

Athens State University

Risk Management and Safety Committee

April 19, 2022 - Sandridge Hall Banquet Room

Membership

The following members were present for the meeting:

Barbara Ferguson, chair
Julie Martin, recording
Amy Garrison – new member
Billy McClain
Chadwick Kyle – new member
Cody Smith
Dana Waldrop – new member
Elaine McGill
Kayla Kohanek-Tankersly – for Felicia Mucci
Jackie Gooch
Jennifer Bunnell – via ZOOM
Jerry Crabtree
Katherine Kandalec –via ZOOM
Kerry Warren
Mike McCoy
Toni Carter – new member
Whitney Michael – new member
Gary McCullors – new member

Members Absent:

Biff Anderson
Jeff Powers
Juliana Hunt
Tonyia Bowling

Barbara Ferguson called the meeting to order and thanked everyone for attending. She welcomed the new members on the committee.

Old Business

There were 14 top risks identified in the campus wide risk survey done during Spring 2021. Some of the risks fell outside of the scope of the Risk Management & Safety Committee. Most risks were in the areas of IT, HR, Security and Facilities.

Gary McCullors spoke about some of the IT risk concerns. Cybersecurity is a top concern. We have a much more open environment and are a continual target because of the **.edu** web address and email. Ransomware is most concerning. The only person who can stop it is the

person using the computer. Each person has to be diligent in looking for unusual activity either on websites or from emails. The committee discussed the possibility of IT holding cyber security awareness sessions that can help people on campus become more familiar with these issues. Gary also reported that Jerry Stephens is developing new protocols for IT security.

Jeff Powers from HR was not in attendance, however, HR is establishing a new procedure for injuries on campus. He is working with Athens-Limestone Hospital and Medical East. When there is an injury, there will be a card with procedures to follow. Athens State does not have Workers Comp, so people need to be familiar with the procedures.

New Business

Student Travel

Athens State has a new Student Travel Policy for the following:

- Club Trips

- Academic Trips

- Class Trips including Study Abroad

There are many different ways these trips are financed. Prior to all travel, a budget form should be completed along with itineraries, waivers and travel forms.

Employee Training

Diversity, Equity and Inclusion training has been offered through our insurer, United Educators (UE). Barbara reported that 235 faculty and staff completed the training. ASU was strongly encouraged by UE to make this training available. A savings of 6% of our insurance premium is available if we meet the goal number of employees completing the training. UE has already confirmed that we met this goal.

Emergency Response Protocols and Action Plan

The Emergency Management Plan was reviewed recently, and it was decided that it should be condensed. The new plan has been written to ease confusion of essential employees in emergency situation and make it easier to find information. The title of the new document will be the *Emergency Response Plan*.

The committee had a lengthy discussion regarding each area of the new document.

It was decided to distribute the policy at In-service, and also to publish it online. If anyone has suggestions for this policy, they should be sent to Barbara Ferguson or Jackie Gooch by the middle of next week to get it to the cabinet meeting.

Center for Lifelong Learning

Barbara reminded the CLL staff that release forms should be obtained from those attending the yoga class held at the CLL on Monday and Wednesday evenings.

She also discussed that for the CLL Summer Camps, background checks should be conducted on anyone working with children. Finally, she discussed training for those working with children during camps.

With no other business, the meeting was adjourned.