Faculty Senate Minutes
3/28/2025
Noon-1 p.m.
Mill 201

Senators in attendance: S. Risser, S. Rosenthal, D. Autenrieth, C. Young, C. Gammons, C. Faught, L. Granger, L. Buckley, R. Nagisetty, J. Kirtley, B. Pramanik, D. Reichhardt, G. Southergill, A. Traut, B. Hill, S. Juskiewicz, G. Wyss, M. Egloff

I.   The meeting was called to order and the prior meeting's minutes were discussed. A motion was made and seconded to approve the minutes. That motion passed without discussion.

Action Items

II.   The following CRC Recommendations were discussed. A motion was made and seconded to approve the recommendations as listed. This motion passed following some discussion.
        a. LCME – Computer Science
        b. LCME – Petroleum Engineering
        c. ROTC

III.   Safety Concerns noted by campus constituents was discussed. It was noted that the Research Advisory Council (RAC) does not report to Faculty Senate, but rather to the VCR. A motion was made and seconded to endorse the recommendations provided by RAC (attached). That motion passed following some discussion.

IV.   A MBMG merit pay request was discussed. A motion was made and seconded to request an update to the FS handbook to reflect this increase. That motion was seconded and passed without discussion.

V.   The Faculty and Staff Climate Survey for AY 24/25 was discussed. A motion was made to request Administration appear before FS to discuss the survey results and ask them what they plan to do about it. That motion was seconded. That motion did not pass. A motion was made to adopt a similar survey for use this year with the addition of open-ended questions. That motion was seconded. That motion passed following some discussion.

VI.   A proposal to change summer teaching salary change to 2/9ths pay for teaching 8 credit/contact hours with a new *minimum average enrollment of 4 students per course instead of the current 10 student average* was discussed. A motion was made to recommend this change to the Administration for two years. That motion was not seconded. A motion was made to request the VC of Administration and Finance come before the FS to let us know what the break-even point would be for summer enrollment. That motion was seconded and passed following some discussion.

VII.   The proposed change to course evaluations was not discussed. A motion was made and seconded to move this item to the next agenda. That motion passed without discussion.

Information Items

VIII.   Adjunct Pay
        a. Adjunct pay increased from $1000 to $1100 in AY 24/25
        b. Budgeted to increase adjunct pay from $1100 to $1200 starting July 1

IX.   Policy proposals – feedback due by April 15th
   a. Honorary Degree
   b. Posthumous Degree

X.   Senator/Officer terms end April 11th

XI.   Save the Date, April 17th 2pm – Let's talk about AI Do's and Don'ts

Discussion Items

XII.   For the Good of the Order – no new items were brought forth.

XIII.   The meeting adjourned at 1:00PM

March 28, 2025

Dr. Scott Risser
Chairman, Faculty Senate
Montana Technological University

Dear Dr. Risser,

Montana Tech is experiencing a period of growth in undergraduate and graduate student enrollment. At the same time, we are seeing an unprecedented increase in research activities across campus. With this progress, it is our belief as faculty and researchers that there exists an increased responsibility to ensure the safety of our students, faculty, staff, and the broader community, as the safety of each individual on campus very much depends upon the actions of others.

We, as faculty and researchers, commend the existing Montana Tech Safety Policy as it is thorough, sufficient, and complete. We ask that the campus community be held accountable to the ideals espoused within the current Policy.

The Research Advisory Committee, as a subcommittee of the Faculty Senate, highly recommends the following actions to better align the campus community with the current Montana Tech Safety Policy in order to guide Montana Tech toward a stronger safety culture:

1. We ask that the EHS Director be *empowered* to address safety issues, with full support from the campus community, including leadership, faculty, and staff. Safety culture must be actively promoted at all levels, from leadership down. We must all champion a strong safety culture, adopting a set of attitudes, beliefs, and values in which the safety of our campus community is prioritized. Safety measures should be proactive, and not punitive.

