

University Safety Council Meeting
January 6, 2015

Present: Alan Rasmussen, Martha Marking, Barbara Krause, Cindy Wallace, Gunther Doerr, Jane Nicholson, Jason Marshburn, Mark Bachmeier, David Hayler, Jim Webb, JJ Brown, Greg Lovins, Brad Vest, Carson Rich, Emily Rangle, Amy Sanders, Mary Reichel, Charlie Wallin, Tandra Carter, and Steve Hageman

Cindy began the meeting with a discussion of the changes made at the university because of challenges that we have faced. Another example of changes that need to be addressed is what happened during the chalking issue. We need to address how to respond and any conversations we need to pull together on the facilities policy and free speech.

Cindy stated that on Friday there will be a meeting to discuss the new position of Director of Wellness and Prevention. This is one of the first steps in meeting the new Prevention Model. This position will be responsible for activities programming and connecting folks –both administratively and others on campus who need to be involved in programming.

Cindy welcomed Tandra Carter, Director of Counseling for Faculty and Staff, as a new member of the Council and expressed the need for her experience as they focus on challenges for faculty and staff as well as students.

Cindy asked if there were any issues from the last minutes that may need to be discussed again or other items that should have been included.

Cindy asked if there were any items to address relative to the Goals and stated that they may need some subcommittees established to work on these goals

Jane pointed out that it might be good establish deadlines for each goal along with establishing the subcommittees.

MINUTES:

The minutes from the December 2, 2014 meeting were approved.

App Cares – Emergency Web-Site Sub-Committee:

Discussion followed relative to the new look of the AppCares website and feedback that the site is too dark. Cindy indicated that discussions have been taking place with University Communications and Electronic Student Services about changes to the AppCares website and who should make these changes. Cindy indicated that she did not think that any have been made to the Emergency site since Seth left. She also stated that since the incidences in the fall, the Chancellor has been using this site for her messaging to campus. Currently no one person or office claims authority of the Emergency site, and Cindy questioned if faculty go to the AppCares site.

JJ stated that ESS had thoughts that the website for AppCares was too dark and not a positive piece. He stated that the original design in 2012 was intentionally developed to be in stark contrast to other websites. The discussion of what the site should look like now and overall messaging has been discussed with a group of students and Megan Hayes in late Oct. Does the site resonate for student perspective? He explained that AppCares was designed to be student focused but has changed over the last few years.

Cindy stated that the emergency .appstate.edu was designed initially to be used to channel everything but it now seems like these 2 should be separate. She asked what should be on emergency website or where do we link to other sites. Cindy suggested that we get the University web team to help us get the information straight and make sure all is current and make sure we direct external folks to the appropriate site.

Gunther stated that the Safety Council was established to be the place for all emergency and safety issues to be addressed and that if they are truly the top tier, the other sites should be linked from a Safety Council website.

-David stated that 5-6 years ago web council came together and discussed that all websites should be under one management environment but that this has not held up and we are still segregated as far as information on websites. He further informed that there is a governance group that Tom and Megan are overseeing and suggested that the Council take an official request to this group to figure out where the over arching management of all websites should fall.

Cindy asked if a subgroup of the Council should make a recommendation to Tom and Megan or should someone just contact

them for consultation? David suggested that someone have conversation with Tom and Megan that there is still this varied approach and that we are trying to find out where these websites should fall (some under ESS, Communications, etc.)

Jane suggested that a contact person for responsibility for the website should be included on each site so that anyone can contact that person for changes to the site.

Mary – Safety Council more internally – wouldn't replace AppCares – new website for AppCares is good maybe change the gray, real stark on mobile

Cindy – this is an external and internal audience focus – need to be able to navigate easily

Cindy stated that we do need to know when a site is updated and a contact person should be included. She also stressed the importance of having an external and internal audience focus and an ease in navigation.

Cindy and Greg will organize this information and have this discussion with Megan and Tom. She requested Gunther, Jason, Brad, Carson, and Emily be the members of the subgroup.

Barb indicated that the same should happen with policy and procedures and we need to identify who is responsible for maintaining each policy. She indicated that she has done a lot of work with the Policy Manual and that there should be links for each policy to the Policy Manual.

Cindy indicated that the "Chalking issue" is a good example and that things we did probably violated facility policy. Brad indicated that in the past it was included in the policy for clubs and was taken out because it was not enforced.

Amy asked that she be advised as to policy because of issues in summer.

