

1.	Programs Committee Report		<i>p. 20</i>
2.	Member Services, Loss Control and Training Committee Report		<i>p. 23</i>
F.	GENERAL ADMINISTRATION		
1.	Approval of Alliant Loss Control Services Renewal Contract for FY 13/14	A	<i>p. 26</i>
	<i>The Committee will be asked to review and approve the renewal contract for Alliant Loss Control Services</i>		
2.	Approval of Policy and Procedure A-6 - Risk Reduction Matching Grant Program	A	<i>p. 31</i>
	<i>The Committee will be asked to review and approve Policy and Procedure A-6 – Risk Reduction Matching Grant Program</i>		
3.	AORMA Committee Election Results	I	<i>p. 35</i>
	<i>The Committee will receive the results of 2013 AORMA Committee elections.</i>		
4.	Update of Excess Insurance Renewals and Approval of Binding Authority	A	<i>p. 37</i>
	<i>The Committee will receive a verbal report on the excess insurance renewals and will be asked to approve binding authority</i>		
5.	Review of New CSURMA Website	I	<i>p. 39</i>
	<i>The Committee will view the new CSURMA website</i>		
G.	INFORMATION ITEMS		
1.	CSURMA AORMA 2013 Meeting Calendar	I	<i>p. 40</i>
2.	CSURMA AORMA Program Administrator’s Contact Lists	I	<i>p. 43</i>
3.	AORMA Committee Members - Effective 7/1/13	I	<i>p. 51</i>
4.	Policy & Procedure A-7 – CSURMA Travel Reimbursement Policy	I	<i>p. 56</i>
H.	ADJOURNMENT		
	<i>The next meeting is scheduled for September 11 and 12, 2013 in San Francisco, CA.</i>		

APPROVAL OF THE AGENDA

ISSUE: The Committee will be asked to approve the agenda 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 MINUTES – MARCH 21, 2013

ISSUE: The Committee will be asked to review and approve the draft minutes from its March 21, 2013 meeting.

RECOMMENDATION: It is recommended that the Committee approve the minutes from its March 21, 2013 meeting, including corrections as necessary.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA AORMA Committee Meeting Minutes – March 21, 2013

**MINUTES OF THE CSURMA AORMA
COMMITTEE MEETING**

MARCH 21, 2013

**ALLIANT INSURANCE SERVICES
1301 Dove Street, 2nd Floor • Newport Beach, CA**

9:00 AM

MEMBERS PRESENT

Kurt Borsting, Associated Students, Inc., CSU Fullerton
Dwayne Brummett, Associated Students, Cal Poly San Luis Obispo (*arrived at 9:20am*)
Patricia Worley, Associated Students Inc., Sacramento State University
David Prenovost, Cal Poly Pomona Foundation, Cal Poly Pomona Foundation, Inc.
Frank Mumford, CSU Fullerton Auxiliary Services Corporation, CSU Fullerton
Gigi Kiama, University Corporation, CSU Monterey Bay (*arrived at 9:20am*)
Guy Dalpe, Cesar Chaves Student Center, San Francisco State University (*arrived at 9:20am*)
Leslie Davis, University Union Operation of CSUS, Inc., Sacramento State University
Keith Kompasi, Fresno Association, Inc., CSU Fresno
Peter Neville, Sonoma Student Union Corporation, Sonoma State University (*arrived at 9:10am*)
Robert de Wit, Forty-Niner Shops, Inc., CSU Long Beach
Brian Nowlin, CSULB Foundation, CSU Long Beach

STAFF, GUESTS AND CONSULTANTS

Daniel Howell, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.
Tevea Him, Alliant Insurance Services, Inc.
Brent Escoubas, Alliant Insurance Services, Inc.
Charlene Minnick, CSU Office of the Chancellor
Zachary Gifford, CSU Office of the Chancellor
William Hsu, CSU Office of General Counsel
Jill Sibling, Carl Warren & Company
Melinda Coil, San Diego State University Research Foundation
Dennis Miller, Cal Poly Pomona Foundation, Inc.

A. CALL TO ORDER

The meeting was called to order by the Chair, Kurt Borsting at 9:05 AM.

B. PUBLIC COMMENTS

There were no public comments.

C. CONSENT CALENDAR

C1. Approval of the Agenda

A motion was made to change the order of the agenda so that Item F.8 would be discussed immediately after Item F.1.

MOTION: Keith Kompsi

SECOND: Brian Nowlin

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama				X
Guy Dalpe				X
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville				X
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate	X			
David Prenovost - Alternate	X			

C2. Approval of Minutes – December 6, 2012

The minutes will be amended as follows:

Page 7 – changes Brian de Wit to Brian Nowlin

Page 12 – note that Guy Dalpe was absent, not Gigi Kiama

Page 13 – on the vote, Frank Mumford should be Aye only rather than Aye and Abstain

A motion was made to approve the minutes with the amendments above.

MOTION: Robert de Wit

SECOND: Leslie Davis

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
------	-----	---------	-----	--------

Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama				X
Guy Dalpe				X
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville				X
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate	X			
David Prenovost - Alternate	X			

D. CLOSED SESSION

A motion was made to enter closed session.

MOTION: Frank Mumford

SECOND: Robert de Wit

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama				X
Guy Dalpe				X
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville				X
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate	X			
David Prenovost - Alternate	X			

A motion was made to end closed session.

MOTION: Frank Mumford

SECOND: Brian Nowlin

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

The AORMA Chair reported that action had been taken in the closed session.

E. STANDING COMMITTEE REPORTS

E1. Programs Committee Report

Guy Dalpe provided a brief review of the last Programs Committee meeting.

E2. Member Services, Loss Control and Training Committee Report

Dwayne Brummett provided a brief review of the last Member Services, Loss Control and Training meeting.

F. GENERAL ADMINISTRATION

F1. Alliant Loss Control Services Contract

Mimi Long explained that AORMA has a contract with Alliant Loss Control Services (ALCS) for the term July 1, 2012 to June 30, 2013. The current contract includes 50 safety days at \$1,450 per day or \$72,500 annually. The demand for the services provided by ALCS has greatly exceeded the contract amount of 50 safety days. Brent Escoubas (from ALCS) anticipates that he will use all 50 safety days by March 1, 2013. Therefore, ALCS is requesting that the contract be amended to include an additional 12.5 safety days or an additional \$18,125 annually.

Brent noted that he is getting more requests for services now than in the past and he doesn't want to turn away any AORMA Member. He also noted that he and his family will be relocating to Northern California. He is hoping that this move will help reduce his travel time when visiting Members.

A motion was made to approve the \$18,125 increase to the FY 12/13 contract.

MOTION: Robert de Wit
SECOND: Keith Kompsi

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

F8. Approval of Policy and Procedure A-6 - Risk Reduction Matching Grant Program

Mimi Long explained that Policy & Procedure A-6 – Risk Reduction Matching Grant Program (Program) was created to outline the purpose of the Program and also the procedures to be followed by the MSLCTC and the Members when seeking grants under this Program. The MSLCTC approved a “work plan” to be followed for the first year of the Program, which was not a “matching” grant Program. Policy & Procedure A-6 incorporates much of the “work plan” into the Matching Grant Program. It also specifies how the Members will be reimbursed for their Program expenses.

The Committee Members reviewed the draft Policy and Procedure and recommended that it be amended to include a time-frame. When a grant is approved by the MSLCTC, the Member should be expected to complete the project within a specified time-frame. The Grant application will be amended as well so that the Member can provide the anticipated time-frame in which the project will be completed.

