

NDSU Loss Control Committee
Meeting Minutes

January 14th 2021 at 1:30pm

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: Michael Kangas, Bret Mayo, Steve Bergeson, Lois Christianson, Stacey Winter, William Vandal, Mike Ellingson, Scott Woken, Becky Hellman Tangen, John Woolsey, Kristina Astrup, Emily Frazier, Enrique Garcia, Jeff Gimbel, Angela Bachman, Jennifer Quenette.

Voting Members Absent: Kevin Matheson, Emily Frazier

Ex-Officio Members Present: Monty Botschner

Introductions: None

Approval of minutes from last meeting held July 16, 2020: Michael Kangas moved to approve, Steve Bergeson second. Minutes approved.

Review of unfinished business/standing committee reports

Forestry- Michael Kangas reported that the Forestry department submitted a needs-based budget for the 67th legislative session that did not have any requests for any capital projects. They received guidance from the University System office and State Board of Higher Education. He did say they will be getting some funds for deferred maintenance and extraordinary repairs and plant improvements which is formula driven based on general fund appropriation and they have a facility master plan they use to determine and prioritize those types of projects. Michael also reported they learned a lot of lessons through out the last year with COVID and how they can do business and adapt and change with the times. He said their agency did a good job with maintaining the services they provide in a safe manner. With the technical and financial assistance programs that were available it allowed them to work remotely and continue to do their jobs. Mike said at the nursery in state lands they incorporated additional safety protocols consistent with the governor's recommendations so they all were working in a safe environment. Michael said they were able to fill tree orders, keep the campground and trail system open and they saw a huge increase in outdoor

recreation. Michael reported they held their safety committee meeting virtually on October 6th, 2020 and the spring meeting will be held March 16, 2021. He also said they completed all building inspections and sent to Monty. He said Towner State Nursery is celebrating their 70th year of conservation so they are hoping to plan an event in July, what that will look like depends on COVID. He said they have grown 78 million trees, marketed and sold them throughout the region over that 70-year period and it has been a successful program. There will be a dedication ceremony at this year's celebration. Bill asked what the date of the celebration will be and Michael said it will be July 21st.

Agriculture- Absent no report submitted.

Environmental Health and Safety- Bret reported the Safety Office conducted 10,770 laboratory safety inspections, which revealed 136 violations. That is 3% lower than the previous period. There were 12 repeat violations, which is about the same as last period. Bret said they removed 31,566lbs of hazardous waste from campus last year. During their safety infrastructure inspections, they inspected 248 safety showers, all worked perfectly, 408 emergency eye wash stations, 4 % required some attention to make them compliant, and 417 chemical fume hoods were inspected with 13% requiring attention. Bret said with aging infrastructure the fume hoods became difficult to repair and Facilities Management did an amazing job finding replacement parts. A lot of these things have parts that have not been manufactured in years and the parts they found for replacements met and, in many cases, exceeded performance to keep that infrastructure up and running. Bret reported on August 13, 2020 there was a fire in a research lab in Ladd Hall. It was caused by some alcohol that was sitting on a stirring plate and the process was left unattended and not sure exactly what happened but the alcohol somehow caught fire. It was being contained in a plastic tub, when the plastic tub melted the burning alcohol spread to the wood cabinetry underneath. The hotplate that was used was on a list the Safety Office compiled two years ago when a group of people had found that there was a design flaw and some hotplates had caused on the average, about three dozen lab fires every year. The hotplate in Ladd was one of those on this list that was known to have the design flaw. Bret said the response to the fire was amazing, it was complicated by construction barriers on the east side of the building but because Fargo Fire Department and the Safety Office already met and pre planned the placement of those construction barriers a contingency plan was in place and the response was quick minimizing the extent of damage. Bret said because of that fire a safe hotplate initiative emerged. There is some funding that has been made available for get hotplates that have this design flaw out of the laboratories. The Safety Office is coming up with a process to exchange these defective hotplates with a new one that has been tested by experts and found to a safer alternative. Bret also said they are working out plans with the Chemistry department on how they will move chemicals safely to Sugihara.

University Relations- Steve Bergeson reported that with a lot of their staff working from home through the pandemic the best way to get a hold of anyone in University Relations is through email. He said to contact Brynn Rawlings about media relations, Sonya Goergen is the marketing coordination and Lexi Hovland does most of the social media items. If you do call our direct line 701-231-1068, Amy Ochoa can get you in touch with who you need to speak with.

