

Meeting: **KOPS Advisory Committee Meeting**

Date: February 22, 2022

Time: 9:00am-10:00am

Room: RC 250

Attendees: Alisa Pacer, Sandra Warner, Dixie Johnson, Gina Egan, Jeff Allen, Jordan Brink, Jose Carrillo, Marianne Mantel, Molly Salisbury, Pam Vassar, Parri Christie on behalf of Lenora Cook, and Stephanie Belford.

KOPS Committee Charge

To solicit feedback from JCCC constituency groups and facilitate communication with the president's cabinet to provide input for making strategic decisions about safety and security issues.

- Project examples include: The KOPS Advisory Committee has had their hand in previous Conceal carry communications and initiatives, emergency door lock switches in classrooms, room location signs, ALICE Training selection, and the Ready in 5 handout for students/employees.

Welcome

- Introductions of members in attendance

Ready in 5 handouts for students

- These handouts are given to students in New Student Orientation
- Current ways to get communication out to students
 - JCCC Alerts
 - Hallway and Digital signage
 - CANVAS community (ex. Dept. specific)
 - Orientations
 - Syllabus/CANVAS – 1st day of class
- Alisa and Dixie would like get edits/input from everyone on how to simplify this handout **before** the next meeting on April 26 *or sooner if possible*.
- Jordan Brink will get student representative opinions as well.
- We are open to ideas on how to get students engaged.
 - Free giveaways (t-shirts, stickers, magnets) at CAV Craze
- Do we need to add a QR code to the JCCC website that will take students to this handout?

2022 CERP Updates/Changes

- Minor wording changes made to the flipchart guide.
- Finetuned the Power Outage procedures under Utility Emergencies
- Added Infectious Diseases Procedure (non-covid)

- We've had concerns about several diseases on campus although COVID has been its own thing.
- The new procedure is for non-COVID times
- Suggestion was made to add a tab for Animal Bite procedures
- KOPS Watch has a new link – jccc.edu/KOPS-WATCH
- Recycle the outdated CERP guides

Mission Continuity

- JCCC partnered with Martin Yarborough to make sure that every department has a business impact analysis (BIA) on file.
 - JCCC has over 350 business processes
 - It's been three years, so it's time to freshen up your initial BIAs
 - Use the info from your first BIA to start the new template
 - Sandra Warner & Martin Yarborough will be presenting on March 1 at 10:00am to show you how you can update your BIA
 - What would you do if you lost a facility, technology, or people?
 - Martin Yarborough will be onsite from: Monday, March 28th – Friday, April 1st and Monday April 25th – Friday, April 29th
 - Updated BIA templates need to be submitted by fiscal year-end (06/30/2022)
 - Representation from each department is welcome!
- IRT update
 - Dr. Bowne sent out a message on Friday, February 18 about the change in the mask mandate at JCCC.

Roundtable Discussion

- Stephanie Belford – Everything is good at OHEC. Their building has great communication between the departments, and they are aware of who is in the building. They appreciate the police officer presence, and it makes people feel better seeing them do their rounds. Would like to know when the next BEL meeting will be.
- Marianne Mantel (WPK) – Cosmetology and JCAE stay in good contact with each other.
- Parri Christie (substitute for Lenora Cook) – CLB is under major construction. A while ago a fire alarm went off in CLB and she used her BEL radio to see if the alarm was real or not. She was told it was an accident, but during the meeting it was reinforced to always treat an alarm as real, never guess or delay and wait to hear differently. To go along with that, once an evacuation is started, always complete it. Use your verbal skills.
- Pam Vassar – Student have done very well with being compliant with mask wear so far. May start to see some people be non-compliant since other schools and businesses no longer require masks to be worn.
- Molly Salisbury – Masking is a challenge since masks are not required to be worn anywhere else.
- Jordan Brink – There was an incident where someone burned popcorn in the SC, but no issues came of it. March 7-11 is the "Safe Spring Break" week. March 8 is the statewide tornado drill so that will make sure everyone is aware during their activities.
- Jose Carrillo – Every day and night the PD sends officers over to WPK and OHEC. For safety sake, they may need to switch up the times that an officer goes to those off campus locations so that

they don't have the same routine every day. The PD is asking the officers to patrol more on foot and in the vehicles. Reminder....if you see something, report it!

- Jeff Allen – will continue to walk around CLB watching contractors for mask compliance, etc.
- Gina Egan – Masks aren't an issue, but social distancing is because they can't fit everyone in labs when needed.

Next Meeting is Tuesday, April 26 at 9:00am.