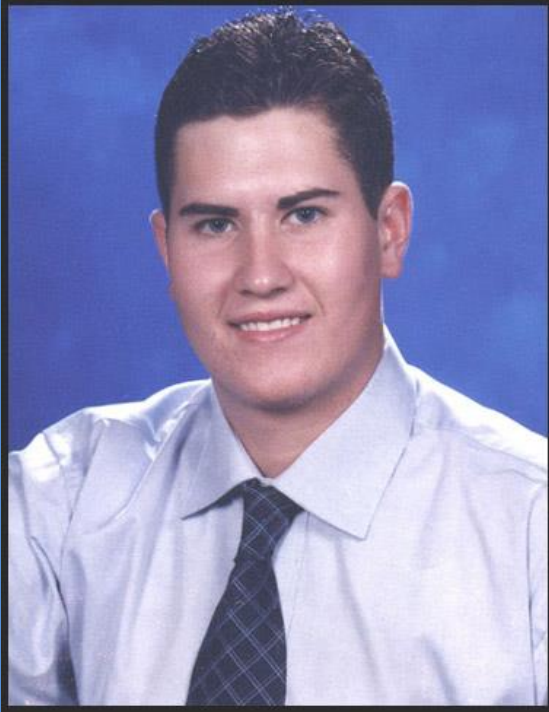


Student Organizations Risk Management Education Program 2016- 2017

Clay R. Warren Bill - HB 2639



Freada and Mark Warren are the parents of the late, Clay R. Warren. Clay was a vivacious young man who loved life, his family, Texas Tech University, and his fraternity.

Today, Freada and Mark want to do their best to make others aware of the potential risks college students face. Most importantly they want to ensure that students are making better choices and are taking care of one another.

In 2007 Texas Governor Rick Perry signed into law House Bill 2639, which is an act relating to risk management programs for members of student organizations at public institution of higher education.

Purpose of Training

- Provide an overview of risk management
- Familiarize leaders of student organizations with risk assessment and management concepts and tools as required by Texas Education Code § 51.9361





What Will I Learn?

- Ability to define risk management
- Identify risk in activities planned by organization
- Develop methods to manage risk in activities planned by organization



Risk Management Concepts and Tools

What is Risk?

- Everything we do involves risk!
- Risk is neither inherently good nor bad.
- Opportunity and risk are related concepts.
- Risk tolerance differs across people and organizations.
- How do we maximize “things went right” and minimize “things went wrong?”

What is Risk Management?

- The process of assessing potential risk involved and cost-benefit of conducting an activity or event.
- It includes monitoring organization activities and implementing controls and procedures to proactively minimize the consequences of an incident and/or loss.

*Fostering
good*

outcomes

*Minimizing
bad
outcomes*

High Risk Activities

- Travel
- Alcohol and Illegal Drugs
- Fire and Life Safety
- Sexual Abuse and Harassment
- Behavior at Parties and Social Events
- Hazing
- Excluding the Disabled



TxED § 51.9361
Student Organization
Risk Management

Risk Types

- Physical
- Reputational
- Facilities
- Environmental
- Financial



Risk Prevention and Mitigation

Risk *prevention* is the process of reducing the likelihood or frequency of an adverse event.

Risk *mitigation* is the process of developing options/strategies that will reduce the severity of the consequences of a recognized risk

Risk Management Process

- Identify location, activity, and behavior risks
- Assess the probability and severity of adverse outcomes
- Identify controls to eliminate or reduce the risk
- Implement and communicate
- Reassess the activity after the risks have been managed



Chili Cookoff Fundraiser

Initial Plan

- An individual near Christoval offers a newly renovated barn
- Roads are decent, limited parking, cellular service is spotty
- Outdoor use planned for grills and smokers
- As a fundraiser, the public is invited

Short Notice Conditions

- Heavy rain is forecast
- Attendance probably greater than planned
- Alcohol not provided but some participants are drinking

Fire and Life Safety

Event Planning

The Goal:

- ☒ Health
- ☒ Safety
- ☒ Welfare

Of:

- ☒ Participants
- ☒ Public
- ☒ Environment

Events Should Be:

- ☐ Controllable
- ☐ Fun
- ☐ Support the Mission



Event Planning

Site Survey

- Adequate space/occupancy limits, parking, etc
- Condition of facility (construction, utilities)
- Locate utilities shutoff (electricity, gas, water)

Fire/Life Safety Assessment

- Emergency procedures (evacuate/shelter)
- Locate fire extinguishers, egress routes, fire exits
- Assess smoke detectors, emergency lighting, sprinklers

Emergency Planning

- Consider inherent risks and develop contingency plans:
 - Fire
 - Inclement Weather (Lightning, Tornado, Hail, Flood)
 - Utility Outage (Electricity, Gas, Water)
 - Medical Emergency
- Develop mitigation strategies to counter risks

Emergency Reporting

Immediately Notify First Responders!

