DEPARTMENT OF CHEMISTRY AND PHYSICS  
FACULTY MEETING MINUTES  
April 22, 2015


GUEST: President Linda Bleicken.

I. CALL TO ORDER  
The meeting was called to order at 12:05 on April 22, 2015 in Room 2502. Dr. Will Lynch presided.

II. APPROVAL OF MINUTES  
The Minutes from March 25, 2015 were approved with a correction.

III. NEW BUSINESS  
A. Faculty Senate  
Dr. Padgett shared the following:  
  i. University Budget. The Faculty Senate and its Planning, Budget and Facilities Committee requested to have more input and receive more information regarding budget priorities and the preparation of the budget process.  
  ii. Hazing. The Hazing bill was not approved. Instead they decided to further investigate the matter at hand.  
  iii. Faculty Senate Elections. Currently they have candidates for Vice-President but none for the Secretary position. The Faculty Senate voted to change the Constitution Bylaws.  
  iv. Faculty Salary Increase. The final budget numbers are not in yet, therefore, once they are in the Faculty Senate will be informed of the faculty salary increase process.

B. Safety Committee  
For the last couple of years the department has spent considerable time and effort in order to comply with standard safety practices and with the chemical inventory policies and process. This is a very hefty undertaking due to the number of labs that we have and the chemicals we handle. The document with the Chemical Inventory Policies is attached for your convenience since we need to vote on it. Basically, the contents of the document is a step by step protocol about how chemicals are brought in and distributed in the system. The chemical inventory needs to be reconciled twice a year and we plan to do this after the final exams on both semesters. Please refer to Attachment #1 for more details regarding the Chemical Inventory Policies.

The faculty voted unanimously to approve the document with a friendly addition to line #5 regarding the disposal of hazardous chemicals that are in bottles with bar codes.

C. Chemical Waste Removal  
This is just a reminder that the chemical waste removal is scheduled to take place on May 1st.
IV. OLD BUSINESS
   A. Spring Dates
The following are the dates of the busiest week of the year for us as we prepare for the CHEM 4500 seminars:
   i. April 27 (12:00, 3:00 pm) CHEM 4500 – SC 2016
   ii. April 29 (12:00, 3:00 pm) CHEM 4500 – SC 2016
   iii. April 30 (1:00) BCHM 4501 – SC 2016
   iv. May 1 (12:00) Awards – SC 1407

V. PRESIDENT BLEICKEN’S VISIT
President Bleicken visited the department and had an informal chat with the faculty.

VI. ANNOUNCEMENTS
   i. Apr 24 – SAACS last meeting of the semester at 12:00 in room 2001
   ii. Apr 27 - National Science Bowl Finals
   iii. Apr 30 – Coastal Georgia Local Section will honor the 50 and 60 year old members at Tucan Café located at Stephenson Rd at 6:00pm. Please RSVP by Wednesday 29/2015.

Adjournment – The meeting was adjourned at 1:00pm.

cc: Dr. Jane Wong, Interim Dean, College of Science and Technology
    Dr. Brent Feske, Interim Assistant Dean, College of Science and Technology
Attachment 1

Chemical Inventory Policies
April 2015

The State of Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988 requires that an accurate and up-to-date chemical inventory be maintained. In order to fulfill reporting requirements and comply with standard safety practices, the Department of Chemistry and Physics will execute the following steps regarding receipt, storage, and disposal of chemicals.

1. When a chemical is received by the Department, the procurement officer will put the date and course name on the bottle. Chemicals will be labeled with the course number for instructional materials and with the PI’s initials for research materials. The procurement officer will place the chemicals in the “Incoming Chemicals” tray in the general stockroom (Room 2115).

2. For chemicals requiring special handling, the procurement officer will provide a barcode, and place the material in the appropriate location. The owner will date the item, affix the barcode, and upload the chemical information into Chematix. For materials that must be deployed prior to the procurement officer’s ability to process them, the owner must sign and date the packing slip and place it into the procurement officer’s mailbox. The procurement officer will provide a barcode and the owner will upload the chemical information into Chematix in a timely fashion.

3. Lab assistants will check the “Incoming Chemicals” tray on a daily basis when school is in session. Any chemicals in this tray will be barcoded, uploaded into Chematix, and placed in the appropriate location based on the course name or initials of the PI. If the bottle cannot be placed in the correct lab immediately, it will be placed in the “Barcoded Chemical” tray in the general stockroom.

4. Any individual who permanently transfers a chemical from its inventoried location to a new location must update the location in Chematix.

5. All empty barcoded bottles must be cleaned appropriately and returned to the “Empty Bottles” tray in the general stockroom. The lab assistants will update Chematix and discard or recycle the bottle.

6. A physical inventory of all chemicals in the Department will be conducted no less than twice a year.