MOTION: Keith Kompsi

SECOND: Guy Dalpe

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

F2. Review and Approval of FY 12/13 CSURMA Budget – Midterm Adjustments

Mimi Long explained that the CSURMA Board of Directors adopted the FY 12/13 budget at its meeting in April, 2012. Upon review of the Financial Statements at December 31, 2012 (unaudited), Staff recommends that the FY 12/13 budget be amended as follows:

1. Workshop / Training Expenses (Fitting the Pieces and AoA Conference sponsorship) – Reduced by \$8,042
2. Increase Loss Control Expenses by \$18,125 – Anticipated increase to the ALCS contract
3. The Loss Control Expenses have been allocated to just the Liability and Workers’ Compensation Programs; originally the costs were allocated to the Liability, WC, Crime and Property programs.
4. Investment Income – Increased by \$19,166
5. Reallocation of the Program Administration costs as follows:

Program	FY 12/13 Budget approved in May, 2012	FY 12/13 Budget with mid-term amendments
Liability	\$567,500	\$567,500
Workers’ Compensation	\$342,596	\$334,692
Property	\$236,816	\$242,548
Crime	\$21,084	\$23,256
Unemployment Insurance	\$45,000	\$45,000

Total	\$1,212,996	\$1,212,996
--------------	--------------------	--------------------

6. Reduce Liability Claims Payments and Legal Expenses \$1,375,312 to \$1,167,620 (\$207,692) based on updated Actuarial Study @ 9/19/12
7. Increase Workers’ Compensation Claims Payments and Legal Expenses from \$2,048,157 to \$2,204,128 (\$155,971) based on updated Actuarial Study @ 9/19/12
8. Increase Unemployment Insurance Program Legal by \$10,000 for the cost of the UIP legal opinion regarding student employees

A motion was made to recommend approval to the CSURMA Executive Committee of the mid-term adjustments to the AORMA Programs Budget for FY 12/13.

MOTION: Brian Nowlin

SECOND: Leslie Davis

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

F3. Review and Approval of FY 13/14 CSURMA Budget

The Committee Members reviewed the CSURMA FY 13/14 draft Budget. Mimi Long explained the major changes.

- Projected increase in total contributions from \$12,962,681 to \$14,293,685.
- Projected increase in liability contributions from \$3,546,798 to \$3,665,132 due to actuarial projected claim trend and projected reinsurance premiums.
- Projected increase in Workers’ Compensation contributions from \$4,179,283 to \$4,444,743 due to actuarial projected claim trend and projected excess insurance premium.

- Projected increase in Property contributions from \$3,028,727 to \$3,539,254 due to change in total insured values and expected insurance premiums. Premiums are subject to adjustment based on final reported total insured values (TIV) and final negotiated rates.
- Projected increase in Crime contributions from \$290,404 to \$351,104 due to claims experience.
- Projected increase in Unemployment Insurance contributions from \$1,917,469 to \$2,293,452 due to claims experience.

A motion was made to recommend approval to the CSURMA Executive Committee of the AORMA Programs Budget for FY 13/14.

MOTION: Peter Neville

SECOND: Pat Worley

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

F4. Inter-Fund Transfer between the AORMA Property Program and the Campus Property Program

Mimi Long let the Committee Members know that for some time Staff knew that the AORMA Property fund balance was too high. There should have been very little money in the fund. However, the draft financial statements dated December 31, 2012, showed that the AORMA Property fund had a balance of \$2,024,479. The AORMA Property Program has a \$250,000 annual aggregate SIR. Annually, AORMA funds the \$250,000 SIR at \$240,000 rather than \$250,000 to account for investment income earned. The aggregate SIR may take 12 to 18 months to completely erode and therefore the AORMA Property Fund does earn some interest on the \$240,000 funding. Property losses have completely eroded the annual aggregate SIR every

year except for the current year. Claims paid within the current year are \$406. Therefore, only \$249,594 should remain in the AORMA Property Fund. After investigating a few possible reasons for the excess funds, it was determined that the cause was Campus 99.

Property Coverage for all state-owned buildings is the responsibility of the University including state-owned buildings leased to an Auxiliary. The University can insure the building and bill back the Auxiliary for the premium and deductible. Because State-Owned buildings have a minimum deductible of \$100,000, Campus 99 was created so that an Auxiliary leasing a State-Owned building could request that the building be insured with a lower deductible (which is more affordable to the Auxiliary).

The premium for Campus 99 buildings was paid by the Auxiliaries and applied to the AORMA Property Fund; however, premium payable to the insurance carrier for the Campus 99 buildings was being paid from the CSURMA Property Fund. As a result, the Campus Property Fund is understated by \$1,774,885 whereas the AORMA Property Fund is overstated by \$1,774,885. This now requires a reconciliation of fund balances to correct and restore Property Fund assets at December 31, 2012.

Staff prepared Resolution No. 13-02 (EC) which authorizes the inter-fund transfer of \$1,774,885 from the AORMA Property Fund to the CSURMA Property Fund.

A motion was made to recommend approval of Resolution No. 13-02 (EC) to the Executive Committee and to approve the inter-fund transfer of \$1,774,885 from the AORMA Property Fund to the CSURMA Property Fund.

MOTION: Frank Mumford
SECOND: Dwayne Brummett

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				

Pat Worley - Alternate				
David Prenovost - Alternate				

F5. Insurance Program Renewal Report

Daniel Howell let the Committee Members know that he, Charlene and the new CSU Chancellor, Tim White, would be going to London to negotiate the renewal terms. Daniels expects to see the following renewal pricing increases:

- *Workers’ Compensation* - The market continues to harden; expect to see increases
- *Liability* – The primary pricing may remain stable for one more year. The excess layer pricing will increase. The \$10 xs \$10 layer is looking for a 5% increase. This increased pricing effects all of program layers.
- *Property* – Pricing continues to increase. Expect a 10% increase.
- *Crime* – Currently the crime program has a 40% loss ratio. This is too high for the standard insurance market. Carriers generally want to see no more than a 30% loss ratio. If this was an individual crime policy, Daniel would expect the carrier to non-renew the policy, or increase premiums by 100% to 200%.
- *Foreign Travel* – Because of the Tanzania loss, costs will increase on this program as well.

F6. Legal Opinion Regarding Unemployment Insurance Benefits for Student Employees

The Committee Members were given a copy of the legal opinion regarding UI benefits for student employees. This item was tabled until the May 9th meeting.

F7. Policy & Procedure L-5 – Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations

Mimi Long explained that the Program Committee, at its January 3rd meeting, reviewed Policy & Procedure L-5 – Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations which allows AORMA’s liability coverage to be extended to cover student groups, alumni organizations and/or booster clubs if an AORMA Member maintains direct control over the events, activities and operations of the non-auxiliary organization. After reviewing the revised Policy & Procedure, the Programs Committee suggested that the following revisions be included as well:

1. The entity would be required to complete a Liability application rather than the AORMA Liability application as it may not fully capture the entities risk exposures.
2. The completed Liability application will be reviewed by legal counsel and the CSURMA Liability underwriter who will provide the Programs Committee with a recommendation as to whether coverage should be extended.

The attached Policy & Procedure included the Programs Committee’s suggested changes. The AORMA Committee is now being asked to approve the amended Policy & Procedure. Mimi reiterated that the Policy & Procedure still includes the controls below; the major change is that coverage can be extended to “other related entities”, however, the entity still needs to go through the underwriting and approval process. Coverage is not automatically extended.

1. The AORMA Member must exercise substantial control over the other related entity
2. The AORMA Member must have substantial financial control of the other related entity
3. A risk analysis has been performed by the AORMA Member
4. The AORMA Member will participate in the planning and oversight of all events and activities of the other related entity
5. The other related entity will complete an AORMA Liability Program application which will be reviewed by the Programs Committee
6. Coverage will not be extended to the other related entity until the Programs Committee approves the extension

A motion was made to approve the revisions to Policy & Procedure L-5 – Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations

MOTION: Leslie Davis
SECOND: Peter Neville

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting			X	
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

F9. Review and Approval of the AORMA Recommended Facilities Use Agreement

The attached Facilities Use Agreement and Handbook have now been finalized and are being presented to the AORMA Committee for final approval. The MSLCTC worked with legal

counsel (Steven Lightfoot) to design the agreement and handbook. Both documents have been reviewed by Willy Hsu and Staff.

A motion was made to approval the AORMA Recommended Facilities Use Agreement and Handbook.

MOTION: Frank Mumford

SECOND: Dwayne Brummett

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

F10. Review of Auxiliary Service Provider Report

The Committee Members reviewed the Auxiliary Service Provider Report.

F11. Review of the Slate of Nominees for the AORMA Committee

Kurt Borsting stated that the following individuals will be included on the AORMA Ballot for election in April, 2013 to fill the two vacant seats:

1. Haleh Minakary – Cal Poly Pomona Foundation, Inc.
2. Melinda Coil – SDSU Research Foundation

F12. Workers’ Compensation Payroll Rules to Follow

Mimi Long explained that at its last meeting on January 3, 2013, the Programs Committee reviewed AORMA’s Workers’ Compensation Payroll Rules to Follow. Based on their review,

the Programs Committee recommended that the AORMA Committee approve the revised Workers’ Compensation Payroll Rules to Follow to one minor change.

