

**MINUTES OF THE CSURMA AORMA
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE
NOVEMBER 17, 2014**

**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.
Kristin Kelly, Student Union of San Jose State (*arrived 11:03am*)
Dennis Miller, Cal Poly Pomona Foundation

MEMBERS ABSENT

Debbie Adishian-Astone, CSU Fresno Association
Raven Tyson, Associated Students of San Diego State University

STAFF, GUESTS AND CONSULTANTS

Brent Escoubas, Alliant Insurance Services, Inc.
Tevea Him, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.
Melissa Diaz, 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

SECOND: Dennis

NAME	AYES	ABSTAIN	NAYS	ABSENT
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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

C2. Approval of Meeting Minutes – September 29, 2014

A motion was made to approve the September 29, 2014, MSLCTC meeting minutes as presented.

MOTION: Dennis Miller

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

C3. Approval of the MSLCTC Long Range Planning Goals for FY 14/15

Mimi summarized the LRP items that have been assigned to the MSLCTC. The Risk Reduction Innovative Matching Grant Program will be discussed during this meeting. The AORMA Insurance Handbook – Is This Covered is currently in process and will be finalized for the AOA Conference in February for one of AORMA’s conference sessions. Brent is working on the Real Property Acquisitions Checklist. With regard to the Keeping Minors Safe While on Campus Handbook, Mimi noted that this project is massive due to the variety of auxiliary programs offered to minors. The handbook will only address keeping minors safe from physical hazards. It will not address abuse of minors which is already covered by the Praesidium contract. Zach Gifford, the Director of Systemwide Risk Management suggested that the scope of the Keeping Minors Safe While on Campus handbook should be broken down into manageable sections, i.e., playground safety, swimming pool safety, etc. This would allow Brent to pick two or three

topics annually to add to the handbook. Mimi asked the committee to provide direction as to the minor activities they would like Brent to review first. The committee wanted to discuss this with their staff and will be prepared to provide direction at the next MSLCTC meeting in January, 2015.

A motion was made to accept the FY 14/15 AORMA Long Range Action Plan for the MSLCTC.

MOTION: Dennis Miller

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

The motion carried.

C4. Risk Reduction Matching Grant Program

Mimi explained that approving funds for the Risk Reduction Matching Grants projects has proven to be a challenge for both the MSLCT Committee and Brent Escoubas from Alliant Risk Control Consulting. In response, Policy and Procedure A-6, has been revised to make the grant program more innovative in nature. Descriptive words such as, original, inventive, innovative, cutting edge, creative, ingenious are now included to reaffirm that this program is an Innovation grant program. The policy sections that describe the identification of claim patterns and the AORMA loss control consultant’s site inspections and coordination of the application process have been removed. Losses will continue to be reviewed and the loss control consultant will continue to provide site inspections; however, these activities will not be a part of the grant process. How to access funds section was updated to show that the grant application will reside on the CSURMA website. The actual location of the application within the website will be added to the Policy and Procedure when it is confirmed. The development of benchmarks has been removed. Because the grants will be unique in nature, benchmarks may not be obtainable; the program, as a whole will be reviewed and evaluated at least every two years.

A motion was made to approve the changes to the grant application and to recommend approval to the AORMA Committee of the revisions to Policy and Procedure A-6.

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			
Melinda Coil	X			
Raven Tyson				X

The motion carried.

C5. SkillSoft Analysis Survey Tool

Mimi let the committee know that the SkillSoft survey was sent out to the twenty previewers twice – on September 29th and November 3rd. Only four previewers responded. The committee expressed their concern that the original plan of announcing the new online service provider at the AOA Conference in February, 2015, may be premature, if all Auxiliary staff members have not been uploaded to the SkillPort platform. The original goal of the MSLCTC was to have AORMA members preview the SkillSoft platform and provide feedback so that the MSLCT and AORMA Committees could make a decision by December, 2014 with regard to future utilization. An announcement would then be made at the AOA Conference in February, 2015, which would be five months prior to the expiration of the TargetSolution contract on June 30, 2015. Originally, David Kervella, from the Chancellor’s Office Systemwide Professional Development, believed that all of the campuses would have their auxiliary organization staff uploaded into the auxiliary hub by the end of the year. To date, only two campuses – HSU and the Chancellor’s Office – have completed the upload.

The committee directed Mimi to request a progress report from David Kervella so that Dennis Miller could provide an update at the AOA EC meeting on Friday. The committee also directed Mimi to inquire about a one year contract renewal with TargetSolutions.

C6. Approval of 2015 MSLCTC Meeting Dates

The committee reviewed the proposed 2015 MSLCTC meeting dates of January 26, 2015, April 20, 2015, June 29, 2015 and October 5, 2015. Rather than meeting on January 26th, the committee suggested a meeting on Sunday, February 8th at the AOA Conference. Mimi will check into a meeting time and location that may work for everyone. The proposed date and time will be sent out to the committee members in a separate email.

A motion was made to approve the following MSLCTC meeting dates for 2015:

- February 8, 2015 – Pasadena
- April 20, 2015 – Teleconference
- June 29, 2015 – Teleconference

October 5, 2015 - Teleconference

MOTION: Kris Kelly
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

The motion carried.

D. INFORMATION ITEMS

The committee reviewed the information item.

D1. AORMA Committee and Standing Committees - Roster

E. ADJOURNMENT

A motion was made to adjourn at meeting at 11:46 am.

MOTION: Arnecia Bryant
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

The motion carried.