



# Staff Assembly

Operations and Safety Committee

**Date: 01/20/2023**

**Room Number: Knight Campus 3076 & Zoom**

**Start Time: 11:00AM**

**End Time: 11:44AM**

**Meeting Secretary: Jo-Ann Albro**

**Agenda: Approval of minutes**

ITEM 1: Approval of minutes for meeting date: 12-16-22

Motion: Helen Ducharme

Second: Jo-Ann Albro

Discussion: None

Yes   3   No   0   Abstain   0  

ITEM 2: Approval of minutes for meeting date: 12-12-22

Motion: Jo-Ann Albro

Second: John Vota

Discussion: None

Yes   2   No   0   Abstain   1  

**Agenda Item 3: Review Policies on Policy Stat that related to Operation Committee**

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- Chair John Vota explained, When the assembly was created it created 5 committees within it, which merged a whole bunch of the GCC. committees one of which is the Health and Safety Committee. The Health & Safety Committee is in a limbo state as it continued to meet until the end of December 2022. Technically, because the Health & Safety Committee was part of the GCC it was kind of dissolved. The guest that have been invited to todays Operations meeting were part of the Health & Safety committee. Chair Vota expressed he wanted their voices to be heard.
- Michael McNally expressed as a member of the Health & Safety committee the group met regularly and discussed many important college issues and concerns. He felt important that the committee stay intact. Michael McNally felt the committee should stay as it was under the new Governance structure. Michael Michael also expressed as President of ESPA that there is language in the contract under conditions of employment, that two union designees shall be appointed to the College Environmental Health & Safety Committee. We also have a contractual obligation to have two members on the committee, along with my own personal feelings, that the committee was the one that felt was productive, and it had the right people involved.
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Operations and Safety Committee

- John Vota stated that Operations Committee is a combination of the Health & Safety Committee and the Facilities Committees. John believe when the College Assembly was being formed there may have been an idea to merge those two committees as their rosters and objectives were similar.
- John Vota explained that the operations committee is a merge of the committees that was formally the GCC. That would be Health and Safety Committee and Ed Spaces. The operations committee under the College Assembly is policies, procedures, and other recommendations related to the use and scheduling of CCRI offices, conferences rooms, and public spaces, along with appropriate furniture, equipment, and other fitting designed to maximize the flexibility, safety, and efficiency of CCRI facilities. It shall further concern itself with issues related to the safety and physical well-being of all members of the college committee.
- Margaret Quillin, questioned how are student's representative on the committee? John Vota confirmed there will be two student representatives on the College Assembly. There will also be one student representative on each sub-committee. Margaret Quillin also expressed the Health & Safety committee should remain as it was established as it covered many important health, student, and faculty concerns.
- Taiwo Adefiyiju, stated that her plan for the Threat Assessment team she would be continuing the work that has been done. She does plan to build a documentation and recording platform. She is also planning to work with the team on any training, certification, or resource. Like course opportunities, that way we are keeping up with the trends related to mental health and are really ensuring that we are effectively protecting the safety of our students and staff. John Vota stated that as far as he knows the Threat Assessment Committee was an administrative committee, not a governance committee. If anyone has further information, please jump in on that.
- Helen Ducharme also expressed that the Health & Safety committee accomplished a lot. Helen stated she would hate to see it dissolved. The committee worked on policy, procedures, and business.
- John Vota stated one idea he had was for the Health and Safety committee focus on business and when it came to policy have the Operations Chair assist with those matters.
- JoAnn Albro stated that the Health & Safety committee was a diversity group of people, working in different areas of CCRI and on different campuses. It was great to meet monthly as we learned from each other and worked on many issues and concerns together. We received updates from different areas of the college and worked on ways to get health & safety messages, concerns out to CCRI comm unity.
- Joseph Hopkins agreed from a public safety standpoint. It was good that the Health and Safety committee was able to handle the policy, procedures, and business concerns of the college.



