



Northland Community & Technical College Safety Committee Meeting

Date of Meeting-April 25, 2007

Time of Meeting-3:00

Location of Meeting-Room 545

Attendees: Becky Holthusen, Kristi Lane, Lynell Wayne, Marie Sandsmark, Kent Wagner & Tim Bergerson

Absent: Jerry Schulte, Clinton Castle, Kevin Stuckey, Kristel Kizer, Sheldon Schmiess and Shannon Boen

Topic	Responsible Party	Discussion/Outcome
1. Call To Order	Becky	Called to order at 3:05 p.m.
2. Approval of Minutes	Becky/Kent	Minutes from the March 21, 2007 meeting were approved (April meeting was rescheduled for April 25 after the March meeting).
3. First Report of Injury	Becky	No reportable or unreportable injuries to report.
4. MSDS Solutions	Becky	Becky secured a college-wide contract with MSDS, Inc. All NCTC MSDS sheet were sent to MSDS almost ready to go. April 30, 2007 is the target date to have the process fully implemented. Becky will conduct a brief demo after Implementation for faculty and staff.
5. Tornado Drill Feedback	Becky	Reviewed the tornado drill feedback. Only concerns: it was hard to hear PA system in some restrooms and will be working on a PA or intercom system for the Discovery Place daycare building.
6. COOP	Becky	Don Beckering was on campus April 18 to meet with Committee Chairs on the Continuity of Operations Plan. Anticipate having Plan complete December 31, 2007.
7. Next Meeting	Becky	Last meeting for this year, resume with meetings September 2007.
8. Adjourned	Becky	3:35 p.m.