Safety Committee Members:

Linda Althaus MSCF Shannon Lindboe , DEED Julie Simonson Commissioners Plan

Carol Brewer MAPE/Safety Officer Leanne Pearson AFSCME unit #7 Lowell (Allen) Smith MSCF

Dean Fesenmaier AFSCME unit #3/4 Judy Plumski AFSCME unity #7 Jason Theisen Facilities Representative

Ryan Haws AFSCME unit #6 Karen Schlangen, Career Services William Tuoy-Giel MMA

Meeting Date: 04/17/2025

Meeting Time: 3:00 pm

[Join Zoom Meeting](https://minnstate.zoom.us/j/96686130924)

Meeting URL: <https://minnstate.zoom.us/j/96686130924>

# Agenda

# Reports of personal injuries and illness.

# 1 employee recordable injury.

1. Accident/incident investigations.
2. Property damage/theft.
3. Alleged hazardous working conditions.
	* CNC lab
		+ Coolant oil
		+ Garage door
		+ Spill Kit
		+ LO/TO
		+ Oil rag can
		+ Grinders
		+ OSHA Consultation Report
	* PA System microphones
		+ Learned during Tornado Drill all clear that one was still not working. Company has since been here, and all are working now.
4. Follow-up on action items from previous safety committee meetings.
	* Med Compass on campus conducting hearing conservation training & testing and respirator protection fittings
		+ This occurred on March 20th. All results have been received and filed in employees medical record in HR. Carol keeps the documentation that it occurred but not individual employee records.
5. Plans and programs
	* Lockout/Tag out
		+ Written plan has been updated to comply with annual audit requirements.
6. Update on walk-around inspections conducted.
	* OSHA Consultation
7. Update on building/campus security issues.
	* Trespass Incident
		+ This occurred on March 20th. Individual stood in door of one classroom, entered a second classroom and shouted at students in Spanish, entered a third and spoke to the instructor. Carol found him and advised him he could not enter classroom. Individual was later trespassed after learning what he shouted in Spanish was threatening in nature.

Questions about what has been done have the security hotline answered quicker – instead of having it roll over from person to person, it rings all five at the same time.

Question about how we can better debrief students that were affected better – Jeff replied that there have been discussions abut how things could have been done better and will be in the future. Will share the feedback with administration and bring back a reply.

Question about who all has specific data about the trespassed person – front line staff all have pictures and descriptions and copy of the trespass notice. Also shared with our community partners.

1. Status of employee safety training
	* ELM Completion – 89.4%
2. Drills
	* Tornado Warning Drill (all clear)
		+ Went well
		+ Normally we don’t give an all clear for a tornado warning because they are assigned an expiration time by the National Weather Service. It was requested that we give one for the drill.
	* Star Alert test
		+ Sent one in the morning and again for the drill. Both went out relatively quickly. Only received a couple individuals that said they didn’t get it. It appears that they are faculty that also teach at another institution and that is listed as their home one, so they don’t populate in our system. Carol has added them manually and they got the second message.
	* Desktop Alert test
		+ How many of you received this? Staff did see it.
		+ Was it new to you?
		+ Was it clear that it came from the institution? It was branded so they recognized it was from SCTCC.
3. Compliance
	* Air Emissions – submitted mid-March, was due April 1st.
4. Open Floor Discussion
	* HLC document – was asked by a couple individuals why Safety Committee was not in the HLC Assurance document. Carol has not had a meeting yet to inquire so I am not sure if it was intended for all committees to be listed. It was shared in at least two sessions with HLC representatives that we do have a functioning committee.
	* 2025-2026 Meetings back at 2:00
	* If you don’t intend on remaining on the safety committee for FY26, please let Carol know.