

# Goals/Status, September 2008

## 1. Project Planning

	GOAL	ACTIVITIES	PARTICIPANTS	OUTCOME	TIMEFRAME	STATUS
<b>A</b>	Obtain top-level support, commitment and participation.	Place MIRA project on Governing Board agenda for approval.	Governing Board	Governing Board approved MIRA Project.	March 28, 2000	√
		Meet with CEC to reaffirm their support.	CEC MIRA Chair	CEC reaffirmed support of MIRA Project.	July 2003	√
					August 2004	√
					August 2005	√
					September 2006	√
September 2007	√					
<b>B</b>	MIRA Project Leader to be named.	Dr. Glasper to name staff member to be responsible for MIRA Project.	Dr. Glasper	Dr. Glasper named Ruth Unks, District Risk Manager, to staff and implement MIRA Project.	October 27, 2003	√
<b>C</b>	Create MIRA Committee comprised of representatives from across MCCCCD.	MIRA Chair to review MIRA and RMAC membership rosters.	Ruth Unks	MIRA Committee members selected.	November 2003	√
		Ensure adequate representation at each MIRA meeting.	MIRA Committee	Alternate members chosen.	January 2005	√
					January 2006	√
					June 2007	√
					January 2008	√
					February 2004	√
					January 2005	√
					February 2006	√
June 2007	√					
January 2008	√					
<b>D</b>	Committee needs clear mission and charge.	Draft charge.	Ruth Unks	MIRA charge approved by MIRA Committee.	February 2004	√
		Present charge to committee members for comment/ approval.	MIRA Committee		January 2005	√
					February 2006	√
					June 2007	√
					February 2008	√
<b>E</b>	Committee needs facilitated training on ERM concepts.	Facilitated training by ERM consultant for 8 hours.	MIRA Committee & Alternates	MIRA Committee members educated on ERM concepts.	February 2004	√
			Consultant		February 2005	√
					April 2006	√
					February 2008	√

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## 2. Evaluate MCCC'D's Environment and Strategy

GOAL	ACTIVITIES	PARTICIPANTS	OUTCOME	TIMEFRAME	STATUS	
<b>A</b>	Framework for ERM should begin with the institution's strategic plan.	MIRA Chair and other committee members will participate in MCCC'D's strategic planning process.	Ruth Unks MIRA Committee	ERM strategies incorporated into MCCC'D's strategic planning process.	Ongoing	Ongoing
<b>B</b>	Commitment to managing risks should be stated by CEO that supports the achievement of institutional goals and objectives.	Create Administrative Regulation Sub-Committee.	MIRA Committee	Committee created.	January 2005	√
		Draft Administrative Regulation regarding MIRA.		Administrative Regulation adopted by Governing Board.	February 2007	√
<b>C</b>	Common risk language needs to be developed and customized to the organization.	Create a Common Language Sub-Committee.	MIRA Committee	Committee created.	February 2004	√
		Develop and customize risk management language for MCCC'D.		Customized risk management language; developed and published.	January 2005	√
<b>D</b>	Develop description of MCCC'D's environment, culture and risk appetite.	MIRA Committee will evaluate the environmental scanning report, CAFR, strategic plan, and mission and vision statements.	MIRA Committee	MCCC'D's Risk Environment, Culture & Appetite determined.	March 2004 - April 2004	√ √

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## 3. Develop a Comprehensive Risk Framework and Process

