



PROGRAMS COMMITTEE MEETING “This is an Open Public Meeting”

In accordance with the requirements of the Bagley-Keene Open Meeting Act, notice of this meeting must be posted in a publicly accessible place, including the internet, at least ten days in advance of the meeting. This meeting agenda shall also be posted at the address of the teleconference location with access for the public via phone/speaker phone.

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant at (415) 403-1400 twenty-four hours in advance of the meeting. Entrance to the meeting location may require routine provision of identification to building security. However, CSURMA AORMA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

1. Kurt Borsting: ASI., CSU Fullerton, 800 N. State College Blvd., Fullerton
2. Guy Dalpe: Cesar Chavez Student Center, SFSU, 1650 Holloway Avenue Room C-134, San Francisco
3. Gigi Kiama: University Corporation at CSUMB, 100 Campus Center, Bldg. 201, Seaside
4. Haleh Minakary: Cal Poly Pomona Foundation, CSU Pomona, 3801 W. Temple Ave., Bldg. 55, Pomona
5. Mark Day: Santos Manuel Student Union, CSU San Bernardino, 5500 University Parkway, San Bernardino

Meeting Date: May 1, 2014
Time: 1:00 p.m. (Teleconference)

Location: Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111

Legend: A – Action may be taken
I – Information Only

A. CALL TO ORDER

B. PUBLIC COMMENTS

C. GENERAL ADMINISTRATION

1. **Approval of the Agenda Order** **A** pg. 3
The committee will be asked to approve today’s meeting agenda order
2. **Approval of the Meeting Minutes – April 3, 2014** **A** pg. 4
The Committee will be asked to review and approve the minutes from the last Programs Committee meeting on April 3, 2014
3. **Discussion and Recommendation for New Programs Committee Chair for the Term of July 1, 2014 to July 1, 2015** **A** pg. 9
The Committee will recommend to the AORMA Chair its nominee for the position of Programs Committee Chair
4. **FY 15/16 Liability Program Member Allocation Formula** **A** pg. 18
The Committee will discuss the proposed revisions to the member allocation formula

D. INFORMATION ITEMS

- | | | |
|---|----------|---------------|
| 1. CSURMA AORMA 2014 Meeting Calendar | I | <i>pg. 28</i> |
| 2. AORMA Long Range Action Plan FY 13/14 | 1 | <i>pg. 31</i> |
| 3. AORMA Service Calendar FY 13/14 | 1 | <i>pg. 38</i> |

E. ADJOURNMENT

The next meeting date will be on Thursday, June 5, 2014, at 1:00 PM via teleconference

APPROVAL OF THE AGENDA ORDER

ISSUE: The Committee will be asked to approve the agenda order for today's meeting.

RECOMMENDATION: Staff recommends that the Committee approve the agenda as presented.

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S): None

APPROVAL OF MEETING MINUTES – APRIL 3, 2014

ISSUE: The Committee will be asked to review and approve the draft minutes from the April 3, 2014, Programs Committee meeting.

RECOMMENDATION: Staff recommends approving the minute, with revisions as necessary.

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S):

- a. Meeting Minutes – April 3, 2014

**MINUTES OF THE CSURMA AORMA
PROGRAMS COMMITTEE MEETING
APRIL 3, 2014
TELECONFERENCE MEETING
1:00 PM**

MEMBERS PRESENT

Kurt Borsting, Associated Students, Inc. (CSU Fullerton)
Guy Dalpe, Cesar Chavez Student Center (San Francisco State University)
Mark Day, Santos Manuel Student Union (CSU San Bernardino)
Gigi Kiama, University Corporation (CSU Monterey Bay)

MEMBERS ABSENT

Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)

STAFF, GUESTS AND CONSULTANTS

Mimi Long, Alliant Insurance Services, Inc.

A. CALL TO ORDER

The meeting was called to order by Guy Dalpe at 1:12 PM.

B. PUBLIC COMMENTS

There were no public comments.

C. GENERAL ADMINISTRATION

C1. Approval of the Agenda Order

A motion was made to approve the order of agenda as presented.

First: Gigi Kiama
Second: Kurt Borsting

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary				X
Mark Day	X			

MOTION CARRIED

C2. Approval of Minutes – March 6, 2014

A motion was made to approve the minutes from the March 6, 2014 meeting.

First: Kurt Borsting
Second: Mark Day

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama		X		
Haleh Minakary				X
Mark Day	X			

MOTION CARRIED

C3. FY 15/16 Liability Program Member Allocation Formula

The committee members reviewed the first draft of the FY 15/16 Liability Program Member Allocation Formula. Mimi reiterated that many of the factors within the spreadsheet will change and the committee should be aware that this is the first draft concept of the allocation, but by no means the final calculation.

Mimi explained that the draft FY 15/16 liability program member allocation formula includes the following:

Exposure Information – A premium dollar amount is assigned to each exposure category which is then allocated based on each member’s percentage of the total exposures. The total premium is allocated based on four exposure categories:

- a. Expenditures – Used to calculate the “all other losses” premium
- b. Payroll – Used to calculate employment related losses, including non-owned auto liability premium
- c. Square Footage – Used to calculate the premise liability, i.e., slip, trip and fall, faulty stairs premium (Staff will work with the members to validate the exposure information being used)
- d. Number of Owned Autos – Used to calculate the auto liability premium

Mimi explained that input from the actuary will be requested with regard to each exposure category. Staff split the premium almost evenly between each exposure. But, will ask the actuary to provide recommended rates for each exposure category based on historical loss information.

Mimi noted that payroll, square footage and number of auto are standard ISO rating factors. An ISO rating factor might also be sales; however, staff felt that expenditures better captures the auxiliary's actual activities.

Size Credit – Similar to the property and crime allocations, a size credit has been included.

Loss Rating – A credibility factor has been added to the loss rating. Based on the Member's total estimated five year premium, a loss credibility factor has been added from 25% to 100% depending on the size of the Member.

Excess Premium – The excess premium is allocated based on each member's percentage of the total basic premium (excluding size credit and loss rating). A maximum excess premium cap of \$100,000 is included.

Admin Costs – The admin costs are allocated based on each member's percentage of the total basic premium (excluding size credit and loss rating). A minimum of \$600 and maximum of \$60,000 is included.

Collars – Premium collars will be included in the calculation; however, for now they are not being used so that the committee can see the actual impact of the allocation changes.

Minimum Premium – A \$2,500 will be included.

After reviewing the first draft of the FY 15/16 liability program member allocation formula, the committee directed Staff to take the following action:

1. Ask Phil Lendaris, the AORMA liability underwriter, to re-rate approximately five auxiliaries, using current ISO rates. The committee will then compare the Auxiliary's current allocation to the ISO rating and the draft FY 15/16 liability program member allocation formula.
2. Ask the actuary to validate the total premium or rate for each exposure category.

The Committee also requested information regarding the following inquiries:

1. Is the allocation formula based on any insurance industry standard model or is it something developed by the Alliant team for our program's consideration? Mimi stated that the allocation model is based on insurance standards. The exposure basis, payroll, square footage, autos and expenditures are all exposures used in ISO rating.
2. Are there industry models (potentially developed for other JPAs) for us to consider, review, and potential draw from as we develop the AORMA allocation formula recommendations for 15/16? Mimi stated that the model developed is very similar to the CSU campus model; the only difference is the exposure basis. The campuses use payroll to allocate the basic premium. Each campus is similar enough that the premium can be allocated based on the campuses' payroll size. This doesn't work for AORMA because

the auxiliaries have such different operations and some auxiliaries don't have employees. Because of this staff had to create a different way to allocate the premium based on different exposures.

3. Is there value in having an outside third party expert consult with us on developing the proposed allocation model? Mimi stated that the allocation formula would be reviewed the AORMA actuary, Phil Lendaris, the AORMA liability underwriter, and Mike Simmons from Alliant, who has been involved in the implementation and design of many allocation formula for JPAs over the years.
4. Is there value in consulting with CSU academics as we develop the allocation model - I mentioned the insurance studies institute at CSUF and Mark Day referenced an academic center at a different CSU campus that also may be worth looking into. Mimi stated that the allocation can be reviewed by an outside consultant after the allocation formula is close to being finalized. It's too early now as it is still in a draft format.

D. INFORMATION ITEMS

D.1 CSURMA AORMA 2014 Meeting Calendar

D.2 FY 13/14 AORMA Long Range Action Plan

D.3 FY 13/14 AORMA Service Calendar

The committee reviewed the information items. There was no discussion.

E. ADJOURNMENT

The meeting was adjourned at 1:50 PM.

