Safety and Risk Management Committee  
Meeting of: May 28, 2015

**Member Present:** Chair John Stevens, Susan Siegel, Ralph Rojas, Connie Roy-Czyzowski, David Paquette, Sarah Tilton, Matt Wood

**Members Absent:** Ralph Rojas, Angela Roussel-Roberge, Adam Moy

**Others Attending:** Hannah Foust

The meeting was called to order by Chair Stevens at 10:05 - Northeast Delta Dental, 2 Dental Drive, Concord, NH.

Chair Stevens thanked former Chair Paquette for his previous work as the Chair of the Committee.

**Approval of the October 31, 2014 Meeting Minutes**

On motion by Trustee Paquette, and seconded by Trustee Siegel, the committee voted unanimously to accept the minutes of the October 31, 2014 as amended.

**Behavioral Intervention Program**

Ms. Tilton and Ms. Herrick have been working to assign Behavioral Intervention Teams on all CCSNH campuses. There are teams in place on each campus, except for the Nashua CC campus. Staff will continue to work to provide trainings to the members of these teams.

Committee Chair Stevens asked why the Nashua campus did not have a Behavioral Intervention Team in place. Ms. Tilton reported that President Jordan feels that any issues are effectively covered by security personnel and that there are no resources available to resurrect previous programs on behavioral intervention. Discussion followed on the merits of a Behavioral Intervention Team and the resources needed. President Wood shared a story about a successful intervention on the White Mountains CC campus and praised his staff for their awareness of each other’s strengths and quick response to a situation. Trustee Roy-Cyzowski suggested that Chair Stevens and Chancellor Gittell meet with President Jordan to discuss how the Nashua campus is tracking and addressing behavioral issues, in addition to the possibility of starting a Behavioral Intervention Team.
Ms. Tilton also discussed that another merit of Behavioral Intervention Teams is awareness of multiple issues involving an individual, so that trends in behavior can be tracked using the Incident Tracker program, which campuses that have Behavioral Intervention Teams are consistently using. The reports submitted to this program are available to System Office staff as well. Trustee Paquette suggested that Behavioral Intervention Teams be advertised on campuses. Ms. Tilton replied that this was planned for the fall semester, which will provide time to make sure the team members are trained and working together effectively.

Discussion followed on domestic violence incidents, which Ms. Tilton reported are tracked whether or not they occur on campus, as there is a possibility that situations could escalate on CCSNH property. Ms. Tilton is looking for training for comprehensive and cost effective training in this area for Behavioral Intervention Teams.

**Emergency Evacuation Plan**
Ms. Tilton reported that every CCSNH facility has an emergency evacuation plan in place. In addition, every campus has an evacuation/lock down drill once each year.

Ms. Tilton has drafted an All-Hazards Emergency Response Plan for CCSNH, which was based on training from the Homeland Security All Hazards Training that she attended. Chair Stevens asked if each campus would create their own Emergency Response Plans. Ms. Tilton explained that there should be a common response across all campuses and that the presidents from each campus will be allowed to provide input on the document when it is presented to the SLT for approval. The Committee also discussed involving campus security and facility personnel involved in the approval process, as well as the best way to communicate the emergency response plans and plan drills for each campus. Ms. Roy-Czyzowski also recommended showing the “Run. Hide. Fight.” training for active shooter events.

Ms. Tilton also discussed how campuses collaborate with local and state agencies to perform drills on each campus. Chair Stevens requested a schedule of when the drills would be taking place, which Ms. Tilton said was available one month in advance and that she would share with the Committee as it was available. At the request of the Committee, Ms. Tilton also agreed to provide a possible timeline for ideal implementation of the All-Hazards Emergency Response Plan, with subsequent training and drills for CCSNH campuses.

**Vehicle Fleet Safety Policy and Online Driving Defense – Tracking**
Ms. Tilton reported that the Vehicle Fleet Safety Policy has been successfully adopted and the driving defense training has been posted online. CCSNH’s insurance provider recently changed their driving defense training, and it has been successfully updated on myCCSNH.
Ms. Roy-Czyzowski recommended reminding CCSNH staff of the ban on the use of electronic devices when driving, which starts on July 1 in New Hampshire. She recommended having presentations on the campuses, so staff can fully understand the new law. Ms. Tilton stated that due to a large audience in locations across the state, CCSNH uses online videos where views can be tracked. Ms. Tilton agreed to send a list of videos available in online training. Training and safety updates are provided in a quarterly newsletter, which is available to all staff on myCCSNH. The Committee agreed that Ms. Tilton can contact them if she is in need of content for the newsletter.

