



## **Safety and Risk Management Committee**

CCSNH BOARD OF TRUSTEES

Meeting of October 18, 2018

**Attending:** Trustee Rebecca Clerkin, Trustee Edwin Smith, Trustee John Stevens, Trustee Darrin Daniels, Bill Thomas (CCSNH)

**Regrets:** Trustee Stephen Slovenski

**Others Attending:** Jeannie DiBella (MCC HR Director), Kim Keegan (MCC VPSA), Ronald Peddle (MCC Campus Safety)

Chair Stevens called the meeting to order at 1:00 pm in room 267, Manchester CC, Manchester.

### Approval of April 5, 2018 Meeting Minutes

**VOTE:** The Committee, on motion of Mr. Smith and seconded by Ms. Clerkin, voted unanimously to approve the April 5, 2018 meeting minutes as written.

### Discussion with Manchester Community College Staff

Mr. Stevens discussed a recent act of vandalism on the MCC campus. Mr. Peddle provided details and learning opportunities following a debriefing of this incident, including the door alarm schedule and 3<sup>rd</sup> shift scheduling issues. Additionally, Mr. Peddle mentioned placing film (or another type of barrier) on the door windows to discourage vandalism, as included in a large security and risk assessment that Mr. Peddle is currently developing.

Ms. Keegan mentioned a recent altercation involving a visitor on campus. Discussion followed regarding managing visitors according to the student code of conduct, and it was noted that the CCSNH anti-harassment policy also applies to visitors.

The committee discussed planned system-wide security upgrades that will address server concerns at the college.

### RAVE Mobile Safety – CCSNH’s Emergency Notification System

The committee discussed the new RAVE Emergency Notification System at MCC. The college will send staff to a RAVE training meeting on November 7<sup>th</sup> in Framingham, MA.

### Emergency Operations Plan

Mr. Peddle presented the college’s progress developing an emergency operations plan. Manchester CC is applying recommendations from a comprehensive security and risk assessment report that Mr. Peddle recently completed, and the college recently purchased radios for communication purposes. Following a meeting with Verizon that identified “dead spots” on campus, the college has been working with Wilson Programming to improve the signal on campus.



BIT

Ms. Keegan reviewed Manchester CC's BIT. Members of the BIT include Kim Keegan, Karen Keeler, Terry Chisholm, Ron Peddle and Melissa Olsen. Academic concerns are discussed with Brian Bicknell, and the group discusses trends on a weekly basis. Mr. Thomas suggested Incident Tracker to assist the BIT and offered to provide contact information for users at the college.

Other Business

Chair Stevens thanked Ms. DiBella, Ms. Keegan, and Mr. Peddle for joining the meeting, and he encouraged them to contact him directly if there are any other safety and security issues that they would like to discuss.

No further business was stated. The meeting adjourned at 2:09 p.m.

Respectfully submitted,

Meghan Eckner

Executive Assistant to the Chancellor and Board of Trustees