

# 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>	November 9, 2016
<b>Meeting Date:</b>	November 18, 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
Kevin Crawford	Technical Professor I	Y	Faculty - Warwick
Michael Cunningham	Dean of Students, Student Success	Y	Student Services Representative
Helen Ducharme	Coordinator, Disability Services for Students	N	Threat Assessment Committee Representative
Leslie Florio	Technical Staff Assistant, Art Dept.	Y	Classified Union Representative
Deviet Gaul	Student	Y	Student Government Representative
Hilary Jansson	Interim Asst. Dean for Nursing Education	Y	Academic Affairs Representative
Marisa Laurent	Assistant Professor, Fire Science	Y	Faculty – Newport

## CCRI Governance Appendix II

Norman Mageau	College Police Lieutenant	N	College Police Representative
Angela Marshall	Registered Nurse	Y	School Nurse
Ken McCabe	Director of Physical Plant	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	Y	Faculty Union Representative
Patrick Stone	Director, Marketing, Communications & Publications	N	Director of Communications
Vacant	Faculty – Lincoln		
<b>Other Attendees</b>	<b>Title</b>		<b>Notes</b>
Bill Ferland	Director of Administration		

### Agenda

Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Approval of the Minutes for the September 6, 2016 and October 14, 2016 meetings</b></li> </ul>	<p>A motion was made and seconded to approve the minutes of the 9/6/16 and 10/14/16 meetings. The minutes were approved. Laura Ryan abstained from the vote.</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> – The Threat Assessment Committee continue to meet to review cases referred. There have been no significant threats of violence.</p> <p><b>Public Safety/Security</b> – There was no report.</p> <p><b>Facilities</b> – The door and lock replacement project for the Warwick campus will get underway in the January timeframe. Faculty raised concerns about timely and adequate notifications to employees so they are aware of what is going on. The door swipes will not be activated until the end of the installation</p>

## CCRI Governance Appendix II

	<p>project. One of the Committee’s student representatives raised concerns regarding the student union and non-students using the space.</p> <p><b>Health</b> – There was no report.</p>
<b>Agenda Item 3</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – AED Update</b></li> </ul>	<p>The Student Nursing Organizations recently did CPR and AED demos on each campus. There is an honors student working on locating and analyzing the current locations of the AED units. The project will include a review of these locations against American Heart Association guidelines. This will determine the adequacy of the current AED roll out.</p>
<b>Agenda Item 4</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Governance Update</b></li> </ul>	<p>The Chair presented a draft of a Committee Evaluation of the Emergency Response and Environmental Health and Safety Governance Committee. The draft was intended to facilitate the discussion on potential changes to the committee, its membership and mission.</p> <p>The Committee reviewed and discussed the draft document. One recommendation is to rename the committee as the “Health &amp; Safety” Committee. This would help to remove some confusion about the mission of the committee.</p> <p>The Committee also recommended some modifications to the proposed membership. It was thought that the Professional Staff Association should have representation if all the other unions have a member. It was recommended that there should be 2 at-large faculty appointments versus the current 4 ( one from each campus). Faculty doesn’t lose any overall representation as two other faculty members have been included from Fire Science and Emergency Management. The committee disagreed that the President’s office should have a non-voting member. But instead suggested that the College’s Director of Institutional Equity and Title IX Coordinator be added to the membership.</p>

## CCRI Governance Appendix II

	Once these changes were made, the motion was made and seconded to approve the draft for submission to the Governance Steering Committee.
<b>Agenda Item 5</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – CERT Presentation</b></li> </ul>	This agenda item was tabled until the next meeting.
<b>Agenda Item 6</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Nursing Lab Environmental Conditions</b></li> </ul>	The previously discussed environmental conditions have been resolved. The only remaining issue is lighting. This is being addressed.
<b>Agenda Item 7</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Handicapped Access, 3<sup>rd</sup> Floor Round Building</b></li> </ul>	<p>The Committee Chair received a complaint from an employee regarding ADA issues in the Round Building. Doors on the 3<sup>rd</sup> floor open inward. This makes it difficult for the employee to evacuate the building in the event this is necessary. An overall study of the building had been done to identify access issues in the buildings. Doors opening inward is a common problem throughout the facility. These issues will be addressed as part of projects over the next few years. Some are fire code issues also. The biggest issue is funding. There is little ADA project funding currently available.</p> <p>It was suggested that Congressman Langevin’s office be contacted regarding available federal funds.</p>
<b>Agenda Item 8</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Meeting Schedule – Proposal for Thursdays 10am – 11am</b></li> </ul>	The Chair made a proposal to change the day/time of meetings to follow the Threat Assessment Committee since a number of members are on both committees. It was noted that Thursdays could be difficult for both faculty and students given the new master schedule being implemented in January. Meetings day/time will remain on Friday’s at 11am.

## CCRI Governance Appendix II

<b>Agenda Item 9</b>	
<ul style="list-style-type: none"> <li>▪ <b>Discussion –Elections for Chair and Secretary</b></li> </ul>	A motion was made and seconded to elect Joe Arsenault as Committee Chair and Annmarie McMahon as Secretary. The motion was approved. Joe Arsenault and Annmarie McMahon abstained from the vote.
<b>Agenda Item 10</b>	
<ul style="list-style-type: none"> <li>▪ <b>Discussion – For the Good of the College</b></li> </ul>	N/A

### Meeting Action Items

Action	Assigned To	Deadline
Prepare meeting minutes for 11/18/16 meeting	<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 September 6, 2016 and October 14, 2016 meetings</b></li> </ul>	A motion was made and seconded to approve the minutes of the 9/6/16 and 10/14/16 meetings. The minutes were approved. Laura Ryan abstained from the vote.
<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>	No action was taken.
<b>Agenda Item 3</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – AED Update</b></li> </ul>	No action was taken.
<b>Agenda Item 4</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Governance Update</b></li> </ul>	A motion was made and seconded to approve the draft Committee Evaluation of Emergency Response and Environmental Health and Safety Governance Committee for submission

## CCRI Governance Appendix II

	to the Governance Steering Committee. The motion carried.
<b>Agenda Item 5</b>	
▪ <b>Action – CERT Presentation</b>	No action was taken.
<b>Agenda Item 6</b>	
▪ <b>Action – Nursing Lab Environmental Conditions</b>	No action was taken.
<b>Agenda Item 7</b>	
▪ <b>Action – Handicapped Access, 3<sup>rd</sup> Floor Round Building</b>	No action was taken.
<b>Agenda Item 8</b>	
▪ <b>Action – Meeting Schedule – Proposal for Thursdays 10am – 11am</b>	No action was taken.
<b>Agenda Item 9</b>	
▪ <b>Action –Elections for Chair and Secretary</b>	A motion was made and seconded to elect Joe Arsenault as Committee Chair and Annmarie McMahon as Secretary. The motion was approved. Joe Arsenault and Annmarie McMahon abstained from the vote.
<b>Agenda Item 10</b>	
▪ <b>Action – For the Good of the College</b>	No action was taken.

### Meeting End

<b>Meeting Schedule End:</b>	<b>12:30 pm</b>
<b>Meeting Actual End:</b>	<b>12:05pm</b>
<b>Next Meeting Date:</b>	<b>TBD</b>
<b>Next Meeting Time:</b>	<b>TBD</b>
<b>Next Meeting Location:</b>	<b>TBD</b>