Loss Control and Claims- Lois reported they have conducted 12 Baseline Safety training and two Supervisor Safety trainings since July, all were held over Zoom. Lois said they also had two Baseline Safety training sessions for grad students. They also had a special Baseline Safety Training session for the RA's and some for departments that requested them. Lois stated an email went out to campus earlier this week reminding everyone about winter safety. Slow down for wintry conditions, watch for ice, wear proper footwear and walk like a penguin by putting your body weight on the front foot. Lois also said to remind your employees to complete their training. With being halfway through the fiscal year there are still a number of employees that have not completed their Baseline Safety training for the year. She said there are many opportunities coming up, an email went out Tuesday with the dates. Lois said if you would like a departmental training to contact her to facilitate that. She also wanted to remind everyone to keep enforcing the 24-hour reporting rule, per policy, for incident reports. Get those incident reports in within 24 hours. Lois reported the Safety Office has finalized combining the near miss/employee incident form into one form and putting in on DocuSign. Dining Services will be the first to test it so watch for news on the official rollout of this form to all of NDSU. North Dakota State Risk Management started using a new reporting platform. Lois said all incidents reports still go through the Safety Office but for those that do their own vehicle accident reports, there is some training available on how to use the new platform to enter those. There are a few hiccups with the system that are being worked through. Lois said in order to social distance, she will continue to work with injured workers and their supervisors remotely. Lois did distribute loss control reports in advance of the meeting by email. And the tort. The reports go from 7/1/2020 through 12/31/2020. There were fewer people on campus with a milder winter for the most part and fewer slips and falls on the ice.

Insurance and Service Contracts- Stacey said purchasing is now slowing down from doing all the spending on the CARES ACT. She said there was a lot of bidding of items and then order that occurred through that. Lastly, Stacey reported that in February she will submit an update of equipment and vehicle inventory to ND State Risk Management for insurance billing.

Personal Safety and Security- Bill reported the University Police Officers and PSO's are working on completing annual training requirements and all have completed fraud training. In early December there were two marches on campus and both had no major problems. So,

they were successful events. NDSU Police have updated their Use of Force policy pursuant to Section 2 of the Presidential Executive Order of Safe Policing for Safe Communities dated, June 16, 2020. Bill said they received a letter from the ND BCI that they have reviewed the policy and that it meets the conditions of certification. Bill stated NDSU police continue to adapt and change protocol to help meet the needs of the University during the pandemic. Lastly, Bill said most of the officers have received their first dose of the COVID vaccine and are scheduled for their second dose at the end of January.

Facilities Management- Mike gave an update on Sugihara Hall stating they were slightly behind schedule with some material that was ordered in the wrong color so they are working on getting the project back on schedule. The construction schedule has a move in date for December 2021. Mike stated the plan is to vacate Dunbar, do the abatement and then tear it down. They will also tear down part of the current skywalk, connect it to Hultz, connect the new skywalk to Ladd and then there is a skywalk that gets connect to the Memorial Union where the Badlands room is. Mike stated the downtown project at Barry Hall in the old trade office area on the second floor is progressing well. Expectation for completion is May or June. Mike then reported that Hastings Hall is 95% done and HR/Payroll will be able to start moving into the building around the end of February. There are several designated 60-minute parking zones for patrons visiting HR/Payroll is to the west of the building. For summer projects they will be redoing SF and BC lot. With the redesign of SF lot, they will be adding in some sidewalks on the east and south sides to improve walking safety for pedestrians. Another project in the works for summer is street work from Old Main out to University, replacing sanitary waterlines. One other street project being done will be Bolley Drive from the railroad tracks north to Thorson Hall, the street is in rough shape and needing repairs. Jeff did ask if anyone working on the Sugihara building has been in contact with IT Security and Networking to set up the networks for the various systems before they get too far into the building process. Mike said Marc Wallman was in the building process meetings and that should all be worked out and planned for.

Athletics- Scott said they are still covering site testing every Thursday for the public and they continue testing athletes at a rate close to 300 a week. Scott said with no fall sports they are preparing for a busy spring season.

Research Technology- Becky reported things are quite normal for her area. A few people are still working remotely if they can, those that cannot are on campus. Becky did they have had to navigate a couple employees who had family members with COVID, so they had to quarantine but have since returned to work.

Human Resources- John reported HR will be moving to Hastings Hall towards the end of February. Payroll and HR will be on the top floor, training rooms in the basement and there will

be conference room space as well. John said HR/Payroll has been open throughout the pandemic, though about half are working remotely. John reported that during the pandemic FMLA has increased. He said some of that may be from illness but also under the Families First Coronavirus Act one of the occasions was to take care of a child during daycare and school closures and with schools being virtual quite a few employees used that leave up until December 31st when it expired. John stated there are still quite a lot of employees working remotely so there are telework agreements coming through. Then John commented on the number of positive COVID cases showing a decline in the NDSU population, for those that are voluntarily reporting themselves.

