UNIVERSITY SAFETY AND SECURITY COMMITTEE
MINUTES
March 2, 2006

Members Present: Robert Adams, Lorraine Alexander, Carolyn Elfland, George Hare (for Derek Poarch), Steve Kenny, John Olsen, Chris Payne, Pete Reinhardt, Michael Rolleri, Leslie Strohm, Tony Waldrop, Marie Zeldin

Members Absent: Laurie Charest, Lesley Marson, Mike Rolleri, Bruce Runberg, Nancy Suttenfield, Tony Waldrop, Marie Zeldin

Guests: Lori Allison, Todd Allen, Brian Boehlecke, David Brower, Martha Fowler, Jim Porto, Anna Schwab

1. **Workplace Violence Annual Report**

   Lori Allison presented the annual Workplace Violence Report. There were 11 workplace violence reports in 2005, the majority involved verbal threats or threatening remarks. Four were not upheld. Of the seven that were upheld, sanctions ranging from dismissal to employee counseling were imposed. The University has implemented a number of best practices, including a written policy; pre-employment criminal convictions checks; the employee assistance program; clearly defined grievance, disciplinary, and dismissal policies; training programs; performance management systems; a variety of security features; a template for conducting workplace violence investigations; and a safety and security committee structure. Human Resources is working on additional improvements including expanded training, a structured exit interview process, anger management classes, management of residual effects, a poster campaign, and annual campuswide distribution of the workplace violence policy. The University Safety and Security Committee expressed its support for these initiatives.

2. **Campus Personal Safety Committee**

   Capt. George Hare reported on the recent meeting of the Campus Personal Safety Committee (CPSC). The focus of the meeting was on emergency callboxes. The CPSC recommends that callboxes impacted by construction be required to be relocated so that they can remain operable during the construction period. Presently, Public Safety makes this request but it is not followed uniformly. The CPSC also noted that the present callbox policy does not provide for installation of additional callboxes unless associated with construction projects, and recommended an annual recurring allocation of $20,000 for the installation of additional callboxes. A question was raised as to whether or not the CPSC would recommend allocating $20,000 in recurring funding for callboxes above any other safety improvements, assuming that a $20,000 allocation is available. A question also was raised as to whether it would be better to ask for funding for specific callbox installations as the need is identified rather than asking for funding with no specific installation locations identified. It also was noted that the Budget Committee has asked that funding requests be channeled through University operating units rather than coming directly from committees, and this request would likely fit best under Finance and Administration. Carolyn Elfland agreed to take responsibility for discussing callbox relocation during construction with Facilities Planning and for raising the funding recommendation within Finance and Administration.

3. **Disaster Resilient University Project**

   Jim Porto, David Brower, Todd Allen, and Anna Schwab presented the Disaster Resilient University Project. This project is funded by a $339,000 grant administered by the Federal Emergency Management Agency (FEMA) through North Carolina Emergency Management. The objective is to develop a mitigation plan for natural hazards that, if implemented, would make the University less vulnerable to the impacts of natural hazards and eligible to apply for grants to carry out specific hazard mitigations. The project will be carried out over the next 2½ years. A staff advisory committee will provide technical expertise regarding facilities and structures on campus, the Chancellor's Buildings and Grounds Committee will also provide advice and guidance, and the USSC will serve as the policy advisory group. The steps in the project include identifying

and profiling hazards, inventorying assets, assessing vulnerability, estimating potential losses, modifying existing databases, developing mitigation goals and objectives, identifying mitigation actions, preparing an implementation strategy, establishing procedures for maintaining the plan, writing the plan document, conducting university and community awareness programs, adopting the plan, and submitting it for approval. The USSC noted that this is an important and valuable project that will assist the University in avoiding serious interruptions to its mission. The USSC also noted that many of the documents and templates developed in the early stages of the project would be useful to other schools in the University system, and consideration should be given to mechanisms for sharing them. The USSC will receive periodic reports on the project's progress.

4.   University Employee Occupational Health Clinic

Brian Boehlecke presented an overview of the University Employee Occupational Health Clinic. This clinic, which has been in existence since 1996, is operated by the Department of Medicine. Prior to the existence of the Clinic, occupational health care was provided by a variety of sources within the University and in the Chapel Hill community and it was not well coordinated. The Clinic provides first care for work-related injuries and illnesses, case management for work-related illnesses and injuries involving lost work time, bloodborne pathogens care, management of communicable diseases, and medical surveillance for employees in occupations where such surveillance is required. The Clinic has grown to include a half-time director, a full-time nurse practitioner, a full-time nurse and support staff. It has been very effective in reducing the University's work-related illness and injury lost time, and in providing effective medical surveillance and care for specialized employee groups. A number of other research universities have visited the campus to learn about the Clinic firsthand.

There being no further business, the meeting was adjourned.