

F. GENERAL ADMINISTRATION

- | | | | |
|-----------|--|----------|--------------|
| 1. | FY 16/17 Liability Program – Pooled Layer Funding and Reinsurance Renewal | A | <i>p. 19</i> |
| | <i>The Committee will hear an update regarding the renewal of the Reinsurance contract with Genesis and may be asked to review and approve changes to the Liability Program Funding for FY 16/17 which was approved in September, 2015</i> | | |
| 2. | Revisions to the Policy and Procedure A-1 - Composition, Elections and Terms Limits and Policy and Procedure A-2 - Committee Roles & Responsibilities | A | <i>p. 20</i> |
| | <i>The Committee will be asked to review and approve the revisions to Policy and Procedure A-1 and A-2, with changes as appropriate</i> | | |
| 3. | AORMA Committee Nominations for Officer Positions | A | <i>p. 33</i> |
| | <i>The Nominations Committee will announce its nominee(s) for the Officer positions for the term beginning July 1, 2016, and the Committee will hold its election at this meeting</i> | | |

G. INFORMATION ITEMS

- | | | | |
|-----------|--|----------|--------------|
| 1. | FY 15/16 AORMA Long Range Action Plan | I | <i>p. 34</i> |
| 2. | CSURMA AORMA 2016 Meeting Calendar | I | <i>p. 38</i> |
| 3. | CSURMA AORMA Program Administrator Contact Lists | I | <i>p. 40</i> |
| 4. | AORMA Travel Reimbursement Policy | I | <i>p. 53</i> |
| 5. | CSURMA AORMA Committee Contact List | I | <i>p. 56</i> |

H. ADJOURNMENT

The next AORMA Committee meeting is scheduled for March 10th at 10:00 AM in San Francisco, CA.

If you have questions regarding the agenda package, please contact

Mimi Long at mlong@alliant.com / (415) 403-1423 or Tevea Him at thim@alliant.com / (415) 403-1416

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.

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 December 3, 2015.



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. Teleconference Location - CSU Chancellor’s Office, 401 Golden Shore, Long Beach

Meeting Date:	December 3, 2015	Location:	Alliant Insurance Services, Inc. 100 Pine Street, 11 th Floor San Francisco, CA 94111
Time:	8:00 AM	Legend:	A – Action may be taken I – Information Only

A. CALL TO ORDER

- 1. **Approval of the Agenda Order** A p. 4
The Committee will be asked to approve today’s meeting agenda order

B. PUBLIC COMMENTS

C. GENERAL ADMINISTRATION

- 1. **Approval of Meeting Minutes – June 25, 2015** A p. 5
The Committee will be asked to review and approve the minutes from the last Programs Committee meeting on June 25, 2015
- 2. **Merger of Member Services, Loss Control and Training Committee Projects into the Programs Committee** I p. 14
The Committee will be asked to discuss the decision made by the AORMA Committee to merge the MSLCTC projects into the PC
- 3. **Employment Practices Liability Member Deductibles for FY 2016/2017** A p. 15
The committee will be asked to review and approve the EPL deductible calculation for FY 16/17 as well as Policy and Procedure L-7 – Employment Practices Liability

4. **Workers' Compensation Supplemental Actuarial Report (Experience Modification Factors) and the AORMA Class Code Rates** A p. 27
The Committee will be asked to review and accept the supplemental actuarial report
5. **Workers' Compensation Program Member Allocation for FY 2016/2017** A p. 32
The Committee will be asked to approve the member allocation for FY 16/17
6. **Liability Supplemental Actuarial Reports** A p. 39
The Committee will be asked to review and accept the supplemental actuarial reports
7. **Liability Program Member Allocation for FY 2016/2017** A p. 55
The Committee will be asked to approve the member allocation for FY 16/17
8. **Property Program Member Allocation for FY 2016/2017** A p. 58
The Committee will be asked to approve the member allocation for FY 16/17
9. **Crime Program Member Allocation for FY 2016/2017** A p. 66
The Committee will be asked to approve the member allocation for FY 16/17
10. **Risk Reduction Innovation Matching Grant Incentive Program – CSU Fullerton ASI** A p. 74
The Committee will be asked to review the grant submitted by CSU Fullerton, ASI and if appropriate approve the future grant award
11. **Approval of the Distribution for the Liability and Workers' Compensation Program** A p. 94
The Committee will be asked to approve the allocation of the dividends to be paid in July, 2016
12. **2015 Workers' Compensation Payroll Desk Audits** I p. 108
The Committee will be asked to review the workers' compensation payroll desk audit completed by Staff, providing direction as appropriate
13. **Workers' Compensation Program Volunteer Claims** A p. 117
As per Policy and Procedure W-6, the Committee will be asked to review the workers' compensation claims submitted by volunteer staff
14. **2016 Meeting Dates for the CSURMA AORMA Programs Committee** A p. 125
The Committee will be asked to approve the meeting dates for 2016

D. INFORMATION ITEMS

- | | | |
|---|----------|---------------|
| 1. 2016 CSURMA AORMA Meeting Calendar | I | <i>p. 126</i> |
| 2. FY 15/16 AORMA Long Range Action Plan | I | <i>p. 128</i> |
| 3. AORMA Committee and Standing Committee Roster | I | <i>p. 132</i> |

E. ADJOURNMENT

The next Programs Committee meeting dates will be decided during this meeting.

