

CCRI Governance Appendix II



Governance Council Committee Meetings Agenda / Minutes

EREHSC – Emergency Response/Environmental Health & Safety Committee	
Date of Agenda Posting:	Tuesday, December 2, 2014
Meeting Date:	Friday, December 12, 2014
Meeting Start Time:	11:00 a.m.
Meeting Actual Start Time:	11:00 a.m.
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	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.	N	
Norman Mageau	College Police Lieutenant	Y	
Angela Marshall	Registered Nurse	Y	
Annmarie McMahon	Assistant Business Manager	Y	
Michael McNally	Technology Support Specialist II	N	
Bill Palmieri	Assistant Building Grounds Officer	N	

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James Salisbury	Associate Professor, Library	Y	
Ramona Skelly	Professor, Mathematics	N	
Chris Turgeon	Student Government process	Y	
Academic Affairs Representative	Vacant		
Faculty - Lincoln	Vacant		
Faculty – Newport	Vacant		
Faculty - Providence	Vacant		
Other Attendees	Title		Notes
David Patten	VP Business Affairs		
Michael Frederick			

Agenda

Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Approval of the Minutes for the November 14, 2014 meeting 	<p>A motion was made and seconded to approve the minutes of the November 14, 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 – No update at this time.</p> <p>Public Safety – There was a discussion regarding the upcoming installation of panic buttons in various offices on the Warwick campus. The project is limited in scope. According to Campus Police, the work order states that the devices will be installed in Human Resources, Financial Aid, the Bursar’s office, and the President’s and/or the Vice President’s office. Concern was raised over the “and/or” wording related to the President’s office area. There was discussion on whether one was sufficient for this area. An option would be to have one in the outer office area and one in the interior office.</p> <p>A motion was made and seconded that the committee recommend to the Vice President that the President’s office be the chosen</p>

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	<p>location for the button at this time. The motion was unanimously approved.</p> <p>Questions were asked about the functionality of the panic buttons. According the Vice President Patten, the signal will go directly to Campus Police. It will not be linked to local police. Staff in these areas will need to be trained about the appropriate use of the devices. Also, the committee will recommend to Vice President Patten that if any more buttons are installed, that the President’s office have a second one installed. Other areas to look at are Enrollment services and the libraries.</p> <p>Facilities – One of the student representatives raised an issue about the handicapped accessibility for the Student Veteran’s office in the round building. This is an issue with the doors and the elevator being out of service. It was noted that this organization will be moving to other student space once renovations are complete. This move should eliminate the issue.</p> <p>Health – The school nurse stated that she is not seeing much in terms of flu-like symptoms at this point. Individuals coming to the U.S. from Mali are now being monitored for Ebola symptoms.</p>
Agenda Item 3	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Update on Warwick Campus Roll Down Cages 	<p>Signage still needs to be installed. Once complete, notification to faculty and staff in the areas affected will be sent regarding the changes.</p>
Agenda Item 4	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Update on Committee Membership/Vacancies 	<p>Student representative Christopher Turgeon stated that this will be his last meeting. He is transferring to another institution.</p> <p>The Committee chair will follow up with appropriate parties to identify individuals for vacant positions.</p>

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Agenda Item 5	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Request from Student Services regarding additional defibrillator on the Knight Campus 	<p>In response to a request from Student Services, VP Patten asked the committee to discuss the topic of defibrillators on the Warwick campus. The discussion became one of the overall need for devices in public spaces on all campuses.</p> <p>The Chair noted that he had discussion with a few entities about best practice for campuses of out sizes. They indicated that there is no “formula” to dictate what would be appropriate. He will be reaching out to RIC and RI on their deployment of AEDs on campus.</p> <p>At a first review, he estimated that CCRI would need the following: Warwick- one each floor, 2 on 6th floor and one for the field house (7) Lincoln – one near each of the main entrances and on for the field house (5) Newport – one on each floor (2) Providence – one on each floor (2)</p> <p>The devices would be installed in public spaces (near elevators or stairwells) in alarmed cabinets. The cost for each unit is approx. \$1500. The college would have to develop a preventative maintenance plan as the batteries and pads need replacement every 3 years.</p> <p>AEDs are available on all campuses. Security has 2 in Warwick and one for each other campus. Athletics has 2 each in Lincoln and Warwick. The school nurse has one unit. However, they are not in openly public spaces. In the short term, Physical Plant can purchase just the cabinets to make a few of the units available. The cabinets are relatively inexpensive.</p> <p>Cost is a factor in the deployment of AEDs across the campuses. The chair noted that there may be grant or other opportunities to pursue for funding to cover the initial purchase of the units. The committee will look into</p>

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	<p>these opportunities.</p> <p>Any decision to move forward with this project would require development of a policy to include training and a maintenance protocol.</p> <p>A motion was made and seconded for the committee to recommend installing cabinets in public areas as determined by Facilities and Security to make existing AEDs available in the event of an emergency. The motion passed.</p>
Agenda Item 6	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – CCRI’s Sexual Assault Policy 	<p>One of the Committee’s student representatives shared the website for the University of Montana Campus Security. The site is very user friendly with different links for a variety of types of reporting. This is a good model for potential changes to CCRI’s website to better inform the community.</p>
Agenda Item 7	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – For the Good of the Organization 	<p>The Committee was informed that the President’s Council passed the revised smoking policy at its recent meeting.</p> <p>VP Patten noted that the College is in the process of providing training to all Campus Security Authorities as required by the Clery Act. There has been some resistance, but the college is moving forward. Michael Cunningham noted that for some it is an issue of confidentiality. The Clery Act required that a CSA report incidents but does not require that the student’s name be included.</p>

Meeting Action Items

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

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Prepare agenda for Next scheduled meeting	<i>Secretary</i>	7 days prior to scheduled meeting
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Decisions Made

Decision 1	
<ul style="list-style-type: none"> ▪ Action – Approval of the Minutes for the November 14, 2014 meeting 	A motion was made and seconded to approve the minutes of the November 14, 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 	A motion was made and seconded that the committee recommend to the Vice President that the President’s office be the chosen location for one of the panic buttons. The Vice President’s office would be included in the next install. The motion was unanimously approved.
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 – Request from Student Services regarding additional defibrillator on the Knight Campus 	A motion was made and seconded for the committee to recommend installing cabinets in public areas as determined by Facilities and Security to make existing AEDs available in the event of an emergency. The motion passed.
Decision 6	
<ul style="list-style-type: none"> ▪ Action – CCRI’s Sexual Assault Policy 	No action was taken.
Decision 7	
<ul style="list-style-type: none"> ▪ Action – For the Good of the Organization 	No action was taken.
<ul style="list-style-type: none"> ▪ 	

Meeting End

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Meeting Schedule End:	12:00 p.m.
Meeting Actual End:	12:15 p.m.
Next Meeting Date:	TBD
Next Meeting Time:	TBD
Next Meeting Location:	TBD