**DISCUSSION AND RECOMMENDATION FOR NEW PROGRAMS
COMMITTEE CHAIR FOR FY 14/15**

ISSUE: Annually, the AORMA Committee Chair will appoint the new Chair of the Programs Committee. The Chair of the Programs Committee must also be an AORMA Committee member. Every spring, the membership of the Programs Committee will recommend to the AORMA Committee Chair a nominee for the Chair position. The following Programs Committee members will also service on the AORMA Committee during FY 14/15 and therefore are eligible to serve as the Programs Committee Chair:

1. Guy Dalpe
2. Gigi Kiama
3. Mark Day (*Assuming he wins his seat on the AORMA Committee for the FY 14/16 term*)
4. Haleh Minakary

Kurt Borsting is not included in the list of eligible members because according to Policy and Procedure A-2, he will be “termed out” from the Programs Committee because he has served three terms.

RECOMMENDATION: Staff recommends that the Committee members discuss the Programs Committee Chair position and then make a recommendation to the AORMA Committee Chair.

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S):

- a. AORMA Committee Roster @ July 1, 2014
- b. Policy and Procedure A-2 – AORMA Committee and Standing Committee Roles and Responsibilities

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2014

Committee	Seat	Member	Campus	Type of Auxiliary	Location	Size of Campus	Type of Campus	Term	Ist, 2nd or Final Term	Date Appointed
AORMA	Chair	Robert de Wit	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	South	Large	Urban	7/1/14 - 6/30/15	N/A	7/1/2010
AORMA	Vice Chair	Frank Mumford	Fullerton	CSU Fullerton Auxiliary Services Corporation	South	Large	Urban	7/1/14 - 6/30/15	First	7/1/2012
AORMA	Past Chair	Dwayne Brummett	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	Central	Medium	Urban	7/1/14 - 6/30/15	N/A	7/1/2009
AORMA	Ex Officio	Kurt Borsting	Fullerton	Associated Students, California State University, Fullerton, Inc.	South	Large	Urban	7/1/14 - 6/30/15	N/A	5/16/2006
AORMA	At Large	Brian Nowlin	Long Beach	California State University, Long Beach Research Foundation	South	Large	Urban	7/1/13 - 6/30/15	Second	3/24/2011
AORMA	At Large	Mark Day	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	South	Medium	Urban	7/1/14 - 6/30/16	First	7/1/2014
AORMA	At Large	Gigi Kiama	Monterey Bay	The University Corporation at Monterey Bay	North	Small	Rural	7/1/13 - 6/30/15	Second	3/24/2011
AORMA	At Large	Guy Dalpe	San Francisco	Cesar Chavez Student Center, San Francisco State University	North	Large	Urban	7/1/13 - 6/30/15	Second	7/1/2011
AORMA	At Large	Leslie Davis	Sacramento	University Union Operation of CSUS, Inc.	North	Large	Urban	7/1/14 - 6/30/16	Second	7/1/2012
AORMA	At Large	Keith Kompfi	Fresno	Fresno Association, Inc., CSU Fresno	Central	Medium	Rural	7/1/14 - 6/30/16	Second	7/1/2012
AORMA	At Large	Haleh Minakary	Pomona	The Cal Poly Pomona Foundation, Inc.	South	Medium	Urban	7/1/13 - 6/30/15	First	7/1/2013
AORMA	At Large	Melinda Coil	San Diego	San Diego State University Research Foundation	South	Large	Urban	7/1/13 - 6/30/15	First	7/1/2013

Member Services, Loss Control & Training Committee
Minimum of five members - at least two of whom are AORMA

Committee	Seat	Member	Campus	Type of Auxiliary	Location	Size of Campus	Type of Campus	Term	Ist, 2nd or Final Term	Date Appointed
MSLCTC	Chair	Melinda Coil	San Diego	San Diego State University Research Foundation	South	Large	Urban	7/1/13 - 6/30/15	First	7/1/2013
MSLCTC	At Large	Kristin Kelly	San Jose	The Student Union of San Jose State University	North	Large	Urban	7/1/14 - 6/30/16	Third	
MSLCTC	At Large	Arnecia Bryant	Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.	South	Medium	Urban	7/1/13 - 6/30/15	Second	5/2/2011
MSLCTC	At Large	Dennis Miller	Pomona	The Cal Poly Pomona Foundation, Inc.	South	Medium	Urban	7/1/13 - 6/30/15	Second	7/1/2011
MSLCTC	At Large	Debbie Adishian-Astone	Fresno	CSU Fresno Association, Inc.	Central	Medium	Rural	7/1/13 - 6/30/15	First	7/1/2013
MSLCTC	At Large	Raven Tyson	San Diego	Associated Students of San Diego State University	South	Large	Urban	7/1/13 - 6/30/15	First	7/1/2013

Programs Committee

m of five members - at least two of whom are AORMA Committee n

Committee	Seat	Member	Campus	Type of Auxiliary	Location	Size of Campus	Type of Campus	Term	1st, 2nd or Final Term	Date Appointed
PC	Chair	Guy Dalpe	San Francisco	Cesar Chavez Student Center, San Francisco State University	North	Large	Urban	7/1/14 - 6/30/16	Third	
PC	At Large	Kurt Borsting	Fullerton	Associated Students, California State University, Fullerton, Inc.	South	Large	Urban	7/1/11 - 6/30/13	Third	
PC	At Large	Gigi Kiama	Monterey Bay	University Corporation, CSU Monterey Bay	North	Small	Rural	7/1/13 - 6/30/15	Third	
PC	At Large	Mark Day	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	South	Medium	Urban	7/1/14 - 6/30/16	Second	4/28/2011
PC	At Large	Haleh Minakary	Pomona	The Cal Poly Pomona Foundation, Inc.	South	Medium	Urban	7/1/14 - 6/30/16	Third	

AORMA Committee Chair serves for a period of four years - Vice Chair, to Chair, to Past President, to Ex-Officio.

Standing Committee Chair serves a one-year term, is appointed by the AORMA Committee Chair, and must be an AORMA Committee member.

AORMA Committee and Standing Committee members may serve a maximum of three consecutive two-year terms (total six years).

Size of Campus: small - less than 10,000 FTE; medium - between 10,000 and 20,000 FTE; large - more than 20,000 FTE



SUBJECT: **AORMA COMMITTEE AND STANDING
COMMITTEE ROLES AND RESPONSIBILITIES**

ADOPTED: **AUGUST 19, 2003**

EFFECTIVE: **JULY 1, 2003**

AMENDED: **DECEMBER 7, 2005
MAY 14, 2009
OCTOBER 29, 2009
JANUARY 11, 2010
SEPTEMBER 16, 2010
SEPTEMBER 13, 2012
MAY 8, 2014**

PURPOSE:

The purpose of this policy is to describe the roles and responsibilities of participants in the CSURMA AORMA Committee and its standing committees.

POLICY:

It is the policy of the CSURMA to encourage AORMA members' participation in the AORMA Committee and Standing Committees that oversee operation of AORMA insurance programs. To that end, CSURMA AORMA has adopted Policy and Procedure A-1 that describes the process of AORMA Committee elections and representation. This policy further describes the roles and responsibilities of Committee members and officers. It is expected that AORMA Committee members will commit to meeting attendance and participation needed to conduct CSURMA business.

PROCEDURE:

The AORMA Committee will conduct elections and appointments in accordance with the CSURMA Joint Powers Agreement, Bylaws and AORMA Policy and Procedure A-1. A copy of Policy and Procedure A-1 describing roles and responsibilities of Committee members will be provided to Committee nominees and participants.

AORMA Participation in General

The AORMA Committee holds regularly scheduled meetings in person approximately four times per year with additional teleconference meetings as necessary. Following are considerations as respects AORMA Committee participation:

1. In person attendance at regularly scheduled AORMA Committee meetings is preferred. While teleconference attendance can be arranged, the Committee business is best conducted at in-person meetings. Any Committee member or Officer who is not present, either in person or via teleconference, at two or more AORMA Committee meetings in any one fiscal year, may be removed from the AORMA Committee upon a majority vote of the AORMA

Officers unless that AORMA Officer is the subject of the vote and then that AORMA Officer will be recused.

2. AORMA Committee member terms are for two years, with a maximum of three terms served before a member is either elected Vice Chair or termed out and must wait one year before again serving on the Committee. It is expected that members be prepared to serve for at least one complete term because the learning curve on CSURMA's coverage programs is steep.
3. Reasonable travel expenses associated with participation on the AORMA Committee are reimbursable as provided under CSU's travel reimbursement policy.
4. Representatives elected to the AORMA Committee are individually elected, not as direct representatives of their respective auxiliary organizations. It is expected that AORMA Committee members will approach their responsibilities from the perspective of the good of the CSURMA Auxiliary Organizations programs as a whole, rather than just their individual organization's benefit.
5. AORMA Committee members are expected to attend two (2) CSURMA Board of Directors meetings annually (one in the fall; one in the spring) at the Chancellor's Office.
6. State law requires timely completion of appropriate paperwork, such as Fair Political Practices Commission Form 700.
7. Develop recommendations for the AORMA Committee and take action within delegated authority.

