



**CENTRAL
TEXAS
COLLEGE**

Club Risk Management Training

**Presented by: Mariceli Santiago,
Director, Student Life**

Education Code Chapter 51, Sect. 51.9361

Requires all club sponsors and four club officers to be trained on an annual basis on the following issues:

- Possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for use
- Hazing
- Sexual Abuse and harassment
- Fire and other safety issues
- Travel to a destination outside the area in which CTC is located
- Behavior at parties and other events held by a student organization

<http://www.statutes.legis.state.tx.us/Docs/Ed/htm/Ed.51.htm>



Club Sponsor/Advisor

- Serves in an advisory capacity to a student organization to provide guidance to the organization and its members
- Is older than 21 years of age
- Is not a student at Central Texas College

!!!After receive training , Sponsors and officers will need to train club members within 30 days.



Required Components and Deadlines

Component	Due Dates for Fall Groups	Due Dates for newly formed groups after fall training
Complete Sponsor Acknowledgement Statement and Return to Student Life and Activities	September 16	At time of establishing of the new club.
Register for the in-person workshop (sponsor and officers)	October 2	January 30
Attend the in-person workshop	Date TBA (beginning October)	Date TBA (beginning October)
Provide a current membership roster to the Student Life and Activities Office	October 15	February 15
Complete the Online Follow up Survey	November 1	March 1
Train all Clubs/Organization's members and keep a sign-in roster	November 14	March 1
Submit a copy of the member training sign-in roster to the Student Life Office.	November 16	March 10

Documentation

All documentation has to be maintained by club sponsor for a period of **three** years.

Copies of the documentation have to be forwarded to the Student Life Office .

Please be aware that not meeting the requirements above may result in Club sanctions to include suspension and possible removal of Club status by Central Texas College.



Events and Fundraising

- Must have an event plan approved by the Student Life prior to the beginning of an event
- The approval may be submitted as and eForm called “Internal Event Approval Agenda and Checklist”
- If serving food, a list of the menu as well as the Temporary Event Check List must be included as an attachment.



Internal Event Approval Agenda and Checklist



Internal Event Approval Agenda and Checklist

NOTE: The use of the Internal Event Checklist (IEC) is for internal Central Texas College (CTC) events only. All third party events, to include events sponsored by CTC to be put on by a third party, must be routed through Facilities Management. Contact the Service Coordinator at Facilities Management at 254-526-1366 to gain approval and a contract for third party events.

NOTE: For events requiring an RTA or PO, those must be obtained prior to submission of this event form to Budget. RTA and/or PO number(s) must be included in the notes section on this event e-form. Failure provide all required information will result in denial of the event pending proper submission.

**indicates a required field or area*

You may attach a separate agenda to this form, but it is not required.

CONTACT INFORMATION (Initiator)

CTC ID *

First Name *

Last Name *

Chastity

Clemons

Phone Number *

Email Address *

254-526-1788

chastity.clemons@ctcd.edu

Department/Organization*

Business Administration/Net Impact

Search for Assoc. Dep. Chancellor/Dept. Chair*

Assoc. Dep. Chancellor/Dept. Chair Name*

vargas

Search

Vargas, Mariceli

Dean or Associate Deputy Chancellor *

Dean Student Success



PLEASE NOTE: Directors and Deans; Choosing "Decline" below will cancel this request.



Events and Fundraising

- Please be aware the state of Texas prohibits educational institutions from conducting a raffle, lottery and other means of selling chances/opportunities to win something. This is a reminder to all departments, student clubs and CTC event holders these are not authorized methods of fund raising for CTC.
- If a club or organization does not complete the necessary annual paperwork and training, the club or organization will not be sanctioned by CTC and will not be allowed to sponsor activities on campus.





Club Risk Management Training

Part 1 – Sexual Harassment Prevention

Part 2 – Title IX

Part 3 – Hazing

Part 4 – Treating People with Disabilities

Part 5 – Safety & Emergency



Part 1.

