

**Minutes of Risk Management Advisory Board Meeting
Wednesday, January 23, 2008**

Present: Edelmann, Patricia (Chair) Jackson, Richard Sator, Ken
 Finley, Karen Rees, Rick Thorpe, Mike
 Graham, Dennis C. Reichel, Eric

Absent: Ellis, Herman; Nix-Baker, Leslie; Parenti, Sally; Stephen, David

Meeting called to order at 3:30 p.m.

Patricia introduced herself as Chair of the committee. She is currently faculty in the Biology Department. Member introductions took place.

Patricia gave a brief history of the committee: In February 2004 EM 04-01, Policy on Risk Management, was issued which established the Risk Management Advisory Board (RMAB) on campus. EM 04-01 listed the charge and membership of the committee. Functions include assisting in the implementation and maintenance of the campus Risk Management Program, identifying risks and liability on campus and the existing mitigating measures, and submitting an annual report to the President on risk management issues, activities and campus compliance.

There is also a new Executive Memorandum 07-19, The Campus Health and Safety Committee, issued October 4, 2007. Current discussion will be focused on our charge now and future meeting schedule.

Patricia reviewed what was done in the past on campus risk identification, determining probability and mitigating measures. Surveys were sent to various areas on campus with low response. Discussion will be on how to proceed and how the two committees will function on campus.

Ken Sator explained that the Risk Management Office is under Environmental Health and Safety. Ken was interim Risk Manager until October 2007 when Mike Thorpe was hired. Mike comes to campus with 20 years experience in the insurance field.

Ken said in January 2007 the new contract for California State University Employee's Union (CSUEU) was ratified and campus was required to have a University Health and Safety Committee. EM 07-19 lists the charge and membership - 23 members, 13 bargaining units plus others are represented. The committee met in November and January and will continue to meet quarterly. Their primary function is to help guide campus and Environmental Health and Safety (EHS) provide a healthy, safe workplace. Ken and Mike have discussed specific differences between committees and see a clear separation between Public Safety, EHS, and Risk Management. Ken feels the RMAB should define and focus on activities on campus which are outside of the normal activities and ensure the campus has appropriate policies, programs, and insurance in place to protect the University. Further focus should also be placed on the electronic field trip release process.

Patricia reviewed the Risk ID survey listing indicating that there are currently 79 items listed. She asked whether she and Mike should review the listing to determine what items would be pertinent based on the inception of the Health and Safety Committee and its charge. She also feels that personal meetings should be set up with campus individuals to complete the survey responses.

Ken felt since the committee is taking a different direction, there should be another attempt made to get responses - only 13 out of 92 people responded with the initial electronic survey.

Richard felt Ken's distinction of committee functions is important. Auxiliary is self insured. They sort by types of activities. For activities that are not the normal activities, they determine if release paperwork or additional insurance is necessary. Example, Sky the PE Guy (former student traveling by foot across the U.S. promoting physical fitness/health) - not a normal activity.

Ken concurs. Patricia and Mike should look at current risk identification and contact lists and reduce based on current focus. Contact can then be made with the individuals for a personal interview. Current focus should be to capture activities that are not the normal campus activities.

Richard asked who has liability for sport clubs.

Rick said the campus has the liability – referring to EO 10-06. These are sport clubs -- competition teams that compete inter-collegiate. All have state-paid coaches, many travel like a team. There are issues beyond the medical insurance. Chico has 12 Sport Clubs. This has caused a lot of consternation.

Mike said Ian McGregor out of the Chancellor's Office has had meetings regarding club insurance. Mike thinks there will be an insurance policy coming.

Rick indicated there is still a lot of confusion about student organizations. We were sued over the First Amendment. It was settled. This was a result of policy change out of the VP's Office. Need to settle camps as well -- some run by Athletics some by Recreational Sports. He said Recreational Sports was new to Student Activities area, they do not have a lot of history and it needs to be discussed.

Patricia asked if there was something this committee could help with.

Ken said a barbeque was set up in the AJH playing field for rugby practice. He felt there needs to be discussion.

Patricia has been in discussions regarding active shooters on campus. Would University Police oversee this?

Mike said our obligation is to warn students.

Eric said UPD is working on getting notification in place.

Dennis said the Virginia Tech lawsuit was about whether there should have been something done before it happened. Pertaining to the risk id list and contact people, he would like to be included in the discussion. He has not received an update on funding for the Foreign Travel Policy premium.

Richard said he spoke with his insurance administrator and this is a blanket policy which is applied for.

Mike indicated that the coverage is in place whether it is reported or not.

Future Meetings: Patricia proposed Wednesdays, 8:30-9:30 or 3:30-4:30. Committee should have next meeting within the next couple of weeks and determine process for contacting other areas.

Meeting Adjourned at 4:20 p.m.

TO DO LIST:

- Mike and Patricia to review the risk identification contact list and the October 25, 2005 risk id listing and determine what items should remain on listing and who to interview based on the new focus.
- For risk identification items, Ken will prepare examples of what the committee is looking for.
- Patricia will check with Phyllis Weddington for update on electronic release status.
- Mike to contact Chancellor's Office for update on status of executive memo for the field trip release and electronic signature.

Next Meeting: February 13, 2008 ~ Kendall 103 ~ 3:30 – 4:30 p.m.