



COMBINED MANAGER MEETING

OSTHOFF RESORT | Palm Garden Ballroom A

April 10, 2019, 1:00 pm

Present: Members from each of the 16 Wisconsin Technical Colleges.

Guests: Linda Joski, AJG; Kay Hannah, AJG; Jeff Lynde, UH

Recording Secretary: Joe DesPlaines (DMI BCCR Consultant) compiled meeting notes on behalf of Suzette Harrell (DMI Administrative Assistant).

1. Introductions – T. McNulty welcomed everyone in attendance and proceeded with introductions.

2. Consultant Reports

- a. Safety Audit Locations – W. Henning confirmed his Safety Audit schedule as follows for College members.
 - 2019: Madison, NWTC
 - 2020: WITC, CVTC, SWTC
- b. Hartford Steam Boiler On-Sight Advantage Surveys
- c. 2019 / 2020 Campus Security Assessments – T. McNulty advised College members on his Campus Security Audit schedule
 - Northcentral Technical College to be completed in 2019
 - Southwest WI Technical College to be completed in 2019
 - WI Indianhead Technical College to be completed in 2020
 - Milwaukee Area Technical College to be completed in 2020
 - Midstate Technical College to be completed in 2020
- d. Updated Business Continuity Model – J. Des Plaines advised:
 - Last done in 2015
 - Updated/revised model reflects current trend - Adaptive Continuity Planning – taking best practices based on recent incident responses and adapting to our planning (criminal, weather, fire, reputation, etc.)
 - Mindful of federal compliance requirements and recommendations, including:
 - National Incident Management System (NIMS) including the Federal Incident Command System (ICS)
 - National Fire Protection Association (NFPA) 1600 standard for emergency preparedness
 - OSHA 29 CFR (Code of Federal Regulations) 1910.38 (for fire response)
 - In addition, while not mandated, this plan is consistent with many of the compliance requirements of the Department of Homeland Security SAFETY ACT.
 - Includes a formal Emergency Response Plan (Safety Act) that can be used as a free standing plan
 - Includes Department Recovery Plans (critical functions)
 - Extensive use of checklists for response
- e. Updated Annual Risk Assessment – J. Des Plaines reported:
 - Includes tool for identifying, assessing and prioritizing threats and risks: “Can’t create a plan if we don’t know what we are planning for.”
 - Identifies threats, rates threats into high, moderate and low
 - Rates threats/risks by Probability, Velocity, Business Interruption and HR Impact
 - Strategies for response, management and recovery for high risks.
- f. Risk Management Project Award – Status Report – J. Des Plaines reported:
 - In packet -17 total projects (16 individual colleges; 1 system wide - Clery Compliance Academy Training)

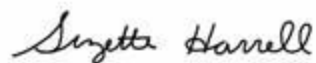
- 4 Projects completed
- 8 close to completion
- July – 5 minute project updates

3. Roundtable Discussions

- a. Handling Cyber Breaches of Contracted Third Party Processors – R. Lutgen was not present at this time.
 - Attorney Adrienne Earhardt (Beazley Breach Coach) discusses case examples by phone.
 - Attorney Earhardt answered questions from the group.
- b. FERPA concerns as it applies to
 - *Law Enforcement records* (T. Cousino - GTC) Records belong to Law Enforcement; Tom discussed ramifications for the colleges. Robust discussion about college experiences and questions.
 - *Sex Offenders on campus* (B. Smith - BTC) The group discussed the colleges keeping a sex offender list. In addition, the group discussed the role of probation and parole, followed by active discussion regarding sex offender tracking on campus.
- c. Detaining persons and the use of handcuffs (Milwaukee / Madison Colleges)
 - Only two colleges carry handcuffs (Milwaukee/Madison)
 - Two colleges use local LEOs (LTC/WCTC)
 - Two colleges have armed security officers (NTC/Nicolet)
 - Two legal opinions in e-packet
 - Discussion of ability to detain – liability not covered by DMI
- d. Can security departments check the files on flash drives, cell phones, laptops, etc. turned into lost & found in attempts to determine ownership for item return?
 - Discussion ensued about security departments checking flash drives, cell phones, laptops, etc. to determine ownership vs. right to privacy.
- e. If a certified and trained security officer deploys their weapon/taser/pepper spray, what kind of personal liability could they face. Should they get their own personal liability insurance to be better protected from lawsuits?
 - Assumption proper procedures were followed to avoid liability.
- f. What guidelines or practices do colleges utilize for "reserved" parking for special events or requests (NWTC)
 - Requests made by groups using college facilities for a certain amount of reserved parking.
- g. Report out on Clery Academy Training (Bruce Neumann - WCTC)
 - Weather was bad and WCTC was closed. Conference was conducted one day at a local hotel and the remainder of days at a closed WCTC campus.
 - WCTC (B. Neumann) did an outstanding job hosting the academy.
- h. Report out on DFSCA Training (T. McNulty) reported on:
 - Student Services initiative
 - DMI Board approved funds for training
 - Training conducted in Green Bay
- i. Airborne Exposure/Allergic Reaction to Patchouli (W. Henning) guided the discussion:
 - Serious allergic reactions at Nicolet
 - An additional personal reaction at GTC
- j. New Ideas/Successes Related to Slip, Trip, Fall Prevention (W. Henning)
 - Milwaukee
 - NWTC
 - WCTC
- k. Indoor EPD Climbing Pole Installation (W. Henning)
 - MPTC (Michele Adams) has poles indoors for practice climbing
 - To reduce exposure to liability, have poles installed and anchored by an expert
 - Recommend use of DMI forum for questions.
- l. List of Safety Programs (W. Henning)

- m. Floor Captains – criteria for selection & training
 - Discussion of identifying candidates, candidate screening and training
 - NWTC (Chet Lamers) reports positive experience with identifying role and responsibilities.
 - CVTC (Trish Geisler) and GTC (Tom Cousino) discuss experiences.
 - n. Discussion of College use of EpiPen’s and Narcan (by college responders).
 - o. Discussion of liability insurance by non-profits.
4. **Report from the Regular BOD Meeting** – Not reported.
5. **2019-20 Renewal Terms and Conditions** – S. Stoeger-Moore
Fire Protections Survey
Alliance Global Visits: Comprehensive campus assessments of fire prevention, detection and suppression systems with recommendations. Not mandated.
- BTC
 - MATC - Madison
 - CVTC
 - MSTC
 - WTC
6. **Claims Report Review** - Information in E-packets
- a. CCMSI
 - b. United Heartland
7. **Conferences**
- a. [URMIA Annual Conference](#), Boston, MA – September 16 – September 19, 2019 – Confirmed to Attendees
 - b. Community College Risk Management Consortium – July 18-19, 2019 – Linda Joski/Kay Hannah (Gallagher)
 - DMI will pay a \$200 stipend per college attendee.
8. **Proposed FY 20 Meeting Dates** - (4:05 PM) S. Stoeger-Moore and DMI Board arrive. He spoke on Item #5 and then discussed the 7 policies DMI offer.
- Board decisions to reduce costs:
 - Reduce auto coverage for colleges by 20%.
 - Property coverage: hold the 2019 rate with 2% increase.
 - Liability lines are all flat.
 - Cyber Liability down 5%
 - Colleges will receive quotes during the week of April 15.
9. **Adjourn**

Respectfully submitted,



Suzette Harrell
DMI Administrative Assistant