Sexual Harassment Prevention

- **Laws**
- **Definitions**
- **Actions**

Federal and State Laws

- Federal and State Laws make it illegal
 1. Assault
 2. Abuse
 3. Harassment
- CTCD supports these laws through its policies including Title IX



What is Sexual Assault?

- Any physical sex acts perpetrated against an individual without consent, to include when a person is incapable of giving consent due to alcohol, drugs or disability.
- A number of acts fall into the category of sexual violence, including:
 - rape
 - sexual assault
 - sexual battery
 - sexual coercion



What is Sexual Harassment?

Includes unwelcome sexual advances, requests for sexual favors, quid pro quo harassment, hostile environment based on gender, and other physical or verbal conduct of a sexual nature and is defined as:

- any instance of sexual assault, dating violence, domestic violence or stalking as defined in the Violence
- Against Women Act; and
- that is so severe and pervasive and objectively offensive to a reasonable person to effectively deny a person equal educational access.



Think Before You Speak

- Remember who your audience is
- Think about
 - a. what to say
 - b. how to say it
- Keep conversations appropriate around
 - a. educational environment
 - b. work environment
- Don't excuse bad behavior – stop it!



Consent

- Consent cannot be implied.
- Consent cannot be given if someone is under the influence.
- A person giving consent must be 17 years old in Texas and be fully aware of the situation.
- Consent is an affirmative, unambiguous, voluntary and conscious decision by each participant engaging in a specific agreed-upon sexual activity.
- Watch this:
<https://www.youtube.com/watch?v=pZwvrXVavnQ>





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Part 2. Title IX

- **Definition**
- **Importance**
- **Report**
- **Resource**

What is Title IX?

The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972.

Title IX states that: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance*



CTC Policy

In accordance with state and federal laws, Central Texas College does not discriminate in admissions, access to, treatment of, or employment in, its programs or activities on the basis of race, color, religion, national origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, transgender status, or any protected class of individuals.

The college does not tolerate sexual misconduct of any form, to include but not limited to dating and domestic violence, sexual assault, sexual harassment, and stalking.



Why is this important?

- Individuals who engage in such conduct shall be subject to disciplinary action by CTC, notwithstanding any action that may or may not be taken by the civil or criminal authorities.
- Most importantly, CTC wants to provide support and assistance to anyone dealing with sexual misconduct, whether directly or indirectly. Via our police, counselors and others, we have resources that can help.



How to Report

- CTC website www.ctcd.edu
- CTC Police at 254-526-1427
- Director of Student Life Mariceli Santiago,
msantiagocruz@ctcd.edu
- Director, Risk Management / Title IX Coordinator
at 254-501-3028
- Faculty, staff have the duty to promptly report
incidents.
- US Department of Education- Office of Civil Rights:
214-661-9587; OCR.Dallas@ed.gov; 1999 Bryan
Street Suite 1620, Dallas, TX 75201



About Reporting to the Police

- Filing a police report with a campus police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from the officers or other College personnel.
- **Police and other staff members who provide Title IX oversight are vehicles for support and assistance.**



Student and Employee Assistance Program/ Substance Abuse Resource Center

- SEAP/ SARC is a resource on campus that all students should be aware.
- Provides free counseling: assessments, referrals, and intervention services.
- Contact at 254-526-1166.



Intervention

Intervention: Take a stand, if safe to do so, when you see potential situations involving dating or domestic violence, sexual assault, sexual harassment, stalking or any other concerning situation.

- Report
- Question
- Don't assume someone else is taking action





Be aware...

Retaliation: Texas law strictly prohibits reprisals or retaliation for reporting a violation.

False reporting: Report what you see, hear, know, feel, but never make up anything. Be honest.





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Part 3. Hazing

- **Definition**
- **Examples**
- **Consequences**

Hazing

"Hazing" means any intentional reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.



