

Minutes of Risk Management Advisory Board Meeting March 10, 2009

Members: Herman Ellis, Karen Finley, Richard Jackson, Leslie Nix-Baker, Sally Parenti, Rick Rees, Eric Reichel, Kenneth Sator, David Stephen, Michael Thorpe, and Patricia Edelmann, Chair.

Present: Sally Parenti, Rick Rees, Eric Reichel, Kenneth Sator, David Stephen, Michael Thorpe, Karla Zimmerlee and Patricia Edelmann (Chair)

Absent: Herman Ellis, Karen Finley, Richard Jackson, and Leslie Nix-Baker

The Risk Management Advisory Board Meeting commenced at 3:00 p.m. in Kendall Hall, Room 103. Patricia Edelmann recognized Karla Zimmerlee who is representing Facilities Management Services as Interim Director.

I. Discussed Results from Risk Assessment

Risk assessment findings for 2007/2008 had been reviewed and 81 risks were listed in the May 2008 Annual Report to the President. The Board then looked at other areas on campus to determine if recommendations could be made. Areas interviewed were-

Patricia Edelmann interviewed Natural Sciences and Art and reported that the areas have good safety measures in place. There are safety trainings and safety contracts are signed by students, staff attend safety training workshops and Environmental Health and Safety Office has trainings. It was observed that there are some fume hoods in the Chemistry Department that could flow better. Dave Barta, Safety Officer in Art Department, has done a lot to increase safety in that area.

Mike Thorpe spoke with Jeff Mott regarding the preserves. A tower is being installed which will allow access to 911. The hunting zones are clearly identified. They have a good system for waivers to be completed for K-12 users.

Mike Thorpe reviewed Child Development Lab with Robyn Hearne. The doors are all unlocked due to fire code issues. Mike will work on guidelines to better secure building.

Athletics: Transportation – Driving is done by the coach or assistant coach. 15-passenger vans are no longer used.

For Adventure Outings they have policy and procedures in place for emergencies, waivers are signed, vehicles are inspected prior to trips, first aid kits and cell phones are used for communication. Sally Parenti said the release was just reviewed with the attorneys.

For Recreational Sports new insurance will be secured – still working on levels. Rick Rees said there is a webinar on Monday regarding the insurance. Sally said further discussion will take place when Recreational Sports moves to the new Wildcat Activity Center.

Patricia and Mike said that overall departments are doing a good job addressing risks and having policies and procedures in place for safety. A memo will be sent to each department outlining details of the assessment and providing recommendations as necessary.

II. Discuss Annual Report to the President

In May an annual Risk Management Report will be prepared and submitted to the President which will include results from the department review and provide a summary of the Board activities for the year.

III. Discuss Areas of Assessment for 2009/2010

Patricia Edelmann and Mike Thorpe discussed a couple areas that might be included in an assessment for 2009/2010 - WREC, field trips, student placements.

WREC: since the building is new and there are numerous activities. Per Sally Parenti, Rick Scott is in charge. Mike Thorpe spoke with Curtis regarding a waiver for students to sign for use during their entire stay at CSU, Chico.

David Stephen suggested reviewing the Farm – Agriculture Department. Ken Sator said he would be willing to assist. Further discussion will take place at a future meeting.

For student placements in the community, Mike Thorpe explained that if there is no written agreement in place, the insurance that is set up through the Chancellor's Office does not apply. The process is being streamlined for the faculty.

Eric Reichel said there is still no holding facility for University Police to use.

Mike Thorpe reported that approval has been received for the electronic signature on the field trip release process. It is hoped the process will be in place by the fall 2009.

Patricia Edelmann adjourned the meeting at 3:30 p.m.