

Campus Life and Safety and Security Task Force MINUTES

Thursday, August 30, 2007, 9 a.m.

WELCOME AND INTRODUCTIONS: Chancellor Glen D. Johnson welcomed the attendees and began introductions. Also in attendance were: Kay Martin, Francis Tuttle Technology Center; Joe Wiley, Rogers State University; Kerry Pettingill, Oklahoma Office of Homeland Security; Tom McKeon, Tulsa Community College; Doug Major, Pioneer Technology Center; Joe Harroz, University of Oklahoma; Phil Berkenbile, Oklahoma Department of Career and Technology Education; Lee Bird, Oklahoma State University; Roger Webb, University of Central Oklahoma; Bill Pennington, Murray State College; Terri White and Steven Buck, Oklahoma Department of Mental Health and Substance Abuse Services; Tom McDaniel, Oklahoma City University; Jeanette Nance and Joel Gavin, Office of Gov. Brad Henry; Erin Taylor Weathers, Amber Coulter, Jim Purcell, Amanda Paliotta, Donna Combs, Kermit McMurry, Bob Anthony, Ben Hardcastle and Rebecca Richardson, Oklahoma State Regents for Higher Education; and Olaf Standley, OSRHE Student Advisory Board; and Jeff Packham, The Journal Record.

APPROVAL OF MINUTES FROM MAY 23 MEETING: Johnson asked task force members to review the minutes of the May 23, 2007, meeting. The minutes were approved by a voice vote.

OPENING REMARKS: Johnson commended the task force subcommittees for their work, especially over the summer. Phil Berkenbile also thanked the task force members for their work and noted that they were setting a model for others, including common education.

Johnson noted that findings from the Virginia Tech Review Panel were released to the media that morning, and copies of the Executive Summary were provided to attendees. Johnson said that a more in-depth summary would be available later that day.

Johnson then asked that the task force skip ahead on the agenda to allow Kerry Pettingill to give his subcommittee's progress report before having to leave for another commitment.

RESPONSE SUBCOMMITTEE PROGRESS REPORT: Pettingill said that the Response Subcommittee had engaged in a wide range of discussion about approach and that they had encountered hesitation from campuses about providing copies of their crisis response plans. As an alternative, the subcommittee decided to prepare a self-assessment survey on security and vulnerability for the campuses to complete. Pettingill said that the state Department of Homeland Security had conducted such a survey for elementary schools and that the subcommittee reviewed that survey and made changes for postsecondary campuses. He added that they think they have a good product that will provide information on what key elements campuses do or do not have in place. He said the surveys were sent to campuses that week with a due date of Sept. 14. He noted that the completed surveys will be sent to DHS, that identifying information about the campuses would be redacted and that the campuses would only be known by a number. He pointed out that the purpose of the survey is not to judge the campuses, but just to gather facts. He said the survey would also make people think about things that can be done at no cost. He said the subcommittee would meet to review the findings of the survey and establish a baseline of what is the minimum a campus should have in place. Berkenbile said that he would send an e-mail to his campuses and ask them to respond to the survey. Johnson said the Council of Presidents would discuss at its meeting the following week.

DISCUSSION OF SURVEYS SENT TO INSTITUTIONS: Jim Purcell described the two surveys being sent to campuses as components of the vulnerability assessment: the campus security

and vulnerability self-assessment described by Pettingill and a counseling survey to assess pre-event opportunities to intervene and post-event mental health resources. He said the State Regents' System Research staff would partner with DHS on data collection and analysis. He added that the results should be available the first week of October and that data splits could be provided to the subcommittees if requested or that they could look at the surveys with the campus identifying information was redacted.

Tom McDaniel noted that the surveys didn't address methods of campuses communicating with each other about potential problem students and described an example of when such communication would have been helpful. Pettingill suggested that another survey could be developed for campus presidents to indicate that type of information. Task force members discussed the possibility of a secure web portal for communicating such information with each other, including issues like cost, responsibility for maintenance and privacy issues.

SUBCOMMITTEE PROGRESS REPORTS:

Notification: Subcommittee co-chairs Tom McKeon and Doug Major gave the report. McKeon said the subcommittee had met several times and was conducting research and reviewing types of notification systems. He said the committee had developed a workplan to define its scope of work and items to include in the final report. He noted that the committee's timeline would meet the timeline in place for the task force.

- Role: Provide a resource to campuses and develop technical workshops if needed.
- Audiences: Both internal and external – individuals on campus, emergency response personnel, media, parents, other institutions and other interested individuals and organizations.
- Types of systems available: Must learn from VT report that having multiple systems in place is important.
- Training and testing: Even the best system available must be taught and tested.

Major said that the committee had already found some good practices in place, including flyers included in course syllabi and the development of pamphlets to distribute campuswide, but had also discovered that information is often not shared as well as it could be.

Roger Webb described and provided a sample of an emergency procedure folder located in every office and classroom at the University of Central Oklahoma. He added that every employee has a copy of a condensed version. Pettingill noted that there should be such low-tech methods in place just in case the high-tech versions fail.

Response: Pettingill provided his subcommittee's report earlier in the meeting.

Counseling: Subcommittee chairs Lee Bird and Terri White gave the report. Bird said the committee had met earlier in the month and heard a presentation by White about prevention-oriented campuses, including how to sensitize people to mental health conditions and make people aware of how drugs and alcohol affect campuses. She said the committee learned that although there are more students with mental conditions enrolled in postsecondary education, they are not more likely to cause problems, and in fact, they are actually more likely to be victims. She added that the committee also discussed connecting campuses, especially small ones, with resources available in the community and understanding laws and policies like FERPA in regard to what information campuses can provide under what circumstances.

