NDSU Loss Control Committee

Minutes – Approved 01/29/2014

Date: July 24, 2013, 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, Tricia Johnson (Alternate for Colette Erickson), Lois Christianson, Mike Kangas, Kristi Breiland, Melissa Lamp, Vance Gerchak (Alternate for Theresa Semmens), Jane Busko (Alternate for Stacey Winter), Dave Nilles (Acting Alternate for Laura McDaniel), Mike Ellingson, Matt Hammer (Alternate for Chris Wilson)

Voting Members Absent:
Josh Hemingway, Kevin Matheson, Michael Harwood, William Vandal

Ex-Officio Members Present:
Gina Haugen

Ex-Officio Members Absent:
Ted Jirik, Mike Borr, Tammy Aronson

2. Introduction of visitors
None.

3. Review and approval of January 16, 2013 minutes
Jolean Pederson asked for changes and/or corrections to the minutes of January 16, 2013. Mike Ellingson moved to approve the minutes as submitted. Jane Busko seconded the motion. Motion carried.

Review of unfinished business

Standing Committee Reports

- **Human Resources –** Due to a prior commitment in which she had to leave by 10:30, Tricia Johnson reported prior to Michael Kangas for Forestry.

  Tricia reported that salary increases went into effect on July 1, 2013. State tax withholding decreased and was posted to the June 16-30, 2013 payroll.

  Human Resources/Payroll is working on training sessions. Some of the topics include: Bullying, Managers Round Table, and Search Committee training.

  The office is planning trips to the Research Extension Centers starting in October 2013 to provide training to the Center(s) staff. Tricia wasn't sure how much time they would be training at each Center. Jolean Pederson indicated that the Safety Office was planning trips to the Extension Centers to do inspections and asked that, if possible, Safety Office staff could

accompany Human Resources to conduct the inspections at the same time. Tricia stated they would be in touch with Jolean once their training sessions were finalized.

- **Forestry** – Mike Kangas reported that the Forest Service had a good legislative session with approvals for mitigation of flood affected areas and approval for a new building/complex. Mike Kangas indicated that they are working with Mike Ellingson, Facilities Management, planning the new complex.

  Mike stated that their spring work was delayed due to the late spring. Workers were reminded to work safely, and the work was completed in time.

  Forest Service personnel are required to take annual ATV/OHV training provided by the ND Parks and Rec department. The Parks and Rec department charges $30.00 per person for the training which includes a 1 hour classroom and 3-4 hour hands on training. Mike stated he would provide Jolean Pederson with the information on the training and contact information by e-mail.

  Fire Season workers have been dispatched to other states. Mike thanked Jennifer Baker for working with their office on Workers Compensation requirements for employees out of the state for more than 30 days.

  The next ND Forest Service Loss Control Committee meeting is set for October 8, 2013 in Carrington, ND.

Agriculture – No report.

Environmental Health and Safety – No report.

University Relations – Dave Nilles reported that all University Relations staff have completed their Annual Baseline Safety training.

University Relations is also working on their Crisis Communication Plan.

They are also participating in the emergency planning table top sessions, like the one conducted for the June 1, 2013 computer/communications outage. Anne Robinson-Paul is the contact for University Relations setting up people to participate in the table top sessions.

Just as a point of information, Dave stated the Library's basement water seepage problem has been repaired.

Loss Control, Claims, & Risk Quick Tips - Jennifer Baker informed the committee that in February 2013 she conducted in-person Baseline Safety Training for the Library and Residence Dining Center employees. She also did Baseline Safety Training for the summer landscape/grounds employees.

Jennifer has supplied Risk Management with renewal information for students enrolled in medical programs for ND Medical Malpractice.

Jennifer participated in a Workforce Safety and Insurance/Risk Management webinar. She also met with Essentia in a kick-off meeting for non-injury services as an alternative for the same type of services currently provided by Sanford Occupational Medicine.

The Risk Quick Tips were reviewed for March, the 'Safe Lift' program; and July, 'The Ergonomics of the Tablet Computer'.

The University Police & Safety Office has placed all of the on-line training modules into the University System Moodle site. Once the modules are completed the employee has the option of printing a certificate to provide to their supervisor as evidence of the training completion. These certificates do not need to be provided to the University Police & Safety Office. Jennifer also noted that slides have been added to the Baseline Safety Training regarding distracted driving.

Jennifer informed the committee that NDSU's experience rate is at -24.9% which will reduce the amount of premium NDSU pays for coverage. Jennifer also touched on changes to the Risk Management Discount Programs and deferred to Jolean Pederson for further information.

The Tort Liability and Workers Compensation incident reports were reviewed by the committee.

Insurance and Service Contracts – Jane Busko reported that the Annual Notice of NDSU Procurement and Contractual Policy 2013 was e-mailed to all NDSU employees on July 23, 2013.

Personal Safety and Security – Bill Vandal was unable to attend the meeting, but did supply Jennifer Baker with the following report. The University Police has one officer in training which should be complete in September. The Officers are going through rifle training this summer. NDSU Police Officers are now carrying Tasers.

The Attorney General has provided funds to all law enforcement agencies for a unified policy manual. The company that will be supplying the manual is Lexipol.

Facilities Management – Mike Ellingson reported that NDSU has received a Certificate of Occupancy for Minard Hall. There is still minor touch up work that needs to be done, but occupancy clearance has been given.

The second phase of the T Lot parking area has been completed.

Facilities Management is starting the process of programming for the new STEM building. The project received approval/funding by the Legislature. The building plans need to be revised due to a 5% reduction in construction costs. A review of suggested locations is underway.

In addition, Facilities Management is working on several smaller projects.

The Research 1 addition may not reach substantial completion by the end of July as expected.

