

RISK MANAGEMENT

I. Policy Section

14.0 Risk Management

II. Policy Subsections

14.1 Risk Management

III. Policy Statement

The Risk Management Policy is in place to facilitate the development, implementation, and administration of a comprehensive Risk Management Program. The Risk Management Program helps to ensure that policies and procedures are in place to address current and emerging risks that impact the College Campus Community. Employees will be responsible for complying with specific guidelines for risk management established pursuant to this policy.

IV. Reason for Policy

This policy is enacted to ensure that policies and procedures are in place to address current and emerging risks that impact the College Campus Community.

V. Entities Affected by This Policy

Board of Trustees
Employees
Students
General Public

VI. Who Should Read this Policy

All employees

VII. Related Documents

Firearms, Explosives or Weapons Policy
Complaints Regarding Violations of Privacy and Confidentiality (HIPAA) Policy
Campus Closing Due to Inclement Weather & Emergency Conditions Policy
Hazard Communications Policy
Use of College Vehicles Policy
Service Animals Policy

Open Flames Policy
Communicable Diseases Policy
Building Access/Raider Card Policy
Reporting Child Abuse and Neglect Policy
Health & Safety Policy
College Sponsored Student Travel Policy

VIII. Contacts

Policy Owner: Director of Budget and Business Services
Vice President (VP) for Finance and Administration
Provost
Executive Director of Operational Planning
Chief Grand Rapids Community College (GRCC) Police

IX. Definitions

N/A

X. Procedures

- A. GRCC is committed to managing risk as an integral component of its operations in order to maximize opportunities for members of its campus community and minimize setbacks to the institution's mission, strategies, and objectives.
- B. Risk management is the responsibility of staff at all levels of the College, equal in importance to other operational considerations. Every employee is responsible for supporting and cooperating with the risk management effort.
- C. The President has designated the Risk Management Oversight Team (RMOT) to provide executive oversight of the risk management effort. This includes the development of strategies for risk identification, risk avoidance, risk mitigation (including the identification of insurance needs), and evaluating risk tolerance.
- D. The RMOT will meet at least semi-annually and will be co-chaired by the Provost and the VP for Finance and Administration.
- E. The membership of the RMOT will include, in addition to the co-chairs, the chairs of each standing subcommittee.
- F. Standing subcommittees of the RMOT will include the following:
 - 1. Student Behavioral Intervention Team
 - 2. Employee Behavioral Intervention Team
 - 3. Emergency Planning and Preparedness Team
 - 4. Health and Safety Team
 - 5. Accessibility & Title IX Teams
 - 6. College Sponsored Student Travel Team
 - 7. Disaster Recovery Team
 - 8. Institutional Review Board

9. Study Away Review Team

G. The specific responsibilities of the RMOT will be:

1. To provide a forum for ensuring cohesion and collaboration of risk management activities across the College.
2. To assess new risks and, as appropriate, assign oversight responsibility to a standing subcommittee or newly created team as necessary.
3. To review the plans and charges of the standing subcommittees.
4. To support the work of the standing subcommittees by providing guidance and direction as appropriate.

H. Each standing subcommittee shall be responsible for creating a team charter and developing programs and procedures to address the risks under their purview, including dissemination of such information to appropriate staff. They will determine that all aspects of these programs and procedures are in compliance with local, State and Federal laws.

I. Limited-term, specific issue ad-hoc teams may be determined by the RMOT based on the identified risks in areas including, but not limited to external, operational, financial, hazard, human resources, legal/regulatory compliance, reputational, and strategic/business model.

J. When staff training is required, each subcommittee or ad hoc team chairperson shall work with the Human Resources Staff Development office to assure that training is properly provided and documented. Such training shall be accomplished by qualified staff or outside consultants and shall include proper evaluation, record-keeping, and follow-up activities.

XI. Forms

N/A

XII. Effective Date

December 2015

XIII. Policy History

Revised 12/2004 Revised 12/2015 - Policy has been updated to reflect a new risk management organizational structure resulting from a Strategic Risk Assessment performed by Arthur J. Gallagher Risk Management Services, Inc.- spring of 2015.
Revised 12/2019 - Updated titles, contacts and team names
Revised 11/2023 - Updated policy statement and reasons for policy sections.

XIV. Next Review/Revision

December, 2027