

Emergency Management
and
Public Safety
Institute (*EMPSI*)

**Steering Committee
Member Toolkit**





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Centennial College Profile

Centennial College is Ontario's first community college, established in 1966, primarily serving the eastern portion of the Greater Toronto Area through four campuses and seven satellite locations. It has a record of exemplary teaching, innovative programming and extensive partnership building. Centennial is one of the most culturally diverse post-secondary institutions in Canada. Almost 100 ethno cultural groups are represented and 80 languages are spoken on campus.

Centennial is committed to both broad public access and successful career education; offering more than 95 diploma and certificate programs on a full-time and Continuing Education basis in business, communication arts, community and consumer services, engineering technology, health and transportation. These career-oriented programs emphasize practical experience with laboratory learning, industry and agency placements, as well as co-op education. Students also prepare for college and university through the General Arts and Science program, and English language training. Centennial supports enrollments of 12,000 full-time students and 28,000 in Continuing Education.



College Administration



President's biography

As a community college graduate herself, Ann Buller knows what it is like orient oneself in new, unfamiliar surroundings and forge ahead with a car plan, sometimes with limited resources. Read about Ann's own personal successes (www.centennialcollege.ca).



Board of Governors

The Board of Governors is Centennial College's legal corporation. The 17-member board includes President Ann Buller, 12 people representing employers and community organizations in the Toronto region, and four elected from Centennial's internal constituencies: students, faculty, support staff and administration.



Executive Team

Centennial's Executive Team consists of the college President, three Vice Presidents, two Associate Vice Presidents, and the Chief of Staff. The Executive Team meets weekly to discuss internally focused issues and those relating to community and partnership issues.



College leadership

Centennial College is organized into schools and departments, sorted by clusters of disciplines serving a particular industry, such as Business or Transportation.



School of Community & Health Studies

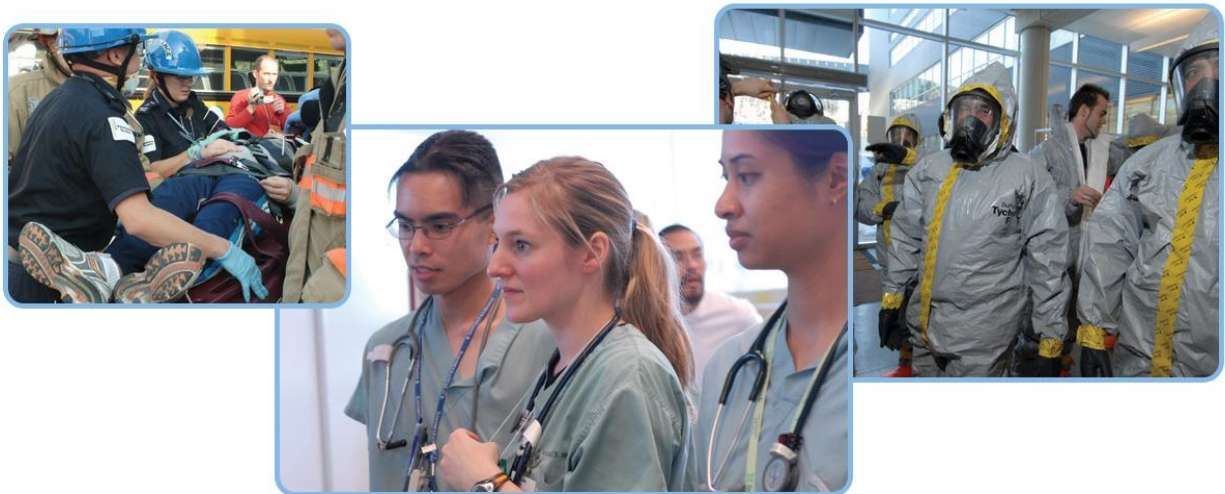
The School's leadership team is comprised of one Dean, five Chairs, a Manager of School Operations and a Manager of Emergency Management and Public Safety Institute (EMPSI).

SCHOOL OF COMMUNITY AND HEALTH STUDIES PROFILE

Centennial College recognizes the importance of the Emergency Management and Public Safety Institute (EMPSI). The School has positioned itself as a leader offering excellent Nursing, Paramedicine, Police Foundations and Pre-Service Fire Programs providing an opportunity to incorporate emergency management and public safety principles into full time and continuing education programs.

The School of Community and Health Studies is recognized for innovation, persistent efforts to ensure the relevance of our programs, high academic standards and applied research.

A significant area of activity has been the development of online courses; e-simulations (games) and mass casualty event simulations in partnerships with first response and health care organizations across the Greater Toronto Area. These programs have allowed Centennial College to develop distinctive and recognized expertise which provides opportunities to engage in a variety of related knowledge development, exchange and research activities.





EMERGENCY MANAGEMENT AND PUBLIC SAFETY INSTITUTE (EMPSI) STEERING COMMITTEE

Through education, research and knowledge exchange EMPSI is dedicated to building collective capacity through the lens of preparedness, resilience and sustainability.

