

**Athens State University**  
**Risk Management and Safety Committee**  
**Wednesday, September 20, 2017, 10:00 am**

**Membership**

The following members were present for the meeting:

Barbara Ferguson, Chair

Mike McCoy

Molly Myhan

Tonyia Bowling

Jackie Gooch

Jerry Crabtree

Terry Stepp

Regina Kyle

Stephen Downs

Billy McClain

Cody Smith

Damon Lares

Elaine McGill

Jennifer Bunnell

Saralyn Mitchell, replace Jean Martin

Julie Martin, Recording

Chris Smith of Regions Bank also attended the meeting

**Old Business**

Barbara Ferguson called the meeting to order. Jerry Crabtree discussed the new Emergency Notification System (Athens State Alerts). He recapped what and how the messages will be

sent out to the end users. Julie gave an up to date report of the number of people enrolled in the system.

Saralyn Mitchell has replaced Jean Martin on this committee since Jean's retirement. Saralyn addressed the priorities related to ADA accessibility on campus. She reported that more than 100 students are serviced by the Office of Disability Services with between 50 and 60 requesting accommodations. The priorities outlined are as follows:

1. Parking – both legible signs and marking of parking spaces
2. Crosswalks – specifically from Carter Gymnasium to the Classroom Building
3. Lecture capture and transcription

Some of these items are in the process of being addressed, however, none of them are 100% complete. Chris Smith suggested United Educators could send a representative to tour campus and suggest ways Athens State can become ADA compliant.

Damon Lares addressed the specific area regarding IT including network back-up procedures, communication systems, cyber liability, data protection, network integrity and network security. Damon also stated that IT is looking at new options for virus protection on our computers.

Barbara Ferguson informed the committee that new insurance policies are effective on October 1, 2017. These policies include cyber insurance, legal liability, general insurance and a crime bond. There was a question raised about student liability for trips, etc. Chris Smith suggested an inexpensive insurance policy for students.

### **New Business**

Due to new professors in the science department, the topic of lab safety procedures was raised. Primarily the disposal of waste from lab dissection projects was addressed. There were two concerns regarding science labs:

1. Safety
2. Disposal of bio hazard materials

There is a need to identify vendors for proper disposal of chemicals or any waste from labs. There is also a need for instructors to review lab safety. There was discussion about if a survey is needed to ask professors what safety precautions they are using in their labs. (science, art and theatre). A list of what chemicals that are utilized on what floors of Waters Hall may need to be comprised for fire safety. Elaine McGill, Terry Stepp, Molly Myhan and Jennifer Bunnell were charged with trying to check on the best practices for safety.

With no further business, the meeting was adjourned.