Date: March 17, 2014
To: CUNY Risk Management and Business Continuity Council
From: Howard Apsan
Re: Risk Management and Business Continuity Council Meeting Minutes
205 East 42nd Street, February 24, 2014

Opening
The February Risk Management and Business Continuity Council Meeting was held on February 24, 2014, at 205 East 42nd Street in the 7th Floor Conference Room from 9:30 AM to 11:00 AM. Heather Yang of the Office of Environmental, Health, Safety and Risk Management recorded the minutes and the minutes of the previous meeting were approved by acclamation.

Updates
The Council welcomed one new addition, Lisa Beatha, Director of Veterans Affairs, in the Central Office of Student Affairs.

Flu Season
The New York City Department of Health and Mental Hygiene (NYC DOHMH) reported that influenza activity remained elevated during the first week of February 2014. Influenza-like illness accounted for 2.7% of all weekly visits, which is above the national baseline of 2%. All EHS officers are reminded to continue to promote flu prevention measures.

Winter Preparedness
The “Closure for Snow and Other Emergencies” memo was revised on January 21. When public schools are closed, CUNY will make a system-wide decision to close, stay open or adjust opening or closing times. A copy of the memo, which addresses multiple weather-related issues, can be found on the sharepoint site https://ehsrm.cuny.edu/default.aspx.

Infectious Diseases
Several cases of mumps were reported at Fordham University. Many of these cases were from students who were previously vaccinated. All health centers on campus have been briefed on the Fordham cases and the EHSRM website has been updated with the most recent DOHMH and CDC information. Diahann McFarlane, Environmental Health and Safety Officer at Hostos Community College, reported that CUNY’s Infectious Disease Notification protocol has been used and continues to minimize risk to the CUNY community.
Super Bowl XLVIII
CUNY successfully hosted several events in the days leading up to Super Bowl, including two VH1 concerts at Queens College and Lehman College respectively. An article describing CUNY’s partnership with the OEM in preparation for these events was published by the University Risk Management and Insurance Association (URMIA). A copy of the article can be found on the EHSRM website http://www.cuny.edu/about/administration/offices/ehsrm/URMIAArticleSuperbowl.pdf.

Committee Reports
Preparedness Committee
Bernard Jones, Risk and Business Continuity Manager, discussed the Committee’s work with the General Counsel’s Office on risks to minors and youth programs on campus. He also informed the Council that campus visits have been scheduled to update the 2014 Risk Management Plan, and that he is also working with CUNY Public Safety to review the current incident reporting system.

Information Technology (IT) Committee
Richard Ritter, Disaster Recovery Manager, reported on a drill to test the transfer of several critical applications, including the Central Office Exchange email system and the CUNY website to the Disaster Recovery (DR) facility in Clifton, New Jersey. The lessons learned will help to continuously improve our DR/BC capabilities as the transfer of applications moves forward.

Travel and Transportation Committee
Kurt Klein, Health and Safety Manager, mentioned that the Committee is gearing up for summer travel season and has already begun to review programs to higher risk locations.

Insurance Committee
Jane Sovern, Deputy General Counsel, discussed updates to CUNY travel insurance regarding employee use. She also reminded the Council on the timely notice of property damage.

Residence Hall Committee
David Jones, University Associate Director of Student Housing and Residence Life, discussed Title IX Training and Alcohol Awareness Training that was presented to the University Student Senate. He also mentioned that the Committee is researching behavioral tracking software to help identify at risk students.

Presentation
Dean Chenarides, Senior Account Executive, TELX, and Greg Sisk, Senior Sales Engineer, TELX, gave a presentation on “NJR3 data center and what it means for CUNY’s DR/BC plans.” The Council would like to thank Dean and Greg for a very interesting and informative presentation.

Upcoming Meetings
The next Risk Management and Business Continuity Council meeting will be held on Monday, March 24, at 205 East 42nd Street in the 7th Floor Conference Room from 9:30 AM to 11:00 AM.

Maybelle Jadotte-Clairvil, Private Sector Liaison, NJ Office of Homeland Security and Preparedness, will give a presentation titled “Leveraging Business Continuity to Develop a Culture of Preparedness.”

Adjournment
The Council meeting was adjourned at 11:00 AM.