

**Athens State University**  
**Risk Management and Safety Committee**  
**Wednesday, September 19, 2018**

**Membership**

The following members were present for the meeting:

Barbara Ferguson, Chair

Tonyia Bowling

Jennifer Bunnell

Jerry Crabtree

Stephen Downs

Jackie Gooch

Regina Kyle

Damon Lares

Julie Martin, Recording

Billy McClain

Mike McCoy

Elaine McGill

Molly Myhan

Cody Smith

Necedah Henderson replace Terry Stepp

Juliana Cislo replace Saralyn Mitchell

Kerry Warren new Director of Facility Operations in attendance

## **Old Business**

Barbara Ferguson called the meeting to order. The agenda was reviewed. The new Emergency Management Plan and Alerts took place last September.

The ADA claims against Athens State University have been settled.

Doc Soft is working on ADA accessibility. The priority includes a list of parking lots including signage, spaces and cross walks. Kerry Warren stated that those items have been addressed but should be monitored on an ongoing basis.

Sara Cline worked to have a new Lab Safety document for the Biology and Chemistry labs. A form for students to fill out has (or will be) added to Blackboard. Waste disposal for the labs has also been addressed.

Study Abroad – Drs. DuPre and Miller worked with Barbara Ferguson on waivers and procedures to follow if an incident occurs on a Study Abroad trip.

Policies for Minors on University Property and Volunteers on Campus - This has been a year-long process with Shane Black having much involvement. The CLL will implement this policy summer of 2019. There are insurance liability implications that made this policy necessary.

IT continues to make strides. The next generation firewalls are in place. The antivirus software has been upgraded. There is still work being done on a Disaster Recovery Plan.

## **New Business**

There was discussion about faculty/staff taking computer training for cyber security. This is an ongoing threat to our campus. Should we look at United Educators or another insurance company to provide training?

The Poplar Tree in front of Founders Hall has been examined by 2 Arborists and the Forestry Commission. There has been a study on the tree with options given. Mike McCoy has made the recommendation to have the tree trimmed before the Fiddlers Convention. After that, the tree will continue to be monitored.

Threat Assessment Team – Barbara Ferguson, Julie Martin, Jerry Crabtree, Lisa Philippart and Saralyn Mitchell met about establishing a team to consider if certain people on campus may pose a risk to themselves or others. Should this be

a sub-committee of this Risk Management and Safety Committee, or a stand-alone committee? Barbara Ferguson suggested a stand-alone committee due to confidentiality. This team should devise protocols to follow. Lisa Philippart has researched this and has information and ideas.

Art and Theater Safety – ACA – New faculty member, Jacki Vadney, Assistant Professor of Drama and Theater Arts: Scenic Lighting and Design is to focus on providing a guideline for art and theater safety. Jennifer Bunnell will work on a similar list of safety with 2 art professors to provide online guidance and forms that may be required. They will also work to have disposal of art chemicals.

Mike McCoy thanked everyone, particularly Barbara Ferguson for providing leadership and being proactive with the various issues we have addressed and continue to address.

Barbara Ferguson reported that every year on the insurance questionnaire, we are asked about driver verification. Most universities check the driving records of those who drive university owned vehicles. We need to address this. Shane Black will be consulted, and we will go forward to determine what resources to use and what guidelines the university will follow.

Continuity of Operations – Power, Facilities, IT resources. Jackie Gooch has researched and drafted a generic plan that will be published in the Policy Library. This will be a long process with each area on campus having to prioritize what items are essential for operation.

The floor was open for questions – it was stated that this committee should try to meet every couple of months.

With no further business, the meeting was adjourned.