AORMA Committee Chair

In addition to the roles and responsibilities of AORMA Committee participation, in general, the AORMA Committee Chair has the following roles and responsibilities:

1. Representative of the AORMA Committee to the AOA Executive Committee and attendance at AOA Executive Committee meetings.
2. Attendance and participation in CSURMA Executive Committee meetings (approximately four times per year).
3. Availability for regular communication with, and direction of CSURMA Program Administrator staff.
4. Availability to respond to CSURMA Auxiliary Organizations member questions and concerns.
5. A commitment toward professional development in the area of risk management and representation of CSURMA at conferences and meetings, such as the AOA Annual Conference, the CSURMA Fitting the Pieces Together Conference and other conferences as appropriate.
- ~~5.6.~~ Authority to appoint an at large AORMA Committee member or the AORMA Committee Vice-Chair, Past Chair or Ex Officio if that seat on the AORMA Committee is vacated mid-term.
- ~~6.7.~~ Authority to establish task groups as necessary.

- | 7.8. Authority to appoint chairs, members of AORMA Standing Committees and task groups (in consultation with AORMA Standing Committee Chairs).
- | 8.9. Service on Standing Committees, task groups and ad hoc committees as appointed by the CSURMA Chair.
- | 9.10. Attend and present at CSURMA Board of Directors meetings.

AORMA Committee Vice Chair

In addition to the roles and responsibilities of the AORMA Committee Chair, it is expected that the AORMA Committee Vice Chair will also:

1. Be prepared to serve in the succession of leadership positions for a period of four years from Vice Chair to Chair to Past Chair to Ex-officio.

Past Chair and Ex-Officio

In addition to the roles and responsibilities of AORMA Committee participation in general, the Past Chair and Ex-officio are expected to:

1. Attend AORMA Committee meetings either in person or by teleconference to remain abreast of current issues and to serve as informed alternates when regular AORMA Committee members are not present.
2. Serve on standing committees, task groups and ad hoc committees as appointed.

AORMA Standing Committees

1. The AORMA Committee reserves the right to create and dissolve any or all Standing Committees at any time.
2. The AORMA Committee shall appoint Standing Committees to provide support to the AORMA Committee. These Standing Committees are as follows:
 - a. Programs Committee
 - b. Member Services, Loss Control and Training
 - c. Executive Officers

Descriptions of these Standing Committees are outlined in an addendum to this policy.

3. Standing Committee membership will be as follows:
 - a. Programs Committee – A minimum of five members, at least two of whom shall be AORMA Committee members.
 - b. Member Services, Loss Control and Training – A minimum of five members, at least two of whom shall be AORMA Committee members.
 - c. Executive Officers – Two members and two alternates, consisting of the Chair and Vice Chair of the AORMA Committee. The Past Chair and Ex-Officio are alternates and may serve in a voting capacity only in the absence of the Chair and/or Vice Chair.

4. Every spring, the membership of each Standing Committee will recommend to the AORMA Committee Chair a nominee from the AORMA Committee for the Chair position of their respective Standing Committee.
5. The AORMA Committee Chair shall appoint Standing Chairs annually for a one-year term effective on July 1. The Chair of any Standing Committee must simultaneously be a member of the AORMA Committee.
6. AORMA Standing Committee appointments are at the discretion of the AORMA Committee Chair. It is expected that appointed members be prepared to serve for at least one complete two-year term. Standing Committee members may serve a maximum of three consecutive two-year terms, with an effective date of July 1 of the year in which they are appointed. Upon being termed out of a Standing Committee, a person may serve again on the same Standing Committee after sitting out a period of one year.
7. No auxiliary organization will have multiple representatives serving simultaneously on any AORMA Standing Committee.
8. Reasonable travel expenses associated with participation on AORMA Standing Committees are reimbursable as provided in CSURMA's travel reimbursement policy.
9. Representatives are individually appointed, not direct representatives of their respective auxiliary organizations. It is expected that representatives will approach their responsibilities from the perspective of the good of the CSURMA Auxiliary Organizations programs as a whole, rather than just their individual organization's benefit.
10. Standing Committees shall develop recommendations for the AORMA Committee and take action within delegated authority.
11. Standing Committees shall be responsible for overseeing the completion of special projects as determined by the AORMA Committee. Standing Committees will be asked to present recommendations for discussion and approval by the full AORMA Committee.

ADDENDUM

AORMA STANDING COMMITTEE DESCRIPTIONS

This addendum to CSURMA AORMA Policy and Procedure A-2 will summarize the primary roles and responsibilities of the Committees appointed by the AORMA Committee Chair. The Committees will from time to time provide reports on their activities to the AORMA Committee, making recommendations on their areas of expertise.

This addendum may be updated from time to time as the need for changes to the Committee structure are desired by the AORMA Committee.

Executive Officers Committee

The AORMA Executive Officers Committee will provide executive management oversight of AORMA operations and AORMA staff. Comprised of the AORMA Chair and Vice Chair - and Past Chair and Ex-Officio, as alternates - the Executive Officers Committee will develop relationships between the CSURMA AORMA and the AOA, manage Committee appointments, leadership and succession planning, and work with staff to develop and update miscellaneous financial, legal, governing and coverage documents. The Executive Committee shall also have claims settlement authority as outlined in AORMA Policies and Procedures L-2 and W-5.

Programs Committee

The Programs Committee will oversee the management of all programs not otherwise assigned to another committee, including, but not limited to, the Liability, Workers' Compensation, Property, Crime, Unemployment Insurance, Participant Accident Insurance and Foreign Travel Liability Programs, as well as new program development. The Committee will assist in the review of annual actuarial reports and the development of rating plans for allocation of annual costs, policies and coverage documents. Training, service provider RFP development and selection will also be handled by this Committee. The Programs Committee will act as a liaison to the AOA Human Resources Committee.

Member Services, Loss Control and Training Committee

The Member Services, Loss Control and Training Committee will assist in the development of relationships between the AORMA and the AOA, as well as continue to strengthen the relationships between the CSURMA and its Auxiliary Organization membership. The Committee will utilize newsletters, member surveys, annual reports and other methods of communicating the benefits of AORMA membership to the members. The Committee will direct staff in the development of "value-added" services such as the Certificate Tracking Program, OAYSYS-Net Property database, claims reports, service provider evaluations and the professional development through risk management training of the AORMA membership.



CSURMA AORMA

POLICY AND PROCEDURE NO. A-2

The Committee will assist in the development, implementation and evaluation of various training programs aimed at developing safety and loss control awareness among the AORMA membership. The Committee will also lead professional development of the AORMA membership in the field of risk management and be responsible for the allocation of the risk management budget among the various safety and risk control service providers.

FY 15/16 LIABILITY PROGRAM MEMBER ALLOCATION FORMULA

ISSUE: The FY 15/16 Liability Program Member Allocation Formula and backup information is currently being reviewed by AORMA’s actuary and liability underwriter. Their comments will be discussed during the meeting.

RECOMMENDATION: Staff recommends that the Committee direct staff as appropriate after discussing the actuary’s and the liability underwriter’s recommendations.

FISCAL IMPACT: The actuary has proposed \$9,500 for the first year and \$5,000 for the remaining years to develop the four AORMA liability rates and calculate each member’s liability experience modification factor.

BACKGROUND: The actuary reviewed the DRAFT FY 15/16 Liability Program Member Allocation Formula and provided the following feedback:

Exposure Information and Pooled Layer Premium - The actuary is confident that reliable rates can be developed, based on loss experience, for the four loss exposures. The actuary also noted that they do not recommend capping the expenditures when calculating the base rate. When determining the final rates to charge each member there can instead be a graduated size provision so the larger members receive a greater discount.

Size Credit – As noted above, the actuary was in agreement with the concept of a size credit. As the rates for each exposure are finalized, the size credit can be reviewed again for the appropriate size credit percentage.

Loss Rating – The actuary liked the idea of loss rating within the allocation but did not like how the credibility factor was determined. Currently, it is based on the following criteria:

<u>Basic Premium Range</u>	<u>Credibility Factor</u>
\$0 - \$10,000	25%
\$10,000 - \$100,000	50%
\$100,000 - \$300,000	60%
\$300,000 - \$1,000,000	75%
\$1,000,000 +	100%

If a member's premium increased by \$1.00, it may be pushed into a higher credibility factor percentage. Instead, the actuary would recommend comparing each member's losses against the pool's total losses. Each member would then be assigned an experience modification factor.

