

NDSU Loss Control Committee

Meeting Minutes

July 15th 2021 at 1:30 pm

Call to order

Jen Quenette called to order the regular meeting of the Loss Control Committee at 1:30 pm via Zoom.

Attendance

Voting members present: Bret Mayo, Lois Christianson, William Vandal, Mike Ellingson, Scott Woken, Becky Hellman Tangen, Kristina Astrup, Emily Frazier, Angela Fowler, Lezlee Johnson, Jeff Gimbel, Jennifer Quenette, Mike Borr.

Voting Members Absent: Kevin Matheson, Michael Kangas, Steve Bergeson, Jane Busko, Enrique Garcia

Ex-Officio Members Present: Monty Botschner

Introductions

Approval of minutes from last meeting held January 16, 2021

Review of unfinished business/standing committee reports

Forestry- The Forest Service held their spring safety meeting on March 16 2021. All field offices were represented and reports were submitted by each.

The agency's need based budget was passed and included capitalized equipment and extraordinary repairs including a roof replacement on the nursery main office and parking lot repairs to the Bottineau Field office. The projects are set to begin this fall.

Due to heightened concerns for wildfires, beginning in early March key state agencies and the National Weather Service have been conducting periodic meetings to gauge fire conditions across the state and make decisions on levels of readiness for these state agencies over the course of a select number of days, usually 3 to 7. Partners include: ND Forest Service, NS State Fire Marshall's office, Federal Fire Partners, ND Civil Air Patrol, ND National Guard, ND Department of Emergency Services -Homeland Security, and others.

There was also representation among the leadership of the State Drought-Wildfire Unified Command, participating in biweekly command and staff calls. This is a tool employed by ND Department of Emergency Services – Homeland Security to leverage all the talents and

capabilities of the whole of state government in response to the Governor's Executive Orders declaring a drought emergency and a statewide fire emergency.

The ND DES has encouraged counties to implement burn bans. Our state forests observe the burn bans by prohibiting campfires in all our campgrounds. In addition, we have been very active with joint communications including major fire updates and fire prevention messaging.

Agriculture- No report

Environmental Health and Safety- The Safety Office has been inspecting lab spaces and in the first 6 months of the year they completed 10,670 inspections, out of that there were 91 initial violations, a decrease of 33% from the previous period. There were 3 repeat violations which is a 75% decrease from the previous period. Safety Office has handled 25,146lbs of hazardous waste in the first 6 months of this year which is up 16% from the same time last year. In all of last year there was just over 31,000lbs and they are on track to surpass that by end of summer. The Safety Office has been working on a safe hotplate initiative. This replaces hot plates that have a design defect making them susceptible to fires. Such as the ones in Dunbar 50 a few years ago and the most recent fire in Ladd 105. The hotplates are arriving in batches due to supply chain issues and as they arrive they are exchanged with a defective hotplate. So far, the Safety Office has replaced roughly 200 hotplates. They are also working on detailed planning of moving Chemistry out of Ladd and Dunbar and into Sugihara. This includes movement of equipment and chemicals.

University Relations- No Report

Loss Control and Claims- Since the last Loss Control Committee meeting - nine Baseline Safety and three Supervisor Safety trainings have been held on Zoom and attendance numbers continues to be good. They will be transitioning to make in-person trainings available while still offering trainings via Zoom and the online training courses. The scheduled trainings can be found on the Baseline Safety/Supervisor Safety training website. With the start of the new fiscal year, please encourage your employees to complete their safety trainings and any specialized departmental trainings. There is a campus-wide Baseline Safety training scheduled for Thursday, July 22nd at 9:00 am on Zoom. The lawn mower safety reminder was sent out in April. As a reminder please keep enforcing the 24-hour reporting – that is required per Policy. They have finalized the non-employee incident reporting form in DocuSign. The Wellness Center has agreed to test the new reporting form. Please watch for news on the official rollout of this form to all of NDSU. We're in the heat of summer. Please be sure to be implementing safety measures to insure employees working in the heat are: drinking adequate fluids (water/sports drinks); working shorter shifts or adjusting shift hours to avoid the highest heat of the day; knowing how to identify symptoms of heat related illnesses quickly and actions needed. Monty has a good article on this on the front page of the June Safety letter.