Facilities Management has implemented the Key Management System in FAMIS effective July 1, 2013. The FAMIS system allows Facilities Management better control of keys. Meetings were held with Key Control Officials regarding changes to the key process.

Athletics – No report.

Research Technology - Kristi Breiland reported that the Fargo Fire Department toured buildings in the Research Park area, Ladd, Dunbar, and the Material Handling Facility. Mike Borr, Tammy Aronson, and Kristi accompanied the Fire Department on the tour.

Research 1 and Research 2 conducted their annual training in June. Mike Borr did hazardous waste disposal refresher training. The annual training session included a round table discussion of the good and bad points of safety. The general consensus was that the lack of personal responsibility is the primary issue for safety issues.

The Research Technology area is getting ready for the move to the new Research 1 addition. The Fargo Fire Department will be notified when the move is to occur and they may need to hire a company to move the chemicals to the new lab spaces.

Kristi reported that the Vice President for Research, Creative Activities, and Technology Transfer will start in September. Kristi will have a direct report to the Vice President. The current Vice President, Philip Boudjouk will be staying on campus in a research position.

Student Affairs – No report.

Information Technology – Vance Gerchak informed the committee that the IT outage in June to provide a redundant UPS IACC went well. The table top exercise that was held prior to the installation was very helpful in the planning process. The University Police & Safety Office Communications Call Center was transferred to the Research 1 building where a redundant Call Center operation is set up. The transfer of Call Center operations to the Research 1 location did identify some minor technical issues that need to be worked out.

The end of the year upgrades to data structure have been completed. Video surveillance cameras have been installed at the downtown buildings.

IT also installed voice recording capabilities at the Communications Call Center.

The IT Telecommunications area has implemented the 5 digit dialing capabilities to include Dickinson State University. Calls to Dickinson State University can be placed by dialing 5-XXXX instead of long distance dialing. In addition, all state offices in Bismarck can be called by dialing 8-XXXX. State offices not located in Bismarck can be dialed as a long distance call, but the authorization code is no longer needed and the call will not be charged as a toll call.

Equity, Diversity, and Global Outreach – Lois Christianson reported that their office has submitted reports as required by Federal Law. They have also been conducting their annual look at the demographic need for hiring.

NDSU Policy 601 – Student Code of Conduct is being revised. A committee co-chaired by Michael Harwood and Nona Wood is working on the revision that has an anticipated completion date of Fall 2014.

Academics – Melissa Lamp reported that Minard Hall has been outfitted with card access to the building and inside offices. Some employees have concerns with the new system and departments have concerns about paying for the new system.

As a point of information, card access has been used on the NDSU campus for approximately 20 years. Card access is added to buildings that are undergoing a renovation or can be added upon request.

University General Counsel – Matt Hammer reported that the Minard Hall collapse litigation is still in discovery.

The General Counsel's office is working on a couple of personnel complaints.

Effective July 1, 2013, the General Counsel's office changed its reporting structure from the President's Office to the University System Office and will serve both NDSU and NDSCS. The General Counsel's office will continue to be housed on the NDSU campus.

Public Health and Safety - Jolean Pederson informed the committee that the University Police & Safety Office has moved all training to the University System Office Moodle site. The links are still available on the University Police & Safety Office website at URL: http://www.ndsu.edu/police_safety/training/ but the links will take the user to University System Office Moodle sign-in screen. The training is set up to be done completely on-line. The user can print a certificate to give to their supervisor, but employees no longer need to submit the paperwork to the Safety Office. All training materials were updated prior to the July 1, 2013 go-live.

Jolean reported that the 1% Wellness Program health insurance premium reduction program has once again been awarded. This reduction saves NDSU approximately $254,000 annually.

NDSU also receives a reduction in the premium from Workforce Safety and Insurance premium savings of approximately $500,000. Jolean also mentioned the changes to the Risk Management Program Fund. One of the additions to the Program is the Safe Lift Committee. This committee needs to meet at least quarterly and NDSU has 90 days to get the new program started/ready to use. Training materials will be created and added to the on-line Moodle Training System.

Jolean stated that she is working on the process for Facility Use Agreements. The agreement forms can be accessed on the General Counsel's webpage at URL: http://www.ndsu.edu/general_counsel/forms/

Jolean indicated that Essentia Health will be added to the Annual Notice/DMP forms. Jolean also stated that the Occupational Health Program has recently added 30 new people. She also indicated that the IT outage table top went well.

Jolean continues to conduct ergonomic assessments and is also working on Safe Operating Procedures.

The NDUS Loss Control Committee meeting was recently held. Most of the discussion revolved around State Fleet Vehicles and the use of personal vehicles for state business.

Other old business
None.

5. New Business -

Tammy Aronson - Tammy Aronson was unable to attend, but provided the following report.

Fire extinguisher checks are 80% complete and 60% of the building inspections have been done.

The Building Inspection reports are available for review at the Safety Office. The inspections are going well, but some areas are being identified with the same violations for the 3rd and 4th year in a row. Facilities Management has been working very hard to correct violations sent to their attention.

Fire extinguisher training will be conducted in August for the Residence Life RA's and Wellness Center employees. Fire/evacuation drills are being planned for 'A' occupancy buildings and will be held in August.

Two Defensive Driving courses are scheduled on August 14 from 12:30 – 4:30 p.m. and on August 15 from 8:00 a.m. – noon. Please contact Tammy if you need to register for one of these courses.

Safety Representative meetings are being planned. The topic of the meeting will be Facility Use Agreements. If a campus department does not have a Safety Representative, please contact Tammy at 701-231-5637.

6. Future meeting Schedule
January 22, 2014, 10:00 a.m.

7. Adjournment
Meeting adjourned at 10:45 a.m.

Respectfully submitted,

Stephanie Wegner
Administrative Assistant