Examples of Hazing

(A) is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

(B) involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar 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;

(C) involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;



Examples of Hazing, Cont.

(D) is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or

(E) involves coercing, as defined by Section 1.07, Penal Code, the student to consume:

(i) a drug; or

(ii) an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.



Personal Hazing Offense

A person commits an offense if the person:

- (1) engages in hazing;
- (2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- (3) recklessly permits hazing to occur; or
- (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.



Consequences

CLUBS/ORGANIZATION HAZING OFFENSE.

A club/ organization commits an offense if the club/organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

An offense will be addressed administratively and criminally.

CONSENT NOT A DEFENSE. It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

IMMUNITY FROM PROSECUTION AVAILABLE. In the prosecution of an offense 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.

!!!!Failing to report a hazing offense will be addressed administratively as well as criminally!!!!



Alcohol and Drugs

- If you choose to be in a club at Central Texas College, drinking alcohol is not permitted if you are in a CTC function including off-campus.
- No drinking under age.
- No drinking and drive.
- No illegal drugs are permitted on campus or college sponsored event.



Travel

- RTA's (Travel Authorization) needs to be completed(Colleague requisition)
- Only CTC staff/faculty may drive a CTC vehicle; however, they have to be on the approved drivers list through Risk Management
- An Event Authorization has to be submitted through Student Life
- All individuals have to complete an Assumption of Risk Form, to include all staff/faculty/students.



Behavior at Parties and Other Events

- Act in a manner that is appropriate and professional
- Follow the Alcohol and Drug Policies
- No Harassment
- Comply with all CTC policies
- Follow the CTC Student Code of Conduct





Part 4. Treating People with Disabilities

- **Attitude and Approach**
- **How to Help**
- **Summary**

Attitude and Approach

- Attitude and behaviors are the most difficult barriers to overcome for persons with disabilities.
- We do not use “labels” when speaking to them or referencing them to a co-worker.
- Be careful of what you say and do.
- People first language is respect and dignity. See the person, not the disability.



Honesty – Best Policy

- Be yourself
- Treat them with same respect and consideration as any person
- If you cannot understand the person due to language difficulties, admit the problem and get someone else to assist you.



Things to Remember

- Do not show pity for a person in a wheelchair.
- People with disabilities are not all alike – they differ just like everyone else.
- Do not raise your voice due to a disability



Hidden Disabilities

- If someone is having difficulty hearing, seeing, or moving about, there could be a disability?
- Don't assume a disability – be open minded.
- Ask if the person is needing assistance.



How Do I Help?

- Introduce yourself and offer assistance
- Don't be upset if assistance IS NOT required
- Be courteous, not condescending
- Allow a person's dignity to what he or she wants to do independently
- ASK how you can assist and LISTEN for instructions on how
- Assist as needed – DO NOT discourage their participation
- Be considerate of the extra time it may take someone to get a task done



Visual Impairments Blind

- Identify yourself and introduce others that are present.
- Don't speak loudly, their hearing is fine.
- Offer to read information in small print, if needed.
- Ask if mobility guidance is needed, ask if the person prefers to hold your arm or your shoulder.



Visual Impairment

Blind Mobility

By the Arm



1. Approach, ask, and then assist.
2. Do not be overprotective.
3. Describe the passing scene.
4. Give directions verbally.

Service Dog

- Do not touch or pet the dog without permission from the owner
- Do not make noises or call the dog because it will distract the dog from its service.
- Do not feed the dog.
- Do not be offended if the person refuses to discuss the dog's performance.



Hearing Impairment Deaf

- Face the person when you speak (lip reading) try to ensure you have their attention.
- Speak clearly and with a normal voice to the person not the interpreter.
- Don't cover your mouth, chew gum, or smoke.
- Writing on paper or reading text from phone is okay.
- Move away from noisy area if possible.