Fall semester will soon be upon us. With that, we have an increased number of people (students, staff) on campus and employees can be rushing to complete their tasks. Please remind your employees (staff, co-workers, students) to: slow down, be aware of surroundings and distractions and remember their safety trainings and proper procedures.

The two loss control reports were provided in advance by email (workers' comp [employees] and the tort [non-employees, students, guests and property damage]). The reports go from 1/1/2021 through 6/30/2021.

Insurance and Service Contracts- No Report

Personal Safety and Security- University Police has received 5 new AED's through a ND Public Health grant for their squad cars. They are waiting on the contract issues to be worked out before they can be put into service. Police and Call Center radio equipment arrived for the SIRN 20/20 project. The hope is to have them operational before the start of the new semester. University Police will be having several training days before school starts to include de-escalation training. University Police ended the school year last year with a few protests and marches around campus and are expecting the same thing when the students return this fall. The chief of police has been visiting with Fargo Police about that and plan going to take the same approach as they did last year, which is to try and protect them as they move around the campus, certain city streets and make sure no other vehicles come into the crowd.

Facilities Management- Parking lots SF, BC and W lot near the Weibles- Bison Court- Stockbridge area is just about complete. The stripping has been done so there is just some landscaping to finish. The goal of the project was to create a walking path along the east side of Stockbridge since there was never a sidewalk there. Also, on the south side there was not a sidewalk so one was added. Some other street projects include one up by USDA building, by the Fargo dome, that street was in rough shape and had a phase 1 improvement- other phases to follow. There is a street project taking place by Ceres and the President's house, where some sewer work was being done. There is a delay in receiving street lights but contractors offered to put up temporary lights until the permanent ones can be installed. Sugihara is still on track, plan is to start moving into the building end of November beginning- of December. Once everyone is out of Dunbar the abatement work will begin, then they will start tearing down half of the skywalk, it's shutdown and will be closed down during that time period. On the west side of the union they're building the columns for the new skywalk that goes to the memorial union. The plan is to get that done and get the fencing out of the way so the students will have that means of an egress and the sky walk will be built next March. Projects on the north side of campus are the outdoor track- contractors are currently doing some curbing and hope to have the track paved by the end of the month. Then there is a 30 day wait period before the next contractor can come in and put down a new track, which will meet NCAA standards. The steel

has been ordered for the indoor practice facility. They should start doing footings and foundation in September. They are also proceeding with a project called Ag Product Development, it is a building that will go kitty corner across 18th from the Wellness Center. NCI, Harris hall and then the meats lab from Shepherd will all go to this new building. A design firm has been hired and the hope is to start construction next summer with an 18-month construction timeline. HR moved to Hastings hall. Event space at Barry Hall is complete. A couple other small projects on campus are a kitchen upgrade at RDC, then some infrastructure work between RDC and Johnson Hall where trees were removed and a plaza created in that area for students. The entrances will now be on grade, they previously were not accessible but are now. Adding in cornhole games, picnic tables, and space to hang hammocks.

Athletics- Wrestlers are starting to show up for the tournament. Everything is on schedule to be normal for fall.

Research Creative Activity- Search is underway for Vice President of Research and Creative Activity. All the staff is back on campus. There have been some staffing changes, two positions had RIF reduction and two retired so they are working on hiring for those replacements. They also had a power outage that damaged a piece of equipment because the generator didn't kick in quick enough so they are working with Facilities on filing a claim to the state fire and tornado. Bret asked who to contact at Research park since the person we had for contacting was a RIF position and Becky said to contact Aaron Reinholz for now.

Human Resources- Staffing changes. Hiring a new director who will hopefully start by September.

Student Affairs & Enrollment- There have been some staffing changes. Deb Martin is retiring and Tabitha Thomas will be taking over her role and Amy Knudson was hired to take over Tabitha's role with immigration work. Heather and Emily have been working with harassment and discrimination claims to revamp the form to file complaints. This new process will be online and the form should be up and running before the start of Fall semester.

