

**Minutes of Risk Management Advisory Board Meeting
Wednesday, February 13, 2008**

Present: Edelmann, Patricia (Chair) Jackson, Richard Nix-Baker, Leslie
 Finley, Karen Thorpe, Mike Stephen, David
 Hanson, Matt Sator, Ken

Absent: Ellis, Herman; Parenti, Sally; Graham, Dennis C.; Reichel, Eric; Rees, Rick

Meeting called to order at 3:30 p.m. by Patricia Edelmann

I. Approval of Minutes of January 23, 2008 Meeting

Minutes from the January 23 meeting were reviewed for changes, additions, questions, or corrections. No changes were requested. Ken Sator moved that minutes be accepted, Mike Thorpe seconded. Minutes approved.

II. Future Meeting Times / Schedule

Future meeting times and schedule were discussed. Presently, the committee will probably meet every two to three weeks. Next meeting is tentatively set for March 5, 2008 from 3:30-4:30 p.m.

III. Risk ID and Contact Listing Review

Patricia and Mike met and reviewed and edited the October 25, 2005 risk identification listing. At the time it was prepared it was ranked by severity and probability. Considering the new focus of the committee, the listing was reviewed for extraordinary risks. Items were crossed off that would be covered by other areas. Mike indicated their focus was on financial risks vs. safety risks. Patricia said the Health and Safety Committee will oversee many of the items removed from the listing. Patricia indicated that risks that need mitigating measures or policies should be identified.

Mike indicated that when discussion takes place with the departments, focus will be on the out-of-ordinary risks, i.e. Sky the PE Guy, not the normal activities.

Discussion took place on which items to include on the risk identification listing and which to remove. Some risks have mitigation measures already in place. Non-routine campus activities should be identified along with mitigation measures, for example, requiring insurance along with naming the University as additional insured or requesting a waiver. Focus should be on top ten key items on listing. Loss history should be incorporated into the focus.

- 2 Include, due to the possibility of out-of-ordinary occurrence.
- 6 Will be kept on the listing. It could include contract liability. Bird flu causing campus closure. Follow up on who is the current Campus Business Continuity Coordinator.
- 9 Keep on listing
- 10 Richard will look into further.
- 14-33 Remain on listing
- 45-52 Leave 50 & 51 on listing due to danger points and problems in this area. Remove 45-49 and 52.
- 56 & 57 Remain on listing
- 65 Remain on listing. Storm water protection plan—as construction takes place nothing should come off the site. There are requirements for bids and internal on-campus requirements. Campus could get fined.
- 73 Leave on listing
- 76 Leave on listing, mitigation measures in place.
- 78-79 Leave on listing

During the next meeting, risks will be discussed to determine the current top ten greatest exposures. This may include new items in addition to ones already on the listing. Members should come with ideas for top ten items. Some ideas are: Eagle Lake activities, activities involving children, activities on and off campus, student placements. Talk with others in your area and ask about items to include and resources needed. Items will be reviewed to determine if there are mitigating measures in place—policies / regulations and what is in place to protect the campus. Focus should be on what is out of the ordinary with no mitigating measures in place. There was concern about not being able to mitigate risk due to lack of resources —one resource being staffing.

Richard said that they found that for managing employment practices they were not getting the information in a timely manner. They put a new system in place to get claim information faster to better manage the process.

Patricia and Mike will meet and look at the contact listing again for the department survey.

Patricia said resources help to decrease risk but recent budget outlook may limit possible resources. Eventually the Chancellor's Office will ask for an annual report from the campus covering risk identification. A lot of work has already been done to create the listing. We should keep the main listing but focus on specific areas.

IV. Status Report of Electronic Field Trip Release Document

Mike Thorpe contacted the Chancellor's Office and they advised that forms would be out soon but did not have a definite date. Ken said the project has been turned over to Miles and Jarrett's since the campus IT area will build it but not own it. Phyllis' group will work with Miles and Jarrett. Acceptance of the electronic signature is still unknown. Dennis said we may be able to use an "I Accept" box. LDAP would authenticate the individual.

Follow Up Items –

Who is the current campus Business Continuity Coordinator?

Richard Jackson to look into item #10

Members to bring top ten items for discussion at next meeting

Patricia and Mike will review contact listing again for department contact person for survey

Meeting Adjourned at 4:35 p.m.

Next Meeting: March 5, 2008 ~ Kendall 209 ~ 3:30 – 4:30 p.m.