

## 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>	December 2, 2016
<b>Meeting Date:</b>	December 9, 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 Arsenault	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	Y	Threat Assessment Committee Representative
Leslie Florio	Technical Staff Assistant, Art Dept.	N	Classified Union Representative
Deviet Gaul	Student	N	Student Government Representative
Hilary Jansson	Interim Asst. Dean for Nursing Education	Y	Academic Affairs Representative
Marisa Laurent	Assistant Professor, Fire Science	N	Faculty – Newport

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Norman Mageau	College Police Lieutenant	Y	College Police Representative
Angela Marshall	Registered Nurse	Y	School Nurse
Ken McCabe	Director of Physical Plant	N	Facilities Representative
Annmarie McMahon	Assistant Business Manager	Y	Business Office Representative
Michael McNally	Technology Support Specialist II	N	IT Representative
Laura Ryan	Associate Professor, Library	N	Faculty - Providence
James Salisbury	Associate Professor, Library	Y	Faculty Union Representative
Patrick Stone	Director, Marketing, Communications & Publications	Y	Director of Communications
Vacant	Faculty – Lincoln		
<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 November 18, 2016 meetings</b></li> </ul>	<p>A motion was made and seconded to approve the minutes of the November 18, 2016 meeting. The minutes were 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 Committee is analyzing new reporting tools. Faculty and staff will be provided with new training information on how to respond to student situations. The plan is to roll this out for the Spring 2017 semester.</p> <p><b>Public Safety</b> – Campus police reported that it has been fairly quiet in recent weeks.</p> <p><b>Facilities</b> – There was not facilities report.</p> <p><b>Health</b> – The school nurse reported that she is</p>

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	<p>working with Purchasing to purchase Narcan for each campus. EpiPens will also be ordered. The Narcan will be available in the nurse's office and in Security on each campus. It will not be located in each AED box. There has been a time delay in ordering the medication, but it is now in process.</p>
<b>Agenda Item 3</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Governance Draft Recommendation</b></li> </ul>	<p>The Committee Chair provided an updated draft of the committee evaluation that will be presented to the Governance Steering Committee. Committee members have been asked to review. Any comments and edits will be submitted by 12/13 to the Committee Secretary and the document finalized.</p>
<b>Agenda Item 4</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – CERT Presentation</b></li> </ul>	<p>The Committee Chair had FEMA's "Campus CERT Starter Guide" distributed in advance of this meeting. The Committee Chair will be forwarding this document to legal counsel for review.</p> <p>The Emergency Management/Homeland Security Club will be holding CERT training on Saturdays during the Spring semester. It is a 21 hour training program covering a wide range of topics. This is being paid for by student club fundraising.</p>
<b>Agenda Item 5</b>	<b>Notes on Discussion</b>
<ul style="list-style-type: none"> <li>▪ <b>Discussion – Spring 2017 Meeting Schedule</b></li> </ul>	<p>The proposed meeting schedule is as follows:</p> <ul style="list-style-type: none"> <li>• January 20, 2017</li> <li>• February 17, 2017</li> <li>• March 24, 2017</li> <li>• April 21, 2017</li> <li>• May 26, 2017</li> </ul> <p>All meetings are scheduled for 11am in the President's Conference room on the Knight campus.</p>
<b>Agenda Item 6</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>One of the Student Government representatives brought forward a number of concerns raised by the Knight campus Student Government</p>

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	<p>leader.</p> <p>The first was the topic of blue lights. There is a plan in place to install blue lights on the Knight campus. The student representative provided a handout that outlines the capabilities of a customized safety app. The proposal would be to purchase the software and have the free app available vs. installing blue lights that need to be maintained. The handout was for a product from 911 Cellular.</p> <p>There was a discussion regarding the marketing/communication of the college's policy on Run Hide Fight. There is concern that many students still have no idea what this means. A program needs to be put in place.</p> <p>The second topic is the arming of campus police. The Dean of Students indicated that this is not actively under review by the President at this time. There are other things that are more of a priority. Any decision would have to come from the President's office.</p> <p>The third topic was regarding the installation of security cameras on the Knight campus. Some see this as a privacy concern for students in the common areas.</p> <p>These three topics will be placed on the next meeting agenda.</p>
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### Meeting Action Items

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
Prepare meeting minutes for 12/9/16 meeting	<i>Secretary</i>	7 business days after conclusion of meeting
Post minutes for the 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

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### Decisions Made

<b>Decision 1</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action - Approval of the Minutes for the November 18, 2016 meetings</b></li> </ul>	A motion was made and seconded to approve the minutes of the November 18, 2016 meeting. The minutes were approved.
<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 – Governance Draft Recommendation</b></li> </ul>	A motion was made and seconded to approve the draft committee evaluation. The final document incorporating all edits will be forwarded to the Governance Steering committee.
<b>Agenda Item 4</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – CERT Presentation</b></li> </ul>	No action was taken.
<b>Agenda Item 5</b>	
<ul style="list-style-type: none"> <li>▪ <b>Action – Spring 2017 Meeting Schedule</b></li> </ul>	A motion was made and seconded to approve the Spring 2017 meeting schedule. The schedule was approved.
<b>Agenda Item 6</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>11:55</b>
<b>Next Meeting Date:</b>	<b>January 20, 2017</b>
<b>Next Meeting Time:</b>	<b>11:00 am</b>
<b>Next Meeting Location:</b>	<b>President’s Conf. Room, Knight Campus</b>