AOA EXECUTIVE COMMITTEE REPORT

ISSUE: The AORMA Chair attends the AOA Executive Committee meetings and reports on recent AORMA activities. The Committee will hear a brief verbal overview of the AOA Executive Committee meeting.

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

APPROVAL OF MINUTES - OCTOBER 22, 2015

ISSUE: The Committee will be asked to review and approve the draft minutes of its October 22, 2015 meeting.

RECOMMENDATION: It is recommended that the Committee approve the minutes of its October 22, 2015 meeting, including corrections as necessary.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA AORMA Committee Meeting Minutes – October 22, 2015

**MINUTES OF THE
CSURMA AORMA COMMITTEE MEETING
OCTOBER 22, 2015
CSU CHANCELLOR'S OFFICE, MUNITZ ROOM
401 GOLDEN SHORE, LONG BEACH, CA
10:00 AM**

MEMBERS PRESENT:

Cheree Aguilar, San Jose State University Research Foundation
Guy Dalpe (AORMA Vice-Chair), Associated Students, Inc., San Francisco State University
Leslie Davis, University Union Operation of CSUS, Inc.
Robert de Wit, Forty-Niner Shops, Inc., CSU Long Beach
Keith Kompsi, Fresno Association, Inc., CSU Fresno
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation
Dave Nakamura, Humboldt State University Center
Brian Nowlin, CSU Long Beach Research Foundation
Jim Reinhart, University Enterprises, Inc., CSU Sacramento
Dwayne Brummett, Associated Students, Inc., Cal Poly San Luis Obispo
Melinda Coil, San Diego State University Research Foundation
Gigi Kiama, The University Corporation at Monterey Bay

MEMBERS ABSENT

Dave Nirenberg, University Glen Corporation, CSU Channel Islands

STAFF, GUESTS AND CONSULTANTS

Brent Escoubas, Alliant Risk Control Consulting (*via Teleconference*)
Zachary Gifford, CSU Office of the Chancellor, Systemwide Risk Management
Tevea Him, Alliant Insurance Services, Inc.
Daniel Howell, Alliant Insurance Services, Inc.
William Hsu, CSU Office of the Chancellor, Office of General Counsel
David Kervella, CSU Office of the Chancellor, Systemwide Professional Development
Mimi Long, Alliant Insurance Services, Inc.
Mauri McGuire, Carl Warren and Company

A. CALL TO ORDER

The meeting was called to order by the Chair, Frank Mumford at 10:00 AM.

A1. Approval of the Agenda

The agenda was approved by general consent.

B. PUBLIC COMMENTS

There were no comments from members of the public.

C. STANDING COMMITTEE REPORTS

- C1. Programs Committee Report**
- C2. Member Services, Loss Control and Training Committee Report**
- C3. AOA Executive Committee Report**

No standing committee reports were received as the committees had not met since the last AORMA Committee meeting.

D. CONSENT CALENDAR

- D1. Approval of Minutes – September 9, 2015 and September 10, 2015**
- D2. AOA Conference Free Registration Resolution**

The consent calendar items were approved by general consent.

Item F6 was discussed out of order as David Kervella, from CSU Office of the Chancellor, Senior Director of Systemwide Professional Development, joined the meeting to update the Committee.

F6. Online Training Transition from TargetSolutions to SkillPort / LawRoom

David Kervella noted some of the advantages of the SkillPort and LawRoom online training platform. The training has been vetted by the unions as well as general counsel. There is no redundancy of training for those staff members who are currently required to complete the auxiliary and campus training. Half of the campuses have completed the necessary IT tasks which allow the auxiliary organization staff to access the SkillSoft and LawRoom online training.

Staff was directed to request quarterly data dumps from TargetSolutions showing the historical course completion information for all auxiliaries.

For those campuses that have completed the auxiliary integration with SkillSoft, Staff was directed to coordinate with Campus IT and Systemwide Professional Development (David Kervella) on appropriate procedures for the auxiliaries to begin using the SkillSoft on-line training. Staff will ascertain whether the auxiliary has uploaded to TargetSolutions any custom training. If so, Staff will also coordinate the upload of the custom training into SkillSoft. This specific information will be sent to the auxiliary HR Director, AORMA primary contact and Executive Director.

E. CLOSED SESSION

1. Cahuilla Band of Indians v. SDSU Research Foundation
2. Arce v. Associated Students, CSU Northridge, Inc.
3. Lyons v. The CSU Chico Research Foundation
4. Torres v. University Student Union of CSU Northridge
5. Trapper v. Associated Students, CSU Long Beach
6. Brown v. San Diego State University Research Foundation
7. Nelson v. CSU East Bay Foundation, Inc.

A motion was made to enter closed session at 10:26 A.M.

MOTION: Leslie Davis
SECOND: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

The Committee left closed session at 10:54 AM. The Chair reported that action was taken on Nelson v. CSU East Bay Foundation, Inc., during closed session.

F. GENERAL ADMINISTRATION

F1. AORMA’s Long Range Action Plan for FY 15/16

Mimi Long reviewed the draft Long Range Action Plan for FY 15/16 based on the decisions made at the September, 2015 Long Range Planning meeting.

