

NCTC Safety Committee Minutes

November 18, 2014

12:00 – 1:00 p.m.

Room's 149/601

Members Present: Julie Fenning, Becky Lindseth, Bob Gooden, Clinton Castle, Brian Huschle, Bryan Berger, Colleen Kukowski, Curtis Zoller, Danika Braaten, Kari Conner, Michaela Current (Student Senate), Kent Wagner, Lynell Wayne, Mary Fontes, and Sandy Bratvold.

Members Absent: Amanda Johnson, Andrew Dahlen, James Jesme, James Retka, Jesse Adkins, Shannon Boen, and Tyler Beckman.

1. **FY15 Safety Committee Meeting Schedule:** The Safety Committee will meet on the 3rd Tuesday of each month from 12:00 – 1:00 p.m.
2. **Injury Report:** NCTC had one recordable injury to report. The employee lifted something heavy and hurt back. **Action Item:** Julie Fenning shared that this employee had previously completed the back safety training.
3. **Mandatory Training:** Julie presented quotes to convert all mandatory courses in D2L into courses that could be housed in CLMI. CLMI is a learning management system that will reduce confusion for faculty and staff, and reduce time spent preparing reports and sending reminders. **Action Item:** Julie will talk to Chad about creating a website for the new training portal.
4. **Lockdown Follow Up**
 - a. **StarAlert:** A discussion was held regarding how StarAlert worked in the Lockdown Drill. **Action Item:** Julie Fenning will send out a follow up email to all employees/students that each individual must log in and make sure that his/her information is correct.
 - b. **Feedback Report:** A discussion was held in reviewing the Lockdown Drill feedback report and a few additional items were added. **Action Item:** Julie

Fenning will send out a campus wide email with the safety committee recommendation.

5. **Drug Free Colleges:** Mary Fontes gave an update on the small group Drug Free Colleges meeting and the requirements. **Action Item:** The group will meet again to review the plan to make sure NCTC is on target for the completion date of December 31, 2014.
6. **Security phone @ Entrance C:** A discussion was held about the EGF Security phones. **Action Item:** The EGF Facilities department will have the all the phones back and running by the end of the week.
7. **Snow Removal:** A discussion was held about snow removal on both campuses.
8. **Possible hazard: Green PVC pipe by TRF HR:** A discussion was held about the green PVC pipe outside the Human Resources entrance on the TRF campus. **Action Item:** The TRF Facilities department will check in to this.
9. **Items from Committee/ Announcements**
 - a. **MPCA Requirements – Julie shared that MPCA has new training requirements regarding salt usage during the winter months, as well as recycling requirements for facilities with athletics.**
 - b. **Labels:** Julie Fenning will check into getting new labels for the sharps containers stating for sharps and catheter equipment.
10. **Next Meeting: Thursday, December 18, 2014 in room 149/601/AV_AC13**