

**MINUTES OF THE CSURMA AORMA  
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE  
JUNE 3, 2013**

**TELECONFERENCE MEETING  
11:00 AM**

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**MEMBERS PRESENT**

Dwayne Brummett (Chair), Associated Students, Inc. (Cal Poly San Luis Obispo) *Left the meeting at 12:03 PM*

Dennis Miller, Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)

Raven Tyson, Associated Students of San Diego State University (ASI San Diego)

Arnecia Bryant, Loker University Student Union (CSU Dominguez Hills)

Kristin Kelly, Student Union of San Jose State University (San Jose State University) *Joined the meeting at 11:41 AM*

**MEMBERS ABSENT**

Peter Neville, Sonoma Student Union Corporation (Sonoma State University)

**STAFF, GUESTS AND CONSULTANTS**

Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)

Mimi Long, Alliant Insurance Services, Inc.

Brent Escoubas, Alliant Insurance Services, Inc.

Tevea Him, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

The meeting was called to order by Dwayne at 11:12 AM.

**B. PUBLIC COMMENTS**

There were no public comments.

**C. GENERAL ADMINISTRATION**

**C1. Approval of the Agenda Order**

A motion was made to approve the agenda as presented.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly				X
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C2. Approval of Meeting Minutes – February 4, 2013**

A motion was made to approve the February 4, 2013, MSLCTC meeting minutes.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly				X
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C3. Review and Approval of the FY 13/14 MSLCTC Expenses within the CSURMA Budget**

Mimi Long explained that the MSLCTC maintains a budget for its annual loss control and training expenses. The Operating Revenues of \$300,844 have already been approved by the AORMA Committee, CSURMA EC and CSURMA BOD. At this meeting, the MSLCTC will discuss and approve the expense items within the MSLCTC budget.

Highlights for FY 13/14:

- *Alliant Loss Control Services* – Brent Escoubas has lowered the cost for the FY 13/14 contract due to his relocation to Northern California. He is hopeful that this move will reduce his overall travel expenses. This expense has decreased from \$90,525 to \$87,000.
- *Target Safety* – The annual fee for this contract will remain the same at \$80,750.

- *Employers Group / HR Services* – The contract is being renewed by addendum with the same terms and conditions. The pricing is slightly lower due to contract term change. The annual fee for this contract is \$27,645 which is a \$210 reduction.
- *Minors on Campus and Theater Safety Training* – This is new training proposed and approved by the CSURMA EC. The total cost budgeted for the training is \$110,000. AORMA’s portion of the total is \$15,831. The remaining costs are allocated to the campuses.
- *AOA Sponsorship* – After AOUIT was terminated, the AORMA Committee agreed to increase its sponsorship to \$18,000. In the past, AOUIT contributed \$3,000 to AOA annually.
- *Fitting the Pieces Conference* - Historically, a portion of the cost for the Fitting the Pieces Conference was allocated to AORMA. This year, however, a separate line item is included so it appears that it is a new expense.
- *Risk Reduction Grant Program* - \$35,000 is included within the budget. The MSLCTC member recommended that this be increase to \$40,000 so that four grants of \$10,000 each are available.

A motion was made to approve the expense items within the FY 13/14 MSLCTC budget as presented and increase the Risk Reduction Grant Program expense from \$35,000 to \$40,000.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly				X
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C4. Review of Approval of Policy and Procedure A-6, Risk Reduction Matching Grant Program**

Mimi Long let the committee members know that the AORMA Committee reviewed Policy & Procedure A-6 – Risk Reduction Matching Grant Program at its meeting on March 21, 2013 and that the AORMA committee asked that the Policy & Procedure be revised to include a timeline for the Member to complete the grant project. The following wording was added to the Policy & Procedure:

1. To access funds under the Program, a Member must complete the grant application which will include;
  - a. A description of the proposed risk reduction project
  - b. The **anticipated timeline for completion of the risk reduction project**.
  - c. An estimate of the total costs for the proposed risk reduction project.
  
2. The Member will be expected to complete the proposed risk reduction project within the timeline provided within the grant application. The MSLCTC may rescind the grant if the Member has not started, or completed, the risk reduction project within the timeframe proposed.

The AORMA committee approved the attached version of Policy & Procedure A-6 at its meeting on May 9, 2013.

The MSLCTC members reviewed the changes made by the AORMA committee and directed staff to suggest the following additional changes to Policy & Procedure A-6 – Risk Reduction Matching Grant Program:

1. To access funds under the Program, a Member must complete the grant application which will include;
  - a. A description of the proposed risk reduction project
  - b. The anticipated timeline for completion of the risk reduction project.
  - c. An estimate of the total costs for the proposed risk reduction project.
  
2. The Member will be expected to complete the proposed risk reduction project within the timeline provided within the grant application. **Upon review**, the MSLCTC may rescind the grant if the Member has not started, or completed, the risk reduction project within the timeframe proposed.