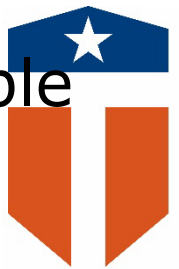
Speech Impairments

- Listen patiently and don't attempt to complete sentences for the person.
- Don't pretend to understand to be polite, repeat what you believe the person has asked or stated.
- If you don't understand a word, write it out.
- Don't be afraid if someone uses a device such as augmented communication(iPad, sound board, smartphone).



Wheelchair Etiquette

- Always ask the person if they would like assistance before pushing them.
- Speak directly to the person in the wheelchair, not people around them.
- Don't demand or patronize the person by patting them on the head or arm.
- Be aware of what is accessible and not accessible for people in wheelchairs.
- Know the accessible routes(map on website).



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Wheelchair Etiquette

- Give clear directions on routes, including distance if not escorted the person.
- When having a conversation, consider sitting down or kneeling to be on the same level.
- Don't hang on the wheelchair, this is invading the personal space.
- When the person transfers to another seat leave the wheelchair within reach.
- Be aware of the person's capabilities, may have walker or limited mobility.



Summary

- Don't make assumptions
- Respond graciously to requests
- Think before you speak
- Remember People first !!!





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Part 5. Safety & Emergency

- **Guidelines**
- **Policies**

Your Emergency POC

- Joseph Barragan
- Chief, CTCD Police Department
- (254) 526-1427



A dark red, textured background featuring a faint world map. The title 'Be Prepared' is centered in white, bold, sans-serif font.

Be Prepared

Keep yourself safe

- By being familiar with emergency procedures
- Plan how protect yourself and assist others safely before emergencies occur
 - Know your evacuation EXITS, have an exit strategy
 - Know how to safely evacuate down STAIRS
 - EVACUATION CHAIR location
 - People with IMPAIRED MOBILITY



Signs

- Evacuation routes
- Severe weather shelter areas for each building



Fires and Fire Alarms No Matter - ACTUAL or FALSE -

CTCD Safety Policy

- Once a building's fire alarm has been activated, notify the Campus Police.
- Evacuate all rooms, and if possible close all doors and windows to confine the fire and reduce oxygen.

-DO NOT LOCK DOORS-

- Assist disabled persons in exiting the building.

-DO NOT USE THE ELEVATORS DURING A FIRE-

- Once outside, move to a designated area and stay at least 300 feet away from the affected building.
- Stay in the designated area until the "all clear" signal is given by emergency personnel.



Evacuation Drills

- Everyone Must leave immediately
 - Don't delay to collect or return for belongings
- One drill per year for each building
 - Conducted with Killeen and Copperas Cove Fire Departments
 - Everyone is expected to cooperate and ensure drill runs smoothly for all



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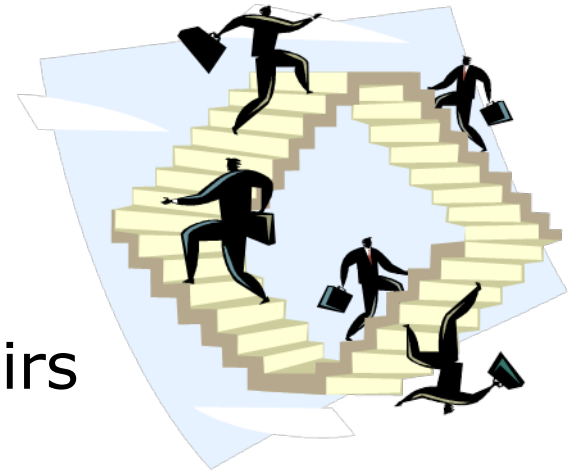
Evacuation Goal

- Everyone is to get out of the building
- Safely
- In less than 2 minutes



Stairs

- Don't use elevators
- Keep to the right of the stairway when exiting down the stairs
- Each second floor has one evacuation chair to assist injured, or those whose mobility is impaired
 - know its location



