

## CCRI Governance Appendix II



### Governance Council Committee Meetings Agenda / Minutes

<b>EREHSC – Emergency Response/Environmental Health &amp; Safety Committee</b>	
<b>Date of Agenda Posting:</b>	March 18, 2015
<b>Meeting Date:</b>	March 25, 2015
<b>Meeting Start Time:</b>	11:00 am
<b>Meeting Actual Start Time:</b>	11:05 am
<b>Meeting Location:</b>	President’s Conference Room, Knight Campus
<b>Meeting Secretary:</b>	Annmarie McMahon

### Member Attendance

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

Committee Member Name	Title	Present	Notes
Joseph Arsenault	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	Y	
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	N	
Annmarie McMahon	Assistant Business Manager	Y	

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Ken McCabe	Acting Director of Administration	Y	
Michael McNally	Technology Support Specialist II	N	
James Salisbury	Associate Professor, Library	Y	
Ramona Skelly	Professor, Mathematics	N	
Lois Wims	Dean, Arts, Humanities and Social Sciences	Y	
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 February 27, 2015 meeting</b></li> </ul>	<p>A motion was made and seconded to approve the minutes of the 2/27/15 meeting. The motion passed unanimously.</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> – There are 3 students under continuing monitoring at this time. The Threat Assessment committee is working more closely with the Title IX Compliance Team. The focus is on violence and sexual assault. Student Life is in the process of implementing a number of new software programs to assist with compliance issues.</p> <p><b>Public Safety/Security</b> - A work order has been entered regarding safe areas on the Warwick campus. There are a number of areas where the floor tape has worn away. This tape shows where a disabled person should wait for assistance in the event of a fire alarm.</p> <p><b>Facilities</b> – No report.</p>

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	<b>Health</b> – No report.
<b>Agenda Item 3</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – AED Deployment</b></li> </ul>	<p>The College is waiting for final delivery of equipment before the AEDs will be installed. All items should be delivered the first week of April.</p> <p>On Professional Development Day, there are faculty/staff members offering training sessions. They will show the proper use of the AEDs and go over the symptoms of a heart attack. There are many people signed up for these sessions. Once rolled out a communication plan will need to be put in place.</p>
<b>Agenda Item 4</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Emergency Response Plan</b></li> </ul>	<p>The College has draft versions of an Emergency Response Plan and a Crisis Communication Plan. The Committee Chair met with the Chief of Campus Police. The committee will be assisting with the finalization of these plans. A plan will be more formalized at the next meeting. This may result in sub-committees working on the draft documents. The Marketing Department will be taking the lead on the Crisis Communication Plan.</p>
<b>Agenda Item 5</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Environmental Issues</b></li> </ul>	<p>Vice President Patten sent an item to the Committee chair for the committee’s consideration. This was regarding Earth Hour participation. Given the timing of the event and the meeting date, the committee decided that there was not enough time to advertise this event. The committee took no action.</p> <p>The Committee chair received a question regarding radon testing of the CCRI facilities. The individual wanted to know if we tested on a schedule and if we were up to date. According to Ken McCabe, CCRI is only required to test at the day care facilities on the campuses. This is a requirement for the day care to remain licensed. These tests are up to</p>

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	date and have revealed no radon issues.
<b>Agenda Item 6</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – For the Good of the College</b></li> </ul>	<p>One Committee member questioned the safety of the light posts on the Warwick campus in the event of extremely windy conditions. Physical Plant indicated that they are designed to withstand windy conditions.</p> <p>Surveillance on the Warwick campus was discussed. The only places where there are cameras on the Warwick campus are the Bookstore and for the Lincoln exhibit.</p> <p>Work is complete on the installation of the new elevator in the round building. However, CCRI is waiting for the state inspector for final sign off. This has been the case for approximately 3 weeks. This has become an issue lately for lack of handicapped access to the 5<sup>th</sup> floor in the library area.</p>

### Meeting Action Items

Action	Assigned To	Deadline
Prepare meeting minutes for 3/25/15 meeting	<i>Secretary</i>	7 business days after conclusion of meeting
Submit minutes of 2/27/15 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

<b>Decision 1</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Approval of the Minutes for the February 27, 2015 meeting</b></li> </ul>	A motion was made and seconded to approve the minutes of the 2/27/15 meeting. The motion passed unanimously.
<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> </ul> </li> </ul>	No action was taken.

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<ul style="list-style-type: none"><li>▪ <b>Health</b></li></ul>	
<b>Decision 3</b>	
<ul style="list-style-type: none"><li>▪ <b>Action – AED Deployment</b></li></ul>	No action was taken.
<b>Decision 4</b>	
<ul style="list-style-type: none"><li>▪ <b>Action – Emergency Response Plan</b></li></ul>	No action was taken.
<b>Decision 5</b>	
<ul style="list-style-type: none"><li>▪ <b>Action – Environmental Issues</b></li></ul>	The committee voted to not take an action on the Earth Hour event.
<b>Decision 6</b>	
<ul style="list-style-type: none"><li>▪ <b>Action – For the Good of the College</b></li></ul>	No action was taken.

### Meeting End

<b>Meeting Schedule End:</b>	<b>12:00 p.m.</b>
<b>Meeting Actual End:</b>	<b>11:35 p.m.</b>
<b>Next Meeting Date:</b>	<b>April 24, 2015</b>
<b>Next Meeting Time:</b>	<b>11:00 a.m.</b>
<b>Next Meeting Location:</b>	<b>President’s Conference Room, Knight Campus</b>