

Memo: December 21, 2007

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes  
Queensborough Community College, November 29, 2007

### **Opening**

The November Risk Management Council meeting was held at Queensborough Community College, in the Oakland Dining Room, on November 29, 2007, from 9:30 am to 11:00 am. Diane Call, Vice President of Finance and Administration, provided the welcome and introduction. Brian Cabezas of the Environmental, Health, Safety and Risk Management Office recorded the minutes. We thank Queensborough for hosting the meeting.

### **Training Presentation**

The training portion of the Risk Management Council meeting consisted of a presentation by **Diana Ingram, Director, Security and Privacy Services at IBM Global Technology Services**, entitled “**The Technological Developments in Campus Security.**”

The presentation included a framework on how CUNY can conduct its risk management by first identifying key risks and major vulnerabilities, assessing the impacts of those risks, ranking the risks and then implementing a mitigation strategy. Once the strategy is implemented, a gap analysis can be performed to assess the success of the strategy and make any necessary adjustments. Ms. Ingram also pointed out that compliance is one of the major motivators to creating a security plan. Ms. Ingram’s presentation generated extensive discussion and we thank her and her IBM colleagues for their contribution.

### **Discussion**

Questions arose regarding how a change in institutional culture can be achieved. Ms. Ingram indicated that while high profile incidents often spur action, risk management cannot be effective until it becomes a routine part of organizational activity.

She also encouraged us not to be apprehensive of the potential obstacles to a comprehensive risk management strategy, and to recognize that risk management efforts can be applied incrementally and still be effective.

### **Updates**

The CUNY-wide Emergency Notification System procurement has moved into the final stages. Simultaneously, the State Emergency Management Office (SEMO) finished implementing its NY Alert System throughout SUNY and has offered to provide it to CUNY as well.

The Emergency Preparedness Task Force, chaired by Allan Dobrin, Executive Vice Chancellor and Chief Operating Officer, provides a high profile venue to discuss emergency and risk issues. The Task Force meets monthly.

### **Agenda Items for Upcoming Meetings**

A number of risk issues were raised for future consideration:

- The Study Abroad program;
- Background checks for certain employees;
- Prioritizing compliance risk management issues; and
- Worker's compensation and tort claims.

Anyone who would like to take the lead on a particular issue or have a specific issue discussed at an upcoming council meeting is encouraged to volunteer.

### **Upcoming Council Meetings**

The next Risk Management Council Meeting will be **January 30, 2008 in the Kibbee Boardroom** in the **Central Office** located at **535 E. 80<sup>th</sup> Street, from 9:30 am to 11:00 am.** More information and an agenda will be forthcoming. Council members are encouraged to send a representative if they cannot attend a meeting.

### **Adjournment**

The Council meeting was adjourned at 11:00 am.