- Rules 1 through 7 – No change
- Rules 8 and 9 – No change
- Rule 10 – This rule applies to non-hazardous activities only and it states that if an auxiliary does not have such a method to split an employee’s hours, then **“wherever 75% or more time is spent”** should become the prevailing allocation. Change to **“wherever more time is spent.”**
- Rules 11 and 12 – No change. The Programs Committee feels that 20% of an employee’s hours within a hazardous activity should still be considered “incidental.”

A motion was made to approve the revised Workers’ Compensation Payroll Rules to Follow.

MOTION: Guy Dalpe

SECOND: Dwayne Brummett

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

F13. Adoption of Policy & Procedure A-7 – Travel Reimbursement Policy

Daniel Howell explained that the AORMA Committee has always had a practice of reimbursing travel expenses of participants in committee meetings and other program related travel. The CSURMA Auditors suggested that the AORMA Committee approve a formal Policy & Procedure that documents the AORMA Committee’s requirements for reimbursement of travel expenses. Staff prepared Policy & Procedure A-7 – Travel Reimbursement Policy. The Committee Members reviewed the Policy & Procedure and suggested two changes:

Change the name of the Travel Reimbursement Policy to **CSURMA AORMA** Travel Reimbursement Policy

Revise Section 1 as follows:

1. The AORMA Committee Member’s accounting department should send the following documents to CSURMA c/o the Systemwide Office of Risk Management:
 - a) Invoices for all reasonable expenses
 - b) Completed State of California – Travel Expense Claim form, **or the Travel Expense Claim form utilized by the AUTHORIZED TRAVELER’S member auxiliary organization.**
 - c) Documentation of the purpose of the travel such as a copy of the agenda, presentation, etc. for the COVERED PURPOSE that the COVERED TRAVELER attended.

A motion was made to approve Policy & Procedure A-7 – Travel Reimbursement Policy with the revisions noted above.

MOTION: Frank Mumford
SECOND: Brian Nowlin

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Brian Nowlin	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Keith Kompsi	X			
Leslie Davis	X			
Peter Neville	X			
Robert de Wit	X			
AORMA Committee Alternates Vote Only When Committee Members are Absent				
Pat Worley - Alternate				
David Prenovost - Alternate				

G. INFORMATION ITEMS

The Committee Members reviewed the following information items:

G1. FY 12/13 Long Range Action Plan



California State University Risk Management Authority
Auxiliary Organizations Risk Management Alliance

DRAFT

- G2. CSURMA AORMA 2013 Meeting Calendar**
- G3. CSURMA AORMA Program Administrator's Contact Lists**
- G4. AORMA Committee Member – Effective 7/01/12**
- G5. AORMA's Travel Reimbursement Policy**

F. ADJOURNMENT

The meeting was adjourned at 12:25 PM.

PROGRAMS COMMITTEE REPORT

ISSUE: The Committee Members will hear a verbal report on recent activities.

RECOMMENDATION: This is an information item only; no action is required.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Agenda table of contents from Programs Committee meeting on April 18, 2013.

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 publicly accessible places, including the Internet, at least ten (10) days in advance of the meeting.

Meeting Date: April 18, 2013
Time: 2:00 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

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

A. CALL TO ORDER

B. PUBLIC COMMENTS

C. GENERAL ADMINISTRATION

1. **Approval of the Agenda Order** A p. 3
The Committee will be asked to approve the agenda for today’s meeting
2. **Approval of Minutes – January 3, 2013** A p. 4
The Committee will be asked to approve the minutes from its last meetings
3. **2013 Workers’ Compensation Payroll Desk Audits** A p. 17
The Committee will be asked to review and approve the 2013 Workers’ Compensation payroll desk audits
4. **Review of the Draft FY 14/15 Property Program Rating and Allocation Method** A p. 25
The Committee will be asked to discuss the current rating and allocation method and also to discuss alternative rating and allocation plans
5. **Review of the Draft FY 14/15 Crime Program Rating and Allocation Method** A p. 27
The Committee will be asked to review the draft FY 14/15 Crime Program member cost allocation and to discuss alternative rating and allocation plans

- 6. **Earthquake Insurance Program Discussion** A p. 29
The Committee will be asked to discuss options for a CSURMA Earthquake Insurance Program and to give direction to staff as appropriate

- 7. **New California Ventures, LLC** I p. 30
The Committee will be asked whether to allow The Fresno State Foundation to extend its Liability Coverage to cover its wholly owned “for-profit” corporation – New California Ventures, LLC

- 8. **Review of the CSURMA Approved Budget for FY 12/13** I p. 31
The Committee will be asked to review the administrative costs for each AORMA Program

- D. INFORMATION ITEMS**

- 1. **FY 12/13 Long Range Action Plan** I p. 56
- 2. **CSURMA AORMA 2013 Meeting Calendar** I p. 63
- 3. **CSURMA AORMA Program Administrator’s Contact Lists** I p. 66
- 4. **AORMA Committee Members - Effective 7/1/12** I p. 74

- E. ADJOURNMENT**

The next meeting is scheduled for August 1, 2013 at 2:00 p.m. as a teleconference meeting.

**MEMBER SERVICES, LOSS CONTROL AND TRAINING
COMMITTEE REPORT**

ISSUE: The Committee Members will hear a verbal report on recent activities.

RECOMMENDATION: This item is for information only; no action is required.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Agenda table of contents from Member Services, Loss Control and Training Committee meeting on February 4, 2013.

6. **Review of Workers’ Compensation and Liability Claims Information at 12/31/12 and Determination of Criteria for FY 13/14 Risk Reduction Matching Grant Program** **A** *p. 34*
The Committee will be asked to review the workers’ compensation and liability loss information and determine the criteria for the FY 13/14 Risk Reduction Matching Grant Program

D. INFORMATION ITEMS

- | | | | |
|----|---|----------|--------------|
| 1. | Alliant Loss Control – Utilization Report | I | <i>p. 47</i> |
| 2. | TargetSolutions – Utilization Report | I | <i>p. 49</i> |
| 3. | Employers Group – Utilization Report | I | <i>p. 52</i> |
| 4. | FY 12/13 Long Range Action Plan | I | <i>p. 54</i> |
| 5. | 2013 CSURMA AORMA Meeting Calendar | I | <i>p. 61</i> |
| 6. | AORMA Committee and Standing Committees - Roster | I | <i>p. 64</i> |

E. ADJOURNMENT

The next meeting is scheduled for June 3, 2013 as a teleconference meeting.

**APPROVAL OF THE ALLIANT LOSS CONTROL SERVICES
RENEWAL CONTRACT FOR FY 13/14**

ISSUE: The current contract with Alliant Loss Control Services (ALCS) is due to expire on June 30, 2013. At its last meeting on March 21, 2013, the AORMA Committee approved a mid-term increase to this contract. The demand for the services provided by ALCS had greatly exceeded the contract amount of 50 safety days, and therefore, the FY 12/13 contract was amended to include 62.5 safety days with an annual fee of \$90,625, up from \$72,500.

For FY 13/14, ALCS has proposed 60 safety days at \$1,450 per safety day for a total annual fee of \$87,000.

RECOMMENDATION: The Program Administrator recommends discussing the proposed renewal contract, recommending amendments if necessary, and approving the renewal contract as appropriate.

FISCAL IMPACT: The expiring contract for FY 12/13 was increased in March, 2013 to \$90,525. It was originally approved in May, 2012, at \$72,500. The proposed renewal contract for FY 13/14 will include 60 safety days at \$1,450 per safety day for an annual cost of \$87,000.

BACKGROUND: None

PUBLICATION: This will be discussed during the meeting.

ATTACHMENT(S):

- a. Alliant Loss Control Services Renewal Contract for FY 13/14

Proposed Scope of AORMA Loss Control Services for 20132-20143

~~March 27, 2012~~ April 23, 2013

Alliant Risk Control Consulting proposed July 1, 20123 through June 30, -20143 loss control services for Auxiliary Organization Risk Management Alliance (AORMA) members:

1. Safety Days

Alliant Risk Control Consulting proposes to develop and present up to 50 Safety Days to AORMA members:

- i. Cost = \$1,450 per day X 650 days = \$87,072,500
- ii. Partial days will be charged in hourly increments at a rate of \$181.25 an hour.
- iii. All safety days include travel expenses and training materials. *
- iv. Credits from unused 20124/123 Safety Days will be applied to 20132/134.
- v. In the event AORMA exhausts all existing funds (including previous years) during the policy period, rates will be billed monthly as described in items i and ii.

