

UAS Protection of Minors Committee Meeting

Wednesday March 27, 2019

Location: Egan Classroom Wing Room 115. Call in number provided.

Members present: Dan Garcia, Lori Klein, Eric Scott, Trisha Lee, Craig Cottrell, Gail Cheney, Sarah Belmont, Karen Carey, Kim Davis, Gail Klein

Authorized Adult and Supervised Adult Screening

UAS HR has gained quite a bit of experience recently screening UAS employees and volunteers as AA's and SA's. Prior to the meeting, Sarah Belmont provided an overview of the screening process including an example of a standard e-mail that is sent out to those being screened.

The screening process takes approximately 2 weeks to accomplish, somewhat less for the SA's. The length of the process varies depending on how quickly those being screened respond to the various requests for information.

Online event registration is required at least 30 days prior to the start of the event. Based on our experience so far, 30 days provides enough time to screen AA's and SA's.

Placing AA and SA duties into employee job descriptions was discussed. Some specific jobs have been identified that should have AA/SA duties added to their Position Description. One example brought up was Paul Dormans replacement Nathan Bodensadt who was screened as an AA while being hired for the Director of Housing and Resident Life position.

Volunteers at UA events involving minors need to be approved through the Volunteer Qualifications Checklist to ensure that they indeed qualify to be volunteers, then they need to be screened as AA's or SA's.

POM Training

POM Committee members were asked to prepare for our meeting by reviewing the three training videos currently required for AA's and SA's (Meet Sam, It Happened to Me, Mandated Reporter) plus a 10 minute video (Shine a Light) that Chief Risk Officer Tim Edwards proposes for Tier 1 training required of all employees.

The Committee approved of the Shine a Light video for UA Tier 1. Follow up question is whether watching this video will be a Statewide mandate that needs to be tracked in employee records. If so, delivery of this video was recommended to be through the MyUA employee training portal so that tracking of employee training can be automated. Screening of the video to groups, like Title IX is often given, requires multiple steps to get into the employee records. Much easier to just view it online through MyUA.

The Committee had little comment on the continued suitability of the three previously selected online training modules to be required for AA's and SA's (Meet Sam, It Happened to Me, Mandated Reporter) so we will continue to use them.

A concern voiced by HR members at the meeting is that taking Meet Sam prior to the screening interview would provide the applicant with all the correct answers so that they can pass the interview. Thus bad actors could game our screening process. We discussed assigning the online training after the interview.

POM Event Registration

The online POM event registration is working. While a lot of information is collected with the current registration questions, one of the most important is the list of AA's and SA's. These names are forwarded to HR so that screening can be accomplished. Dan will revisit the registration questions to determine if they could be streamlined to not take in information that we are not using. One important reason to leave the registration questions as they are is that it would remind event organizers of many important considerations when planning their event at UAS.

Retention of POM screening records

Documents associated with screening of AA's and SA's will be stored within HR.

Praesidium Guardian Training

There is one more Guardian training left in our existing contract with Praesidium. It will be at UAF October 15-17, 2019. UAS is interested in sending three staff: Kim Davis, Chase Parkey and Nicole Rogers. Dan has forwarded these names to Tim Edwards and Frances Isgrigg.

New Title IX Deputy

Chase Parkey will be starting work April 1. Dan is working on onboarding agenda to transfer leadership of the Protection of Minors Committee to Chase. Based on Lori Klein impression of Chase's Title IX workload, she requested that we wait until after Commencement on May 5, 2019 for emphasis on this transition.

Outreach

Pending: Outreach letter to third parties wanting to hold their events at UAS informing them of our POM requirements and general event scheduling procedures.

Pending: Periodic reminders to the UAS campus community to inform them of the POM resources available when holding events that involve minors.