

Athens State University

Risk Management and Safety Committee

Thursday, September 23, 2019, 8:45 a.m.

Membership

The following members were present for the meeting:

Barbara Ferguson, chair
Juliana Cislo
Jerry Crabtree
Stephen Downs
Jackie Gooch
Regina Kyle
Damon Lares
Billy McClain
Mike McCoy
Molly Myhan
Cody Smith
Kerry Warren
Tonyia Bowling, Recording
Katherine Kandalec-Holm
Diandra Matthews
Dr. Philip Way

Members absent:

Jennifer Bunnell
Elaine McGill
Julie Martin
Necedah Henderson

Barbara Ferguson called the meeting to order and welcomed Dr. Way to the meeting.

Old Business

Training on the signs of child abuse

The University's insurance carrier has directed that we should expand our training on the signs of child abuse for employees that interact with minors. This is primarily a concern for the staff involved with minors during summer camps at the CLL and ACA. Before the camps this past summer those staff members and volunteers were asked to watch the United Educators "Shine a Light" video training. Barbara has recently asked for a faculty member from the College of Education to be added to this committee. Katherine Kandalec-Holm is in attendance today. This hope is that the College of Education may be already providing training of this type for their teaching interns that may be used for camp staff.

Dr. Kandalec-Holm is not sure about the training they provide. She will find out and follow up with Barbara.

Tobacco Free Campus

Mike reminded the committee that the smoke free policy went into effect this past May. He asked the committee if they were aware of any complaints. No members indicated any issues or complaints.

Summary of Committee Activities

Barbara provided a handout detailing the activities of the committee since it replaced the Health and Safety Committee in May 2017. She provided information on the initial risk inventory and ranking of projects including: updating the disaster plan and campus alert system, updating inclement weather procedures, ADA upgrades, lab safety and waste disposal, study abroad procedures, new policies for minors on campus and volunteers, new policy for use of University vehicles, MVR checks, and driver safety training.

Items still to be addressed include: theater safety, cyber liability, and continuity of operations. We will need to update our risk inventory in 2020.

Mike wanted to remind the committee of the tools and resources available on the Security webpage. Mike indicated some safety concerns have been brought up by employees in some of the buildings. Mike asked Jerry Crabtree to provide some information on things he considers when evaluating building safety. Jerry discussed that the primary concerns are building entrances and exits but this is hard to control since we have an open campus. He reminded the committee that employees should have good situational awareness. Regina Kyle has worked on detailing some safety concerns at the CLL and will share this document with Barbara. Jerry discussed the "panic" and "medical emergency" keyboard buttons that should be available on all campus computers to alert Security of situations where they need to respond in the event they cannot be contacted by other means. Some committee members were unsure about what happens if these buttons are pressed. Mike and Jerry indicated that there should be some clear guidance distributed to the campus about the use of this contact method.

Jerry reminded the committee of the Memorandum of Understanding with the Athens Police Department and how close Campus Security works with the police department. He also indicated that the Athens City Fire Marshall does an annual walk through of campus buildings to check for fire code compliance and safety in general. Barbara reminded that periodically the State of Alabama Risk Management Division (our property insurers) perform inspections for code compliance and safety concerns.

Jerry and Mike also briefly discussed inclement weather procedures. They reminded the committee that the severe weather areas are McCain Hall basement, Waters Hall basement, Carter Gym basement, and Sandridge Hall bottom floor. Jerry and Mike discussed the emergency operations center (EOC) in the basement of Waters Hall. Jerry indicated they have a computer, television, walkie talkies, a generator, and direct contact with Athens PD dispatch.

The committee members walked through Waters Hall, the Classroom Building and the lower level of Sandridge Hall to observe some of the building safety features discussed during the meeting. With no further business, the meeting was adjourned at 9:49.