Safety Days may be used for any Risk Management or safety-related topic. Topics may be customized to each Auxiliary and may include live training, fact sheets, industrial hygiene, webinars, written programs or applicable risk management topics. ~~Examples of past service offerings may be found in~~ **Attachment 1.**

*Alliant Risk Control will not conduct additional work requiring billed rates over and beyond the contract without prior approval from the AORMA ~~loss control~~ committee. In the event, industrial hygiene services, laboratory analysis or other special equipment will be needed beyond the typical scope of a safety day; rates will be presented to the AORMA ~~loss control~~ committee for approval.

2. Safety Assessment Priority

Priority will be given to members that have leading WC and GL losses within AORMA as well as members with special projects and requests (such as new exposures, equipment and specialized training), with internally calculated experience modification rates that are above 1.0. ~~Members with experience modification rates above 1.20 will be placed on a service schedule (with minimal quarterly visit) to help aid in claims reduction strategies, compliance as well as site specific training needs.~~

~~Currently there are six members with experience modification rates at or above 1.20 and eleven members at or above 1.0.~~

3. First Aid and CPR Training

Alliant Risk Control has partnered with "Onsite Training" to provide cost effective First Aid, CPR, AED and BBP training to AORMA members. Onsite Training is authorized to teach

classes following the guidelines of the Red Cross, AHA and EMS. Members may choose to use safety day funds towards First Aid/CPR Training.

4. Videos, Newsletters, Factsheets and Webinars

Members will receive invites to Alliant Risk Controls periodic safety and property webinars as well as email newsletters, custom videos and ~~and~~ factsheets based upon various safety, risk management and insurance topics. ~~s.~~

5. Summary

- i. Safety Days (approximately 650 days) = \$87,072,500
Total = \$87,072,500

Notice to Proceed

Alliant Insurance Services, Inc.	Client (Authorized Representative)
BY:	BY:
Name: Tim Leech	Name:
Title: First Vice President	Title:
Date: <u>045/267/20132</u>	Date:

Attachment 1

Safety Day Services

Safety Day training topics are selected based on local auxiliary needs, operational risks and compliance. Each training topic will take 40-50 minutes to complete. Sample list of safety day service may be found below;

Custom Programs

Alliant Risk Consulting can customize safety training programs tailored to your Auxiliary.

Example of custom programs include:

- Golf Cart Training
- Special Event Risk Management
- Customer Service
- Fraud Prevention
- Ergonomics
- Aquatics Risk Management

Slip/Trip/Fall Prevention

In this module trainees will learn to inspect their work areas for potential trip or slip hazards such as electrical cords, frayed carpets, storage boxes, and wet floors. It will identify the special hazards of working outside in wet weather or in interior areas where floors are frequently wet. It will also cover common sense methods to eliminate trip and slip hazards such as proper lighting, good housekeeping, and barricades or warning signs in wet areas. A discussion of ladder safety will be included.

Kitchen Safety

This module will teach attendees the basics of kitchen safety and the best practices to keep the work area hazard free. They will learn how to safely handle knives and other sharps to avoid lacerations, proper material handling and food storage, and the essentials of using kitchen equipment such as deep fat fryers, meat slicers, steam cleaners, and hot beverage machines. Fire prevention and avoiding burns while working around hot surfaces, open flames, steam, and hot liquids will receive special emphasis.

Back Safety/Safe Lifting

Learning goals in this module will include understanding basic back anatomy, safe body mechanics, and conditioning the back. Trainees will learn the correct way to lift, move, and set down loads; how to use simple tools and techniques to make lifting easier, safer, or unnecessary; and identify when help is required. Trainees will also receive handouts for exercises that develop strong, flexible backs that are more resistant to injury.

Ergonomics and Preventing Repetitive Stress Injuries

This module will describe the symptoms and causes of repetitive stress injuries, and discuss the methods to prevent them. Prevention will include using proper body postures, equipment design, job design, elimination of stressors, and correcting employees' harmful work styles. Emphasis will be on office workers using computers, retail workers using cash registers, and on kitchen workers.

Working with Chemical Substances

Highlights in the module will include common hazards of cleaning substances, symptoms of overexposure, using appropriate personal protection equipment, reading and interpreting product labels, accessing and using Material Safety Data Sheets, container labeling, and proper storage and disposal of chemicals.

Attachment 1

Safety Day Services Continued

Incident Investigation/Close Call Training

Trainees will learn how to perform a comprehensive investigation, conduct a root cause analysis and write a thorough report. The trainer will lead employees through an accident scenario and have them determine the root cause.

Working Safely Around Children

This module will discuss the most common types of injuries associated with child care and how to avoid them, designing a care and play center with the safety of both child and adult in mind, and teaching basic safety to children so they can assist with the process.

Conducting Worksite Safety Inspections

This module will provide resources and safety codes to help trainees identify exposures in their departments, develop their own safety inspection checklists to mitigate hazards, set up an appropriate inspection schedule, and learn appropriate hazard correction and follow-up techniques. Sample checklists will be provided in the training kit.

Working Outdoors

This module will teach trainees the basics of working safely in very hot or wet weather; establishing a safe work zone in uneven or overgrown terrain; protecting themselves from insects or aggressive animals; and avoiding poisonous or hazardous plants, trees, and shrubs. If there is sufficient interest and adequate advance notice, a section can be added for your site on handling insecticides or using landscaping equipment.

General Safety Good Sense

Trainees will take home tips on when to use personal protective equipment (especially safety glasses), how to set up a safe workstation or plan a job, safe operation of tools and equipment, good housekeeping, working safely around electrical equipment, earthquake proofing your work area, and other advice that can protect employees and their families from accidents and injuries.

Working with Sharps

This module will focus on job tasks other than in food services. Training goals are to identify the different types of sharps present in the workplace, learn how to use and maintain them properly so they work easily and efficiently, and know how to select the right tool for the job.

Sharp Safety Jeopardy will be played!

Life Safety/Security

Topics covered during the training will include initial response and follow-up procedures in the event of medical emergencies, earthquake, or fire. Trainees will learn safe evacuation procedures and how to “shelter in place” if evacuation is not possible. A brief discussion will focus on how to contain a fire, when to attempt to extinguish fire, and when to evacuate the area immediately.

Fire Prevention

At the end of this module trainees will know the basic rules for fire prevention including good housekeeping and proper material storage. They will be able to identify potential fire hazards, such as accumulations of combustibles, overloaded electrical outlets, and poorly maintained electrical equipment; and will know the most common sources of ignition, such as open flames, heating elements, combustible chemicals, and elements of a hot work program.

APPROVAL OF POLICY & PROCEDURE A-6
RISK REDUCTION MATCHING GRANT PROGRAM

ISSUE: The AORMA Committee reviewed Policy & Procedure A-6 – Risk Reduction Matching Grant Program at its last meeting on March 21, 2013. The Committee asked that the Policy & Procedure be revised to include project timeline wording. The following wording was added to the Policy & Procedure:

1. To access funds under the **Program**, a **Member** must complete the grant application which will include;
 - a. A description of the proposed risk reduction project
 - b. The anticipated timeline for completion of the risk reduction project.
 - c. An estimate of the total costs for the proposed risk reduction project.

2. The **Member** will be expected to complete the proposed risk reduction project within the timeline provided within the grant application. The MSLCTC may rescind the grant if the **Member** has not started, or completed, the risk reduction project within the timeframe proposed.

RECOMMENDATION: The Program Administrator recommends that the Committee approve Policy & Procedure A-6, with amendments as appropriate.

FISCAL IMPACT: The Policy & Procedure specifies that the MSLCTC will recommend a budget amount for this Program on an annual basis. The FY 13/14 CSURMA budget includes \$35,000 for this Program. The FY 13/14 CSURMA budget will be reviewed and approved by the CSURMA Board of Directors on May 10, 2013.

