

Memo: May 1, 2008

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes  
The Graduate Center, April 24, 2008

### **Opening**

The April Risk Management Council meeting was held at The Graduate Center at 365 Fifth Avenue, New York, NY 10016, in the Skylight Room (9100) on April 24, 2008, from 9:30 am to 11:00 am. John Flaherty, Director of Public Safety and Security at The Graduate Center, opened the meeting. 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. The meeting began with all Council members asked to participate in a risk management exercise, to assess the likelihood and impact of risks selected from their risk inventory and create a risk map of low, medium, and high risks. The results will be incorporated into a dynamic CUNY risk map, which will be presented at an upcoming Risk Management Council meeting.

### **Emergency Preparedness Task Force Report**

The Emergency Preparedness Task Force meeting for April was postponed. The next meeting is scheduled for May 16<sup>th</sup> and will focus on a discussion of the April 30<sup>th</sup> CCNY hostage incident and the implementation of CUNY Alert.

### **Emergency Management Subcommittee Report**

Scott Anderson, Vice President of Administration and Planning at Borough of Manhattan Community College, updated the Council on the Subcommittee's activities. He informed the Council that BMCC had a new training module with FEMA's Community Emergency Response Team (C.E.R.T.) and encouraged interested colleges to consider the efficacy of this program for their campuses. Mr. Anderson also briefed the Council on a federal bill that would foster development of training and emergency plans. All those interested in participating in the subcommittee are encouraged to contact Mr. Anderson at [sanderson@bmcc.cuny.edu](mailto:sanderson@bmcc.cuny.edu).

### **Student Services Subcommittee Report**

Marie Ting, University Director of Student Affairs and Special Programs, provided a synopsis of student services projects on behalf of the Student Services Subcommittee. Garrie Moore, Vice

Chancellor for Student Development, established committees on Residence Life and Greek Life. Greek Life is relatively small at CUNY, but presents a unique set of risk management concerns. Additionally, CUNY has retained a consultant to help address student mental health issues. Furthermore, the CUNY General Counsel's Office is helping with a range of travel and study abroad issues. Anyone interested in joining the Student Services Subcommittee should contact Brian Cabezas at [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu).

### **Training Presentation**

Thomas Tyburczy, Deputy to the President for Administrative Services at College of Staten Island, provided a presentation titled "Setting up and Charging Your Risk Management Committee." The University's Performance Goals and Targets for the 2008-2009 Academic Year charged each campus with creating a Campus Risk Management Committee. Mr. Tyburczy walked through the development of his Campus Risk Management Committee and highlighted the importance of creating a Campus Committee that represents a cross section of the campus. At CSI, the Committee has representatives from Information Technology, Internal Control, Institutional Advancement, Property Management, Auxiliary Services, Counseling, Environmental Health and Safety, the CSI Corporation, and the Ombudsman. The Campus Committee also implemented a policy of "if you see something, say something" throughout CSI, established a regular meeting schedule, and developed a website to facilitate information exchange.

### **Updates**

#### **Internal Control Self Assessment Forms**

Catherine Rodriguez, Assistant Director of EDP Auditing, updated the Council on the revised Internal Control Self-Assessment Forms. The new version of the Internal Control Self-Assessment has an enhanced risk assessment component. The self-assessment forms will be reviewed by managers and signed by the college presidents, and the results will be entered in a database to identify gaps for each campus. For more information, contact Catherine Rodriguez at [catherine.rodriguez@mail.cuny.edu](mailto:catherine.rodriguez@mail.cuny.edu).

#### **Grades and Transcript Security**

Dave Fields, Special Counsel and University Dean, expressed several concerns regarding grades security: where is the information located, where are the grades entered, how are grade changes made, how many people have access to grades, and how are grade changes checked? Catherine Rodriguez, Assistant Director of EDP Auditing, mentioned that her department looked into grade registration and that she could follow-up. Anthony Imperato, Business Officer at Kingsborough Community College, added that transcripts are also a concern because a number of colleges outsource this function, increasing the risk of potential document tampering. The Council consensus was that the risks associated with grades and transcripts can have a significant impact on CUNY's reputation and should be investigated further.

#### **Travel and Field Trip Safety Guidelines**

Travel and Field Trip Safety Guidelines are being updated. A sub-committee consisting of representatives of the Office of Environmental, Health, Safety and Risk Management, the Office of Undergraduate Education, and the General Counsel, is finalizing the guidelines.

### Insurance and Liability

Although CUNY has certain statutory protection, insurance is still an important component of our risk management effort. Mr. Tyburczy recommended that each campus review and update its insurance and liability coverage. Anthony Imperato, Business Officer at Kingsborough Community College, indicated that current insurance policies have certain exclusions (e.g., for acts of terrorism) that should be evaluated carefully.

### CUNY Alert System

Bill Barry, University Director of Public Safety, discussed the CUNY Alert system. Mr. Barry announced that tests of the CUNY Alert system, along with a series of table top exercises were planned. Domenick Laperuta, Director of Public Safety at Lehman College, expressed concern that some CUNY Alert notifications sent to CUNY e-mail addresses have not been going through. Mr. Tyburczy pointed out that staff paid with non-tax levy money, such as auxiliary service staff, cannot register for CUNY Alert as “staff” but must register as “guest.” Mr. Tyburczy also noted that registering as a “guest” does not require submitting a social security number. Participants were requested to share any CUNY Alert questions or concerns with Claudia Colbert, [claudia.colbert@mail.cuny.edu](mailto:claudia.colbert@mail.cuny.edu).

### Agenda Items for Upcoming Meetings

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

- Viewing risk management from a regulatory compliance perspective;
- Background checks on teachers;
- 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 volunteer. Please send your issue of interest to Brian Cabezas, [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu), to have the issue added to the agenda.

### Upcoming Council Meetings

The next Council meeting will be **Thursday, May 22<sup>nd</sup>, 2008 from 9:30 am to 11:00 am** in the **Kibbee Board Room** in the **Central Office located at 535 East 80<sup>th</sup> Street, Manhattan**. **Joy Phaphouvaninh, International Education Coordinator**, will be presenting **“Risk Management and International Education at CUNY.”** Council members are encouraged to send a representative if they cannot personally attend.

### Adjournment

The Council meeting was adjourned at 11:00 am.