

Athens State University

Risk Management and Safety Committee via Zoom

Wednesday, October 21, 2020, 10:00 a.m.

Membership

The following members were present for the meeting:

Barbara Ferguson, chair
Tonyia Bowling
Jennifer Bunnell
Jerry Crabtree
Necedah Henderson
Katherine Kandalec-Holm
Regina Kyle
Damon Lares
Julie Martin, recording
Billy McClain
Elaine McGill
Molly Myhan
Jackie Gooch
Cody Smith
Kerry Warren
Philip Way
Absent
Steve Downs
Mike McCoy
Juliana Hunt

Barbara Ferguson called the meeting to order.

Old Business

Child Abuse Training

Athens State's insurance provider has encouraged signs of child abuse training for those who work with programs involving children. This has not been an issue this year since all such programs on campus have been virtual. Barbara has researched to find a source for child abuse training, and learned that Dr. Janet Dorning is a certified trainer with *Darkness to Light*. She will speak with Dr. Dorning about providing training for the CLL and ACA, etc.

Theater and Art Safety

Dr. Jax Vadney has continued to work on safety practices and procedures for the drama program, primarily dealing with set construction. She has also developed procedures for accident reporting.

Cyber Security

Our insurance provider, during renewal, recommended an increase in our cyber liability from a coverage of \$1,000,000 to \$3,000,000. This will protect us if we have to pay for data recovery and/or identity theft monitoring in the event of a cyber incident. Barbara asked Damon Lares to provide an update at the next meeting on new practices from the IT Department in regards to cyber security/liability.

New Business

Chemical safety and disposal

Last year, the University employed a part-time temporary employee who worked in lab safety and chemical disposal, mostly dealing with the Biology labs. Her contract came to an end and that focus has stalled. Barbara and Mike McCoy are meeting soon with the science professors and Dean Spencer about the next steps for evaluating the Chemistry Lab. The plan is to contract with another part-time temporary worker to focus on the Chemistry lab and work with lab safety. They will also be working to develop a long-range plan to keep up to date with lab safety.

General campus safety

Kerry Warren will identify a current employee to serve as a Campus Safety Officer. This person will provide ongoing training for Facilities and keep the chemicals and Material Safety Data Sheets in this area up to date. This person will also assist with lab safety and all other campus safety concerns and needed training.

Building access control: new network based system

Phase 1 has been completed. A new access control system has been installed on the Classroom Building, Waters Hall, McCain Hall, McCandless Hall, Chasteen Hall, Sanders Hall and the Library. Phase II will include Founders Hall, CLL and AMSTI. This system provides the ability to remotely lock exterior building doors and will provide more security when fully operational.

MVR and driver safety training

On an annual basis, employees whose job functions require them to drive on a daily basis will have an MVR check and be required to complete driver safety training. Those classified as routine drivers, such as University administrators, will also have an MVR check and be required to complete the driver training. Additionally, 1/3 of those who drive sporadically and have fuel card PINs set up will be randomly chosen to have an MVR check and to complete driver training. Next year, another 1/3 will be chosen.

Barbara asked for questions. There was one request to have all of the training that we are required to do in a central location, such as Blackboard. Barbara will check to see if this is possible.

With no further questions or business, Barbara Ferguson thanked everyone for their participation and adjourned the meeting.