White added that the goal was to develop a learning environment about mental health conditions so that people see it as they would any other disease, to train people to recognize early signs so that students and others can get help early and to reduce the stigma about seeking help. She also commended Webb for UCO being a model of a prevention-based campus.

Laws and Policies: Subcommittee chairs Joe Harroz and Bill Pennington gave the report. Harroz said the committee had met twice and discussed the major laws, like FERPA and HIPAA, that can affect the actions campuses take in situations regarding safety and security. He said that some people aren't aware of the emergency provisions in these laws. He outlined the layout for the committee's recommendations, including a tour of the pertinent laws and policies, the application of those in a campus environment and an outline of the pros and cons of proposed law/policy changes. He said the aim was for a practical guide to help campuses react to situations in a balanced and focused way.

Pennington noted that it is common for campuses to misinterpret laws like FERPA and HIPAA and that it is not illegal for campuses to share certain information in certain circumstances. Johnson noted that the VT report includes explanations about FERPA and HIPAA.

Funding: Subcommittee chairs Joe Wiley and Kay Martin gave the report. Wiley said that much of what the committee develops will materialize after the other committees provide their recommendations and strategies that will require funding. He said the committee had identified three types of funding sources: 1) an assessment, or fee, to students; 2) state, federal and private grants; and 3) direct state support through the Legislature.

Amanda Paliotta said that Linda Mason, OSRHE's grant and external funding coordinator, was developing a list of granting organizations that provide funding for campus safety and security issues and that the list should be posted online soon. She added that campuses don't have to wait for the final recommendations of the task force to pursue funding for projects.

Martin asked that if anyone finds out about relevant grant opportunities they let the subcommittee know.

Wiley said the committee also discussed how to expand its membership so that it will have an adequate number of people to carry out tasks. He mentioned agencies such as the State Fire Marshal, the state Department of Homeland Security and the Office of State Finance. Johnson said he would make contact with agencies to request help on the subcommittee.

McDaniel asked if it would be a problem if multiple campuses applied for the same resource and if the task force should consider a more coordinated effort. Wiley said the committee had looked at similar statewide efforts and hoped to include in its final recommendations a process to manage such an initiative, for example, one campus being the statewide coordinator.

Bird noted that the funding recommendations should not just take into account funding available to campuses but also to community resources, especially in smaller communities where a campus may not have services of its own and has to rely on local resources.

White asked Wiley when the committee would like to receive information from the other committees – throughout the process or at the end. Wiley requested that committees submit ideas and information as they go along.

DISCUSSION OF POSSIBLE FORMATS OF FINAL REPORT: Ben Hardcastle said that OSRHE would be working with the governor's office regarding the preferred format for the report but that he was anticipating a printed version along with a strong Web presence. He added that the print version may not have all the addenda included.

Berkenbile expressed a need for both versions, along with an executive summary.

Hardcastle offered recommendations for distribution of the report, such as to institutions, opinion leaders and legislators, and asked for other suggestions. He asked if the governor's office should also be involved in that aspect, and Johnson agreed.

Hardcastle said the final report would be formally presented to the governor and Legislature at a press conference and that the rollout plan would involve a combination of educational boards, business leaders and others. McKeon and Wiley suggested that emergency response and mental health representatives be included also.

Johnson suggested that portions of the distribution could be assigned to different task force members.

Hardcastle said he would provide a draft of the rollout plan at the next full task force meeting.

Bird suggested that a template be developed for the subcommittee's reports so that they would follow a common format and be more easily incorporated into the final report. She said the template could include sections on history, subcommittee members, survey results, recommendations and budget implications. She added that the executive summary would pick up the highlights of the full report.

Wiley noted the need for the final report to have stylistic consistency.

REVIEW OF TIMELINE / MEETING SCHEDULE APPROACH: Hardcastle noted that preliminary reports would be submitted to the task force for review in mid-September and that the task force would meet Sept. 25 to discuss. He said the reports would be finalized by the subcommittees in October and a final draft distributed to the task force in November. He added that dates needed to be solidified for a possible task force meeting in late November and a December meeting for the task force to review the final report and that he would send out some tentative dates soon. He said the governor's office would be involved in discussions about the formal presentation of the report to Gov. Henry.

OPEN DISCUSSION: Johnson asked that Webb give an overview of the National Campus Security Summit that took place at UCO in May. Webb said there was excellent participation and several national-level speakers that were in demand at similar events. He said that much of the summit information was available online and that UCO had received much positive feedback about the event, including that the format of the summit had been replicated around the country several times since.

Webb also said that he was impressed by the work of the subcommittees and noted that the VT review panel took weeks to determine whether decisions that happened in minutes were practical and that the scenarios could be thought and re-thought indefinitely. He emphasized the importance of tabletop and other planning exercises to prepare for crisis situations and of having a good response team. He added that it was negligent for a campus not to plan.

Major suggested that the final report point out that it isn't just a response to a single incident and that it is meant to be an ongoing tool to prevent and respond to situations.

Pennington suggested that subcommittee information be posted on the task force Web site. In the meantime, copies of the subcommittee rosters were distributed to attendees.

Berkenbile said the work of the task force should bring to light how the institutions help each other and that it is important for the governor and the Legislature to see examples of that cooperation.

McKeon asked about keeping the recommendations dynamic so that the final report isn't just a task completed. He suggested a process for periodic review and update of the recommendations.

Bird suggested a community resource guide be included as part of the final report.

ADJOURNMENT: The meeting adjourned at 10:25 a.m.