

**University Safety Council Meeting Minutes
March 3, 2015**

Present: Mark Bachmeier, J.J. Brown, Tandra Carter, Dayton Cole, Gunther Doerr, Steve Hageman, David Hayler, Bindu Jayne, Donna Lillian, Martha marking, Jason Marshburn, Andrea Mitchell, Jane Nicholson, Alan Rasmussen, Mary Reichel, Brad Vest, Cindy Wallace, Charlie Wallin, and Jim Webb

Cindy announced that Greg is in Raleigh today and will not be present for this meeting.

Cindy stated that the Health Fee/Prevention efforts are included in the new budget and the tuition increase for faculty raises will work for us being proactive in key areas of concern.

Minutes: The minutes from the February 3, 2015 Safety Council meeting were approved.

Safety Initiatives-Plans to Support Students Post Break:

Cindy- This effort provides the momentum of supporting colleagues and students as we move toward exams. We have completed outreach to specific populations and the entire campus and have been focusing on post spring break, getting to exams and what we need to do for colleagues and the student body.

Cindy - Gunther, JJ, Cindy report in the morning to the Chancellor on these efforts and asked for any key points that they need to mention to the Chancellor be forwarded to her.

JJ –In conversations with the VC at Wilmington regarding the murders in 2004 on that campus, she talked about the importance of visibility for increased connection. Over the last 6 weeks we have worked to provide a greater visible presence in a lot of different ways.

- **AppCares Tables 11:00-2:00 every day since the first week in February where encouragement is provided to folks to download the app, receive information, and connect with students.**
- **Mary Banks designed a RPM card (random positive message) and they have been inviting students to write messages to other students. We have 100+ which they will sort through next week to make sure they are appropriate basic messages. They will also collect messages after break.**

JJ -March is a hard month, i.e. in patients go up in the community, and suicide attempts in community go up in March. The county mental health folks meet once a month to talk about these statistics. The winter weather hardship is one of the theories on why the stats double during March.

- **In an effort to continue our visibility, Alan Rasmussen and have been working on a 6 week-long Counseling/Arts Therapy session for students. The Dean of Students Office now stays open until 8 every**

night, M-TR. This gives a visible presence providing one person a night to talk to about something.

- **The Counseling Center ramped up hours and looking at new ways to serve students at any point in time.**
- **Mindfulness activities, which Tandra mentioned at the last meeting, need to be advertised and promoted. When the Wellness and Prevention Center opens next year we hope we can do more of these activities through partnerships.**

Brad – the AppCares tables have been great. Brad relayed information about a conversation with John Waters who had asked for cards to give to faculty.

Donna – The sticky note activity/positivity date was a success. She took sticky notes to class and asked her class to plaster notes in Sanford Hall.

Cindy – The Building Services staff have kept those from the halls and are continuing to put them up randomly.

Jane – We need to get the word to housekeeping to keep these notes up longer.

Cindy – There will be work with housing after the break through “You Are Not Alone” and getting messages out to apartments in town.

Cindy – we need to ask if students are getting what they need finished since classes on Tuesday and Thursday that have not met due to snow/ice.

Brad – Faculty for those class sections should be making themselves more available or providing special tutoring classes or on-line chats and increasing office hours to deal with any content students have missed.

Steve – Some departmental programs are using AsU Learn to aid students in catch up for their course(s).

Donna – But it varies from course to course with a lab course being more difficult to make up.

Cindy – The Counseling Center has added Thurs evening hours, and have increased 6 people’s hours, and have added 5 new contract individuals to provide increased counseling services. The emergency hour/number of incidences has been skyrocketing with after hours emergency being up 90%.

Feb. 25th Exercise AAR and April 22nd Exercise:

Jason – The Get Ready Activity on Feb. 25th was a great exercise - scenario off campus fire at a complex occupied predominately by students. The exercise focused on what does the policy group do/ expectations/ concerns they have. General revisions to existing policies and plans were/are being

made that will benefit the current direction, training being a common theme. Training will occur on different levels in the group and emergency personnel and on campus. Also from that exercise, we will be determining what info can we provide to folks, resources we have and further enhancements to the process. There are a lot of things that are in place, but are not in writing and the information gained from the exercise will be used to develop a formal action report and lead us into April 22 exercise. The February exercise included just Chancellor's Cabinet and the April 22 will be the Policy group and emergency task force group and will focus on a weather based exercise.

