SAFETY & RISK MANAGEMENT AD HOC COMMITTEE
Meeting of: September 10, 2014

Members Present:  David Paquette – Chair, Adam Moy, Angela Roussel-Roberge, Susan Siegel, John Stevens, Ron Rioux, Matt Wood, Sarah Tilton, Steve Caccia

Members Absent: Richard Heath, Ralph Rojas, Connie Roy-Czyzowki, Monique Graf, Valerie Mahar

Also Present: Susan Dunton, Jeanne Herrick

The meeting was called to order by Chair Paquette at 11:00am at NHTI – Grappone Hall #217, Concord, NH followed by introductions.

Approval of the October 28, 2013 Meeting Minutes

On a motion by Steve Caccia, and seconded by Susan Siegel, the committee voted unanimously to accept the minutes of the October 28, 2013 meeting as presented.

Safety, Security & Compliance Updates

Ms. Sarah Tilton gave an update on safety, security and compliance issues across the campuses.

The initial focus for Risk Management and Capital Planning has been on facility security evaluations of the interior, exterior, and perimeter of the campuses. Security walk-throughs have been completed at all campuses. We are currently working with the campuses to ensure they are meeting the minimum security requirements.

We are reviewing lock down capabilities to determine how quickly a building could shut down in the event of an emergency, such as an armed intruder.

Attorney Herrick has been working with a cross-campus group of individuals on developing a behavior intervention program to produce a framework for dealing with
disruptive behavior on campus as well as a training kit for faculty and staff on how to deal with disruptive individuals.

The Chancellor’s Office Joint Loss Management Committee is also working on developing Emergency Evacuation Plans.

Clery requirements include an annual security report, daily crime logs, timely warnings, and crime statistics. Each campus must collect, classify and count crime reports and crime statistics and publish an annual security report and distribute it to all current students and employees, as well as the US Department of Education. Additionally, each year in the fall, the campuses must participate in a Web-based data collection to disclose crime statistics by type, location and year. To help meet these requirements, five of the seven colleges have begun using Incident Tracker which is a web-based program that allows you to report and track incidents and generate reports and automatically posts the report to the college website. Nashua and NHTI were already using another program which provides similar features.

The Campus Sexual Violence Elimination (SaVE) Act amends the Clery Act, and broadens the reporting requirement to include incidents of sexual assaults occurring on campus and reported to campus authorities or local police. The Act also requires campus-wide prevention and awareness programs on sexual assault, domestic violence, dating violence, and stalking. Training videos have been posted on Sysnet and are available to all campuses for their use.

We have obtained an online defensive driving course through Hanover Insurance which employees will be required to take if they use a company vehicle or their personal vehicle for business. Most campuses have already been using this video. Additionally, we are developing a system policy which would require individuals to have a valid driver’s license to operate a vehicle for company business.

The Department of Labor requires Joint Loss Management Committees/Safety Committees at each college and the Chancellor’s Office. The campuses had previously established safety committees as required by the Collective Bargaining Agreement.

We are performing walk-through safety inspections monthly with Comp-Signa, our worker’s compensation carrier which may result in a list of deficiencies that need to be addressed.

Training

Mr. Paquette inquired about training needs for the campuses. Mr. Caccia reported on the wide variety of training provided at NHTI. Ms. Herrick reported that the System Human Resources department is developing a comprehensive training program and have identified areas requiring annual training/refresher and determining appropriate delivery systems. Additionally, relative to the Behavioral Intervention Program, we will
be developing training that will be made available on a regular basis to help deal with de-escalation, classroom management, etc.

The campuses have established relationships with their local police and fire departments and have coordinated emergency drills. It was noted that every campus has conducted emergency drills and there will be training provided at Symposium as well.

Liability Insurance

Ms. Tilton reported that as part of the all-risk assessment strategy, we have recently added environmental coverage and cyber liability coverage which will protect us against breaches.

Committee By-Laws

Ms. Siegel stated that by-laws need to be developed for the committee. The mission of the committee is very broad, covering risk, liability, and compliance throughout the system. There was agreement that the committee should focus on health and safety of the campus community and compliance with the applicable laws that are directly targeted toward campus safety (i.e., Title IX, Clery). Ms. Siegel will draft the by-laws and disseminate to the committee for review.

National Activity

Ms. Tilton reported that VAWA’s rules will be coming out in October along with directive letters to implement the changes made to the Clery Act. We are tracking the Campus Accountability and Safety Act (CASA) legislation currently before the house and senate. Schools that don’t comply with the certain requirements under the bill may face a penalty of up to 1% of the institution’s operating budget. The bill increases penalties for Clery Act violations to up to $150,000 per violation from the current penalty of $35,000.

Chair Paquette stated he had additional articles and information that he will e-mail to the group.

Background Checks

Vice Chancellor Rioux stated that an inquiry was made at another board meeting as to whether or not background checks were done or required for outside contractors. Ms. Tilton stated that CCSNH is not liable for contractor negligence, and administratively it would be challenging to manage. Ms. Herrick articulated her concerns regarding liability and recommended that CCSNH not adopt this practice.
Other

Mr. Moy expressed the need for CCSNH administration communicating that security is a priority across the campuses.

Next Meeting

Next meeting is scheduled for October 30, 2014 at 9:00am at Delta Dental in Concord, NH.

The meeting adjourned at 12:15 p.m.

Respectfully submitted,

Tanja Cloutier  
Assistant to the Vice Chancellor