

**MINUTES OF THE CSURMA AORMA
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE
APRIL 20, 2015**

**TELECONFERENCE MEETING
11:00 AM**

MEMBERS PRESENT

Arnecia Bryant, Loker University Student Union
Melinda Coil, SDSU Research Foundation
Leslie Davis, University Union Operation of CSUS, Inc.
Raven Tyson, Associated Students of San Diego State University
Kristin Kelly, Student Union of San Jose State

MEMBERS ABSENT

Dennis Miller, Cal Poly Pomona Foundation
Debbie Adishian-Astone, CSU Fresno Association

STAFF, GUESTS AND CONSULTANTS

Melissa Diaz, Alliant Insurance Services, Inc.
Brent Escoubas, Alliant Insurance Services, Inc.
Tevea Him, Alliant Insurance Services, Inc.
David Krevella, CSU Chancellor's Office
Nicole Lane, CSU Fresno Association
Mimi Long, Alliant Insurance Services, Inc.

A. CALL TO ORDER

The meeting was called to order by Melinda Coil, the MSLCTC Chair, at 11:11 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: Raven Tyson

SECOND: Leslie Davis

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

MOTION CARRIED

C2. Approval of Meeting Minutes – November 17, 2014

Arnecia Bryant noted that the minutes should be amended as follows: Loker University Student Union ~~University~~. Staff will make this change.

A motion was made to approve the November 17, 2014, MSLCTC meeting minutes with the one revision as stated above.

MOTION: Kristin Kelly

SECOND: Leslie Davis

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

MOTION CARRIED

C3. FY 15/16 MSLCTC Expense Items within the CSURMA Budget

The Committee members reviewed the Loss Control, Workshops and Training costs, as well as the Risk Reduction Program costs within the FY 15/16 CSURMA Budget, which have been allocated to the different AORMA programs.

	FY 14/15	FY 15/16	
<i>Loss Control</i>			
Alliant Loss Control Services	102,000	87,000	#1
TargetSolutions	80,750	80,750	#1
Employers Group - HR Services	28,899	28,899	#1
SkillSoft / LawRoom	5,300	12,187	#2
<i>Workshops and Training</i>			
AOA Sponsorship	18,000	2,886	#2
Fitting the Pieces Conference	12,533	12,026	#2
Minors on Campus (Praesidium)	8,826	8,304	#2
Theater Safety (UC)	5,884	8,304	#2
<i>Risk Reduction Program - Safety</i>			
<i>Contingency</i>	40,000	40,000	#1
Total:	302,192	280,356	

#1 Costs are allocated to only the Liability and Workers' Compensation Programs

#2 Costs are allocation to all AORMA Programs - Liability, Workers' Compensation, Crime, Property and Unemployment Insurance

The final FY 15/16 CSURMA budget will be approved by the CSURMA Board of Directors on April 27th. Mimi Long agreed to check on the AOA Sponsorship expense for FY 15/16. Only \$2,886 has been allocated to AORMA.

C4. FY 15/16 Alliant Risk Control Consulting – Renewal Contract Proposal

Mimi Long noted that the current contract with Alliant Risk Control Consulting is due to expire on June 30, 2015. ARCC has proposed a one-year contract effective July 1, 2015 to June 30, 2016 with an annual fee of \$87,000. This will include approximately 60 annual safety days. The safety days may be used for any risk management or safety related topic.

The following section was added to the contract in compliance with Policy and Procedure W-3.

ARCC will review the workers' compensation losses for those AORMA members with an experience modification factor of between 1.10 and 1.25 and provide recommendations as how to best reduce future losses. For those AORMA members with an experience modification in excess of 1.25, ARCC will meet with the AORMA member and assist in creating an experience modification reduction plan.

The sections within the contract regarding the Risk Reduction Matching Grant Program have been deleted as the grant program guidelines have been revised and no longer include ARCC’s mandatory project recommendation or oversight.

A motion was made to recommend approval to the AORMA Committee of the one-year ARCC contract effective July 1, 2015 to June 30, 2016.