2. The Montana Tech Safety Policy, specifically mandates the following safety training:
   > "…*Montana Tech shall provide employee safety training in the following areas:*
   > - *New employee orientation;*
   > - *Basic worksite safety;*
   > - *Hazardous materials in the workplace (Hazard Communication);*
   > - *Accident reporting;*
   > - *Emergency procedures;*
   > - *Use of [PPE] as appropriate and as approved;*

- *Medical care and first aid;*
- *Fire protection/prevention;*
- *Materials handling and storage;*
- *Machinery and equipment safeguarding; and*
- *Other areas as deemed necessary by the Safety Committee or departments."*

We therefore recommend that safety trainings should be reviewed, tracked, and, as needed, initiated for all faculty and staff. We recommend that training be tailored to specific duties on campus, so that all employees are made aware of hazards and risks in their workplace, how to safely handle these hazards, and how their actions impact the safety of the entire campus community.

- o We encourage that training be provided for all employees and students to ensure they understand how to recognize and differentiate a 'near miss' from an 'accident'. We ask that the Safety Committee consider this further and make recommendations on implementation.
- o Training should be provided on the process to report safety issues and 'near misses'.
- o Training should also include assurance that retribution for reporting safety issues is not allowed, such that everyone is confident that reports will be met with consideration, action, and respect.

3. We recognize and encourage the role of the Safety Committee as defined in the Policy. To empower the safety committee to complete their mission and hold the campus community accountable as active participants in our safety culture, we recommend:
   - o A campus-wide safety survey be implemented as a way to assess job-pertinent safety literacy, awareness of campus safety procedures, and to help identify specific areas of concern.
   - o Discussions of safety be implemented in department, leadership, and committee meetings that extend beyond the Safety Committee as specified in the Safety Policy section "Responsibility for the Safety Program", subsection *"Deans, Program Managers, and Department Heads shall:1. Ensure that faculty, laboratory directors, and all other employees and students in their college, program or department understand safety-related procedures and policies, particularly with regard to accident reporting and safe-work practices. To achieve this end, safety meetings with employees should be scheduled once a semester (can be included in regular departmental meeting) …"*

- o We encourage that these safety meetings include information on procedures for anonymous reporting, such that this communication is more proactive than its current placement on the EHS web page. We feel this will empower faculty, staff, and students to address their safety concerns appropriately.
- o We encourage that safety meetings include sharing and discussion of 'near-misses' that can inform future situations and avoid future incidents.
- o We encourage that these safety meetings should include sharing of best safety practices across campus.
- o Across campus, we must encourage transparency in safety issues, and recognized improvements in safe practices.

4. To meet the expectations of the Montana Tech Safety Policy that inspections of all campus facilities must be conducted viz. *"at regular and adequate intervals"*, we recommend an increase in frequency of current safety inspections in the following areas:
   - o laboratory and shop spaces that contain chemical, radiation, electrical, or other hazards with inherently high risk;
   - o at building entrances and high-traffic areas;
   - o areas with historically high rates of accident reporting; and
   - o other areas identified as having high levels of risk.

   We also encourage a timely follow-up on corrective actions resulting from inspections.

5. As safety at Montana Tech is the responsibility of the entire campus community, we recommend any actions or endorsements by the Faculty Senate be shared with the Staff Senate as well as the Safety Committee.

