

Memo: January 3, 2012

To: CUNY Risk Management Council

From: Howard Apsan

Re: Risk Management Council Meeting Minutes  
10<sup>th</sup> Floor Conference Room, 230 West 41<sup>st</sup> Street, Manhattan  
December 20, 2011

### **Opening**

The December Risk Management Council Meeting was held in the 10<sup>th</sup> Floor Conference Room, 230 West 41<sup>st</sup> Street, Manhattan, on December 20, 2011 from 9:30AM to 11:00AM. Brian Cabezas 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. Copies of the minutes are posted on the Risk Management Council website (<http://www.cuny.edu/administration/ehsr/rmcouncil.html>) and on SharePoint (<https://ehsr.cuny.edu/riskmanagement/default.aspx>).

### **Updates**

#### **Coastal Storm Plan**

The New York City Office of Emergency Management (OEM) is updating the City's Coastal Storm Plan based on after-action analysis in the wake of Hurricane Irene last August. One of the revisions to the Plan is that CUNY will manage the facilities hosted on CUNY campuses and the OEM-trained volunteers assigned to staff and operate these facilities. Once CUNY staff members are assigned, those individuals will be provided with Coastal Storm Plan training information.

#### **Winter Storm Preparation**

EVC Allan Dobrin issued a memo regarding the procedures for campus closures related to snow events. Campuses are encouraged to update their essential personnel list in preparation for potential closures. Scott Anderson, Vice President of Administration and Planning at BMCC, also provided a helpful checklist for winter storm preparation, which is posted on SharePoint.

#### **Elevators**

In the past few weeks, two elevator incidents in New York have raised concern over elevator safety. VP Scott Anderson indicated that it is important to ensure that elevator maintenance companies follow proper regulations. Andrew Silver, Director of Operations at Hunter College, suggested that contractors be monitored when conducting elevator maintenance. Elevator inspections and tests must be conducted in compliance with the NYC Department of Building codes,

[http://home2.nyc.gov/html/dob/html/development/elevator\\_insp.shtml](http://home2.nyc.gov/html/dob/html/development/elevator_insp.shtml). Council members were encouraged to check elevator certificates and ensure that they are current and appropriately located. It was proposed that VP Anderson include elevator safety as a topic for the Emergency Management Committee to review.

#### Background Checks

In light of several recent incidents, CUNY is reviewing its policy regarding employee background checks.

#### Committees

##### Emergency Preparedness Task Force

John McKee, Deputy University Director of Public Safety, clarified several Clery Act reporting matters regarding off-campus incidents. The Task Force also discussed Sexual Harassment Prevention Training that is provided to our campus athletic directors and coaches.

##### Business Continuity Committee

Scott Corzine, Senior Vice President of Risk Solutions International LLC (RSI), presented “Emergency Management in Higher Education.” RSI recently completed an all-hazards-emergency-management program for LaGuardia Community College. Scott may be reached at [SCorzine@rsi-llc.com](mailto:SCorzine@rsi-llc.com) for any follow-up questions, and his presentation is available on SharePoint.

##### Insurance Committee

CUNY has finalized its contract with a new auto insurance broker, Cool Agency. The Committee will work with the broker to ensure that defensive driver training continues to be offered for CUNY staff driving 15 passenger vehicles.

There was a question regarding insurance for art work. All art work must be scheduled on the DASNY Property Insurance Policy in order to be covered. There is a \$10,000 deductible.

##### Emergency Management Committee

Emergency Planning for Campus Executives (FEMA G367) will be offered through Borough of Manhattan Community College this spring semester. Administrative Vice Presidents will be invited to attend. VP Scott Anderson will update us on the details for the training.

##### Residence Hall Committee

Kurt Klein, Health and Safety Manager, after discussion with the Committee, agreed to change the frequency of the residence hall written briefings from weekly to monthly. The briefings will still be sent to Kurt at [kurt.klein@mail.cuny.edu](mailto:kurt.klein@mail.cuny.edu) and will include any item or incident that would be reported to Public Safety.

#### Presentation

**Joy Phaphouvaninh, International Education Coordinator in Academic Affairs**, provided an “Update on CUNY’s Travel Policy.” The International and Domestic Travel Guidelines were developed by the Travel and Transportation Committee to assist faculty and staff in preparing for health

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and safety issues encountered while traveling. All CUNY-sponsored academic or student affairs trips and travel programs are subject to these Guidelines. The Board of Trustees approved the International and Domestic Travel Guidelines for immediate use at its November 28, 2011 meeting. Vice Chancellor Frank Sanchez will issue a memo to College Presidents to facilitate dissemination of the Travel Guidelines. The Council suggested that Joy also present to Academic Affairs and Student Affairs Councils.

### Upcoming Meetings

#### Business Continuity Committee

The next Business Continuity Committee meeting will be held on **Monday, January 23, 2012 from 9:30 AM to 11:00 AM** in the **Kibbee Board Room, 535 East 80<sup>th</sup> Street, Manhattan.**

#### Risk Management Council

The next Risk Management Council meeting will be held on Tuesday, **January 31, 2012, from 9:30 AM to 11:00 AM** in the **Kibbee Board Room, 535 East 80<sup>th</sup> Street, Manhattan.**

### Adjournment

The Council meeting was adjourned at 11:00AM.