

## CCRI Governance Appendix II



COMMUNITY  
COLLEGE  
OF RHODE ISLAND

### Governance Council Committee Meetings Agenda / Minutes

<b>EREHSC – Emergency Response/Environmental Health &amp; Safety Committee</b>	
<b>Date of Agenda Posting:</b>	February 19, 2016
<b>Meeting Date:</b>	February 26, 2016
<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 Arsenaault	Assistant Professor, Emergency Management	Y	Threat Assessment Committee Representative
Michael Chapasko	Student	Y	Student Government Representative
Rich Coren	Director, Marketing, Communications & Publications	N	Director of Communications
Kevin Crawford	Technical Professor I	Y	Faculty - Warwick
Michael Cunningham	Dean of Students, Student Success	N	Student Services Representative
Helen Ducharme	Coordinator, Disability Services for Students	N	Threat Assessment Committee Representative
Leslie Florio	Technical Staff Assistant, Art Dept.	N	Classified Union Representative
Linda Grausgruber	Student	N	Student Government Representative
Hilary Jansson	Interim Asst. Dean for	Y	Academic Affairs

## CCRI Governance Appendix II

	<b>Nursing Education</b>		<b>Representative</b>
<b>Marisa Laurent</b>	<b>Assistant Professor, Fire Science</b>	<b>N</b>	<b>Faculty – Newport</b>
<b>Norman Mageau</b>	<b>College Police Lieutenant</b>	<b>Y</b>	<b>College Police Representative</b>
<b>Angela Marshall</b>	<b>Registered Nurse</b>	<b>Y</b>	<b>School Nurse</b>
<b>Annmarie McMahon</b>	<b>Assistant Business Manager</b>	<b>Y</b>	<b>Business Office Representative</b>
<b>Ken McCabe</b>	<b>Acting Director of Administration</b>	<b>Y</b>	<b>Facilities Representative</b>
<b>Michael McNally</b>	<b>Technology Support Specialist II</b>	<b>Y</b>	<b>IT Representative</b>
<b>Laura Ryan</b>	<b>Associate Professor, Library</b>	<b>N</b>	<b>Faculty - Providence</b>
<b>James Salisbury</b>	<b>Associate Professor, Library</b>	<b>Y</b>	<b>Faculty Union Representative</b>
<b>Faculty – Lincoln</b>	<b>Vacant</b>		
<b>Other Attendees</b>	<b>Title</b>		<b>Notes</b>

### Agenda

<b>Agenda Item 1</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Approval of the Minutes for the December 18, 2015 meeting</b></li> </ul>	<p>A motion was made and seconded to approve the minutes of the 12/18/15 meeting. The motion was approved.</p>
<b>Agenda Item 2</b>	<b>Notes on Discussion</b>
<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> – The Threat Assessment Committee is now using an algorithm for reviewing cases. This is allowing for more consistency in assessment.</p> <p>The Committee currently does not know the name of the individual that it is assessing. Discussions are occurring that may change this policy. It would allow for member to potentially connect the dots between different cases. The committee is working with legal counsel on this issue.</p> <p>Threat Assessment is seeing more cases this semester where students are getting frustrated</p>

## CCRI Governance Appendix II

	<p>with the college; causing some incidents/disruption.</p> <p>The committee is looking into the use of software to allow for better reporting of individuals that may need assessment.</p> <p><b>Public Safety</b> – There was recent incident on campus where a student overdosed on heroin. The individual was given Narcan by the emergency medical team that responded.</p> <p>Concerns have been raised by staff in Enrollment Services about the people coming to the campus from the RIPTA buses that are not students. Campus police have increased patrols in the area. This is not easily solved as CCRI is on open public building.</p> <p><b>Facilities</b> – There was no report at this meeting</p> <p><b>Health</b> – As a follow up to the last meeting, the School Nurse indicated that condoms are now available outside the office. Additional dispensers for Student Government will be delivered in the near future.</p> <p>There was a brief discussion regarding class attendance policies. In some cases, students are refusing medical treatment to stay in class so that they are not penalized for missing a class. It was noted that every department or faculty member has their own attendance policy. The only time the committee would ask for the policy to be lifted would be in the event of a major outbreak of a disease.</p>
<b>Agenda Item 3</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Emergency Notification (Capt. Poulin request)</b></li> </ul>	<p>Capt. Poulin made a request to the Committee chair about having some sort of automated announcement in the event of an active shooter on campus. There was a brief discussion on the implications of this and how it may be accomplished. This item is being held for further information at a future date.</p>