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- Tracy Karasinski expressed she felt the Health & Safety committee was an extremely functional committee. It was informational and occasionally provided strategic action when necessary. Tracy did not see the Health & Safety role was overwhelming policy. It was more focused on business and practical function within the college. Tracy felt would be more effective if it remains separate, and any policy aspects discussed in that committee could be brought to the Operations committee.
- John Vota stated the College Assembly is similar to the previous governance structure that when policies are created by a committee it goes to the Assembly for final approval before it goes to President Council.
- JoAnn Guzeika stated she served as a guest on the Health & Safety committee. She provided updates to the Health & Safety committee regarding COVID updates and communications.
- David Snow expressed that that he felt safety and environmental is a different conversation than setting up furniture and classroom pedagogy. As a member of the Health and Safety Committee he was able to hear concerns that his area could take care of and make sure they were taking care of or looked into. David Snow felt the Health & Safety Committee should be separate from the Operations Committee.
- John Vota stated it seems from the group that each guest expressed the committee should stay intact. It still has to be determined on how it is going to function under the Operations committee. John Vota questioned the group does anyone have any thoughts on where the Health & Safety committee should live under the College Assembly. Jo-Ann Albro stated that is something we may have to ask the College Assembly Leadership. Jo-Ann also expressed concerns that the Health and Safety committee was told their last meeting was in December 2022 and that it would be moving over to the College Assembly in some way. There is no longer a Chair or secretary of the Health and Safety committee. If the Health and Safety Committee was separate from operations we would have to discuss elected a Chair and secretary. Would we have faculty back on the committee? Previously, there was faculty from each campus on the Health and Safety committee. It was very informative as they would bring to the committee issues happening at their campus.
- John Vota stated as Chair of the Operation committee he could have the Health and Safety committee as a sub-committee or it could be dissolved. John did not want to dissolve the Health and Safety Committee but who knows if the next Operation Chair would do.
- Joseph Hopkins stated the Health and Safety Committee was a great way on the business end to get things done or address things and spread information.
- John Vota questioned should the Health & Safety committee live as a business committee? David Snow stated we should not be hung up on the terminology. The Health and Safety committee provided immediate reaction, to be able to address potentially urgent safety issues or environmental.



- Michael McNally reinstated thought it was productive the way it was. He was unsure where it should live under the new College Assembly structure.
- John Vota provided what the Health & Safety committee was charged with under the previous governance committee, to make recommendations towards providing a safe and healthy environment for all campuses back to the students and visitors by supporting policies. Changes and or procedures for dealing with dangerous and potential conditions.
- David Snow mentioned that a policy is a significant step. A policy has to go up through the Senior Leader Team. Safety and Environmental Committee can make those recommendations, but they don't dictate and establish policy.
- Angela Marshall asked she we vote on how the Health and Safety Committee should continue? John Vota stated we can not vote at this time as it does not address the issue. The issue has to be bought up to the College Assembly.
- David Snow asked John Vota what are the next steps? John Vota stated the next College Assembly meeting is February 10<sup>th</sup> at 11:00AM. He would be providing a report to the College Assembly Leadership. Guest are welcome to join the next College Assembly meeting so their voice can be heard.
- Jo-Ann Albro question will John Vota as Chair of the Operations committee be asking the College Assembly where the Health & Safety Committee should live? As a standing committee or as a sub-committee, what will to committee be charged with? John said, yes, those concerns would be bought to the College Assembly Leadership.

#### **Agenda Item 4: Scheduling next Operations meeting**

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- . John Vota stated that in a previous Operation meeting we set-up the meetings the at the same time the College Assembly meets.
  - Switch February 10<sup>th</sup> meeting till February 17<sup>th</sup> at 11:00AM
  - March's meeting does not need to be switched. The meeting was scheduled for March 10<sup>th</sup> at 11:00AM
  - Switch April 14<sup>th</sup> meeting till April 21<sup>st</sup> at 11:00AM

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Motion to Adjourned: Michael Archetto

Motion seconded: Joseph Hopkins

**adjourned at 11:44AM**



# Staff Assembly

Operations and Safety Committee

## Rollcall

**Total Representatives: 11 Present Representatives: 11 Quorum: Yes**

<b>Voting Members</b>				
<b>Name</b>	<b>Title</b>	<b>Department</b>	<b>Division</b>	<b>Attendance</b>
Jo-Ann Albro	Interim Office Manager	Biology, Chemistry, and Mathematics		Yes
Michael Archetto	Building & Grounds Officer	Physical Plant		Yes
Helen Ducharme	Coordinator	Disability Service for Students		Yes
John Vota	Senior Information Technologist	Information Technology		Yes
<b>Non-Voting / Ex-Officio</b>				
Michael McNally	Technical Support Manager	Information Technology		Yes
David Snow	Director of Physical Plant	Facilities Representative		Yes
Margaret Quillin	Registered Nurse	School Nurse		Yes
Tracy L. Karasinski		Dean Office Opportunity & Outreach		Yes
Joseph Hopkins	Campus Police	College Police Representative		Yes
JoAnn Guzeika	Interim Assistant Director			Yes
Taiwo Adefiyiju	Dean of Students			Yes