

Memo: January 30 2009

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes  
CUNY's Kibbee Board Room, 535 East 80<sup>th</sup> Street, January 28, 2008

### **Opening**

The January Risk Management Council (RMC) meeting was held at CUNY's Kibbee Board Room, located at 535 East 80<sup>th</sup> Street, on January 28, 2009, from 9:30 a.m. to 11:00 a.m. A full complement of Council members attended the meeting despite the inclement weather conditions. Brian Cabezas of the Office of Environmental, Health, Safety and Risk Management (EHSRM) recorded the minutes. The minutes of the previous meeting were approved by acclamation.

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

The Council was updated on the Emergency Preparedness Task Force. Jim Murtha, Executive Vice President of The New School, and Thomas Iliceto, Director of Security at The New School made a presentation to the Task Force on how they handled recent student protests. The presentation addressed a wide range of issues and shared important information and analysis. It also prompted some valuable discussion. For example, John McKee, Deputy University Director of the Office of Public Safety, noted that because The New School is a private university, not all of their procedures are translatable to CUNY, and Scott Anderson, VP of Finance and Administration at BMCC raised questions about how campuses deal with students from other schools that join demonstrations on campus. All agreed, however, that maintaining a good working relationship with NYPD is critical.

### **Student Services Committee Report**

Brian Cabezas gave the report on behalf of chair Christopher Rosa, University Director of Student Affairs for Disability and Veterans Services. Mr. Cabezas informed the Council that each sub-committee chair was asked to draft a report of the sub-committee's ongoing work. These reports will be submitted to the central Student Affairs Office, where they will be synthesized into one cohesive report.

### **Insurance Committee Report**

Jane Sovern, Deputy General Counsel, and Chair of the Insurance Committee submitted a report. The committee held its last meeting January 27, 2009 and developed a list of related entities and

their respective insurance policies. The committee is also preparing a compendium of community college athletics policies. Jim Harper, who was formally introduced to the Council, will review and advise on appropriate centralized insurance policies. The committee will also explore whether CUNY can piggyback on the City's contract with Marsh or if it should develop its own RFP.

The Insurance Committee is coordinating with the University Controller, the Office of Internal Audit and the Research Foundation to compare and analyze lists of high-end scientific equipment. The University Controller will also investigate whether or not there are any existing insurance policies on art works that are disbursed throughout CUNY.

Finally, the Insurance Committee revisited the issue of transportation of college students in vehicles driven by CUNY faculty or staff. The committee will look into LENS (License Event Notification Service), a program which is already being used by SUNY that allows the user to receive important driving record information.

#### **Travel and Transportation Committee**

The Travel and Transportation Committee last met on January 7, 2009 and decided that it made sense to split the committee into two subcommittees, one on domestic and one for international travel. The subcommittees will meet separately in the coming month and the entire committee will meet again February 24, 2009.

Brian Cabezas also briefed the Council on developments in the STOCS (Study/Travel Opportunities for CUNY Students) grant program. Joy Phaphouvaninh, International Education Coordinator, has coordinated a committee that will review international education programs and revise the current STOCS application as needed to ensure that health, safety and risk management issues are addressed.

#### **Infectious Disease Committee**

Michael Spath, Environmental Compliance Manager, provided the update on the Infectious Disease Committee. He informed the Council that the infectious disease protocol for students, drafted by Ms. Sovern, Andrea Facey and Dr. Mark Horowitz, is being reviewed by the committee and should be finalized in the near future.

It was also noted that Bird Flu, although not a front-page issue as of late, is still a realistic threat, and campuses should continue to ensure they have an up-to-date plan.

#### **Emergency Management Committee**

Mr. Anderson informed the Council that the Emergency Management Committee intends to hold its next meeting on either February 17, 2009.

Mr. Anderson also briefed us on the status of the Risk Inventory Survey form that Arthur J. Gallagher & Co. is conducting at BMCC, and will continue to keep the Council updated.

Additionally, the committee is developing an "emergency learning center" that will serve as a shared resource for table-top exercises and provide an inventory of real-life incidents for emergency preparedness training.

Finally, it was mentioned that the Office of Emergency Management (OEM) provided a presentation on emergency management software for coastal storm management to CUNY officials. The SAHANA Disaster Management System was developed through a partnership with IBM and Lanka Software Foundation. SAHANA may be viewed at <http://www.sahana.lk/> and the presentation may be found on SharePoint under the Risk Management Documents Library. CUNY and OEM continue to explore opportunities for collaboration on various emergency preparedness matters.

### **Training**

The Presidential Management Performance indicators for 2009-2010 require campuses to develop a Risk Management Plan including the metrics by which the plan's successful implementation will be measured. This builds on the 2008-2009 PMP requirements that each campus constitutes an operating Risk Management Committee. To help campuses meet both of these objectives, the Council has limited members to share their programs with their colleagues. At the January meeting **Kathy Cobb, VP of Finance and Administration at Queens College, and Peter Jayasekara, EHSO at LaGuardia Community College** offered to share insights into their respective efforts. Below are the selected innovative practices gleaned from the presentations and the ensuing discussion.

### **Best Practices:**

- The initial task for the campus committee chair is to define the purpose of the Risk Management Committee, which is to focus on risk prevention for QC.
- Start with small attainable tasks and build from them.
- The campus committee may begin by using the Risk Inventory that was first asked of each Council designee. In order to identify risks, departmental heads were asked to provide their chief risks to the committee.
- QC committee composition: Director of Information Technology, General Counsel, Environmental Health and Safety Officer, Student Affairs representative, Director of Security and VP of Finance and Administration.
- LaGCC committee composition: VP of Administration, Environmental Health and Safety Officer, A.C.E. representative (when needed), IT representative (when needed), Accounting and Finance, Human Resources, President's Office (when needed), Academic Affairs (when needed) and EM and SD.
- The committee was kept small for scheduling and discussion purposes. If more people are needed, then they can be added.
- Conduct monthly meetings to make them a regular part of campus life.
- It was noted that the websites (SharePoint and <http://www.cuny.edu/risk>) are a forum to share information enabling the Council and committees to work together.
- LaGCC is currently seeking a trainer to train the committee members in risk management. The trainers may be able to offer CUNY-wide training.

### **Other issues**

#### **Educational Opportunity Centers (EOCs)**

Raymond O'Brien, University Director of Human Resources Management, updated the Council on EOCs at BMCC, NYCTech, York and BCC. The EOCs at CUNY are operated under a SUNY contract but the employees of those four facilities were CUNY employees. It was agreed that as of December 31, 2008 the employees for those four EOCs will be paid on CUNY payrolls

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and therefore be included and fall under CUNY worker's compensation and related matters. Mr. O'Brien will continue to apprise the Council as this transition progresses.

### CSI Fire

Lillian McGinn, Campus Facilities at CSI, updated the Council on the November 2008 lab fire at CSI. The water from the sprinklers caused considerable damage and CSI is exploring whether DASNY insurance would cover the claim. An update on this issue should be forthcoming.

### NY Times Magazine Article

The January 4, 2009 Sunday Times Magazine article on Risk Management was raised because of its focus on a quantifiable metric, Value at Risk (VaR). The article is posted on SharePoint under the meeting.

### 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](mailto:brian.cabezas@mail.cuny.edu), to have the issue added to the agenda.

### Upcoming Council Meetings

The next Risk Management Council meeting will be on **Wednesday, February 25, 2009 in the 10<sup>th</sup> Floor Conference Room at 230 W. 41<sup>st</sup> Street, Manhattan from 9:30 am to 11:00 am.**

### Adjournment

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