On Campus	Off Campus
<u>University Phone</u> Police: x 2071 Fire/EMS: (9) 911 <u>Personal Phone</u> Police: (325) 942-2071 Fire/EMS: 911	<u>Personal Phone</u> Police: 911 Fire/EMS: 911

Report Specific Facts	Location Description of emergency Nature of injuries or damage
-----------------------------	--

Fire and Life Safety

Summary

- Conduct a Site Survey
- Conduct a Risk Assessment
- Develop Mitigation Strategies

Bottom Line: You Own the Risk & Consequences



Fraud Prevention & Best Practice for Financial Success

Emily A Knopp, CPA, CISA

Audit Director

Texas Tech University System Office of Audit Services

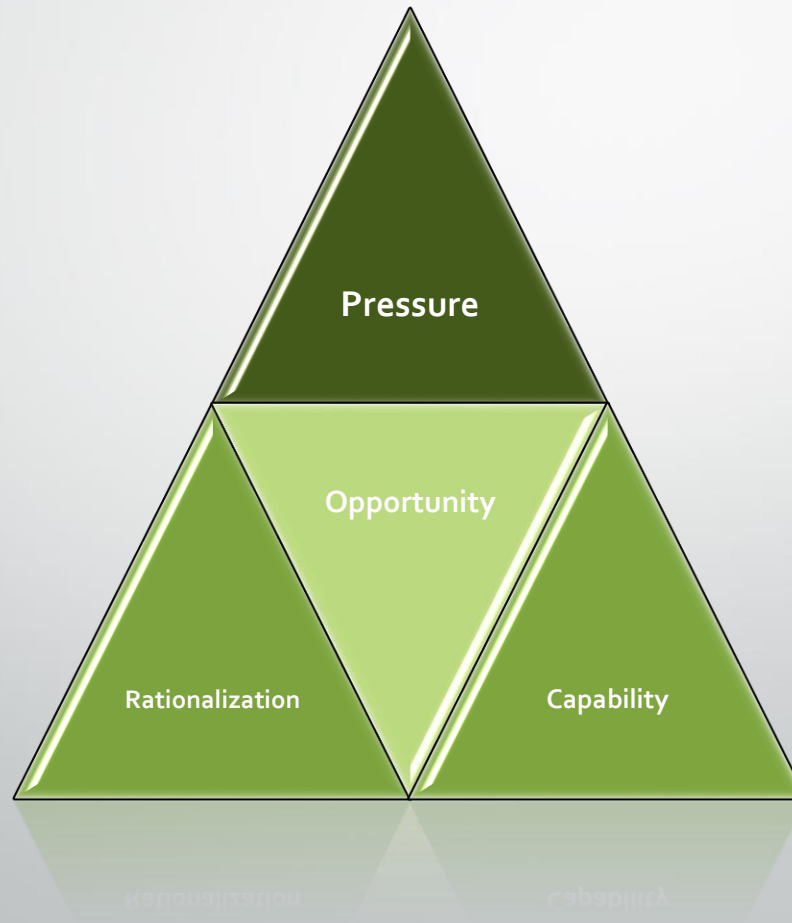


What is Fraud?

Fraud is any intentional act or omission designed to deceive others and resulting in the victim suffering a loss and/or the perpetrator achieving a gain.

The Association of Certified Fraud Examiners
The American Institute of Certified Public Accountants
The Institute of Internal Auditors

Four Fraud Factors



Asset Misappropriation: Cash

Cash Larceny

- Is the intentional taking of cash
- Can occur any time someone has access to cash
- Examples: theft of cash payments/dues

Types of Cash Larceny

- Theft of cash on hand
 - Altering cash counts
- Theft of cash from the deposit
 - Deposit lapping

Asset Misappropriation: Cash

Red flags:

- Cash is missing!
- One person does it all
- Deposits are not made timely
- Cash often out of balance

Prevention:

- Segregation of duties
 - Custody
 - Recording
 - Reconciliation
- Surprise cash counts
- Detailed reconciliation of monthly ledgers/bank statement

Asset Misappropriation: Fraudulent Disbursements

- The most common disbursement frauds are:
 - Mischaracterized expense reimbursements
 - Fictitious expense reimbursements
 - Overstated expense reimbursements
 - Altered receipts
 - Overpurchasing
 - Multiple reimbursements

Asset Misappropriation: Fraudulent Disbursements

Red flags:

- Fuzzy support / details
- Missing, altered, generic, or non-original receipts
- Forged endorsement
- Altered Payee

Prevention:

- Detailed expense reports should include:
 - Original receipts or other supporting documentation
 - Specific business purpose
 - Date, place, and amount
- Monthly reconciliation of bank statement



