

## CCRI Governance Appendix II



**COMMUNITY  
COLLEGE  
OF RHODE ISLAND**

### Governance Council Committee Meetings Agenda / Minutes

<b>ERHSC – Emergency Response/Environmental Health &amp; Safety Committee</b>	
<b>Date of Agenda Posting:</b>	Friday, October 3, 2014
<b>Meeting Date:</b>	Friday, October 17, 2014
<b>Meeting Start Time:</b>	11:00 am
<b>Meeting Actual Start Time:</b>	11:00 am
<b>Meeting Location:</b>	President's Conference Room, Knight Campus
<b>Meeting Secretary:</b>	Annamarie McMahon

### Member Attendance

#### Emergency Response/Environmental Health & Safety Committee

<b>Committee Member Name</b>	<b>Title</b>	<b>Present</b>	<b>Notes</b>
Joseph Arsenault	Assistant Professor, Emergency Management	Y	
Andrew Bates	Student Government process	Y	
Rich Coren	Director, Marketing, Communications & Publications	Y	
Michael Cunningham	Dean of Students, Student Success	Y	
Helen Ducharme	Coordinator, Disability Services for Students	Y	
Leslie Florio	Technical Staff Assistant, Art Dept.	Y	
Norman Mageau	College Police Lieutenant	Y	
Angela Marshall	Registered Nurse	N	
Maureen McGarry	Dean, Health & Rehabilitative Sciences	Y	
Annamarie McMahon	Assistant Business Manager	Y	
Michael McNally	Technology Support Specialist II	N	

## CCRI Governance Appendix II

Bill Palmieri	Assistant Building Grounds Officer	N	
James Salisbury	Associate Professor, Library	Y	
Ramona Skelly	Professor, Mathematics	N	
Chris Turgeon	Student Government process	Y	
Faculty - Lincoln	Vacant		
Faculty – Newport	Vacant		
Faculty - Providence	Vacant		
<b>Other Attendees</b>	<b>Title</b>		<b>Notes</b>

### Agenda

Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Approval of the Minutes for the September 26, 2014 meeting</b></li> </ul>	<p>A minor correction was made to the date of the November meeting. A motion was made and seconded to approve the revised minutes. The motion was unanimously approved.</p>
Agenda Item 2	Notes on Discussion
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Standing Items</b> <ul style="list-style-type: none"> <li>▪ <b>Threat Assessment</b></li> <li>▪ <b>Public Safety/Security</b></li> <li>▪ <b>Facilities</b></li> <li>▪ <b>Health</b></li> </ul> </li> </ul>	<p><b>Threat Assessment</b> – Michael Cunningham provided an update on the Threat Assessment Committee. He described the background of the formation of this committee and the broad based membership. This committee assesses the level of seriousness of a potential threat. All matters are confidential. To date, the committee has analyzed 12 situations since the start of the fall semester. He noted that there is a pattern in each semester – spike in activity at the start of the semester and then again around week 10 before it levels off again.</p> <p>There was a discussion regarding the potential installation of panic buttons in a number of different areas in the college. It was noted that there needs to be an overall policy on where and why panic buttons would be placed/used. Employees would need proper training on</p>

## CCRI Governance Appendix II

	<p>when the technology should and should not be used. While there are benefits to the deployment of panic buttons, direct detailed information is always preferable for Campus Police to address the situation with the best data in hand.</p> <p>Another issue raised in this discussion was the lack of cell phone services in certain areas of the building. Amplifying the cell signal should be addressed.</p> <p><b>Public Safety</b> – This was addressed in the discussion on the panic button installation.</p> <p><b>Facilities</b> – No member from Facilities was in attendance at this meeting.</p> <p><b>Health</b> – The school nurse was on a conference call related to statewide preparations for the potential spread of the Ebola infection. This topic was addressed later in the meeting.</p>
<b>Agenda Item 3</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Update on Warwick Campus Roll Down Cages</b></li> </ul>	<p>Subsequent to the 9/26/14 meeting, a work order was entered for the door lock changes and exit signage. The locks have been replaced so there is proper egress when the roll cages have been closed. Exit signage has yet to be installed.</p>
<b>Agenda Item 4</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Update on Committee Membership/Vacancies</b></li> </ul>	<p>There continue to be a number of vacancies on the Emergency Response/Environmental Health and Safety Committee that need to be filled by an election process. The Committee Chair will continue to raise this issue with the appropriate administrators.</p> <p>Michael Cunningham will be placing an agenda item on the Threat Assessment Committee agenda to re-confirm the members appointed to this committee.</p>
<b>Agenda Item 5</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – E-Cigarette Policy</b></li> </ul>	<p>There are growing concerns about the use of E-</p>

