

Safety and Security Committee

Committee Members

- Jacob Atkin, Executive Vice President, Finance & Administration/Chief Financial Officer
- Amanda Summers, Chief Human Resources Officer
- Rosemary Coffman, Executive Director, Student Success & Wellbeing
- Dr. Carolyn Lightfoot, Executive Director, IT/Chief Technology Officer
- Donna Zuniga, Executive Director, Huntsville Center
- Brian Waddle, Executive Director, Brand Engagement/Chief Marketing Officer
- John Ditto, Executive Director, Facilities
- Dr. Laura Lane-Worley, Executive Director, Academic Programs
- Dr. Richard Davis, Executive Director, Industrial & Technical Programs
- Jo Greathouse, Executive Director, Campus Engagement & Belonging
- Thomas Quinn, Executive Director, Public Safety (Chair)
- Nicholas Wade, Athletic Director
- Chris Coats, Director, Marketing & Public Affairs
- Philip Handley, Director, Physical Plant
- Mark Jaime, Director, Physical Plant
- Jose Martinez, Director, Student Conduct & Compliance
- Nicole Tunmire, Director, Guided Pathways & Quality Service
- Jordan Salazar, Director, Dual Credit Programs
- Eric Williams, Director, Security/Chief
- James Campisi, Manager, Shipping & Receiving/Surplus Property
- Amanda Smoke, Public Relations Manager
- Tiffany Winchester, Coordinator, Veterans Center
- Shana Whittington, Coordinator, Strategic Initiatives & Administrative Services
- Sandy Basquez, Executive Administrative Specialist, Academic & Student Affairs
- Marcus Wilson, Division Chair, Industrial Studies
- Lara Capson, Faculty, Process Technology
- Wanda Alfred, Safety Specialist, Public Safety
- Nathan Johnson, Telecommunications Technician

Bylaws / Operating Procedures

Purpose

Lee College Safety & Security Committee Bylaws / Operating Procedures

These Bylaws establish the operating procedures of the Campus Safety & Security Committee and supplement the Committee Charter. In the event of a conflict, the Charter shall govern.

Advisory Role

The Committee operates in an advisory capacity only. It does not make binding or operational decisions. All recommendations are forwarded to appropriate College leadership for consideration and action.

Membership Requirements

Appointment

Members are appointed by College leadership or their designees and are expected to actively participate in Committee meetings and activities.

Required Training

To ensure a common understanding of emergency management principles, all Committee members are required to complete the following National Incident Management System (NIMS) online courses:

- ICS-100: Introduction to the Incident Command System
- ICS-700: National Incident Management System, An Introduction
- Training Timeline
- Required NIMS training shall be completed within 90 days of appointment to the Committee, unless an extension is approved by the Chair.
- Members who have previously completed the required courses may submit documentation in lieu of retaking the training.

Documentation

- Proof of completion shall be provided to the Committee Chair or designated administrator.
- Training records shall be maintained in accordance with College records retention policies.

Member Responsibilities

Members are expected to:

- Attend meetings regularly
- Review materials in advance of meetings
- Contribute expertise and perspective relevant to campus safety and security
- Complete required training and maintain awareness of applicable safety and emergency management standards

Meetings

- Meetings are conducted in accordance with the Committee Charter.
- Members should notify the Chair if unable to attend.

Quorum and Recommendations

- A quorum consists of a simple majority of appointed members.
- The Committee seeks consensus when developing recommendations.
- When consensus cannot be reached, the Chair may document majority and minority viewpoints for leadership consideration.

Records

Meeting summaries, attendance, and recommendations shall be documented and retained in accordance with College policy and applicable Texas public information requirements.

Amendments

These Bylaws may be amended by recommendation of the Committee and approval by College leadership.

Review

The Bylaws shall be reviewed periodically to ensure continued alignment with the Committee Charter, institutional needs, and regulatory requirements.

Executive Charter

Purpose

Lee College Safety & Security Committee Executive Charter

The Lee College Safety & Security Committee is an advisory body that supports a safe, secure, and prepared campus environment for students, employees, and visitors. The Committee provides input and recommendations to College leadership on campus safety and security practices, supporting compliance with applicable federal and state requirements, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and guidance from the Texas School Safety Center.

Authority

The Committee serves in an advisory capacity only and does not exercise operational, disciplinary, or law enforcement authority. Nothing in this Charter supersedes the authority of College administration, the President, the Board of Regents, Campus Security, or external emergency response agencies.

Scope of Responsibilities

The Committee may review and provide recommendations related to:

- Campus safety and security policies and procedures
- Emergency preparedness, mitigation, response, and recovery planning
- Crime prevention strategies and security technologies
- Physical and environmental safety (e.g., lighting, access control)
- Safety training, drills, and awareness initiatives
- Interdepartmental coordination on safety and security matters

Membership

Membership is cross-functional and may include representatives from various College departments. Members are appointed by the Chair or College leadership. Terms are ongoing.

Members should possess relevant training, including familiarity with applicable emergency management standards, such as the National Incident Management System, to contribute effectively to campus safety, security, or emergency management

Student representatives may serve in an advisory or non-voting capacity, as determined by the Chair. Participation shall be structured to avoid discussion of confidential or law enforcement– sensitive information.

Leadership

The Committee shall be chaired by a Chair appointed by the College. No other officer positions are required.

The Chair is responsible for convening meetings, setting agendas, facilitating discussion, ensuring documentation of recommendations, and serving as the primary liaison to College leadership.

Meetings and Decision-Making

The Committee shall meet monthly or as determined by the Chair. Meetings are to be conducted in a hybrid format, with representatives from all campus locations participating.

A quorum consists of a simple majority of appointed members.

Advisory Decision-Making: The Committee operates in an advisory capacity only and does not make final or binding decisions. The Committee shall seek to develop recommendations by consensus whenever possible. When consensus cannot be reached, the Chair may document the level of support (e.g., majority agreement) and any minority viewpoints. All recommendations and perspectives are forwarded to the appropriate College leadership for consideration and action.

Records

Meeting summaries and recommendations shall be documented and maintained in accordance with College records retention policies and applicable Texas public information requirements. The Committee shall not maintain or disclose confidential or law enforcement–sensitive information.

Review and Amendments

This Charter may be amended by the Committee's recommendation and approval by College leadership, and it shall be reviewed periodically to ensure its continued relevance and compliance.

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