Financial Best Practices

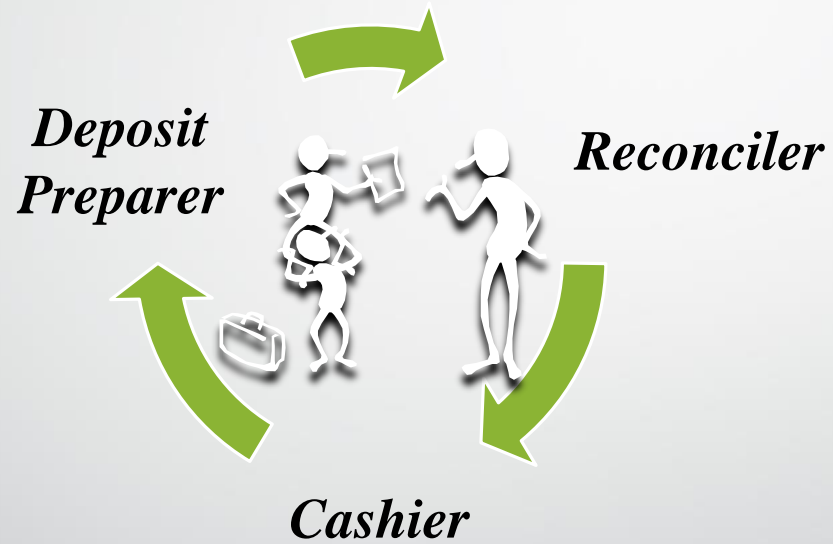
External Bank Accounts

- Ensure organization name does not imply ASU control
- Limit authorized check signers and update list as often as needed
- Limit the use of a debit card; require the receipts be given to the Reconciler
- Reconcile bank statements monthly

Financial Responsibilities

- Assign responsibility for fiscal oversight
 - Budget
 - Dues Collection
 - Custody – checkbook and debit card
 - Signature Authority – checkbook and debit card
 - Reconciliation of Bank Statement
 - Financial Health update to membership
- Periodically review
 - Reconciled Bank Statement
 - Use of the debit card
- Limit financial authority

Segregation of Duties



Recap

Ensure proper segregation of responsibilities

- No one person should have control of any process: purchasing and cash handling

Reconcile bank statements monthly

- Conducted by a person who does not have signature authority
- Presented to the members at large and faculty advisor

Limit use of debit card and require receipts for each use

Review approval authorities

- Limit the number of individuals with signature authority
- Update as needed (i.e., new officers)

Travel

General Requirements

- Angelo State Operating Policies
 - OP 70.09 Student Travel
 - OP 36.03 Driver Eligibility & Vehicle Safety
- Must be an University Approved driver to drive or operate University vehicles.
 - Normal approval process 7 - 10 days
 - Must also complete BlackBoard class for carts and vans
- Must have personal automobile insurance and registration as required by state law

Things to Consider

- Alternative methods of transportation
- Anticipate or prepare for emergency expenses associated with travel
- Transportation in open beds of trucks should be avoided
- Arrangements for transporting impaired individuals

Vehicle
Condition

Vehicle
Loading

Fatigue

Impairment

Distractions

Things to Consider

- When assigning someone to perform a task involving driving, consider their physical and mental state
- Length of trip and number of available drivers
- Does your location provide easy ingress and egress
 - Emergency vehicle access
 - Stranding during bad weather

Vehicle
Condition

Vehicle
Loading

Fatigue

Impairment

Distractions

Titile IV and Sexual Abuse and Sexual Harassment Prevention

Title IX Resources and Reporting

ANGELO STATE UNIVERSITY
OFFICE OF TITLE IX COMPLIANCE



What is Title IX?

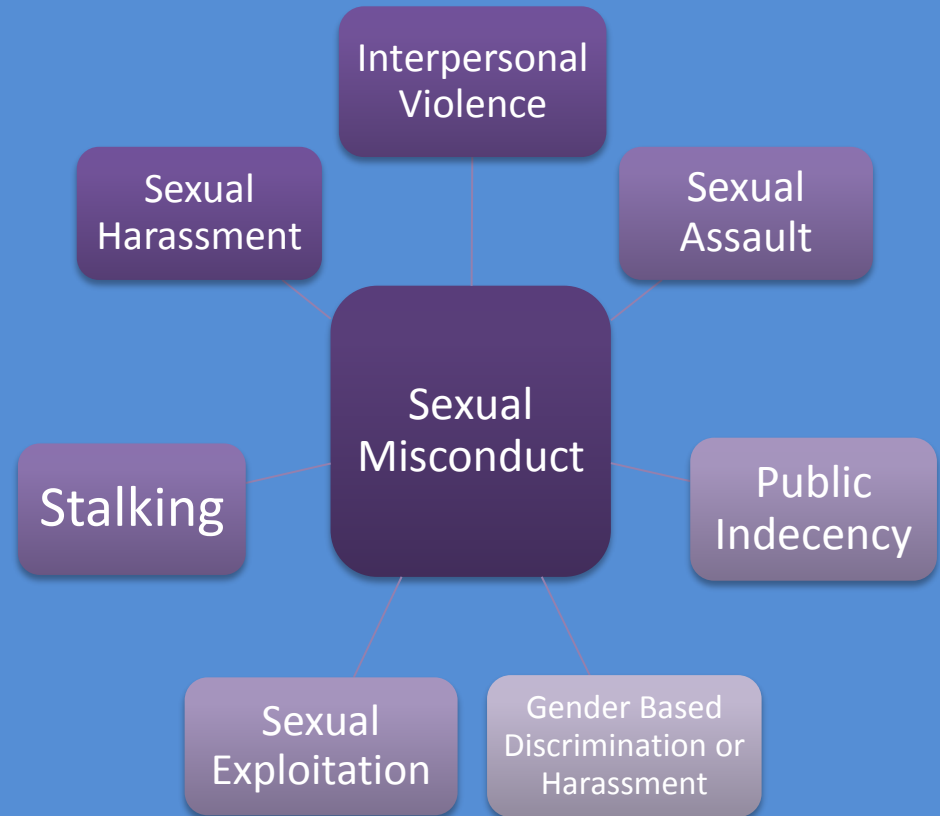
Title IX of the Educational Amendments provides:

“No person in the United States shall, on the basis of the sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity that receives federal financial assistance.”

