

**MINUTES OF THE CSURMA AORMA
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE
JULY 28, 2014**

**TELECONFERENCE MEETING
11:00 AM**

MEMBERS PRESENT

Debbie Adishian-Astone, CSU Fresno Association
Melinda Coil (Chair), SDSU Research Foundation
Kristin Kelly, Student Union of San Jose State University
Dennis Miller, Cal Poly Pomona Foundation, Inc.
Raven Tyson, Associated Students of San Diego State University – *Joined at 11:06 AM*

MEMBERS ABSENT

Arnecia Bryant, Loker University Student Union (CSU Dominguez Hills)
Leslie Davis, University Union Operation (CSU Sacramento)

STAFF, GUESTS AND CONSULTANTS

Brent Escoubas, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.

A. CALL TO ORDER

The meeting was called to order by Melinda Coil, the MSLCTC Chair, at 11:03 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: Debbie Adishian-Astone

SECOND: Dennis Miller

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnecia Bryant				X
Debbie Adishian-Astone	X			

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dennis Miller	X			
Kristin Kelly	X			
Leslie Davis				X
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C2. Approval of Meeting Minutes – April 7, 2014

A motion was made to approve the April 7, 2014, MSLCTC meeting minutes as presented.

MOTION: Dennis Miller

SECOND: Debbie Adishian-Astone

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnecia Bryant				X
Debbie Adishian-Astone	X			
Dennis Miller	X			
Kristin Kelly		X		
Leslie Davis				X
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C3. Alliant Risk Control Consulting Update

Mimi explained that the AORMA Officers met on July 15th and discussed the types of work and projects being requested by the members through the AORMA contract with Alliant Risk Control Consulting. The committee was asked to discuss the current scope of services and decide if a more rigid schedule of services should be put into place. In addition to the standard services, ARCC has been requested by Staff to complete several specials projects. Mimi briefly explained the Chico Research Foundation Risk Management project, facilities set-up project, real property acquisition project and minors on campus safety handbook project. Mimi also mentioned that Brent has been requested to identify and recommend Risk Reduction Matching Grant projects.

Mimi asked the committee to provide direction to ARCC and Staff with respect to the current scope of services to be provided by ARCC.

The committee asked about Brent's recommendation for Risk Reduction Matching Grant projects. Brent stated that there are many projects that he could recommend that may make the member's facilities safer; however, these projects would be considered standard facilities upgrades, which the MSLCTC already rejected in the past. Debbie Astone recommended a shoe for crews grant.

Staff will provide a more detailed outline of the services provided by ARCC at the next meeting.

C4. SkillSoft Analysis Survey Tool

The committee members reviewed the SkillSoft analysis survey tool through SurveyMonkey and were asked to send any suggested revisions directly to Dennis Miller. The changes will then be incorporated into the survey to be approved at the MSLCTC September meeting.

C5. Praesidium, Inc. – Contract for Services

Mimi explained that the Praesidium contract has been signed by both parties. Currently, Praesidium is working with CSU Systemwide Risk Management to finalize the standards, policies and procedures that will be uploaded onto the self-assessment tool. The services will be announced to the auxiliary and campus staff as soon as Praesidium has updated its platform per CSU's instructions.

C6. Vendor Survey

The committee reviewed the results of the service provider report. There was not discussion.

INFORMATION ITEMS

The committee reviewed the information items.

- D1. Alliant Risk Control Consulting – Utilization Report**
- D2. Employers Group – Utilization Report**
- D3. TargetSolutions – Utilization Report**
- D4. CSURMA AORMA 2014 Meeting Calendar**
- D5. CSURMA AORMA Program Administrator – Contact List**

D. ADJOURNMENT

The meeting was adjourned at 11:55 AM.