

**Northland Community and Technical College – Thief River Falls Campus
Safety Committee Meeting – March 13, 2006**

1. Members Present: Jerry Schulte, Earl Frazer, Shannon Boen, Marie Sandsmark and Becky Holthusen.
2. Ice/Snow by Library Entrance – The build up of ice and snow on the sidewalk by the library entrance was discussed. Frazer indicated it would cost approximately \$20-25,000 to remove the sidewalk, install culverts, and reinstall a sidewalk. It was determined that funds will be requested from repair and betterment in fiscal year 2007 to replace the sidewalk. In the interim, signage or cones will be utilized to alert individuals to slippery conditions.
3. Automated External Defibrillators - Holthusen indicated the college has purchased seven AEDs. Once a policy and procedure for the college have been established, the AEDs will be installed. Two for the EGF Campus, 1 for each of the following - TRF Campus, MEC, Swenson House, Airport Campus, and one for the softball coach.
4. Sharps Disposal - Holthusen indicated information regarding locations of sharps disposals on campus will be included in the Student Handbook and Employee Handbook. One additional sharps disposal will be ordered to install in the unisex restroom on campus.
5. First Aid Kits – Holthusen distributed information regarding the location of first aid kits across campus. The MEC and Kitchen locations will be added to the list.
6. Crisis Management Plan – Discussion was held regarding the training session that was conducted at the February 21, 2006 in-service.
7. Public Address System – Discussion was held regarding the public address system. It was indicated that the announcement cannot be heard very well in the Student Services suite.
8. Car Insurance Coverage – Jerry Schulte indicated that the State of Minnesota now has out-of-state insurance coverage for state vehicles.
9. Mock OSHA Inspection – Discussion was held regarding contracting with McNeil Environmental in fiscal year 2007 and requesting that they perform a mock OSHA inspection.
10. Capital Improvements – Discussion was held regarding the upcoming construction that will begin in August 2006. The project will take approximately one year and will involve the Workforce Center, Management Education, and Nursing.
11. Meeting adjourned.