What type of behavior is addressed by Title IX?

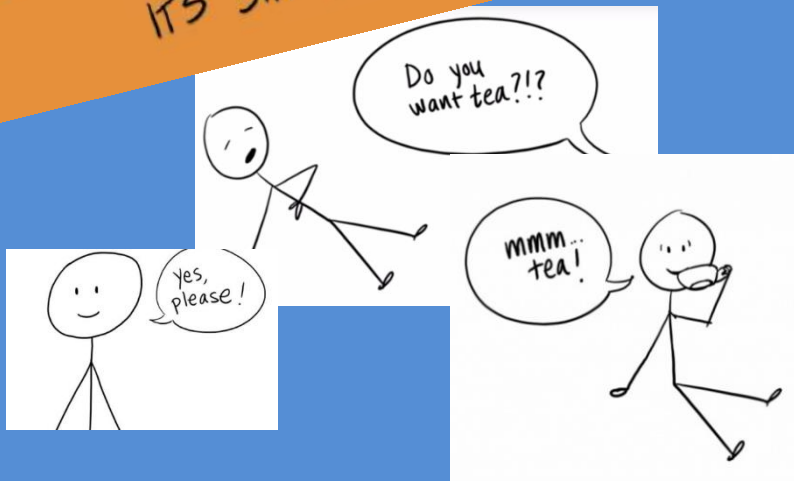
- The definition of these actions can be found:
 - In the Student Handbook & OP 16.03 “Sexual Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure”

www.angelo.edu/title-ix



WHAT IS AFFIRMATIVE CONSENT?

CONSENT
IT'S SIMPLE AS TEA



- Mutually understood by both parties;
- Actively communicated by both parties;
- Words or Actions;
- Permission for EACH, specific activity.

- <https://youtu.be/fGoWLWS4-kU>



How do I report?

Director of Title IX/Title IX
Coordinator,

Michelle Boone, J.D.

<http://www.angelo.edu/services/title-ix/file-a-complaint.php>

325-942-2047

michelle.boone@angelo.edu

UCC 112C

Title IX Home

Seeking Immediate Help

File a Report

Complaint Process

Interim Actions

FAQ

Risk Reduction Tips

Help Others

Employee Help Guide

Organizational Structure

AlcoholEDU and Haven

Contacts

File a Title IX Report

Angelo State University's primary goal is to prevent discrimination and harassment and stop such behavior if it occurs. Therefore, ASU has adopted informal and formal processes through which discrimination and harassment complaints can be resolved.

ASU takes all claims of discrimination and harassment seriously. If you feel that you have been discriminated or harassed based on race, color, age, religion, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran, please contact the Office of Student Affairs through one of the following methods:

In person: Houston Harte University Center, Room 112

Phone: 325-942-2047

Email: studentaffairs@angelo.edu 

Online Form: [Maxient Report](#)

The university has designated Michelle Boone as the sexual misconduct complaints involving students.



If you need to report an emergency, call University Police at (325) 942-2071, or dial 9-1-1.

The Office of Student Affairs at Angelo State University is charged with upholding the *Code of Student Conduct*, which identifies behavioral expectations for all students on- and off-campus. If you have knowledge of an Angelo State University student potentially violating the *Code of Student Conduct*, you are encouraged to notify our office of the incident.

Please use this form to report any behaviors of concern involving Angelo State University students, whether these behaviors occur inside or outside of the classroom setting. Reportable behaviors may include *Code of Student Conduct* violations, a student who you feel may be struggling physically or psychologically, or any other behaviors of concern that you would like to see addressed or would like to discuss. When completing this form, please include your name, title, and contact information. Incident reports submitted anonymously may limit our effectiveness in dealing with concerning behavior.

If you have any questions regarding filing an incident report, please contact the Office of Student Affairs at (325) 942-2047.

Incident Reporting Form

* indicates a required field

Your Information

BACKGROUND INFORMATION SECTION TEXT

Your full name:

Your position/title: Ex. RA, Faculty, Staff

Your phone number:

Your email address:

* Nature of this report:

* Date of incident:  must be formatted **YYYY-MM-DD**

Time of incident: : 

* Location of incident: Please select a location ...

Specific location:

Involved Parties

Please list the individuals involved (excluding yourself), completing as many of the listed fields as you can provide. For non-students, please list a SSN or Driver's License number in the block labeled CID (Campus ID #) if available.

ASU Confidential Reporters:

**Medical
Professionals at the
University Health
Clinic**

Counselors at
the University
Counseling
Center

Clergy

Off campus
advocacy
centers such
as Concho
Valley Rape
Crisis Center

Why should you report?



