

Minutes  
Faculty Senate Steering Committee  
Tuesday, November 27, 2018  
3B Conwell Hall

**Attendance:**

Present: Rafael Porrata-Doria (Vice-Pres., Law) Kimmika Williams-Witherspoon (Secy., TFMA), Michael Sachs, (Past-Pres., CPH), Quaiser Abdullah (COE), Shohreh Amini (CST), Betsy Barber (STHM), Teresa Gill Cirillo (FSB), Sue Dickey (Secy., CPH), Lisa Ferretti (SSW), Austin Leong (KSoD), Sharyn O'Mara (ART), Vallorie Peridier (CST), Melissa Potts (Pharm), Mark Rahdert (Law), Carmen Sapienza (LKSM), Jeffrey Solow (BCMD), Kimberly Williams (CLA), Cheryl Mack (Coord.)

**Absent:** Cornelius Pratt (Pres., KMC), Paul LaFollette (Fac. Herald, CST)

**Call to Order:**

The meeting was called to order at 1:02 pm.

**Approval of Minutes**

The minutes of October 23 and November 6, 2018 were approved as written.

**President's Report**

Vice President Rafael Porrata-Doria presiding over the meeting

**Vice President's Report**

The Committee on the Revision of the Faculty Handbook needs faculty representation.  
Dr. Frank Schmieder, LKSM, - approved to serve on the committee.

**Guest: Dr. Thomas J. Rogers, School of Medicine (1:30 pm)**

After introductions, Dr. Rogers gave an update on bio-safety.

Carmen Sapienza (LKSM) via WebEx gave an overview of what the institutional bio-safety committee does.

The committee is responsible for oversight of laboratory research. Originally EDNA research. Meetings once a month to discuss issues on Quality Control. According to Dr. Rogers, a form is provided to investigators who are interested in doing this work. The form calls for simple information:

- Room numbers
- Overview of laboratory work
- Potential hazards involved in the research.

Prepared by NIH. It is necessary to spell out the genes that are being studied. There is a place to indicate the trainings that researchers and staff have completed.

Overall hazard levels:  
BSL level 1, low level

BSL level 2, minimum risk  
BSL enhanced or plus, work with HIV  
BSL 3, contagious elements like tuberculosis where there are cures  
BSL 4, would include Ebola virus (we don't have the facilities for this kind of research)

Protective steps:  
Clothing, tools and phone numbers in case of an accident.

Review of these materials at the monthly meetings  
If approved, that form would be given a protocol number  
Reviewed annually and sometimes, with amendments

If there are any changes involved in the research, the committee needs to be informed.

Porrata-Doria (Law): Who checks the labs and research documents?

Rogers: Environmental Health and Safety Department is responsible for this and they come to inspect research labs. If protective clothing is necessary for this research, those kinds of things are checked at that time.

When there are accidents, they are required to report in 30-day periods. When it appears that we are not doing our research correctly, they can audit our records and for egregious violations, the university can be fined and they are. National Defense Fund follows the NIH guidelines. Rogers reported that he frankly did not know the reporting criteria for USDA.

Shohreh Amini (CST): Does the research office get involved?

Rogers: This is something that is done usually involving the Deans of Schools.  
These kinds of research require a sizable investment in the ventilation system.

Technically, because the funding and grants are released through the research office, are they ultimately responsible for ensuring that things are fixed?

Radiation Safety Committee provides another mechanism of oversight.

Mark Rahdert (Law): Are there any long-standing places where we have continually had difficulty?

As an example, Rogers talked about the BSL-Plus designation  
BSL- plus designation is required to have an anteroom. The air handling must be separate from the air handling of the other buildings and/or rooms. If infectious disease is being studied, I think we are in pretty good shape. There are always investigators who feel it isn't always necessary to provide all the information that we require which slows down the approval process. For those individuals who go through the training early, if changes need to be made, they can make the necessary changes very quickly. Sometimes these very esoteric things can have an impact. If the room number is in a room that doesn't support the BSL plus research, we cannot review the protocol.

With regard to ventilation, HEPA filters are inspected annually, and they can last for several years DHS.

For hazardous chemicals, they monitor that every 90 days to check residuals in roof levels. They think that we are prohibited from dumping stuff in the sink. That wasn't always the case and stuff ended up in rivers and other water sources. Now, the university is pretty vigilant about that.

Release of survey results discussion:

We had a thorough and thoughtful discussion. The steering committee agreed that the results be released separate from TAUP and confined to the numerical portions. The steering committee agreed that this would be the cover letter to follow.

*“Dear Colleagues,  
As promised, attached, please find the results of the Faculty Governance and Academic Freedom survey conducted earlier this semester.  
Thank you all for your participation.*

*Signed,  
Cornelius Pratt, Faculty Senate President”*

Moved and approved.

**Old Business:**

None

**New Business:**

Suggestion that faculty senate steering representatives think about participating in:  
WBVC Evaluation  
Cindy Leavitt, VP & CIO, Information Technology Services

Motion to pursue a meeting with President Englert and/or Provost Epps at an upcoming meeting.

Rahdert: Suggestion to work on a constitutional amendment to change the end of semester full faculty senate meeting time.

Who's going to get the bouquet?

**Adjournment:**

The meeting was adjourned at 3 pm

**Next meetings:**

December 11, 2018, FSSC Alter Hall, Room 505 noon-3 pm  
December 13, 2018, University Faculty Senate Meeting, Walk Auditorium

Submitted by,

Kimmika Williams-Witherspoon  
Faculty Senate Secretary