

CCRI Governance Appendix II



Governance Council Committee Meetings Agenda / Minutes

EREHSC – Emergency Response/Environmental Health & Safety Committee	
Date of Agenda Posting:	October 9, 2015
Meeting Date:	October 23, 2015
Meeting Start Time:	10:00 am
Meeting Actual Start Time:	10:05 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	Threat Assessment Committee Representative
Rich Coren	Director, Marketing, Communications & Publications	N	Director of Communications
Rosemary Costigan	Interim Asst. Dean for Nursing Education	N	Academic Affairs Representative
Kevin Crawford	Technical Professor I	Y	Faculty Union Representative
Michael Cunningham	Dean of Students, Student Success	N	Student Services Representative
Helen Ducharme	Coordinator, Disability Services for Students	Y	Threat Assessment Committee Representative
Leslie Florio	Technical Staff Assistant, Art Dept.	Y	Classified Union Representative
Linda Grausgruber	Student	Y	Student Government 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	N	School Nurse
Annamarie McMahon	Assistant Business Manager	Y	Business Office Representative
Ken McCabe	Acting Director of Administration	Y	Facilities Representative
Michael McNally	Technology Support Specialist II	N	IT Representative
Laura Ryan	Associate Professor, Library	Y	Faculty - Providence
James Salisbury	Associate Professor, Library	Y	Faculty - Warwick
Student	Vacant		
Faculty – Lincoln	Vacant		
Other Attendees	Title		Notes
David Patten	VP Business Affairs		

Agenda

Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Approval of the Minutes for the June 12, 2015 meeting 	<p>A motion was made and seconded to approve the minutes of the 6/12/15 meeting. The motion was approved. K. Crawford, L. Ryan and L. Grausgruber abstained from the vote. These individuals are new members to the committee.</p>
Agenda Item 2	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Election of Committee Chair 	<p>Leslie Florio made a motion to re-elect Joe Arsenault as committee chair. This was seconded by Ken McCabe. The motion was unanimously approved.</p>
Agenda Item 3	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 are no new issues that need to be addressed with the EREHSC at this time.</p> <p>Public Safety – There have been a few incidents that have involved Campus Police. One was regarding a student in Newport that made comments in a small group discussion. This caused the State Police to be called by</p>

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	<p>another student. After being interviewed a number of times, it was deemed that there was no threat involved.</p> <p>There have been a number of cases where postings on social media have raised cause for concern. These are being dealt with in an individual basis and other areas of the college are being involved as needed.</p> <p>Facilities - AED installation is complete. Campus Police and the Acting Director of Administration have keys to turn off the cabinet alarms. Marketing will need to do outreach to inform the college community. Local police and 911 will be notified of the locations of the devices so that they can direct callers to them if needed in an emergency situation.</p> <p>Health - No report at this meeting.</p>
Agenda Item 4	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Knight Campus Roadway Safety Improvements 	<p>Construction of the speed bump to the faculty/staff parking lot is complete. Safety lighting was also installed as part of the project</p> <p>There was discussion regarding safety concerns with the crosswalk between the round and main building. Sight lines are difficult. Options for improvements were discussed. Plans have been developed as part of a broader site improvement package to address these concerns. However, priority was placed on interior improvements using the Knight renovation funds. Site improvements will be at a later point in the multi-year project.</p> <p>A motion was made to recommend that Physical Plant look at interim safety improvements in this area until the full site package is implemented. The motion seconded and approved by the committee.</p>
Agenda Item 5	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Hands Free Electric Scooters 	<p>A significant safety concern on all campuses is the use of hands free electric scooters.</p>

