

Memo: July 1, 2008

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes
555 West 57th Street, Seminar Room, June 25th, 2008

Opening

The June Risk Management Council meeting was held at 555 West 57th Street, in the 16th floor Seminar Room on June 25th, 2008, from 9:30 am to 11:00 am. John Toniolo of the Office of Environmental, Health, Safety and Risk Management (EHSRM) recorded the minutes. The minutes of the previous meeting were approved by acclamation. The meeting began with the creation of two new sub-committees to focus on issues that have broad implications throughout CUNY.

- The Travel and Transportation subcommittee will address various issues including creating guidelines for study abroad, business trips and field trips. Marie Ting, Jacqueline Clark and Kelly Tatara offered to participate in this subcommittee.
- The Insurance subcommittee will address concerns for insurance coverage regarding auxiliary services, athletic teams, and other CUNY activities that present uncovered risks. Fran Erlitz, Gordon Taylor, David Taylor, Scott Anderson, Katherine Cobb, and Christopher Rosa offered to participate in this committee. Jane Sovern will chair the Insurance subcommittee.

Both of these subcommittees are open to anyone who would like to participate. Please contact Brian Cabezas (brian.cabezas@mail.cuny.edu) of the CUNY Central EHSRM Office to volunteer.

Emergency Preparedness Task Force Report

The Council was updated on the Emergency Preparedness Task Force activities and apprised that the next meeting was scheduled for July 1, 2008. The next formal Emergency Preparedness Task Force meeting is scheduled for September.

Emergency Management Subcommittee Report

Scott Anderson, Vice President of Administration and Planning at Borough of Manhattan Community College (BMCC), updated the Council on Emergency Management Subcommittee

activities. At its next meeting, the Emergency Management Subcommittee will set the agenda for the summer months in order to prepare for National Preparedness month in September.

There was discussion regarding Community Emergency Response Team (CERT) training and certification programs at various CUNY campuses. It was also noted that emergency modules for CPR, First Aid and AED are being offered separately from the CERT training. The subcommittee continues to encourage and support CUNY personnel who are willing to attend the CERT and other emergency training offerings.

There was a meeting with NYC Office of Emergency Management regarding campus CERT programs. The meeting was designed to share planning information with OEM to help prepare for specific emergency needs of university campuses.

BMCC is conducting a risk assessment audit specifically looking at insurance issues in regard to campuses. The audit is looking into the potential of an umbrella policy for multiple university campuses.

The Council was also briefed on the bi-weekly table-top exercises being conducted by the Public Safety Office. Various higher-education-focused scenarios have been developed. If any college is interested in hosting a table-top exercise please contact Bill Barry, University Director of Public Safety, at william.barry@mail.cuny.edu.

Student Services Subcommittee Report

Christopher Rosa, University Director of Student Affairs for Disability and Veterans Services, briefed the Council on the activities of the Student Services Subcommittee. This subcommittee is in the process of being expanded and formalized. A meeting will be scheduled soon after committee participants have been set. If you would like to serve on this committee, please contact Marie Ting, University Director of Student Affairs and Special Programs, at marie.ting@mail.cuny.edu

Marie Ting reminded the group that the date of the Behavioral intervention and Threat Assessment Training has been set for August 11th & 12th at a location to be determined. Ms. Ting requested feedback on the agenda, specifically on any issues or topics that participants want discussed.

Training Presentation

Lieutenant Raymond Martinez, New York Police Counter Terrorism Department, provided the featured presentation, “**Partnering in Counter Terrorism: NYPD and CUNY.**” Lieutenant Raymond Martinez, and his associate Lieutenant Chris Wendler, spoke about the NYPD SHIELD, a program designed to help the NYPD’s counter-terrorism efforts through information sharing between the NYPD and the public and private sectors. In order to keep its members informed, NYPD SHIELD offers a wide range of conferences and training programs. It also maintains a comprehensive website, www.nypdshield.org, which offers case studies, analysis, briefings and other information available to members.

Both Lt. Martinez and Lt. Wendler offered several recommendations specific to CUNY:

- CUNY campuses should maintain close communication and develop professional relationships with local police precincts;
- Campus personnel should be aware that they often may act as the NYPD's eyes and ears for terrorism prevention; and
- Campus personnel should continue with CPR, First Aid, AED and other emergency preparedness training activities.

Agenda Items for Upcoming Meetings

A number of risk issues were raised and are under consideration:

- Insurance coverage (especially for athletic programs);
- Travel and transportation (especially study abroad);
- Background checks on prospective employee;
- Development of a CUNY-wide helpline;
- Fire safety violations; and
- Implementation of an employee assistance program.

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, to have the issue added to the agenda.

Upcoming Council Meetings

The date and location of the next Council meeting will be on **Wednesday, July 30th at the Kibbee Board Room at 535 East 80th Street, Manhattan. Bruce Walker of Con Edison** will be providing the presentation. Council members are encouraged to send a representative if they cannot personally attend.

Adjournment

The Council meeting was adjourned at 11:00 am.