1. Promotion of Risk Reduction Innovation Matching Grant Incentive Program – Staff sent out a bulletin to promote the grant program as well as providing additional information as to the types of projects that may get approved.
2. Monthly AORMA Update Newsletter – The Committee will review an option for the AORMA Newsletter during today’s meeting.
3. Workers' Compensation Claims Closure Initiative – Zachary Gifford noted that two or three auxiliary claims may be identified for the “double play” program.
4. Campus Visit Member Presentation – Long noted that the presentation has been updated and was presented yesterday at CSU Northridge.
5. Revisions to the CSURMA Website – Long noted that the password issue is in the works but it has not been corrected yet.
6. Raise Awareness of CSURMA’s Cyber Risk Control Services
7. Benchmarking Initiative – Long noted that Staff met with Gifford to complete the basic outline of the benchmarking project. All major coverage programs will be part of the project, starting with workers’ compensation.
8. Evaluation of Campus Threat Assessment – The CSU Campuses have a contract with Witt O’Briens for Emergency Operations Planning and Continuity of Operations. Witt O’Briens is reviewing each individual campus plan for auxiliary involvement. Once their review is done, Zachary Gifford will begin outlining how best to address the auxiliary organizations.
9. Watercraft Program / Insurance Tracking Program – Long stated that a survey had been sent out the Campus Risk Managers to gather watercraft information. The AORMA workers’ compensation survey also addresses watercraft. Staff should have a fairly complete list very soon.
10. Creation of Executive Overview CSURMA AORMA Presentation – Long noted that the Executive Overview will be available in January and will be used as part of the AORMA Big Picture presentation. This presentation can also be used by the auxiliaries for a presentation to their own board of directors.
11. Smart Phone Application for CSURMA AORMA Contact Information – Brent Escoubas will present some information to the Committee later in the meeting via webinar.

A motion was made to approve the FY 15/16 Long Range Action Plan.

MOTION: Keith Kompsi
SECOND: Jim Reinhart

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			

Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

F2. AORMA Committee Vice-Chair Election

Mimi Long noted that only four AORMA Committee members are eligible to serve as the Vice-Chair for the term July 1, 2016 to June 30, 2017. However, all four members are unable to accept a nomination for the Vice-Chair position. Long recommend extending the term limit for AORMA Chair and Vice-Chair. Daniel Howell noted that originally, the AORMA Committee Chair position had no term limit; however, after several years, the AORMA Committee adopted a practice similar to the AOA Executive Committee succession plan. The CSURMA Executive Committee has a three two-year term limit for the Chair.

A motion was made to direct Staff to work with the current Chair (Frank Mumford) and the Vice-Chair (Guy Dalpe) to make appropriate revisions to Policy and Procedure A-1 and A-2 and bring this item back to the AORMA Committee for approval at the December, 2015 meeting.

MOTION: Keith Kompsi

SECOND: Jim Reinhart

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

F3. Liability Target Surplus Funding and Dividend Calculation

Mimi Long handed out and presented the revised Target Surplus Funding Analysis. This revised analysis uses information from the CSURMA quarterly financial statement at September 30, 2015, and incorporates reinsurance receivables of \$3,586,043. The revised analysis indicates that a dividend is available within the Liability Program. Long noted that Staff is recommending a conservative dividend of 25% of the maximum available, or \$871,524. Daniel Howell stressed the importance of maintaining adequate surplus within the Liability Program. The current reinsurer has paid more in claims than received in premium over the six-year reinsurance contract. The reinsurer will want to recoup some of these costs by increasing the reinsurance premium as well as requiring a higher self-insured retention. There are few markets available for this type of reinsurance placement due to the members’ diverse and unusual risk exposures.

A motion was made to approve the recommended dividend of 25% of the maximum dividend available, or \$871,524 from the Liability Program.

MOTION: Keith Kompsi

SECOND: Brian Nowlin

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

F4. Approval to Merge the Member Services, Loss Control and Training Committee into the Programs Committee

Mimi Long explained that currently the AORMA Committee has two standing committees – the Member Services, Loss Control and Training Committee (MSLCTC) and the Program Committee (PC). The MSLCTC was instrumental in establishing AORMA’s existing loss control and value

added services. However, now, the AORMA Committee or Staff oversees most of those programs. Long noted that she believes that the MSLCTC projects could be absorbed into the PC with only a few extra hours of work each year. Long also recommends that the AORMA Committee appoint ad hoc committees for those projects (such as an RFP, or research into a new risk management contract) that may require additional time and expertise to complete.

A motion was made to approve the merger of the MSLCTC into the PC.

MOTION: Leslie Davis

SECOND: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)	X			
Robert de Wit	X			

MOTION CARRIED

F5. Smart Phone Application

The AORMA Committee added to its Long Range Action Plan for FY 15/16, the creation or purchase of a smart phone application to house all of the CSURMA contact information. Brent Escoubas from Alliant Risk Control Consulting joined the meeting via webinar to discuss a few application options.

The AORMA Committee Chair, Frank Mumford, appointed Guy Dalpe and Robert de Wit to an ad hoc committee to work with Staff and Brent Escoubas. The committee will review the options available for a CSURMA smart phone application and provide a recommendation to the AORMA Committee.

F7. Workers’ Compensation Benchmarking Initiative

Zachary Gifford provided a summary of the benchmarking initiative. CSURMA joined the CWCI in July 2015. Sedgwick, the AORMA Workers’ Compensation claims administrator, has provided claims information and CWCI is now in the process of formatting the data. The initial comparative reports are anticipated in December, 2015.

