

## EHS/CS/BCER October 17 Meeting Notes

- Welcome and Introductions conducted by Tim McNulty.

### Business Continuity Topics:

- **Empathia Presentation:** Kyle Mirehouse, Director – Crisis Management Operations replacing Andrea Chiroff as DMI Account Manager, provided an overview of the crisis services provided through the contract with DMI, including the Crisis Call Center, Information Management System (DIMS), Victim and Family Assistance and Critical Incident Response.

### EHS Topics:

- **Slips, Trips, Falls (STF):** Willie Henning reviews resources (United Heartland, Grainger) for managing (preventing and responding to) STF hazards. STF information is available on the DMI site. DMI staff distributes 2 winter bags per college with saltshaker and trax).
- **UH Return to Work:** Anne Romaine, United Heartland presents return-to-work scenarios, including managing expectations and cost calculations for lost-time and no lost-time accidents. Anne also discusses the financial and emotional advantages of a light duty program.
- **UH Update:** Anne Romaine discussed the United Heartland Workers Compensation analysis (See PowerPoint presentation on DMI site). The statistical information can assist with risk awareness programs to the incidence and severity of injuries leading to workers comp claims.
- **Safety National Work Comp Kit:** Willie Henning describes the module offered by Safety National.
- **Industrial Housekeeping (5S):** Willie Henning discussed the 5S approach – a formal disciplined way of assessing risks including: Identifying and removing unnecessary items from work areas; Set in

Order – organize remaining items; Shine – cleaning; Sustain – Maintain standards. This approach has a full PowerPoint presentation explanation and associated check sheets. Additional information can be found on the DMI site.

- **LOTO Procedure Certifications:** Jeff N. NTC - How are some of the colleges getting their LOTO verification? Must be verified annually.
- **Safety Committees:** Willie Henning discussed Safety Committees, annual meeting expectations, membership, training and keeping these meetings relevant. Should be individualized to each college based on goals and expectations.
- **Composite Vs. Steel Toe shoes:** Cindy B at FVTC asks for comments about the use of both types of shoes and advantages and disadvantages of each.
- **EHS Software Options:** Willie Henning identifies different software options and asks the group if other apps are being used.

### **Campus Security Topics:**

- **No Trespass/Loitering Policies:** Tom Cousino presents concerns about this issue and developing Visitor Code of Conduct. Also, ability to track visitors who have been banned from campus. Tom will send the GTC Visitor Policy and it will be posted on the DMI site.
- **Public Assembly Policies/Concerns:** Mike Jandrin, NWTC, discusses the development of the NWTC Public Assembly Policy and a 2017 lawsuit challenging restricted freedom of speech. NWTC lost the suit and was fined only \$1.00. However, the image and reputation damage is extensive. DMI distributed legal opinion and recommendations regarding Public Assembly policy development that will also be posted on the DMI site.
- **MOU's with Law Enforcement:** Derek R, FVTC, looking for examples

of Memorandum of Understanding (MOU) from other colleges to use for developing an FVTC Prototype MOU. Many in the group discussed their college MOU models.

- **3D Printer Policies/Procedures:** John Flannery has circulated his 3D Printer Policy to the other colleges for information and feedback. A sample policy written by a DMI consultant is on the DMI site.
- **Graffiti/Hate Markings Concerns:** John Flannery discussed his concerns regarding the investigations and outcomes of hate markings and asked for other's experience.
- **Bon Fires on Campus Concerns:** Michelle Adams discussed a student request to have a bon fire on campus and asked for practices at other colleges. Matt Schurr will circulate the NTC open fire policy.
- **IT / Security Department Partnerships:** Jason Loomans, Sr. Network Engineer, MPTC presented on the MPTC IT and Security partnership including challenges for IT and Security; why partnering matters; the evolution of IT; building a cross-functional project team (security, facilities, IT, Finance, Student Affairs?, Academics?, executive champion,; detailed planning and scope definition; the beginning partnership including the new camera system and access control implementation; purchasing and projecting costs; implementation strategies driven by good communication; and current status at MPTC.
- **Mutual Aid Agreements Between Colleges:** Joe DesPlaines discussed developing an MOU among the College presidents authorizing staff to provide assistance at other Wisconsin Technical Colleges in the aftermath of a major campus catastrophe. If the group is interested DMI will take the initiative to ask legal counsel to develop this MOU.
- **Business Continuity Update:** Joe DesPlaines reviewed the revised BCP model that includes an ERM and Department Recovery Plans. The model will be on the DMI site.

- **National Defense Authorization Act (HR 5515) for Procurement:**  
Tom Cousino presents overview (via phone). While the Act does not specifically say “Higher Education” it does address publicly funded organizations. Implications for Security working with IT. The Act lists companies that make cameras and components that are allowed and are federally banned. GTC received advice from Legal Counsel regarding following the law with equipment purchases that should be communicated to IT and purchasing departments (HR 5515 is attached). This information was also forwarded to the purchasing consortium for the colleges for their reference.
- **Sex Offenders on Campus. Student or Employee, Required/Self-Communication, Etc.;** Joshua Cottlier, Madison College leads a discussion about sex offenders on campus and the practicality of enforcing the law, and how the other colleges experience with this issue. A discussion of college practices followed with contributions from a number of colleges. There seems to be a variety of practices and procedures with little consistency. Joshua is working on developing a policy with Amy Schmidt at WTC.
- **Legal Issues Conference:** Oct. 31- Nov. 1 at WCTC Anderson Center.
- **EOC Training Opportunity:** Dec. 12th at BTC – Testing the Emergency Operations Plan at a rural institution.

### **Round Table and Conclusion:**

- **Bruce Neumann:** Job opening in security at WCTC.