



LONE STAR
COLLEGE
NORTH HARRIS

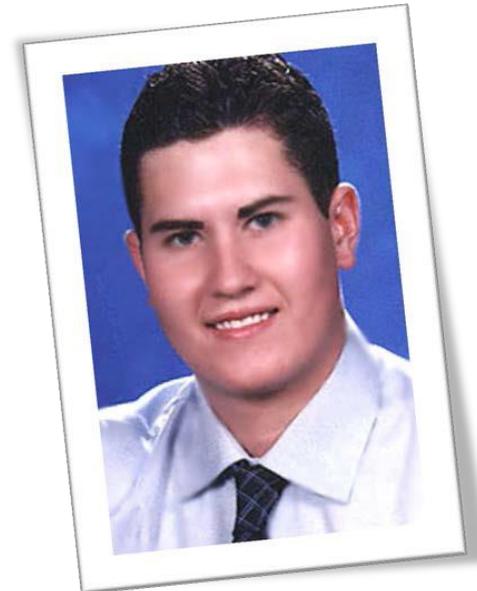
**Risk
Management
for
Student
Organizations**

Office of Student Life



Clay's Bill/ House Bill 2639

- Sec. 51. 9361: Registered Student Organization (RSO) Members and Advisors are required to attend at least one annual Risk Management Training program.
- Officers are required to report information gathered to the entire organization's membership after the event.
- House Bill 2639 went into effect September 1, 2007.





Lone Star College Risk Management Training

VI.D.1.05 Required Risk Management Training for Student Groups

The College will provide a Risk Management Program for registered student organizations at least once each academic year. The College requires the Student Organization Representatives and its Student Organization Advisor(s) to attend. The College must record the program's attendance and keep those records for at least three years after the program is held. Other student organization members may attend the program. Student Organization Advisors or Student Organization Representatives will brief the entire student organization on the program's contents at the next full membership meeting.



What is Risk Management?

Risk Management is the process of

- considering the potential risks to Students and the College when planning for events
- AND
- monitoring organization activities and taking both proactive steps and corrective action to minimize injury and/or loss

BY

- adjusting behavior and/or processes
- OR
- eliminating the activity altogether.



Types of Risk

-  Physical – can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents
-  Reputation – those things that may result in negative publicity for your organization, Lone Star College, your advisor, and/or a venue where you are holding an event
-  Emotional – those things that can cause a participant at your event to feel alienated or negatively impact the feelings of a member or members of the LSC community
-  Financial – those things that can negatively impact the fiscal stability of your organization and/or any organizations financially supporting your event.
-  Facilities – those things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event, etc.)

(from Student Risk Management at Arizona State University)

Watch Out For These Risks!

- Alcohol & Illegal Drugs
- Hazing
- Sexual Harassment
- Fire & Other Safety Issues
- Firearms, Weapons & Explosive Devices
- Student Travel
- Behavior at Events





Alcohol & Illegal Drugs What's the Big Deal?

- Over 1,400 students ages 19-24 die annually from alcohol related injuries.
- More than 70,000 students ages 18-24 are victims of sexual assault or date rape that involved alcohol.
- About 25% of college students report academic consequences of their drinking including missing class, falling behind, and doing poorly on exams.
- More than 150,000 students develop alcohol-related health problems and between 1.2 and 1.5% of students indicate they tried to commit suicide within the past year due to drinking and/or drugs.
- 2.1 million students between the ages of 18-24 drove under the influence of alcohol last year.



Lone Star College Alcohol Policy

IV.D.10.02 Alcohol and Drug Free Workplace

As part of the commitment to the provision of high quality and effective service to our students, employees, and the public we serve, LSCS strives to provide an alcohol and drug free workplace and learning environment. Toward that end, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or unauthorized drug, or the unauthorized possession and use of alcohol are prohibited in and on property owned and controlled by the System.

II.D.1.06 - Serving Alcohol in System Facilities

No group or individual will be permitted to serve or bring alcoholic beverages in or upon System facilities except as allowed by this Section.

Violation of this or other policies may result in disciplinary action from the college, including written warning, probation, suspension, expulsion, or other penalty deemed appropriate under the circumstances.



