

CCRI Governance Appendix II



Governance Council Committee Meetings Agenda / Minutes

EREHSC – Emergency Response/Environmental Health & Safety Committee	
Date of Agenda Posting:	Friday, November 7, 2014
Meeting Date:	Friday, November 14, 2014
Meeting Start Time:	11:00 am
Meeting Actual Start Time:	11:05 am
Meeting Location:	President’s Conference Room, Knight Campus
Meeting Secretary :	Annmarie McMahon

Member Attendance

Emergency Response/Environmental Health & Safety Committee

Committee Member Name	Title	Present	Notes
Joseph Arsenaault	Assistant Professor, Emergency Management	Y	
Andrew Bates	Student Government process	N	
Rich Coren	Director, Marketing, Communications & Publications	Y	
Michael Cunningham	Dean of Students, Student Success	N	
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	Y	
Maureen McGarry	Dean, Health & Rehabilitative Sciences		
Annmarie McMahon	Assistant Business Manager	Y	
Michael McNally	Technology Support Specialist II	Y	

CCRI Governance Appendix II

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

Agenda

Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Approval of the Minutes for the October 17, 2014 meeting 	<p>A motion was made and seconded to approve the minutes of the October 17, 2014 meeting. The motion passed unanimously.</p>
Agenda Item 2	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Standing Items <ul style="list-style-type: none"> ▪ Threat Assessment ▪ Public Safety/Security ▪ Facilities ▪ Health 	<p>Threat Assessment – There are no new cases being reviewed by the Threat Assessment committee. There have been two cases of potential stalking. However, in both cases, no formal complaint has been filed with Campus Police.</p> <p>Public Safety/Security – According to Campus Police, there have only been routine items occurring on campus. There was a recent case of an instructor sending a student home and banning the student from an afternoon lab due to the fear of Ebola. This was unfounded. Campus Police noted that faculty must be careful not to stereotype or discriminate against students.</p> <p>Facilities – There was no representative from Facilities in attendance.</p>

CCRI Governance Appendix II

	Health – This was discussed as part of Agenda Item 6.
Agenda Item 3	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Update on Warwick Campus Roll Down Cages 	Exit signage has been ordered by Physical Plant. The gate near the Nursing department on the 2 nd floor is being left open until approximately 7:30 pm. The Chair noted that the faculty feels more comfortable with that arrangement.
Agenda Item 4	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Update on Committee Membership/Vacancies 	The Committee has a number of vacant seats. Three are faculty from various campuses. With the passing of Maureen McGarry, the appointment from Academic Affairs is now vacant. The Chair will be reaching out to the Vice President about these openings. Committee members will also be attempting to identify individuals willing to serve. The Chair will be speaking with VP Patten regarding the Facilities appointment. Chris Turgeon, a student representative stated that he will be resigning after the next meeting as he is transferring to another school for the Spring semester. He has spoken with Student Government regarding a replacement.
Agenda Item 5	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Committee “Mission” Statement 	The Committee Chair reviewed the mission as described in the Governance document.
Agenda Item 6	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Ebola Information Dissemination Update 	<p>The School Nurse gave an update about Student’ Health’s preparations related to Ebola. CCRI now has proper protective wear in the event that a student or other individual is exhibiting Ebola-like symptoms. She talked about the recommendations made by Dr. Fine to be employed on CCRI’s campuses. This included asking about the person’s travel history or whether they had entertained others who had travelled from the affected areas in West Africa. A thermal scan thermometer still needs to be purchased.</p> <p>According to Dr. Fine’s presentation, there are</p>

CCRI Governance Appendix II

	approx. 15 individuals being monitored in RI. This number should remain steady given the West African population in the state. The risk is low, but potential remains a case to appear in RI.
Agenda Item 7	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – CCRI’s Sexual Assault Policy 	There was a discussion on what CCRI’s policy is in the event of an alleged sexual assault. It was noted that the College is required under the Cleary act to report such an event to the college community. Training is being developed so that all CSAs (campus security authorities) are aware of their reporting responsibilities. Campus police stated that either local or state police would be notified. Campus police will follow up with additional information regarding CCRI guidelines for the next meeting.
Agenda Item 8	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Alleged Assault Knight Campus 	There was discussion about the alleged assault on campus in late October. This led to a discussion about the RAVE alert that was sent to comply with Cleary Act requirements. Concern was raised that there was no further follow up with the college community after the initial alert. According to Committee members informed of the investigation, there was little further detail that could be made available. The Director of Marketing will take this feedback into account for future notifications.
Agenda Item 9	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – For the Good of the Organization 	<p>Budget Cycle – The committee was informed about the ongoing FY 15/16 budget request cycle. Any requests are to be sent to the Committee Chair for review and submission for potential funding.</p> <p>E-Cigarette Policy – The Committee’s recommendation has been forwarded to VP Patten for consideration by President’s Council. Chris Turgeon provided the Committee with some research on the issue. This will be distributed after the meeting.</p>

Meeting Action Items

CCRI Governance Appendix II

Action	Assigned To	Deadline
Prepare meeting minutes for 11/14/14 meeting	<i>Secretary</i>	7 business days after conclusion of meeting
Submit minutes of 10/17/14 meeting to be posted on-line	<i>Secretary</i>	7 business days after conclusion of meeting
Prepare agenda for 12/12/14 meeting	<i>Secretary</i>	7 days prior to scheduled meeting

Decisions Made

Decision 1	
<ul style="list-style-type: none"> ▪ Action – Approval of the Minutes for the October 17, 2014 meeting 	A motion was made and seconded to approve the minutes of the October 17, 2014 meeting. The motion passed unanimously.
Decision 2	
<ul style="list-style-type: none"> ▪ Action – Standing Items <ul style="list-style-type: none"> ▪ Threat Assessment ▪ Public Safety/Security ▪ Facilities ▪ Health 	No action was taken.
Decision 3	
<ul style="list-style-type: none"> ▪ Action – Update on Warwick Campus Roll Down Cages 	No action was taken.
Decision 4	
<ul style="list-style-type: none"> ▪ Action – Update on Committee Membership/Vacancies 	No action was taken.
Decision 5	
<ul style="list-style-type: none"> ▪ Action – Committee “Mission” Statement 	No action was taken.
Decision 6	
<ul style="list-style-type: none"> ▪ Action – Ebola Information Dissemination Update 	No action was taken.
Decision 7	
<ul style="list-style-type: none"> ▪ Action – CCRI Sexual Assault Policy 	No action was taken.
Decision 8	
<ul style="list-style-type: none"> ▪ Action – Alleged Assault Knight Campus 	No action was taken.
Decision 9	
<ul style="list-style-type: none"> ▪ Action – For the Good of the Organization 	No action was taken.

CCRI Governance Appendix II

Meeting End

Meeting Schedule End:	12:00 p.m.
Meeting Actual End:	<i>11:55 am</i>
Next Meeting Date:	Friday, December 12, 2014
Next Meeting Time:	11:00 am
Next Meeting Location:	President's Conference Room, Knight Campus