

Memo: May 6, 2009

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes  
230 West 41st Street, 10<sup>th</sup> Floor Conference Room, April 29, 2009

### **Opening**

The April Risk Management Council (RMC) meeting was held in the 10<sup>th</sup> Floor Conference Room in 230 West 41st Street, on April 29, 2009, from 9:30 a.m. to 11:00 a.m. Brian Cabezas of the Office of Environmental, Health, Safety and Risk Management (EHSRM) recorded the minutes and the minutes of the previous meeting were approved by acclamation.

### **Updates**

#### **Swine Flu, H1N1 Influenza A**

The Council was briefed on the University's efforts to address concerns regarding Swine Flu, H1N1 Influenza A. The Council members, many of whom are at the frontlines of the response, were encouraged to refer to [NYC Department of Health and Mental Hygiene](#) and the [Centers for Disease Control and Prevention](#) and the [NYC Office of Emergency Management](#) for guidance in promoting the health and well-being of the CUNY community. The Council members were also encouraged to refer those with concerns to their Campus Health Services Representative for more information on this or any other campus health-related issue.

### **Related Business**

#### **Business Continuity Committee**

Executive Vice Chancellor and Chief Operating Officer Allan Dobrin issued a memo to the College Presidents, asking them to designate a college representative for the Business Continuity Committee. The Business Continuity Committee, with the support of outside consulting expertise, will be charged with developing a set of standards and procedures in the event of a sustained disruption to campus functions. The Committee will be expected to look at critical areas of operations such as the Bursar's Office, instructional technology, the Registrar's Office and other functions essential to the ongoing operation of the University.

#### **Emergency Backup Decision Makers**

Executive Vice Chancellor Dobrin issued a memo asking College presidents to designate a primary and a secondary backup decision maker in case of emergency. All nominees should be

sent to [howard.apsan@mail.cuny.edu](mailto:howard.apsan@mail.cuny.edu).

### Italian Earthquake

The earthquake that hit Italy on April 6, 2009 was devastating, killing well over a hundred people. Italy is a popular destination for our international education programs. Luckily, none of the groups in Italy at the time were harmed by the earthquake. However, the issue did remind us how important it is that we know where students studying abroad are located at all times. The Council appreciates and supports the effort of the International Education Task Force to ensure that each campus is adequately addressing study abroad and international education concerns.

### Crime

Council members were encouraged to remain vigilant of potential criminal activity on their campuses as they have been doing. CUNY Public Safety is providing effective leadership in this matter, and appreciates any assistance.

### Dorms

By September 2009, CUNY will have four functional student residences, with all the inherent risks. Melissa Noblit, Director of Housing and Residence Life at The Towers at CCNY, attended the meeting and informed the Council that students living in the Towers who plan on traveling to Mexico were informed of the potential risks associated with H1N1 flu. Capstone, the parent company of the Towers (and the Summit at Queens College scheduled to open in September 2009), provides training and guidance to its facility managers, and Ms. Noblit offered to share appropriate information with CUNY.

### CUNY Alert

Michael Lederhandler, Director of Public Safety, informed the Council that a new protocol is being developed for CUNY Alert. The State Emergency Management Office (SEMO) is initiating upgrades. The new system will be available in the coming months, at which point CUNY training on the new system will commence. Claudia Colbert, Director of CIS Project Management Office, continues to serve as the main liaison to SEMO. Mr. Lederhandler will keep the Council informed on developments as they arise.

### Emergency Preparedness Task Force

Diane Call, VP of Finance and Administration at Queensborough Community College, presented the Task Force with lessons learned from the power outage that QBCC suffered in August 2008. QBCC suffered a second power outage in April 2009 when a worker severed a high voltage line cutting power to part of the campus. Although most power was quickly restored, two buildings remained without power for several days.

Campus unrest has also been an issue that the Task Force is paying close attention to. CUNY students participated in student demonstrations at the New School, and at NYU, and there was a recent demonstration at CCNY. Mr. Lederhandler informed the Council that Public Safety is monitoring student demonstrations at CUNY on a regular basis and will keep the Council informed, as warranted.