F8. Workers’ Compensation Claims Reporting - Juris

Mimi Long noted that at the September 10, 2015, meeting the AORMA Committee directed staff to inquire if a smart phone application was available for reporting workers’ compensation claims. The Chancellor’s Office Systemwide Risk Management staff in conjunction with Sedgwick (the Workers’ Compensation third party claims administrator) decided to convert from the iVOS Claims Management System to JURIS, Sedgwick’s in-house Claims Management System. This conversion is currently targeted to be completed in the spring of 2016. Sedgwick has confirmed that JURIS cannot be used as a smart phone application. However, all of the AORMA workers’ compensation members will be encouraged to submit their claims electronically through JURIS.

F9. Quarterly AORMA Update Newsletter

Mimi Long noted that publication of a monthly AORMA newsletter is one of the Committee’s long range action items for FY 15/16. Rather than publishing the newsletter in a Word document as an attachment to an email, Staff is investigating advanced ways to distribute AORMA’s vitally important program information. Alliant has a contract with Applied Systems, Inc., an agency management system that publishes Alliant’s “In the Public Eye” newsletter. Alliant’s newsletter is a formatted email. Long explained that the email only includes a sentence or two from each article as well as a link to the take the reader to the entire article. Staff believes this format may be a better platform from which to disseminate information.

A motion was made to approve the development of the AORMA newsletter not to exceed \$2,500.

MOTION: Guy Dalpe
SECOND: Cheree Aguilar

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			

Jim Reinhart	X			
AORMA Committee Alternates Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

G. INFORMATIONAL ITEMS

G1. CSURMA AORMA 2015 and 2016 Meeting Calendar

The Committee moved the December 3, 2016 meeting to December 10, 2016.

- G2. CSURMA AORMA Program Administrator’s Contact Lists**
- G3. AORMA’s Travel Reimbursement Policy**
- G4. AORMA Committee Members - Effective 7/01/15**

H. ADJOURNMENT

The meeting was adjourned at 12:32 PM.

**REVISED
FY 16/17 LIABILITY PROGRAM
POOLED LAYER FUNDING AND REINSURANCE RENEWAL**

ISSUE: The Programs Committee met on December 3, 2015 and approved the liability program member allocation for FY 16/17. In September, 2015 the AORMA Committee approved the total liability program costs for FY 16/17 of \$3,880,956. The liability program member allocation approved by the Programs Committee resulted in total funding of \$3,827,551 which is a difference of -\$53,405. Several different allocation options were reviewed by Staff; however, in order to achieve the total program funding required while at the same time providing a 5% decrease to those members collared at the maximum premium decrease, a funding deficit of \$53,405 resulted. The Programs Committee is recommending that \$53,405 be paid from the program's surplus.

Staff will update the Committee on the reinsurance renewal negotiations being discussed with Genesis, the Liability Program Reinsurer.

RECOMMENDATION: The Programs Committee recommends that \$53,405 be paid from the program's unencumbered funds (surplus) in order to fund the FY 16/17 Liability Program.

FISCAL IMPACT: At September 30, 2015, the AORMA liability program has unencumbered funds of \$5,986,096 (at an expected confidence level) and \$5,801,409 (at a 70% confidence level). The unencumbered funds will be reduced by \$53,405.

BACKGROUND: Staff will be available to answer questions during the meeting.

PUBLICATIONS: None at this time.

ATTACHMENT(S): None.

**REVISIONS TO THE POLICY AND PROCEDURE A-1 - COMPOSITION,
ELECTIONS AND TERM LIMITS AND POLICY AND PROCEDURE A-2 -
COMMITTEE ROLES & RESPONSIBILITIES**

ISSUE: At its meeting in October, 2015, the AORMA Committee was unable to elect a Vice Chair for the term July 1, 2016 to June 30, 2017 as there were no current AORMA Committee members able to accept the nomination for the Vice Chair position. Therefore, Staff was directed to work with the current Chair (Frank Mumford) and the Vice-Chair (Guy Dalpe) to make revisions to Policy and Procedure A-1 and A-2 which would extend the current one-year term for the AORMA Officers.

Policy and Procedure A-1 has been revised as follows:

1. The AORMA Committee Officers are changed from Chair, Vice Chair, Past Chair and Ex Officio to Chair, First Vice Chair and Second Vice Chair.
2. The Chair may serve two two-year terms.
3. The First Vice Chair and Second Vice Chair may serve two two-year terms.
4. The Nominations Committee will poll the AORMA Committee members, including the Officers, to determine which of the incumbents, whose terms expire the following June 30, are interested in seeking re-election.
5. The AORMA Committee will be changed from ten voting members and two alternates to ten voting members.

Policy and Procedure A-2 has been revised as follows:

1. The roles and responsibilities of the Second Vice Chair have been added and state that the Second Vice Chair shall be prepared to service in the First Vice Chair position should the First Vice Chair vacate its seat mid-term.
2. The description of Past Chair and Ex-Officio has been deleted as these positions are no longer part of the AORMA Committee.
3. All references to the Member Services, Loss Control and Training Committee have been removed as this Committee was merged into the Programs Committee.
4. The description of the Executive Officers standing committee has been revised to note the change from four officers to three.

