

## **NDSU Loss Control Committee**

**Minutes** - Approved 10/20/2010

**Date:** July 21, 2010, 10:00 a.m.

**Place:** Mandan Room, Memorial Union

### **1. Call to order and attendance**

The meeting was called to order at 10:00 a.m. by Jolean Pederson, Chair

#### **Voting Members Present:**

Jolean Pederson (Chair), Jennifer Baker, Kevin Schindlbeck (Voting Member position vacant, Kevin attending as alternate), Martin Hoag, Steve Bergeson (alternate for Laura McDaniel), Scott Magnuson (alternate for William Vandal), Debra McDonough (alternate for Rick Johnson), Kristi Breiland, Kevin Matheson (Voting Member position vacant, Kevin attending as alternate), Stacey Winter, Melissa Lamp, Lois Christianson, Michael Harwood, Ray Boyer

#### **Voting Members Absent:**

Josh Hemingway, Colette Erickson, Michael Kangas

#### **Ex-Officio Members Present:**

Tammy Aronson, Gina Haugen (alternate for Bruce Bollinger)

#### **Ex-Officio Members Absent:**

Ted Jirik, Mike Borr

### **2. Introduction of visitors**

Dustin Jensen, Director, Ready Campus Initiative Grant

### **3. Review and approval of April 21, 2010 minutes**

Jolean Pederson asked for changes and/or corrections to the minutes of April 21, 2010

Kevin Matheson moved to approve the minutes as submitted. Steve Bergeson seconded the motion. Motion carried.

### **4. Review of unfinished business**

#### **• Standing Committee Reports**

**Forestry** - No report.

**Agriculture** - Kevin Matheson updated the committee on activities as follows:

- The meat lab is having some issues with the processing of large animals. The Ag Service Center and Facilities Management are looking at ways to correct the problem.
- They are also looking at installing standby generators at the 19<sup>th</sup> Avenue Swine Barn. Currently, power outages are handled by tractor power take-off system.
- Kevin reported that Phase I of the new Agriculture Greenhouse complex is almost complete. Julie Hochhalter has been hired as Greenhouse Manager. Julie has been working with the Safety Office on a variety of safety requirements for the new facility.

**Environmental Health and Safety** - Mike Borr was unable to attend the meeting, but asked Jolean to inform the committee that he is continuing to work on the same issues as reported at the April 21, 2010 meeting.

**University Relations** - Steve Bergeson reported that President Bresciani has been meeting with individuals and legislators in the western part of the state and has been very active in these outreach endeavors.

The President has also been meeting with people on campus and is looking to form focus groups for strategic planning.

**Loss Control** - Jennifer Baker informed the committee that NDSU's experience rate for the upcoming premium period is -7.3%. The calculation used to determine the rate has changed from five years of claim frequency and cost to three years. The new calculation has caused NDSU's experience rate to change from approximately -14% to -7.3%.

Jennifer reviewed the Baseline and Supervisor Safety Training numbers as indicated on a bar chart. Jennifer stated she has several departmental training sessions scheduled prior to the start of the academic year and that the monthly sessions will resume in September. Jennifer will send out an e-mail notification as to the dates and times.

Jennifer reviewed the June 2010 issue of Risk Quick Tips with the committee.

**Insurance and Service Contracts** - Stacey reported that Beth Tibke in her department is continuing to work on departmental inventories for State Fire and Tornado Insurance coverage. Each department will be required to provide the cost of their equipment and furnishings for this purpose.

The Annual Notice of Conflict of Interest has been e-mailed and Purchasing has received approximately 100 completed forms in response to the notice. This is up from prior years. Conflict of Interest language has been added to the Consulting Agreement.

**Personal Safety and Security** - Scott Magnuson reported that the Police have one officer at a "train the trainer" active shooter training. The Police have also been preparing for the start of the academic year. Scott mentioned that the Police are at full staff and that they are preparing for the August 5, 2010 emergency preparedness exercise. (See Dustin Jensen's report for additional information.)

**Facilities Management** - Kevin Schindlbeck stated that evaluation of the Minard Hall collapse is continuing.

Jolean Pederson asked about the new Facilities Use Agreement. Kevin indicated that they are receiving some resistance to the new form. Some areas are using the form without problem, but other areas do not want to use the agreement. Discussion followed.

**Athletics** - No report.

**Research Technology** - Kristi Breiland stated that their semi-annual training has been completed which included Baseline Safety Training. Kristi thanked Jennifer Baker for presenting the training to their department and urged other departments to do the same. Kristi also stated that their annual fire/toxic gas alarm training will be conducted this fall.

**Human Resources** - No report.

**Student Affairs** - Michael Harwood reported that they are preparing for the upcoming opening weekend. Residence Life will be conducting training for new and returning staff to include Baseline Safety Training, fire extinguisher training, and training on other safety issues.

Michael indicated that he is part of the Task Force charged with the implementation of the new Non-Smoking Policy (Policy #153). The Task Force expects to have the implementation plan ready by this coming fall semester.