BACKGROUND: The Risk Reduction Grant Program was approved for FY 12/13 with a budget of \$35,000. The MSLCTC approved grants of \$10,000 each to go to Cal Poly Corporation, The Cal Poly Pomona Foundation and The University Corporation, CSU Northridge. Cal Poly Corporation is working on developing a training program to be viewed on a smart phone. The Cal Poly Pomona Foundation has replaced an excessively slippery floor. The University Corporation, CSU Northridge is currently in the process of replacing a floor as well.

PUBLICATION: The MSLCTC will review and approve the grant application at its next meeting on June 3, 2013. After that meeting, Staff will send out the grant application.

ATTACHMENT(S):

- a. Policy & Procedure A-6 – Risk Reduction Matching Grant Program



CSURMA AORMA

POLICY AND PROCEDURE NO. A-6

SUBJECT: RISK REDUCTION MATCHING GRANT
INCENTIVE PROGRAM

ADOPTED: ~~MARCH 21, 2013~~ MAY 9, 2013

EFFECTIVE: ~~MARCH 21, 2013~~ JULY 1, 2013

PURPOSE:

The Risk Reduction Matching Grant Incentive Program (**Program**) makes funds available to AORMA Members (**Members**) in both the Liability and Workers' Compensation programs. It funds specialized training, safety equipment, physical improvements or any other safety related item that will lead to a documentable reduction in claims costs. The purpose of this type of *matching grant program* is to encourage **Members** to enhance existing risk reduction efforts.

POLICY:

1. Annually, the Member Services, Loss Control and Training Committee (**MSLCTC**) will complete the following activities:
 - a. Propose to the AORMA Committee a budget amount for the **Program**.
 - b. Review the Liability and Workers' Compensation loss information to identify patterns and claims which may be preventable with the (1) purchase, replacement or upgrade of physical property or (2) development of specialized training.
 - c. Identify the focus of the **Program** for the upcoming fiscal year.
 - d. Approve a grant application and a maximum per **Member** grant amount.
 - e. Send out a memo to all **Members** identifying the focus of the **Program** and inviting **Members** to apply for the grant by completing the grant application.
 - f. Along with the Program Administrator, the grant applications will be reviewed, and if found to be appropriate and consistent with the purpose of the **Program** may be approved by the MSLCTC.
2. To access funds under the **Program**, a **Member** must ~~submit a brief written request explaining~~ complete the grant application which will include:
 - a. A description of ~~the intended use of the requested funds~~ the proposed risk reduction project
 - a. ~~The anticipated timeline for completion of the risk reduction project.~~
 - b. ~~The Member will also submit an~~ An estimate of the total costs for the proposed risk reduction project.
- 2.3. The **Member** will be expected to complete the proposed risk reduction project within the timeline provided within the grant application. The MSLCTC may rescind the grant if the

Member has not started, or completed, the risk reduction project within the timeframe proposed.

3.4. Fifty percent (50%) of the **Member's** risk reduction project costs (up to the maximum grant amount approved for that **Member**) will be reimbursed under the **Program**. The **Member** will submit to the MSLCTC the final paid receipt to be used to calculate the **Program** reimbursement amount.

4.5. After the grant funds are utilized, the **Member** will provide a brief report providing information that will assist the MSLCTC in monitoring this **Program's** effectiveness and the merits of future **Program** funds.

5.6. The MSLCTC will work with the Grant Recipients to develop benchmarks to evaluate the success of the **Program**. The MSLCTC will also provide guidance to future Grant Recipients based on these historical benchmarks.

CSURMA AORMA COMMITTEE ELECTION RESULTS

ISSUE: Three “at large” incumbent seats and two additional “at large” seats became available for the two-year term beginning July 1, 2013.

Ballots were sent out to all of the primary contacts for AORMA. Staff received back ballots from 23 Auxiliary Organization members. Following are the results of the election:

Brian Nowlin (Incumbent)
Chief Operating Officer
CSULB Research Foundation
Third Term – 7/01/13 to 6/30/15

Gigi Kiama (Incumbent)
Human Resources Manager
The University Corporation at Monterey Bay
Third Term – 7/01/13 to 6/30/15

Guy Dalpe (Incumbent)
Managing Director
Cesar Chavez Student Center, San Francisco State University
Second Term – 7/01/13 to 6/30/15

Haleh Minakary
General Business Manager
Cal Poly Pomona Foundation, Inc.
First Term – 7/01/13 to 6/30/15

Melinda Coil
Chief Financial Officer
SDSU Research Foundation
First Term – 7/01/13 to 6/30/15

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

FISCAL IMPACT: None.

BACKGROUND: The AORMA Committee consists of eight at-large members and two Officers. These ten individuals also serve corresponding terms on the CSURMA Board of Directors. Additionally, two alternates serve with the AORMA Committee as Past-Chair and Ex-Officio.

PUBLICATION: The election results will be announced via an AORMA bulletin.

ATTACHMENT(S): None.

UPDATE OF EXCESS INSURANCE RENEWALS AND APPROVAL OF BINDING AUTHORITY

ISSUE: The Committee will receive a verbal report regarding the renewal of the following AORMA insurance placements:

1. Liability - Reinsurance Agreement w/ Genesis (\$4,650,000 excess of \$350,000) – Genesis will renew the \$4,650,000 excess \$350,000 reinsurance agreement at the expiring price
2. Excess Liability (\$15,000,000 excess of \$5,000,000) – TBD
3. Crime – TBD
4. Excess Workers' Compensation – Safety National will renew the excess workers' compensation policy with a 5% rate increase. The expiring rate was \$0.1422 and the quoted rate is \$0.1493.
5. Property – TBD
6. ID Fraud - TBD

RECOMMENDATION: This Committee will not meet again until after the July 1, 2013, program renewal date. Because all of the insurance placements are not finalized until late May or early June, Staff recommends that the AORMA Committee give authority to the CSURMA Secretary to negotiate, finalize and bind the renewal insurance policies.

FISCAL IMPACT: The overall AORMA program costs were approved by the AORMA Committee in September, 2012. The total program costs for the Liability, Workers' Compensation and Crime programs will not change from the amounts approved. If the insurance premium and/or admin costs are greater than what was estimated and approved in September, the additional costs will come from the programs' fund balance.

BACKGROUND: Staff will provide a verbal update at the meeting.

PUBLICATION: None.

ATTACHMENT(S): None

REVIEW OF THE NEW CSURMA WEBSITE

ISSUE: The Committee Members will view a demonstration of the new CSURMA website at this meeting. This new website will be up and running effective July 1, 2013.

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: An AORMA Bulletin will be sent out prior to July 1st letting all AORMA members know that the website has been redesigned.

ATTACHMENT(S): None.

CSURMA AORMA 2013 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 – 2013 Meeting Calendar



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2013 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2013		FEBRUARY, 2013		MARCH, 2013	
3	PC: Teleconference, 2:00 p.m.	4	MSLCTC: Teleconference, 11:00 a.m.	21	AORMA: Newport Beach, 9:00 a.m.
				21	EC: Newport Beach, 2:30 p.m.
				22	EC LRP: Newport Beach, 8:00 a.m.
					Only the AORMA Chair and Vice Chair attend the EC meetings
					Only the AORMA Chair attends to AOA EC meeting
APRIL, 2013		MAY, 2013		JUNE, 2013	
18	PC: Teleconference, 2:00 p.m.	9	AORMA: Long Beach, 10:00 a.m.	3	MSLCTC: Teleconference, 11:00 a.m.
		9	EC: Long Beach, 4:00 p.m.		
		10	EC: Long Beach, 8:00 a.m.		
		10	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		

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

2013 CSURMA • AORMA MEETING CALENDAR

JULY, 2013	AUGUST, 2013	SEPTEMBER, 2013
<p>10-11 AORMA Officers Retreat</p> <p>Only the AORMA Chair, Vice Chair, Past Chair and Ex Officio attend the AORMA Officers Retreat</p>	<p>1 PC: Teleconference, 2:00 p.m. 26 MSLCTC: Teleconference, 11:00 a.m.</p>	<p>11 AORMA New Committee Member Orientation: San Francisco, 9:00 a.m. 11 AORMA LRP: San Francisco, 10:00 a.m. 12 AORMA: San Francisco, 9:00 a.m. 12 EC Orientation: San Francisco, 4:00 p.m. 13 EC: San Francisco, 8:30 a.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p>
OCTOBER, 2013	NOVEMBER, 2013	DECEMBER, 2013
<p>3 PC: Teleconference, 2:00 p.m. 24 AORMA: Newport Beach, 10:00 a.m. 25 EC: Long Beach, 9:00 a.m. 25 BOD: Long Beach, 10:30 a.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p> <p>All AORMA Committee members attend the BOD</p>	<p>18 MSLCTC: Teleconference, 11:00 a.m.</p> <p>6 EC: San Francisco, 1:00 p.m. 6 BOD: San Francisco, 3:30 p.m. 6-8 FTPT Conference, San Francisco, CA</p>	<p>5 AORMA: San Francisco, 10:00 a.m. 6 EC: San Francisco, 8:30 a.m. 12 PC: Teleconference, 2:00 p.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p>

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

CSURMA AORMA PROGRAM ADMINISTRATOR CONTACT LISTS

ISSUE: Staff includes an updated AORMA Program Administrator contact list in each agenda.

