

University Senate Meeting Minutes

New cloud features and programs, along with increased reliability.

A. Question: Some departments don't need high end computers, especially for lab support. What is the procedure for ordering computers with specific requirements?

Answer: Cost is a big factor along with the maintenance. After three years, maintenance becomes the highest cost and is not typically budgeted. Cost of the computer is not as important as what the computer is being used for and the maintenance needed.

B. Question: Technomedia (hiring management system) has issues in terms of what the applicants can download. It's not user friendly. What is the plan?

Answer: As soon as requirements that came with the merger are finished we will get a new system. We inherited this system.

C. Question: Is the Qualtrics system (i.e., replacement for Survey Monkey) up and running?

Answer: Yes, training is available to assist and can be set up on individual desktops for use.

6. President's report

a. Update on Rowan Global - Formerly CGCE. No update at this point.

b. Dual degrees with Stockton College

Stockton thinks they have a market for Engineering majors, but they can't afford to build a program. Students would be admitted to Stockton, but would still have to meet the transfer requirements for Engineering majors at Rowan., best case scenario is they take their classes there instead of here. Few students will probably participate, but this might take some of the load off our math/science courses.

c. President's Discussion Group: President Houshmand would like to develop a faculty committee to brainstorm ideas about the future of the university. Page 2 contains the list of the faculty participating in this discussion group.

e. Background checks for new employees: Background checks will now be required for all new employees. This is a new process and not the same as fingerprinting. Conviction is not necessarily grounds for not being hired as it will depend on the nature/date of the situation.

Question: Does this apply to adjuncts? Answer: Not sure

Question: Is there a policy on what can be used as grounds for hiring vs. not hiring? Answer: No

Comment: Adjuncts often need to be hired quickly. This process would be a problem and we want to be careful as to how this is applied at RU

Comment: As a nurse we need to have a background check - is a state policy.

- f. Freshman village: Administration has received the three proposals needed and a decision to move forward will be made soon.
- g. Sue Rickert retiring: 25 years as the secretary for senate - retiring soon.
- 7. Update on Budget (Chris Simons): Budget is in decent shape. Question: Can you give a parking update? Answer: New parking lots are in progress and will be paved with porous surface which helps with water issues. Additionally, the groundbreaking for the new College of Business building will be on Dec 10th.
- 8. Update on Curriculum (Erin Herberg): Process for curriculum changes is going

Members of the President's Discussion Group

Greg Caputo (Chemistry and Biochemistry)

Dave Klassen (Physics and Astronomy)

Peter Rattigan

each person's employment with Rowan University. These administrators will also assist EH&S periodically to update employee compliance training records.

- D. Principal investigators and supervisors in consultation with EH&S are responsible for assessing the potential hazards associated with the tasks of the participants in the programs under their authority, and also for determining their ability to perform those tasks safely. Each principal investigator must consult individually with EH&S concerning their laboratories. Therefore, each principal investigator or supervisor is responsible for making sure that the participants in their programs are

O. EH&S'

Responsible Facility Official (RFO) - ensures management oversight of the transfer of select agents, consistent with the CDC Guidelines.

Recombinant DNA and Synthetic Nucleic Acid Molecules - Consistent with the NIH Guidelines, recombinant DNA molecules are either: (i) molecules that are constructed outside living cells by joining natural or synthetic DNA segments to DNA molecules that can replicate in a living cell; or (ii) molecules that result from the replication of those described in (i) above.

Select Agent - Select agents are specific pathogens and toxins as defined by Title 42 CFR Parts 73.4 and 73.5. Registration with the Secretary of the Department of Health and Human Services and approval by the Institutional

- G. Department of Labor. Occupational Health & Safety. Code of Federal Regulations Title 29 - Labor; Subtitle B – Regulations Relating to Labor, Chapter XVII – Occupational Safety and Health Administration (DoL), part 1910 – Occupational Health and Safety Standards.
- H. Energy Restructuring Act of 1974, Nuclear Regulatory Commission Standards and Regulations. Department of Energy. Code of Federal Regulations Title 10 – Energy; Part 20 – Standards for Protection Against Radiation.
- I. Prudent Practices in the Laboratory: Handling and Management of Chemical Hazards, Updated Edition (2011) Board on Chemical Sciences and Technology. National Research Council.

