



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-February 19, 2008

Time of Meeting-12:00 noon

Location of Meeting-Room 106

MINUTES

Attendees: Becky Lindseth, Bob Gooden, Sandy Bratvold, Renee Kringlen, Jesse Adkins, Rick Compeau, Kate Schmalenberg

Absent: David Christian, Scott Halle, David Hoefer, Margarita Bracamonte, Danika Braaten, Rob Jung, Jeanine McDermott

Topic	Responsible Party	Discussion/Outcome
Call to order		12:05 p.m.
1. Approval of Minutes	Becky	Approved.
2. First Report of Injury	Becky	No reportable or unreportable injuries to report.
3. How to Handle College Restraining Orders & Sex Offenders	Becky/Mary	Becky is going to double check if Mary wants the college to put together and add a Restraining Order Policy and Procedure to our existing Manual. Policy information will be compared to other college policies. NCTC can assist Law Enforcement with student case-by-case situations which could create many scenarios. All employees are empowered to call Law Enforcement personnel. Only if an individual brings this to our attention, will we be aware as a campus, on how to proceed. It is a legal issue, not a college issue. Sex Offender notices would generally alert the community through the legal system, probation officers, meetings, newspaper, television news etc. We provide to the probation officers what we can to assist them whether it be grades, attendance etc.
4. Parking in Front of Shops; Walk-in Doors	Jesse	EGF PD is coming through certain parking areas and ticketing. Employees/students are violating college policy illegally in front of shops and walk-in doors. These areas are marked on the ground and on the buildings. Maintenance staff cannot write up tickets at the current time due to a meeting held with the EGF PD. They said there was no other

		option. Bob and Jesse plan to meet with the EGF PD again to try assume these duties to gain control what has gone out of control in our parking lots. If they discuss the types of problems NCTC is faced with maybe they will understand. Towing cars in fire lanes will continue and the idea of using a tire boot might be considered. A parking on-line survey was recommended for all employees addressing the policy and procedures and the rights to enforce consequences. This information could be brought to the Cabinet for discussion to build administration support. The committee also recommended inserting questions into a student survey that included the facilities and technology areas but there is no current survey under development.
5. Campus Alerts to Students using Technology	Becky/ITS/Marketing	The Marketing/ITS Dept. mentioned this alert system is low on their priority list and probably will not be funded from this group.
6. OSHA Walk-Through NCTC Recommendations	Rick	Rick provided a copy to Becky and Bob of the completed recommendation list of building/maintenance projects given to NCTC after the OSHA Walk-Through in November 2007. Mike Normandin needs to follow-up on the recommendation academic list.
7. Next Meeting		Tuesday, March 18, 2008 rescheduled for March 25th @ 12 noon in Room 106.
Adjournment		12:58 p.m.