RECOMMENDATION: Frank Mumford, Guy Dalpe and Staff recommend that the Committee approve the revisions to Policy and Procedure A-1 and A-2, with additional changes as appropriate.

FISCAL IMPACT: None.

BACKGROUND: Originally, the AORMA Committee Chair position had no term limit; however, after several years, the AORMA Committee adopted a practice similar to the AOA Executive Committee succession plan. The CSURMA Executive Committee has a three two-year term limit for the Chair.

PUBLICATION: The revised Policies and Procedures will be uploaded to the CSURMA website.

ATTACHMENT(S):

- a. Policy and Procedure A-1 – Composition, Elections and Term Limits
- b. Policy and Procedure A-2 – Committee Roles and Responsibilities
- c. AORMA Committee Roster w/ Terms

SUBJECT: AORMA COMMITTEE COMPOSITION,
ELECTIONS & TERM LIMITS

ADOPTED: APRIL 18, 2003

EFFECTIVE: JULY 1, 2003

AMENDED: JANUARY 15, 2005
OCTOBER 27, 2005
JANUARY 16, 2008
OCTOBER 29, 2009
JANUARY 11, 2010
SEPTEMBER 16, 2010
DECEMBER 8, 2011
SEPTEMBER 13, 2012
MARCH 20, 2014
DECEMBER 10, 2015

PURPOSE:

This policy and procedure outlines the process by which members of the Auxiliary Organizations Risk Management Alliance (AORMA) Committee are nominated and elected to serve. This policy and procedure addresses the desire of the CSURMA to ensure broad organizational representation among AORMA Committee members, acknowledging the AORMA Committee’s need for stability of leadership while encouraging participation from qualified candidates.

POLICY:

It is the policy of the CSURMA that, in accordance with the Bylaws, the AORMA Committee shall adopt the procedure outlined in this document for purposes of generating continuity of leadership, encouraging opportunity for diverse committee representation and participation and continuing effective administration of established insurance programs and services.

PROCEDURE:

The following steps will be taken to affect the policy:

1. The AORMA Committee will be elected from representatives of the auxiliary organization members of the CSURMA, effective July 1 of every year. No auxiliary organization will have multiple representatives serving simultaneously on either the AORMA Committee or on the same Standing Committee. At-large members may serve a maximum of three consecutive complete two-year terms. Upon reaching the end of the third complete two-year term, At-large members will either be “termed out” (they may be again nominated after one year off the Committee) or advance to the role of Chair, First Vice Chair or Second Vice Chair. Terms are staggered to create a rotation of ~~half (4)~~ of the at-large Committee members each year.

2. The AORMA Committee will be comprised of ~~eight seven~~ at-large members ~~and three two~~ Officers ~~(Chair, First Vice Chair and Second Vice Chair): a Vice Chair and a Chair):~~. ~~Additionally, two alternates may serve with the committee as Past Chair and Ex-Officio. Alternates may serve in a voting capacity only in the absence of at large members. The First Vice Chair and the Second Vice Chair may serve up to two two year terms. The Chair~~Each Officer may serve two two-year terms per position. ~~Officers shall serve one, one year term in each officer seat.~~
3. The AORMA Committee will review its membership annually to strive for diversity on the Committee based on the following criteria:
 - Type of Auxiliary Organization (Foundation, ASI/Student Union or Commercial)
 - Mix of personnel (Executive Director, CFO, HR, etc.)
 - Campus size (small – less than 10,000 FTE, medium – between 10,000 and 20,000 FTE, or large – more than 20,000 FTE)

~~The AORMA Committee seats shall be rotated on July 1 of each year as follows:~~

- ~~• Year 1 Elected to Vice Chair of AORMA Committee~~
- ~~• Year 2 Vice Chair Succeeds to Chair of AORMA Committee~~
- ~~• Year 3 Chair Succeeds to Past Chair of AORMA Committee~~
- ~~• Year 4 Past Chair Succeeds to Ex-Officio~~
- ~~• Year 5 Ex-Officio Leaves Office and is not allowed to serve on the AORMA Committee for at least one year.~~

The First Vice Chair, ~~Second Vice Chair~~ and Chair shall serve as AORMA Committee representatives to the CSURMA Executive Committee.

AORMA Committee Chair/Vice Chair Qualifications

- Served on AORMA Committee for at least two years
- Demonstrated leadership abilities in group settings
- Ability to serve as primary advocate and spokesperson for AORMA Committee
- Ability to lead the AORMA Committee

4. Annually, the Chair shall appoint a Nominations Committee, consisting of at least two AORMA Committee members to seek nominations for available positions on the AORMA Committee. ~~The AORMA Committee Chair shall serve as chair of the Nominations Committee.~~ The AORMA Committee Nominating Committee shall consider the following as minimum qualification criteria for individuals seeking nomination to the AORMA Committee:

AORMA Committee Representative

- Participating professional member of CSURMA AORMA for at least two years
- Served in a CSURMA auxiliary organization management position for at least two years
- Demonstrated leadership abilities

- Ability to attend meetings regularly and contribute to the AORMA Committee's work agenda, as described in Policy & Procedure A-2.

Previous service on one of AORMA's Standing Committees is preferred, but not required.

5. Timeline for nominations:

October/November

The Nominations Committee shall poll the ~~eligible~~ AORMA Committee members, ~~including the Chair, First Vice Chair and Second Vice Chair to determine which members are willing to be nominated for the Vice Chair position and~~ identify which of the eligible incumbents whose terms expire the following June 30 are interested in seeking re-election.

