

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: Environmental Health & Safety

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Assessment Year: 2023-2024

PURPOSE

This annual assessment summary form allows units to follow up on their assessment plans, track progress toward goals, and highlight actions taken to improve processes and/or efficiencies in functioning that lead to outcomes that benefit students, staff, or the college. These could be process changes or improvements in efficiency, skill level of staff, opportunities for the college, or other aspects over which the unit has a certain amount of control.

SECTION 1: ASSESSMENT PLAN FOLLOW-UP

Selected Goal

Environmental Health & Safety (EHS) will support and encourage professional development among its staff to ensure that we are the leaders in health and safety across the SUNY Potsdam campus and can, therefore, provide exceptional service to our campus community and its members.

Desired Outcomes/Objectives

1A: EHS staff will complete all assigned regulatory compliance training assigned by the campus.

1B: EHS will ensure all staff members are certified Building Safety Inspectors -OR- Code Enforcement Officers.

1C: EHS staff will complete at least 30 hours of annual in-service training in subject areas related to our departmental mission.

1D: EHS staff will commit to providing a minimum of 50 hours of on-campus training per staff member to help foster relationships and promote a safer campus

Related Targets/Measures

1A: EHS staff will complete all assigned regulatory compliance training assigned by the campus. Review of Biz Library records at the end of each calendar year to ensure compliance with training completion and deadlines.

1B: EHS will ensure all staff members are certified Building Safety Inspectors -OR- Code Enforcement Officers. Review of each staff member's professional development record at the end of each calendar year to ensure that each employee achieves initial certification within the first year of assignment to the department, as well as ensuring in subsequent years that each Building Safety Inspector completes a minimum of 6 hours of professional development. Each Code Enforcement Official receives 24 hours of professional development as New York State requires.

1C: EHS staff will complete at least 30 hours of annual in-service training in subject areas related to our departmental mission.

1D: EHS staff will commit to providing a minimum of 25 hours of on-campus training per staff member to help foster relationships and promote a safer campus. Review of training records throughout the year to ensure each staff member is on track to meet their minimum obligation.

NOTE: Once completed, administrative unit leaders should submit this form to their direct supervisor for review and approval. Supervisors, upon approving the form, should submit it to the assessment committee via email at adminassessment@potsgdam.edu for their review.

Describe the progress made toward the selected goal and the related desired outcomes and objectives. Be sure to include steps taken and any information/data collected and results.

1A: A review of Biz Library assigned training as provided by Human Resources indicated 100% compliance on the part of all staff. Assigned training was successfully completed on or before any given deadline.

1B: EHS Director reviewed automated training emails generated by the New York State Department of State, which indicated the following:

P. O'Brien (Director)	Required Annual Training Hours: 24	Completed Annual Training Hours: 49
J. Merrill (Campus Safety Specialist)	Required Annual Training Hours: 6	Completed Annual Training Hours: 16
W. Samphier (Campus Safety Specialist)	Required Annual Training Hours: 6	Completed Annual Training Hours: 14

1C: During a review of annual professional development from 3rd party sources such as New York State Office of Fire Prevention & Control, Campus Fire Safety Center, Federal Emergency Management Agency, and other provided completion records the following were verified:

P. O'Brien (Director)	Target Goal: 30 Hours	Completed Additional Training Hours: 149 Hours
J. Merrill (Campus Safety Specialist)	Target Goal: 30 Hours	Completed Additional Training Hours: 32
W. Samphier (Campus Safety Specialist)	Target Goal: 30 Hours	Completed Additional Training Hours: 74

1D: After a review of training rosters associated with training provided during this period of assessment, the following were verified:

P. O'Brien (Director)	Target Contact Training Hours: 25	Completed Annual Training Hours: 129
J. Merrill (Campus Safety Specialist)	Target Contact Training Hours: 25	Completed Annual Training Hours: 76
W. Samphier (Campus Safety Specialist)	Target Contact Training Hours: 25	Completed Annual Training Hours: 74

Based on the assessment data and information shared above, what planned actions were or will be taken as a result?

All aspects of this goal have been met or exceeded. EHS will leave outcome 1A intact and in place. Similarly, outcome 1B will remain the same as it is a benchmark set for Building Safety Inspectors/Code Enforcement Officials by the NYS Department of State. Outcomes 1C and 1D will be modified slightly to increase the number of target hours required from each employee to help determine our optimum training hours.

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SECTION 2: DATA INFORMED DECISIONS & UNPLANNED ASSESSMENT (OPTIONAL, BUT VALUABLE)

The experiences of every administrative unit contribute to our collective narrative as a campus. We encourage you to share an example from this past year where you leveraged data or assessment type activities. This could involve planning, taking action, and/or solving a problem. Unlike section 1, there's no need for a formal reporting structure for this section. Instead, focus on a narrative that highlights what was done, the results and the impact of your efforts. Please include any related data and information when available and appropriate.

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