MOTION: Raven Tyson

SECOND: Leslie Davis

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

MOTION CARRIED

C5. TargetSolutions Contract Extension and Discussion of Future Utilization of SkillSoft / LawRoom

Mimi Long noted that the current contract with TargetSolutions for on-line safety training is due to expire on June 30, 2015. TargetSolutions offered a one-year extension of the existing contract. Prior to the meeting, David Krevella from the Chancellor’s Office, updated the Committee on IT’s progress in uploading the auxiliary staff into the AORMA hub which is necessary in order for the auxiliary organizations to utilize the campus online training platform. Campus IT staff has begun the process, but the majority of campuses have not completed the upload. Because of this, it does not appear that the auxiliary’s use of SkillPort / LawRoom effective July 1, 2015, is a realistic goal. Therefore, Staff is recommending that the MSLCTC recommend renewal of the TargetSolutions contract for one additional year.

The TargetSolutions’ utilization report at February, 2015, indicates that AORMA members completed 7,930 TargetSolutions courses and 6,883 custom activities. Krevella noted that custom activities are available on the PeopleSoft platform. Raven Tyson volunteered to have ASI’s custom training reviewed by Chancellor’s Office IT to verify that it can be uploaded onto the PeopleSoft platform.

A motion was made to recommend approval of the one-year extension of the TargetSolutions contract to the AORMA Committee.

MOTION: Leslie Davis

SECOND: Raven Tyson

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. Risk Reduction Innovation Matching Grant Incentive Program

The Committee reviewed the grant application submitted by Spartan Shops, Inc., SJSU for non-slip shoes for their dining, catering and real estate divisions. As stated within Policy and Procedure A-6, the goal of the Risk Reduction Innovation Matching Grant Program is to encourage Members to enhance existing risk reduction efforts and to inspire ingenious safety ideas that all Member may eventually adopt. The Committee did not approve the grant because it did not appear to fit within the revised grant criteria.

The Committee asked staff to inform Spartan Shops of the Committee’s decision and to send out a bulletin that describes the types of grant projects that may be approved and the types of projects that have not been approved.

C7. Keeping Minors Safe While on Campus Manual

The Committee discussed the first two topics for the manual which will be completed and available for review at the June 29th meeting.

A motion was made to approve (1) Traveling with Minors, and (2) Overnight Trips with Minors as the first two projects.

MOTION: Leslie Davis

SECOND: Arnecia Bryant

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

NAME	AYES	ABSTAIN	NAYS	ABSENT
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C8. Real Property Acquisitions Checklist

The Committee reviewed the Real Property Acquisitions checklist prepared by Alliant Risk Control Consulting. The checklist will be reviewed and approved by the AORMA Committee at its next meeting.

C9. CSURMA Vendor Survey

The Committee reviewed the CSURMA Vendor Survey. The entire report is available on the CSURMA website.

C10. Discussion and Recommendation for New MSLCTC Chair for FY 15/16

Mimi Long noted that annually, the AORMA Committee Chair will appoint a new Chair of the Member Services, Loss Control and Training Committee. 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 members are also members of the AORMA Committee and therefore qualified to serve as the MSLCTC Chair:

Melinda Coil, San Diego State University Research Foundation
Leslie Davis, University Union Operation of CSUS, Inc.

A motion was made to recommend that the AORMA Committee chair appoint Melinda Coil as the MSLCTC Chair for the July 1, 2015 to June 30, 2016 term.

MOTION: Arnechia Bryant

SECOND: Kristin Kelly

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

MOTION CARRIED

D. INFORMATION ITEMS

The committee reviewed the information item.

- D1. AORMA Loss Data Reports**
- D2. Employers Group – Utilization Report**
- D3. Praesidium, Inc. – Utilization Report**
- D4. FY 14/15 Long Range Action Plan**
- D5. 2015 CSURMA AORMA Meeting Calendar**
- D6. AORMA Committee and Standing Committees - Roster**

E. ADJOURNMENT

A motion was made to adjourn at meeting at 12:24 pm.

MOTION: Arnecia Bryant

SECOND: Leslie Davis

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