## CCRI Governance Appendix II

<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 Working Group formed by VP Patten continues to meet. The goal is to have a draft in final stages later in the semester for review by this committee.</p>
<b>Agenda Item 5</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Website Update</b></li> </ul>	<p>Access to the committee website continues to be an issue. The Committee chair will be sending a letter to Bill Ferland in an attempt to resolve this issue.</p>
<b>Agenda Item 6</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Narcan</b></li> </ul>	<p>Last semester, the Emergency Response Committee voted to have Narcan available on each campus. VP Patten has requested that a policy be developed before the drug is purchased. The representative from Campus police noted that other schools surveyed by the Chief show that institutions are not stocking Narcan on campus, but rather are relying on local EMS to administer the drug as needed. The Chief is not in support of Campus Police having Narcan as its responsibility.</p> <p>The Committee Chair provided a draft policy from Erin McDonough, Director of Naloxone and Overdose Prevention Education Program. Her recommendation was that Campus police carry the drug since they are often visible on the campuses. She also suggested that co-locating Narcan with AED devices would be another good option.</p> <p>It was noted that the Good Samaritan law was recently passed by the General Assembly. This covers by-standers that take action even if they are not trained.</p> <p>A motion was made and seconded to locate Narcan in Campus Security, the school nurse’s office and in each AED box and provide that Campus Security and Health Services personnel be trained to administer Narcan with public outreach and training for other interested groups. The motion passed. Norm Mageau abstained from the vote.</p>

## CCRI Governance Appendix II

<b>Agenda Item 7</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Meeting Schedule</b></li> </ul>	<p>The upcoming meeting scheduled was reviewed. No changes were made. The committee will meet at 11:00am in the President’s conference room on the following dates:</p> <ul style="list-style-type: none"> <li>• March 18, 2016</li> <li>• April 22, 2016</li> <li>• May 27, 2016</li> </ul>
<b>Agenda Item 8</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>The Committee Chair sought volunteers to sit on a panel on Professional Development Day. The panel will discuss what is has done in the past and initiatives that are on-going. Kevin Crawford and Mike McNally volunteered.</p>

### Meeting Action Items

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
Prepare meeting minutes for 2/26/16 meeting	<i>Secretary</i>	7 business days after conclusion of meeting
Submit minutes of 12/18/15 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 December 18, 2015 meeting</b></li> </ul>	<p>A motion was made and seconded to approve the minutes of the 12/18/15 meeting. The motion was approved.</p>
<b>Decision 2</b>	
<b>Agenda Item 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>	<p>No action was taken.</p>

## CCRI Governance Appendix II

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<b>Agenda Item 3</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Emergency Notification (Capt. Poulin request)</b></li> </ul>	No action was taken.
<b>Agenda Item 4</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Emergency Response Plan</b></li> </ul>	No action was taken.
<b>Agenda Item 5</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Website Update</b></li> </ul>	No action was taken.
<b>Agenda Item 6</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action - Narcan</b></li> </ul>	A motion was made and seconded to locate Narcan in Campus Security, the school nurse’s office and in each AED box and provide that Campus Security and Health Services personnel be trained to administer Narcan with public outreach and training for other interested groups. The motion passed. Norm Mageau abstained from the vote.
<b>Agenda Item 7</b>	
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Meeting Schedule</b></li> </ul>	No action was taken.
<b>Agenda Item 8</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 pm</b>
<b>Meeting Actual End:</b>	<b>12:05 pm</b>
<b>Next Meeting Date:</b>	<b>March 18, 2016</b>
<b>Next Meeting Time:</b>	<b>11:00 am</b>
<b>Next Meeting Location:</b>	<b>President’s Conference Room, Knight campus</b>