

NDSU Loss Control Committee

Meeting Minutes

January 12th 2023 at 1:30pm

Call to order

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

Attendance

Voting members present: Jennifer Quenette, Michael Kangas, Bret Mayo, Steve Bergeson, Lois Christianson, Jane Busko, William Vandal, Mike Ellingson, Scott Woken, Aaron Reinholz, Mark Genkinger, Emily Frazier, Jeff Gimbel, Angela Fowler, Mike Borr.

Voting Members Absent:

Ex-Officio Members Present: Monty Botschner

Introductions

Approval of minutes from last meeting held July 14, 2022

Review of unfinished business/standing committee reports

Forestry- The agency included 2 state priority initiatives as part of its 2023-25 legislative request. One focuses on Cooperative Fire Protection which will provide critical financial, technical and educational assistance to rural ND fire departments for wildfire prevention, suppression, and mitigation. The second addresses the agency's delivery of services to meet increasing outdoor recreation demands across the spectrum of Stater Forests users.

Additionally, a request for exterior renovations to the Bottineau Field Office was included in the legislative request.

The NDFS safety committee met via conference call on October 11 2022. All NDFS Building inspections have been completed and were sent to the NDSU safety office in December 2022 for review. Our spring meeting is scheduled for March 7 2023.

Agriculture- No Report

Environmental Health and Safety- Over the 6 months 2,378 inspections have been completed with 59 initial violations, an increase of 79% over the previous period, 2 repeat violations, 4 in the previous period. The Lab and Safety Committee has been reconstituted with their first

assignment being to revise and update the chemical hygiene plan. That work has been completed. A couple unstable compounds were found in 2 labs on campus. Those were desensitized and or tested, then safely removed by the Safety Office. Environmental Health and Safety side of the Safety Office has filled 2 of its 3 open positions. Those being Hazardous Materials Inspector and Hazardous Materials Technician. Position for Environmental Health Technician is still open. Finally, Sugihara is experiencing some issues with unstable GCFI electrical outlets. Eye washes are also not working properly throughout the building. The installer of those eyewashes is working on solutions. Mike Ellingson asked a question about universal waste handling and how that process has been going. There have been no issues with universal waste handling. Stacey Anderson does a great job training staff on how to handle universal waste. Bret also announced his resignation from NDSU effective January 13, 2023. Mike Borr will be filling in for Bret's position until a replacement is hired.

University Relations- Our office has added two staff members since the committee's last meeting. Lindsay Condry joined us as a marketing coordinator. She previously worked in marketing for the NDSU Libraries. She started on Aug. 16. Lindsay can be reached at 1-1839 or lindsay.condry@ndsu.edu. Matt Sollid joined us on Aug. 29, with social media duties. He previously was a copywriter at The Forum of Fargo-Moorhead. Matt can be contacted at 1-1830 or matt.e.sollid@ndsu.edu. On a personal note, this will be my last meeting with this group as I'm retiring March 3 after 26-and-a-half years at the university.

Loss Control and Claims- Since our last Loss Control Committee meeting – we've completed more than a dozen in-person Baseline Safety and Supervisor Safety trainings on Zoom. Attendance numbers continue to be good. I have also provided in-person trainings for Plant Pathology, Facilities Management – custodial staff and Financial Aid.

With the start of the 2023, we are half-way through our current fiscal year. Please remind your employees to complete their safety trainings and any specialized departmental trainings. We have a Baseline Safety training coming up on Wednesday, January 25 at 9:00 am and Thursday, February 16 at 11:00 am. Both trainings will be on Zoom. Please check our University Police and Safety Office trainings website for more training information.

Our online training platform on Blackboard offers 24/7 availability for employees to complete their Baseline Safety and Supervisor Safety trainings. The Safety Office gives credit for completing the training in-person or online in Blackboard.