~~At the October AORMA Committee meeting, the Nominations Committee will announce their nominations for Chair, First Vice Chair or and Second Vice Chair a Vice Chair. The Chair, First Vice Chair and Second Vice Chair shall be elected by the AORMA Committee from its members. All ballots will be tallied by the Ex-Officio and the CSURMA Secretary. The Past Chair shall also cast a vote, but this vote will be opened only in the event of a tie.~~

January

The Nominations Committee will announce to the membership ~~changes to the Chair, First Vice Chair and Second~~ ~~the new~~ Vice Chair as well as the opening of the nominations period for open committee positions (for July 1 appointments). The Nominations Committee will indicate which types of auxiliary representations are needed on the AORMA Committee (to ensure broad representation). Nominations will remain open through the end of February, and self-nominations will be accepted as well as nominations by others.

February

The Nominations Committee will continue to solicit nominations, especially if specific types of auxiliary organizations are not being represented.

March

A nominations slate will be forwarded to the AOA Executive Committee for review and comment. The slate, with comments, will be returned to the AORMA Committee no later than March 31.

April

All CSURMA member auxiliary organizations will be sent a ballot with the names of the nominated individuals. Each member auxiliary can vote for the representatives. Completed ballots will be due to the CSURMA by April 30.

May

Announcement at the CSURMA Board of Directors meeting of the outcomes of the election process to be effective July 1.



CSURMA AORMA

POLICY AND PROCEDURE NO. A-1

The AORMA Committee shall establish a statement of roles and responsibilities that provide guidance on operations of the Committee and may be amended from time to time by the AORMA Committee.

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
DECEMBER 10, 2015

PURPOSE:

The purpose of this policy is to describe the roles and responsibilities of participants in the CSURMA AORMA Committee and its ~~s~~Standing ~~e~~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 ~~at large~~ 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~~ Committee at-large member terms are for two years, with a maximum of three terms served before a member is either elected as the Chair, First Vice Chair or Second 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). The Board meetings may be at the Chancellor's Office.
- ~~6.5.~~ State law requires timely completion of appropriate paperwork, such as Fair Political Practices Commission Form 700.
- ~~7.6.~~ 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.
6. Authority to appoint, ~~with the approval of the AORMA Committee,~~ an at-large AORMA Committee member or the First Vice Chair or Second Vice Chair AORMA Committee Vice-Chair, Past Chair or Ex Officio if that seat on the AORMA Committee is vacated mid-term.
7. Authority to establish task groups as necessary.

8. Authority to appoint the Standing Committee Chairs, members of the AORMA Standing Committees and task groups (in consultation with the AORMA Standing Committee Chairs).
9. Service on Standing Committees, task groups and ad hoc committees as appointed by the CSURMA Chair appropriate.
10. Attend and present at CSURMA Board of Directors meetings.

AORMA Committee First Vice Chair

In addition to items 1 thru 5 and item 9 of the roles and responsibilities of the AORMA Committee Chair, it is expected that the AORMA Committee First Vice Chair will also:

1. Be prepared to serve in the succession of leadership Chair position should the Chair vacate its seat mid-term. s. for a period of four years from Vice Chair to Chair to Past Chair to Ex-officio.
2. Attend and participate in the CSURMA Executive Committee meetings.

AORMA Committee Second Vice Chair

In addition to items 1 thru 5 and item 9 of the roles and responsibilities of the AORMA Committee Chair, it is expected that the AORMA Committee Second Vice Chair will also:

1. Be prepared to serve in the First Vice Chair position should the First Vice Chair vacate its seat mid-term.

~~The Chair and First Vice Chair attend and participate in CSURMA Executive Committee meetings. The Second Vice Chair shall serve as an alternate AORMA representative to the CSURMA Executive Committee in the absence of the Chair or First Vice Chair.~~

~~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~~

~~e.b.~~ 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.~~

~~e.b. Executive Officers – Two members and two alternates, consisting of the Chair and Vice Chair and the two alternates of the AORMA Committee. The Past Chair and Ex-Officio are alternates and. The alternates may serve in a voting capacity only in the absence of the Chair and/or Vice Chair. The Aorma Committee Chair, First Vice Chair and Second 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, ~~First and Vice Chair and Second Vice Chair, the and Past Chair and Ex Officio, as alternates~~ The 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~~ Programs The 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.