Adverse Weather Policy Feedback

Mark – The policy in place came about due to the perception somewhere that agencies across the state were too quick to close for business as a result of winter weather, and there was inconsistency campus to campus and agency to agency where in some places employees still got paid. The Governor directed State HR to make a distinction between adverse weather and emergency and the responses to both. The two new policies for emergencies and adverse weather were unusually prescriptive and inflexible. Specifically, a winter storm does not meet the threshold for emergency closing – one that requires an emergency management for response and suspension of non-mandatory services and employees are required to use leave. That is the biggest impact on staff. With the first winter weather event in Wake County the Governor issued an exception to the adverse weather policy stating that state employees could leave at 2:00 p.m. and would be paid for their time off. Even when the weather warnings were gone, the policy stayed in effect for 3 days. There were 4 one time exceptions made during this event.

Campuses decided that the new policy meant nothing and anything could happen so they decided to do whatever they wanted. In an effort to try as much we could to implement the new policy until another review and revision, we did not do what all other campuses did and it has taken a couple of weeks for us to justify what we did. The silver lining to that when 4 exceptions to a policy are made to make reasonable decisions, you have to have a new policy. We have had conversations at the state level with Neal Alexander who assured that there are revisions being drafted to the new policy allowing for people to make decisions to keep people safe. This is still not resonating with our staff because we cannot go back and retroactively pay staff.

Life-Line Student Safety App Update

Cindy announced that Carson and Emily were not here to report this morning due to a hectic schedule, but that Tom VanGilder, herself and others are following up on the Life-Line App presentation.

Information Security Policy

Jim - ITS has been working on a comprehensive policy for all university data systems. It has taken a lot of conversations and care to come up with the policy for the campus as a whole. With information security, the times have changed, and we are looking at the risks we have on our campus because any system or activity is a risk factor. We want to make sure we identify them and are consistent in the way we are treating them. We have a lot of

good practices here and have not had significant problems yet. We are the last UNC system to get our security information on line but we are looking at a set of security controls and all the measures we are using. All these efforts negate financial, admission practices and in protecting our employees/students/community, we are trying to be good stewards of data.

ITS, along with the Information Security Advisory Council developed a policy and now we need to get that policy to the right people. We are attacked thousands of times a day – Cyber Safety – we see a lot of infected computers and we need to help groups to have better practices in place.

Cindy – It is important to have continuing education of safety work to assist in keeping the community vigilant in practicing policy.

Employee Accident Injury – Jason - the state, NC Department of Labor and HR, has updated reporting requirements and updated reporting guidelines. A couple of key changes involve what and when we need to report. Policy changes also impacts all employees (temporary as well as permanent, students, etc.) Any fatalities have to be reported within 8 hours; anything regarding inpatient hospitalizations within 24 hours, i.e., loss of an eye, amputations, even the very tip of finger (but interestingly, not a scalp pulled off). State HR also wants to know about these incidences 2 reports

Along with the Safety and Health Committee, a draft is being written so that information can be provided as to what are the specific roles each person has in the process, from the injured person through the help, care and notification process. A draft should be coming out soon.

Members discussed the need for training and information on reporting and understanding the guidelines in all areas – not only in a lab or a classroom environment but on field trips, and other travel situations.

Jason - It is important to outline who, what, and when. We are policy action oriented but also prevention oriented. We want to know about safety incidences/accidents that happen to work towards preventing something happening in the future.

Discussion followed about the policy and where it is in the policy manual – Accident Report Policy, 303.5 and the importance of sharing that policy with Faculty and Staff Senate in the form of a pre-policy training.

Clery Crime Stats for 2014

Gunther – Informed that we now have changes in how we count numbers influenced by the Wesleyan College Drug (Molly) Incident. Gunther reported that we have had reporters all over our campus who have been getting different answers on how we report our numbers. It is also a challenge to be in compliance with federal guidelines. His department meets monthly to review reports and categorize incidences in the right place. (Handout attached to minutes – these numbers will be finalized in the next few days)

The next publicity challenge will be in sexual assaults.

Tandrea – Is the bottom category, violence against women included under sex offenses or are they reported differently? Gunther responded that rape is a forcible sex offense and would be classified in that category.

Cindy – the Safety Fee will address and support us in the Clery Reporting.

Committee Reports

EIT – Martha reported that 140 students have been referred this semester; if numbers continue this way for the semester, we will be up 1/3 from last year. Martha stressed the need for administrative help, right now volunteers are helping with referrals and spending 3 hours a week.

Cindy – Could be asked again to use a document/instrument for EIT that is 100 percent attendance based so that we can identify these students earlier based on non-attendance. Martha indicated that she is meeting with Mike Mayfield today to talk about this as well as other topics

CARE Team – Alan reported 205 cases for spring and these numbers are high with the same themes and an increase in the spectrum of suicide. Hospitalizations are high and will probably crest what we had in fall.

Cindy – it is discouraging when parents do not want to be involved in some of the incidences and will not come pick up their student after hospitalization.

Donna – Asked if there is any data that suggests they are on any particular year level –freshman, transfer? Donna asked because she has had conversation with older transfer students who indicate they feel more isolated and have less sense of a support network.