Student Affairs & Enrollment- Emily sent in a report that stated the newly defined NDSU Care Team (replaced Behavior Intervention Team) has stayed very busy during the 20-21 academic year. Mental health referrals remain the primary concern with over 75 referrals so far (typically we see 70-80 referrals over the course of the entire year). Please keep referring or reach out if you should have any questions about appropriate referrals. Emily also added that the Dean of Students Office has been responsive to a variety of campus concerns: students receive follow-up, per their request, if they test positive for COVID-19. Support, creative solutions, etc. are offered to any students experiencing challenges or concerns. Staff are working with students and other stakeholders on recent hate speech incidents, including an upcoming Student Code review, to expand community standards and consider additional ways in which incidents may be addressed by the University.

IT- Enrique reported Duo has been having issues dialing some numbers. Some carriers are making the number that Duo uses to dial as spam so they won't receive the call. The recommendation is to use the app or a token. Enrique said they continue to encouraging the use of the app since the University System is paying for phone calls, at some point that cost will be passed down to each campus. There are tokens available for people that do not want to use their phones or push a button. It's a device about the size of a key chain that gives you a six-digit code to enter. Jeff added that they also have tokens for your computer that you when you are asked for your MFA you just put your finger tip on it, and it will produce a code for you. Jeff Gimbel also added that IT is doing monthly scans for printers and other devices for publicly available IP addresses. Anyone on the internet can print to those so they want to get them to a private IP address. Jeff said they do the same thing with the Crestron carts that are used for the classrooms. Enrique wanted to add that when you are considering software or equipment purchases that need to connect to the network to consult with them first because vendors are not use to our network environment and this could result to added costs to the department. Enrique also reported that they had a pen testing exercise that was conducted by the state and in the state auditor findings there were some devices that needed some attention but nothing was terrible. There are a few that need to be behind a firewall and we are currently working on remediating that.

Academics- Angela said they hired a new excellence initiatives coordinated, her name is Julie Nash and she started in September. She works with a lot of planning for diversity and excellence events on campus for primarily for faculty, but also then include staff and students. Angela said they continue to offer Title IX, both regular and supervisor training multiple times a month through Zoom. She said they also continue to do Community of Respect and Safe Zone training via Zoom and plan to continue to offer that through Zoom at least through the end of the semester and then reevaluate. Angela reported they are updating their bias reporting and harassment discrimination reporting forms. They will be combining them and making it easier for students, staff or faculty to report. Angela said she encourages everyone to log into the provost conversations with colleagues as it is a great opportunity to receive some updates about a variety of things and a great way for any one for ask questions, bring up concerns or comments. One last thing Angela address was their equity training and some changes that had been dealing with that needed to be changed due to an executive order and tweaks they had to make but because of the change in administration she think the executive order will be changed so for now they are continuing with their trainings.

Public Health and Safety- Jen reported they received the full RMWCP discount of 15%, saving NDSU \$108,623.78 on their WC Premium. With the experience rate (-22.8%) as well as the other discounts we were eligible for, they were able to bring their premium down from over \$734,000 to \$312,519.13. Once again, the work our employees do to promote a proactive approach toward safety has resulted in not only a safer work environment, but a significant savings to the University. Training, immediate reporting, supervisor investigations and promotion of safety in the work area are all making significant impacts.

Jen said area where she saw an amazing improvement was the total completions of the Annual Notice of Policies/Designated Medical Provider forms. Just pulling up the numbers this morning, out of 5,861 employees, there are only 74 employees who have not completed this obligation. This is outstanding, and she encourages all departments to continue to make sure that this is completed by all employees immediately upon hire and on an annual basis.

Finally, Jen reported the Wellness Program is continuing to go very well, and applications for the Wellness Discount was submitted just a few days ago. The Safety Office hosted the Sanford Health Program in November, and one of their Senior Wellness Program Specialist provided an excellent presentation on Wellness and Gratitude. She will be coming back in February to provide another presentation via Zoom on Financial Flourishing as well as some helpful tips on how to access the Dakota Wellness Portal to update your health assessment. Christina has updated the Safety Office's Wellness webpage and you can find links to the wellness newsletters, presentation registrations, portal links and fitness center reimbursement program information on that site.

Other Old Business- No other old business.

New Business- Monty reported all safety inspections for 2020 have been completed and are available for review by appointment in the Safety Office. All fire extinguishers have had their annual inspection and needed service for the 2020 year. Monty thanked all the custodial supervisors and other personnel who assisted with the monthly checks of the fire extinguishers.

Monty also reported that defensive driving held 2 courses on campus in 2020 with 61 participants. The online version of the defensive course had 62 participants. He stated the online defensive driving course is currently the only option being offered. An announcement was posted in the most recent newsletter and periodic announcements will be sent out via email alerting employees to this option.

Future Meeting- July 15, 2021 @ 1:30pm- TBD (Via Zoom)

Meeting Adjourned 2:20pm