

Memo: February 1, 2008

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes
Central Office, January 30, 2008

Opening

The February Risk Management Council meeting was held in CUNY's Kibbee Board Room at 535 East 80th Street, on January 30, 2008, from 9:30 am to 11:00 am. Allan Dobrin, Executive Vice Chancellor and Chief Operating Officer, opened the meeting by asking every member of the Council to share their top risk management priority. Brian Cabezas and Ariana Tobias of the Office of Environmental, Health, Safety and Risk Management recorded the minutes.

Discussion - Issues of Concern

Although some comments naturally revolved around the individual's area of responsibility, most reflected broad-based CUNY risks. These included the management of chemicals on campus; aging and deteriorating infrastructure at many of the colleges; security of personal and University computer data; insuring business continuity in the event of an emergency that closes a campus; and the challenges of implementing the ERP project. The full list is being evaluated as part of a CUNY-wide risk inventory.

Training Presentation

The training portion of the Risk Management Council meeting consisted of a presentation given by **Jane Sovern, Deputy General Counsel in the CUNY Legal Affairs Department**, entitled "**An Overview of Compliance Risks at CUNY.**"

The presentation covered CUNY's obligation to comply with a wide range of federal, state, and city laws, regulations, CUNY policies, contracts, and other binding documents, as well as the potential consequences of failing to do so. Consequences may include damage to the University's reputation and recruitment efforts, in addition to legal and financial liabilities. Noncompliance also increases the possibility of further restrictions being imposed on the

University. Finally, Jane stressed the importance of proper and continuous training for students, faculty and staff to insure compliance and reduce risk.

Jane's presentation generated spirited discussion and we are thankful for her leadership in this effort. Discussion topics included recognition of the obstacles to providing proper compliance education and training to the vast CUNY community. Recognizing that students, faculty, staff and the impacted community raise different concerns and challenges will be integral in the success of this effort.

Updates

The CUNY Alert System, provided by the New York State Emergency Management Office (SEMO) has been initiated and is currently in the implementation phase. Operators are being trained to draft and send out alerts, and the system is expected to be fully operational by the beginning of March.

The Emergency Preparedness Task Force, chaired by Allan Dobrin, Executive Vice Chancellor and Chief Operating Officer, provides a venue to discuss high profile emergency and risk issues. The Task Force meets monthly.

The Risk Management Council has agreed to form the Emergency Management Subcommittee. The Subcommittee will be co-chaired by Scott Anderson and Bill Barry. Please contact Scott or Bill to discuss your availability to serve.

Agenda Items for Upcoming Meetings

A number of risk issues were raised for future consideration, including:

- The Study Abroad program;
- Creation of a Fraud Hotline;
- University-wide insurance policies; and
- Worker's compensation and tort claims.

Anyone who would like to take the lead on a particular issue or have a specific issue discussed at an upcoming council meeting is encouraged to volunteer. Please send your issue of interest to Brian Cabezas, brian.cabezas@mail.cuny.edu, to have the issue added to the agenda.

Upcoming Council Meetings

The next Risk Management Council Meeting will be **Wednesday, February 27, 2008 at the CUNY Graduate School of Journalism at 219 West 40th Street, from 9:30 am to 11:00 am.** In addition to ongoing agenda items, **Scott Anderson, Vice President of Administration and Planning at Borough of Manhattan Community College**, will be providing a presentation on **"Mitigating the Impacts of a Campus Disaster: Lessons Learned at BMCC after 9/11."** A complete agenda will be forthcoming. Council members are encouraged to send a representative if they cannot attend a meeting.

Adjournment

The Council meeting was adjourned at 11:00 am.