

Memo: June 2, 2008

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes  
CUNY Central, Kibbee Board Room, May 22nd, 2008

### **Opening**

The May Risk Management Council meeting was held at 535 East 80<sup>th</sup> Street, in the Kibbee Board Room on May 22nd, 2008, from 9:30 am to 11:00 am. John Toniolo of the Office of Environmental, Health, Safety and Risk Management recorded the minutes. The minutes of the previous meeting were approved by acclamation.

Allan Dobrin, Executive Vice Chancellor and Chief Operating Officer, opened the meeting. EVC Dobrin described the incident at City College on April 30<sup>th</sup>, 2008, where a CUNY student displayed a gun on campus, took a student hostage, and threatened others. Campus Public Safety and NYPD officers were commended for their handling of the situation, which resulted in the student releasing the hostage and relinquishing the weapon. An assessment of the situation was conducted to share lessons learned.

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

The Emergency Preparedness Task Force meeting was held on May 16<sup>th</sup> and focused on a discussion of the April 30<sup>th</sup> CCNY hostage incident and the implementation of CUNY Alert. The CUNY Alert system was not utilized during this incident, and the Task Force discussed the decision-making process and continued to explore how to make the CUNY Alert system as user-friendly and effective as possible.

### **Emergency Management Subcommittee Report**

Scott Anderson, Vice President of Administration and Planning at Borough of Manhattan Community College, updated the Council on Emergency Management Subcommittee activities in the previous month. Two types of training will be available to campus personnel during the summer and in-between semesters. First, CERT train-the-trainer programs which evolved from a Michigan State grant under DHS and DOE, are being tailored to CUNY campuses. Second, each campus is encouraged to send personnel to CPR and defibrillator training to ensure that CUNY has qualified and trained response teams.

Additionally, the Subcommittee continues to encourage and support CUNY personnel who are willing to take the NIMS and ICS courses on-line. If anyone needs additional information, please contact Ed Moss, [emoss@bmcc.cuny.edu](mailto:emoss@bmcc.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. He announced that a consulting firm has been selected to create a “best practices” model for campus counselors in a higher education setting. A preliminary survey had been completed and a two-day retreat was organized by the consulting firm for the campus counselors. The purpose of the retreat was to create an in-depth survey to assess effective tools for improving mental health services and to help identify and manage students in crisis.

Issues that came up during the discussion were Americans with Disabilities Act compliance, protocols for faculty filings and referrals, and faculty training for dealing with classroom situations. The briefing also touched on the importance of developing study abroad forms and standard operating procedures, and formal policies to cover mental health and counseling issues.

### **Training Presentation**

**Joy Phaphouvaninh, International Education Coordinator**, provided the featured presentation, “**Risk Management and International Education at CUNY.**” A significant number of CUNY students travel abroad for college credit. The programs are in many different countries, each with a unique set of concerns for student travelers. Some common examples of potential risks faced by students and faculty on international programs include drug and alcohol use, food and water contamination, vehicular accidents, crime, and housing concerns.

At the national level, there is an effort to promote study abroad. As more CUNY students take advantage of these opportunities, institutional commitments and protocols must be implemented. The selection of a campus International Liaison Officer (ILO) responsible for promoting the campus study abroad programs was one outcome of a recently convened task force charged with creating standardized safety guidelines for CUNY and determining the scope of insurance requirements for all CUNY study abroad participants.

A spirited Q & A session followed. Items discussed included the need for improved faculty training for leading international programs; comprehensive standard operating procedures for faculty; the need for host institutions to have an emergency response plan; and the responsibility of CUNY for foreign students coming to study at CUNY.

### **Updates**

#### **CUNY Alert**

Bill Barry, University Director of Public Safety, spoke about CUNY Alert. Each CUNY campus can have two formal alert tests per year, but the NY Alert administrator must be notified 48 hours in advance of a formal test. The point was made that test alerts are most useful while school was in session rather than during the summer break. This two alert limit does not preclude practice drills among designated (and registered) test groups.

### Grant Opportunities

Richard Glover, of the Continuing and Professional Studies Department of John Jay College of Criminal Justice, briefed the Council about the “BJA Edward Byrne Memorial Grant” and the joint Department of Education and the Department of Homeland Security’s “Emergency Management for Higher Education Grant.” Mr. Glover is writing proposals for both Requests for Proposals on a CUNY-wide level, focusing on an integrated system for the entire CUNY system. Mr. Glover noted that individual campuses interested in applying for the grants may also do so, and should contact him to explore how multiple proposals can be synergistic.

### Agenda Items for Upcoming Meetings

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

- Insurance coverage;
- Viewing risk management from a regulatory compliance perspective;
- 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 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 date and location of the next Council meeting will be on **June 25<sup>th</sup> at the 16<sup>th</sup> Floor Seminar Room at 555 West 57<sup>th</sup> Street, Manhattan.** **Lt. Raymond Martinez in the Counter Terrorism Division of NYPD SHIELD** will provide a presentation on "**Partnering in Counter Terrorism: NYPD and CUNY.**" Council members are encouraged to send a representative if they cannot personally attend.

### Adjournment

The Council meeting was adjourned at 11:00 am.