

**Districts Mutual Insurance – Risk Managers Meeting**  
**October 21, 2016 - 9:00 am**



Present: Jill McEwen (FVTC); Willie Henning (CVTC); Trisha Geissler (CVTC); Sue Debe (GTC); Cindy Dross (LTC); Joshua Cotillier (Madison); Dick Bartosh (MSTC); Virginia Hartt (MATC); Bonnie Baerwald, Carrie Kasubaski (MPTC); John VandeLoo, Matthew Schur (NATC); Roxanne Lutgen (NTC); Valarie Wunderlich (NWTC); Caleb White (SWTC); David Brown, Bruce Neumann(WCTC); Amy Schmidt (WTC); Cher Vink (WITC); Joe DesPlaines, Tim Greene, Tim McNulty, Steven Stoeger-Moore (DMI)

Guests: Jeff Lynde (United Heartland); Linda Joski, Kay Hannah (AJ Gallagher); Chris Brewer, Rob Fitzgerald (CCMSI)

Recording Secretary: Suzette Harrell (DMI Administrative Assistant)

1. **Introductions** – Meeting started at 9:01 am. Steven welcomed everyone and asked each person to introduce themselves.
2. **2016 Risk Management Project Awards** – DMI Board Chair, Bonnie Baerwald, handed out RMPA checks to member Risk Managers as Steven summarized each of the individual College projects and submissions. He mentioned the names of the Committee Members who made the award decisions and thanked them for their help and guidance. Steven noted five College projects were fully funded. Ms. Baerwald thanked all the Risk Managers for submitting applications. She indicated DMI is the only insurance company in the nation that supports colleges in their local risk management efforts.
3. **Walk Safe Program** – Steven started by talking about high value claims. Currently, there are 38 HVC's with 21 of them due to slip, trips, and falls. For further guidance and input, Steven introduced Jeff Lynde from United Heartland (UH) and asked Jeff to discuss United Heartland's Walk Safe Program. The United Heartland website ([www.unitedheartland.com](http://www.unitedheartland.com)) has lots of good information on loss control, claims as well as a link for their Walk Safe Program (which goes through the fundamentals of walking safely). Safe walking is not always weather related. It includes aggressively soled shoes, an awareness to surroundings, attentiveness to conditions, and reducing distracted walking. Communication is critical, evaluation of College policies may be needed, and enforcement of rules and polices necessary. Claims due to slips, trips, and falls continued to be discussed. At the end of the discussion, Steven stressed the importance of having an effective "Modified Duty Return to Work" program in place.
4. **DMI Name Change** – Steven announced to the Risk Managers that the Board of Directors approved a resolution to change the company name to *Districts Mutual Insurance and Risk Management Services*. The new name is more fitting for all of the services DMI provides; which is well beyond insurance. The members were told that the name change would not affect our day to day operations. DMI is not going to change the logo, colors, and brand. The new name will be gradually implemented going forward as updates to DMI's website and electronic signature cards are made.
5. **Consultant Reports**
  - a. **Tim Greene** – TOGA – Tim advised that six colleges have been contacted and will be scheduled to have TOGA reviews by the first of the year. He has more requests for 30 hour OSHA Training and advised that others may still join in.
  - b. **Tim McNulty** – Due to the content of past EHS/Campus Security meeting presentations (by FBI), Tim is receiving more and more requests from College Security Departments asking for help in creating an Emergency Operations Center and training. A Fusion (sponsored by the WI Dept of Justice) training program provided to Colleges members attending the EHS/Campus Security meeting held a day earlier, was

particularly eye opening to College Security members without law enforcement backgrounds. Tim concluded his report by stating he was able to visit several Colleges in the month of October.

- c. **Joe DesPlaines** – Joe advised he and Steven were going to present at WCTC’s Cyber Summit. He stated that IT departments are now starting to see that they are part of a broader risk management effort. Joe discussed a recent Political Rally table top exercise given at BTC. The thought at BTC is that they are in a prime location to host future political candidates. They wanted to see if BTC was capable of handling such an event. The exercise was a “planning” exercise and Joe felt it was highly successful. He advised all the Colleges to be aware that they may be called upon to host a political candidate in the future. Would they be ready?

Joe told the members that he will be emailing survey requests asking which of the two current DMI crisis provider services they would most likely use (Agility or Empathia) in the event of a catastrophe. Joe and Steve explained they are talking to Agility now to see if equipment could be set up at BTC during the July 2017 Risk Manger’s meeting. They thought it important for the Colleges to see what would be provided and get feedback on viability of use and value. Discussions are ongoing and information will be provided as it becomes known.