## CCRI Governance Appendix II

	<p>cigarettes inside campus facilities and the potential impacts on others. CCRI follows state policy on smoking. There is nothing in this policy to specifically address the e-cigarette issue. The three state institutions are working together to align policy. A meeting is scheduled for 12/1/14.</p> <p>Prior to the next meeting, research on the impacts of the use of vapor devices will be done by one of the student representatives on the committee.</p> <p>A motion was made to recommend that CCRI's policy for vapor devices and E-cigarettes be the same as the tobacco policy. The motion was seconded and unanimously approved. This recommendation will be forwarded to the Student Advisory Committee and David Patten/President's Council for review.</p> <p>Dean McGarry noted that the state Dept. of Health and Brown University are working on an initiative for smoke free higher education environments. There are resource links on the Dept. of Health website.</p>
<b>Agenda Item 6</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Committee “Mission” Statement</b></li> </ul>	<p>This item will remain on the agenda. It was noted that the committee's name may be a bit cumbersome and that this should be brought to the Governance committee to be revisited. The name should be more reflective of the focus of the committee. An option was also noted to potentially include Emergency Management as part of this change with a focus on training exercises and managing crisis.</p>
<b>Agenda Item 7</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Ebola Information Dissemination Update</b></li> </ul>	<p>There is growing concern about preparedness for the potential threat of an Ebola infection in Rhode Island. There are discussions ongoing on many different levels.</p> <p>CCRI has already sent out one email blast to address the concerns. This included links to the CDC and Department of health websites.</p>

## CCRI Governance Appendix II

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More information continues to be made available. CDC has recently updated its Protective wear protocol based on response to the two recent cases in nurses in Texas.

The Chair noted that CCRI is working with the Department of Health to have Dr. Fine on campus some time during the week of 10/21/14 to address concerns of the community at large. This will be open to the public. More information will be made available as details are confirmed.

CCRI students and faculty are in many off-campus locations for clinical and other mentoring opportunities. The Flanagan campus has a dental clinic where people walk in off the street for care. Student athletes travel and participate in activities in many different locations. All of these situations are places of potential exposure.

It has been noted that some of the symptoms of Ebola are similar to flu symptoms. A concern was raised regarding the attendance policies of some faculty members. In some cases, missing more than 3 classes is automatic failure in the course. This is an issue that needs to be addressed by Academic Affairs. It is not in the best interest of CCRI for sick students to attend class. However, it is also not in the interest of CCRI to be overly harsh if a student misses class for being truly sick.

The same concern was raised about the sick leave policy for faculty and staff.

In the past, the sick policies were relaxed to ensure the safety of the larger college community. An Ebola outbreak is a public health issue.

A motion was made to request that the Vice Presidents for Academic Affairs and Business Affairs recommend the College not to adhere to a strict attendance policy in the event of

## CCRI Governance Appendix II

	<p>potential Ebola outbreak. This motion was seconded and approved. The Chair will convey this motion to the Vice Presidents.</p> <p>In addition to the clinical and mentoring environments, a number of other areas were noted given the length of time the Ebola virus can remain active depending on the type of surface. These included the CNA lab, academic computer labs, library, art department equipment loans and athletics. A number of members of the committee will be reaching out to different groups within the College to make sure that they are in planning stages of how to deal with any potential situations. These include Physical Plant, Athletics, all of the nursing and allied health program areas.</p> <p>The Chairperson mentioned that it may be an appropriate time to review the College's biohazard training and protocols to ensure they are up to date. He will contact Human Resources.</p> <p>The college may need to procure certain items for the school nurse. This might include a thermal scan thermometer and other protective equipment.</p>
<b>Agenda Item 8</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – CCRI's Sexual Assault Policy</b></li> </ul>	This topic was tabled for the next meeting.
<b>Agenda Item 9</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – For the Good of the Organization</b></li> </ul>	No additional items were discussed.