GOAL	ACTIVITIES	PARTICIPANTS	OUTCOME	TIMEFRAME	STATUS	
<b>A</b>	Develop overall portfolio of risks.	Phase I: Review, consolidate and group by category significant risks, utilizing matrix of 80 risks. Identify additional risks. Prioritize risks by likelihood, severity, and frequency. Select 10 - 20 risks to mitigate.  Phase II: Identify other risks from matrix, environmental scans, and brainstorming.  Phase III: Identify other risks from matrix, environmental scans, and brainstorming.	MIRA Committee	Provide a mechanism to ensure decision makers are addressing the most significant risks.	March 2004 - February 2005	√
					February 2005	√
					February 2006 - September 2006	√
					November 2007	√
<b>B</b>	Develop risk assessment tools for all employees to utilize.	Research what risk assessment tools currently exist and determine if these tools are suitable for MCCCCD employees. May also develop customized risk assessment tools.  Form risk assessment teams at colleges.	MIRA Risk Assessment Sub-Committee  Ruth Unks, VPs of Administration	Provide tools to assist employees to identify and assess risks, and develop and implement mitigation strategies.	Ongoing	Ongoing
				Colleges assess their own risks.	Pilot project with MCC - June 2007	√
					SCC September 2007	√
					PVCC January 2008	√
	PC June 2008	√				
	RSC September 2008	√				

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## 4. Review Risk Financing/Mitigation Process

	GOAL	ACTIVITIES	PARTICIPANTS	OUTCOME	TIMEFRAME	STATUS
<b>A</b>	Ensure that all mitigation efforts are coordinated and effective in managing those identified risks to an acceptable level of exposure.	Select appropriate strategies for the risks identified in Phases I and II.	MIRA Committee CEC	Help decision makers strategically manage their risks.	November 2006 September 2007	√ √
<b>B</b>	Traditional Risk Management Program continues to move forward.	Review and provide feedback on risk management initiatives.	Risk Manager Risk Management Advisory Sub-Committee	New risk management initiatives are implemented.	Ongoing	Ongoing
<b>C</b>	Institutionalize the process so that the entire organization becomes involved and takes ownership of the outcomes.	Align MIRA with existing processes.	MIRA Committee	Remove silos of risk management processes.	Ongoing	Ongoing
		Draft Administrative Regulation regarding risk management.	MIRA Administrative Regulation Sub-Committee	Administrative Regulation adopted by Governing Board.	February 2007	√

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## 5. Develop a Risk “Nervous System” for Communication, Reporting and Monitoring

GOAL	ACTIVITIES	PARTICIPANTS	OUTCOME	TIMEFRAME	STATUS	
<b>A</b>	Invest in front-end rollout through comprehensive communication and facilitation.	Create Marketing/Communications Sub-Committee.	MIRA Committee	Marketing/Communications Sub-Committee to develop and implement marketing communications plan.	February 2004	√
		Present MIRA information at Governing Board meetings, strategic conversations, new employee orientations, and employee councils.	MIRA Committee	Create general awareness of MIRA.	Ongoing	Ongoing
		Create website that is linked to existing MCCCCD websites.	MIRA Marketing/Communications Sub-Committee	Provide general information about MIRA.	August 2005	√
		Develop training programs with EOLT.	EOLT	Educate all employees on risk management.	Ongoing	Ongoing

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## 5. Develop a Risk “Nervous System” for Communication, Reporting and Monitoring (continued)

	GOAL	ACTIVITIES	PARTICIPANTS	OUTCOME	TIMEFRAME	STATUS
<b>A</b>	Invest in front-end rollout through comprehensive communication and facilitation.	MIRA articles to appear in MCCCDC newsletters.	MIRA Marketing/ Communications Sub-Committee	Educate all employees on risk management.	Ongoing	Ongoing
		MIRA marketing campaign continues.	MIRA Marketing/ Communications Sub-Committee			Ongoing
<b>B</b>	Metrics should be in place to measure progress and results.	Produce an annual report for the Governing Board, CEC, and Employee Groups.	MIRA Marketing/ Communications Sub-Committee	Provide update on goals and accomplishments.	August 2004 September 2005 September 2006 September 2007 September 2008	√ √ √ √ √
<b>C</b>	Update and review the ethics initiative.	Determine tools to measure compliance and success.	Blue Ribbon Panel	Continue to implement and enforce the ethics initiative.	Ongoing	Ongoing