to nominate and vote. For committee we must have more elected members than appointed members. Angie will be sending out more information at a later date.

UW-IT mentioned captioning and PDF accessibility services: Below is some information on our captioning service. We offer pretty much the same service for our document remediation (Gaby is in the process of setting up the workflow, but could answer any questions you may have).

Will include with the next minutes, information on contacts for our IT Accessibility Team and their areas of expertise. Please feel free to contact anyone on the list directly or let me know and I can introduce you to individuals based on your needs. In addition, you can also email any questions you have to help@uw.edu and list Accessible Technology Services in the subject line.

Information on our captioning service:
Accessible Technology Services (ATS) will caption a limited number of UW video presentations without charge through a short-term funding opportunity supported by UW-IT. Individuals, departments, and other units at the UW are encouraged to apply for funding to caption highly-visible, high-impact, multiple use, and/or strategic videos (such as videos available to the public on a high-use website, videos that will be used multiple times in a course, videos developed by several faculty members to be used in several different classes). Applications can be submitted at: [Captioning Project Catalyst Survey](#)

Captioning videos is required when students who are deaf enroll in your course; captioning in this case is provided by Disability Resources for Students (DRS). However, ATS promotes captioning as a teaching best practice that benefits many students, including English Language Learners and students who wish to see the spelling of technical terms used the presentation and to search for specific content in a set of videos. ATS is always available to provide technical support to those who wish to caption their video products and otherwise make IT accessible to UW faculty, students, staff and visitors with disabilities. Contact Doug Hayman at dhayman@uw.edu for assistance. For online resources consult [UW Accessibility](#).

Here is the link to the video about how to [make videos accessible](#).

**OARS Reports**
Jeff said he would follow up on the non-Facilities Services packet.

**Group Reports**

**Student Fiscal Services** – Updating scenarios for emergency planning. Action plan to be updated and a 1st aid refresh.

**UW Facilities** – No report.

**EHS** – No report.

**UW Human Resources** – UWPD has increased patrols after May incidents of dumpster fire and employee attacked on the street.

**UW Internal Audit** – Moving to 3rd floor. Reminder to staff to not do more than they should, there is a reason we hire movers.
**UW Sustainability** – People in the building after hours. Working with building custodial to get more information. Working towards having greater communication with all groups.

**Creative Communications** – No report.

**UW-IT** – No report.

**Controller** – No report.

**Capital Planning and Development** – No report.

**GCA/Proc** – Created new safety board.

**OARS Review / EHS Report**

Meeting adjourned at 11:30 a.m.

**Next meeting: July 11, 2019 via Zoom or at 4545 15th Ave NE, rm 209**

**Quarterly E-mail cc:**
Ann Anderson – Enterprise Services
Sue Camber – Controller
Lou Cariello – UW Facilities
Richard Cordova – UW Internal Audit
Frank Davis – Creative Communications
Mindy Kornberg – Human Resources
Chris Malins – Treasury
Brian McCartan – UW Finance
Aaron Powell – UW-IT