AORMA Committee

Ten voting members - two alternates - twelve members total

Effective at July 1, 2015

Committee	Seat	Member	Type of Auxiliary	Term	1st, 2nd or Final Term	Date Appointed
AORMA	Chair	Frank Mumford	CSU Fullerton Auxiliary Services Corporation	7/1/15 - 6/30/16	N/A	7/1/2012
AORMA	Vice Chair	Guy Dalpe	Associated Students, Inc., San Francisco State University	7/1/15 - 6/30/16	N/A	7/1/2011
AORMA	Past Chair	Robert de Wit	Forty-Niner Shops, Inc., CSU Long Beach	7/1/15 - 6/30/16	N/A	7/1/2010
AORMA	Ex Officio	Dwayne Brummett	Associated Students, Inc., Cal Poly San Luis Obispo	7/1/15 - 6/30/16	N/A	7/1/2009
AORMA	At Large	Brian Nowlin	California State University, Long Beach Research Foundation	7/1/15 - 6/30/17	Third	3/24/2011
AORMA	At Large	Cheree Aguilar	San Jose State University Research Foundation	7/1/15 - 6/30/17	First	7/1/2015
AORMA	At Large	Dave Nakamura	Humboldt State University Center	7/1/14 - 6/30/16	N/A	7/1/2015
AORMA	At Large	Dave Nirenberg	University Glen Corporation	7/1/15 - 6/30/17	First	7/1/2015
AORMA	At Large	Gigi Kiama	The University Corporation at Monterey Bay	7/1/15 - 6/30/17	Third	3/24/2011
AORMA	At Large	Jim Reinhart	University Enterprises, Inc. (UEI)	7/1/15 - 6/30/17	First	7/1/2015
AORMA	At Large	Keith Kompsi	Fresno Association, Inc., CSU Fresno	7/1/14 - 6/30/16	Second	7/1/2012
AORMA	At Large	Leslie Davis	University Union Operation of CSUS, Inc.	7/1/14 - 6/30/16	Second	7/1/2012

AORMA COMMITTEE ELECTION FOR OFFICER POSITIONS

ISSUE: In response to the revisions to Policy and Procedure A-1 and A-2, the AORMA Committee will need to hold an election to fill the open officer seat(s). The Nominations Committee will nominate eligible Committee Members to run for the open officer seat(s) for the term beginning July 1, 2016.

The Chair will provide a verbal report on the nominee(s) for the open officer seat(s) and an election will be held at this meeting.

RECOMMENDATION: The Committee will be asked to elect the AORMA Committee officer(s) for the term beginning July 1, 2016.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: The new AORMA Committee Officers will be announced at the annual AOA Conference in January, 2016.

ATTACHMENT(S): None.

FY 15/16 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 15/16 AORMA Long Range Action Plan

FY 2015/16 CSURMA AORMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-1 Risk Reduction Innovation Matching Grant Incentive Program					
Promote the Matching Grant Program	1	Create a bulletin that describes the types of projects that may be approved as an innovation grant	PA	Oct., 2015	Completed
	2	Review grant applications	PA, AORMA	Dec., 2015	In Process
	3	Evaluate Policy & Policy A-6 and recommend changes as appropriate	PA, AORMA	Mar., 2016	
LRP-2 Monthly AORMA Update Newsletter					
Create a AORMA Newsletter to be sent out monthly	1	Create template for the newsletter	PA	Oct., 2015	Completed
	2	Finalize topics for the October newsletter	PA	Oct., 2015	In Process
	3	Send out newsletter and post on CSURMA website	PA	Oct., 2015	In Process
LRP-3 Workers' Compensation Claims Closure Initiative					
Development of a plan for closure of very old claims	1	Identify AORMA claims for action, adopt strategy	PA, SRM, Sedgwick, Consultant	TBD	
	2	Status report to AORMA Committee	PA, SRM	Dec., 2015	
LRP-4 Campus Visit Member Presentation					
Update Campus Visit Member Presentation	1	Update Campus Visit Presentation	PA	Oct., 2015	Completed
	2	Present to Auxiliary Organizations throughout the year		Continuous	
LRP-5 CSURMA Website					
Complete upgrades to the CSURMA website	1	Update Website - make nomenclature consistent and add definitions	PA	Oct., 2015	In Process
	2	Resolve password issue by allowing members to change their passwords	PA	Jan., 2016	
LRP-6 Cyber Risk Control Services					
Raise awareness of CSURMA's Cyber Risk Control Services	1	Create a Cyber Liability informational bulletin explaining the services currently available	PA	Dec., 2015	
	2	Include Cyber Liability tip in each of the monthly AORMA updates	PA	Continuous	
LRP -7 Benchmarking Initiative					
Develop a workers' compensation statistical industry benchmarking operation	1	Initial report to AORMA Committee	PA, SRM	Oct., 2015	Completed
	2	Report to AORMA Membership at AOA Conference	PA, SRM	Jan., 2016	
	3	Presentation of sustainable long term benchmarking program	PA, SRM	Mar., 2016	
	4	Approval of long term benchmarking project scope and costs	AORMA, EC	Mar., 2016	