6. **Innovation in Progress Report** – Prior to the meeting, 15 IPR booklets were handed out to the individual college Risk Managers. The booklet is a quick read, but a really good resource to be used in advising College Presidents, College Board of Directors, and others within the College community, what DMI is all about. The booklet will be posted on DMI’s website for additional access.
7. **A.L.I.C.E. Training** – DMI is hosting ALICE training at NWTC on January 25-26, 2017. This critical training is provided at **no cost** to up 3 selected college attendees. Travel and hotel will be an expense of the sending College. This train-the-trainer program will be utilized in supplementing current trained staff. Tim McNulty reminded the Risk Managers to start identifying the best persons for the training course and to mark the date for attendance. Suzette Harrell and Tim McNulty will send everyone information on nearby hotels as the event gets closer.
8. **January 2017 DMI Quarterly Meetings** – The January 2017 Risk Managers Meeting will be webinar based. With insurance renewal around the corner, the RiskPartner platform will be the subject. Kay Hannah (AJG) advised everyone that all the changes suggested last year have been made. Because the Colleges are maintaining records and information in RiskPartner, it should be much easier this year to capture data necessary for renewal. Kay will be working with Suzette Harrell to update forms with automatic calculations for the Colleges. Invitations will be sent to Risk Managers and others currently using RiskPartner for participation in the webinar. It was mentioned the EHS/Campus Security Meeting may be a teleconference roundtable. Further information will be advised. In addition to the January 2017 Quarterly meeting discussions, Steven outlined the proposed conference seminar session for April 2017 DMI Quarterly meetings. Because risk management is multidimensional, Risk Managers were encouraged to bring other College staff. The lineup of presenters mentioned was varied and cover many different risk related topics. More to be advised.
9. **Risk Impact Award** - Joe DesPlaines talked about the award program. He advised more than one nomination could be received from a College, but only one application per College would be awarded. Application Deadline: March 1, 2017. Awards will be announced at the April 2017 DMI Quarterly meetings. Applications can be found in the Risk Mangers e-packets and on the DMI Website.
10. **Risky Business Week and URMIA National Conference Update** – Steven reminded everyone of Risky Business Risk Manager Week, presented by URMIA. A hand out was passed out earlier detailing the event. Steve advised this was URMIA’s 3rd year in hosting a week-long webinar based risk management program. He told the members that URMIA’s National Conference had an excellent program and that over 800 people attended the national conference in September 2016. URMIA’s next National Conference is scheduled for September 23 – 27, 2017 at Disney World in

Orlando, FL. Steve encouraged Risk Managers to go. The value and benefit of information provided during the national conference is immeasurable. Others that attended the 2016 conference (Linda Joski, Jill McEwen (FVTC), Bruce Neumann (WCTC), and Joe DesPlaines) all commented on how awesome the program was. Steve noted DMI is way ahead of the curve in helping the Colleges with issues brought out during the URMIA conferences. Steve concluded by saying URMIA has a combination of expertise for topical issues that are very well done. He's noticed URMIA is shifting focus from 2 and 4 year community colleges to technical colleges; by recognizing that the issues are the same for all.

11. **Drone Exposure** - Steven spoke to the group regarding drone exposure and current FAA ruling and changes. A booklet prepared by Genesis was passed out to each of the Risk Managers. Steven advised the booklet was well written and contains current terms covered in FAA's Part 107 doctrine. Additional questions were asked. Members were advised that if additional Commercial Coverage was required they could contact Linda Joski at AJG. Suzette Harrell will see if the booklet can be posted to the DMI website. Congratulations to Virginia Hartt (MATC) for winning the mini drone give away.
12. **Claims Report Review**
  - a. **CCMSI** – Rob Fitzgerald discussed the claim perspective of data breaches and CCMSI's handling of such claims. Rob stressed the importance of new college staff being advised of ICE and Chris Brewer advised members to look closer at indemnification verbiage contained in their construction contracts. College Risk Managers were also asked: at minimum and regardless of size, issue or severity of incident to file a "report only" claim even if unsure the event will go further. Best to have documentation and investigation from the time of incident than being surprised years down the road. Use best judgment in submitting reports/claims.
  - b. **United Heartland** – Jeff Lynde provided the group with an overview of workers compensation claims.
13. **Discussion Items** - A roundtable discussion ensued with members asking questions or expressing concerns of interest. Topics such as pre-placement physicals for students in fire safety curriculum, behavioral contracts, and emergency leave – voluntary or involuntary were brought up and discussed.
14. **Adjourn** - Meeting was adjourned at 11:57 am

Respectfully submitted,

Suzette Harrell  
DMI Administrative Assistant