Mary suggested that it might be important for the Social Media Taskforce group (Hank and many others have been asked to serve) to be informed of discussions on the focus of University websites and how these sites should look.

NEW STATE ADVERSE WEATHER AND EMERGENCY CLOSING POLICIES

Mark stated that historically adverse weather policy and emergency closings have been contained in a single policy but on Dec. 11, 2014 these became separate policies. There was too much confusion across state agencies with the one policy. A number of adverse weather events occurred and some agencies paid employees for emergency closing and others were not paid because of adverse weather warnings or delays. The primary purpose in the change was to make a clear distinction between these two events.

The policy explains that:

Adverse Weather – events that affect peoples’ ability to travel to and from work

Emergency Closings – catastrophic events which make unsafe conditions at the work site

Mark indicated that the decisions were made because winter storms rarely if ever rise to the level of emergency closings and that adverse weather does not substantiate closing all services and that we should now use the language “suspending non-mandatory services.”

Mark gave examples for when weather may constitute an emergency – hurricane, flooding (blizzards are not considered an emergency). If there are mandatory road closings- roads are closed and you cannot travel is an emergency closing situation but hazardous travel does not count. Another example of an emergency closing would be if there is so much accumulation of snow on buildings and there is a danger of collapsing roofs.

Cindy asked who makes the call. Mark indicated that we are not to rely on school closings in our definition, there is specific guidance other than using the National Weather Service. He also discussed a couple of issues related to staff. In the new weather policy if an employee is out because of hazardous weather and has comp time, that comp time will automatically apply to that time missed and/or 90 days to make up this time. Under old policy, comp time did not have to be used and people were given the option to make up the time within a year.

Mark indicated that employees could make up their time even in weeks that would put them overtime providing there is work that needs to be done

Greg stated that we have situations different from others in the state. We have only closed due to weather conditions when we have had a bitterly cold day with -50 wind chills and it was too dangerous for folks to be outside or when the National Weather Service called for a blizzard and we met that condition.

Jason expressed his concern when campus sidewalks are dangerous and injuries occur because of ice. Can campus/physical plant keep a safe access to all buildings (comes into play for OSHA, life safety issue)?

Tandrea asked Mark with suspension of mandatory services, can employees come to work? Or are they not allowed to work.

Mark stated that adverse weather prescribes identification of mandatory services, clearly designate which are mandatory and non-mandatory (guidelines in policy but we do have some discretion)

He further explained that with an emergency closing policy – we have to identify what emergency services have to stay open and who are the employees that are to work during that closing. We will have to address “critical and essential staff” and will have to revise based on this new policy. These discussions will begin in the Chancellor’s Cabinet and the goal is to have these discussions by the end of the week in order to prepare for the next Cabinet.

Mark further explained that there are critical distinctions when staff use leave and their time/pay but these are not as dramatic changes as it appears.
We already have coding for payroll for weather, etc.

Carson requested that any changes to the policy be relayed to students.

LIFE LINE SAFETY APP DEMO:

Carson reported that on Feb 3 a promo is being conducted for students between 4:00-6:00. Carson also reported that some students say

they don't want it, some say it is a necessity. There is concern that this will be expensive for the University so they are taking time to make sure we have as much student input as possible. Carson asked for feedback from Safety Council members indicating that this has to be a platform that works with Campus Police, etc.

Gunther stated that the Town of Boone needs to be involved as well.

Cindy asked Gunther to invite Chief Crawford to the Feb 3 Council meeting when Life Line presents to the Safety Council at 8:30 a.m.

VoIP Telephone Migration

David indicated that there are a number of contributing factors, one being that AT&T is wanting to get out of the business of telephones and the use voice overrides solutions (more than what Centrex offers). The pilot of voice override solution basically looks like phone systems other than Centrex. David stated that the CIO Council looked at ways that we can collaborate with NC State who indicate that they can manage service to all campuses. IT has been using this system since October which is giving dial tone and voice mail and other add on features. There is a proposal from NC State to expand this pilot.

David stated that by 2020 AT&T will be out of the business. He indicated that we will probably use NC State as a model to shop everywhere to find out how to save money etc. He also explained that the fire alarm systems and emergency notifications will be on a separate system.

FALL EMERGENCY TABLE TOP EXERCISE

Jason - Because of other conflicts and happenings on campus the Fall Emergency Table Top Exercise is tentatively scheduled for January 21st. Greg indicated Cabinet will be meeting on the 21st so we will need to so look for an alternative date. He is working with the Chancellor's Office to determine a new date.