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Program Administrator - Contact List
- b. Claims Reporting Contacts

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Hsan Htein Van Rin	hhstein@alliant.com vrin@alliant.com	415-403-1452 415-403-1408	415-874-4810 415-874-4810
General Coverage Questions	Mimi Long Van Rin Hsan Htein Daniel Howell	mlong@alliant.com vrin@alliant.com hhstein@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1452 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
Inland Marine	Van Rin Hsan Htein Mimi Long	vrin@alliant.com hhstein@alliant.com mlong@alliant.com	415-403-1408 415-403-1452 415-403-1423	415-874-4810 415-874-4810 415-874-4810
Participant Accident Insurance (PAI)	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
Special Events Insurance	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
Foreign Travel Program	Stacey Weeks Van Rin	sweeks@alliant.com vrin@alliant.com	415-403-1448 415-403-1408	415-874-4810 415-874-4810
General Risk Management Questions	Mimi Long Van Rin Hsan Htein Daniel Howell	mlong@alliant.com vrin@alliant.com hhstein@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1452 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
Workers' Compensation Claims Consultant	Jacki Graf	jgraf@alliant.com	415-403-1438	415-874-4810
Form 700	Tevea Him	thim@alliant.com	415-403-1416	
CSU Chancellor's Office				
CSU Chancellor's Office	Charlene Minnick Zachary Gifford Rebecca Skidmore Leona Ching Alice Kim Kelly Cox Mandy Wong Rima Tanuwidjaja	cminnick@calstate.edu zgifford@calstate.edu rskidmore@calstate.edu lching@calstate.edu akim@calstate.edu kcox@calstate.edu mwong@calstate.edu rtanuwidjaja@calstate.edu	562-951-4580 562-951-4568 562-951-4574 562-951-4580 562-951-4627 562-951-4611 562-951-4578 562-951-4621	562-951-4859 562-951-4859 562-951-4859 562-951-4859 562-951-4865 562-951-4865 562-951-4865 562-951-4856

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
Loss Control Consultants				
Alliant Risk Control Consulting	Brent Escoubas	bescoubas@alliant.com	949-260-5013	
TargetSolutions	Kelly Zielinski	kaz@targetsolutions.com	858-683-7229	858-487-8762
TargetSolutions	Liz Farzan	laf@targetsolutions.com	858-592-6880 Ext. 147	
Human Resources Consulting – Employers Group				
Helpline	Mark Nelson Kimberly Nwamanna	mnelson@employersgroup.com knwamanna@employersgroup.com	213-765-3952 213-765-3982	
Client Service	Bill Stephens	bstephens@employersgroup.com	805-807-9922	213-226-0216
Reference Library	Robert Campbell	rcampbell@employersgroup.com	800-748-8484 Ext. 3430	
Unemployment Questions	Ryan Farias	rfarias@employersgroup.com	213-709-4143	
Affirmative Action Plans	Suzanne Oliva	soliva@employersgroup.com	213-765-3918	
Leave Management	Corin Perez	cperez@employersgroup.com	213-765-3929	
Research and Surveys	Juan Garcia	jpgarcia@employersgroup.com	213-765-3969	
Employer Advocacy	Ken Tiratira	ktiratira@employersgroup.com	213-765-3915	



CLAIMS REPORTING CONTACTS

The following are important items of information which should be provided when reporting a claim or occurrence:

1. The date, time and location of the event
2. The person at the agency to contact regarding the claim
3. A description of the circumstances of the event
4. Estimated amount of claim or loss (*if applicable*)
5. A complete copy of any legal documents (*if applicable*)

LIABILITY CLAIMS

In the event of a liability claim (General Liability, Automobile Liability, Errors & Omissions, including Directors & Officers, Employment Practices Liability), please contact:

Mauri McGuire
Carl Warren & Company
P.O. Box 7059
Ventura, CA 93006

E-mail: mmcguire@carlwarren.com
Tel: 805-650-7020 ext. 1003
Fax: 805-658-9950

Express Mail:
Carl Warren & Company
1000 South Hill Road, Suite 215
Ventura, CA 93003



PROPERTY, BOILER & MACHINERY, CYBER LIABILITY, CRIME CLAIMS

In the event of a property, boiler & machinery, cyber liability, or crime claim, please contact:

David C. Sutton, Claims Executive

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101

E-mail: dsutton@alliant.com
Tel: 415-403-1417
Fax: 415-403-1466
Cell: 415-693-8816

OR:

Michelle Maffei, Senior Claims Advocate

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101

E-mail: mmaffei@alliant.com
Tel: 415-403-1418
Fax: 415-403-1466
Cell: 415-693-8864

COPY TO:

Robert Frey, Vice President

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101

E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



WORKERS' COMPENSATION CLAIMS

In the event of a Workers' Compensation claim, please forward the Workers' Compensation Claim Form (DWC1) and the Employer's Report of Occupational Injury or Illness (Form 5020) to:

Brian Montagnese - Supervisor

Sedgwick CMS
P.O. Box 14479
Lexington, KY 40512-4479

E-mail: brian.montagnese@sedgwickcms.com
Tel: 916-851-8060
Fax: 916-851-8079

YOUR CLAIM WILL BE ASSIGNED TO EITHER:

Katie Brandt, Adjuster

Sedgwick CMS
P.O. Box 14479
Lexington, KY 40512-4479

E-mail: katie.brant@sedgwickcms.com
Tel: 916-851-8058
Fax: 916-851-8079

OR:

Biba Olson, Claims Assistant

Sedgwick CMS
P.O. Box 14479
Lexington, KY 40512-4479

E-mail: biba.olson@sedgwickcms.com
Tel: 916-851-8058
Fax: 916-851-8076



PARTICIPANT ACCIDENT INSURANCE (PAI)

In the event of a Participant Accident Insurance (PAI) claim, please forward the completed HSR claim form directly to:

Health Special Risk, Inc.
HSR Plaza II
4100 Medical Parkway
Carrollton, TX 75007

E-mail: CSRM@hsri.com
Tel: 972-512-5600
Fax: 972-512-5820
Tel Toll Free: 866-523-3186



SLIP, SPECIAL EVENTS, AUTO PHYSICAL DAMAGE, INLAND MARINE, MISCELLANEOUS

In the event of a loss, please contact:

David C. Sutton, Claims Executive

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101

E-mail: dsutton@alliant.com
Tel: 415-403-1417
Fax: 415-403-1466
Cell: 415-693-8816

OR:

Michelle Maffei, Senior Claims Advocate

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101

E-mail: mmaffei@alliant.com
Tel: 415-403-1418
Fax: 415-403-1466
Cell: 415-693-8864

COPY TO:

Robert Frey, Vice President

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101

E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490

CSURMA AORMA COMMITTEE CONTACT LIST

ISSUE: Attached for the Committee's review are the AORMA Committee and Standing Committee Membership Roster Contact List.

RECOMMENDATION: It is recommended that the Committee Members review the contact information for accuracy and report any changes or corrections to Staff.

FISCAL IMPACT: None.

