

Chancellor's University Safety Committee (CUSC) Meeting
September 19, 2023 - 3:00-4:00 p.m.
EHS Training Room & Zoom
OPEN FORUM

AGENDA

1. Introductions & Welcome (Zoom mute) (3:00 – 3:05 p.m.) Michael Livingston
2. Open Forum (3:05 – 3:10 p.m.)
3. Old Business
 - C. Any Old Business (3:10 – 3:15 p.m.)
4. New Business
 - A. Review CUSC Goal FOR 2023-2024 (3:15 – 3:20 p.m.)
 - B. Info on Staff Senate (3:20 – 3:40 p.m.) Eileen Bergt
 - C. Other new business (3:40 – 3:45 p.m.)
5. Adjourn Michael Livingston

Meeting Schedule (EHS training room, Warehouse 1, East Campus and Zoom)

- November 21, 2023 (Injury/Illness report July-September 2023)
- January 16, 2024 (Injury/Illness report October-December 2023)
- March 26, 2024 (4th to avoid spring break)- Open Forum
- May 21, 2024 (Injury/Illness report January-March 2024)
- July 16, 2024 (Injury/Illness report April-June 2024)

Goal FY 2022-2023:

Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by encouraging all to recognize and report “near misses” or potentially unsafe practices with this information to be used for educational purposes university wide.

Chancellor's University Safety Committee Meeting
Meeting Minutes
September 19, 2023 3:00 - 4:00 p.m.

The meeting was convened by Chair, Michael Livingston (Agronomy/Horticulture).

INTRODUCTIONS

All attendees introduced themselves by name and the department/facility they represent.

Members In Attendance: Martha Morton (Chemistry), Ron Bacon (Custodial Services), Rick Campos (Facilities, Planning & Capital Programs), Eileen Bergt (Landscape Services), Sandi Christopherson (Ag Research Division), Jon Shields (Nebraska Unions), Marty Fehringer (UNL Police), Deb Royal (Vet Diagnostic), Stacie Ray (School of Education & Human Sciences), Samantha Link (ARD Greenhouse), Sharleen Roth (Housing), Christine Steggs (SNR for Dennis Ferraro), Jacob Sharrer (Husker Energy & Power), Tony Delaney (Nutrition & Health Sciences) and Brenda Osthus (EHS).

Safety Committee Chairs: Logan Dana (Haskell Ag Lab), Darren Johnson (ENREC)

OPEN FORUM

Training Reporting Questions/Discussion:

Darren Johnson: ENREC Safety Committee is interested in a safety matrix for employees, that is, seeing training taken and when re-training is needed. Per Brenda Osthus, if the training is an EHS training, reports can be run from the EHS database. Training that is not an EHS training is up to supervisors to track. Reports run by department will not show current workers who took training in another department.

Christine Steggs: Do training reports auto-generate? Per Brenda, report requests are fulfilled by selected EHS staff. A few departments have been granted access to view their own training records and delinquencies. This has been a pilot process to date. Sharleen Roth suggested using SAP/Bridge. Per Christine, reports for training in SAP must be requested each time such report is desired. There are several Bridge training courses that all workers are required or requested to take. Departments have specific training courses that are required. ENREC has several such as Bobcat and/or tractor use and other specific agricultural training courses. Brenda said that EHS can provide access to maintain/monitor specialized departmental training using the EHS database. There is currently not a fee for general access but there might be, depending on the requirements of a department.

Violence Situations Discussion:

Christine Steggs: Recently the University of North Carolina experienced an active shooter situation. In the School of Natural Resources, particularly Hardin Hall, there are workers throughout this multi-story building. SNR has conducted classroom reviews of what steps to take in such cases using guidance by UNLPD. Marty Fehringer, Assistant Chief of Police, suggests that if someone hears what sound like gunshots, call 911. Next steps depend on worker location: if close to car retreat to car, if close to office retreat to office and have BMR ask that building be locked down until the situation may be evaluated and resolved. Eileen Bergt noted that departments can request active shooter training from UNLPD. Mark Livingston told the group that their department does annual training on 'violence' topics and the training now focuses on situational awareness. Michael indicated he has recently become aware that UNLPD has a new training in de-escalation that is 30 minutes in duration. The UNLPD trainings mentioned typically allow questions of the presenter. Departments can call the UNLPD and request these training courses.

