

**MINUTES OF THE CSURMA AORMA  
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE  
SEPTEMBER 29, 2014**

**TELECONFERENCE MEETING  
11:00 AM**

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**MEMBERS PRESENT**

Arnecia Bryant, Loker University Student Union University  
Melinda Coil, SDSU Research Foundation  
Leslie Davis, University Union Operation of CSUS, Inc.  
Kristin Kelly, Student Union of San Jose State (*arrived at 11:08am*)  
Dennis Miller, Cal Poly Pomona Foundation (*arrived at 11:02am*)  
Raven Tyson, Associated Students of San Diego State University

**MEMBERS ABSENT**

Debbie Adishian-Astone, CSU Fresno Association

**STAFF, GUESTS AND CONSULTANTS**

Brent Escoubas, Alliant Insurance Services, Inc.  
Tevea Him, 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 11:01 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:** Leslie Davis

**SECOND:** Arnecia Bryant

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnecia Bryant	X			

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

**MOTION CARRIED**

**C2. Approval of Meeting Minutes – July 28, 2014**

A motion was made to approve the July 28, 2014, MSLCTC meeting minutes as presented.

**MOTION:** Raven Tyson

**SECOND:** Dennis Miller

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. Update to Alliant Risk Control Consulting Scope of Services**

Mimi explained that during its meeting on September 10, 2014, the AORMA Committee directed the Member Services, Loss Control and Training Committee to review the scope of services to be performed by Alliant Risk Control Consulting (ARCC). ARCC reviewed its contract with Staff and is proposing that AORMA members will be contacted by Alliant Risk Control Consulting and an onsite visit will be offered on a biannual basis. Members with the highest loss ratio, or experience modification factor in excess of 1.25, may receive a priority visit in addition to the biannual visit. Each site may include - current loss review, site assessment, recommendations for improvement or special training, presentations, program review, fork lift training, etc. Approximately, four risk management sessions, such as aquatics training, special events training, how to prevent fraud training, will be provided at the request of the member or staff annually. First Aid / CPR / AED training will be made available to the members at a cost of approximate \$800 to \$2,000 per session. Brent also recommends training the training so the

auxiliary will have a staff on-site who can conduct the training in-house. Additional services may be requested by each member.

Mimi explained that the projects noted below were discussed at the AORMA Officers Retreat and were assigned to ARCC.

Minors on Campus Handbook	40-50 hours
Real Property Acquisition Check-List	30-40 hours
Special Events Facilities Check-List	30-50 hours
Risk Management Self-Assessment Tool	75-100 hours

Staff suggests that the \$15,000 that was given to ARCC within FY 13/14 be used for these projects. These projects were chosen because they can help many auxiliary, not just the one receiving the grant funds.

A motion was made to approve ARCC's use of the \$15,000 risk reduction grant program funds for work on the following projects:

**MOTION:** Leslie Davis  
**SECOND:** Kristin Kelly

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**

**C4. Risk Reduction Matching Grant Program**

Mimi stated that approving and/or recommending risk reduction matching grant projects has proved to be a challenge for both the MSLCT Committee and Brent Escoubas from Alliant Loss Control Consulting. The CSURMA Executive Committee (EC) met on September 12<sup>th</sup> to review and approve the campus risk reduction grant applications received. The Executive Committee had the same experience as AORMA; most of the grants applications received were for operating upgrades as opposed to for new and innovative projects. The EC is in the process of redesigning its grant criteria. Staff recommends changing the grant criteria to innovative safety programs, innovative facilities upgrades or innovation training modules that can demonstrate a foreseeable reduction in losses. Staff will review and incorporate, as appropriate, the new campus innovative

grant criteria into AORMA’s Policy and Procedure. The grant application will be posted on the CSURMA website so a member can access it at any time rather than waiting for the open grant period.

The committee liked the idea of the grants being “innovative” and that the application will reside on the website so that the member can submit its idea at any time.

The committee directed staff to review the changes made to the campus grant criteria and incorporate those changes, as appropriate, into AORMA’s Policy and Procedure A-6 and bring it back to the committee for review.

**C5. SkillSoft Analysis Survey Tool**

The committee reviewed the SkillSoft analysis survey tool.

A motion was made to approve the survey and direct staff to forward the link to all of the previewers.

**MOTION:** Raven Tyson

**SECOND:** Arnecia Bryant

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**

**C6. Prevention of Sexual Misconduct and Abuse of Minors**

Mimi updated the committee on the progress of the contract with Praesidium for prevention of sexual misconduct and abuse of minors. The contract has been signed and the on-line self-assessment tool is scheduled to go live on September 30, 2014. Webinars, which explain how the self-assessment tool operates, have been scheduled for;

- ✓ Thursday, October 7<sup>th</sup> at 10:00 AM
- ✓ Friday, October 17<sup>th</sup> at 1:00 PM
- ✓ Monday, October 20<sup>th</sup> at 11:00 AM

An announcement will be sent out this week.

**INFORMATION ITEMS**

The committee reviewed the information items.

- D1. CSURMA AORMA 2014 Meeting Calendar**
- D2. CSURMA AORMA Program Administrator – Contact List**

**D. ADJOURNMENT**

A motion was made to adjourn at meeting at 11:29am.

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

<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
Arnechia Bryant	<b>X</b>			
Debbie Adishian-Astone				<b>X</b>
Dennis Miller	<b>X</b>			
Kristin Kelly	<b>X</b>			
Leslie Davis	<b>X</b>			
Melinda Coil	<b>X</b>			
Raven Tyson	<b>X</b>			

**MOTION CARRIED**