

MINUTES OF THE UNIVERSITY SAFETY COUNCIL MEETING
JUNE 2, 2015
Roan Mountain, PSU

PRESENT: Mark Bachmeier, Stanley Broaden, J. J. Brown, Gunther Doerr, David Hayler, Bindu Jayne, Barb Krause, Jason Marshburn, Andrea Mitchell, Jane Nicholson, Alan Rasmussen, Mary Reichel, Brad Vest, Cindy Wallace, Charlie Wallin, and Jim Webb.

Cindy called the meeting to order and announced that Greg is hosting a Business Professionals/Officers Conference this morning for Rick Presnell. Rick is out on sick leave after having a stroke on Monday but he is doing well.

Cindy introduced Stanley Broaden, Intern in the Office of Student Development, and a star track and soccer athlete at Appalachian, who will be working this summer with focus groups and other tasks relative to safety and social justice issues.

MINUTES: The minutes of the May 5, 2015 meeting were approved.

SAFETY COUNCIL ANNUAL REPORT/SAFETY FEE: Cindy discussed the three primary goals to meet using the money we will receive from the Safety Fee:

- law enforcement/campus police looking at market and salary increase
- Clery Officer on each campus
- Title IX Campus support

Several of these goals must be satisfied by Oct 1, 2015. Bindu has received the OK to proceed with hiring a Title IX Officer for campus and Mark asked Bindu to send a job description to him to begin that process. Gunther stated that he has already submitted a description for the Clery Officer to People Admin.

Within these 3 goals some things are policy driven and they have been working with Barb on those policies, i.e. taking students off Sexual Misconduct Boards.

Gunther - we need to look at the document from General Administration and where we are now, and we may need to shape our goals this coming year based on this report and data needed

Gunther - it appears that every campus will need to submit an annual safety report through their Board of Trustees to General Administration, and that they may provide a template out of a committee that Ross is creating that will adjust how we have been reporting.

Cindy - We are one of the only schools that create an annual report and at this time there is no template. The system wide committee will be appointed this summer

and the membership on the committee is very prescriptive, i.e., 2 VC's, 2 police officers, 3 students, etc.

Mark- we will also have to track the fee as a funding source wherever it is used and there are caps on how much that funding source can be used to bring police officers on board, etc. We will need to track uses of all of the funding.

UNIVERSITY SAFETY COUNCIL RETREAT – After discussion, the University Safety Council Retreat will be held on Thursday, July 16 from 8:30 a.m. – 10:30 a.m., 224 I. G. Greer Hall.

Cindy stated that the Counseling Center numbers, along with EIT and CARE numbers, really express what was happening last year on our campus and community. Cindy announced that we are bringing in great new resources – Dr. Alex Howard has been hired as the new Director of Wellness and Prevention Services and his wife has been hired in a position in Health Sciences. Dr. Howard's PhD in Public Health will be valuable to us as we move towards a new wellness approach. He will be joining the team on July 13. If anyone knows of any houses available for sale, please send those contacts to Micki so that we can forward that information to Dr. Howard.

SAFETY APP/TIP TEXT: Jason – After the year of study by the Student Government Association (Carson and Emily) the features that they found that students liked most was the ability to anonymously text if they saw suspicious activity or had concerns. Work Connect has some of the same features of the Safety App and one of the good features is that this could be employed campus wide and could offer texting anonymously. Athletics has been using a similar system for football games for several years and a campus wide system has advantages and will save us money, costing \$5,000.00 a year as opposed to the one Athletics was using or the cost of the Safety App. Carson and Jason have met and Carson is on board with pursuing this through Work Connect. The next step would be to look at the marketing piece and relaying the message that this is not meant to replace dialing 911, etc.

Gunther – John Welch from Athletics has cancelled the contract and hopefully he will be our representative from Athletics on the Safety Council.

Gunther – He and Tom Van Gilder had discussed the possibility of IT doing this internally. David – SMS text based technology is not something we can do but maybe something can happen in Google.

Cindy – I feel like we are compliant with President Ross's Safety Initiatives; but believe this plan would enhance it. This information is encouraging and probably a smarter way to go.

Mary - parents will be very interested in this happening.

Gunther – do we propose this to be funded out of Safety Fee? Cindy - \$5,000 is not a lot to ask for this and it ought to be funded either with left overs or after the market salary study.

FALL TABLE TOP EXERCISE: – Jason – The next table top exercise will be held in October (8th?) and will be Active Shooter based with community participation. The focus will be a mass casualty component, along with the communications process relative to patient information, access information, and all groups will be key. This will be great practice before we complete a full scale exercise.

