



COLLIN COUNTY
COMMUNITY COLLEGE DISTRICT

***Collin County
Community College District
Risk Management Plan***

SECTION I: PROGRAM STATEMENT

CCCCD Mission Statement

Collin County Community College District is a student and community centered institution committed to developing skills, strengthening character, and challenging the intellect.

Risk Management Philosophy

The overall goal of risk management is to maximize the output of service and program obligations for our constituency while working within the confines of risk tolerance, legal limitations and available budget constraints. Risk management is a process of making and implementing decisions to enable the District to protect life, sustain operations, and avoid financial loss to fulfill our mission.

Vision

Collin County Community College is one of the premier academic institutions in North Texas and our intention is to maintain this standing during times of crisis. The governing board, president, and senior administrators are committed to supporting a strong risk management program. It is important that proper programs be implemented so that our mission will not be interrupted or compromised by natural or manmade occurrences. Risk management is an integral part of these programs.

SECTION II: STRATEGIES

Responsibility

Risk management is everyone's responsibility. Officers, employees and students are responsible to direct programs and activities so as to not impose unreasonable risk, loss or injury to the District. Each division and department is responsible for comprehensive risk management of their respective programs and areas. Comprehensive risk management includes both control in frequency and severity of losses.

District personnel should maintain an environment for faculty, staff, students and the general public that will promote health, safety and protect the District's assets. Scheduling and performing regular inspections of all departmental areas is the responsibility of the respective department administrators.

The Vice President of Administration will review and make insurance recommendations to the Board of Trustees.

Risk Management Techniques

The following methods can be used to manage risk:

Avoidance –

Avoiding risk is one of the easiest methods of risk management but is usually not a viable option. An individual should always ensure that the District assumes no undue risk while accomplishing our mission.

Prevention or Minimization –

Proactive loss control is a critical part of any risk management plan. Individuals should understand the risk involved in their activities, develop plans to minimize the risk, and implement those plans to prevent or minimize loss to the District. Each department should identify their vital functions to develop a framework to minimize possible loss of human, property, revenue and reputation.

Retention –

The District may decide that other available methods are not suitable and elect to assume the risk of loss or harm. Some techniques include increasing the amount of insurance deductibles and utilizing self-insured retention. This can be an appropriate and rational method to manage risk. Factors such as cost, availability of insurance, probability of loss, ability to recover from loss, and impact on operations must be considered while evaluating the degree of retention the District will assume itself.

Transfer -

Transfer of risk involves sharing risk with another party as part of a contract. An indemnification clause or hold harmless agreement could transfer risk of loss to another party. Another method of transferring risk is insurance. Some of the insurance policies that may be utilized by the District include:

Property and Crime Insurance provides protection from loss of or damage to property and its contents. Policies cover items such as buildings, building contents, business interruption losses, boilers/machinery and automobiles.

General and Auto Liability Insurance provides coverage for losses to third parties claiming negligent acts or omissions and activities resulting in injury or property damage.

Worker's Compensation Insurance is designed to cover employee claims under the state's worker's compensation act.

Educators Legal Liability Insurance protects the District from financial loss resulting in a wrongful act for which the institution, its employees, officers or director are held liable.

Student Medical Professional Insurance is designed to cover claims for injury or damage caused by a breach of a professional standard.

Student Accident and Interscholastic Athletic Insurance is used to provide medical benefits for student athletes.

Certificates of Insurance

Certificates of Insurance provide evidence that insurance policies are in place for the insured. It is a document that is issued by the insured entity's insurance agent showing the types of insurance, amounts of coverage and expiration dates of the policy. It is important that the District receive a current Certificate of Insurance from any entity where risk is transferred. If another entity's use of our facilities exposes the District to claims, our being listed as an additional insured mitigates our exposure. Certificates of Insurance should come directly from the other entity's insurance carrier or be verified prior to acceptance.

When the District uses the facilities of other entities, the outside entity may request Certificates of Insurance for the District. The risk management department can obtain these certificates upon notification by the department requesting the certificate.

SECTION III: EVALUATION

The Vice President of Administration, through the risk management department, evaluates insurance needs and makes recommendations to the President and Board of Trustees. Insurance is reviewed annually to ensure that the needs of the District are met.