

Northland Safety Committee Minutes

Tuesday, February 28, 2023 – Via Zoom

1:00 – 2:00 p.m.

<https://minnstate.zoom.us/j/92266929027?from=addon>

Members Present: Clinton Castle, Michelle Benitt, Cory Feller (Chair), Amanda Johnson, Brian Larson, DeLoris Larson, Rachel Larsen, Colleen Kukowski (recorder), and David Lovly.

Members Absent: Danika Johnson, Melissa Marcott, Curtis Zoller, Abdul Chamma, Andrew Dahlen, Kristel Kizer, Stephen Nelson, and Jeff Pool.

Safety Agenda

1. **Welcome:** To three new members of the committee: David Lovly (CJ instructor and security Coordinator), Rachel Larsen (HR/ Commissioners Plan), and Jeff Pool (New Dean/MMA).
2. **Injury Report:** HR reported that there were no non-recordable or recordable injuries to report for the month of February.
3. **Minnesota State Public Safety and Compliance campus visit:** A discussion was held regarding why the MN State Public Safety and Compliance was on campus. The committee reviewed the areas where Northland made the Best Practices List. Then committee looked at a few areas of the walkthrough inspection findings the Northland needs to work on. **ACTION:** The committee is to review the report in its entirety and send any questions to Cory Feller for the next meeting.
4. **Minnesota Department of Administration Risk Management:** A discussion was held regarding the walkthrough by Global Risk Consultants on behalf of MN Department of Administration Risk Management. Once they complete the report it is sent to Northland. The committee reviewed the Global Risk Consultants - Fire and Property Survey for the East Grand Forks campus. **ACTION:** Cory will work with the departments and Administrators of the areas that need correction. **ACTION:** The Committee will review the TRF campus report once it is received.
5. **Safety Perception Survey:** A discussion was held regarding the Safety Perception Survey. The last surveys Northland took were in 2017 and 2019. This year the survey will be sent out and conducted through Survey Monkey. **ACTION:** The link will be sent out to all employees. Employees have a two-week window to respond to the survey.
6. **Emergency Procedures Manual:** A discussion was held regarding the update of the Emergency Procedures Manual. **ACTION:** The committee is to review the Manual http://www.northlandcollege.edu/safety/docs/northland_emergency_procedures_manual.pdf and send updates to Cory. **ACTION:** The committee will review the proposed changes at the next meeting.
7. **Tornado Drill:** An update was given on when the next Tornado Drill will be held during Severe Weather Week. The drill will take place at all locations on Thursday April 20, 2023 @

1:50 pm. **ACTION:** All employees and students should participate in the tornado drill. Any areas of concern should be reported to Cory.

8. Security Agenda: An update was given on the status of the Security Task Force group in the following areas. In addition, an update was given regarding the changes that were made on campus to increase safety for employees and students (i.e. locks and cameras).

- a. The new group will have their first meeting Mid-March with David Lovly in the roll of Security Coordinator. **ACTION:** The group will meet monthly until everything is in place and will provide the Safety Committee with updates.
- b. An overview of security project was given to the Safety Committee. This project is to strengthen partnership with law enforcement. David will work on trainings, lock down procedures, and the MOU's.
 - i. Law enforcement visibility: A discussion was held regarding receiving better coverage, having campus attendants, and having better structure on campus.
 - ii. MOU: A discussion was held on the importance of the MOU's that are completed every two years in October. David will work closely with the local law enforcements on trainings for the college.
 - iii. Training: A discussion was held regarding active shooter training and the styles of training provided in the past. The TRF Law Enforcement now has a response team and David is going to meet with them to get recommendations for the college.
- b. Campus Attendants: A discussion was held regarding the roll of campus attendants. Campus attendants will provide evening and event security on campus. David will be working on getting attendants scheduled, create and provide services similar to what the college had in the past.

9. Items from Committee:

- a. **Sharps:** A question was asked regarding the sharp's containers. A discussion was held and a recommendation was made that when the programs are not using the sharps containers they should be in a locked room.

10. Next Meeting: Tuesday, April 28, 2023 - via Zoom