- ASU has a culture of reporting.
- Safety of yourself and others.
- You control what happens next.
- Get help!

NUMBER TWO

What happens after a report is made?

- Director of Title IX makes contact;
 - Might reach out to you to clarify details
- Gives a few details on why she's reaching out;
- Explains what the student's options are;
 - University can investigate and remedy the situation
 - File criminal charges
 - Do nothing (at this time)
- Informs the student of resources and accommodations which include:
 - Changes to housing assignment or class schedule
 - Assistance making counseling appointments on or off campus
 - Assistance working with professors
 - Assistance filing criminal charges
 - Assistance filing or enforcing a restraining order or protective order

Three Quick Facts About Title IX Misconceptions

TOP THREE THINGS YOU
NEED TO KNOW
ABOUT STUDENT CONDUCT
AT ASU

- If you are under 21, it is a violation for you to consume alcohol in most of the Residence Halls. Housing Policy dictates which Residence Halls allow alcohol. Review Residence Hall Handbook.
- http://www.angelo.edu/dept/residential_programs/welcome.php

•

Know the law and policies.

NUMBER ONE

- You live in Texas. Marijuana is not legal in Texas.

Know the law.

NUMBER TWO

Be informed

- Read the Student Handbook.
- <http://www.angelo.edu/student-handbook/>

NUMBER THREE

A detailed police badge from the University Police Department. The badge is shield-shaped with a gold border. At the top, it says "UNIVERSITY POLICE DEPARTMENT". Below that, it lists the address "1702 W. Avenue N", the city "San Angelo, Texas 76909", and the phone number "(325) 942-2071". The badge features a central circular seal with a star and the words "STATE OF TEXAS". A banner across the middle reads "POLICE", and another banner at the bottom reads "TEXAS".

**UNIVERSITY
POLICE
DEPARTMENT**

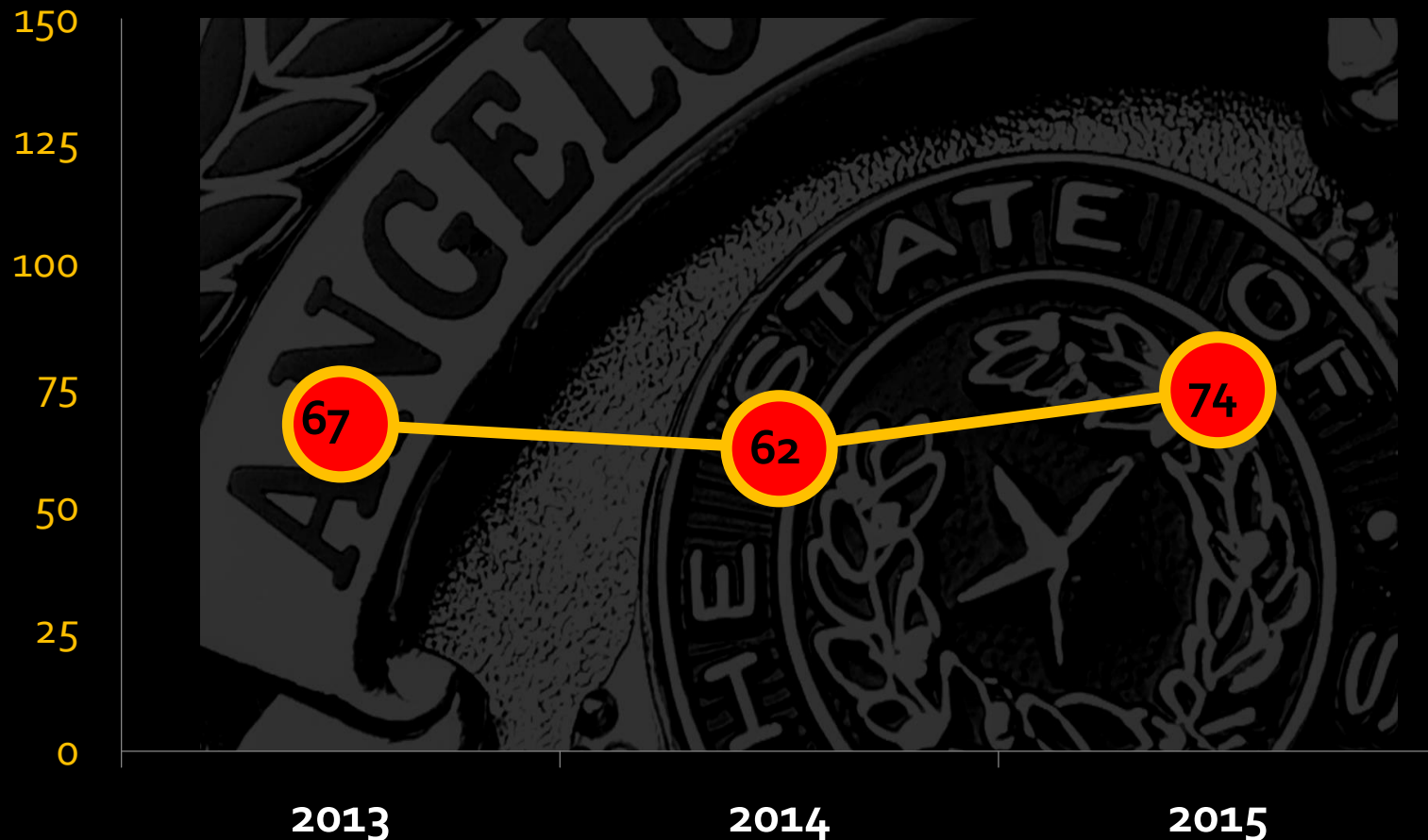
1702 W. Avenue N
San Angelo, Texas 76909
(325) 942-2071