The second component of Christine's question was regarding university efforts toward mental health. Brenda noted that Student Affairs has a very robust mental health program for students (CAPS).

OLD BUSINESS

Heads Up! Signage Display

Michael understood that signage had not been displayed on East Campus yet. Per an email update by Jody Wood signs were displayed on both campuses.

Sign placement on City and East Campus occurred in September the second week of classes, one week on City and one week on East. Mike stated that there were a number of the Heads Up! Signs stolen so there are only three left. Eileen Bergt, who had worked on this project and similar ones in the past told the group that, since the Heads Up! signs are "kind of quirky" she was not surprised that some were stolen. The remaining three signs are being stored by EHS until needed again.

Other Old Business

There was no other old business.

NEW BUSINESS

Review CUSC Goal for 2024-25

Michael asked for input on current goal: *Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by*

encouraging all to recognize and report “near misses” or potentially unsafe practices with this information to be used for educational purposes university wide.

No one in attendance had any recommendations as to whether to keep the same goal or make a change. Michael said members could email him any thoughts on the current goal. The CUSC goal must be reviewed annually and either changed or retained for another year. There will be a vote on a CUSC Goal at the next meeting.

Resource – Staff Senate

Eileen Bergt is a Staff Senator elected to the inaugural Staff Senate. Eileen provided information on the formation as part of N2025 Goals. Her review included the purpose which relates directly to staff issues, policies, practices and advocacy. One example is that staff now will participate in search committees for higher level administrators.

There are seven districts based primarily on campus administrative departments. The number of senators per district is based on the percentage of staff in each district. Staff Senators were elected by their peers, that is, staff in each “district” could only vote for candidates in their own district. However, Staff Senators represent all staff, not just the district from which they were elected.

Initial work by the Staff Senate included setting up a questionnaire to facilitate awareness across the districts, so the entire body of senators is aware of questions submitted to a particular senator. Subcommittees were set up and Staff Senate membership divided up into subcommittees with each senator being matched as close as possible to a committee of their primary area of interest.

One goal is to have a Staff Senate representative as liaison with all campus committees. That liaison will report any issues uncovered within various committee meetings back to the Staff Senate.

Eileen is a liaison to the CUSC. She is also on the Communications Committee. There is already a website, staffsenate.unl.edu. The goal is to develop a newsletter to be disseminated, realizing that all employees don't check their email. There are other ideas to raise awareness that a Staff Senate exists and also to engage employees within each district.

Other New Business

There was no other new business.

CLOSING REMARKS

Michael Livingston, Chair, adjourned the meeting. The next meeting will be on November 21, 2023.

