

Memo: March 31, 2008

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes
CUNY Central Office, March 25, 2008

Opening

The March Risk Management Council meeting was held at the CUNY Central Office at 535 East 80th Street, in the Kibbee Board Room on March 25, 2008, from 9:30 am to 11:00 am. Brian Cabezas of the Office of Environmental, Health, Safety and Risk Management recorded the minutes. The minutes of the previous meeting were approved by acclamation.

Emergency Management Subcommittee Report

Mr. Cabezas delivered the report for the Emergency Management Subcommittee on behalf of Scott Anderson, Vice President, Administration and Planning at Borough of Manhattan Community College. He informed the Council that the subcommittee is compiling an inventory of issues it intends to address. The subcommittee is planning to create an emergency skills inventory with a database of names, contact information, foreign language skills, and emergency certifications. It also hopes to establish standards for emergency preparedness and increase communication on emergency awareness at each campus. All those interested in joining the subcommittee are encouraged to e-mail Mr. Anderson at sanderson@bmcc.cuny.edu.

Student Services Subcommittee Report

During the February Risk Management Council meeting, Carl Kirschner, Dean of Student Affairs, volunteered to chair the newly formed Student Services Subcommittee. Among the issues that the subcommittee will address are mental health, health and fitness, student activities, campus violence, residential life, childcare, students with disabilities, and military service. Developing a University-wide policy on alcohol use for students, faculty and staff was also proposed. All those interested in joining the subcommittee are encouraged to e-mail Dean Kirschner at carl.kirschner@mail.cuny.edu. The subcommittee also seeks student involvement. The kick-off meeting will likely be held in the upcoming month.

Training Presentation

The training portion of the Risk Management Council meeting consisted of a presentation by

Gilen Chan, Special Counsel at New York City College of Technology, entitled “**Helplines in Higher Education.**” Helplines provide a powerful tool for communication if successfully implemented, but there are several key issues that must be addressed, including protocols on confidentiality, avoiding frivolous claims, and ensuring effective follow-up. Ms. Chan’s presentation drew on her years of experience with Helplines in the corporate world, and provided numerous insights for CUNY. Ms. Chan’s presentation generated extensive discussion and we thank her for her efforts. Copies of the presentation have been posted on the Risk Management Council website, <http://www1.cuny.edu/administration/ehsr/rmcouncil.html>.

Updates

James Haggard, Deputy CIO, announced that the CUNY Alert System is operational and has already sent out a test e-mail message to all registered users (no test message has been sent via phone or text). Each campus has at least one individual who is trained to send out alerts. Council members were encouraged to establish test teams on their campuses to practice sending and receiving messages. Individuals interested in being members of the test team should submit their names to Claudia Colbert, Director CIS Project Management Office, at claudia.colbert@mail.cuny.edu.

Mr. Haggard informed the Council that approximately 15% of the CUNY student population has already registered, which is comparable to other schools with similar alert systems. Colleges interested in raising the number of registrants should post signage on their campuses. Posters for CUNY Alert may be found on-line at <http://www.cuny.edu/id>. Registration information for CUNY Alert may be found on CUNY’s main page at <http://www.cuny.edu>.

Mr. Haggard also updated the Council on a business continuity consulting engagement that CUNY CIS recently entered into to address the IT continuity planning. The consultants will perform gap analysis and offer priority recommendation. The process will focus on campuses first, concentrating on the Campus IT departments.

Guidelines on Field Trip Safety are being revised and Study Abroad Guidelines are being prepared. They will be posted on the Risk Management website (<http://www1.cuny.edu/administration/ehsr/risk.html>) when completed. These standard operating procedures will provide procedures and guidelines for these high-risk programs. The guidelines are living documents and can be expanded to also include faculty travel and other CUNY business trips.

The University Risk Management and Insurance Association (URMIA) is offering Risk Management Spring Training at Boston University on Thursday, April 10, 2008. More information can be found at the URMIA website, <http://www.urmia.org/urmia.cfm>.

The SEHSA 2008 Spring Conference is being held from April 10 to April 11, 2008 in Port Jefferson, organized by Stony Brook University. SEHSA is the Environmental Health and Safety Association of NY and seeks to promote safety on campus. All parties interested in attending the conference should visit the SEHSA website, <http://www.sehsa.org/index.htm>.

A Risk Management target appears in the University Performance Goals and Targets (9.4 *Evidence of a campus risk management committee chaired by the University Risk Management Council designee*). Thomas Tyburczy, Deputy to the President for Administrative Services,

College of Staten Island, mentioned that CSI has already developed a Campus Risk Management Committee to address risk issues at CSI and comply with the Risk Management target. He offered to share the CSI experience with any of the other campuses.

A Risk Matrix is being developed to help prioritize the risks in the compiled CUNY Risk Inventory. The Risk Matrix will consider severity and probability of risks to help us prioritize. The matrix will be distributed for review.

Agenda Items for Upcoming Meetings

A number of risk issues were raised and are still being worked on for future consideration:

- Minimum uniform standards for emergency preparedness;
- Improving emergency communications;
- Viewing risk management from a regulatory perspective; and
- Implementation of an employee assistance program.

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 held on Thursday, April 24th, 2008 at the CUNY Graduate Center located at 365 Fifth Avenue, New York, NY 10016 from 9:30 am to 11:00 am. More information and an 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.