Sincerely,

Montana Tech Research Advisory Committee:

Robin Bullock	Angela Lueking
Alysia Cox	Robert Morris
Jerome Downey	Julie Muretta
Nathan Huft	Robert Pal
Gary Icopini	Daniel Trudnowski
Richard LaDouceur	Xiaobing Zhou

Research Lab/Shop Safety Observations and Concerns on Campus

Given to RAC 10/10/2024
Updated: 2/27/2025

Dr. Julie Muretta
Materials Testing Lab Manager
Center for Advanced Materials Processing (CAMP)

Research and Lab Safety Observations:

- Demonstrated need for more chemical hygiene "guidance" and training for faculty, staff, and students to eliminate accidental exposure – methamphetamine precursor in mailroom, "gas leak" incident, chemicals with shock-sensitive byproducts, and many others

- Undergrad and grad students are *typically* not experts on chemical hygiene or lab safety
  - Process safety example – ELC building
  - Beware new processes/materials – know degradation behavior and byproducts
  - Student labs/shops: Xylene example – near-miss report filed, lab mgr did not approve
  - Need to label secondary containers!!!! – what's in it, user's name, date - CAMP examples

- Safety issues in ELC 112/high bay – need for updated facilities
  - VENTILATION – furnaces (thermal processing emissions)
  - VENTILATION – blacksmithing space (CO emissions moving away from hood rather than into it)
  - High-temperature processing – diligence and attention to detail is required
  - Looming safety issue in CAMP
    - VENTILATION – fume hoods, furnaces,

- "Legacy chemicals" – build-up in storage areas, research project chemicals not disposed of at end of year, expiration dates not respected (picric acid-based etchant example)

Observations in shop spaces in NRRC and ELC buildings

- NRRC shop – used by clubs, senior design, researchers
  - <u>Trip hazards</u> – hoses, cords, long pieces of steel, equipment, plywood, scrap
  - Chips left in the machines – implied permission to not clean up

- Lock out/tag out deficiencies

- PPE issues in shops
  - Chop saw examples – no PPE, did not clean up
  - Students come in to visit friends who may be working – no PPE
  - Students hesitant to wear glasses/masks even when asked – concrete canoe example, "OK, mom" example

- Student clubs and senior design – access/training issues
  - Abuse of equipment/facilities - broken table in ELC 116, ELC 107 examples
  - Training/access – are club advisers and students meeting with lab managers to get training and arrange access? – self-guided tours
  - PPE/training may not be provided by adviser – do students know how to get it and what is required for their project?
  - Varying levels of faculty/staff supervision + culture of "I know best" in students (xylene example, "OK, mom")

What we are doing in CAMP to improve safety?

<u>Lab-specific Chemical Hygiene Plan (CHP)</u>
- Safety guidelines and requirements – From MT Tech Campus Safety Plan, SDS's, other sources
- Very clear lab hierarchy and delegated responsibilities – Lab Supervisor: Gary or Julie
- Students get training on how to understand and use SDS's
- Lab safety (<u>Specific to ELC 104</u>) training sign-offs
- Approval of all experiments to be conducted in CAMP labs by lab supervisor, including plan for storage and handling of chemicals and disposal of waste
- Standard Operating Procedures (SOP's) + sign-offs + required PPE

<u>Chemical inventory brought up to date</u>, updated SDS library

<u>Updated lab safety infrastructure</u>
- New vented flammables, corrosives cabinets, high toxicity chemicals locked up
- Updated spill kits in ELC 104

<u>Restricted access</u>
- Electronic Locks
- Approval required by lab supervisor for entrance to all CAMP labs, to use instrumentation, and to access chemicals, consequences for violations

MT Tech's research and enrollment are growing. This is AWESOME!! Now is a perfect time to evaluate our safety culture and plan for growth. How will we shed our reputation of doing "cowboy science"?

Safety Culture

"...the product of the individual and group values, attitudes, competencies and patterns of behavior that determine the commitment to, and the style and proficiency of, a organization's health and safety programs."

"Safety culture is how the organization behaves when no one is watching."   https://www.aiche.org/ccps/safety-culture-what-stake

How would you answer these questions?
- How is our current safety culture functioning?
- What are our research safety values?
- What are our campus safety values?
- Where do we want to be, ultimately, in terms of safety culture?
- What is the path to get there?

How will we ensure the safety of Tech's research community?

What skills will our students take with them into the world?