



The UNIVERSITY of OKLAHOMA

Department of Enterprise Risk Management

Fourth Quarter Newsletter: October 2023

Protecting Our Assets: what is the State of Oklahoma Property Insurance Program?

The State of Oklahoma Property Insurance Program is an insurance initiative that ensures the protection of our university's property and assets. The program operates with the state acting as the primary insurer by carrying a large self-insured retention. Under this program, the state of Oklahoma procures reinsurance from several insurance carriers creating various tiers of retention levels which allows us to mitigate potential risks effectively.

What's Included in the Property Coverage?

The property coverage extends beyond just the physical structures. It encompasses the replacement of various assets and contents inside the buildings, such as equipment and furniture as well as property surrounding the building, such as benches or signs. Contents of buildings include but are not limited to furniture, rugs, copiers, coffee machines, TVs, refrigerators, and art. Items already covered under the fine arts or inland marine policies do not need to be covered by the property insurance policy.

BRC Content Reporting

In preparation for providing adequate property coverage, every fall, ERM requests information of building contents of each OU property from our Building Resource Coordinators. The push for accuracy for the value is imperative to determine replacement cost due to loss. To make your reporting each year as simple as possible we recommend that a spreadsheet is kept with the Item Description, Quantity, Value and Date of Purchase. Record keeping is great for the Building Content Survey and for your department if a loss were to occur.

Peace of Mind

As the State Insurance Program deductible is very high, Risk Management provides peace of mind, by offering additional coverage such as the Inland Marine Policy. If you have equipment that is valued less than the State deductible, the Inland Marine policy may be a better option as the deductible is \$1000. Please note, equipment purchased after Dec.1, 2021 that is

valued at \$100,000 or more is automatically added to the Inland Marine policy and the premium is centrally funded. Please contact our office to confirm if your equipment is covered on this policy or to obtain a quote to add coverage for your equipment.

If you are a BRC and are having difficulties determining how to complete the Building Content Survey or if you would like more information about our Property Insurance, please contact us at:

Norman-Riskmanagement@ou.edu



****Sign up for our Newsletter! Visit ou.edu/risk and click on the request link****



The UNIVERSITY of OKLAHOMA

Department of Enterprise Risk Management

Fourth Quarter Newsletter: October 2023

BRC Spotlight: Allison Richardson

In this issue, we wanted to shine a spotlight on the invaluable contributions of our Building Resource Coordinators (BRCs). They are the unsung heroes of our campus, working tirelessly to not only ensure that our property content data is accurate and up-to-date but also to provide valuable information to staff and faculty across campus. To this end, please meet our spotlight BRC:

Allison Richardson, BRC for Sarkey's Energy Center

Q: What motivated you to become a BRC, and how long have you been in this role?

A: I have worked for Mewbourne College [Sarkeys Energy Center] since the summer of 2006. Renovation of college space was part of our college capital fundraising campaign from 2007-2011 and I was the Project Coordinator for the renovation. I became very familiar with the campus units involved in the renovation and maintenance of space. The employees at Facilities Management are heroes and are the glue that keeps this university together! I get a sense of pride knowing that I help keep our workplace in good working order.

Q: Can you briefly describe your role as a BRC and how it contributes to our campus community?

A: Being comfortable at work is innately tied to an employee's productivity and satisfaction at work. My role as a BRC helps to create a comfortable, positive work environment that boosts productivity, morale, and a sense of community for the people in the building.

Q: How do you balance your responsibilities as a BRC with other commitments or roles you may have on campus or in your personal life?

A: I can't lie, sometimes you feel like there are too many plates spinning at once! But when I feel overwhelmed, I reach out to my colleagues and ask for help. This strategy has never failed me, and I am grateful to have such wonderful people to work with.

Q: Are there specific improvements or changes you would like to see in the BRC program or how it operates?

A: I really like how the BRC role has evolved over the last few years. I enjoy being part of the campus effort in creating and maintaining my workplace.

Q: What strategies or best practices do you use to maintain accurate records of the contents in your building for insurance purposes?

A: The resources provided by A&E Services and the Space Inventory Team are invaluable to a BRC. I maintain digital copies of floor plans, color coded so I can see at-a-glance which department occupies any specific space in the SEC complex.

Q: How do you collaborate with other campus departments and personnel to ensure the smooth operation of your building?

A: Regular communication lets people know that their opinion matters, and their concerns are being addressed. I reach out at least once per semester to my SEC Building Contacts. I pass along any new or different information I have learned from Risk Management, including reminders for fire/weather emergency procedures, and I also communicate when FM schedules a utility outage that will affect the building.

Q: What advice would you give to someone interested in becoming a BRC?

A: It is a rewarding experience. You get to know people outside of your usual workflow and make friends across campus.



Campus Clean Out Day! Thank You Everyone!

We would like to give a big THANK YOU to everyone who came out and made the September Campus Clean Out Day a big success. This was our first multi-department effort to bring awareness to the ideals of Recycle, Reuse and Repurpose. It was a great way to clean out our spaces and also pick up much needed items at the same time. It is a good reminder that property, even office supplies are precious commodities, even when we might be done with them ourselves.

Just remember before you purchase new items, you can always check out the treasures from **Property Control**, property.control@ou.edu. They may have just what you need.

When it's time to dispose of items, you can contact **Crimson & Green**, recycling@ou.edu. They can help you figure out the best and safest options to protect the environment and assets.

CONTACT US

In the event of an accident or incident, the need for risk assessment, or if you just want to know more about risk management, contact us or come by anytime. Our office is open weekdays between 8 AM to 5 PM.

You can reach us at: (405) 325-2490

norman-riskmanagement@ou.edu

Check out our Website: ou.edu/risk

Book a RoadShow: tinyurl.com/Schedule-a-Roadshow

Quick Reporting: ou.edu/risk/quick-reporting-aid

****Sign up for our Newsletter! Visit ou.edu/risk and click on the request link****