Our winter safety reminder which includes recommendations for walking in the wintry conditions was emailed to employees on November 7th. With this being the winter season, please take care in slowing down, wearing proper footwear, taking extra time to get to where you need to go and remind others to be careful. Grounds are working hard to keep our campus sidewalks, streets and parking lots cleared but we need to stay vigilant and take care when walking outside as there is ice and snow out there. Please remind your supervisors that is

someone in their department slips and falls on ice on campus, it is their responsibility to follow up with Facilities Management to let them know where the icy location is. If it is near a building the building custodian or staff in the building can apply the ice melt.

Just a reminder, our employee and non-employee incident reporting forms are online and the links to these reports can be found on the NDSU Forms Page. Please keep enforcing the 24-hour incident reporting requirement – that is required per Policy.

Insurance and Service Contracts- No Report

Personal Safety and Security- The University Police and Safety Office conducted its annual emergency tabletop exercise. A tabletop exercise is a discussion-based session where responders discuss their roles during an emergency. The simulated event focused on an active shooter on campus. 30 individuals from over a dozen different departments and four local agencies participated in the exercise.

Participants were challenged to accurately understand the threat and provide an appropriate response, provide timely communication to campus and the surrounding area, and order evacuations or shelter-in-place notifications. Each challenge was performed successfully. Valuable insight was gained on possible primary and secondary impacts of such an event. This information has already been used to update certain practices.

Axon body cameras were purchased along with in-car video. The hope is to have the body cams in use in the next month or so and the in-car video sometime this summer. This is the same system that Fargo PD and Cass County Sheriff's Office use.

We will also be updating our Tasers. The new Tasers will sync with the body cams.

Chief Vandal will also be retiring this fall, tentatively around September 1, 2023 after over 28 years of service at NDSU. Transition will begin in a few weeks in searching for the next Chief of Police.

Facilities Management- For some of the bigger projects on campus, starting on the west side of campus, the Peltier building. Roofers are out there and they will start on roofing. Framing has been going on. Excel Energy has been onsite for natural gas install. Work to enclose the first section of the building will begin and we'll start up temporary heat so work on the interior can begin. Project is on time for completion March/April 2024.

Ag and Bio System Engineering office group has moved into Ladd. Most of their offices will be on the first floor of Ladd, but there are a couple on the second floor. Renovations continue on the second and third floors, mainly for ABEN. On third floor and Esports group will also move

into that space, that is currently in the Union. Currently the 3rd floor of Ladd does not have restrooms so we will be adding those and 2nd floor will be remodeled due to skywalk.

There is a crane at the indoor practice facility working on the next phase on the west side. That is the weight room, sports medicine, locker rooms area. Target is completion for midsummer.

Ceres Hall is progressing well. Taping and painting is being done now and they should be back in their space soon after graduation.

After graduation the plan is to take Pavek Hall offline. Renovation will include making every other or every 3rd floor and making those room ADA. Construction project is about a 14-month completion time.

Some challenges electrical challenges with ground faults tripping. Four different suppliers supplied the same brand and the issue seems to be with this brand.

Issues with sludge in the water system. System was flushed after it came online. Debris and rust particles in the water. Should have rust in the water system because it is copper. Skid that was purchased and approved by design team. Steel housing and filter to it. This may be creating the issues. Replacement was ordered. Contractor is replacing it.

Athletics- No Report

Research and Creative Activity- The Research and Technology Park Board hosted representatives from the Association of University Research Parks to conduct an on-site review and provide recommendations to help update strategy for the Park going forward. That review was held in December and conclusions are forthcoming. Ryan McGrath, an assistant professor in the Department of Health, Nutrition, and Exercise Sciences has established a lab in Research 2 for his NIH funded research program on health aging. We will see some increased traffic in the building from study participants as that research gets underway in the coming months. Elinor Coatings, a company leasing space in Research 2, has recently expanded their footprint to include a third wet-lab to support their growing research and development team.

Human Resources- Been working with users and IT to look at a system to replace Track Training for compliance tracking and assigning training. Implemented a more formalized remote work arrangement. HR/Payroll is looking into a company that can assist in managing taxes, insurance, workers comp, etc. for out of state remote workers. Jen Quenette and Jeff Gimbel asked that they be kept in the loop.

