

Memo: September 30, 2009

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes
230 West 41st Street, 10th Floor Conference Room, September 29, 2009

Opening

The September Risk Management Council meeting was held in the 10th Floor Conference Room at 230 West 41st Street, on September 29, 2009, from 9:30 a.m. to 11:00 a.m. Brian Cabezas and Tamar Soroker of the Office of Environmental, Health, Safety and Risk Management (EHSRM) recorded the minutes and the minutes of the previous meeting were approved by acclamation.

Updates

Hurricanes

The Council was reminded that it is still hurricane season (until November 30th). Colleges should be cognizant of their status as emergency operation centers and of their emergency procedures. More information can be found on the New York City Office of Emergency Management Coastal Storm website (<http://www.nyc.gov/html/oem/html/hazards/storms.shtml>).

H1N1 Influenza

The Council received an H1N1 status report and a presentation on CUNY's H1N1 preparedness efforts. A copy of the presentation may be accessed via SharePoint (<https://ehsrm.cuny.edu/riskmanagement/default.aspx>). Brian Cabezas, EHSRM, also walked the Council through the CUNY flu page on the EHSRM website (<http://www.cuny.edu/flu>).

Bed Bugs

Bed bugs have been a growing area of concern in NYC, and they have become a concern for CUNY. They are not only confined to beds, but may also exist in clothing, upholstery, and luggage fabric, so the concern goes beyond CUNY's residential facilities. They cause itchy skin welts, but are not known to spread disease. For more information on bed bugs, visit <http://www.nyc.gov/html/doh/html/vector/vector-faq1.shtml>.

Clery Act

The Jeanne Clery Act requires regular disclosure of campus security policy and campus crime statistics by colleges and universities. Several CUNY campuses have been cited for alleged

inconsistencies or omissions in their reports, and CUNY Public Safety is reviewing current and prior submissions to ensure continuing compliance.

Risk Management Guide

Brian Cabezas demonstrated some of the templates that will accompany the forthcoming Risk Management Guide. The templates may be accessed via SharePoint (<https://ehsrm.cuny.edu/riskmanagement/default.aspx>) in the *Risk Management Plan Tool Kit* folder.

Committee Reports

Business Continuity Committee

Bob Ptachik, Senior University Dean for the Executive Office and Enrollment, briefed the Council on the Business Continuity Committee's September meeting. The meeting included a briefing on H1N1 best practices and a presentation on Business Continuity and Disaster Recovery delivered by Nils P. Ekberg, Information Security Consultant at the New York State Technology Enterprise Corporation (NYSTEC). The presentation may be found on SharePoint, <https://ehsrm.cuny.edu/riskmanagement/default.aspx>. There was further discussion about the requirement for a minimum number of classes in a semester, and how that may be impacted by potential service disruptions. This concern was underscored by a recent bed bug condition that caused some students to miss two days of classes.

Travel and Transportation Committee

Carl Aylman, Director of Student Life at Baruch College, discussed the CUNY Student Domestic Trip and Travel Guidelines with the Council, and also acknowledged the members of the Committee for their contributions in developing the guidelines. In fielding questions, Mr. Aylman asserted that the guidelines were mostly for overnight trips, but they could also be applied to day trips. Jane Sovern, CUNY's Deputy General Counsel, said that future meetings with Zak Ivkovic will clarify how the guidelines apply to athletic team travel. Council members were encouraged to review the document and send questions or comments to Brian Cabezas (brian.cabezas@mail.cuny.edu) by Tuesday, October 20, 2009.

Insurance Committee Report

Jane Sovern, Deputy General Counsel, informed the Council that the Insurance Committee's next meeting is scheduled for November and that the Committee plans to address the topic of insurance requirements for CUNY travel and study abroad. Jim Harper, CUNY Insurance Advisor, also mentioned that the Committee will look into University-wide accident insurance modeled on the program at Kingsborough Community College.

Student Services Committee

Christopher Rosa, University Assistant Dean for Student Affairs, informed the Council that the Student Services Committee is hoping to build on the many programs initiated by Vice Chancellor Moore. Luis Manzo, University Director of Mental Health and Wellness, informed the Council that the Committee has been looking into issues concerning upgrading the capabilities of campus health and wellness services.

Emergency Management Committee

Scott Anderson, Vice President of Administration and Planning at Borough of Manhattan Community College, informed the Council that the Emergency Management Committee will

meet in the upcoming months to discuss lessons learned in regard to Clery Act reporting requirements and bed bug incidents. VP Anderson also mentioned that free Incident Command System (ICS) training will be provided for two representatives from each campus. For more information on ICS training please contact Ed Moss, Director of Public Safety at BMCC (emoss@bmcc.cuny.edu). As VP Anderson passed out Crisis Communication booklets, John Flaherty, Director of Public Safety for the Graduate Center, suggested that uniform policies and procedures should be provided to all campuses to standardize emergency response.

Infectious Disease Committee

Raymond O'Brien, Senior University Director for Human Resources Management and Deputy to the Vice Chancellor, briefed the Council on behalf of Diahann McFarlane, Chair of the Committee. He informed the Council that the Infectious Disease Committee is in the process of finalizing the Protocol on Infectious Disease Notification. The latest revision issued by the General Counsel's Office was to change the language of the Protocol making it precatory rather than mandatory.

Presentation

CUNY Alert Version 2

Claudia Colbert, Director of the CIS Project Management Office, and Don Winters, Assistant Director of University Public Safety, presented the new version of the CUNY Alert system to the Council and demonstrated the notification process. The Alert system utilizes three gateways of communication: SMS text-messaging, e-mail, and phone calling. Version 2 of the CUNY Alert system commenced on September 15, 2009 and training for notifiers is being offered every Wednesday until November at 10:00 am at 57th Street. Please contact Claudia Colbert (claudia.colbert@mail.cuny.edu) to sign up for a training session. A copy of the presentation may be found on SharePoint (<https://ehsrn.cuny.edu/riskmanagement/default.aspx>).

Organizational Issues

Please send Brian Cabezas (brian.cabezas@mail.cuny.edu) the list of your Campus Risk Management Committee members so that they may be added to SharePoint. Council members are encouraged to collaborate and share information through SharePoint, which may be accessed at <https://ehsrn.cuny.edu/riskmanagement/default.aspx>.

Agenda Items for Upcoming Meeting

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. Also, anyone who would like to write an article for the Risk Review is encouraged to do so and send Mr. Cabezas the information.

Upcoming Meetings

The next RMC meeting will be **Tuesday, October 27, 2009** from **9:30 am to 11:00 am** in **Room 308** at the **Graduate School of Journalism, 219 West 40th Street, New York, NY 10018**. Bill Barry, University Director of Public Safety, will present, "Clery Act Reporting: A CUNY-wide Perspective."

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Future RMC Meetings:

- **November 17, 2009** from 9:30 am to 11:30 am in the Kibbee Board Room, 535 East 80th Street, New York, NY 10075.
- **December 15, 2009** from 9:30 am to 11:30 am in the Kibbee Board Room, 535 East 80th Street, New York, NY 10075.

Adjournment

The Council meeting was adjourned at 11:00 a.m.