Unable to Evacuate

If you are trapped in a building

- Stay low
- Block smoke under doors and through vents
- Keep cloth over nose and mouth—have cloth wet if possible
- Call 911 if possible
- Put sign or give signal in a window
- Make noise such as banging to alert emergency personnel where you are



Shelter in Place & Lockdown

Shelter in Place

- Stay in place until given the all clear
 - Interior room with no windows
 - Weather
 - Toxic spills



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Shelter in Place & Lockdown

Lockdown

- Take shelter and secure location
 - Building or room
 - Will be ordered in emergency situation only such as a shooter or other imminent threat on/ or near campus
 - Key Principal of Lockdown:
 - ✓ No One In - No One Out
 - Report non-compliance to CTCD Police after event.



Be Prepared

- Know how to lock your door
- Barricade doors and windows
- Use appropriate interior door window shading
 - White = people secured inside the room & all ok
 - Black = people secured inside the room & need medical assistance



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Be Prepared

- Turn cell phones to silent
- Remain quiet
- Make a plan
- Don't respond to instructions from voices you do not recognize
- Don't respond to fire alarms unless you're certain there is a fire
- Remain Locked Down until given the all clear by Police or CTCD Administration



Keep Updated

- Emergency Alerts – keep you updated as information becomes available.
 - Everyone signed up for CTC – Emergency Alert – log into Eagle Self-Service to add or change contact information
- Radio 91.3 FM



Firearms and Weapons Policy

Central Texas College District promotes the highest level of safety and security in all of its activities, both on and off campus.

In accordance with Texas Penal Code §46.03 or applicable state laws of the campus location or site, all use, storage, carrying or possession of a firearm or other weapon, concealed or otherwise, other than a concealed handgun as authorized under CTCD Safety Policy 131, is prohibited on campuses and at all college events. Safety Policy 131 can be found on the CTCD website on the Risk Management page:

[https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Risk%20Management/Safety%20Policy%20](https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Risk%20Management/Safety%20Policy%20Section%201/131%20Campus%20Carry%20Firearms%20and%20Weapons%20Policy%20FINAL%202019.pdf)

[Section%201/131%20Campus%20Carry%20Firearms%20and%20Weapons%20Policy%20FINAL%202019.pdf](https://www.ctcfacstaff.ctcd.edu/sites/ctcfacstaff/assets/File/Risk%20Management/Safety%20Policy%20Section%201/131%20Campus%20Carry%20Firearms%20and%20Weapons%20Policy%20FINAL%202019.pdf)

The limited use of simulated weapons under specific circumstances may be authorized for special events only.

<https://www.ctcd.edu/ctcd/assets/File/Risk%20Management/campus-carry-faqs.pdf>



Off-Campus Criminal Activity

- Any student who violates the CTC Student Code of Conduct will be subject to disciplinary action up to and including expulsion from college.
- Students whose behavior constitutes a violation of both the College Code and Federal, State or Local Law may be accountable to both the College and civil authorities.



Disciplinary Action

- Disciplinary action at the College will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending. For more information refer to the CTC Student Handbook.
- What happens in VEGAS may not stay in Vegas!



CTC Tobacco Use Policy

- smoke and tobacco free – effective August 27, 2012
- no smoking on campus, including all buildings, grounds, sidewalks, bus stops and parking lots.
- smoking is permitted only in the passenger compartment of one's personally owned vehicle(POV)
- fine for non-compliance...\$25 each violation
- continued violations – students referred for disciplinary action; employees referred to Human Resources



Why a Tobacco Free Campus?

- Promotes wellness.
- Keeps campus clean and fresh!
- Assists in the prevention of wild fires on campus.



Emergencies Dial 911

- Notify Campus Police @ 526-1427
- Extension 1427 from on campus phone
- Dial 777 from on campus phone for non-emergency quick police response



A dark red, textured world map is visible in the background of the top section of the slide.

Thank You!

Note:

!!!After receive training , Sponsors and officers will need to train club members within 30 days.