**Information Technology** - Marty Hoag reported that phishing attempts are an on-going issue. Employees are urged to be aware of attempts and to just delete any suspicious e-mail. ITS will never prompt an employee for their address and/or password.

The IT Division is preparing video training on computer safety/security for students.

The 'All Employee' listserv is being worked on by University Relations.

**Equity, Diversity and Global Outreach** - Lois Christianson indicated that Deborah Maertens has been appointed as her alternate on the Loss Control Committee.

Lois also indicated that the on-line employment application system is being updated.

Lois reported that a meeting will be held this afternoon to discuss having all annual training and announcements be located at one location (website).

**Academics** - Melissa Lamp informed the committee that new faculty orientation will be held August 16 - 18, 2010. Jolean requested that the University Police and Safety Office be added to the agenda. Melissa indicated that the agenda has been finalized, but would pass along the request.

**University General Counsel** - Debra McDonough reported on the Employee Code of Conduct Policy. This policy has been added to the Annual Notice of Risk Management Policies/Designated Medical Provider (DMP) form. New copies of the form have been distributed to departments for new employees to complete. The new form will be distributed to all employees during the annual mailing which occurs in early spring.

Debra reported that training will be offered on "Operation Find", which is a university wide plan to prevent the unauthorized access of Social Security Numbers on university computers.

Jolean Pederson asked about the Visiting Scholars/Researchers policy. Debra stated that the policy is in progress. The policy will assist in identifying individuals that are on-campus using campus facilities/equipment but are not NDSU employees. The policy will also aid in identifying necessary training and authorized access to campus facilities.

**Public Health and Safety** - Jolean Pederson reported that the student travel policy has been completed and will be forwarded to the Policy Coordination Committee.

Jolean touched on the full scale exercise that will be conducted on August 5, 2010.

Jolean stated she has been working on the Cleary Act fire reporting requirements.

Jolean also indicated that the NDSU Accident Review Board met in June 30, 2010. The Safety Office has noticed an increase in the number of accidents and that some of the reports are being submitted late and do not have enough information about the accident. Employees are asked to submit their reports on a timely basis and to be sure to provide the required information.

Jolean continues to conduct ergonomic assessments and is working with Facilities Management on work station design.

- **New Business -**

**Dustin Jensen** informed the committee that NDSU participated in the June 24, 2010 Emergency Management Institute training. Thirty to forty NDUS employees attended the training with eight NDSU staff participating.

Dustin also reported that today was the last day of a three half-day Community Emergency Response Team (CERT) training.

An emergency management training exercise will be held August 4, 5, and 6, 2010, with a full scale exercise scheduled for August 5. The exercise on August 5 will be a multi-agency response with participants from the Fargo Fire Department, Innovis Health, NDSU, Fargo/Cass County Emergency Management, Fargo and NDSU Police Departments, and the 81<sup>st</sup> Civil Response Team in Bismarck. A review of the exercise will take place on August 6. Ray Boyer indicated he has sent an e-mail to the NDSU campus listservs to inform the campus of the event.

**Mandatory Training.** Jennifer Baker reminded the committee of the need to have all employees complete the required annual training. Jennifer indicated that response has been good, but improvement is still needed.

**Tammy Aronson.** Reported on the lack of response to repeat building/fire inspection violations. Ray Boyer stated that a follow-up response process is in the works and should be completed soon. Ray further explained that departments have up to 30 days to respond to the fire inspection reported violations. The response can be either that the violation has been corrected or; if not corrected, what corrective action is planned. The new process would include sending a reminder memo to the department and if no response is received within 20 days, the violation would be sent to the appropriate vice president. Ray indicated that NDSU faces potential legal action for non-compliance.

Jolean Pederson asked for the committee's support of the above described process. Marty Hoag moved to approve the building inspection compliance process as indicated above. Lois Christianson seconded the motion. Motion carried.

There was no other new business.

**Review of incidents/accidents** - Jolean Pederson called for a motion to go into executive session. At 11:20 a.m. Kevin Schindlbeck moved to go into executive session, per NDCC sections 32-12.2-11 and 44-04-19.2. Jennifer Baker seconded the motion. Motion carried. The topic of the session was review of employee incident reports (medical, non-medical, near miss) as tracked by the University Police and Safety Office, and review of the 3<sup>rd</sup> party reports as tracked by Jennifer Baker. The date range for the employee incident reports was April 16, 2010 thru July 15, 2010.. The 3<sup>rd</sup> party incident reports date range was April 16, 2010 thru July 15, 2010. By law the executive session was recorded. Jennifer Baker moved to close the Executive Session. Marty Hoag seconded the motion.

**Executive Session ended at 11:33 a.m.**

- 6. Future meeting Schedule**  
Proposed 2010 meeting schedule.  
October 20, 2010, 10:00 a.m.
- 7. Adjournment**  
Meeting adjourned at 11:35 a.m.

Respectfully submitted,

Stephanie Wegner  
Administrative Assistant