Meeting Minutes for Executive Meeting 02/08/2016

 Start Time: 5:00PM End Time: 5:55PM

**Introduction:**

* Jackson Informed members about the upcoming events, including the Resume Workshop which is on 02/22/2016. ASSE will be having several professionals critique student’s resumes just in time for the upcoming internship and job fairs.
	+ All interested members, who were at Mondays meeting were encouraged to email a copy of their resume to the addresses below by 2/15/2016:
		- asse@niu.edu

Or, Jackson Everett’s (President of our Student Section) email

* + - jacksoneverett44@gmail.com

All students who have not emailed their resumes yet should try to send them by 02/16/2016 to one of the email addresses above.

If a student forgets to email their resume, they can just bring copies with them. The reason behind receiving resumes early is to email them to the professionals who will be attending the Resume Workshop and get a rough estimate of how many people will be attending.

* Students are asked to bring several copies of their resumes to next Monday’s workshop. (at least 6 copies to be safe)
* The workshop will be held in our regular meeting room, at 5:00pm on Monday, February 22, 2016.

**Guest Speaker:**

Candra Jefferson, a Compliance Assistance Specialist for OSHA spoke to students about all of the recent changes to OSHA standards. She also mentioned that her branch is looking for an intern for the summer of 2016.

**Summer 2016 Internship Opportunity:**

They are looking for an intern to work during the summer of 2016. The candidate should be a dedicated individual who is interested in Occupational Safety and is excited about working with OSHA Professionals.

* The internship is not payed, but the intern will be sure to get an extremely educational experience.
	+ Learn a lot of aspects of OSHA: Const., Gen industry, Plan safety days & conferences, Get in the field!!
* They are looking for people who are in Safety Program, or in Environmental Health!
* Flexible work hours

If you are interested, please send your resume to Candra Jefferson at; Jefferson.candra@dol.gov

Bullet Points from her presentation:

* Each year more than 4,000 Americans die from workplace injuries
* Fiscal Year: October 1 – Sept. 30
* Jan 1, 2015: Changed reporting standards ( All employers must contact OSHA when an employee is killed, work related hospitalization, amputation, or loss of an eye )
* Temp workers must also be trained like regular workers!
* The national Fall Prevention Campaign is on May 2-6, 2016!
	+ Employees are encouraged to Stand-Down to Prevent Falls. More information can be found on the OSHA website.
* All manufacturers are now required to follow the Global Harmonized System (GHS). This deals with required information on all SDS forms.