High Risk Drinking

High-risk college student drinking includes the following:

- Underage drinking
- Drinking and driving Including other activities where the use of alcohol is dangerous
- Drinking when health conditions and/or medications make the use of alcohol dangerous
- Binge drinking
 - Men = 5 drinks concurrently
 - Women = 4 drinks concurrently



Providing Alcohol To Minors

- Providing alcohol to a minor is a Class A misdemeanor.
- Punishable by a fine up to \$4,000, confinement in jail for up to a year, or both.
- Providing alcohol to a minor at a gathering that involves binge drinking and/or coerced drinking could also result in community service and enrollment in an alcohol awareness program.
- Providing alcohol to minors could prevent potential employment opportunities to students pursuing careers in education, law, criminal justice, and other fields.



DUI/DWI Offenses

Driving UNDER the Influence

Texas has a **ZERO Tolerance** law for minors (*under 21*) who operate a motor vehicle in a public place while having **any** amount of alcohol in their system.

- Class C misdemeanor, punishable up to a \$500 fine.
- Community Service (approximately 8-40 hours required).
- Driver's license suspended for 30-180 days.
- Required to be enrolled in an alcohol awareness course.

Driving WHILE Intoxicated

Defined as any person who is intoxicated while operating a motor vehicle in a public place. DWI is classified as a Class B misdemeanor which results in confinement in jail for a minimum of 72 hours.

Driving WHILE Intoxicated with an Open Container

Section 49.04 of the Texas Penal Code. Classified as a Class B misdemeanor, with a minimum term of confinement of 6 days.



Texas Law

Effective: September 1, 2011

The Texas Legislature passed a law that enables a person under 21 to **not** be charged by the police for possessing and/or consuming alcohol if the person calls 911 in the case of someone having alcohol poisoning.

This limited immunity applies only to the **first person to call for medical assistance and requires the caller to remain at the scene until medical assistance arrives and cooperates with EMS and law enforcement officers.**

Drug Use

It is illegal to use, manufacture, own, sell, and/or distribute substances defined and regulated under Chapters 481, 484, and 485 of the Texas Health and Safety Code.



