

NCTC Campus Safety Committee Meeting
March 22, 2004
3 p.m.

The meeting was called to order at 3:00 by Chairperson Orley Gunderson in Room 545.

Persons in attendance were Orley Gunderson, Miff Soderberg, Earl Frazer, Shannon Boen, Marie Sandsmark, Jan Strandlie, and Dennis Paesler.

Persons absent were Kristel Kizer, Kent Wagner, Kevin Stuckey, Sheldon Schmiess, Tim Bergerson, and Clinton Castle.

Old business consisted of addressing the safety issues that had been pointed out and not resolved since the last meeting. These issues and the current status are as follows:

- 1) **Cell phones for Security Officers** - Kevin reported that the TRF campus has cell phones as needed and that they are now working to implement the same type of security system for the EGF campus. Bob Gooden at EGF reported that they have 6 security phones at this time which will be installed at each entrance to their building. He stated they do not have their cell phones for their security officers yet, but are working on it.
- 2) **Chemical Agents** - Dr. Gunderson has contacted MnSCU officials and the Attorney General's office regarding liability issues and recommendations concerning the use of chemical agents in maintaining order. The Attorney General's office recommended that mace not be used.
- 3) **Safety Buckets** - Earl reported that the caged-in safety bucket lift at the airport is not up to code at this time, as the braking system must be changed. This will be corrected and a trailer to transport the lift between campuses will be in the budget for next year.
- 4) **Smoking** - New signs are being made for the outside entrances of the college, prohibiting smoking near the building. The committee discussed installing Smoke Outposts (ash cans) in the parking lot areas with possibly a bench for seating which would encourage smokers not to congregate near the building entrances. Earl reported that no smoking is allowed anywhere on the property of the Swenson House—smokers must go across the street to the parking lot.
- 5) **Drinking Fountains** - Earl reported that all drinking fountains have been fixed .
- 6) **Signage in Parking Lots** - Shannon reported that 'No Parking' signs have been placed on the baseball fence. He will see that another is placed by the auto mechanics wing.
- 7) **Security Cameras at the Swenson House** - Kevin, Stacey, Tim, and Earl met with a representative of Electronics Plus of TRF who gave a presentation on what their company had to offer. The group did a walk-through and decided that the ideal situation would be 16 surveillance cameras, many of which would also be used for law enforcement

classwork. Kevin is arranging another presentation from another company to compare their proposals. The committee needs to determine how many cameras we will actually need.

- 8) **Swenson House driveway and sidewalk** - Nothing has changed, but the icy condition of the drive has been partly solved by fewer cars, since parking is prohibited in the area near the house. Earl and Shannon will still look into alternatives for addressing the problem of slippery walkways in the wintertime.
- 9) **Safety Shoes** - This issue was discussed again. Earl and Dennis will study this further and get back to the committee with a recommendation soon. They will also check to see what other colleges are doing in this matter.

The AWAIR committee of Earl, Shannon, Kevin, Jan, and Miff are still working on the document and determining changes or areas that need to be updated. This will be completed before our in-service date in August, 2004.

Chairperson Gunderson called for new business and the following issues were brought to the committee:

- 1) Earl reported on attending a workshop at the Detroit Lakes Technical College sponsored by MnSCU concerning the Fire Safety Program and Hazardous Waste Management Programs dictated by OSHA. He learned that the MnSCU system will be treated as one company, with each branch responsible for maintaining their safety policies and guidelines. MnSCU will be diligent in making sure each branch is in compliance. They have devised a template to compare the practices at each college and have set up a schedule to visit each campus. Miff will work with Earl to develop a policy and guidelines for our campus. There will be one policy for both campuses, although compliance plans may be different for each. The date is July 22 for their visit to Northland at TRF. No date has been set for East Grand Forks at this time.

With no further discussion, the meeting was adjourned by 4:00 p.m. The next meeting will be ??? at 3:00 p.m. in Room 545.

Respectfully,

Jan Strandlie, Recorder