Excess Premium – The actuary was in agreement with the maximum cap on the allocation of the excess premium.

Admin Costs – The actuary was in agreement with the maximum and minimum caps within the admin cost allocation.

The actuary has proposed the Scope of Service for AORMA's FY 15/16 Liability Program Member Allocation Formula:

1. Project base rate for auto liability, employment practices liability, premises liability and "all other" liability for FY 15/16
2. Calculate experience modification factors for each auxiliary organization to be used in the allocation of losses for FY 15/16

Program Committee – April 3, 2014 – Meeting Background

At the April 3, 2014 meeting, the committee members reviewed the first very rough draft of the FY 15/16 Liability Program Member Allocation Formula. The new formula includes the following allocation factors:

Exposure Information – A premium dollar amount is assigned to each exposure category which is then allocated based on each member's percentage of the total exposures. The total premium is allocated based on four exposure categories:

- a. Expenditures – Used to calculate the "all other losses" premium (sales were considered; however, staff felt that expenditures better captured the member's actual activities)
- b. Payroll – Used to calculate employment related losses, including non-owned auto liability premium
- c. Square Footage – Used to calculate the premise liability, i.e., slip, trip and fall, faulty stairs premium (Staff will work with the members to validate the exposure information being used)
- d. Number of Owned Autos – Used to calculate the auto liability premium

Size Credit – Similar to the property and crime allocations, a size credit has been included.

Loss Rating – A credibility factor has been added to the loss rating. Based on the Member's total estimated five year premium, a loss credibility factor has been added from 25% to 100% depending on the size of the Member.

Excess Premium – The excess premium is allocated based on each member’s percentage of the total basic premium (excluding size credit and loss rating). A maximum excess premium cap of \$100,000 is included.

Admin Costs – The admin costs are allocated based on each member’s percentage of the total basic premium (excluding size credit and loss rating). A minimum of \$600 and maximum of \$60,000 is included.

Collars – Premium collars will be included in the calculation.

Minimum Premium – A \$2,500 will be included.

After reviewing the first draft of the FY 15/16 liability program member allocation formula, the committee directed Staff to take the following action:

1. Ask Phil Lendaris, the AORMA liability underwriter, to re-rate approximately five auxiliaries, using current ISO rates. The committee will then compare the Auxiliary’s current allocation to the ISO rating and the draft FY 15/16 liability program member allocation formula.
2. Ask the actuary to validate the total premium or rate for each exposure category.

PUBLICATION: None at this time.

ATTACHMENT(S):

- a. Aon's Fee Agreement - 04/24/14
- b. Aon's Proposal – 04/24/14



Fee Agreement

Date: April 24, 2014

Dear Ms. Long:

California State University Auxiliary Organization Risk Management Alliance (hereinafter "Client") has retained Aon Risk Consultants, Inc., doing business as Aon Global Risk Consulting ("AGRC"), to provide actuarial and/or analytical services ("Services"). This Fee Agreement ("Agreement"), including all referenced attachments, confirms the scope of services we will provide, the Client's required involvement and assistance in support of our Services, the related fee arrangements, and other terms and conditions to ensure that our professional services meet the mutually agreed upon objectives of both parties. The Services, to be provided by AGRC to Client beginning on July 1, 2014 and ending on June 30, 2016, are set forth in the "Scope of Services" section of the attached Proposal.

In consideration of the Services to be provided by AGRC to Client, AGRC shall be entitled to compensation in the amount shown in the "Professional Fees" section of the attached Proposal. These fees shall be payable to AGRC within thirty days following the completion of the Services unless otherwise set forth in "Professional Fees" section of the attached Proposal.

AGRC and Client acknowledge that the reliability of our services depends upon the accuracy and completeness of the data supplied to AGRC. Client accepts sole responsibility for errors or delays in services solely resulting from inaccurate or incomplete data supplied to AGRC, and acknowledges and agrees that any additional services thereby necessitated will result in additional fees payable by Client to AGRC.

AGRC gathers data containing information about our customers. This information may be shared among AGRC affiliated businesses. In addition to being used to provide services to AGRC customers, the information may be used for business administration, business reporting, statistical analysis, marketing of AGRC products or services and providing consulting or other services to companies for which AGRC or its affiliates may receive remuneration. AGRC takes appropriate measures to protect the privacy and confidentiality of our AGRC customers as well as to comply with applicable laws and regulations. AGRC may use or disclose information about our customers if we are required to do so by law, AGRC policy, pursuant to legal process or in response to a request from law enforcement authorities or other government officials.

Due to the global nature of services provided by AGRC, the personal information you provide may be transmitted, used, stored and otherwise processed outside of the country where you submitted that information. If you have questions about AGRC data processing, please contact your AGRC consultant.

Both parties further agree that AGRC and its personnel shall be released to the fullest extent permitted by applicable law from any and all claims, liabilities, costs and expenses attributable to any knowing misrepresentation by Client, its directors, its officers and/or its employees except for claims attributable solely to the negligence of AGRC. In no event shall AGRC be liable to the Client, whether in tort (including negligence), contract or otherwise for any amount, in the aggregate, in excess of three times the total fees paid by the Client under this Agreement, except to the extent fully and finally determined by a court of competent jurisdiction to have resulted from the willful misconduct or fraudulent behavior of AGRC, and neither AGRC nor Client shall be liable to the other for any consequential, indirect, lost profit, lost opportunity or similar damages relating to AGRC's services provided under this Agreement.

As AGRC and Client intend the aforementioned limitation of liability clause to be enforceable, they agree that any over breadth in the clause shall not itself render the clause void, but rather, the clause shall be interpreted and enforceable to the fullest extent permitted by the law of the applicable state.

In addition, the Client agrees to indemnify and hold AGRC, its directors, officers and employees, harmless from and against any and all claims, suits, and demands, and the liabilities, costs and expenses resulting therefrom



("Claims"), that AGRC may incur relating to the Services under this Agreement, except to the extent such Claims are fully and finally determined by a court of competent jurisdiction to have resulted from acts or omissions of AGRC in connection with such services.

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expenses of both parties, the Client and AGRC agree not to demand a trial by jury in any action, proceeding or counterclaim arising out of or relating to our services and fees for this engagement.

AGRC will provide the Client with a report and/or certain other tangible items specified as deliverables ("Deliverables"), set forth in the "Scope of Services" section of the attached Proposal. The Deliverables, upon full and final payment to AGRC, shall become the property of the Client, except that AGRC owns or has rights to all products, processes, concepts, know-how, techniques, software, and methodology used, and records created or maintained, (collectively "Prior Works") for the production of the Deliverables, and Client shall gain no rights in or to them. To the extent that any Prior Works are contained in the Deliverables, AGRC hereby grants the Client, upon full and final payment to AGRC, a royalty-free, fully paid-up, worldwide, non-exclusive license to use such Prior Works in connection with the Deliverables.

Services and Deliverables are for the exclusive use of Client and are not to be relied upon by third parties.

This Agreement sets forth the entire agreement among the parties and may be modified only upon written agreement.

Accepted and Agreed:

Date: _____ By: _____

Date: _____ By: _____

California State University Auxiliary Organizations Risk Management Alliance

Proposal for Actuarial Services

April 24, 2014



Objective

We appreciate the opportunity to provide actuarial services to California State University Auxiliary Organizations Risk Management Alliance (AORMA). The objective of our analysis will be to estimate base rates separately for auto liability, employment practices liability, premises liability, and other liability, and to develop experience modification factors for each of the auxiliary organizations.

Scope of Services

The scope of services for this project includes the following for AORMA:

Actuarial Analysis

- **Project Base Rate.** Project base rate for auto liability, employment practices liability, premises liability, and other liability for 2015/16.
- **Experience Modification Factors.** Calculate experience modification factors for each auxiliary organization to be used in the allocation of losses for 2015/16 amongst members.

These actuarial services will result in the production of the following deliverables:

- The conclusions of our work will be in a written report for AORMA. The report will be designed to be easily understood by non-actuaries. It will contain a technical section with sufficient information to support all conclusions and facilitate future analysis.



Project Work Steps

To accomplish the objective, Aon proposes the following work steps:

1. Collect Data – The analysis will require historical loss and exposure data as well as a complete description of the past and present insurance programs.
2. Compile Data – The data received from all services will be compiled and reviewed for reasonableness and consistency.
3. Perform Analysis – An analysis will be done addressing the items listed above in “Scope of Services”.
4. Draft Reports – The reports for AORMA will be written clearly and concisely presenting our conclusions.
5. Peer Review – A professional peer review of the draft reports for AORMA will be performed by another qualified professional.
6. Distribute Draft Reports – The draft reports for AORMA will be distributed and discussed with AORMA. Any necessary edits agreed to by the Aon team and AORMA team will be incorporated into the reports.
7. Distribute Final Reports – The reports for AORMA will be finalized with signatures affixed.

