

Memo: October 10, 2007

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes
Central Office, September 25, 2007

Opening

The inaugural Risk Management Council meeting was held in CUNY's Kibbee Board Room at 535 East 80th Street, on September 25, 2007. The meeting began at 9:30 a.m. with welcoming remarks and an introduction by Allan Dobrin, Executive Vice Chancellor and Chief Operating Officer. Brian Cabezas of the Environmental, Health, Safety and Risk Management Office recorded the minutes.

Goals and Objectives

As Executive Vice Chancellor Dobrin reminded The Council, risk management consists of assessing hazards that CUNY faces, and developing tools designed to prevent their occurrence or reduce their adverse effects on our campuses. Acknowledging and understanding risk enables CUNY to prepare for the unexpected, and provides a foundation for dealing with emergencies in a planned and organized fashion.

Training Presentation

The training portion of the Risk Management Council Meeting consisted of a presentation entitled "**CUNY-Risk Management Council: Discussion Guide**" delivered by **Regina Spratt, Managing Director and Zone Growth Leader, and Kevin Hogan**, both with **The Marsh Risk Consulting Practice**. Marsh works with colleges and universities on risk management and Regina and Kevin provided insight from those experiences, particularly on risk identification, risk mapping, and assessment of management effectiveness. We thank them for their informative presentation.

Discussion

A robust discussion followed the presentation. The discussion included efforts to clarify risk

management issues, proposals on how to move forward, and additional topics for consideration. The following are some of the salient points that were discussed:

- An inventory of potential risks should be created.
- Standard risk assessment criteria should be established.
- Risk methodologies used by other colleges and universities to identify and control risks should be reviewed.
- The annual *Internal Control Review Report* can be a valuable tool for quantifying risk management.
- The University can provide general guidelines and support to the colleges to address risk, but the colleges must tailor and implement their plans to accommodate campus needs.
- CUNY risk management standards and procedures must be consistent with regulatory obligations and best management practices.
- The Council should be organized to incorporate subcommittees to address specific issues.

Structure of Council

There was a consensus that the Risk Management Council should meet monthly. Each college will have an opportunity to host on a recurring schedule. Minutes of the previous meeting will be sent out in advance of the upcoming meeting.

Shared Resources and Lessons Learned

Council members with risk management resources or lessons learned that they would like to share, should send the information to Brian Cabezas, brian.cabezas@mail.cuny.edu, who will distribute them to The Council.

Agenda Items for Upcoming Meetings

For the upcoming Risk Management Council meetings, the following issues were suggested:

- Determining CUNY's risk inventory;
- Assessing and prioritizing risk; and
- Developing risk management tools.

Upcoming Council Meetings

The next Risk Management Council will be held on October 31, 2007 at 9:30 a.m. in the Kibbee Board Room at 535 East 80th Street.

Adjournment

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