

## **Safety and Security Committee Meeting**

Friday, October 26, 2018

1:00 – 2:00 p.m.

Cooper – OB-210

### Attendees:

Lisa Bell	Scott Coleman	Janie Thompson
Deb Catlett	Michelle Sjogren	Mike Ball
Mark Manuel	Wayne Cowan	Nate Arnold
James Chambers	Lou Ann Sunley	

- Review Agenda & Minutes (last month's minutes will be revised)
- Assignments – Update on
  - Review Integrated Safety & Security Manual – Wayne emailed the link. Please review and send changes to Lisa (cc Wayne) by 11/16/2018. This will allow time for review prior to the November Committee Meeting.
    - Mike Ball has already reviewed and suggested that the section on Page 9 may not need to remain in this “Safety & Security Manual.”
  - Identify Training Topics and Agenda Items – How do we respond in a situation.....1) Do not film. 2) Give proper spacing...3) Keep students in classrooms to avoid a crowd.
- Committee Charge (Partial List)
  - Annually review and revise as needed, college plans related to safety and security.
  - Review crime and security reports for all campuses.
    - Security Report – Scott gave the Committee updates
    - Minger/Clery – Scott gave updates..showed online reports. We do take safety and security of our students seriously. Scott took the time to explain an update to all of us regarding the Clery Report he previously turned in. This report was required to include all numbers from U.K. because we have Bluegrass students living in all except 2 dorms at U.K. Moving forward (and as a review/revision to this year's numbers) he may only need to report crimes on this report that happen in a room or common area on U.K.'s campus, excluding the dorms. This will make a big difference in the numbers we are reporting. Michelle mentioned that knowing this information

will be helpful to her should she have social media questions from parents and/or students regarding our high crime numbers. She will be able to explain that we are also required to report numbers from U.K. and that these are not usually associated with actual BCTC incidents. At anytime anyone may submit a request for an Open Records report. Scott has this information available for all to see if requested. Lisa mentioned there are laws regarding specific reporting boundaries for us to follow.

Lisa asked if the law will allow for reviews of 2015 and 2016 years as well. **Scott will check on this question.**

James Chambers reported that he has noticed a gap from U.K. in sending reports to him. He is working with U.K. on this now.

- PART Committee – This Committee will be meeting soon.
  - Timely Warnings – In what incidents would we want to notify employees and students of...The incident must be serious in nature, imposing an ongoing/continuing threat.
  - Lisa asked ‘how should we notify students?’ First, is the issue SNAP/Email worthy? We may email to all. There are times when perhaps a ‘sign on the door’ is sufficient, but this may not be the case always. We also discussed that when an alert of any kind is issued, it should always be followed by an “all-clear’ notice.
  - Implement preventive efforts and communications to maintain awareness and interest in safety.
    - Crisis Management Team – participation imperative – Nate will convene this Team meeting at the Cooper Campus. Each campus has their own Crisis Management Team.
    - See Something/Say Something –This is something we will do as a college. Faculty are the key here. They know their students.
      - Anderson County High School Recent Solution
      - Disruptive Student Example – James Chambers explained the Campus Save Act. He also explained that that racism is on the rise this semester here at Bluegrass. He is dealing with many things within our student population. We discussed an example of how the case of a disruptive student was resolved in a safe and calm way utilizing our staff and faculty here at the

Cooper Campus. Our safety and security efforts will need to center around education and awareness.

From this incident, Jenny Jones, James Chambers, and a counselor did address the class explaining the seriousness of the matter and how important it is in this instance that the class seek help and refrain from filming/videoing the incident. This will be a topic later within training sessions.

- Deb also mentioned that the number of social media reports escalated after this incident. To close the loop on some instances, Jane or Deb from HR should be involved. HR probably had 4 or 5 social media complaints. For all employee related instances, Jane Goatley, HR, is our Title IX representative James Chambers is our Title IX representative for students.
- Michelle Sjogren asked that our PR/Marketing Department be given a heads up regarding any issues they might receive calls about from parents and/or students. Specific information doesn't need to be shared; just enough to allow them to answer questions appropriately either from calls or social media.
- Assist in providing for training and professional development on safety and security strategies...Our safety and security efforts do center around education and awareness training, allowing open access.
  - Safety and Security Efforts
    - Education and Awareness
      - Safety & Security Training Calendar
        - BCTC Situational Awareness Training
        - KCTCS/Safe Colleges Training
      - Future Training - Ground work for this is at the System Office now. By 11/16 please send a list of future Agenda items you'd like to discuss to Lisa.
        - Needs Topics – see assignment-talk before end of fiscal year.

- Active Shooter
  - 1. What is it? What to do?
  - 2. What do we learn?
  - 3. What should we implement?
  - 4. Lock down drill (practice)
  
- Notification Systems
  - SNAP – If there is an emergency please try to call '911' from a desk phone. This will alert security immediately where the emergency is.
  - Speakers in Hallways/VOIP Telephones
  - ER Call Boxes at Newtown
  - ALERTUS
  
- Next meeting: 11/30/2018 1:00 p.m.