



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure
0220.2

October 14, 1998

RISK MANAGEMENT COUNCIL

DESCRIPTION

The Risk Management Committee reports to the Chancellor's Cabinet and consist of four (4) members who meet to review and direct matters regarding risk management, loss control, injury prevention, safety, and insurance programs (liability, property, student, employee benefits, etc.).

FUNCTIONS AND RESPONSIBILITIES

1. Provides strategic recommendations pertaining to risk management policies, procedures and programs. Examples: claim management, loss control, injury prevention, etc.
2. Maintains and monitors the Employee Injury Prevention and Safety Program which follows the guidelines as established in SB i98 (Statue 1990).
3. Reviews, recommends guidelines and monitors activities of the Regional Safety & Health Committees.
4. Reviews and revises current insurance and self-insurance programs and determines if insurance coverage and/or claims' administration contracts should go out to bid in a given year; then facilitates the bid process.
5. Establishes risk management responsibilities of department managers, supervisors and employees.
6. Reviews District exposures and recommends levels of coverage and deductible amounts.
7. Reviews the values of all District property and verifies/updates replacement cost values for buildings and contents.
8. Establishes and maintains the claims' reserve funds for the following self-insured programs: workers' compensation, property, liability and automobile liability.
9. Reviews district disaster and contingency plans and makes recommendations for changes to the plans.
10. Revises and maintains District liability, student, employee insurance and workers' compensation manuals.
11. Reviews other risk management related programs as assigned by the Chancellor.

AUTHORITY

1. Recommends policies and procedures to the Chancellor's Cabinet with regard to risk management and insurance issues.
2. Reviews and strategies settlement of claims.
3. Initiates feasibility studies and information needs analysis as required by changes in District operations.
4. Recommends funding sources and levels when expansion of the District insurance requirements is needed.

MEMBERSHIP

1. Representation will be as follows:
 - a. Chairperson, Risk Manager, Human Resources
 - b. Controller, Business Services
 - c. Payroll and Benefits Manager, Human Resources
 - d. Operations Manager
 - e. At the option of the Committee members, resource persons and other interested parties may attend meetings for purposes of providing information or input.
2. Membership considerations include:
 - a. The Chairperson of the Risk Management Committee will be the Risk Manager. The Chairperson will advise the Committee on issues which effect the District as a whole.
 - b. In the absence of the Chairperson, the chair will designate another member to serve as chair.
 - c. In the absence of a member, he/she will designate an alternate member from management staff in his/her functional area.
 - d. At the option of the Committee members, resource persons and other interested parties may attend meetings for purposes of information or input.

OPERATING GUIDELINES

1. Agenda and Minutes
 - a. The agenda and minutes for Committee meetings are the responsibility of the Chairperson.
 - b. Items for the Committee agenda may be proposed by any member.
 - c. All items for any one Committee agenda must be submitted to the Chairperson by noon on Friday preceding the meeting in order to appear on the printed agenda.
 - d. The Committee minutes shall be distributed to the following:
 - 1) Personnel and Administrative Services Director
 - 2) Facilities Director
 - 3) Business Services Director
 - 4) Regional Safety Committee Chairs
 - 5) Other Councils when appropriate
 - 6) Other managers/supervisors when appropriate

2. Meetings: Regular and Special; Time and Place
 - a. Regular meetings shall be scheduled bimonthly or more often as needed.
 - b. Special meetings may be called by the Chairperson.
 - c. Regular and special meetings shall normally take place at Stadium Plaza.
3. Decisions

Decisions and recommendations will be by consensus of committee members present at the meetings.

SUPERSEDES: 9/1/92