

Northland Community and Technical College – Thief River Falls Campus
Safety Committee Meeting – September 23, 2008

1. Members Present: Clinton Castle, Lynell Wayne, Lisa Handley, Kristel Kizer, Kent Wagner, Tim Bergerson, and Becky Lindseth. Members Absent: Anita Lizakowski, Gerald Schulte, Julie Fenning, Shannon Boen.
2. Committee Charge and Membership – With the resignation of Marie Sandsmark, a new AFSCME 206 unit member is needed. A request has been made to the AFSCME Union Steward. In addition, a request will be sent to Jim Jesme to join the committee. The committee charge will be 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. Discussion was held regarding the chain of command if an individual accidentally sets off the fire alarm. It was noted that if this occurs, individuals are to contact Clinton Castle at 684-5564. A brief discussion was held regarding the protocol that differs on the two campuses regarding locking a classroom while classes are in session. Becky Lindseth will research the protocol that may exist for the EGF campus and determine if a college-wide protocol should be recommended.
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 5:00-10:00 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. The sample logos will also be shared with the EGF Safety Committee to receive input prior to a decision regarding which logo will be implemented and utilized for NCTC Environmental Efforts throughout the college. Discussion was held regarding recycling bins on campus. Clinton Castle will purchase and place two recycle bins (plastic and cans) in the cafeteria.