BACKGROUND: Contact lists are provided at every meeting.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Committee Roster - Effective at 7-01-12
- b. AORMA Committee Roster - Effective at 7-01-13

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2012

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214
AORMA	Vice Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
AORMA	Past Chair	Pat Worley	Executive Director	Sacramento	Associated Students of California State University, Sacramento	pcworley@csus.edu	916-278-7290
AORMA	Ex Officio	David Prenovost	Chief Financial Officer	Pomona	The Cal Poly Pomona Foundation, Inc.	dfprenovost@csupomona.edu	909-869-2948
AORMA	At Large	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Research Foundation	Brian.Nowlin@csulb.edu	562-985-4690
AORMA	At Large	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	The University Corporation at Monterey Bay	gkiama@csumb.edu	831-582-4301
AORMA	At Large	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslie@saclink.csus.edu	916-278-2904
AORMA	At Large	Keith Kompisi	Director, Foundation Financial Services	Fresno	Fresno Association, Inc., CSU Fresno	kkompisi@csufresno.edu	559-278-0838
AORMA	At Large	Peter Neville	Executive Director	Sonoma	Sonoma Student Union Corporation	peter.neville@sonoma.edu	707-664-2780
AORMA	At Large	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
MSLCTC	Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
MSLCTC	At Large	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315
MSLCTC	At Large	Peter Neville	Executive Director	Sonoma	Sonoma Student Union Corporation	peter.neville@sonoma.edu	707-664-2780
MSLCTC	At Large	Arnecia Bryant	Associate Director, Operations	Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.	abryant@csudh.edu	310-243-3854
MSLCTC	At Large	Dennis Miller	Director, Employment Services	Pomona	The Cal Poly Pomona Foundation, Inc.	dennismiller@csupomona.edu	909-869-2958

Programs Committee
Minimum of five members - at least two of whom are AORMA Committee members

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
PC	Chair	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
PC	At Large	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214
PC	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201
PC	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@csupomona.edu	909-869-2910

AOUI Board of Trustees / Unemployment Insurance Program Task Group
Five members

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AOUI	Chair	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AOUI	Treasurer	Kim Clark	Executive Director	San Marcos	University Corporation	kclark@csusm.edu	760-750-3722
AOUI	Secretary	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315
AOUI	Trustee	Heidi Chien	Associate Executive Director	Humboldt	Humboldt State University Center, Board of Directors	heidi.chien@humboldt.edu	707-826-5984
AOUI	Trustee	Joe Illuminate	Associate Director	Northridge	University Student Union of California State University, Northridge	joe.illuminate@csun.edu	818-677-3615

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

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2013

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
AORMA	Vice Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549
AORMA	Past Chair	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214
AORMA	Ex Officio	Pat Worley	Executive Director	Sacramento	Associated Students of California State University, Sacramento	pcworley@csus.edu	916-278-7290
AORMA	At Large	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Research Foundation	Brian.Nowlin@csulb.edu	562-985-4690
AORMA	At Large	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	The University Corporation at Monterey Bay	gkiama@csumb.edu	831-582-4301
AORMA	At Large	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904
AORMA	At Large	Keith Kompasi	Director, Foundation Financial Services	Fresno	Fresno Association, Inc., CSU Fresno	kkompasi@csufresno.edu	559-278-0838
AORMA	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@csupomona.edu	909-869-2910
AORMA	At Large	Melinda Coil	Chief Financial Officer	San Diego	San Diego State University Research Foundation	mcoil@foundation.sdsu.edu	619-594-1076

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
MSLCTC	Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
MSLCTC	At Large	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315
MSLCTC	At Large	Peter Neville	Executive Director	Sonoma	Sonoma Student Union Corporation	peter.neville@sonoma.edu	707-664-2780
MSLCTC	At Large	Arnecia Bryant	Associate Director, Operations	Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.	abryant@csudh.edu	310-243-3854
MSLCTC	At Large	Dennis Miller	Director, Employment Services	Pomona	The Cal Poly Pomona Foundation, Inc.	dennismiller@csupomona.edu	909-869-2958

Programs Committee

Minimum of five members - at least two of whom are AORMA Committee members

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
PC	Chair	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
PC	At Large	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214
PC	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201
PC	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@csupomona.edu	909-869-2910

AOUIT Board of Trustees / Unemployment Insurance Program Task Group Five members

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AOUIT	Chair	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AOUIT	Treasurer	Kim Clark	Executive Director	San Marcos	University Corporation	kclark@csusm.edu	760-750-3722
AOUIT	Secretary	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315
AOUIT	Trustee	Heidi Chien	Associate Executive Director	Humboldt	Humboldt State University Center, Board of Directors	heidi.chien@humboldt.edu	707-826-5984
AOUIT	Trustee	Joe Illuminate	Associate Director	Northridge	University Student Union of California State University, Northridge	joe.illuminate@csun.edu	818-677-3615

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

AORMA TRAVEL REIMBURSEMENT POLICY

ISSUE: Reasonable expenses associated with your travel to and from this meeting are reimbursable by CSURMA. Attached for your review is Policy & Procedure A-7 – CSURMA AORMA Travel Reimbursement Policy.

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: Please contact Mimi Long should you have any questions regarding your travel expenses.

PUBLICATION: None.

ATTACHMENT(S):

- a. Policy & Procedure A-7 – CSURMA AORMA Travel Reimbursement Policy



CSURMA AORMA

POLICY AND PROCEDURE NO. A-7

SUBJECT: CSURMA AORMA TRAVEL REIMBURSEMENT
POLICY

ADOPTED: MARCH 21, 2013

EFFECTIVE: MARCH 21, 2013

PURPOSE:

CSURMA AORMA members benefit from the work of their elected and appointed representatives who give their time to participate in the governance and development of CSURMA programs. Committee Member in person attendance at the AORMA Committee, standing committee meetings and task group meetings is preferred. This Policy and Procedure is intended to formalize the prior existing practices of CSURMA.

POLICY:

It is the policy of the CSURMA AORMA Committee that reasonable and actual expenses incurred by AUTHORIZED TRAVELERS for COVERED PURPOSES related to operation of CSURMA's programs shall be reimbursed. The method of approving travel, and reporting and calculating the reimbursable amount shall be in accordance with the travel reimbursement policy of the California State University or the AUTHORIZED TRAVELER's member auxiliary organization at the time of the travel.

PROCEDURE:

1. Reimbursement requests will be reported on the AUTHORIZED TRAVELER's completed State of California – Travel Expense Claim form or the form utilized by the AUTHORIZED TRAVELER'S member auxiliary organization. The claim form should be forwarded to the AUTHORIZED TRAVELER's member auxiliary organization accounting department for reimbursement. The member auxiliary organization's accounting department should then seek reimbursement from CSURMA.
2. The AORMA Committee Member's accounting department should send the following documents to CSURMA c/o the Systemwide Office of Risk Management:
 - a) Invoices for all reasonable expenses
 - b) Completed State of California (or AUTHORIZED TRAVELER's member auxiliary organization) – Travel Expense Claim form
 - c) Documentation of the purpose of the travel such as a copy of the agenda, presentation, etc. for the COVERED PURPOSE that the COVERED TRAVELER attended.



DEFINITIONS:

AUTHORIZED TRAVELERS – includes AORMA Committee members and officers, standing committee members and participants in duly established task groups. Other persons traveling on CSURMA AORMA related travel shall be reimbursed pursuant to this P&P No. A-7 as agreed under separate agreement in advance of the travel. Independent consultants shall not be considered **AUTHORIZED TRAVELERS** under this P&P No. A-7 and any travel expenses incurred by independent consultants may be reimbursed as provided under separate consulting agreements.

COVERED EXPENSES – includes reasonable expenses incurred by the **AUTHORIZED TRAVELER** as provided under the travel reimbursement policy of the California State University or the traveler’s CSURMA member auxiliary organization travel reimbursement policy requirements.

COVERED PURPOSES – covered purposes shall include attendance at meetings of the CSURMA AORMA Committee, standing committees, task group meetings, program presentations, member meetings, and approved professional development trainings. Any other **COVERED PURPOSES** must be approved for reimbursement by the AORMA Committee. The AORMA Committee Chair or designee is expected to attend the AOA Executive Committee meetings as the representative of the AORMA Committee and therefore reasonable expenses associated with travel to and from as well as participation in the AOA Executive Committee meetings are reimbursable by CSURMA. If a there is travel to an event that would otherwise be a **COVERED PURPOSE** in conjunction with another event the **AUTHORIZED TRAVELER** would otherwise attend such as the AOA Annual Conference or the CSURMA Fitting the Pieces Together Conference, the **AUTHORIZED TRAVELER** is eligible for reimbursement of **COVERED EXPENSES** to attend the **COVERED PURPOSE** meeting only and there will be no CSURMA reimbursement of the expenses the **AUTHORIZED TRAVELER** would have normally incurred to attend the AOA Annual Conference or the CSURMA Fitting the Pieces Together Conference.

