

Campus Life and Safety and Security Task Force MINUTES

Tuesday, January 8, 2008, 9 a.m.

WELCOME AND INTRODUCTIONS: Chancellor Glen D. Johnson welcomed the attendees and began introductions. Also in attendance were: Phil Berkenbile, Oklahoma Department of Career and Technology Education; Lee Bird, Oklahoma State University; Kay Martin, Francis Tuttle Technology Center; Doug Major, Pioneer Technology Center; Carrie Slatton-Hodges, Oklahoma Department of Mental Health and Substance Abuse Services; Tom McKeon, Tulsa Community College; Joel Gavin, Office of Gov. Brad Henry; Roger Webb, University of Central Oklahoma; Kerry Pettingill and Melissa Houston, Oklahoma Department of Homeland Security; Lesa Smaligo, Oklahoma Independent Colleges and Universities; Joe Harroz, University of Oklahoma; Amber Thomas, Bob Anthony, Amanda Paliotta, Kurt Snodgrass, Jim Purcell, Linda Mason, Amy Goddard, Rebecca Richardson and Ben Hardcastle, Oklahoma State Regents for Higher Education; Sophia Reza, KOCO-TV; April Marciszewski, Tulsa World; Lori Rasmussen, OETA; Susan Simpson, The Oklahoman; and Tim Talley, Associated Press.

APPROVAL OF MINUTES FROM SEPTEMBER 25 MEETING: Johnson asked task force members to review the minutes of the Sept. 25, 2007, meeting. The minutes were approved by a voice vote.

OPENING REMARKS: Johnson remembered Dr. William Pennington, Murray State College president and CLASS Task Force member who was killed in a recent car accident, as a quiet leader who made significant contributions to the task force, higher education and the community as a whole. Johnson asked that, as the task force members completed the final report, they consider dedicating it as a tribute and memorial to Pennington. The task force agreed.

Johnson recognized Berkenbile and wished him a continued recovery from his recent surgery.

Johnson noted that the task force had been at work for nine months and that it had clearly made significant progress. He said the main focus of the meeting would be to review the results of the institution surveys and to discuss and approve the subcommittees' reports, and subsequently, the final task force report. He asked Ben Hardcastle and Jim Purcell to present those items on the agenda.

Hardcastle began a PowerPoint presentation with an overview of the responsibilities of the subcommittees. He said that Purcell would present the survey findings and that the subcommittee chairs would then present their final reports and entertain suggestions for changes. Hardcastle said that, after discussion, the task force would vote on acceptance of the full report.

REVIEW OF SURVEY FINDINGS: Continuing the PowerPoint presentation, Purcell provided an overview of the results of the self-assessment and counseling surveys sent to campuses in August. He said there were 87 responses to the self-assessment survey and 85 to the counseling survey.

Highlights of Self-Assessment Survey Results

- Most campuses have emergency plans in place for tornadoes, fires, bomb threats, explosions, hazardous materials, active shooters and terrorist threats, but only around

half have plans for floods, pandemic flu, earthquakes and campus sponsored mass transportation accidents.

- Most campuses have a crisis management team in place and have assigned responsibilities to staff members to fully implement their plans.
- Most campuses do not have a mental health recovery plan.
- Most campuses provide annual safety and security training for support staff and students.
- Most campuses have developed their emergency plans in cooperation with law enforcement and other emergency response agencies.
- Most campuses have incident-reporting procedures in place for disruptive incidents.
- Only half of the campuses have incident report databases that are analyzed annually.
- Most campuses have a crisis communications plan and a team to release information to parents and the media in a timely manner.
- More than half-to-most campuses have building security plans in place that address evacuation, fire prevention, hazardous materials, building access, first aid, classroom access, interior rooms and visitor access.
- About 58 percent of the campuses have filed building blueprints or layouts with their local police or fire departments.
- About 63 percent of campuses have photographs of each student on file, and most campuses have contact information for students, facility managers, staff and faculty.
- Most campuses have campus-wide emergency notification capabilities, ranging from e-mail and Web sites to blue phones, public address systems and reverse 911.

Highlights of Counseling Survey Results

- Most campuses do not have residence halls on campus.
- At most campuses that have on-campus counseling services, those services are paid for out of general operating funds, while student activity fees, student insurance and other sources are also used.
- Most campuses limit how many times a student can utilize a counselor on campus.
- Most campuses have active peer support groups or networks that work with students who have mental health and/or substance abuse problems.
- On average, respondents agreed or strongly agreed that their campus counseling services are readily available and accessible to all students and are consistently effective in serving students' needs.
- On average, respondents were neutral or agreed that counseling services in their local communities are readily available and accessible to all students and are consistently effective in serving students' needs.
- On average, respondents said their campuses were somewhat to very prepared for a variety of behaviors and incidents, including classroom disruption, violence, weapons on campus, alcohol and drug use, threats, and suicide ideation, gestures and attempts.
- The overwhelming majority of campuses do not come close to the recommended average ratio of professional counselors to students.

SUBCOMMITTEE REPORT DISCUSSION AND APPROVAL: Hardcastle continued the PowerPoint presentation with a summary of conclusions from the subcommittee reports.

- Adopt statewide standard for policies and practices.
- Complete assessment of notification needs and develop prioritized communication plans.
- Establish regular plan review protocol.

- Significantly enhance availability of counselors.
- Provide and require annual staff training and follow-up exercises.
- Establish pilot program of mutual assistance and training agreements.

Subcommittee chairs then presented their individual reports for approval.

Notification: Subcommittee co-chair Tom McKeon recognized co-chair Doug Major and the other members of the subcommittee and thanked them for their work. McKeon noted the following key recommendations from the subcommittee's report.