Alan – There are not specific numbers today but these numbers have always been high in the transfer area particularly in a residence hall.

Donna inquired if there has been conversation to develop a transfer student residential community.

Cindy indicated that last year they did have a trial transfer student residential community and we currently are completing a big housing survey to help us analyze who is that group that we need to pay attention to – international, transfer students?

Tandrea – It is unfortunate that these numbers are so high, but more analysis is needed on how to prevent these through opportunities in the amount of data and looking at patterns.

JJ – It is common in these incidences to find that the student is coming into this environment with complex mental health challenges. Parents are at their wits end about what to do, and see coming to university as a clean, fresh opportunity for their student. There are so many families looking at us to solve the problem here on campus and in the broader community. We respect that struggle and we are put on the hook to solve this in a time of

high stress and complexities. We have resources, check points, etc. in place but we need to message differently, even beginning in Orientation. It would help if we could learn about these pieces on the front end, we could be in a better place to help.

Brad – Asked about any resources for professional staff and what is being done for those dealing with so many stresses. How is the university reaching out to you?

JJ – We hear from folks all across the state and country and many make referrals to Tandra. Next week is a good time for folks to get out and recharge. The challenge is that we have not gotten much of a break and how do we survive and navigate and find balance?

Cindy so many people choose to work in this type of work. The work is very fulfilling but when you have these situations it is hard to involve folks from the outside, not a part of this type of work. They have a hard time getting into the weeds. It is hard trying to communicate to colleagues that we have folks doing this work every day and at some point they can lose the capacity to deal with it. Right now we are not in a sustainable place.

JJ - There are a variety of activities planned for April around mental health awareness stigmas, suicide, and trainings in those areas. JJ has been talking with Katie Knowles about coming to campus and participating. Students are planning an event, Out of the Darkness Walk which is related to depression and building off last year's suicide remembrance event. Discussions with colleagues in library are planned post spring break and at the end of April. A Social Justice Coffee Hour had to be postponed last week due to weather and will be rescheduled.

Cindy referred to another endeavor, Coffee with a Cop, and stressed that everyone of us needs to review and place importance on messaging, another example, CSIL – no letters, no teams, just love

Threat Assessment - Gunther reported that the level of seriousness of cases this semester have not risen to threat assessment. The Threat Assessment Team has had some inquiries but no indications of serious threat. EIT and CARE are catching folks in early stages and this 3-tiered approach is the key to keeping these cases from reaching the Threat Assessment Team.

Emergency Management Task Force – Jason reported that they are revising plans based on feedback from exercises, and will use this to revamp guidelines and policies.

Safety and Health – Charlie reported that they are sharing the team's goals with Robin Tindall, the new director of the Office of Research, due to the efficiencies of people in their research (documentation etc.) She is looking at everything – major deficiencies that will lead to problems and this has spurred folks to look at reevaluate their areas. One problem has arisen indicating that no one pays attention to fire extinguishers and no one knows who is in charge of that checking so no one is checking. An example is the extinguishers in the parking deck.

Jason – Due to an incident in January dealing with radiation safety, and not having a radiation safety officer, there is a faculty member who based on his knowledge will be participating part time in a safety audit. Highlighting the need for a full time radiation officer is the discovery of hazardous waste that has been stored and tests indicating a low end source of radiation from that leak. On Feb 10 there was an incident in lab in Rankin in Biology where a microorganism was washed down a sink and into our sanitary sewer system. It was a very diluted amount and through quick action and notification to the appropriate folks things were taken care of. With the potential for this to happen requires that safety labs and the campus as a whole to take this opportunity to make changes and the need for an Environmental Affairs position.

Faculty and Staff Care and Concern – Discussion in committee for the need to have mediation training so as to provide mediation services to resolve conflicts before they get bigger and mediation is needed. Academic Affairs has recommended mediation training. Tandra is up to date with her services which us very helpful and there is a possibility of enhancing her position with contract services. Through the Employee Assistance Program, supervisors and employees use the services of staff in the Counseling Center but we need to do better in information sharing.

Bindu – Mediation training could be out of EDC.

Cindy - We have folks in community but it is a good idea to have folks on our campus.

Mary – This seems like a possibility from Bindu’s area and Jim Barnes’s area, Academic Affairs, and administrative offices.

Dayton - Reminded group that we can share services across institutions and get colleagues to come here and folks here can go elsewhere.

Mark – We have agreed to be a host site for OSHR (North Carolina Office of State Human Resources) which participates in employee grievance situations and because of the need for providing mediations at State level in Western NC. There will be folks from our campus along with individuals from other agencies in the region participating. We will be supplementing 50% of the training.

Next Meeting April 14, 015 421 Belk, 8:30 a.m.