

## RISK MANAGEMENT

### I. Policy Section

14.0 Risk Management

### II. Policy Subsections

14.1 Risk Management

### III. Policy Statement

The Board of Trustees authorizes the President or his/her designee to develop, implement, and administer a comprehensive risk management program to provide adequate and reasonable protection and safety to the College, its facilities, the Board of Trustees, the employees, the students and the general public. The risk management program is designed to identify and minimize risks. 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 adequate and reasonable protection and safety to the College.

### V. Entities Affected by This Policy

Board of Trustees  
Employees  
Students  
General Public

### VI. Who Should Read this Policy

All employees

### VII. Related Documents

14.2 Firearms, Explosives or Weapons  
14.3 Complaints Regarding Violations of Privacy and Confidentiality (HIPAA)  
14.5 Campus Closing Due to Inclement Weather & Emergency Conditions  
14.6 Hazard Communications  
14.7 Use of College Vehicles  
14.10 Service Animals  
14.12 Open Flames

- 14.13 Communicable Diseases
- 14.14 Building Access/Raider Card
- 14.15 Reporting Child Abuse and Neglect
- 14.16 Health & Safety
- 8.3 College Sponsored Student Travel

VIII. Contacts

Policy Owner: Director of Budget & Business Services  
Vice President for Finance & Administration  
Provost  
Executive Director of Operational Planning  
Chief of Campus 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 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 & Administration.
- E. The membership of the RMOT will include, in addition to the co-chairs, the chairs of each standing sub-committee.
- F. Standing subcommittees of the RMOT will include:
  - 1. Student Behavioral Intervention Team
  - 2. Employee Behavioral Intervention Team
  - 3. Emergency Preparedness/Incident Response Team
  - 4. Health and Safety Team
  - 5. Accessibility & Title IX Teams
  - 6. Student Experience Team
  - 7. Disaster Recovery Team
  - 8. Institutional Review Board
  - 9. Off-Campus Student Experiences 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 sub-committee or newly created team as necessary.
  3. To review the plans and charges of the standing sub-committees.
  4. To support the work of the standing sub-committees by providing guidance and direction as appropriate.
- H. Each standing sub-committee 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 sub-committee 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., in the spring of 2015.

Revised 12/2019 - updated titles, contacts and team names

XIV. Next Review/Revision Date

December 2023