- Conduct individual campus needs assessments.
- Develop and implement comprehensive notification system.
- Develop memorandums of understanding with area first responders.

After discussion, task force members voted to approve the report of the Notification Subcommittee.

Response: Subcommittee co-chair Kerry Pettingill thanked the subcommittee members for their work. He noted the following key recommendations from the subcommittee's report.

- Develop a campus emergency response plan template.
- Post emergency response information throughout campus facilities.
- Create a statewide oversight entity to assure compliance and periodically evaluate plans.
- Require all campuses to be National Incident Management System (NIMS) compliant.
- Establish annual emergency response training.
- Conduct regular drills.
- Maintain photographs and emergency contact files.
- Require continuity of operations plans.

After discussion, task force members voted to approve the report of the Response Subcommittee.

Counseling: Subcommittee co-chair Lee Bird recognized the work of co-chair Terry White and the other members of the subcommittee. Bird noted the following key recommendations from the subcommittee's report.

- Increase the number of mental health professionals in, or readily available to, postsecondary institutions.
- Increase number and capacity of graduate degree programs for licensed counselor/psychologist training to meet current and future demand.
- Ensure full compliance with the Drug Free School and Community Act.
- Enter into agreements with off-campus mental health and counseling professionals as necessary.
- Encourage the development and funding of innovative campus drug and alcohol abuse prevention programs.
- Improve management of alcohol/drug abuse cases.
- Increase capacity of outpatient and inpatient mental health and drug facilities statewide.
- Provide regular FERPA and HIPAA training for counselors and other campus health professionals.
- Develop campus training on the recognition and intervention of students in crisis.

- Develop and maintain on OSRHE Web site information on best practices and resources for mental health.
- Make employee assistance programs available on each campus.

After discussion, task force members voted to approve the report of the Counseling Subcommittee with the following revisions.

- On page four, first paragraph, last sentence, add "By way of example," to beginning of sentence.
- Combine fifth bullet on page five with seventh bullet on page four.
- On page five, combine first and sixth bullets.

Laws and Policies: Subcommittee co-chair Joe Harroz thanked Johnson for the comments about co-chair Pennington and seconded them. He thanked the other members of the subcommittee and staff liaison Bob Anthony for their work. Harroz noted the following key recommendations from the subcommittee's report.

- Enhance training on HIPAA and FERPA privacy laws.
- Establish an active threat-assessment task force on every campus.
- Establish clear guidelines about sharing privileged information.

After discussion, task force members voted to approve the report of the Laws and Policies Subcommittee.

Funding: Subcommittee co-chair Kay Martin acknowledged the work of co-chair Joe Wiley, the other members of the subcommittee and staff liaison Amanda Paliotta. Martin noted the following key recommendations from the subcommittee's report.

- Collaborate more with other entities to share in expenses and reduce costs.
- Provide workshops to maximize grant opportunities.
- Maintain elements of CLASS Task Force to determine training costs and find means for funding.

After discussion, task force members voted to approve the report of the Funding Subcommittee with the following revisions.

- Replace first paragraph with: "The Funding Subcommittee was charged with three tasks: (i) identify funding sources for educational institutions to help defray the cost of security measures, (ii) identify funding strategies to meet campus safety needs identified by other subcommittees and (iii) establish a minimum baseline funding need for higher education institutions and career technology campuses for security and student services."
- Add to end of the recommendations section: "Funding Need. The subcommittee surveyed all higher education institutions and career technology campuses to assess current security budgets. The subcommittee received responses from 25 higher education institutions and 21 career technology centers. Security budgets were comprised of several funding sources: operational funds, auxiliary funds and equipment/capital."
- Add to end of the recommendations section: "1. Baseline Funding. Using the surveys as a baseline, the subcommittee determined that security budgets should equal approximately \$100 per student (headcount). The total cost of the baseline would be \$40.7 million. Higher education institutions and career technology centers currently

budget \$24.7 million in security. The subcommittee has determined that an additional \$16 million is needed to assure that all campuses have baseline funding. The baseline funding is based on bringing all campuses to the average per student funding amount. 2. Program Determination. The subcommittee recommends that individual institutions and centers determine the best use of funds made available to them through state sources. Flexibility in funding will maximize the ability for each campus to meet their specific needs for security and student services. 3. Budget Limitation. All funding recommendations are in addition to funding requests submitted to the executive and legislative branches by the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career Technology Education. The funding needs listed above are intended to fulfill the specific requirements of the governor's Executive Order and should be considered separate from the agencies' requests.

FULL REPORT APPROVAL: Johnson noted the recommendation from the Funding Subcommittee that elements of the task force remain in place and reminded members that the governor's Executive Order did not extend the task force beyond the Jan. 15, 2008, deadline for the final report. He suggested that the task force include in the final report a request that the governor allow the task force to continue and meet annually in order to monitor implementation of recommendations, conduct follow-up surveys of the institutions, share information/resources and pursue opportunities for institutional collaboration, and the task force members agreed.

Before asking for a vote on approval of the full report, Johnson asked task force members to note the purposes of the task force as stated in the Executive Order and included in the introduction of the final report. He asked task force members if those purposes had been met, and the members agreed that they had.

Johnson then asked for a vote on approval of the full report with revisions as noted, and the report was approved.

NEXT STEPS: Hardcastle said that the approved changes and recommendations would be made to the full report and that the final version would be available in a printed version and online on the CLASS Web site. He said that official delivery of the report to the governor and legislative leadership would occur on Jan. 15 and that the media would be notified. He added that a plan was being formulated to distribute the report to other groups as well.

ADJOURNMENT: The meeting adjourned at 10:55 a.m.