Safety Risk Management Team Minutes
March 22, 2022
1:00 pm – 3:00 pm
Zoom and In-person

Chair: Eric Howard

Roll Call:

	Sabrina Black	√	Brenda Brown		Beth Crowe
√	Chris Clark	√	Dwayne Fehrenbacher		Emily Forthman
√	Jennifer Herren	√	Eric Howard	√	Don Koch
√	Russ Stoup	√	Jonathan VanMeter	√	Brandy Woods
				√	Guest, Tina Dudley

Agenda Items:

I. Call to Order

Eric called the meeting to order at 1:03 pm. A quorum was present. Tina clarified that not having a quorum, did not prevent discussion from occurring. A quorum is required only when making a motion for voting. Do not shut down a meeting due to the majority of members NOT being present.

II. Welcome New Members to Facility Team

This is Eric's first meeting attendance.

III. Approval of Minutes

There were no minutes from the February 22 meeting.

IV. Additions to the Agenda

There were no additions to the agenda.

Items for future procedural development include items related to Security & Maintenance and Risk Management. (as taken from the Policy Disposition Form on the Board Policy and Procedure Shared Drive).

V. Items for Future Discussion(s)/Aligned with Strategic Plan

G4O1SD (pg109) G4O1SE (pg110) G4O1SF (pg111) {G-Goal/O-Objective/S-Strategy}

- **Risk Management Plan (March)**

- **Campus Safety Plans (May)**
    a) **Anna**
    b) **Metropolis**
    c) **Cairo**
    d) **Main Campus**

- **Emergency Plan Update (October)**

- **Clery Act/VAWA (Violence Against Women)/OSHA/ADA to be included in a Campus Safety Report (October)**

- **Disaster Recovery Plan (college operations)**

- **Create a Chemical Hygiene Plan**

- **Collect/Review/Dissemination/Housed (MSDS)**

- **Develop/Implement College-Wide Emergency Preparedness Training Activities**
  Review Tornado, Fire, Other Emergency Responses, etc.

- **Oversee Health & Safety Training Programs (Employees/Students)**

- **Develop an Annual Safety Inspection Plan**
  This plan may need to be monthly or quarterly dependent on what is being inspected – chemicals? Equipment? Exits?, etc.

Current approved policies for review are on the shared drive:
Board Policy and Procedures/Draft Administrative Policies by Councils/Administrative Services Council/College Facility

Current Campus Safety Plans to review are located:
Website (About/Campus Security)

Tina explained the relationship of the Committee Charge (responsibilities) to the Strategic Plan. Overall, this team is responsible for ensuring a safe (safe from risk-both those identified and those which are potential) infrastructure that allows both Faculty, Staff and Students to be on main campus as well as all extension centers, and be safe from possible exposure to any risk.

Because the Board Calendar suggests the Campus Safety Plans be submitted for review in May, each SRMT member who is housed at a particular location, will review the safety plan against their location. Anna Extension – Jennifer Herren; Metro Center – Beth Crowe; Main Campus – Jonathan VanMeter. The team will assign a Cairo Review of the Campus Safety Plan.

Also, the Campus Safety Plans incorporate many of the bullet points this SRMT Team is charged with. This avenue is a good starting point as it may address other Charge responsibilities.

MSDS was explored. Currently, the thought is that John Rivera's old office still houses these sheets. It was expressed that John was an invaluable employee. He maintained a chart, to checkmark his review of OSHA/Chemical related issues. Brenda noted his adherence to this review and will try to locate his files.

This team will search for the MSDS Binder as well as the Checklist that John Rivera used, and will incorporate within the forthcoming procedure processes.

In relation to the Clery Report, et.al., although Virginia tracks and initiates the communication needed to fulfill the BOT Agenda Item, the SRMT will develop the Procedure (process workflow) that notes the Position vs. Specific Employee responsibility. This process will/can continue to be fulfilled by position.

Included in the Campus Safety Plan, would be the Response Team. Due to moving offices, this assignment by employee name will be revised, especially for Main Campus.

Tina explained the SRMT will not directly write the Procedures, but will present suggestions to the Administrative Leadership Team, who will then forward to the Administrative Council. These two groups represent both Staff, Faculty and Administrative input, thereby allowing an avenue for transparency and sharing of information, that flows both upward and back to the originating Team.

Jonathan noted the Website/Campus Safety/ houses a flow chart indicating employee name, however this should note "position" versus "specific name". The exception lies with those who have to undergo NIMS (National incident Management Systems) Training. This Team will review/suggest Employees who should undergo the NIMS, online training.

VI. Response to Items Requiring Action

Minutes will reflect a summary of those Action Items (generated through prior Meetings) that were fulfilled.

Adjournment

Brandy made a motion to adjourn the meeting at 1:46 pm, with a second from Brenda Brown. All members voted in favor and the motion to adjourn carried. The next meeting is April 26 at 1pm.