

SAFETY COMMITTEE MINUTES

Teams Meeting Conference Call ~ Wednesday, April 8, 2020 11:00am

- ■ Mike Hausler, Director of Information Technology
- ■ Tammy Burke, Division Chair of Trades
- ■ Tommi Haikka, Interim Director of Maintenance & Facilities
- □ ~~Kristina Kenning, Nursing Faculty~~
- ■ Melissa Mousel, Administrative Associate – Enrollment Services
- □ ~~Laura Vosejka, Dean of Helena College~~
- □ ~~Christy Stergar, Continuing Education Coordinator~~
- □ ~~Mike Wiederhold, Director of F&R~~
- ■ Emmett Coon, Gen Ed Faculty
- ■ Melanie Heinitz, Administrative Associate – Academic Support Desk
- ■ Bridget Guerin, Administrative Associate – AP Campus

- I. **CAMPUS EMERGENCY PROTOCOL MANUAL REVIEW:** Today during our Safety Committee meeting, we uncovered an issue with Helena College Emergency Action Plan on the website.

Helena College COVID-19 Information > Campus Safety > Health Advisories page it has listed under **Information:** Helena College Emergency Action Plan

This Helena College Emergency Action Plan has several issues:

- A. Policy Number 100.2 - Date Revised: *August 23, 2012* and Daniel J. Bingham's signature – yet Kirk Lacy is listed as Interim Dean/CEO on page 9, 10 & 68. There was not a revision date, or Approval Signature that would have allowed Kirk Lacy to be the Interim Dean/CEO. In addition, it notes on page 3, Updated: *March 14, 2018* but is not signed as a revision by Kirk Lacy. This version should be removed.

For the most current version of Policy 100.2: Helena College website home page > scroll to the very bottom of the page click **Policies** > under SECTION 100. Governance and Organization > 100.2 – Emergency Protocol Policy.

- B. Policy Number 100.2 – Date Reviewed *November 29, 2018* and Kirk P. Lacy's signature. This version is still not current, but it is the most current and correct. We are working now on updating this policy.

The Helena College website is showing two different versions of Policy Number 100.2.

- C. Melanie will email Donna Breitbart, Rick Odermann and cc Mike Hausler to have the old version removed, and only show the Policy Number 100.2 – Date Reviewed *November 29, 2018* with Kirk P. Lacy's signature.
- D. Mike Hausler would like to have the Emergency Response Team (ERT) identified. Is ERT the Safety Committee members or the Dean, Associate Dean, Assistant Dean, Directors and Division Chairs? He would also like to have updates to the website as soon as possible for open positions. One

other note is Therese Collette name and position needs current contact information for seeking individuals.

- E. Tammy noted that the Clery Act dictates the need for Policy 100.2. As noted on page 3 in Crime Awareness and College Safety Report on the Helena College website:

In the 1980s, as more and more individuals entered higher education concern grew regarding the security of the nation's post-secondary institutions. Traditionally, these institutions have been considered safe havens or highly protected. A number of high profile crimes occurring on college campuses influenced legislation to address campus security and crimes committed on college campuses. This first change occurred with the enactment of Public Law 101-542, the Student Right-to-Know and Campus Security Act in 1990. Although amended several times, Title II of this Act is referred to as The Crime Awareness and Campus Security Act of 1990; the 1998 amendment renames this section the Higher Education Act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. ***This Act required institutions to disclose information regarding campus policies and procedures as they relate to safety and provide statistics of specific crimes taking place on college property.***

In 2008, the Higher Education Opportunity Act was passed and a number of changes were made concerning how colleges and universities are required to report crimes, specifically hate crimes, ***emergency response and evacuation procedures***, missing student notifications, and for campuses with residential living, fire and safety issues.

- II. **WORD VERSION:** Melanie will check with Val Curtin on original WORD version of the Policy Number 100.2, and then she will post it on the Safety Teams site with *Track Changes* turned on. Melanie will update the changes made today during the Safety Committee meeting.
- III. **WEEKLY WORK ON THE CAMPUS EMERGENCY PROTOCOL MANUAL:** There will be weekly post to update a page in the Campus Emergency Protocol Manual. Melanie will send out weekly reminders to the committee. To keep the work moving forward we will only be focusing on one page at a time so the process of updating can move forward.