INSTRUCTIONS

Expense accounts are to be submitted at least once a month and not more often than twice a month, except where the amount claimed is less than \$10, the claim need not be submitted until it exceeds \$10 or until June 30, whichever occurs first. Requests for reimbursement of out-of-state travel expenses must be claimed separately. A brief statement, one line if possible, of the purpose or objective, of the trip must be entered on the line immediately below the last entry for each trip. If the claim is for several trips for the same purpose or objective, one statement will suffice for those trips. Vouchers which are required in support of various expenses must be arranged in chronological order and attached to the claim. Each voucher must show the date, cost, and nature of the expense.

MULTIPLE PAGES-If your claim is more than one page, indicate page number and total number of pages. DO NOT total each page. Use subtotals and enter the total amount of the claim on the last page of the claim in the space for "TOTALS" and "CLAIM TOTAL". If using the electronic travel claim form, the form will subtotal each page, on the last page of the claim, calculate and enter the "CLAIM TOTAL" to the right of the "CLAIM TOTAL (AMOUNT DUE EMPLOYEE)" description.

TRAVEL CLAIM HEADER INFORMATION

Headquarters will be established for each employee and shall be defined as the place where the employee spends the largest portion of regular work days or working time, or the place to which the employee returns on completion of special assignments, or as the Chancellor's office may define in special situations.

New Vendors (non-employees) require a **Vendor Data Record (form 204)**. The Form 204 will be used to identify withholding requirements for out-of-state vendors. Sometimes, a State withholding rate is required for out of state vendors. Additionally, payments to individuals who are not U.S. citizens or possess a valid Green Card may be prohibited from receiving any payments from the University or be subject to a Federal withholding at the current rate in addition to the State rate. Additional forms and analysis are required for these payments. Please contact the Accounting Department Tax Coordinator if you anticipate any such payments.

***Campus Employees--State law limits the types of payments that may be made to other state employees. Contact CS&P or Accounts Payable prior to agreeing to reimburse travel expenses from another CSU employee. Most payments to campus employees should be made by the campus Payroll or Campus Accounts Payable Department.**

Foundation Reimbursements Check "Foundation" box at top of Travel Claim and use corresponding funding.

COLUMN ENTRIES

- | | |
|---|---|
| (1) MONTH/YEAR-Enter numerical designation of month and last two digits of the year in which the first expense shown on the form were incurred. | (C) CAR, FARE, TOLLS AND PARKING-Enter carfare, bridge tolls, and parking charges; attach a receipt for any parking charge in excess of \$10.00 for any one continuous period of parking. |
| (2) DATE/TIME-Enter date and time of departure on the appropriate line using twenty-four hour clock (example: 1700 = 5:00pm). Show time of departure on date of departure, show time of return on the date of return. If departure and return are on the same date, enter departure time above and return time below on the same line. Where the first date shown is a continuation of trip, enter "Continuing" above that date, and where a trip is "continuing" after the last date. | (D) PRIVATE CAR USE-Enter number of miles traveled and amount due for mileage for the use of privately owned automobiles as authorized by current agreements, regulations, and detailed in CSU Policy and Procedures. |
| (3) LOCATIONS WHERE EXPENSES WERE INCURRED-Enter the name of the city, town, or location where expenses were incurred. Abbreviations may be used. | (8) BUSINESS EXPENSE-Claims for phone calls must include the place and party called. If charge for telephone, fax or internet exceeds \$5.00, support by receipt or other evidence. Emergency purchases of equipment, clothing, or supplies, travel expenses of inmates, wards, or patients of institutions, and all other charges in excess of \$1.00 require receipts and an explanation. |
| (4) LODGING-Enter the actual cost of the lodging not to exceed the maximum amount authorized by CSU Policy and Procedures. An original, itemized hotel receipt is required. | (9) ENTER TOTAL EXPENSES FOR DAY (if not automatically calculated) |
| (5) MEALS-Enter the actual cost of each meal not to exceed the maximum amount for each meal as authorized by CSU Policy and Procedures. Dinner column is to be used to claim dinner on regular travel, long-term, noncommercial and relocation daily meal | (10) ENTER SUBTOTALS OR TOTALS (if not automatically calculated) |
| BUSINESS RELATED MEAL-Enter the actual cost of the meal not to exceed the maximum amount authorized by CSU Policy and Procedures. | (11) PURPOSE OR TRIP, REMARKS, OR DETAILS-Explain need for travel and any unusual expenses. Enter detail or explanation of items in other columns, if necessary. Vouchers must be provided for any miscellaneous item of expense. |
| OVERTIME MEAL COMPENSATION should not be requested on this form. Contact Accounts Payable for the appropriate form to request Overtime Meal Compensation. | (12) NORMAL WORK HOURS-Enter your beginning and ending normal work hours using twenty-four-hour clock (example: 0800 = 8:00am) |
| (6) INCIDENTALS-Enter the total actual cost of incidentals not to exceed the maximum amount by CSU Policy and Procedures. Incidentals may only be claimed after 24 hours on travel status. | (13) PRIVATE VEHICLE LICENSE NUMBER-Enter license number of the privately owned vehicle used on official State business. To claim reimbursement, you must have met the requirements as outlined in CSU Policy and Procedures pertaining to operator requirements, vehicle safety, seat belt usage and authorization. |
| (7) TRANSPORTATION-Purchase the least expensive round-trip or special rate tickets available. Otherwise the difference will be deducted from the claim. If you travel between the same points without using round-trip tickets, an explanation should be given. | (14) MILEAGE RATE CLAIMED-Enter the rate of reimbursement being claimed for private vehicle use. If mileage rate is greater than the current cents per mile allowed by policy, a certification statement must be attached to claim form. |
| (A) COST OF TRANSPORTATION-Enter the cost of cash purchase of transportation. Show how transportation was obtained if fare was not purchased for cash. Use "CC" for credit card and "C" for cash. If transportation was paid by the State, enter method of payment only. Use "SCC" for State credit card, "TO" for ticket order or "BSA" for billed to State agency. Attach all passenger coupons, itinerary and ticket order stubs including the unused portion of tickets, other credit documents or premiums, where credits or refunds are due to the State. | (15) CLAIMANT'S CERTIFICATION AND SIGNATURE-Your signature certifies that expenses claimed were actually incurred and that the cost of operating the is at or above the rate claimed. |
| (B) TYPE OF TRANSPORTATION USED-Enter method of transportation used. Use "R" for railway, "B" for bus, airporter, light rail, or Bart. "A" for scheduled commercial airline, "RA" for rental aircraft, "DA" for department-owned aircraft, "PA" privately owned aircraft, "PC" for privately owned car, truck or other privately owned vehicles, handicapped, "SC" for State vehicles, "RC" for rental vehicles, "T" for taxi, and "BI" for bicycle. Supervisors shall not authorize the use of motorcycles on official State business, and no reimbursement will be allowed for motorcycles. | (16) SIGNATURE OF OFFICER APPROVING PAYMENT-Certifies and authorizes travel; approves expenses as incurred on State business |
| | (17) SIGNATURE OF AUTHORITY FOR SPECIAL EXPENSES-When a claim for conference or convention expense is included, or when reimbursement expense exceeds \$25.00 or when reimbursement for Bar dues or license fees is included, the signature of the approving officer is required, either on a separate document attached to this claim or by signature in this block. |

*PRIVACY STATEMENT

The information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that the following notice be provided when collecting personal information from individuals.

AGENCY NAME: Appointing powers and the State Controller's Office (SCO).

UNITS RESPONSIBLE FOR MAINTENANCE: The accounting office within each appointing power and the Audits Division, SCO, 3301 C Street, Room 404, Sacramento, CA 95816.

AUTHORITY: The reimbursement of travel expenses is governed by CSU Policy and Procedures. These Policies and Procedures allow CSU to establish rules and regulations which define the amount, time, and place that expenses and allowances may be paid to representatives of the State while on State business.

PURPOSE: The information you furnish will allow the above-named agencies to reimburse you for expenses you incur while on official State business.

OTHER INFORMATION: While your social security account number (SSAN) and home address are voluntary information under Civil Code Section 1798.17, the absence of this information may cause payment of your claim to be delayed or rejected. You should contact your department's Accounting Office to determine the necessity for this information.