ORIENTATION TRAINING UPDATE: Cindy relayed that JJ held a meeting with individuals responsible for Orientation Programming regarding preparation for questions they might receive during Orientation. Gunther reported that from his session with parents he had one question regarding murders on campus, no suicide questions, and not much about sexual assaults but he has received a lot of questions about marijuana and other drug use. He has also had requests for RAD classes for students.

JJ stated that there had already been some positive exchanges and discussions during Parent Orientation. He had an opportunity to correct the misconception of 10 student deaths on campus (from information some parents thought the recent death on Robin Lane in Boone was a student death). JJ also reported his presentation during Parent Orientation focuses on transitions from a supportive environment into a new environment and discussion of the challenges and support students have and receive. We have received some disclosures from parents regarding their student, i.e. past suicide attempt/depression/brain surgery, and this has allowed sharing of information where appropriate prior to the fall semester, and reinforces the parent feeling comfortable with their daughter/son coming here. One student self-reported to a SOUL who was then referred and was seen at our Counseling Center.

Relative to the disclosure discussion, JJ reported that he has had a conversation with the Admissions folks regarding disclosures in Admission essays. What, if anything, do we do with that information since that information can be 6-9 months old but it could be a way to do some outreach that will fit within the Orientation time frame and could help with students who struggle?

Cindy told a story of how the Student Director of Orientation, Amanda Torrence, had dealt with a mother at check in about her loud discussion in the lobby in front of parents and students of what happened last year on campus. Amanda's handling of this event reinforced proactive ways to deal with these issues during Orientation. Cindy also relayed that many of the difficult situations and questions in the past have come from parents who did not attend Parent Orientation. She stressed the power of these two days in informing these families.

Mary asked if we had numbers that show how many of the parents do attend. JJ stated that when he was the Director of Orientation in TN those numbers consistently indicated that there are .85 parent for every student and that Traci's data mirrors this percentage.

Mary asked if we offer an on-line Orientation program. Cindy indicated that we do not have an on-line program now but do know that we need to provide this in the future.

Cindy stated that special e-mails are sent to those parents who can't afford to attend and Traci mails the Parent Connections book to folks who ask for a copy.

Cindy also stated that the Parent Newsletter e-mails that are sent are very important and what you send in to Traci for that newsletter is very important, even if it is one or two sentences.

Brad asked JJ if it would be possible for him to be aware of students who attend Orientation and disclose a medical condition so that he would have a heads up if something happened to them while they were in the Student Union. That information would be important for Jeremy, Paul and himself and they could keep that confidential.

JJ stated that we do not always know of these situations or track these in anyway. The Dean's Office deals with behavior or pieces and we have to be very careful on how we do that.

Alan stated that talking with students about Safety Concerns and ask what information we could put out that would be of benefit or help to you. This past semester it helped talking to students about how we can be proactive with them and this seems to be as appropriate approach.

INTERPERSONAL VIOLENCE UPDATE

JJ reported that the IPV Council has been working on a final report and that the Steering Committee will meet every other week in June and July to talk about training initiatives and the on-line training for students which will roll out with the signed contract with Haven. They will also discuss faculty and staff training initiatives. The first full Council meeting will be held at the end of August and the hope is to review the membership of the Council and fill in some gaps, i.e. Athletics and Human Resources. August 28 will be the first meeting. The comparative piece of the Climate Survey is rather large and it will be hard to get this done prior to the next meeting of the Safety Council in July, but would be good to have prior to this meeting.

JJ reported that Safety Week and Walk for Awareness will be held during the week of Convocation with Walk for Awareness being on Tuesday, September 1 and the Safety Festival will be held September 2 with House Calls that evening continuing the message of "It's up To Me." We plan to offer training opportunities for faculty, staff and students focusing on Suicide Prevention, Alcohol and Other Drugs and related topics on Friday, September 4. The first home game is Saturday September 5, hosting Howard University.

Barb requested that everyone participate in House Calls – she had participated last year and benefited seeing where our students are housed off campus and she noted that our students are great!

COMMITTEE REPORTS

EIT - Andrea reported that the team were referred 7 students last week and had 5 no shows. They have had 278 referrals and 64 interventions. She reported that the team had met to talk about doing things differently and will be working with Greg Lester, Director of Academic Success, and his team to have someone (graduate students) in the office to take calls and talk to those who call in and need support.

CARE – Alan reported that in the Spring there were 371 cases, a 39% increase from spring last year; the CARE team averaged 23 cases per week, and averaged 26 cases per week in the fall. They continued to see an increase in hospitalizations from fall to spring with 22 Psychiatric referrals, up from 19 in the fall. The team has starting tracking acute psychiatric emergencies even when no hospitalization occurs.

