

Memo: November 16, 2007

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes
Central Office, October 31, 2007

Opening

The October Risk Management Council meeting was held in CUNY's Kibbee Board Room at 535 East 80th Street, on October 31, 2007, from 9:30 am to 11:00 am. Allan Dobrin, Executive Vice Chancellor and Chief Operating Officer was able to join us for part of the meeting and noted that although many of us have risk management aspects to our jobs, the Risk Management Council provides CUNY with a signature opportunity to address systemic risk throughout the University. Brian Cabezas of the Environmental, Health, Safety and Risk Management Office recorded the minutes.

Discussion of Risk Inventory Lists

The Sample Risk Inventory that was provided to the Council at the September meeting by Marsh offered a list of high profile organizational risks, most of which apply but are not unique to universities. To give us all a consistent starting point, everyone who attended the September meeting was asked to prepare a list of the top 10 risk priorities for their campus and an equivalent list for the University. Below are the two lists that were compiled. Although not everyone responded, the data that we received generated considerable discussion.

Top 10 College Risks
Student Issues
Campus Safety/Security
Employment Issues
Branding/Reputation
Information Technology Systems
Business Continuity/Interruption
Information Security
Infrastructure/Equipment Maintenance
General Liability
Contingency Planning

Top 10 University Risks
Employment Issues
Information Systems Failure/Information Security
Campus Security
Branding Reputation
Funding
Contingency Planning
Regulatory Compliance
Infrastructure - Maintenance and Construction
Economic Downturn
Natural Disaster/Extreme Weather

Below are some of the salient comments:

- There was some surprise that regulatory compliance was not prominent on both lists.
- The risk inventory lists should be honed to focus exclusively on CUNY risk issues.
- The lists have broad categories that should be refined.

As more responses continue to come in, the lists will evolve. We will evaluate and discuss our risk inventory at future meetings.

Training Presentation

The training portion of the Risk Management Council Meeting consisted of a presentation entitled “**Emergency Management & Calls for Service Protocols**” delivered by **Bill Barry, University Director of Public Safety at CUNY**. Bill provided information on The University’s Emergency Management Plan and related emergencies protocols. The presentation included issues related to the coordination of campus emergency response with other emergency responders and the Memorandum of Understanding (MOU) with the NYPD. His presentation generated a fruitful discussion and we thank him for his contribution to the meeting.

Updates

Emergency notification vendor bids have been received, opened, and are ready for review. Additionally, a presentation by SUNY and the New York State Emergency Management Office (SEMO) on the State’s NY Alert System is scheduled for November 2nd.

Diane Call has taken the initiative to follow-up on Methicillin-resistant *Staphylococcus aureus* (MRSA) by contracting with a company to implement Center for Diseases Control and Prevention recommended protocols <http://www.cdc.gov/niosh/topics/mrsa/>. We look forward to learning more about the results of this and related campus efforts. Everyone was also encouraged

to check with the Department of Health and Mental Hygiene website (<http://www.nyc.gov/html/doh/html/home/home.shtml>) and to remain current regarding medical and public health alerts.

Agenda Items for Upcoming Meetings

A number of issues were raised for future consideration. Organizational issues for the Risk Management Council meeting are still evolving, but should be defined in the coming months. Subcommittees should be formed as council members continue to volunteer to take-on certain issues. It was suggested that schools form campus councils dedicated to risk management. Garrie Moore, Vice Chancellor of Student Affairs, volunteered to focus on student risks. A Risk Management website should be established, and it will include links to relevant resources. A suggestion was made that we join the University Risk Management and Insurance Association (URMIA), and perhaps other organizations, such as the National Association of College and University Business Officers (NACUBO) and the Society for College and University Planning (SCUP) should be accessed and shared, so that we can access and share information with other colleges and universities.

Upcoming Council Meetings

There was a brief discussion on the venue of future meetings: should we continue to hold the meetings at the CUNY Central Office or should we move them to the campuses? To help us decide, we are experimenting by holding the next Risk Management Council Meeting on Thursday, November 29th, 2007 at 9:30 am at Queensborough Community College. More information and an agenda will be forthcoming.

Adjournment

The Council meeting was adjourned at 11:00 am.