IVC UPDATE – JJ indicated that the last minutes update where we stand and that at the last meeting of the IVC on December 5 they discussed the next steps for this semester. Amy Dellinger Page, Donna and JJ presented at Chrysalis Conference on Dec. 17-18 in Raleigh on the supervisor training we offered in the fall.

JJ - We will host the next conference of this same group and we are looking at a possible conference between May-October and will be working with Juliette and NC Coalition Against Sexual Assault.

JJ - There are some groups on campus that are working with Juliette (housing and ACT) to host a session(s) on social justice. The Climate Survey, in accordance with the OCR agreement will be administered every other year and 2015 will be the year to administer again. The Student Climate Survey will be launched later this month.

JJ - policy conversations relative to the Code of Conduct continue, along with how we message about the code and edits.

Tandrea asked if any faculty members were interested in taking training, is there a way for people to request to be added to trainings being planned. JJ stated that we have usually allowed this if space is available which around 40 a session and we can allow a few extra each time.

JJ also relayed that they would like to push out an online training (about 40 minutes) for faculty and staff.

Mark asked if we are paying for content or facilitation of the training and if we can deliver with our own people. JJ stated that we are moving towards this because we cannot have Juliette come and do all these - developing a Train the Trainer session.

Mary stated that there is another training planned funded by Arts and Sciences for the Composition Faculty because students self-disclose.

Cindy asked Tandrea to forward the names of those folks that need/want the training or have them contact JJ.

Mark and Susan King provided a session for Food Services (one hour) geared towards interpersonal violence but could include social justice training/issues (how faculty and students feel in every environment).

Mark and Susan tried to weave all together into one training/presentation coherent information regarding Campus Violence in various forms because we think it is important to push out training/information beyond the supervisor level. Mark asked how we can do this in the future with our own resources.

EIT UPDATE – Martha reported that the end number for fall is 236, 37 more than our highest number in any other semester. She reported that they have 9 on list for this semester that were referred late in the semester. Martha is looking at their final grades for the semester and determining if they still have classes for this semester. Martha asked Carson the best way to communicate with students from the EIT because it has been frustrating getting students to open e-mails.

Carson stated that they also have trouble with e-mails from SGA.

Brad asked if the University gathers cell phone numbers and if so, could a text be sent to their phone. Martha indicated that this had been considered but that no one wanted to use their personal phone to send these messages.

Cindy indicated that the Counseling Center is using this method to contact students and it is working well.

David stated that folks in IT understand and want students to be communicated with in the way they want. Discussion followed indicating that we do have a policy in our University Policy Manual that states that e-mail is the way we will communicate.

Greg stated that he will work on getting a small group together to determine how to do this communication.

CARE TEAM UPDATE – Alan reported that the number for fall semester is 478, and that they averaged 26 ½ cases per week. This is a 57% increase from Fall 13 to Fall 14 and a 95% increase from Fall 12 to Fall 14. He further reported that the team had 19 Mental Health Hospitalizations and stated that these are ones that the Dean of Students Office is made aware of.

Alan reported on the primary concern areas during fall 2014 and the percentages in those categories, along with those in fall 2013.

Alan stated that people are recharged and thankful for the 2 weeks away and are ready to take on challenges for spring.

THREAT ASSESSMENT UPDATE – Gunther passed around a copy of the data and reported that there have been more inquiries than full investigations usually those coming from HR or faculty member or SD or Care and EIT, and sometimes the Provost Office. There has been only one investigation.

EMERGENCY MANAGEMENT TASK FORCE

Jason reported that there will be an emergency notification test on February 4. Brad asked why the digital signage in the Union is not linked. Jason will explore the linkage of the digital signage on campus.

SAFETY AND HEALTH COMMITTEE

Charlie reported that the committee met in Dec. for the purpose of working on inspections relative to the Council's goal. He indicated that the committee learns new things each time they meet, like in a lab where a contractor is not handling things wisely that could potentially become a hazard. With so many folks coming from off campus, it is hard to know where to check. The committee knows the importance of follow up and double checking what is going on is important to keep things from happening.

GOALS FOR 2015

Cindy proposed that the Council address the deadlines and ask for subcommittees for each goal. She indicated that Micki and Cindy would piece these together and include these with the minutes. She asked that the members of the Council send Greg, Cindy or Micki where they would like to work.