Staff Senate



Eileen Bergt, Landscape Architect
Landscape Services

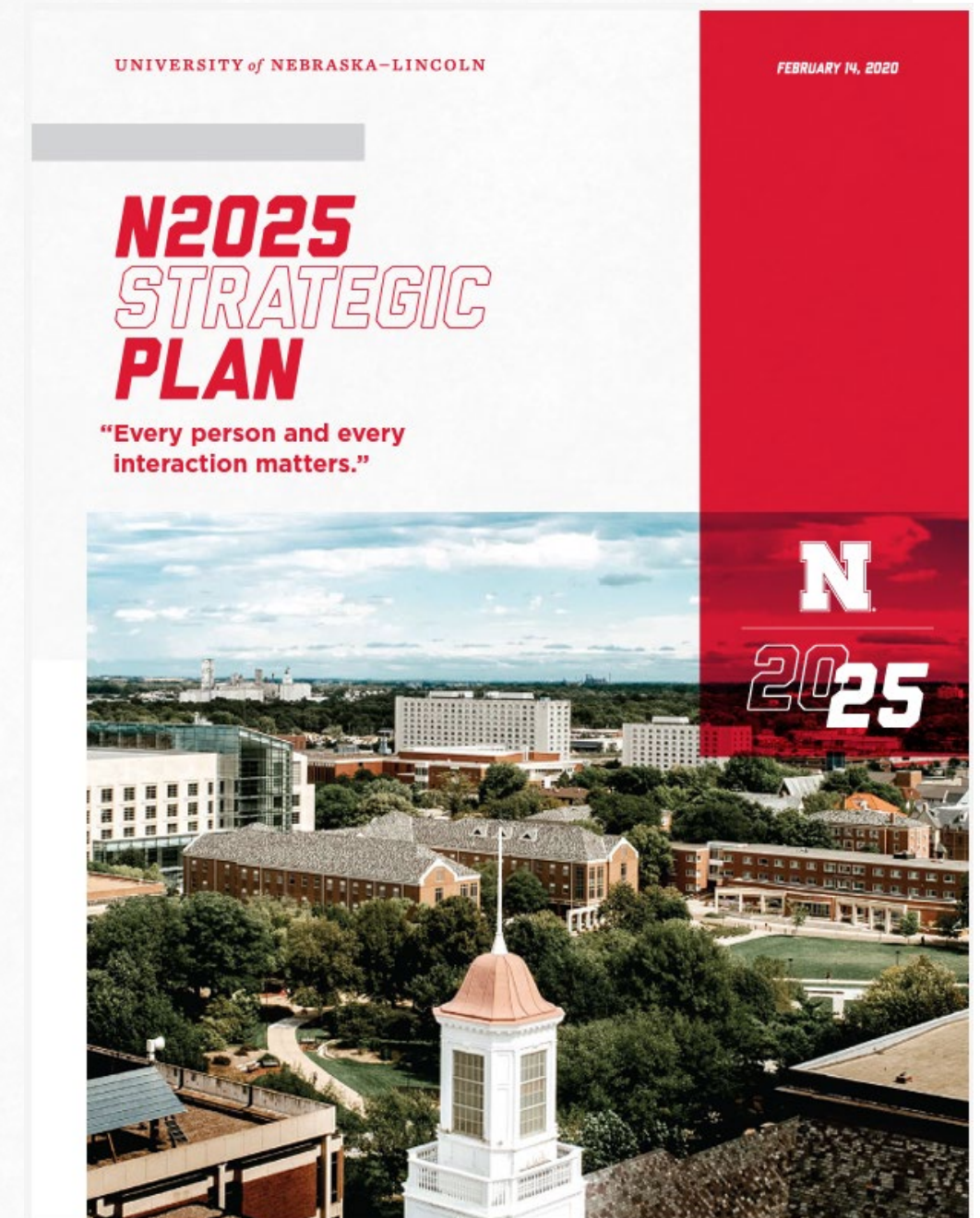
IN OUR GRIT, OUR GLORY™

Inaugural Staff Senate

“The formation of the Staff Senate is an incredibly positive step for our university”

Former Chancellor Green

A N2025 Strategic Planning Goal



Purpose of Staff Senate

- **Be an advisory body on issues, policies and practices that relate to staff**
- **To serve as forum for the exchange of ideas**
- **To promote common interests**





- **To advocate for staff welfare and development**
- **To suggest revisions and initiatives to improve policies**
- **Participate on search committees**

Senators

Represent 7 districts of University

- 1. Business and Finance**
- 2. Chancellor**
- 3. Academic Colleges**
- 4. Student Affairs**





- 5. Executive VC Additional Employees**
- 6. Institute of Agriculture and Natural Resources**
- 7. Research**



Number of senators per district based on percentage of staff in each district

Elected by our peers in November 2022

Senators elected by district but represent full body of staff at UNL



Subcommittees

Executive Committee

- **President**
- **VP for External Affairs**
- **VP for Internal Affairs**
- **Secretary**
- **Staff Senate Coordinator and Executive Secretary**



Subcommittees

Executive Committee

Bylaws Committee

Diversity, Equity & Inclusion Committee

Communications Committee

Elections Committee

Legislation Committee

Liaison Committee

Personnel Affairs Committee

Recognition Committee



Liaison Committee wants to ensure that staff represented on all University-wide committees.

Brent Morgan and I are both on CUSC and Staff Senate.



Provide regular updates on the work of our committee to Staff Senate and bring issues of importance to Staff Senate attention



Communications Committee

How to inform staff about Staff Senate

- Website
- Newsletter that is emailed
- Townhall meetings—by district
- Social media in the future

staffsenate.unl.edu