Student Organization Risk Management Training

UNIVERSITY POLICE DEPARTMENT

Department Statistics

ALCOHOL AND NARCOTICS VIOLATIONS



Each year, excessive drinking contributes to nearly 80,000 deaths in the United States.

What is it doing to you?



OVER
696,000

STUDENTS ARE ASSAULTED EACH YEAR BY ANOTHER STUDENT WHO HAS BEEN DRINKING.

FACT

FACT:

APPROXIMATELY 8.9 MILLION ADULTS HAVE CO-OCCURRING DISORDERS MEANING THEY HAVE BOTH A MENTAL AND SUBSTANCE USE DISORDER.

SOURCE: SUBSTANCE ABUSE AND MENTAL HEALTH

ONE IN THREE
REPORTED
RAPES
HAPPENS
WHEN
THE VICTIM
HAS
BEEN
DRINKING



Fact: Alcoholism

is the 3rd leading lifestyle-related cause of death in the nation.

Addiction • drink
dizzy/blackouts liver
memory disease
nausea
speech brain
SOCIAL SLEEPING FATIGUE
ALCOHOL
ABUSE LIFE
HALLUCINATIONS/PSYCHOTIC
ANXIETY SICK
illegal BINGE
effects
PUBS
BARS
BEER
ALE
LIVES
COST

Each year, binge drinking contributes to the deaths of 23,000 women and girls in the United States.

What is it doing to you?



1 OUT OF 2
WATER RECREATION
DEATHS
OF TEENS AND ADULTS
INVOLVES THE USE OF
ALCOHOL

Source: Haveland J, Mangione T, Wapson R, Smith G, & Bell M. (1995). Alcohol as a risk factor for drowning and other aquatic injuries. In: Watson R.R., editor. Alcohol and accidents: Drug and alcohol abuse reviews, Vol. 7. Totowa, NJ: Humana Press, Inc.

UNIVERSITY POLICE DEPARTMENT

Texas Alcohol Code (Minors)

Purchase of Alcohol

Possession/Consumption of Alcohol

Attempt to Purchase Alcohol

Driving Under the Influence

- **CLASS C MISDEMEANOR(S)**

- **≤ \$500 fine**

- **8 – 12 hours of community service**

- **30 day drivers license suspension**

- **Alcohol awareness education**

106.06 Purchase / Furnishing To A Minor

- A person commits an offense if he purchases an alcoholic beverage for or gives or makes available an alcoholic beverage to a minor with criminal negligence.

CLASS A MISDEMEANOR



- Fine not more than \$4,000
- One year in jail
- Both fine & jail

Texas 911 Lifeline Law

The Signs of Alcohol Poisoning

Mental confusion

Unresponsive

Seizures / Stupor

Throwing up

Hypothermia – low body temp, cold / clammy skin

Erratic or slow breathing

Loss of consciousness

Pale or bluish skin color

We all have a responsibility:

- ☒ Know the danger signals.
- ☒ Do not wait for all symptoms.
- ☒ Be aware that a person who has passed out may die.
- ☒ Call 911 and stay with the victim.

Don't leave an unconscious person alone.



CARSON'S STORY

On December 2, 2008, native Austinite Carson Starkey died of alcohol poisoning following a fraternity hazing ritual at California Polytechnic State University in San Luis Obispo. Carson was 18 years old, finishing his first semester of college.

Carson was instructed to split a fifth of rum with another pledge, drink two 24-ounce Steel Reserve cans and a can of Sparks, while a bottle of Everclear was passed around. He lost consciousness, showing multiple signs of alcohol poisoning, but his fraternity brothers abandoned an attempt to seek help for fear of getting in trouble.

Ultimately, Carson's blood alcohol content at the time of death was between .39% and .447% – over four times the legal limit for driving in Texas and California.

One call could have saved his life.

With Carson

911 Lifeline Law

A new law passed by the Texas Legislature in 2011 means that a person under 21 won't be charged by the police for possessing or consuming alcohol if the person calls 911 because someone might have alcohol poisoning.

This limited immunity applies only to the first person to call for medical assistance, only if the caller remains on the scene until medical assistance arrives and cooperates with EMS and law enforcement.

Don't be afraid to call 911!

Senate Bill 1331 by Kirk Watson was based on TABC's Carson Starkey Amnesty Policy enacted in 2009. The policy was intended to encourage young people to do the right thing and save a life.

A 2006 study conducted at Cornell University (Lewis & Marchell) showed that a medical amnesty policy **dramatically increased the number of alcohol-related calls for assistance** to emergency services.

