

CCRI Governance Appendix II



Governance Council Committee Meetings Agenda / Minutes

EREHSC – Emergency Response/Environmental Health & Safety Committee	
Date of Agenda Posting:	May 13, 2016
Meeting Date:	June 3, 2016
Meeting Start Time:	11:00 am
Meeting Actual Start Time:	11:03 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	Threat Assessment Committee Representative
Michael Chapasko	Student	N	Student Government Representative
Kevin Crawford	Technical Professor I	N	Faculty - Warwick
Michael Cunningham	Dean of Students, Student Success	Y	Student Services Representative
Helen Ducharme	Coordinator, Disability Services for Students	Y	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 Nursing Education	N	Academic Affairs Representative
Marisa Laurent	Assistant Professor, Fire Science	Y	Faculty – Newport

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Norman Mageau	College Police Lieutenant	Y	College Police Representative
Angela Marshall	Registered Nurse	Y	School Nurse
Ken McCabe	Acting Director of Administration	Y	Facilities Representative
Annmarie McMahon	Assistant Business Manager	Y	Business Office Representative
Michael McNally	Technology Support Specialist II	Y	IT Representative
Laura Ryan	Associate Professor, Library	Y	Faculty - Providence
James Salisbury	Associate Professor, Library	N	Faculty Union Representative
Vacant	Director, Marketing, Communications & Publications		Director of Communications
Faculty – Lincoln	Vacant		
Other Attendees	Title		Notes
Dave Patten	VP, Business Affairs		
Elaina Gonzalez	Campus Police Intern		

Agenda

Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Approval of the Minutes for the March 18, 2016 and the April 22, 2016 meetings 	<p>A motion was made and seconded to approve the minutes for the March 18, 2016 and April 22, 2016 meetings. The motion passed. Dave Patten abstained from the vote.</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 was a recent incident at the Newport campus where a student was in the building after it closed. The alarm was set off. The incident is still under review.</p> <p>Safety – There was a complaint at graduation regarding the screening of attendees that arrived after the procession had finished. Not all late arrivals were screened to the same level as prior the procession. This was discussed in a post-graduation follow-up. Protocol will be in place so that screenings will be consistent in the future.</p>

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	<p>Facilities – There was not report of any significant safety or security issues.</p> <p>Health – There was no report at this meeting.</p>
Agenda Item 3	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Cross Walk between Main and Round Buildings 	<p>The topic of safety enhancements at the cross walk between the main and round buildings was back on the agenda for follow up. At this point, changing traffic patterns in this area are not short term changes. This portion of the Warwick Campus renewal is most likely 3-4 years away in later phases of the project.</p> <p>This will be addressed by the committee that is responsible for the oversight of the Warwick renewal project.</p> <p>The ideal solution to the safety concern would be to close off the access road in this area and route traffic to the student parking lot.</p> <p>A motion was made and seconded to notify the Renewal committee of the EREHSC support for blocking access to this section of the road and to re-configure the traffic pattern. The motion was approved.</p>
Agenda Item 4	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Safety Teams 	<p>The Committee chair will be having discussion with legal counsel and the Vice President for Business Affairs on the creating of Safety Teams on CCRI’s campuses. There are insurance, liability and legal concerns to be addressed before this can move forward for approval.</p>
Agenda Item 5	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion - Gender Neutral Restrooms 	<p>The Department of Education recently issued a Dear College letter regarding gender neutral facilities on college campuses. In response, an internal committee has been formed to develop policy for CCRI. This policy will address both restrooms and locker rooms. The goal is to have the draft policy completed for approval at the July 21st President’s Council meeting. Given the actions already being taken to</p>

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	address this issue, the Committee took no further action on this issue.
Agenda Item 6	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – National Preparedness Month 	<p>The Committee Chair provided an update on planning for events for National Preparedness month. He is looking at dates during the weeks of September 19 – 23 and September 26-30 to have events on each of the four campuses. These may include CPR training, Run Hide Fight, a campus safety presentation by RIEMA and a booth for the Red Cross.</p> <p>There will be issues with logistics that will be addressed as planning continues. Any volunteers to assist in planning would be appreciated.</p> <p>Marisa Laurent provided a number of handouts that are will be posted as part of the official minutes.</p> <p>Michael Cunningham will put the event on the programming calendar as soon as the dates are finalized with facilities.</p>
Agenda Item 7	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Committee Chairperson Election 	<p>Joe Arsenault has reached the end of the two year term as chair as provided in the Governance documents. Dave Patten discussed the ongoing review of the existing Governance structure by senior college leadership. The Committee agreed that until revisions are made to the existing structure and elections held, Joe Arsenault will continue as chair of the committee.</p>
Agenda Item 8	Notes on Discussion
<ul style="list-style-type: none"> • Discussion – For the Good of the College 	<p>Given that there is not another meeting of the committee until September, approval of the minutes will be handled by email.</p> <p>Dave Patten indicated that the college’s Narcan policy was approved by President’s council. Now the issue becomes training and implementation of the policy.</p>

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Meeting Action Items

Action	Assigned To	Deadline
Prepare meeting minutes for 6/3/16 meeting	<i>Secretary</i>	7 business days after conclusion of meeting
Submit minutes of 3/18/16 and 4/22/16 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 March 18, 2016 and April 22, 2016 meetings 	A motion was made and seconded to approve the minutes for the March 18, 2016 and April 22, 2016 meetings. The motion passed. Dave Patten abstained from the vote.
Decision 2	
Agenda Item 2	
<ul style="list-style-type: none"> ▪ Action – Standing Items <ul style="list-style-type: none"> ▪ Threat Assessment ▪ Public Safety/Security ▪ Facilities ▪ Health 	No actions were taken.
Agenda Item 3	
<ul style="list-style-type: none"> ▪ Action – Cross Walk between Main and Round Buildings 	A motion was made and seconded to notify the Renewal committee of the EREHSC support for blocking access to this section of the road and to re-configure the traffic pattern. The motion was approved.
Agenda Item 4	
<ul style="list-style-type: none"> ▪ Action – Safety Teams 	No action was taken.
Agenda Item 5	
<ul style="list-style-type: none"> ▪ Action – Gender Neutral Restrooms 	No action was taken.
Agenda Item 6	
<ul style="list-style-type: none"> ▪ Action – National Preparedness Month 	No action was taken.
Agenda Item 7	

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▪ Action – Committee Chairperson Election	No vote was taken.
Agenda Item 8	
▪ Action – For the Good of the College	No action was taken.

Meeting End

Meeting Schedule End:	12:30 pm
Meeting Actual End:	11:50 am
Next Meeting Date:	September 9, 2016
Next Meeting Time:	11:00 am
Next Meeting Location:	TBD