The following Rowan University Safety Manuals provide guidance for safe laboratory practices

- 1. General Laboratory Safety manual.
- 2. Biosafety Manual
- 3. Chemical Hygiene Plan
- 4. Bloodborne pathogen Manual
- 5. NJ Workers and Community Right-To-Know

VI. POLICY

Rowan University provides a comprehensive health and safety program for all University laboratories which is described in the Laboratory Safety Plan. The program will be coordinated with other University health and safety policies, including those outlined in Section II of this Policy to ensure comprehensive, customized and non-redundant coverage. Pursuant to this program, minimum laboratory safety standards, which comply with applicable Federal and State regulations and guidelines, are established in a written Laboratory Safety Plan for each School/Unit/Department. The exact requirements of such plans are decided by EH&S, in conjunction with representatives from each School/Unit/Department. The Laboratory Safety Plan contains minimum safety standards which apply to all University laboratories. In addition to the Laboratory Safety Plan, the Select Agents Program is described in this policy.

A. Requirements

- 1. Laboratory Safety Plan
EH&S in collaboration with Office of Research shall establish a Laboratory Safety Plan for each School/Unit/Department. Each plan shall include all of the required components listed in this Policy Section VI and made available to all laboratory personnel who work in laboratories and/or who provide support services that involve

laboratories. If desired, Schools/Units/Departments may use an alternative plan as long as it includes all of the components of this Policy Section VI as well as the Rowan University's Minimum Laboratory Safety standards. All such plans, including alternative plans, must be reviewed and updated annually by the School/Unit/Department, in conjunction with EH&S to reflect any pertinent changes.

2. Required Components of Plan

a) Establishing SOPs:

Written procedures must be developed about common topics, such as working alone, vacating laboratories, conducting laboratory safety audits, storing chemicals, using refrigerators and cold rooms, allowing visitors in laboratories, and permitting unattended operations. Copies of such procedures will be available to all laboratory personnel, to EH&S and will be used in employee training.

b) Controlling Exposure:

Preventative measures must be designed to ensure that exposure of employees to chemical substances is minimized and kept within professionally recognized standards. Such measures will include an appropriate combination of engineering controls, work practices and personal protective equipment.

c) Training:

All employees shall receive initial and subsequent periodic instruction in those safety topics specifically described in the Laboratory Safety Plan. Training is provided annually by EH&S.

d) Requiring Prior Approval:

A prior approval process must be established for those activities, specified in the plan, which may pose an increased risk to laboratory personnel and others who may be present. Examples of activities which may require prior approval include working with a particularly hazardous chemical, or working alone after 5:00 pm.

e) Ensuring Medical Consultation:

- f) Personnel Working with Particularly Hazardous Substances:
Special procedures must be established which set out requirements governing the use of particularly hazardous chemicals, as defined by this policy

- g) Establishing Emergency Procedures and Equipment:
Written emergency procedures for fires, spills, exposures and other likely laboratory accidents must be written and prominently displayed. Emergency equipment such as fire extinguishers, safety showers, and eyewashes shall be readily accessible and kept in usable condition. EH&S is responsible for maintaining and inspecting emergency equipment as necessary.

- h) Maintaining Properly Functioning Protective Equipment:
Protective equipment, such as chemical fume hoods, safety showers, eyewashes, and biological safety cabinets shall be maintained and tested in accordance with any and all applicable regulations and with the manufacture

specified biological agents (viruses, bacteria, fungi), fall under the oversight of the National Select Agents Registry (NSAR) Program <http://www.selectagents.gov/Select%20Agents%20and%20Toxins.html>. The Select Agents Program (SAP) at Rowan University ensures compliance with all applicable federal regulations (7 CFR Part 331, 9 CFR Part 121, and 42 CFR part 73) as well as the NIH Guidelines and the standards set forth in Biosafety in Microbiological and Biomedical Laboratories 5th ed.

Possession of any quantity of select agents, or nucleic acids that encode infectious/replication competent forms of the listed viruses, or functional forms of any of the listed toxins requires registration in the program. To register the use of select agents, users must contact EH&S.

This policy requires training, safe handling, use, and storage procedures. Effective tracking (receiving, shipping, and inventory control) and security of select agents and toxins. Compliance with federal regulations (42 CFR Part 73).

A Principal Investigator (PI) and a Responsible Official (RO) ensure compliance with all aspects of biosafety, biosecurity and incident response. Researchers that handl