

**Minutes of Risk Management Advisory Board Meeting
Wednesday, March 5, 2008**

Present: Edelmann, Patricia (Chair) Nix-Baker, Leslie Reichel, Eric
 Finley, Karen Parenti, Sally Stephen, David
 Jackson, Richard Rees, Rick Thorpe, Mike

Absent: Ellis, Herman; Graham, Dennis C.; Sator, Ken

Meeting called to order at 3:35 p.m. by Patricia Edelmann

I. Approval of Minutes of February 13, 2008 Meeting

Minutes from the February 13 meeting were reviewed for changes, additions, questions, or corrections. One correction was requested. Richard Jackson moved that minutes be approved, Rick Rees seconded. Minutes approved.

II. Review Top 10 Risks Identified by Committee

Submissions for top ten risks were reviewed and the top ten were chosen based on the order of most votes. Other risks will be looked at in the future. Mike asked that two new items be included, Electronic Discovery Issues and Sport Clubs. A printout of the top ten risks was handed out.

Comments: David Stephen felt there were other high risks - #54 Radiation Source Leak Tests -- Patricia said there were just a couple x-ray machines on campus in Holt Hall, not high risk. #67 Student Organization Activities Off Campus -- Rick said track record reflects campuses not being sued over issues. He feels most attorneys know that it is difficult to hold the campus responsible. Many times difficult to determine who is doing the event. #74 Untested Human Blood in Biology Labs -- Patricia didn't include in top 10. She was involved with the group that developed a policy dictating the kind of blood, conditions and clean up. She feels good policies are in place and campus personnel are doing everything they can. Student Health Center has licensed clinical lab and State and Federal Regulations are followed. Kenny from EHS ensures procedures are in place. Leslie asked if there is custodial training. David said yes, for Housing and FMS staff.

The next step will be for committee members to meet with campus personal to go over the risks and determine the governing policies, procedures and plans that are in place. Rick felt that members could provide a lot of input. For field trips may want to include Academic Affairs. There are IRA programs, student programs, class outings and events. If employees involved, then campus is involved. Many times it is difficult to determine who putting on and primary involvement. Committee determined that this should be looked at and discussed in the future. For faculty advisors there are resources that they are directed to for information. Rick will distribute document to better identify who is who, AS, IRA Programs, University Recognized Student Organizations.

Mike and Patricia will meet and prepare 3 or 4 questions for the areas. It was determined that the VP for the area should be contacted so they are aware of the process.

The following is a listing of who will handle each risk:

18/33 Employment Practices -- Leslie Nix-Baker will talk with Chancellor's Office and Legal
 37 Field Trips -- Patricia Edelmann
 7 Catastrophic Event -- Eric Reichel
 41 Hazardous Materials Handling -- Ken Sator
 50 Police Facility (in the works) -- Eric Reichel
 55 Residence Halls -- David Stephen
 75 Vehicle Accidents -- Patricia Edelmann.
 Electronic Discovery -- Mike Thorpe
 Sport Clubs -- Mike Thorpe

III. Electronic Waiver Status

Mike met with Jarrett Morgado. Jarrett will put two test forms on the servers so when the executive order is received we can implement. It will be tied to PeopleSoft.

Meeting Adjourned at 4:35 p.m.

Next Meeting: Wednesday, April 9, 2008 ~ Kendall 103 ~ 3:30 – 4:30 p.m.