Student Affairs & Enrollment- Matt Diischer has joined the Dean of Students Office, effective 1/3/23, as the Assistant Dean of Students. He will serve as the primary staff member for oversight of off-campus student conduct, supervise the program directors of TRIO SSS, TRIO UB,

and Veterans Educational Training, and provide leadership to the Restorative Practices Network. We are VERY excited to welcome him to the team.

The NDSU Care Team/Student Case Manager (Angie Reinke) received approximately 130 referrals during the fall semester. The inclusion of our student case manager has greatly impacted our office's ability to promptly and effectively serve and assist students. Angie has maintained a caseload of 30-40 students at all times this semester, assisting with campus/community referrals, executive functioning skills, navigating various processes and systems, and partnering with many departments.

The Goods for the Herd Pantry has been at use capacity the entire academic year and has added a 'Little Pantry' across from the Herd Shop. Students experiencing food insecurity may apply and then register to use the main pantry, while the little pantry is accessible to anyone during Union building hours. Great partnerships have been developed with the NDSU Meat Lab, Great Plains, Costco, Retail Recovery, etc.

IT- Still waiting on full breakdown on what happened with the NDUS security breach requiring password change system wide. In 2022 roughly 950 instances of staff and faculty sending SSN/credit card numbers through email. There is a process to use if you need to send this information. Still finding Windows XP and Windows 7. When they are found they are being blocked from the network. If it is research equipment it can be moved to a private network. Some early editions of Windows 10 are now out of support will start to be blocked. Machines will need to be brought up to date.

Academics- Investigators have been busy with claims of harassment and discrimination. One trend we are noticing is with some claims primarily from students having issues with ADA compliance, primarily in the classrooms requests not being followed or allowed.

Make sure all employees are completing Title IX training every 3 years and supervisors are completing their supplemental training on an annual basis.

Public Health and Safety- NDSU received the full Risk Management Workers' Compensation discount of 15%. With that savings along with our experience rate and other discounts that we were eligible for, we were able to bring our premium down from over \$982,000 to \$288,773.89. This is an incredible savings to our University and we should all be very proud of the work we have been putting into our Safety Programming. Our Department appreciates your dedication, promotion and implementation of safety programs within your departments.

This fall I noticed a large increase in ergonomic assessment requests. Many individuals that I met with were dealing with issues/habits formed while they had been working at home over the past year and half/two years and now adjusting back into their workspaces. They were making some changes and really making their health a priority. I had also noticed some things

they had maybe picked up that weren't so great so there was some reeducating along the way. I think the influx of assessments was definitely positive overall and I'm noticing Departments requesting them more and more as employees move offices or as they bring in new employees. I was happy to participate in the Staff Senate Wellness Expo in October and provide some ergonomic information to those that attended.

The Sanford Wellness Program is up and running as the new year cycles through. Please encourage employees to go in and complete their Health Assessment on the online platform which can be accessed through the My Sanford Chart application. If there are any questions, they can always contact me. This past year we did host the Sanford Health Program Specialist for programs on different facets of wellness, and she will be back again this year. Look out for emails from me on her programming as well as monthly newsletters that I send out on behalf of the Sanford Wellness Program.

Other Old Business- No other old business.

New Business- All safety inspections for 2023 have been completed and are available for review by appointment in the Safety Office. The CHIMERA inspection module implemented at the beginning of 2022 has worked well for visually relaying any violations noted during the inspection process. Feedback from departments indicate the image-based approach is much easier to understand the nature of a particular violation.

All fire extinguishers have had their annual inspection and needed service for the 2022 year completed by Summit Co. Sincere thank you to the custodial supervisors and other personnel who have assisted with the monthly checks of the fire extinguishers.

Defensive Driving Summary for 2022: In-person: 4 classes with 130 total participants Online: 87 participants

AED: Philips brand AEDs (28 out of the 64 on campus) continue to be having manufacturing issues related to their replacement pads. "The shortage of semiconductors has stalled AED production for the last year, and the FDA expects the delays to last through the end of 2022" (August 2022).

Future Meeting- TBD

Meeting Adjourned 2:26 p.m.