Project Team

Aon maintains a group of highly skilled and experienced professionals in the actuarial and analytical field. All project team members are available to answer questions and provide an industry perspective to the project.

Project Manager

Mujtaba Dato, ACAS, MAAA, FCA. Mr. Dato is the Actuarial Practice Leader for the public entity group of the actuarial and analytics practice. He is an Associate of the Casualty Actuarial Society, a member of the American Academy of Actuaries, and a Fellow of the Conference of Consulting Actuaries.



Required Data

Based on our current understanding of the project, we anticipate that the following items would be needed to complete the project:

- Individual claim data (paid and incurred loss amounts) for all accident years and for all lines of business as of a current evaluation date. The data should include the coverage and if the claim is related to continuing or discontinued business.
- Current and historical exposure information.

Deliverables

Our reports for AORMA will include the following information:

Background - Relevant details concerning the history and retention levels.

Data Sources – Our reports for AORMA will be based upon the loss data and exposure data provided by AORMA. Individual claims requiring special treatment in the analysis will be cited, including an explanation of how we treated the claims. If industry data is used to supplement our analysis, a description of the data source will be provided and we will explain how we incorporated the industry data into the analysis.

Methods Used - Descriptions of the various methods used in the analysis will be provided. We will also explain the considerations associated with selecting the methods as well as the underlying assumptions.

Exhibits - The exhibits will show the details of our analysis and support the conclusions stated in the Executive Summary.

Our reports are practical, useful documents, frequently referred to by our clients over interim months, until they are updated by ensuing reports.



Professional Fees

Our cost for this service will be a fixed fee of \$9,500 for the first year cost of projecting base rates and developing the experience modification factors. The cost of updating the rates and experience modification factors in subsequent years will be \$5,000.

The scope of this proposal is limited to the actuarial services outlined in “Scope of Services”.

It is important to note that our proposed fees are contingent upon the fact that all data provided is complete and submitted in usable electronic format. By way of this contract, AORMA agrees to pay AGRC for reasonable additional costs incurred if the scope of services changes due to unusual and unforeseen data problems caused by AORMA.

Timetable

We anticipate the draft reports for AORMA will be completed within 4 weeks of receiving all data.

Acceptance

If the project terms, work steps, and fee are acceptable, please sign two copies of the enclosed Fee Agreement, retain one copy for your files, and return one signed copy.

CSURMA AORMA 2014 MEETING CALENDAR

ISSUE: The Program Administrator includes a current copy of the CSURMA AORMA meeting calendar in every agenda

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA AORMA – 2014 Meeting Calendar



California State University Risk Management Authority
Auxiliary Organizations Risk Management Alliance

2014 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2014	FEBRUARY, 2014	MARCH, 2014
12-15 AOA Conference: Sacramento	3 MSLCTC: Teleconference, 11:00 a.m. 6 PC: Teleconference, 2:00 p.m. 18 Liab claim review: Teleconference, 10:00 AM Only the AORMA Chair and Vice Chair attend the liab claim review	3 MSLCTC: Teleconference, 11:00 a.m. 6 PC: Teleconference, 1:00 p.m. 20 AORMA: Newport Beach, 10:00 a.m. 20 EC: Newport Beach: 2:30 p.m. 21 EC LRP: Newport Beach, 8:00 a.m. 21 AOA EC: Pasadena: 8:30 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings Only the AORMA Chair attends to AOA EC meeting
APRIL, 2014	MAY, 2014	JUNE, 2014
3 PC: Teleconference, 1:00 p.m. 7 MSLCTC: Teleconference, 11:00 a.m. 8 Liab claim review: Teleconference, 10:00 AM 10 PC: Teleconference, 2:00 p.m. Only the AORMA Chair and Vice Chair attend the liab claim review	1 PC: Teleconference, 1:00 p.m. 8 AORMA: Long Beach, 10:00 a.m. 9 EC: Long Beach, 8:00 a.m. 9 BOD: Long Beach, 10:30 a.m. 26 MSLCTC: Teleconference, 11:00 a.m. 27 MSLCTC: Teleconference, 11:00 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings All AORMA Committee members attend the BOD	5 PC: Teleconference, 1:00 p.m. 20 AOA EC: Long Beach 26 PC: Teleconference, 1:00 p.m.

AORMA = Auxiliary Organizations Risk Management Alliance Committee	PC = AORMA Programs Committee	EC = CSURMA Executive Committee
AOUIT = Auxiliary Organizations Unemployment Insurance Trust	AORMA LRP = AORMA Long Range Planning Meeting	EC LRP = EC Long Range Planning Meeting
MSLCTC = AORMA Member Services, Loss Control & Training Committee	AOA = CSU Auxiliary Organizations Association	BOD = CSURMA Board of Directors



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2014 CSURMA • AORMA MEETING CALENDAR

JULY, 2014	AUGUST, 2014	SEPTEMBER, 2014
15/16 AORMA Officers Retreat, Sonoma 28 MSLCTC: Teleconference, 11:00 a.m. 31 PC: Teleconference, 1:00 p.m. Only the AORMA Chair, Vice Chair, Past Chair and Ex Officio attend the AORMA Officers Retreat	13 Liab claim review: Telecon, 10:00 a.m. 15 AOA EC: San Diego Only the AORMA Chair and Vice Chair attend the liab claim review Only the AORMA Chair attends to AOA EC meeting	10 AORMA New Committee Member Orientation: Newport Beach, 9:00 a.m. 10 AORMA LRP: Newport Beach, 10:00 a.m. 11 AORMA: Newport Beach, 9:00 a.m. 12 EC: Newport Beach, 8:30 a.m. 29 MSLCTC: Teleconference, 11:00 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings
OCTOBER, 2014	NOVEMBER, 2014	DECEMBER, 2014
23 AORMA: Long Beach, 10:00 a.m. 24 EC: Long Beach, 9:00 a.m. 24 BOD: Long Beach, 10:30 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings All AORMA Committee members attend the BOD	12 Liab claim review: Teleconference, 10:00 AM 17 MSLCTC: Teleconference, 11:00 a.m. 21 AOA EC: Pasadena Only the AORMA Chair and Vice Chair attend the liab claim review Only the AORMA Chair attends to AOA EC meeting	4 AORMA: TBD, 10:00 a.m. 5 EC: TBD, 8:30 a.m. 11 PC: Teleconference, 1:00 p.m. Only the AORMA Chair and Vice Chair attend the EC meetings

AORMA = Auxiliary Organizations Risk Management Alliance Committee	PC = AORMA Programs Committee	EC = CSURMA Executive Committee
AOUIT = Auxiliary Organizations Unemployment Insurance Trust	AORMA LRP = AORMA Long Range Planning Meeting	EC LRP = EC Long Range Planning Meeting
MSLCTC = AORMA Member Services, Loss Control & Training Committee	AOA = CSU Auxiliary Organizations Association	BOD = CSURMA Board of Directors

FY 13/14 AORMA LONG RANGE ACTION PLAN

ISSUE: The Program Administrator includes a copy of the current AORMA Long Range Action Plan in every agenda.