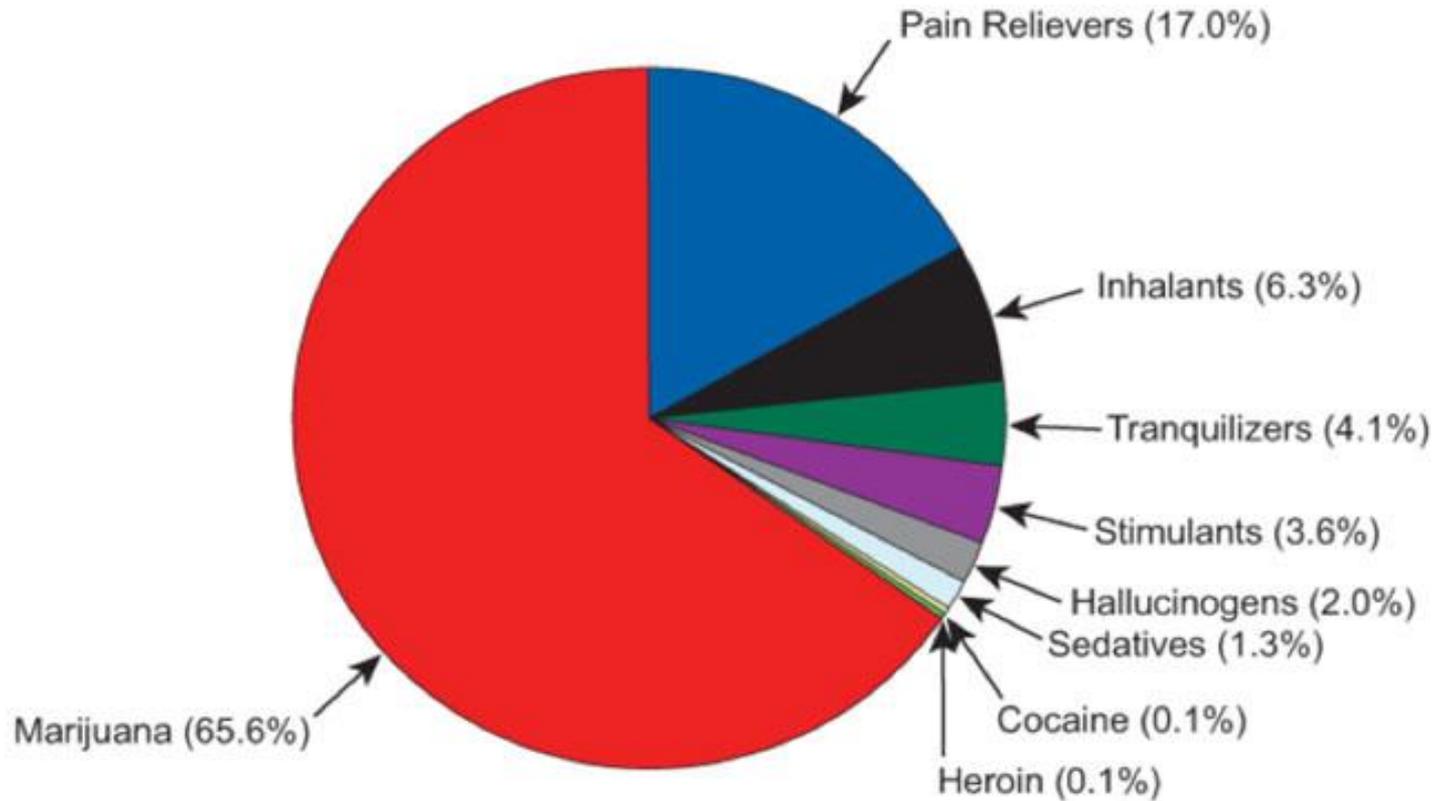


New Drug Users

- Most people use drugs for the first time when they are teenagers.
- Just over 2.8 million new users of illicit drugs in 2012, or about 7,898 new users per day. Half (52%) were under 18.

Source: National Survey on Drug Use and Health (2012)
Substance Abuse & Mental Health Services
Administration

Starter Drugs



2.9 Million Initiates of Illicit Drugs



Hazing Definition LSC Policy

VI.E.1.02 Definitions

(f) Hazing means any intentional, knowing, or reckless act directed against a student that endangers the student's mental health, physical health, or safety. A student organization cannot require such acts to initiate, affiliate, appoint, or maintain membership in any student organization. Whether the act occurs on or off the College's property remains irrelevant.

All reports of hazing will be treated as serious matters and will be investigated. Report any rumors or actual incidents of hazing to Student Life immediately.



Hazing Laws

The term includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- Any activity that intimates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.



Hazing Laws (continued)

PERSONAL HAZING OFFENSE:

A person commits an offense if the person: Engages in hazing; solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly, or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident that has occurred, and knowingly fails to report said knowledge in writing to Student Life or other appropriate official(s) of the institution.

ORGANIZATIONAL HAZING OFFENSE:

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of member(s), pledge(s), or alumni of the organization commit(s) or assist(s) in the commission of hazing.



Hazing Laws (continued)

CONSENT IS NOT A DEFENSE:

The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

IMMUNITY FROM PROSECUTION AVAILABLE:

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to Student Life or other appropriate official of the institution may be immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participating in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.



Reporting Hazing

Bring a **written report** to **Student Life** with **firsthand knowledge that a hazing incident is being planned or has occurred.**

The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law. The penalty for failure to report hazing activities is a fine not to exceed \$2,000 and/or up to 180 days of confinement in jail.



Sexual Harassment Defined

VI.F.1.02 Definitions

(f) Sexual harassment (a form of sex discrimination) includes two categories:

- (1) hostile work environment sexual harassment, and
- (2) quid pro quo sexual harassment.

Hostile work environment sexual harassment means verbal, physical, or visual forms of harassment that are sexual in nature, unwelcome, and severe, persistent, or pervasive. A hostile environment is often created by a series of incidents. However, a single severe incident, such as sexual assault, could create a hostile environment.

Conversely, quid pro quo sexual harassment means “this for that.” An example of this form of sexual harassment occurs if a faculty member (or staff member) stipulates that a student’s grade or performance rating (or participation on a team, in a play, etc.) will be based on whether that student submits to unwelcome sexual conduct.



Sexual Harassment Defined (continued)

Sexual harassment also means unwelcome conduct of a sexual nature including sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either as an explicit or an implicit term or condition of an individual's employment, academic evaluation or advancement, or status in a course, program, or activity of the College;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment or unduly interfering with an individual's work or academic performance.

