


Date: February 20, 2013

To: Executive Committee of the University Senate

From: Richard L. Edwards, Ph.D. 
Executive Vice President for Academic Affairs

Subject: Minors on Campus Task Force

Shortly after the November 2011 media reports of the tragic events at Penn State involving allegations of child abuse and molestation, then President Richard McCormick convened a Task Force to assess the existing programs for non-matriculated minors at all three campuses of the University, and to make recommendations for improvement in order to ensure that we operate these programs prudently and safely. The Task Force is co-chaired by James Breeding, Director, Risk Management, and Jay Kohl, Vice President for Administration & Public Safety.

I write to request review by the University Senate of the Task Force report, and hope that the Senate is able to support the recommendations for improvement that it contains.

A REPORT FROM THE TASK FORCE ON RISK ASSESSMENT/MINORS ON CAMPUS

As part of its work, the Task Force issued a Risk Assessment survey to the University community to facilitate the review of programs, policies, and practices related to minors on campus. According to the survey, there are over 450 programs¹ dealing with approximately 71,000 minors on an annual basis at the Rutgers campuses:

- 71 programs are associated with the Camden campus;
- 143 programs are associated with the Newark campus;
- 238 programs are associated with the New Brunswick campus;
- The Survey did not include our many programs offered by New Jersey 4-H (part of the Rutgers Cooperative Extension), which already has numerous standards and best practices in place.

These programs, other than New Jersey 4-H, vary in size and type, including individual music lessons offered to minor children by the Mason Gross School of the Arts, swimming lessons offered to elementary school-age children by the Department of Recreation, and overnight summer sports camps for junior and senior high school students offered by head coaches of the men's and women's basketball teams.

¹ These programs do not include tours regularly given to prospective students and other such one-time events as Rutgers Day or *Take Your Child to Work* day.

Approximately 65.2% of the identified programs are directly supervised by a Rutgers employee, 16.4% are supervised by both a non-affiliated entity and a Rutgers employee, and 18.4% are supervised only by a non-affiliated entity.

The Task Force members began meeting in April 2012, and continued to meet periodically over the next 8 months to assess best practices. They reviewed recent literature on managing the risk of minors on campus, attended various webinars relating to the topic of minors on campus, and examined the policies of other institutions of higher education that were comparable in size to Rutgers. The Task Force has made the following recommendations:

- Issue a new, university-wide policy on the *Protection of Minors* (final draft attached) which:
 - Requires background checks for individuals identified as Authorized Adults who supervise minors in various programs offered by the University;
 - Provides guidelines, rules and regulations for programs involving minors;
 - Requires training for those employees who supervise minors;
 - Sets forth the expectation that programs involving minors operated by outside parties on Rutgers University property will also abide by the policy.
- Develop a web-based survey (entitled *Programs Involving Minors*) to be issued to the University community on an annual basis. Moving to a web-based survey will increase ease of use for end users, provide an improved data collection/retrieval process, and create a central repository of all programs offered for minors.
- Establish a training program on the Protection of Minors on Campus which can be added to the Faculty and Staff Orientation process with UHR and utilized by the various programs on campus that supervise minors.

The Task Force anticipates that the attached *Protection of Minors* policy may be amended as we move forward with the integration of UMDNJ. The policy will not supersede requirements already in place at UMDNJ, and it will set the minimum standards for all of our Programs moving forward.

c: Robert Barchi, President
Bruce Fehn, Senior Vice President for Administration
John B. Wolf, Interim Senior VP General Counsel

Jim Breeding, Director Risk Management (Co-Chair)
Jay Kohl, Vice President For Administration & Public Safety (Co-chair)
Members of the Task Force on Risk Assessment (List Attached)