A motion was made to recommend approval to the AORMA committee of the revision above to Policy & Procedure A-6 – Risk Reduction Matching Grant Program, as noted above.

**MOTION: Dennis Miller**  
**SECOND: Arnechia Bryant**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	<b>X</b>			
Dennis Miller	<b>X</b>			
Kristin Kelly	<b>X</b>			

NAME	AYES	ABSTAIN	NAYS	ABSENT
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C5. Approval of the FY 13/14 Risk Reduction Matching Grant Program Application, Cover Letter and Maximum per Member Grant Amount**

The MSLCT committee members reviewed the Risk Reduction Matching Grant Program application and cover letter and directed staff to revise the Risk Reduction Matching Grant application cover letter as follows:

You will be expected to complete the proposed risk reduction project within the timeline provided within your application. The MSLCTC may ~~reevaluate~~ ~~reseed~~ the grant ~~award~~ if your project has not been started, or completed, within the timeframe proposed.

The committee members also discussed the Risk Reduction Matching Grant budget amount of \$40,000. It was decided that four grants in the amount of \$10,000 would be awarded within FY 13/14.

The focus of the grant for FY 13/14 is reduction of workers' compensation losses. The committee members directed staff to send the application out to all AORMA members rather than just the workers' compensation members.

Brent Escoubas mentioned that he is receiving requests to assist with specialized smartphone training modules. The committee members wondered if it would make sense to utilize the services of an outside contractor who was equipped to design these smartphone modules. Mimi Long will add this to the AORMA officers retreat agenda for discussion.

A motion was made approve the Risk Reduction Matching Grant Program application and cover letter with the one change noted above and to approve four grants in the amount of \$10,000 each.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett				X
Dennis Miller	X			
Kristin Kelly	X			
Peter Neville				X
Arnecia Bryant	X			

NAME	AYES	ABSTAIN	NAYS	ABSENT
Raven Tyson	X			

**C6. Discussion Regarding Employment Practices Liability Training**

During the MSLCTC meeting on February 4<sup>th</sup>, the committee decided to look into creating EPL specialized training. The committee felt that the EPL training needed to address the corporate culture within the auxiliaries and should be appropriate for all supervisors. The basic idea discussed was short training modules on a variety of management techniques. Dennis Miller agreed to work with other CSU Auxiliary HR staff to suggest a list of EPL training modules to create.

Dennis Miller discussed this idea with the AOA HR committee member and solicited ideas for training modules. The response to his request was minimal.

Mimi Long suggested that the topic of EPL training be discussed at the AORMA officers retreat and that the officers give the MSLCTC direction with regarding to EPL loss reduction.

No action was taken.

**C7. Discussion Regarding Health Care Reform Consultation**

Dennis Miller discussed the need for a health care reform consultation regarding compliance and implementation. The committee members felt that this type of service should be run through the AOA rather than AORMA.

No action was taken.

**C8. Discussion Regarding On-Line Training**

Currently, AORMA has a contract with TargetSolutions for online training. All 23 campuses have now successfully moved over to SkillSoft and LawRoom for all of their online training. It has been suggested that the Auxiliaries may benefit from utilizing the same online training platform as the campuses. SkillSoft and LawRoom have proposed a 50 seats / two month promotional offer for AORMA to review the online training platform for the AORMA members.

The committee member thought it would be beneficial to have a presentation at the AOA HR meeting in July to review the platform. Raven Tyson and Haleh Minakary both volunteered to test out the platform if AORMA receives the promotional seats from Skill Soft and LawRoom. Mimi Long will contact Nicole Lane to see if the agenda can be amended to include this presentation.

**C9. Discussion and Recommendation for the New MSLCTC Chair for the Term of July 1, 2013 to June 30, 2014**

Annually, the AORMA Committee Chair will appoint a new Chair of the Member Services, Loss Control and Training Committee (MSLCTC). The Chair of the MSLCTC must also be an AORMA Committee member. Every spring, the membership of the MSLCTC will recommend to the AORMA Committee Chair a nominee for the Chair position. The following MSLCTC member is also on the AORMA Committee and therefore qualified to serve as the MSLCTC Chair:

Dwayne Brummett, Associated Students, Inc., Cal Poly San Luis Obispo

A motion was made to recommend Dwayne Brummett as the MSLCTC Chair for FY 13/14.

**MOTION: Dennis Miller**  
**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett				X
Dennis Miller	X			
Kristin Kelly	X			
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C10. Review of Auxiliary Service Provider Report**

The committee members reviewed the Auxiliary Service Provider Report. There were no comments.

**D. INFORMATION ITEMS**

The following information items were reviewed by the Committee:

- D1. Alliant Loss Control – Utilization Report**
- D2. TargetSolutions – Utilization Report**
- D3. Employers Group – Utilization Report**
- D4. FY 12/13 Long Range Action Plan**
- D5. 2013 CSURMA AORMA Meeting Calendar**
- D6. AORMA Committee and Standing Committees – Roster**

**E. ADJOURNMENT**

The meeting was adjourned at 12:49 PM.