Symptoms of Alcohol Poisoning

Confusion

Loss of coordination

Vomiting

Seizures

Irregular or slow breathing (less than 8 breaths a minute)

Blue-tinged or pale skin

Low body temperature (hypothermia)

Stupor (conscious but unresponsive)

Unconsciousness (passing out)



An average of 6 people die of alcohol poisoning each day in the US.



SHORT-TERM EFFECTS

- Sensory distortion
- Panic
- Anxiety
- Poor coordination of movement
- Lowered reaction time
- After an initial "up," the user feels sleepy or depressed
- Increased heartbeat (and risk of heart attack)

LONG-TERM EFFECTS

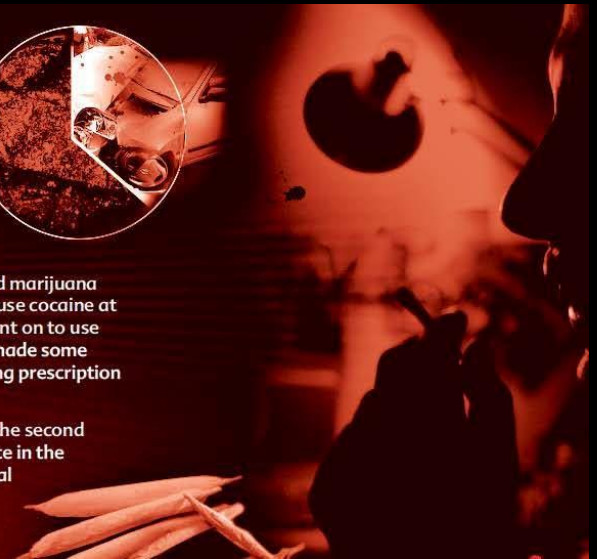
- Reduced resistance to common illnesses (colds, bronchitis, etc.)
- Suppression of the immune system
- Growth disorders
- Increase of abnormally structured cells in the body
- Reduction of male sex hormones
- Rapid destruction of lung fibers and lesions (injuries) to the brain could be permanent
- Reduced sexual capacity
- Study difficulties: reduced ability to learn and retain information
- Apathy, drowsiness, lack of motivation
- Personality and mood changes
- Inability to understand things clearly

- According to the US Drug Enforcement Administration, a large percentage of those arrested for crimes test positive for marijuana. Nationwide, 40% of adult males tested positive at the time of their arrest.



- Of adults 26 or older who used marijuana before age 15, 62% went on to use cocaine at some point in their lives; 9% went on to use heroin at least once; and 54% made some non-medical use of mind-altering prescription drugs.

- Next to alcohol, marijuana is the second most frequently found substance in the bodies of drivers involved in fatal automobile accidents.



FACES OF METH



Methamphetamine

causes psychosis in nearly 2 thirds of users
which can begin in the first few months of use



phila age 20



Age 29

UNIVERSITY POLICE DEPARTMENT

ALCOHOL VS. MARIJUANA

Is smoking a joint the same as drinking alcohol?

You decide. Here are the facts:

Alcohol consists of one substance only: ethanol. Marijuana contains more than 400 known chemicals, including the same cancer-causing substances found in tobacco smoke. Unlike cigarette smokers, pot smokers tend to inhale deeply and hold the smoke as long as possible to increase the effect of the drug, worsening the damage to the lungs.

Alcohol is eliminated from the body in a few hours, but THC stays in the body for weeks, possibly months, depending on the length

and intensity of usage.

THC damages the immune system. Alcohol does not.

There is no intention here to minimize the dangers of alcohol abuse, which can be equally harmful. Users, however, need to be aware that the chemicals in marijuana, some of them cancer-causing, remain in the body long after the drug is taken.



WHY DO PEOPLE TAKE DRUGS?

People take drugs because they want to change something in their lives.

Here are some of the reasons young people have given for taking drugs:

- To fit in
- To escape or relax
- To relieve boredom
- To seem grown up
- To rebel
- To experiment

They think drugs are a solution. But eventually, the drugs become the problem.

Difficult as it may be to face one's problems, the consequences of drug use are always worse than the problem one is trying to solve with them. The real answer is to get the facts and not to take drugs in the first place.



Students who use marijuana have lower grades and are less likely to get into college than non-smokers. They simply do not have the same abilities to remember and organize information compared to those who do not use these substances.



Weapons @ ASU

- ❖ “Conceal Carry” On Campus Began August 2016
- ❖ “Open Carry” Remains Prohibited by Texas Law
- ❖ Places Prohibited from Carrying:

NCAA sporting events,
UIL sanctioned events,
health clinic, certain labs with
flammable chemicals, commencement ceremonies,
where alcohol is being served,



asupd.angelo.edu

UNIVERSITY POLICE DEPARTMENT

Social Events and Parties Planning & Behavior

Special Event Planning

- An event description and detailed list of activities must be included with the Special Events Reservations ***two weeks*** before a space reservation is finalized.
- The Director of Risk & Emergency Management will be informed of “higher risk” activities and consult with the student organization to mitigate potential risks.

