UNIVERSITY COMMITTEE CHARTER

Committee: Loss Control Committee

Background and History: The State of North Dakota Risk Management requires all agencies to have a Loss Control Committee. Prior to the state mandated committee, the University of North Dakota for many years had a Safety Committee that met quarterly. A training session was held in June 1996 and the first Loss Control Committee meeting was held January 28, 1997. The Loss Control Committee is to serve as a mechanism for protecting the University students, employees, and visitors from injury and illness and to minimize liability and property damage.

Classification/Terms of Appointment: The Loss Control Committee will be a Finance and Operations Division standing committee. The Charter will be reviewed annually by the Committee which will provide recommendations for any charter update or amendment to the Vice President for Finance and Operations for consideration.

Formal Charges: The Committee will be advisory to the Vice President of Finance and Operations. The objectives are 1) establish policy for safe use of University properties in compliance with all federal, state, local and University regulations; 2) maintenance of a safe and healthful academic environment; 3) maintenance of a safe and healthful work environment; and 4) adherence to proper operating practices and procedures designed to prevent injury and illness.

Reporting Channels/Procedures: The Committee reports to the Vice President of Finance and Operations.

Membership: The Committee will be composed of members representing a cross-section of the University community. Office of Safety staff and University legal advisor will serve as Ex-Officio members. An official committee member may designate an alternate from their department with voting rights to attend in their absence.

Appointment: All members will be appointed in writing by the Vice President for Finance and Operations.

Membership Terms: Committee members serve a term of three years except for student representatives who serve until they graduate. In the January meeting, members whose terms are expiring will be asked whether they wish to continue to serve or a new member will be selected to represent that area by the Vice President of Finance & Operations. Terms will be staggered to provide continuity.

Officers: The Committee Chair is appointed by the Vice President for Finance and Operations. Any one of the sub-committee chairs designated by the Chair may serve as Vice-Chair.

Subcommittees: Specific task-oriented subcommittees may be appointed by the Chair as need dictates and may include other University personnel.
Relationship to Other University Committees: This Committee will take into account and work closely with all University and ad hoc committees relevant to aspects of safety, risk management and loss prevention.

Frequency of Meetings: This Committee will meet no less than quarterly but may meet more frequently if situations warrant a special called meeting by the Chair.

Committee Minutes: Committee minutes will be kept and distributed to all members.

Committee Reports: Committee reports and recommendations will be prepared and appropriately distributed as ongoing Committee activities dictate. As the office of record, the Office of Safety will maintain committee minutes and reports pursuant to the records retention schedule.

Staff Support: Direct staff assistance will be provided by Office of Safety.

Meeting Quorum: A quorum of the voting members or their designated alternates is necessary for conducting official business but must include the Chair or designated Vice-Chair, at least one member of each sub-committee, and one Ex-Officio member.

Amendment to this Charter: Should any amendment to this Charter be required, the appointing official will work closely with the Loss Control Committee in deriving amendments suitable to all parties and the amended charter will be completed, signed, and issued in a timely manner. When initiative for such amendment comes from the committee, a written request from the Chair to the appointing official will be required.

THIS UNIVERSITY COMMITTEE CHARTER IS EFFECTIVE AS OF September 1, 2001.
THIS UNIVERSITY COMMITTEE CHARTER IS REVISED AS OF July 1, 2002.
THIS UNIVERSITY COMMITTEE CHARTER IS REVISED AS OF March 1, 2010.
THIS UNIVERSITY COMMITTEE CHARTER IS REVISED AS OF January 19, 2011.
THIS UNIVERSITY COMMITTEE CHARTER IS REVISED AS OF August 22, 2011.
THIS UNIVERSITY COMMITTEE CHARTER IS REVISED AS OF October 16, 2013.
THIS UNIVERSITY COMMITTEE CHARTER IS REVISED AS OF October 26, 2016.

Alice Brekke
Vice President for Finance & Operations