Harper College

Risk Management Status Report

September 10, 2014

1

FY14 Risk Identification

Moderate/High Risk

1. Crisis Communication
2. Minors on Campus
3. Financial Aid Compliance
4. Disaster Preparedness

Moderate Risk

5. Non-Science Lab Safety
6. Transportation Off Campus

Low Risk

7. Identity Theft
8. Internal Financial Controls
9. Assuring Correct Data

Very Low Risk

10. Accreditation /Assessment

Moderate/ High Risk

Crisis Communication

Critical (3) x Probable (3) = 9 Moderate/High Risk

Activity to Date:

- Crisis Communication Plan was reviewed by a third party consultant. Report is being drafted.
- "Opt out" emergency notification system went in effect on September 3.

Next Steps:

- Address "gaps" identified in consultant report.

Moderate/ High Risk

Minors on Campus (including locker rooms)

Critical (3) x Probable (3) = 9 Moderate/High Risk

Activity to Date:
- In-Zone program and Building M (locker rooms) procedures were reviewed by a third party consultant.
- HR/Wellness Committee is drafting a procedure for supervision of children on campus.
- Language has been added to contracts and purchase orders for vendors to do background checks on their employees.

Next Steps:
- HR/Wellness Committee finalize procedure for supervision of children on campus.

Moderate/ High Risk

Financial Aid Compliance

Critical (3) x Probable (3) = 9 Moderate/High Risk

Activity to Date:

- Audits completed by independent third parties.
- Reviewed procedures for compliance, reporting, refunds, and reconciliations.
- Increased employee training.

Next Steps:

- Continue annual external audits.

Moderate/ High Risk

Disaster Preparedness

Catastrophic (4) x Remote (2) = 8 Moderate/High Risk

Activity to Date:

- The Emergency Operations Plan (EOP) reviewed by a third party consultant. Report is being drafted.

Next Steps:

- Address "gaps" identified in consultant report.
- Update EOP to include LCC and HPC.
- Investigate establishing Business Continuity Plans for departments in addition to IT.

Moderate Risk

Non-Science Labs

Critical (3) x Remote (2) = 6 Moderate Risk

Activity to Date:

- All clinical sites have been reviewed with the IL Department of Professional Regulation and determined they are in good standing.
- Identified safety training opportunities for employees and students.

Next Steps:

- Implementation of identified safety training.

Moderate Risk

Transportation off Campus

Critical (3) x Remote (2) = 6 Moderate Risk

Activity to Date:

- Implementing enhancements to driver safety training program.

Next Steps:

- Recommendation for use of waivers on academic field trips.
- Compliance monitoring by Environmental Health & Safety.

Low Risk

Identity Theft/Cyber Liability

Marginal (2) x Remote (2) = 4 Low Risk

Activity to Date:
- Implemented "Acceptable Use" electronic signoff.
- Implemented workstation time out /log off.
- Increased insurance coverages.

Next Steps:
- Planning "Employee Security Awareness Campaign".
- Continue risk monitoring within IT department.

Low Risk

Internal Financial Controls

Marginal (2) x Remote (2) = 4 Low Risk

Activity to Date:

- Evaluated financial controls for cash, cash equivalents, asset management and investment policy.
- Implemented quarterly schedule of investment review meetings with PMA.
- Reviewed capital asset procedures.

Next Steps:

- Continue risk monitoring by Finance Department.

10

Low Risk

Assuring Correct Data

Marginal (2) x Remote (2) = 4 Low Risk

Activity to Date:

- Developed and implemented new processes with IT to validate report data prior to submission.

Next Steps:

- Identify data housed outside Banner and determine appropriate storage location.
- Develop procedure to validate course offerings prior to scheduling.

Very Low Risk

Accreditation/Assessment

Negligible (1) x Improbable (1) = 1 Very Low Risk

Activity to Date:

- HLC criteria and core components examined.
- Reviewed HLC concerns regarding assessment.

Next Steps:

- Recommendations for improvements are being developed.
- Develop plan and timeline to implement recommendations this semester.

Questions?