

**Athens State University**  
**Risk Management and Safety Committee**  
**Thursday, February 21, 2019**

**Membership**

The following members were present for the meeting:

Barbara Ferguson, chair

Jennifer Bunnell

Juliana Cislo

Jerry Crabtree

Stephen Downs

Jackie Gooch

Regina Kyle

Damon Lares

Julie Martin, Recording

Billy McClain

Elaine McGill

Mike McCoy

Molly Myhan

Cody Smith

Kerry Warren

Barbara Ferguson called the meeting to order.

**Old Business:**

Update on Theater and Art safety:

Jennifer Bunnell has been working with professors at the ACA and they have come up with a plan for safety that will include the students. Jennifer and the professors are working on documentation that will be included in class syllabi that will offer proof that instruction has been given on safety in the classroom (theater). They have or know that they need signage and will work with publications to get that information up in areas that need signs. OSHA training is being scheduled.

Update on Poplar Tree - Founders Hall:

Two Arborists and another tree expert to measure density of the tree have been out to examine the tree. There is substantial hollow areas in the tree, however they are limited to one section of the tree. The recommendation is to treat the tree 3 times (Spring, Summer and Fall) in efforts to save the tree and improve the root system. The tree will be reassessed after the 1 year treatment. Mike reminded us that safety is foremost on campus. All trees, especially those close to buildings will undergo a quarterly assessment for safety.

#### Inclement Weather Procedures:

Severe weather season is upcoming, and an email reminder will be sent out on the procedures for inclement weather that will include safe places on campus and how to sign up for the Athens State Alerts. Buildings should be assessed for signage for directions to safe places in each building.

#### Threat Assessment Team:

It has been recommended that there be no committee for this team due to confidentiality. Security, Student Services and Counseling Services should work together and be alert to those people who might pose a threat to themselves or others. The counselor, Lisa Philippart has worked to bring awareness by presenting to the Faculty Senate.

Jerry Crabtree brought to our attention that Athens State University was ranked in the top 10 for safest campuses in America according to Niche.

Mike McCoy took this time to ask if there were other safety issues. Regina Kyle relayed an incident at the CLL where a man entered and asked people for money, etc. She called security and they came to do a walk through, but the man left before security arrived.

Jennifer Bunnell stated that skateboarders ride around the ACA frequently. She calls security to handle them.

Mike encouraged all area to develop procedures in the event of an unsafe situation. The Security Office can work with any area to help with these procedures.

#### Use of University Vehicles:

In the last meeting with insurance company about policy renewal, Athens State was given some items to implement in order to continue with insurance and to receive an insurance premium credit.

The first item is implementing the use of a University Vehicle Policy to include safety training, MVR checks and the use of personal vehicles for university business. This year we should have a policy developed and published. Jackie Gooch, Barbara Ferguson and Julie Martin have worked together to develop a policy. United Educators has driver training, but other forms of training are being considered. There was discussion on how often driving records will be reviewed.

Cody Smith questioned about insurance. If someone is driving a personal vehicle on university business, what insurance covers them? Barbara said that University Vehicles are covered by University insurance

and a person's personal insurance covers their person vehicles. This is one reason we encourage people to use university vehicles on university business.

New Business:

Another item the University must undertake for insurance renewal is training on the signs of child abuse:

The Minors on Campus Policy has been updated to help various groups who host events on campus that include minors. There will need to be training on how to spot and consider signs of child abuse. This training will not be mandatory for everyone, but will include staff members who may come in contact with children.

ADA Compliance at the CLL:

Kerry Warren reported that the railing coming up the stairs at the CLL is too low for ADA specifications. That railing is being addressed and will be fixed. There is no lift or elevator in the CLL. There is no law that requires a lift be put in, however, if there is a need, we are to provide an alternate location to those who use the space and need accessibility. It will be approximately \$70,000 to add a lift. This is being considered.

Tobacco Free Campus:

Athens State is going to move forward by becoming a tobacco free campus (including vaping). This will be in our Policy Library and will hopefully be implemented Summer Semester 2019.

Barbara Ferguson wanted to thank Elaine McGill by bringing to our attention that the The Learn To Read Council has been using our facility for the past 8 years and we haven't had a facility usage form (contract) for them. Mike McCoy and Barbara Ferguson met with them and they have procedures in place that will meet the university's requirements.

With no further business, the meeting was adjourned.