Reports of sexual harassment can be made to any Supervisor, Academic Dean, VP Instruction, Associate Vice Chancellor, Vice Chancellor, Chief Area Officer reporting directly to the Chancellor, President, or the Vice Chancellor.



Resources for Complainants

Internal: Any LSC Office of Student Services

LSC Police Department, 281-290-5911

LSC Office of Emergency Management, 281-290-2891

Student Title IX Coordinator (Associate Vice Chancellor of Student Services,
832-813-6841, Student-Compliance@lonestar.edu)

External: Family Time Crisis Counseling Center (Humble), 281-446-2615

Domestic Violence Hotline, 713-528-2121 / 713-528-3625 (TDD)

Sexual Assault Hotline, 713-528-7273 / 713-528-3691 (TDD)

Montgomery County Women's Shelter, 713-528-7273, 24-Hour Hotline 936-441-7273

Northwest Assistance Ministries, 281-885-4673

Ben Taub Hospital, 713-873-2000

MHMR Authority of Harris County, 7011 Southwest Freeway, Houston 77074,
Crisis Telephone 866-970-7770, Main Telephone 713-970-7000,

<http://www.mhmraharris.org/>

Houston Police Department Mental Health Unit, 1502 Ben Taub Loop, Houston 77030

Tri-County MHMR Services, 1506 Old Montgomery Rd., Conroe, 77304, Crisis Phone
800-659-6994, Main Phone 936-756-8331, <http://www.tcmhmrs.org/>



Full Policy

To see the full policy on Sexual Harassment, Assault, Violence, and Discrimination, visit the LSC Policy Manual (Section VI.F) at <http://www.lonestar.edu/disciplinary-action-procedures.htm>



LSC Policy On Weapons

[VI.E.1.02 Definitions](#)

(c) Prohibited weapons include:

1. Firearms*
2. Ammunition
3. Explosive Weapon (bomb, grenade, rocket...)
4. Illegal Knife (blade over 5 ½ inches, switchblade, spear)
5. Taser
6. Knuckles (or similar device)
7. Chemical Dispensing Device
8. Zip Gun
9. Club (designed for inflicting bodily harm)

These are the abbreviated definitions. For full definitions in the policy, please follow the link above.



Campus Carry

Effective August 1, 2017:

To carry on Lone Star College campuses:

- Must have a LTC (license to carry) or CHL (concealed handgun license)
- Weapon must be concealed at all times
- Follow Penal Code 30.06

For further information on Campus Carry at Lone Star College, visit

<http://www.lonestar.edu/CampusCarry.htm>



In Case of Emergency

The LSC Office of Emergency Management has developed posters which are displayed in all offices and classrooms throughout campus. These posters have information on what to do in case of:

- Fire
- Suspicious Person/Object or Active Shooter
- Bomb Threat/Explosion
- Hazardous Materials
- Medical Alert
- Severe Weather
- Power Failure
- Campus Warnings

There is also helpful information on what to do when law enforcement arrives on the scene.

LSC Police/Medical: 5911 (from campus phone) or 281.290.5911

Fire: 9911 (from campus phone) or 911, then call 5911



Non-Academic Student Travel

Travel requiring Student Travel Paperwork applies to travel that meets the following conditions:

1. Must be at least farther than 25 miles from the closest LSC campus or center to the final destination.
2. Not directed by instructional employee to achieve academic objective.
3. Either (a) the College funds the travel *and* uses college-owned or – leased vehicle, OR (b) an RSO requires the travel. Definition of required is "travel related to the organization's official activities, including attending and participating at conventions, workshops, athletic events, and non-athletic competitions. The definition does not include social or optional events..."

Student Life may occasionally require Student Travel Paperwork even if all these conditions don't exist, (e.g. if travel included overnight lodging).



College-provided Transportation

A driver transporting students in College-owned, -leased, or -rented vehicles must meet the following qualifications:

- a. be a College employee approved by the Chief Student Services Officer
- b. have a valid driver's license appropriate for the vehicle being driven, and
- c. have a satisfactory driving record.

Driver Responsibilities:

- Ensure that passenger numbers do not exceed the vehicle's designated passenger capacity-each passenger must be secured by a seat belt.
- Driver may not drive more than 3 consecutive hours without a 15-minute break from driving.
- Driver may not read emails or text messages while driving students.
- Driver must obey all safety procedures and traffic laws.