Emergency Management and Public Safety Institute (EMPSI) Steering Committee provides the necessary connections between Centennial College and the community it serves. EMPSI keeps the College and its programs responsive to current needs and assists in the identification of future trends, challenges and changes in the industry.

EMPSI Steering Committee shall be advisory to the Board of Governors (BoG) through the President or her designate, and shall assist the BoG in its responsibility with the educational planning and community needs of the College. Their recommendations and advice are vital to the BoG and constitute an important source of information that will assist the BoG in its assessment and evaluation of the College's effectiveness of the programs, projects and initiatives it develops and offers.

School Dean is charged with the responsibility for the establishment of the Emergency Management and Public Safety Institute (EMPSI) Steering Committee in their school. The College is committed to communicate with EMPSI Steering Committee members and requests for information by the members will be forwarded to the Dean who is responsible for the College's response.

All communications are shared with the Vice-President Academic & Chief Learning Officer who in turn, updates our President and Board of Governors on the activities of EMPSI.

Emergency Management and Public Safety Institute (EMPSI) Steering Committee shall be composed of a cross-section of persons external to the College who have a direct interest in, and a diversity of experience and expertise related to the emergency management and public safety profession and related occupational disciplines.



Mandate of EMPSI's Steering Committee includes:

EMPSI Steering Committee contributes in a wide variety of ways to the effectiveness of the Institute, its programs, projects and initiatives having a critical role in ensuring that all are relevant to the needs of the profession, students and community.

As experts in their fields, members are able to:

- Provide leadership and contribute to the mandate and direction of the Institute
- Assist in the development, approval of business plan, strategic plan, program, projects and initiatives outcomes
- Identify upcoming political, legislative and regulatory developments
- Build strong alliances through linkages with disciplines/ sectors and community
- Advise on the present, future trends and needs of the community, workforce and marketplace
- Advise and recommend on the planning, implementation, evaluation and communication of programs, projects and initiatives carried out
- Ensure learning experience are consistent with international, national standards and best practices
- Facilitate exchange of knowledge through collaborative partnerships and engagement

How Does Someone Become a Member

Membership of EMPSI Steering Committee is strictly voluntary. Members are recruited by College employees, by invitation or nominated by other EMPSI Steering Committee members. Prospective members shall complete, sign and submit the letter of intent to the Dean, School of Community and Health Studies and or designate. The Academic Chairs and EMPSI Manager will review the documents and make a recommendation to the Dean or designate to appoint the nominee/s.

Appointment of Members

The Dean or designate appoints members to EMPSI Steering Committee. They are representatives from relevant disciplines, faculty members and administration.

Members who are recommended for appointment receive a letter of invitation for their participation, a welcome and appointment letter that is endorsed by the Dean.

Appointment shall be for two years, renewable once. Appointed EMPSI Steering Committee shall be voting members.



Authorization to Collect and Release Personal Information

The consent form shall be completed by a Steering Committee member at the time they have been appointed to serve on one the Committee. The form will be maintained by the Academic Chair/EMPSI Manager for the duration of the member's term on the Committee.

Membership

Committee membership must reflect the breath of our community's rich diversity to develop an accurate portrayal of program, projects and initiatives offerings. Membership shall consist of a minimum of 9 to 15 individuals. Committee appointments are for two years term based calendar years, but members may be appointed to a second term. Membership should be reviewed annually to ensure the vitality of the committee and that it is appropriately representative and participation.

EMPSI Steering Committee members shall nominate a chair from among its members. The chair's term is of two years; the chair may be majority committee vote, remain as chair for a second two-year term. A vice-chair is appointed by committee members to act in the chair's absence. A secretary, provided by Centennial College, is responsible for recording and circulating minutes; circulating for each meeting, agenda, minutes of the meeting and other relevant documentation. EMPSI Manager and other college personnel will serve as resources. College personnel do not hold office on the EMPSI Steering Committee nor do they vote on issues.

Quorum

In order to conduct business, a quorum of at least one-half of the voting membership, including the chair or vice-chair, is necessary.



Meetings

Committee meetings shall be scheduled monthly for the first quarter of establishment; bi-monthly meetings during the academic year; or at the discretion of the chair.

Members who are unable to attend in person may arrange to participate in the meeting via other means as video conference, teleconference or other communications facilities.

Orientation

Steering Committee members will receive a *Steering Committee Handbook* providing details about roles and responsibilities and terms of reference.

Communication

The college is committed to communicating with the EMPSI Steering Committee members. Minutes or requests for information are forwarded to the Dean who is responsible for the college's response. All communication, including EMSPI's Business Plan, Strategic Plan and Work Plan, are communicated to the Vice-President Academic & Chief Learning Officer who in turn, updates the President and Board of Governors on the activities of the Emergency Management and Public Safety Institute.

Conflict of Interest

As external stakeholders in the Centennial College community, EMPSI Steering Committee members will be expected to comply with the College's Conflict of Interest Policy.