RECOMMENDATION: No action is requested; this item is for information only.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. FY 13/14 AORMA Long Range Action Plan

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
AORMA COMMITTEE				
A-1	WORKERS' COMPENSATION POLICIES AND PROCEDURES			
	Staff (Alliant)	Review all workers' compensation policies and procedures and recommend revisions as necessary.	January, 2014	
	PC	Review all workers' compensation policies and procedures and recommend approval to the AORMA Committee, with revisions as appropriate.	February 2, 2014	
	AORMA Committee	Review and approve revisions to the workers' compensation policies and procedures.	March 20, 2014	

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
PROGRAMS COMMITTEE				
P-1	WORKERS' COMPENSATION PROGRAM RATES			
	PC	Discuss actuary's comments regarding AORMA six workers' compensation class codes. Review WCIRB rates as a replacement for the AORMA combined rates.	December 12, 2013	Completed
	Staff (Alliant)	Code all losses on the workers' compensation loss run @12/31/13 using the new WCIRB class code and AORMA class code.	May, 2014	
P-2	PROPERTY AND CRIME PROGRAMS – MEMBER ALLOCATION FORMULAS (for FY 14/15 term)			
	PC	Discuss current rating and allocation methodology	January 3, 2013	Completed
	PC	Review alternative rating and allocation methodologies (first review)	April 18, 2013	Completed
	PC	Review alternative rating and allocation methodologies (second review)	June 6, 2013	Completed
	PC	Review alternative rating and allocation methodologies (third review)	June 27, 2013	Completed
	AORMA Officers	Review alternative rating and allocation methodologies and make recommendations to the PC	July 10, 2013	Completed
	PC	Review and approve final revised rating and allocation methodology	August 8, 2013	Completed
	AORMA Committee	Review and approve final revised rating and allocation methodology	September 11, 2013	Completed
	PC	Review and recommend approval of Policy and Procedures P-1 and C-1	October 3, 2013	Completed
	AORMA Committee	Review and approve Policy and Procedures P-1 and C-1	November 6, 2013	Completed and Approved
	PC	Review revisions to the FY 14/15 MOC for the Property and Crime Programs	February 6, 2014	
	Staff (Alliant)	Notify AO's of their new premium allocation	January 31, 2014	Completed
	AORMA Committee	Approval of revisions to the FY 14/15 MOC for the Property and Crime Programs	March 20, 2014	

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
PROGRAMS COMMITTEE				
P-3	LIABILITY PROGRAM MEMBER ALLOCATION FORMULA (for FY 15/16 term)			
	PC	Discuss current liability program member allocation formula and alternative allocation formulas	December 12, 2013	Completed
	PC	Review alternative member allocation formula (first review)	February 6, 2014	
	PC	Review alternative member allocation formula (second review)	April 10, 2014	
	AORMA Officers	Review alternative member allocation formula	July, 2014	
	AORMA Committee	Review and approve modifications to the liability program member allocation formula.	September 11, 2014	

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE				
M-1	RISK REDUCTION MATCHING GRANT PROGRAM (for FY 13/14)			
	MSLCTC	Approval of Formal Policy and Procedure for the Risk Reduction Matching Grant Program	February 4, 2013	Completed
	AORMA Committee	Approval of Formal Policy and Procedure for the Risk Reduction Matching Grant Program	March 21, 2013	Completed
	MSLCTC	Review Workers' Compensation and Liability claims information @ 12/31/12 and determine criteria for matching grant program	February 4, 2013	Completed
	Staff (Alliant)	Send out notification to AORMA members of the grant criteria and solicit participants	June, 2013	Completed
	MSLCTC	Review grant applications received; approve participants	August, 2013	Completed
	MSLCTC	Review Policy and Procedure A-6 and update the grant criteria and qualifications as appropriate	November 18, 2013	Completed
	Staff	Review loss runs and recommend three to five risk reduction grant project for FY 14/15	January, 2014	Completed
	MSLCTC	Review grant project ideas for FY 14/15. Approve grant for FY 14/15	February 3, 2014	
	AORMA Committee	Approval of revisions to Policy and Procedure A-6, if required	March 20, 2014	
M-2	AORMA SMART PHONE APPLICATION			
	MSLCTC	Review of AORMA Smartphone App	November 18, 2014	Completed
	AORMA Chair	Announcement of AORMA Smartphone App at AoA Conference	January, 2014	
M-3	SHOES FOR CREWS			
	MSLCTC	Discuss Shoes for Crews AORMA program	November 18, 2013	Completed
	Staff	Announce the formation of the Shoes for Crews program and distribute information to the AORMA members	February 3, 2014	

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE				
M-4	INSURANCE REQUIREMENTS FOR SPONSORED PROGRAMS / GRANTS AND CONTRACTS			
	MSLCTC	Review of proposed Insurance Requirement for Sponsored Programs / Grants and Contracts	February 3, 2014	
	AORMA Committee	Review and approval of Insurance Requirements for Sponsored Programs / Grants and Contracts	March 21, 2014	
	Staff (Alliant)	Update AORMA Toolkit with approved Insurance Requirements for Sponsored Programs / Grants and Contracts	April, 2014	
	Staff (Alliant)	Send out AORMA Bulletin notifying members	April, 2014	
M-5	ON-LINE SAFETY TRAINING			
	MSLCTC	Continue to monitor on-line safety training through SkillSoft	November 5, 2012	Completed
	MSLCTC	Review optional on-line safety training through SkillSoft; provide recommendation to the AORMA Committee. The MSLCTC is not recommending that the on-line training services be changed at this time.	February 4, 2013	Completed
	AORMA Committee	If applicable, approve contract with SkillSoft	March 21, 2013	Project Terminated
	Staff (Alliant)	If applicable, give notice of contract termination to TargetSolutions (60 days in advance of 7/01 renewal). Will review again in FY 13/14.	April 1, 2013	Project Terminated
	AOA HR Committee	David Kervella from the CSU Office of the Chancellor will provide a demonstration of the new Campus on-line training platform provided by SkillSoft and LawRoom.	July 26, 2013	Completed
	CSU Systemwide Professional Development Staff	Design an access hub for AORMA members to preview platform.	September, 2013	Still in process
	AORMA Members	Preview on-line training platform and provide recommendation to the MSLCTC for future utilization.	January, 2014	
	MSLCTC	Provide recommendation to the AORMA Committee regarding renewal of the current TargetSolutions contract or utilization of SkillSoft / LawRoom effective July 1, 2014.	February 3, 2014	

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
M-6 PRAESIDIUM CONTRACT – MANAGING THE RISK OF MINORS ON CAMPUS				
	MSLCTC	Review and evaluate services offered through Praesidium and provide a recommendation to the AORMA Committee for approval	November 18, 2013	Completed
	AORMA Committee	Approve services provided by Praesidium. This contract is now being reviewed by the CSURMA EC.	December 5, 2013	Forwarded to CSURMA EC for approval
	AORMA Committee	Discuss decision made by the CSURMA EC at its meeting on January 12, 2014.	March 20, 2013	
M-7 PROCEDURES AND PRACTICES AUDIT OF AUXILIARY’S HUMAN RESOURCES AND PAYROLL FUNCTIONS				
	MSLCTC	Discuss the idea of contracting with an outside vendor who could audit an auxiliary’s human resources and payroll procedures and practices	November 18, 2013	Completed
	AOA HR Committee	Discuss the idea of contracting with an outside vendor who could audit an auxiliary’s human resources and payroll procedures and practices	January, 2014	

FY 13/14 AORMA SERVICE CALENDAR

ISSUE: Attached for the Committee's review is the AORMA Service. This calendar includes all of the AORMA activities that occur on a regular basis as documented in AORMA's policies and procedures, contracts or meeting agendas. This calendar will be kept up-to-date and will be included in each agenda packet.

RECOMMENDATION: It is recommended that the Committee Members review the Service Calendar and report any changes or corrections to Staff.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: The AORMA Service Calendar will be included in each agenda packet and will reside on the CSURMA website.

ATTACHMENT(S):

- a. AORMA Service Calendar

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
JULY 2013				
07/04/13	Send out AORMA binder, insurance summary and invoice to all member	Alliant Staff		Completed
07/07/13	Request Workers' Compensation and Liability loss runs @ 06/30 - Forward to Actuary	Alliant Staff		Completed
07/07/13	Request Liability (EPL check register) for minimum EPL deductible calculation for FY 14/15	Alliant Staff		Completed
07/31/13	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rat	Liability TPA		Completed
07/31/13	Request final audited payroll from all Workers' Compensation program members for the term July 1, 2012 to June 30, 2013	Alliant Staff		Completed
AUGUST 2013				
08/01/13	Completion of draft actuarial studies for Workers' Compensation and Liability program	Actuary		Completed
08/02/13	Prepare AORMA summary for AOA Executive Committee meeting on August 16, 2013	AORMA Chair/Alliant Staff		Completed
08/09/13	Send out watch list for the liability claims review	Liability TPA		Completed
08/13/13	AORMA liability claims review	Liability TPA		Completed
08/26/13	Calculate each member's minimum EPL deductible for the FY 14/15 liability coverage term	Alliant Staff		Completed
08/31/13	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30/13	Alliant Staff		Completed
08/31/13	Complete Target Surplus Funding Report	Alliant Staff		Completed
08/31/13	Completion of Financial Audit for the period ending June 30, 2013	CSU Accounting		Completed
08/31/13	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll for FY 12/13	Alliant Staff		Completed
08/31/13	Complete CSURMA's portion of the Public Self-Insurer's Annual Report for CSURMA – then forward to Sedgwick for TPA completion	Alliant Staff		Completed
08/08/13 Programs Committee Meeting (Teleconference) - Agenda Items				
	1. Finalize the revisions to the FY 14/15 Property program premium allocation formula;			
	2. Finalize the revisions to the FY 14/15 Crime program premium allocation formula;			
	3. Discuss extending AORMA Liability Insurance Program to cover the VEBA Trust			
08/26/13 MSLCT Committee Meeting (Teleconference) - Agenda Items				
	1. Review Risk Reduction Matching Grant Program applications – award grants as applicable			
SEPTEMBER 2013				
09/10/13	Completion of the AORMA UIP Financial Statements	Alliant Staff		Completed
09/15/13	Prepared invoices or checks for the FY 12/13 Workers' Compensation payroll audit	CSU Accounting		Completed
09/23/13	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.	Sedgwick		Completed
09/30/13	Completion of Workers' Compensation payroll desk audit	Alliant Staff		Completed
09/30/13	Send out invoices or checks for the FY 12/13 Workers' Compensation payroll audit	Alliant Staff		Completed
09/30/13	AORMA Committee update letter to all AORMA members summarizing the funding and dividends approved for the upcoming fiscal year	Alliant Staff/AORMA Chair		Completed
09/11/13 AORMA Committee Long Range Planning Meeting (Long Beach) - Agenda Items				
	1. Introduction of new committee members			
	2. Review of FY 12/13 AORMA Long Range Action Plan			
	3. Recap of 2013 AORMA Officers Retreat			
	4. Discussion regarding use of technology in safety training			
	5. Review of loss ratio analysis (Liability and Workers' Compensation programs)			
	6. Review of historical premium and dividends			
	7. Review EPL losses vs. expenses			