### Meeting Action Items

Action	Assigned To	Deadline
Prepare meeting minutes for 10/17/14 meeting	<i>Secretary</i>	7 business days after conclusion of meeting
Submit minutes of 9/26/14	<i>Secretary</i>	7 business days after conclusion

## CCRI Governance Appendix II

meeting to be posted on-line		of meeting
Prepare agenda for 11/14/14 meeting	<i>Secretary</i>	7 days prior to scheduled meeting

### Decisions Made

<b>Decision 1</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Approval of the Minutes for the September 26, 2014 meeting</b></li> </ul>	A minor correction was made to the date of the November meeting. A motion was made and seconded to approve the revised minutes. The motion was unanimously approved.
<b>Decision 2</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Standing Items</b> <ul style="list-style-type: none"> <li>▪ Threat Assessment</li> <li>▪ Public Safety/Security</li> <li>▪ Facilities</li> <li>▪ Health</li> </ul> </li> </ul>	This is a standing agenda item. No actions were taken.
<b>Decision 3</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Update on Warwick Campus Roll Down Cages</b></li> </ul>	No action was taken. This item will remain on the agenda until the signage work is complete.
<b>Decision 4</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Update on Committee Membership/Vacancies</b></li> </ul>	No action was taken at this time.
<b>Decision 5</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – E-Cigarette Policy</b></li> </ul>	A motion was made, seconded and approved to recommend that CCRI’s smoking policy be amended to include vapor devices and E-Cigarettes. This recommendation will be forwarded to the Student Advisory Committee and VP Patten/President’s Council for review.
<b>Decision 6</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Committee “Mission” Statement</b></li> </ul>	No action was taken.
<b>Decision 7</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Ebola Information Dissemination Update</b></li> </ul>	No actions were taken.
<b>Decision 8</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – CCRI Sexual Assault Policy</b></li> </ul>	No action was taken.
<b>Decision 9</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – For the Good of the Organization</b></li> </ul>	No action was taken.

## CCRI Governance Appendix II

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### Meeting End

<b>Meeting Schedule End:</b>	<b>12:00 p.m.</b>
<b>Meeting Actual End:</b>	<b>12:15 p.m.</b>
<b>Next Meeting Date:</b>	<b>Friday, November 14, 2014</b>
<b>Next Meeting Time:</b>	<b>11:00 am</b>
<b>Next Meeting Location:</b>	<b>President's Conference Room, Knight Campus</b>



**McMahon, Annmarie**

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**From:** Arsenault, Joseph  
**Sent:** Monday, October 27, 2014 4:51 PM  
**To:** Patten, David  
**Cc:** McMahon, Annmarie; Cunningham, Michael  
**Subject:** CCRI Smoking Policy

October 20, 2014

David Pattern

Vice President for Business Affairs

Subject: Smoking Policy Amendment

Dear David,

Concerned students have brought the issue of electronic cigarettes or E-smoking to the attention of our committee. These devices have been used around all campuses in locations such as the hallways, bathrooms, public areas and even classrooms. The devices do not emit smoke but a vapor that can be laced with nicotine, chemicals and flavors. Because it would be impractical to determine what is in this device, we feel the need to treat these devices as cigarettes. The vapor sometimes lingers in the air around the user and is inhaled by people in close proximity of the user.

The Environmental Health and Safety committee met on Friday October 10<sup>th</sup>, 2014 and a motion was made to amend the smoking policy to include electronic cigarettes, vaporizers, or any device that acts in such a nature. It was seconded and a discussion ensued. A vote was taken and it was unanimously approved. We respectfully request that the college consider such request and amend the current CCRI smoking policy to include such devices.

Respectfully,

Joseph R. Arsenault

Chair

Emergency Response, Environmental Health and Safety, Committee

cc. Annmarie McManhon secretary

Michael Cunningham Student Advisory

Joseph Arsenault MSEM, ACEM  
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<http://facultywp.ccri.edu/jarsenault3/>

"Enhancing Emergency Management Through Education" JRA 2010

November 12th, 2014

Dr. Greg Lamontagne

Vice President Academic Affairs

Subject: Attendance Policy

Dear Vice-President,

As you are aware the Ebola virus has official entered the United States. The State of Rhode Island has a large population of citizens from countries that have been affected by this deadly disease. Our college also has a large population of students who hail from these countries. We recognize that the college does not have a specific academic policy of attendance but we do believe that if this virus has an occurrence within this state that our college must take a pro-active step to protects its students, faculty and staff.

The Environmental Health and Safety committee met on Friday October 10<sup>th</sup>, 2014 and a motion was made to recommend academic attendance policies that require students to attend a certain number of classes to be temporally suspended in the event of an Ebola outbreak in our state. It was seconded and discussed. A vote was taking and it was unanimously approved. We respectfully request that Academic Affairs Division support such a move in the event of an Ebola outbreak within our state.

Respectfully,

Joseph R. Arsenault

Chair

Emergency Response, Environmental Health and Safety, Committee

