

Athens State University

Risk Management and Safety Committee

Wednesday, July 26, 2017, 10:00 am

Membership

The following members were present for the meeting:

Barbara Ferguson, Chair
Mike McCoy
Molly Myhan
Tonyia Bowling, Recording
Jackie Gooch
Jerry Crabtree
Terry Stepp
Regina Kyle
Stephen Downs
Billy McLain
Jean Martin
Cody Smith
Damon Lares
Elaine McGill
Jennifer Bunnell

Julie Martin was absent

New Business

Barbara Ferguson called the meeting to order. She then began discussing the Emergency Management Plan sent to the committee prior to today's meeting. She informed the committee about the development of the document with initial research by Jackie with input by her and Julie. The draft document was then shared with the sub-committee and sent out to the full committee for review. Barbara then asked for comments, questions and suggestions from the committee. Several members gave suggestions on both grammatical and content changes. This led into a discussion of a new campus emergency notification system that is currently being set up. Charles Ford is responsible for configuring this system. The benefit of this new system is that it will be capable of sending alerts via text/phone, desktop, and paging. Previously we have been relying on multiple systems to accomplish sending alerts in these formats. Barbara, Jerry, and Julie will get more information on this new system and report back to the committee in August.

The committee agreed that Jackie should make the changes discussed today and then send the document to the President's Cabinet for review. The goal is to hear from the Cabinet with any edits they request in time to have the final plan available ready at the time of Fall Inservice on August 17. Dr. Glenn will mention the Emergency Management Plan during Inservice and then Mike will distribute the plan via email to all faculty and staff members. Additionally, the plan will be in the Policy Library. It will be on a scheduled review cycle as are all University policies. The committee also felt it would be a good idea to place a hard copy in the emergency boxes in all shelter locations. These would need to be replaced each time the plan is updated. Mike also pointed out that current Security documents, especially those posted on the Security website, should be reviewed to be sure that there is no redundancy or discrepancy with this new Emergency Management Plan. He will work with Julie and Barbara to review current documents.

This discussion also led to the mention of the need to develop business continuity plans. This will be an item of focus when the Emergency Management Plan is finalized and when some items from other sub-committees are addressed.

Barbara updated the committee on an opportunity from the University Risk Management and Insurance Association of which she is a member. The Association is offering a free peer review program to assess our risk management process and its implementation campus wide. Athens State is in a pool of 15 other institutions being considered for this service. If selected, this would be a great value for the University.

Barbara then asked if any other committees had updates on topics they were assigned. Several members of the committee looking at accessibility and workplace safety provided updates. Billy informed the committee that the pond in the outdoor classroom has been filled in. Also, he has been surveying classroom seating, restrooms, and parking places to be sure appropriate spaces are marked as handicap accessible. Cody and Jean discussed the need to have consistent communication between the ADA office and physical plant regarding access issues. They shared with Mike the need to make sure all accessibility concerns are appropriately addressed.

With no further business, the meeting was adjourned at 11:00 a.m.