Student-provided Transportation

The following apply when student-owned vehicles are used for Non-Academic Student Travel:

1. Students are not covered by the College's vehicle insurance policies and cannot be College-approved drivers,
2. adult students drive their own private vehicles at their discretion and peril,
3. adult students riding with another student do so at their discretion and peril,
4. College employees cannot arrange for students to drive other students,
5. all student drivers must sign a liability waiver for driving their own vehicle and submit this in accordance with the Necessary Student Travel Paperwork,
6. all student-owned vehicle accidents and collisions must be covered by the student's vehicle insurance policy,
7. the Non-Academic Student Travel conditions must be detailed in the appropriate form submitted with the Necessary Student Travel Paperwork, and
8. the College must provide student drivers with directions to the intended destination.



Necessary Student Travel Paperwork

Within five (5) business days of the activity and/or event, individuals or groups intending to travel under this policy will complete and submit the following documents to the Program Manager, Student Life:

- a. Approval of College Sponsored Student Travel, (Student Life will route for signatures. This form must be completed and signed before making trip arrangements)
- b. Trip Plan and Trip Roster Combined
- c. OGC-S-2009-10 - Participant Release & Indemnification Agreement (completed by students)
- d. Student Travel Waiver and Hold Harmless Agreement (if transportation not provided by the College)

All student travel forms can be found at www.lonestar.edu/risk-management-forms.htm
Visit with the Program Manager, Student Life prior to making trip arrangements.



Student Travel Summary

The full student travel policy can be found in the LSCS Policy Manual on the college website (www.lonestar.edu/student-welfare-rights.htm - VI.D.1.03).

When planning student travel, it's important to keep some basics in mind:

- Plan ahead! Student travel is complicated and will take time to process.
- Submit an Event Registration Form to get the process started.
- Advisors will need a T&E Card or ProCard when traveling.
- Think about safety in your planning.
- Think through your travel itinerary and communicate that clearly with all participants.
- Remember that all college policies apply for college-sponsored activities, even when they occur off college premises.
- Direct questions to the Program Manager or Specialist, Student Life, who will help you to navigate the process.



Social Events – Behavior

When planning social events, there are some guidelines to help keep things safe and fun:

- All events must be registered by completing an Event Registration Form. Events must be submitted for approval by Student Life at least 10 business days prior to the event. The web link for the form is: https://nhstudentlife.formstack.com/forms/event_registration
- All LSCS policies apply for student organization events, whether held on campus or off campus, including the alcohol policy.
- When planning social functions, student organizations must consider the potential risks and work to minimize them for the safety of participants and the college.
- Participants in off campus events are serving as ambassadors for the College. Therefore, they must exhibit behaviors that are appropriate for such representation. Students can be sanctioned by the College for inappropriate behaviors at off campus college-sanctioned events where college policy is violated.



Risk Management Policy

The intent of this training is to make sure that all Registered Student Organizations at LSC-North Harris keep risk management at the forefront when planning and organizing events. In order to do this, Student Life requires student organizations to register all student events. Each event is reviewed by the Program Manager, Student Life, who may respond with various risk management questions.

It is the responsibility of each student organization to consider potential risks when planning student events to minimize risk to participants and to LSCS. When sufficient planning is not completed on the part of the student organization, it is the right of Student Life to disallow the event to happen.

The safety and wellbeing of students is always a primary concern, and we will do everything we can to ensure that all Student Life experiences are safe and enjoyable.



Your Task!

To fulfill your obligation for risk management training, you **MUST** present the content of this presentation to your membership at a meeting.

After the meeting, an officer or advisor must submit the Risk Management Completion Verification Form, which can be found at https://nhstudentlife.formstack.com/forms/risk_management_completion

This must be completed by October 31, or RSO funds will be frozen until it is completed. Late submissions of the form will be accepted, but will only credit the RSO for ½ of the funding for this requirement (\$50).



THANK YOU!

Questions?

For further information or clarification, please contact the Office of Student Life:

Dan Mitsven, Program Manager
Student Center 202A
dan.mitsven@lonestar.edu

Sharun Cooper, Specialist III
Student Center 202C
sharun.p.coomer@lonestar.edu

Big thank you to our Dean of Student Services, Daniel Villanueva, who generously shared a large portion of this information.