

CCRI Governance Appendix II



Governance Council Committee Meetings Agenda / Minutes

EREHSC – Emergency Response/Environmental Health & Safety Committee	
Date of Agenda Posting:	February 19, 2015
Meeting Date:	February 27, 2015
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	N	
Michael Cunningham	Dean of Students, Student Success	N	
Helen Ducharme	Coordinator, Disability Services for Students	Y	
Leslie Florio	Technical Staff Assistant, Art Dept.	Y	
Michael Fredrick	Student Government Representative	Y	
Marisa Laurent	Assistant Professor, Fire Science	Y	
Norman Mageau	College Police Lieutenant	Y	
Angela Marshall	Registered Nurse	Y	
Annmarie McMahon	Assistant Business Manager	Y	

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Michael McNally	Technology Support Specialist II	N	
Bill Palmieri	Assistant Building Grounds Officer		Ken McCabe represented Facilities
James Salisbury	Associate Professor, Library	N	
Ramona Skelly	Professor, Mathematics	Y	
Lois Wims	Dean, Arts, Humanities and Social Sciences	N	
Faculty – Newport	Vacant	N/A	
Faculty - Providence	Vacant	N/A	
Other Attendees	Title		Notes

Agenda

Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Approval of the Minutes for the January 30, 2015 meeting 	<p>A motion was made and seconded to approve the minutes of the 1/30/15 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 – No report.</p> <p>Public Safety/Security – It was noted that an arrest has been made in a recent purse snatching case on the Providence campus. Video from surveillance cameras assisted in identifying the suspect.</p> <p>Facilities – The major issue for Facilities continues to be the winter weather. Warning tickets are being issued to individuals who park in no parking zones. While there is snow in roof areas, it is not a structural issue. There are some hazardous areas due to the heaving of the ground. This can't be addressed until the weather breaks. Lighting on the back entrance road is an issue. An underground cable needs to be repaired. This is also on</p>

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	hold due to the weather. Health – There will be a speaker on campus on March 13 th to talk about Ebola.
Agenda Item 3	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Update on Warwick Campus Roll Down Cages 	Ken McCabe noted that exit signage may not be an option for the conference room doors. These doorways do not meet the requirements with push bars etc. An alternative is to change Security procedure on the time the cages are lowered. The Committee Chair will survey the academic departments affected to determine what time would be more appropriate.
Agenda Item 4	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Emergency Response Plan 	The College’s Emergency Response Plan is in draft form. It is under review by Security and Physical Plant. Minor modifications need to be made before it can be submitted for final approval. The Committee Chair plans to discuss this with the Chief of Campus Police to see if any student assistance is needed to complete this project.
Agenda Item 5	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – AED Deployment 	The college has begun taking delivery of the AED units ordered for the 4 campuses. According to the vendor, all items should be delivered by approximately 4/1/15. The plan is to have the units installed before graduation in May. A training session will be held on Professional Development day on the use of the devices.
Agenda Item 6	Notes on Discussion
<ul style="list-style-type: none"> • Discussion – Snow Emergencies 	This was discussed in agenda item 2.
Agenda Item 7	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – For the Good of the College 	Due to conflicts, the date of the March meeting has been changed to 3/25 at 11am.

Meeting Action Items

Action	Assigned To	Deadline
Prepare meeting minutes for	<i>Secretary</i>	7 business days after conclusion

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2/27/15 meeting		of meeting
Submit minutes of 1/30/15 meeting to be posted on-line	<i>Secretary</i>	7 business days after conclusion of meeting
Prepare agenda for Next scheduled 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 January 30, 2015 meeting 	A motion was made and seconded to approve the minutes of the 1/30/15 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 – Emergency Response Plan 	No action was taken.
Decision 5	
<ul style="list-style-type: none"> ▪ Action – AED Deployment 	No action was taken.
Decision 6	
<ul style="list-style-type: none"> ▪ Action – Snow Emergencies 	No action was taken.
Decision 7	
<ul style="list-style-type: none"> ▪ Action – For the Good of the College 	No action was taken.

Meeting End

Meeting Schedule End:	12:00 p.m.
Meeting Actual End:	11:40 a.m.
Next Meeting Date:	March 25, 2015
Next Meeting Time:	11 a.m.
Next Meeting Location:	President’s Conference Room