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	<p>Students are using these devices in the buildings – on the ramps as well as in the hallways. Student Government is working on developing a policy to ban such devices.</p> <p>A motion was made to recommend prohibiting all wheeled (motorized and non-motorized) devices from all CCRI campuses. This would exclude devices for medical conditions. The motion was seconded and opened for discussion. Discussion was had regarding the terminology – use the word ban versus restrict. It was decided to use the word prohibit in the motion.</p> <p>Also discusses was enforcement of such a policy. This would primarily fall to Campus Police as with other policies. The Student Handbook has financial penalties for infractions. The level of penalty would be made by the Dean of Students in review of the complaints.</p> <p>The motion was unanimously approved.</p>
Agenda Item 6	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Meeting Schedule 	The committee secretary will develop the meeting schedule and distribute to committee members.
Agenda Item 7	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Run Hide Fight Training 	The Committee Chair has requested that committee members take some time before the next meeting to view the “Run Hide Fight” video from the Dept. of Homeland Security before the next meeting. A further discussion regarding this training will be included on the next agenda.
Agenda Item 8	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – AED Deployment 	AED installation is complete.
Agenda Item 9	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Emergency Response Plan 	The Emergency Response Plan continues to be revised. This will be a topic of discussion at the next committee meeting.
Agenda Item 10	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Narcan 	This topic was held for discussion at the next meeting.

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Agenda Item 11	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – Committee Website 	<p>It was noted that the Committee website currently on the internet is old, predating this Governance Committee. Kevin Crawford volunteered to be the webmaster for the committee with input on content for the website. Old data will be archived. Laura Ryan also volunteered to assist.</p>
Agenda Item 12	Notes on Discussion
<ul style="list-style-type: none"> ▪ Discussion – For the Good of the College 	<p>There were no new topics discussed.</p>

Meeting Action Items

Action	Assigned To	Deadline
Prepare meeting minutes for 10/23/15 meeting	<i>Secretary</i>	7 business days after conclusion of meeting
Submit minutes of 6/12/15 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 April 6/12/15 meeting 	<p>A motion was made and seconded to approve the minutes of the 6/12/15 meeting. The motion was approved. K. Crawford, L. Ryan and L. Grausgruber abstained from the vote. These individuals are new members to the committee.</p>
Decision 2	
Agenda Item 2	
<ul style="list-style-type: none"> ▪ Action – Election of Committee Chair 	<p>A motion was made and seconded to re-elect Joe Arsneault as committee chair. The motion was unanimously approved.</p>
Agenda Item 3	
<ul style="list-style-type: none"> ▪ Action – Standing Items <ul style="list-style-type: none"> ▪ Threat Assessment ▪ Public Safety/Security 	<p>No actions were taken.</p>

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<ul style="list-style-type: none"> ▪ Facilities ▪ Health 	
Agenda Item 4	
<ul style="list-style-type: none"> ▪ Action – Knight Campus Roadway Safety Improvements 	A motion was made to recommend that Physical Plant look at interim safety improvements in this crosswalk area between the round and main buildings until the full site package is implemented. The motion seconded and approved by the committee
Agenda Item 5	
<ul style="list-style-type: none"> ▪ Action – Hands Free Electric Scooters 	A motion was made and seconded to recommend prohibiting all wheeled (motorized and non-motorized) devices from all CCRI campuses. This would exclude devices for medical conditions. The motion was approved.
Agenda Item	
<ul style="list-style-type: none"> ▪ Action – Meeting Schedule 	No action taken.
Agenda Item 7	
<ul style="list-style-type: none"> ▪ Action – Run Hide Fight Training 	No action taken.
Agenda Item 8	
<ul style="list-style-type: none"> ▪ Action – AED Deployment 	No action taken.
Agenda Item 9	
<ul style="list-style-type: none"> ▪ Action – Emergency Response Plan 	No action taken.
Agenda Item 10	
<ul style="list-style-type: none"> ▪ Action – Narcan 	No action taken.
Agenda Item 11	
<ul style="list-style-type: none"> ▪ Action – Committee Website 	No action taken.
Agenda Item 12	
<ul style="list-style-type: none"> ▪ Action – For the Good of the College 	No action taken.

Meeting End

Meeting Schedule End:	11:30 am
Meeting Actual End:	11:15 am

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Next Meeting Date:	TBD
Next Meeting Time:	TBD
Next Meeting Location:	TBD