

NCTC Safety Committee Minutes

Tuesday, November 28, 2017

1:00 – 2:00 p.m.

Room's EGF 290/ TRF 662 /AC16

Members Present: Amanda Johnson, Brian Huschle, Bob Gooden, Cory Feller, Colleen Kukowski, Kari Conner, Mary Fontes, Sandy Bratvold, and Shannon Jesme.

Members Absent: Abdul Chamma, Andrew Dahlen, Clinton Castle, Curtis Zoller, Danika Braaten, Lisa Anderson, Lynell Wayne, Mike Curfman, and Shannon Boen.

1. Injury Report: Kukowski

a. **Employee:** One recordable injury to report. **Corrective action:** Be alert and obey all traffic laws while driving. A committee member also suggested the book “Deadly Wandering” should be read as it will give us a whole new view of texting and driving.

b. **Student and Guest Campus Forms:** This form is located in two places <http://www.northlandcollege.edu/safety/report-injury.php> and <http://www.northlandcollege.edu/employees/ids/employee-forms/> the form should be filled out and turned into the Business Manager.

2. **Lockdown Drill:** The last lockdown drill was on Wednesday, October 25, 2017 @ 9:30 a.m. in TRF and Aerospace then @ 1:30 p.m. in EGF. **Action Item:** Facilities will need to check the equipment and recording before the next drill.

3. **Fire Drill:** The last fire drill was on Monday, November 20, 2017 @ 1:45 and the next scheduled drill is scheduled for Jan. 17/18, 2018

a. **EGF** – Facilities will check into why the fire alarm did not go off in the 700 building.

b. **Aerospace** – The speakers are installed and will be connected and tested before the next drill.

4. **MNSCU Safety Perception Survey (SPS) results:** The MNSCU Safety Perception Survey show us what NCTC scored high and low on. **Action Item:** It was decided that the committee would review the Safety Perception Survey for the January 2,

- 2018 meeting. **Action Item:** The campus specific goals are due February 1, 2018 so a small group of committee members will meet on Wednesday, December 27, 2017 to review and address the results, put together specific goals based on the information in the report, and take suggestions from the committee.
5. **ELM:** The following update was given regarding the timeline of moving the following HR related training to ELM. NCTC will be moving all employee's over to ELM training the start of next year.
- a. **Code of Conduct** – New version is available in ELM now. As new employees are hired, we will direct them to the ELM version. The old D2L version was active until the end of November for people who have already started.
 - b. **Sexual Harassment Prevention** – This information is incorporated into the new Code of Conduct training. At the end of November the D2L course will be permanently retired.
 - c. **Public Jobs, Private Data** – The system office is working with the data privacy experts to convert the course out of D2L and into ELM. They hope to be finished by the end of December.
 - d. **Personal Empowerment through Self-Awareness (PETSA)** – The course needs to stay in D2L because the primary audience is students. The system office is currently working with ASA to upgrade the information. Once that's done they will see if there is an easy way to mirror it in ELM for staff.
 - e. **Bonus** - the new Code of Conduct course also includes the new respectful workplace policy.
6. **Tornado Drill process:** A discussion was held on the process of unlocking/ locking the tornado shelter doors by using the phone system. EGF currently was a button inside receiving for tornado drills to unlock the shelter area doors. **Action Item:** Bob, Jason, and David Paul are working together to smoothen out the process.
7. **Next Meeting: Tuesday, January 2, 2018 Rooms TRF 662/ EGF 290 / AC 16**
- **In place of the December 26, 2017 meeting**