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	8. Review of Target Surplus Funding report			
	9. Review of historical 80% pool funding, dividends approved and funds remaining in the workers' compensation and liability			
	10. Review of AOA Conference sessions			
	11. AORMA Committee continuity plan			
	12. Development of the Long Range Action Plan			
	13. Review of AORMA Annual Service Calendar			
	14. Review of Estimated Fund Balance @ 6/30/13 – Workers' Compensation and Liability Program			
	15. Review of Campus / Auxiliary Visit Schedule			
09/12/13	AORMA Committee Meeting (Long Beach) - Agenda Items			
	1. Review of Estimated Fund Balance @ 6/30/13 – Workers' Compensation and Liability Program			
	2. Review of AORMA Program Expenses @ 6/30/13			
	3. Review and Acceptance of Liability Actuarial Study for FY 14/15			
	4. Review and Acceptance of Workers' Compensation Actuarial Study for FY 14/15			
	5. Review of Target Surplus Funding Report			
	6. Approval of Liability and Workers' Compensation dividend payable in July, 2014			
	7. Approval of FY 14/15 Liability Insurance Program – Total Funding			
	8. Approval of FY 14/15 Workers' Compensation Insurance Program – Total Funding			
	9. Approval of FY 14/15 Property Insurance Program – Total Funding			
	10. Approval of FY 14/15 Crime Insurance Program – Total Funding			
	11. Review of AORMA's approved legal counsel list			
	12. Approval of maximum allowable hourly rate for legal counsel			
	13. Review and approve revisions to the FY 14/15 Property program premium allocation			
	14. Review and approve revisions to the FY 14/15 Crime program premium allocation			
	15. Adoption of 2014 meeting calendar			
	16. Approval of 2014 AOA Conference sponsorship			
	17. Approval of AORMA Annual Service Calendar			
	18. Review of CSURMA Audit			
	19. Approval of 2013 liability claims audit			
	20. Approval of Policy and Procedure Review Schedule			
	21. Approval of revisions to Policy & Procedure A-6 – Risk Reduction Matching Grant Program			
OCTOBER 2013				
10/01/13	Request FY 14/15 estimated Workers' Compensation payroll	Alliant Staff		Completed
10/01/13	Request completion of the FY 14/15 Liability applicator	Alliant Staff		Completed
10/15/13	Poll eligible AORMA Committee members to determine which members are willing to be nominated for the Vice Chair position	Nominations Committee		Completed
10/31/13	Send out notification of minimum Employment Practices Liability deductibles for FY 14/15	Alliant Staff/AORMA Chair		Completed
10/03/13	Programs Committee Meeting (Teleconference) - Agenda Items			
	1. Review Workers' Compensation payroll desk audit			Completed
	2. Approval of meeting dates for 2014			Completed
	3. Approval of PC long range action plan			Completed
	4. Review of approved funding for the Liability, Workers' Compensation, Property and Crime program			Completed
	5. Review of the Liability and Workers' Compensation actuarial study			Completed
	6. Review of the Target Surplus Funding report			Completed

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	7. Review the minimum Employment Practices Liability deductibles for FY 14/15			Completed
	8. Review of revised policy and procedure L-7 – EPL deductible			Completed
	9. Review of sample EPL deductible letter for FY 14/15			Completed
	10. Review of sample EPL deductible letter to retroactively change deductibles for FY 13/14			Completed
	11. Review and approval of revisions to the Property MOC regarding the new mandatory deductible			Moved
	12. Approval of revisions to the Crime MOC regarding the new mandatory deductible			Moved
	13. Review of policy and procedure for new property program allocation formula			Completed
	14. Review of policy and procedure for new crime program allocation formula			Completed
	15. Review of VEBA trust additional information			Completed
NOVEMBER 2013				
11/01/13	Prepare AORMA summary for AOA Executive Committee meeting on November 15, 2013	AORMA Chair/Alliant Staff		Completed
11/01/13	FORM 700 - Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process)	Alliant Staff		Completed
11/08/13	Send out watch list for the liability claims review on November 12, 2013	Liability TPA		Completed
11/12/13	AORMA liability claims review	Liability TPA		Completed
11/15/13	Send out Program Manuals	Alliant Staff		Completed
11/30/13	Completion of the Liability and Workers' Compensation dividend allocation for distribution in July, 2013	Alliant Staff		Completed
11/30/13	Completion of the Unemployment Insurance Program member allocation for FY 14/15	Alliant Staff		Completed
11/30/13	Completion of the Liability program member allocation for FY 14/15	Alliant Staff		Completed
11/30/13	Completion of the Workers' Compensation program member allocation for FY 14/15	Alliant Staff		Completed
11/30/13	Completion of the Property program member allocation for FY 14/15	Alliant Staff		Completed
11/30/13	Completion of the Crime program member allocation for FY 14/15	Alliant Staff		Completed
11/30/13	Review volunteer losses within the Workers' Compensation program	Alliant Staff		Completed
11/30/13	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30/13	Alliant Staff		Completed
11/06/13	AORMA Committee Meeting (Sacramento) - Agenda Items			
	1. Approval of long range action plan for 2014			Completed
	2. Discussion and approval of AOA Conference free registrations			Completed
	3. Vice Chair election will be held during the AORMA Committee meeting			Completed
	4. Review the minimum Employment Practices Liability deductibles for FY 14/15			Completed
	5. Approval of revised policy and procedure L-7 – EPL deductible			Completed
	6. Approval of sample EPL deductible letter for FY 14/15			Completed
	7. Approval of sample EPL deductible letter to retroactively change deductibles for FY 13/14			Completed
	10. Approval of policy and procedure for new property program allocation formula			Completed
	11. Approval of policy and procedure for new crime program allocation formula			Completed
	12. Approval of the free AOA Conference attendees from CSURMA AORMA			Completed
11/18/13	MSLCT Committee Meeting (Teleconference) - Agenda Items			
	1. Approval of meeting dates for 2014			Completed
	2. Approval of MSLCTC long range action plan			
	3. Comprehensive discussion of the risk reduction matching grant program project criteria			
	4. Review of the Workers' Compensation Safety Program Award – Safety Superstar. Review optional Safety Superstar awards			
	5. Review proposed AORMA Shoes for Crews program			
	6. Review progress of AORMA smartphone app – workers' compensation claims reporting			

