

# NCTC Safety Committee Minutes

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February 17, 2015

12:00 – 1:00 p.m.

Room's 149/601/AV\_AC13

**Members Present:** Julie Fenning, Amanda Johnson, Brian Huschle, Colleen Kukowski, Curtis Zoller, Danika Braaten, Kari Conner, Lynell Wayne, Mary Fontes, and Sandy Bratvold.

**Members Absent:** Becky Lindseth, Bob Gooden, Clinton Castle, Andrew Dahlen, Bryan Berger, James Jesme, James Retka, Jesse Adkins, Michaela Current (Student Senate), Kent Wagner, Lisa StMichel, Shannon Boen, and Tyler Beckman.

1. **Injury Report:** No recordable or non-recordable injuries to report.
2. **Clery Act Requirements:** Julie Fenning gave an update on the Clery Act Requirements from the recent training she attended.
  - a. **Clery Act Update:** Julie shared that if NCTC has someone in a uniform of any kind, i.e. building attendants, a crime log is required. **Action Item:** A meeting will be scheduled for Julie Fenning, Becky Lindseth, and Jim Jesme to discuss the topic.
3. **EGF Healthy Campus Update:** An update was given on the response to the EGF Healthy Campus email that went out. **Action Item:** Colleen Kukowski will send out a doodle to all that expressed interest and schedule a meeting in March.
4. **OSHA Consult:** An update was given on the OSHA consult that will take place in TRF and Aerospace on June 17, 2015 and in EGF on June 18, 2015. **Action Item:** Julie Fenning will pull the last report and send to the Deans to review with the respective faculty.
5. **Service Animals:** A discussion was held on service animals being on campus. The process will be that if an employee questions a service animal, he/she is to speak with the supervisor or Heather Meng.
6. **Items from Committee:**
  - a. **Drug Free College:** An update was given on Drug Free Colleges to include the study abroad program. A discussion was held on what this would entail for NCTC. **Action Item:** Mary Fontes and Julie Fenning will met to discuss the details.
  - b. **Employee Right to Know Training:** A discussion was held on the Employee Right to Know training that must be developed for all employees. MnSCU's Safety and Compliance team emailed a 58 slide PowerPoint to assist us in

creating the required training. Julie requested volunteers to create a subgroup to help work on the training. **Action Item:** A subgroup of the Safety Committee will work together to make the training more engaging and ADA compliant.

7. **Construction Project at Aerospace:** A concern was brought forth about the safety of students and employees during the construction project at Aerospace. Julie shared that the contractor was responsible for safety signage and barriers. However, if there is a need for communicating with the students or employees, Julie agreed to send out a notice or help with signage.
8. **Next Meeting: March 17, 2015 in room 149/601/ AV\_AC13**