

## **Athens State University**

### **Risk Management and Safety Committee**

**September 22, 2021 at 10:30 am in the Sandridge Banquet Room**

#### **Membership**

The following members were present for the meeting:

Barbara Ferguson, chair  
Julie Martin, recording  
Jerry Crabtree  
Mike McCoy  
Kerry Warren  
Damon Lares  
Steve Downs  
Billy McClain  
Elaine McGill  
Molly Myhan  
Jackie Gooch  
Cody Smith  
Jeff Powers – new committee member  
Jennifer Bunnell – via ZOOM  
Tonyia Bowling – via ZOOM  
Katherine Kandalac – via ZOOM

#### **Members absent:**

Necedah Henderson  
Biff Anderson – new committee member

Barbara Ferguson called the meeting to order and welcomed everyone. She asked if there were corrections to the minutes of last meeting which was held on April 26, 2021. There were no corrections, and the minutes were approved.

#### **Old Business**

Attached to the meeting invitation is the Risk Assessment Results Summary that our team and the cabinet participated in during the spring of 2021. This summary includes the items we focused on in 2017 and the new top ranked items to look at going forward.

## **New Business**

On June 16, 2021, Barbara Ferguson presented “What is Risk Management” to the Administrative Council. She shared the results of the risk assessment, mentioned above, with the council.

The council and the guests for that meeting were broken up into 5 groups:

1. IT
2. Security/Facilities
3. HR
4. Finance
5. Student/Academic Affairs

These groups looked at ways to avoid, transfer, mitigate or accept the ranked risks from those areas. Barbara discussed several items from that meeting and asked for certain members of the committee to give updates as well. She also indicated that several of the ranked items are beyond the scope of this committee. The specific items highlighted were experiential learning, human resources, IT/cyber security, and business continuity.

## **Experiential Learning**

Barbara indicated that several concerns were identified in the risk assessment relating to experiential learning. The new Experiential Learning Coordinator position has been filled and should be able to work with various areas on campus to address concerns such as legal agreements and memorandums of understanding with companies and policies and procedures. Experiential learning is a fantastic offering to publicize and is really a risk to exploit so long as we have the agreements and policies in place.

## **HR**

Jeff Powers, the new Chief Human Resources Officer, spoke about a new recruitment/retention plan. The HR team is implementing an exit interview process again in efforts to help employee retention.

Mr. Powers spoke on several new tools that the HR team would like to put in place including new performance evaluations, compensation committee and updating job descriptions to name a few.

## **IT/Cybersecurity**

Damon Lares and Barbara spoke about this area. One of the biggest mitigation strategies for IT is cybersecurity insurance. For the 10/01/21 insurance renewal, it is mandatory for ASU to be compliant with multi factor authentication. We have been granted a 40-day extension, so by mid-November, ASU will have to implement the multi factor authentication process.

Since 2017, we have had standard firewalls, and now we have the next generation firewalls. IT has also updated the antivirus and will be implementing new Network Access Control. They have updated switches and added battery backup to the switches. They have performed tests

against data and the system is doing well. IT is working towards having a physical site in the event of a disaster – we now have backup in Birmingham. IT is looking at employee training for data security. Barbara indicated this may be a requirement for cybersecurity insurance in the future.

### **Business Continuity Plan**

Mike McCoy and Jackie Gooch spoke about this area. ASU has a current Business Continuity Plan, however, we need a more formal plan. This will be an involved process, and many of the Risk Management committee members will be responsible for input into the new plan. Several templates are available to help develop plans and Barbara and Jackie will be looking at these in the near future.

Barbara then explained a new risk management quiz game that will be implemented after the Fiddlers Convention. The purpose of the game will be to provide “training” on some of our compliance and safety policies in a fun format. There will be 9 days of questions from the Policy Library. Each day for 9 days, a new question will be emailed out to all faculty and staff. Answers will be emailed to the Security email box, and winners will be chosen the following morning. Winners will receive Athens State University promotional items.

Mike McCoy reiterated how important the Risk Management Committee is and thanked everyone for their participation.

With no other business the meeting was adjourned.