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	7. Review progress of AORMA SkillSoft / LawRoom pilot program			
	8. Approval of revised risk reduction grant applications for Forty-Niner Shops, Inc. (Long Beach) and University Student Union (Northridge)			
11/06/13	<i>CSURMA Executive Committee Meeting (Sacramento)</i>	CSURMA EC		
11/06/13	<i>CSURMA Board of Directors Meeting (Sacramento)</i>	CSURMA BOD		
DECEMBER 2013				
12/15/13	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	Alliant Staff		
12/27/13	Prepare AORMA summary for AOA Executive Committee meeting on January 11, 2014	AORMA Chair/Alliant Staff		
12/05/13	<i>AORMA Committee Meeting - Agenda Items</i>			
	1. Approval of Policy and Procedure L-7 – Employment Practices Liability (EPL) Deductible Option:			
	2. Approval of revisions to liability program memorandum of coverage to add “blanket” coverage for pension, health and welfare trusts			
	3. Discussion and recommendation for approval of the Praesidium contract			
12/12/13	<i>Programs Committee Meeting - Agenda Items</i>			
	1. Approval of the Liability and Workers’ Compensation dividend allocation for distribution in July, 2014			
	2. Approval of the Workers’ Compensation AORMA class codes rates for FY 14/15			
	3. Approval of the Unemployment Insurance Program member allocation for FY 14/15			
	4. Approval of the Liability program member allocation for FY 14/15			
	5. Approval of the Workers’ Compensation program member allocation for FY 14/15			
	6. Approval of the Property program member allocation for FY 14/15			
	7. Approval of the Crime program member allocation for FY 14/15			
	8. Review of all Workers’ Compensation member’s experience modification factor			
JANUARY 2014				
01/02/14	FORM 700 - JPA ADMIN finalizes current year member listing	Alliant Staff		Completed
01/07/14	Announce the new Vice Chair as well as open seats on the AORMA Committee	Nominations Committee		Completed
01/15/14	FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel	Alliant Staff		Completed
01/31/14	Final premium / rate letter to all AORMA members	Alliant Staff		Completed
FEBRUARY 2014				
02/01/14	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff		Completed
02/14/14	Send out watch list for the liability claims review on February 18, 2014	Liability TPA		Completed
02/15/14	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff		Completed
02/18/14	AORMA liability claims review	Liability TPA		Completed
02/28/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31	Alliant Staff		Completed
02/28/14	Schedule the AORMA workers’ compensation claims audit (every even year)	Alliant Staff		Completed
02/28/14	Schedule the AORMA liability claims audit (every odd year)	Alliant Staff		N/A

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
02/03/14	MSLCT Committee Meeting - Agenda Items			
	Review the Liability and Workers' Compensation loss information for Risk Reduction Grant Program			
	Identify the focus of the Risk Reduction Matching Grant Program for FY 14/15			
	2014 MSLCTC Meeting Dates			
	AORMA Smart Phone Application			
	Shoes for Crews Program			
	Praesidium – Prevention and Management of Child Sexual Abuse in Higher Education			
	On-Line Safety Training			
02/06/14	Programs Committee Meeting - Agenda Items			
	Review and approval of revisions to the Property MOC regarding the new mandatory deductibles			
	Approval of revisions to the Crime MOC regarding the new mandatory deductible			
MARCH 2014				
03/01/14	FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	Alliant Staff		Completed
03/11/14	Prepare AORMA summary for AOA Executive Committee meeting on March 21, 2014	AORMA Chair/Alliant Staff		Completed
03/14/14	Completion of the claims audit of the Liability program (every odd-numbered year)	Liability Claims Auditor		N/A
03/15/14	FORM 700 - Follow up No. 4 - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	Alliant Staff		Completed
03/20/14	Forward slate of nominees to fill the open seats on the AORMA Committee to the AOA Executive Committee for review and comment	Alliant Staff		Completed
03/31/14	Completion of the Form 700 – Statement of Economic Interest	BOD and Alliant Staff		Completed
03/31/14	Begin the claims audit of the Workers' Compensation program (every even-numbered year)	WC Claims Consultant		Completed
03/03/14	MSLCT Committee Meeting - Agenda Items			
	Approval of maximum Risk Reduction Matching Grant amount for any one project			
	Approval of budget amount for the Risk Reduction Matching Grant Program			
03/06/14	Programs Committee Meeting - Agenda Items			
03/20/14	AORMA Committee Meeting - Agenda Items			
	Review and approval of FY 13/14 CSURMA budget – midterm adjustments			Completed
	Review and approval of FY 14/15 CSURMA budget			Completed
	Review slate of nominees to fill the open seats on the AORMA Committee			Completed
	Review the Auxiliary Service Provider Report			Completed
	Review and accept the liability claims audit (every odd year)			N/A
	Review of excess insurance renewal report			Completed
	Discuss Alliant Loss Control Services (risk control consulting) contract – one year contract expiring on June 30, 2014			N/A
	Discuss Employers Group (HR consulting services) contract – one year contract expiring on June 30, 2014			N/A
	Discuss TargetSolutions (on-line safety training) contract – three year contract expiring on June 30, 2015			N/A

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
N/A this year	Discuss Employers Edge (UI claims administrator) contract – five year contract expires June 30, 2018			N/A
N/A this year	Discuss regarding the renewal of the Carl Warren (liability TPA) contract – five year contract expires June 30, 2016			N/A
N/A this year	Discuss regarding the renewal of the Sedgwick (WC TPA) contract – five year contract expires June 30, 2018			N/A
03/20/14	CSURMA Executive Committee Meeting	CSURMA EC		
03/21/14	CSURMA Executive Committee Long Range Planning Meeting	CSURMA EC		
APRIL 2014				
04/01/14	FORM 700 - JPA ADMIN sends all forms received to FPPC for processing	Alliant Staff		Completed
04/01/14	FORM 700 - Campus Risk Pool Administrator verifies Campus Primary and Alternate representative remain in place by contacting campus representatives (i.e. ensure no leave of absence, retirement, change in duties, etc.)	Alliant Staff		Completed
04/01/14	Send out ballot for AORMA Committee term beginning on July 1, 2014	Alliant Staff		Completed
04/04/14	Send out watch list for the liability claims review on April 8, 2014	Liability TPA		Completed
04/08/14	AORMA liability claims review	Liability TPA		Completed
04/30/14	Receive back all AORMA Committee ballots for the term beginning on July 1, 2014	Alliant Staff		
04/03/14	Programs Committee Meeting - Agenda Items			
	Review the Auxiliary Service Provider Report			
	Recommend Chair for the PC for the upcoming term			
04/07/14	MSLCT Committee Meeting - Agenda Items			
	Review the Auxiliary Service Provider Report			
	Discuss Alliant Loss Control Services (risk control consulting) contract – one year contract expiring on June 30, 2014			
	Discuss Employers Group (HR consulting services) contract – one year contract expiring on June 30, 2014			
	Discuss TargetSolutions (on-line safety training) contract – three year contract expiring on June 30, 2015			
N/A this year	Discuss Employers Edge (UI claims administrator) contract – five year contract expires June 30, 2018			
	Recommend Chair for the MSLCTC for the upcoming term			
MAY 2014				
05/01/14	FORM 700 - Campus Risk Pool Administrator confirms replacement appointees with campus president, reports changes to JPA ADMIN, JPA ADMIN sends entering and leaving office notices to FILER, Campus Risk Pool Administrator conducts BOD orientation	Alliant Staff		
05/15/14	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff		
05/30/14	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2014	AORMA Chair/Alliant Staff		
	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2014	AORMA Chair/Alliant Staff		
05/30/14	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2014	Alliant Staff		
05/30/14	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2014	Alliant Staff		
05/30/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/14	Alliant Staff		

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
05/01/14	<i>Programs Committee Meeting - Agenda Items</i>			
05/08/14	<i>AORMA Committee Meeting - Agenda Items</i>			
	Review of excess insurance placements reports			
	Approval of binding authority on the excess insurance placements			
	Announce the outcome of the AORMA Committee election			
	Announce the appointment of the PC and MSLCTC Chair for the one year term beginning on July 1, 2014			
	Discuss Alliant Loss Control Services (risk control consulting) contract – one year contract expiring on June 30, 2014			
	Discuss Employers Group (HR consulting services) contract – one year contract expiring on June 30, 2014			
N/A this year	Discuss TargetSolutions (on-line safety training) contract – three year contract expiring on June 30, 2015			
N/A this year	Discuss Employers Edge (UI claims administrator) contract – five year contract expires June 30, 2018			
N/A this year	Discuss regarding the renewal of the Carl Warren (liability TPA) contract – five year contract expires June 30, 2016			
N/A this year	Discuss regarding the renewal of the Sedgwick (WC TPA) contract – five year contract expires June 30, 2018			
05/09/14	<i>CSURMA Executive Committee Meeting</i>	CSURMA EC		
05/09/14	<i>CSURMA Board of Directors Meeting</i>	CSURMA BOD		
05/27/14	<i>MSLCT Committee Meeting - Agenda Items</i>			
JUNE 2014				
06/01/14	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff		
	Prepare AORMA summary for AOA Executive Committee meeting on June 6, 2014	AORMA Chair/Alliant Staff		
06/02/14	Appoint the PC and MSLCTC Chair for a one year term beginning on July 1, 2014	AORMA Chair		
06/02/14	Send out letter from the AORMA Chair appointing the new PC and MSLCTC Chair for the term beginning on July 1, 2014	Alliant Staff		
06/01/14	<i>Programs Committee Meeting - Agenda Items</i>			
05/26/14	<i>MSLCT Committee Meeting - Agenda Items</i>			