Release Forms

- Release forms will be administered by the Director of Risk & Emergency Management.
- Based on the event activities, the Director will determine if a release form is needed.
- Release forms are tailored to the activities and provided to the organization, and include:
 - Assumption of risk
 - Release from liability
 - Indemnification

Behavior at Parties and Social Events

**Can Our Organization be Held Responsible
for an Individual's Behavior?**

YES!

- It can depend on number of members attending BUT most importantly...
- You assume responsibility if the activity is related to the organization

Behavior at Parties and Social Events

Organizations may be held responsible when...

- Acts of individual members are directly related to the student organization's activities
- Member is violating local, state, or federal law or University regulations and other members present fail to discourage such activity

Remember

In addition to the group being held responsible, members, officers, and even advisors may be held individually responsible for an individual members actions.

Behavior at Parties and Social Events

Prevent Potential Problems

- Communicate organizational and University expectations to members **BEFORE** there's a problems
- Know the law
- Use good judgment when choosing to ...
 - Attend a party/event
 - Pose for pictures which may end up on social networking sites
 - Stay at a party/event if you detect illegal/risky behavior

Hazing

Hazing

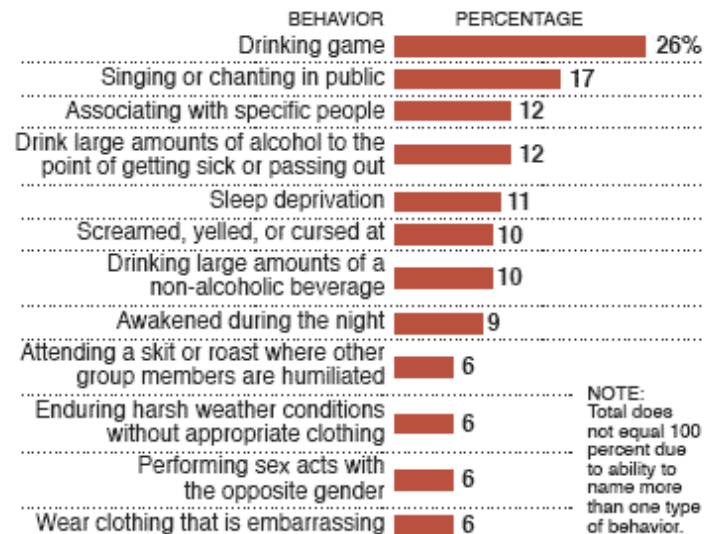
- Intentional, knowing, or reckless act directed against a student by one person acting alone or by more than one person occurring on or off University premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.
- Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding.

*Hazing is
_____ just a
Greek Life
problem!*

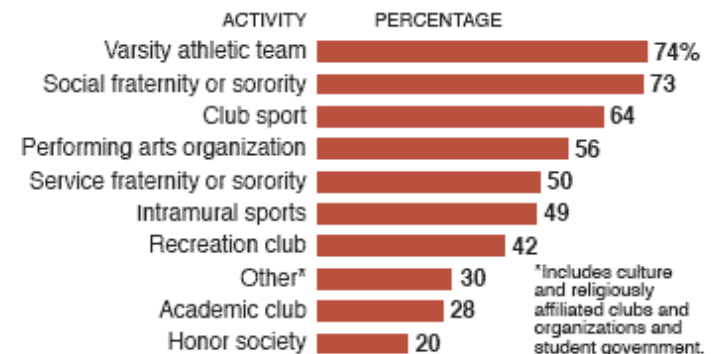
Hazing occurs across campus groups

A recent nationwide study reports hazing occurring in many different college athletic and campus groups, with alcohol a part of the most common hazing behavior.

Most frequently reported college hazing behaviors



Percentage of students in each activity experiencing at least one hazing behavior



SOURCE: College of Education and Human Development, University of Maine

AP

ASU is Anti-Hazing

Hazing

Prevent Hazing

- Recognition of hazing
- Follow the Student Handbook, Charter and/or National Policy
- Stand-up for what is right – even if it is against “traditions”
- Stop the cycle of abuse!



Resource Examples

- Fraternal Information and Programming Group
Risk Management Policy, Manual, Vendor Checklist
<http://fipg.org/>
- National Fraternal Organizations

Intentionally Including Those With Disabilities

Including the Disabled

- Think more broadly than traditional definitions
 - Physical abilities
 - Mental abilities
 - Emotional/social
- Develop an attitude of inclusion
 - Facilities
 - Programs
 - Recruitment



The Importance of *Community*

- The *need* to belong
 - Of feeling valued for who you are
 - Having a sense of contribution
 - Believing you are making a difference
- Non-verbal is important, too
 - Demonstrate interest
 - Actions should match words
 - Time and attention go a long way



Dallas Swafford

Director of Student Disability Services

Office of Student Affairs

University Center, Room 112

(325) 942-2047

Dallas.Swafford@angelo.edu

Questions?

Risk Management Training

Next Steps: By (date) the officers receiving training must:

- Report the program content at a meeting of the full membership of the recognized student organization
- Submit to the Center for Student Involvement a signed statement saying the report was made with a copy of the meeting agenda or a flyer detailing the topics covered at the meeting
- Work toward adopting a risk management policy for the organization

Texas Education Code § 51.9361