

NCTC Safety Committee Minutes

Thursday, September 18, 2014

11:00 a.m. -12:00 p.m.

Room's 290/735/AC13B

Members Present: Julie Fenning, Bob Gooden, Clinton Castle, Amanda Johnson, Brian Huschle, Bryan Berger, Colleen Kukowski, James Retka, Lynell Wayne, Mary Fontes, and Sandy Bratvold.

Members Absent: Becky Lindseth, Andrew Dahlen, Cory Feller, Curtis Zoller, Danika Braaten, James Jesme, Jeffery Laskowske, Jesse Adkins, Kari Conner, Michaela Current (Student Senate), Kent Wagner, and Shannon Boen.

1. **Injury Report:** There was one non-recordable injury to report. An employee strained his back while lifting something awkwardly.
2. **Mandatory Training Update**
 - a. **MnSCU Training Calendar:** NCTC has implemented the MnSCU Annual Training Calendar. Discussion was held on strategies to encourage employees to complete the individual monthly safety training. The system office will be monitoring our completion status and working with us to ensure compliance. **Action Item:** Julie Fenning will send out monthly emails to remind employees of required safety training for the month.
 - b. **Haven:** A discussion was held about the Haven safety training. Resolved.
3. **StarAlert:** An update was given on the StarAlert program. The system office switched to this program as it will upload contact information from ISRS. **Action Item:** Employees should log in to StarAlert to verify their information is correct. **Action Item:** Julie Fenning will add Emergency Contact People to the Cabinet Agenda.
4. **Code Blue Protocol:** A discussion was held on if NCTC should put into place a "Code Blue Protocol". It was determined that we would not implement a formal procedure, however, remind employees to review the Emergency Procedures Manual.
5. **Drug Free Colleges:** Mary Fontes gave an update on Drug Free College. Every two years the campus needs to go through the Biannual Review. Mary Fontes, Bob Gooden, Julie Fenning and Colleen Kukowski will be on the Drug Free Task Group. **Action Item:** Julie Fenning will send out an email to the campus to find out what has been done to promote a drug free campus.

6. FY15 Safety Committee: A discussion was held on the FY15 membership and meeting time.
Action Item: Colleen Kukowski will send a Doodle to the committee members find a meeting date and time. Resolved.

7. Next Meeting: October 2014 – TBA