IT- IT has blocked roughly 30 computers on campus for different bandwidth or policy violations, there are still 18 of them blocked, the others have been taken care of and situations have been resolved. They have reviewed multiple different software purchases, half of them dealing with data as well. There was an incident recently with computer vulnerability, if any windows computer has a printer installed there could have been a piece of code that somebody could have run that would have full access to the computer and they would be able to do anything they wanted to as a system account rather than just as an administrator or general user. IT was able to put in a group policy that blocks that capability Microsoft did not really fix the vulnerability right away. So that vulnerability was sitting out there for about a month with the ability for anyone to put this code and fire it against us. They did do a block on the network on

port four or five which had an unintended consequence for awhile for a couple of departments. Also, IT has been tasked to talk to all of you and see if you can get those unsupported departments into support. So, departments that aren't supported by central IT, should be added so they can push policies out a lot easier. Over half the computers on campus are not supported by IT, so when things like this happen, they can't really fix them without blocking some access or doing draconian type events. There is also a data loss prevention in Microsoft Office 365. So, if you send out a message that has a SSN or credit card number, or something similar it will be blocked. When that happens, the sender is notified. Secure file transfer should be used when sending out personal and identifiable information. This block feature is currently only activated for outgoing mail but will possibly also block incoming mail in the future. There are secure file drops that can be set up for incoming mail for individuals and departments.

Academics- This year for orientation they had a prerecorded video for safety and security presentations for incoming students and family. The code of student conduct was under review this last spring and that will be going through process and implanted through emergency process through the president then it will go through the Senates per policy in the fall semester. Office held a restorative practice training in late June, this will be another way that they can address student behavior as well as when they have situations that cause harm on campus that are not necessarily policy violations. So, some of the racially charged interaction that have occurred that are considered free speech, but still are problematic for our community will have some additional options to work with our community and hopefully address things better and repair harm to community members. This office also fully transitioned from the behavior intervention model to the care team model. This year they were able to work with over 120 students in a variety of ways for concerns that were forwarded their way.

Public Health and Safety- The Safety Office hosted Sanford Health Plan Wellness Program Specialist twice since the last LCC meeting. February was a presentation for a discussion on Financially Flourishing and then in April, a discussion on Mindfulness. Both presentations were very well received. During the month of May, Sanford also hosted a "Marathon in May" event through their web-based platform. Of all state agencies, NDSU placed third when it came to the number of participants.

Ergonomic assessments were done largely via Teams, but are now getting back to in-person assessments. There was a small increase in requests to provide adjustments to chairs that may have been relocated due to remote working. Just a reminder to make sure that you have employees contact Safety Office as soon as they begin experiencing any issues so that assessments can be done and can work toward improving their workspace before long term injuries arise.

Both the Risk Management Discount Program and the ND Risk Management Workers Compensation Discount Program Audits were submitted RMWCP/RMDP – packets sent to Risk Management the first week of May and now are waiting to hear back about what discounts will be received on our premiums. The WSI experience rate is at a -13.9%. Although it is still a discount, it is not where we would like to see them next year. There were a small handful of severe cases that made an impact on this rate. The rate had initially come back to us at a -12.5%, but there were some discrepancies and so WSI to make some adjustments.

Jen worked with Josie Hayden to get all of the Occupational Health Program files loaded into Novelution – making the process easier whereby researchers/PI's can now login to Novelution and they know where they stand with their training requirements.

In May Jen participated in the statewide loss control committee meeting, hosted by ND Risk Management.

You may have noticed an email that went out on the NDSU Official listserv on July 12th (Monday), can't stress the importance enough to please get your Annual Notice of Policies/Designated Medical Provider requirement completed immediately. Please communicate to your departments and your employees the importance of completing this mandatory requirement. There will be follow up emails coming that will eventually escalate as necessary. everyone's attention and assistance with this requirement is appreciated.

Other Old Business- No other old business.

New Business- Majority of campus buildings have already been inspected for the year. Residence life buildings are scheduled to begin in September. The remaining buildings on campus will continue to be completed throughout the summer and fall semester. Research Extension Centers have been asked to complete self-inspections. Defensive driving has continued to be offered online with 55 participants taking part during 2021.

Reached out to ND DOT's Robin Stephens to schedule some in-person training on campus beginning in the fall. Summit companies has completed the annual inspection and servicing of just over 50% of the extinguishers on campus. There were no issues and annual servicing is proceeding as scheduled.

Fire drills are planned for "A" occupancy buildings during the week of 8/13. An announcement will be sent through the staff/faculty listserv early next week.

Future Meeting- January 13, 2022 @ 1:30pm- Memorial Union, Peace Garden Room

Meeting Adjourned 2:09 pm