

Northland Community and Technical College – East Grand Forks Campus
Safety Committee Meeting – September 25, 2008

1. Members Present: Bob Gooden, Dave Hoefer, Rick Compeau, Danika Braaten, Sandy Bratvold, and Becky Lindseth. Members Absent: David Christian, Jeanine McDermott, Jesse Adkins, Julie Fenning, Kate Schmalenberg, Margarita Bracamonte, Rob Jung, Renee Kringlen, and Scott Halle.
2. Committee Charge and Membership – The committee membership structure was reviewed. Jim Jesme and Mary Fontes will serve as ex-officio members of the committee. The committee charge will reviewed at a future meeting.
3. OSHA Training Camp Update – An update was provided regarding the OSHA Training Camp that was attended by Becky Lindseth and Julie Fenning.
4. Safety Inspection – Discussion was held regarding the safety inspection that will be conducted by the OSHA Consultative Division on October 7-8, 2008 on the East Grand Forks and Thief River Falls campuses, the Swenson House, and the Airport site.
5. Safety Training – Discussion was held regarding the scheduling of safety training that will be offered throughout the academic year. Notification will be sent to employees regarding necessary training as it is scheduled.
6. Emergency Drills – It was determined that a lockdown and fire drill should be conducted on each campus during the fall and spring semesters. A severe weather drill will be held on each campus during spring semester.
7. Security – Jim Jesme serves as the Security Director and coordinates the efforts of the work study that serve as security officers. The schedule of security officers is Monday through Thursday when classes are in session from 5:00-9:00 p.m. Posters are being developed that will inform individuals of the scheduled hours, services, and contact information.
8. First Report of Injury – No reportable or unreportable injuries to report.
9. WENS – Discussion was held regarding the Wireless Emergency Notification System that the Office of the Chancellor is securing for use by all MnSCU institutions. The Safety Committee will draft procedures and present to the Cabinet for review. The matter will be discussed at future meetings as additional information is received from the Office of the Chancellor.
10. Environmental Efforts & Logo – A draft of NCTC Environmental Efforts that have occurred during FY08 was distributed for review. Several sample logos were distributed and the committee members noted style preference.
11. Agenda Items for Next Meeting: Minnesota Waste Wise and garbage cans in the classrooms.