Campus Safety Committee/Joint Loss Management Reports
Campus Safety Committees exist on each campus, including the Systems Office. Ms. Tilton reported that the Systems Office Committee minutes are available online through myCCSNH. Each Campus Safety Committee is cross-campus group, but does not include students. There is an SEA policy that provides requirements for the composition of the Safety Committees, which is a mix management and employees. Safety Committees generally meet on a monthly basis. Agendas for each meeting are created by the committees and can include Behavioral Intervention Team reports, workers compensation reports, corrective actions, and the results of safety walkthroughs. Ms. Tilton reported that safety walkthroughs take place twice a year with our Workers’ Compensation insurance carrier on each campus. The focus of the Campus Safety Committee is worker safety, but there is overlap with the Behavioral Intervention Teams.

Ms. Foust will follow up on Board Access to myCCSNH, which will provide access to all trainings and communication to CCSNH staff.

Walkthrough per Workers Comp
The CCSNH insurance provider has recently moved from a contractor to an in-house team to complete campus safety walkthroughs. Ms. Tilton reported that the next walkthroughs are expected to take place in November. The focus of these walkthroughs is to make sure facilities are safe and in working order. Ms. Tilton reported that due to a positive loss experience, the insurance premium decreased in cost last year, and she expects that it will be reduced further in the upcoming year.

Training Needed (where/what kind)
Trainings for campus health and occupational safety are available to all staff through myCCSNH. Trustee Siegel asked if it was possible to track the trainings that each employee had completed. Ms. Tilton replied that it was possible to track, and managers follow up with employees that have not completed the trainings.

Ms Tilton distributed the CCSNH Campus Training Safety and Occupational Health Training Matrices, which outline safety training topics, best practice standard/reference, frequency of training, typical job safety classifications, and responsibility for compliance.
**Violence Against Women Act (VAWA)**
Ms. Tilton distributed a document on new VAWA requirements and reported that she had applied for a grant under VAWA. This is a 3-year $500,000 grant to fund employees and infrastructure to meet VAWA requirements. In order to make sure funding for VAWA is available, CCSNH has also entered into partnership with USNH for a consortium college safety grant application.

The CCSNH entered into an MOU with AG’s Office to support CCSNH VAWA initiatives. As part of the MOU the AG’s office agreed to and encourages CCSNH participation in County Sexual Assault Response Team (SART) monthly meetings. Each college has a staff member designated to receive the monthly meeting invites and attend. The MOU compliments or supplements VAWA/Clergy and AG requirements.

**Safety and Risk Management Committee By-Laws**

On motion by Trustee Paquette, and seconded by Trustee Siegel, the committee voted unanimously to accept by-laws as written.

**Clery Act Discussion (overlap with VAWA and Title IX)**
Ms. Tilton has a document that outlines each overlap between VAWA and Title IX and will circulate to the committee by email.

**Violence on College Campuses (New Hampshire and nationwide)**
Chair Stevens distributed articles regarding violence on campuses, and discussed the need to be vigilant regarding campus safety. He praised Ms. Tilton and campus staff for making steps in the right direction and stressed the need to remain proactive. Chair Stevens discussed campus safety with the NH Homeland Security Office, who are willing to lead discussions on safety with CCSNH staff and participate in trainings.

**System-wide Approach to Campus Safety (policy/procedure/protocols)**
Ms. Tilton reported that CCSNH is working to have system-wide approach to safety. She updated the Committee on projects being implemented by the Minuteman Security, which includes badges, camera surveillance, intrusion detection and card access. To date, Minuteman has completed or has pending projects for facility security upgrades on all campuses, except NHTI and Nashua. In addition, safety measures are included in all new buildings, both in plans and budgets. Chair Stevens requested a copy of the Facility Committee’s tracking for updated security measures being planned or in progress.
The Committee recognized Ms. Tilton’s work on addressing these safety issues. Ms. Tilton recognized Chancellor Gittell, Ms. Van Ostern, and Mr. Moore’s work in finding resources to fund projects. In addition, Ms. Tilton recognized the college Presidents for being supportive of new initiatives.

Future Meeting Dates (2015-2016)
Chair Stevens suggested that the committee meet on a bi-monthly or monthly bases, recommended a monthly meeting for the foreseeable future. Both he and Ms. Tilton expressed support for visiting each campus to see safety measures and meet with staff.

Ms. Foust will work with Committee Chair Stevens to establish a regular meeting time. The committee expressed preference for a 8:30am start of a meeting, depending on location for committee members who must travel.

The meeting adjourned at 12:05pm.