### Insurance Committee Report

Jim Harper, University Insurance Advisor, briefed the Council on the activities of the insurance committee. The committee is exploring student travel abroad insurance. The committee is also

continuing to explore obtaining a university-wide accident and injury insurance policy, modeled after the policy in place at Kingsborough Community College. The Office of Student Affairs is taking the lead on developing a university-wide accident and injury policy. The current KBCC coverage has a \$3,500 limit, but the committee is evaluating whether that limit should be adjusted.

Zak Ivkovic, Executive Director of the CUNY Athletic Conference, in briefing the Council on the status of athletic trainers at community colleges, acknowledged that having a university-wide accident and injury policy would be very helpful for student-athletes. Mr. Ivkovic also announced the schedule for the upcoming CUNY Athletic Conference playoff games and encouraged Council members to attend.

Before purchasing special events insurance, colleges are encouraged to implement best practices to minimize potential risks associated with the events.

Jane Davis, Associate General Counsel, has initiated efforts to evaluate current policies and explore CUNY's options for insurance coverage for the related entities.

#### **Infectious Disease Committee**

Raymond O'Brien, Senior University Director for Human Resources Management and Deputy to the Vice Chancellor, briefed the Council on the revised Protocol on Infectious Disease Notification. The latest version of the protocol combines the previously independent student and employee protocols. Council members were asked to review the protocol and submit any questions or comments to Brian Cabezas, [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu), by Friday, May 1, 2009.

Michael Spath, Environmental Compliance Manager, informed the Council that the committee will conduct morning phone conferences to remain up-to-date on the H1N1 Flu and to address appropriate responses, and to review the previous evening's OEM and DOH Conference Call.

#### **Travel and Transportation Committee**

The committee did not meet in April, but does plan on having another meeting in June to focus on finalizing the Travel and Transportation guidelines.

#### **Emergency Management Committee**

The Council was informed that the full Arthur J. Gallagher & Co. report at BMCC is projected to be finalized in May and disseminated to the members.

#### **Student Services Committee Report**

Christopher Rosa, University Director of Student Affairs for Disability and Veterans Services, introduced the presentation, "**ADA Compliance & Beyond – Risk Management for the Safety & Success of CUNY Students with Disabilities,**" and the speakers, **Merrill Parra, Director of Special Student Services, from Lehman College and Co-Chair of the CUNY Committee on Student Disability Issues (COSDI), Sudi Shayesteh, Director of the Office AccessABILITY, from Hunter College and Co-Chair of COSDI and Michael Stimola, Director of Disability Services, from Hostos Community College.**

### **Training**

The speakers announced that April was designated by Chancellor Goldstein as CUNY's Disability Awareness Month. About 15,000 members of the CUNY community have disabilities. Approximately 20% of those with disabilities have medical issues. The presentation provided an overview of § 504 of the Rehabilitation Act of 1973 and American Disabilities Act (ADA) compliance, and the service and accommodations that should be offered at each college to meet the needs of the CUNY community with disabilities. A few risks were discussed, such as ensuring that campus evacuation plans accommodate individuals with disabilities, and a number of health and safety issues for handicapped students were presented.

The presentation is available under SharePoint <https://ehsrn.cuny.edu/riskmanagement/default.aspx>, under the April 29, 2009 meeting entry on the calendar. If you don't have access to SharePoint, please contact Brian Cabezas, [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu).

### **Internal Control Audit Self-Assessment Forms**

Rohan Joseph of the Internal Audit and Management Services Office, informed the Council that the self-assessment forms that were completed for the internal control audit are still being reviewed. Feedback is expected next month.

### **Organizational Issues**

Council members are able to collaborate and share information through SharePoint, which can be accessed at <https://ehsrn.cuny.edu/riskmanagement/default.aspx>. Everyone has been given a username and password. If you don't have access to SharePoint, please contact Brian Cabezas, [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu).

### **Agenda Items for Upcoming Meeting**

Anyone who would like to take the lead on a particular issue or would like to have a specific issue discussed at an upcoming council meeting is encouraged to contact Brian Cabezas, [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu), to have the issue added to the agenda.

### **Upcoming Council Meetings**

There will be no May meeting to accommodate college commencement preparation. The next meeting will be Tuesday, June 30, 2009 from 9:30 am to 11:00 am in the 10<sup>th</sup> Floor Conference Room, 230 West 41<sup>st</sup> Street.

### **Adjournment**

The Council meeting was adjourned at 11:00 a.m.