Alan explained the process and the important assistance of Dr. Lauren Noll, Staff Psychologist in Health Services. Cindy explained that they have moved to the model with the psychologist being on the clinical side of student health in Health Services and that there are now 9 full time clinicians with a team of nurse support that work together, along with an experienced pharmacy staff to keep medications available for stability purposes, etc.

THREAT ASSESSMENT – Gunther reported that there will be a monthly law enforcement executive committee with local agencies which will include sharing threat assessment data. July 16 is the next ASU law enforcement meeting date, along with Town and Gown.

Gunther – Next month he will have the raw data from the Safe Ride survey and will get that information to Micki for the annual report. Cindy will work with SGA to implement the new model for next year.

EMERGENCY MANAGEMENT TASK FORCE and SAFETY AND HEALTH– Jason reported that the Environmental Affairs Manager will be a great help with lab safety and they are trying to fill that position. Jason and Charlie are working on the annual report information.

FACULTY/STAFF CARE & CONCERN - Mary reported that she is working on the annual report information. No update from Committee.

Jane recommended to Mary as a follow up to the recommendation that Elisabeth Cavallaro meet with faculty on Suicide Prevention Training information that they identify a couple of folks from faculty senate, i.e. Chair of Faculty Welfare and Morale/Welfare of Students meet with Elisabeth to talk about these issues prior to the presentation to Faculty Senate.

Mary will be retiring at the end of June from her position (phased retirement) and will be back in the library in the fall. Cindy expressed thanks to Mary for taking on the Safety Council work.

Further discussion followed to follow up on Jane's idea and to get information to the new Provost so that he understands issues and concerns of the Safety Council. Hopefully the Interim Vice Provost position will be filled by August 1 and that person can be a part of this group. Steve will continue as a Senator and he will continue to be a member of the Safety Council.

Mark commented on another Faculty/Staff Care and Concern issue being service gaps and no data to help in developing appropriate resources on campus to faculty and staff. He will be working to coordinate services on campus for faculty and staff with high risk situations (substance abuse, mental health). He noted that there are a group of folks now receiving official mediation certification training, along with Martha, Tandra and 2 HR staff to provide those services to campus.

Cindy announced that there has been no update from the discussion on the Thursday evening football games. Barb indicated that the UNC attorneys will be on campus for the first Thursday game and her office is planning a tailgate event for them.

The meeting adjourned. The next meeting will be held on July 16 at 8:30 a.m. – 10:30 a.m. in 224 I. G. Greer Hall.

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MEMORANDUM

From: Jason Marshburn

Date: June 16, 2015

Re: Safety Council Status Report – EMTF & Safety Committee

- *Enhance the Building Coordinator Program by identifying and training at least 80% of all Building Coordinators.*

EHS&EM received \$5,000 from General Administration to enhance the emergency building coordinator program. Funding was utilized to purchase equipment, as well as materials for training. The program has been revised over the past several months to transition from an emergency building coordinator to a building emergency team. Training of the teams and distribution of supplies is set to begin this summer. Initial training will continue into the fall, with annual refresher training set to start by summer 2016.

- *Actively promote workplace safety across the University through training and awareness programs for employees and by continuing to conduct on-site surveys and inspections of laboratories and research areas and Physical Plant, Housing and Food Services facilities to ensure compliance with selected federal, state, and university regulations and policies.*

EHS&EM has continued education and training programs to promote occupational safety and health. Over the past year, new programs such as the Hazard Hero Program (developed by NCOSHR) have been introduced and implemented on campus. Each program is designed to further promote accident/injury prevention. A policy for an annual campus building inspection process has been developed between the Safety and Health Committee and EHS&EM. Further development and implementation of this policy will continue into the next year. Significant policy revision has taken place on the University's accident and injury investigation policy. Enhancements will ensure a more thorough investigative process, with the goals of preventing future injuries and empowering supervisors to take a greater role in the safety of their employees.

- *Continue to educate students, faculty, staff and parents about AppState-ALERT and what they should do during an actual emergency on campus.*

Education efforts around emergency preparedness and the AppState-ALERT system have continued to expand. New educational materials have been developed to help the campus community better understand the emergency alert system and how to react should an alert be issued. Education efforts have also expanded to include new venues, such as providing information to staff during the Staff Appreciation lunch. New emergency guides have been developed for disruption to campus.

Related accomplishments not tied to a specific goal:

1. Conducted two University emergency exercises to evaluate campus emergency plans and procedures.
2. Developed and began implementation of classroom emergency guides.