

NCTC Safety Committee Minutes

Tuesday, January 25, 2022

1:00 – 2:00 p.m.

Zoom Room

Members Present: Clinton Castle, Cory Feller (Chair), Shannon Jesme, Amanda Johnson, Colleen Kukowski (recorder), Melissa Marcott, and Lynell Wayne.

Members Absent: Abdul Chamma, Michelle Benitt, Lisa Bottem, Andrew Dahlen, Bob Gooden, Brian Huschle, Shamani Shikwambi, Danika Johnson, Kristel Kizer, Brian Larson, DeLoris Larson, Stephen Nelson, Jason Pangiarella, Jodi Stauss-Stassen, and Curtis Zoller.

1. **Injury Report:** NA
2. **Property damage / Working Conditions:** NA
3. **AED Training:** A discussion was held regarding the AED training that will be offered to employees. Employee's will learn how and when to use an Automated External Defibrillator (AED). Employees interested in the training should contact Cory Feller. Calendar appointments have gone out to departments that are requiring the training. **ACTION:** Training will be offered Andy M. on the TRF campus on Wednesday, January 26, 2022, at 11:30 a.m. Then Kelly M. will offer the training on the EGF on Friday, January 28, 2022, at 12:30 p.m.
4. **COVID:** A discussion was held regarding the following.
 - a. **Cases:** The number of cases in both counties have increased. There has also been an increase in numbers at the college.
 - b. **Vaccine:** Student life held another clinic, this semester, for students to get the COVID and Flu vaccines. The 2nd clinic will be on February 9th so students can get the 2nd round.
 - c. **Signage / Masks:** New posters have been printed to help raise awareness of how to wear a face mask correctly. Posters have been hung up on the TRF campus and will be going up at Aerospace later today. Cory will be in EGF on Wednesday to hang up the posters. The CDC is recommending that individuals wear N95, KN95, or disposable 3 ply surgical masks. KN95 masks have been purchased in addition to the

disposable masks. New containers will be placed by the entrances to hold both styles of masks on all locations.

5. **ELM Training:** Thank you for the employees that have already completed the training. A discussion was held regarding the ELM HR and Safety training that has been assigned/reassigned to employees. **ACTION:** Employees complete all seven courses in addition to the training required for your position by May.
6. **Fire Drill Feedback:** A discussion was held regarding the fire drill that took place on January 20, 2022. There are still a few details that need to be completed to get the public address system upgraded and running.
7. **Items from Committee:**
 - a. **Confined Spaces Training:** A discussion was held regarding when confined spaces training will be held. **ACTION:** Cory will set up the training during spring break.
 - b. **CPR Training:** A discussion was held regarding offering CPR training to employees. **ACTION:** Cory will check with Kelly on offering a class.
 - c. **Self Defense Training:** A discussion was held regarding offering a self-defense training class for students. **ACTION:** Shannon will bring this up to the deans and report back at the next meeting.
8. **Next Meeting:** Tuesday, February 22, 2022, via Zoom