FY 2015/16 CSURMA AORMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-8 Evaluation of Campus Threat Assessment					
Integration of Auxiliary Organizations into the Campus Continuity of Operations (COOP) and Emergency Operations Plan (EOP)	1	Review Campus EOP and COOP for integration of the Auxiliary Organizations	Witt O'Briens	Oct. - Dec., 2015	In Process
	2	Develop a list of Auxiliary Organization resource contacts to collaborate on threat assessment	PA	Jan., 2016	
	3	Begin outlining how best to integrate or address Auxiliary Organizations within in the Campus EOP and COOP	PA, SRM, Witt O'Briens	Jan., 2016	
	4	Develop and provide Campuses and Auxiliaries Organizations with good practices in addressing the issue at hand while providing a plan addendum template	PA, SRM, Witt O'Briens	June, 2016	
	5	Develop some training sessions/webinars etc.	PA, SRM, Witt O'Briens	June, 2016	
LRP-9 Watercraft Program / Insurance Tracking Program					
Create schedule of all owned watercraft as well as stand-alone watercraft policies purchased	1	Survey Campus Risk Managers for list of owned watercraft as well as separate watercraft policies purchased	PA	Oct., 2015	Completed
	2	Survey Auxiliary Organization for list of watercraft owned or used in navigatable water and/or over 50 feet	PA	Oct., 2015	Completed
	3	Create list of watercraft owned or used by campuses and auxiliaries, as well as separate insurance purchased	PA	Dec., 2015	In Process
LRP-10 Creation of Executive Overview CSURMA AORMA Presentation					
Create an Executive Overview of the CSURMA AORMA Programs	1	Create presentation for the AORMA Big Picture AOA Conference	PA	Jan., 2016	
	2	Post on CSURMA website	PA	Jan., 2016	
	3	Disseminate information to the AORMA members	PA	Jan., 2016	
LRP-11 Smart Phone Application for CSURMA AORMA Contact Information					
Purchase a smart phone application for all CSURMA and AORMA Contacts	1	Review options available	PA	Oct., 2015	Completed
	2	Present options and costs to the AORMA Committee	PA	Dec., 2015	In Progress
	3	Report to AORMA Membership at AOA Conference	PA	Jan., 2016	
BOD: CSURMA Board of Directors		EC: CSURMA Executive Committee			
PC: AORMA Programs Committee		OGC: CSU Office of General Counsel			

FY 2015/16 CSURMA AORMA LONG RANGE ACTION PLAN

GOAL		ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
CABO: CSU Chief Administrators and Business Officers			PA: CSURMA Program Administrator		
CO: Chancellor's Office			SRM: CSU Systemwide Risk Management		
AORMA: AORMA Committee					

CSURMA AORMA 2016 MEETING CALENDARS

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 – 2016 Meeting Calendar



California State University Risk Management Authority

2016 CSURMA MEETING CALENDAR

JANUARY				FEBRUARY				MARCH			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
9		AOA EC	Sacramento					10	10:00 AM	AORMA	San Francisco
10	3:00 PM	EC (AOA Conference)	Sacramento					10	2:00 PM	EC	San Francisco
10 - 13		AOA Annual Conference	Sacramento					11	8:30 AM	EC LRP	San Francisco
11		AIME	San Jose					18		AOA EC	
APRIL				MAY				JUNE			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
				5	10:00 AM	AORMA	Long Beach	17		AOA EC	TBD
				5	2:00 PM	BOD Orientation	Teleconference				
				6	9:00 AM	EC	Long Beach				
				6	10:30 AM	BOD	Long Beach				
				TBD		AIME	TBD				
JULY				AUGUST				SEPTEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
12 - 13	11:00 AM	AORMA Officers Retreat	TBD	19		AOA EC	TBD	7	9:00 AM	AORMA New Member	Long Beach
								7	10:00 AM	AORMA LRP	Long Beach
								8	9:00 AM	AORMA	Long Beach
								8	4:00 PM	EC Orientation	Long Beach
								9	8:30 AM	EC	Long Beach
OCTOBER				NOVEMBER				DECEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
17		AIME	San Francisco	18		AOA EC	TBD	1	10:00 AM	AORMA	Long Beach
20	10:00 AM	AORMA	TBD	TBD		TBD EC (FTPT Conference)	Northern CA	2	8:30 AM	EC	Long Beach
				TBD		TBD BOD (FTPT Conference)	Northern CA				

AORMA = Auxiliary Organizations Risk Management Alliance Committee
AIME = Athletic Injury Medical Expense Committee
MSLCTC = AORMA Member Services, Loss Control & Training Committee

PC = AORMA Programs Committee
AORMA LRP = AORMA Long Range Planning Meeting
AOA = CSU Auxiliary Organizations Association

EC = CSURMA Executive Committee
EC LRP = EC Long Range Planning Meeting
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	hhhtein@alliant.com vrin@alliant.com	415-403-1452 415-403-1408	415-874-4810 415-874-4810
General CSURMA Coverage Questions	Robert Leong Van Rin Hsan Htein Daniel Howell	rleong@alliant.com vrin@alliant.com hhhtein@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
General AORMA Coverage Questions	Mimi Long Van Rin Hsan Htein Daniel Howell	mlong@alliant.com vrin@alliant.com hhhtein@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 hhhtein@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 hhhtein@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
Alliant Claims Consulting	Robert Frey Diana Walizada Michelle Maffei Martin Fox-Foster Elaine Kim	rfrey@alliant.com dwalizada@alliant.com mmaffei@alliant.com martin.fox-foster@alliant.com ekim@alliant.com	415-403-1445 415-403-1453 415-403-1418 415-403-1417 415-403-1458	415-403-1466 415-403-1466 415-403-1466 415-403-1466 415-403-1466
Form 700	Tevea Him	thim@alliant.com	415-403-1416	415-402-0773
Website and Technology Questions	Tevea Him Myron Leavell	thim@alliant.com mleavell@alliant.com	415-403-1416 415-403-1404	415-874-4810 415-874-4810

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
CSU Chancellor's Office				
CSU Chancellor's Office	Zachary Gifford	zgifford@calstate.edu	562-951-4568	562-951-4859
	Rebecca Skidmore	rskidmore@calstate.edu	562-951-4574	562-951-4859
	Leona Ching	lching@calstate.edu	562-951-4580	562-951-4859
	Alice Kim	akim@calstate.edu	562-951-4627	562-951-4865
	Kelly Cox	kcox@calstate.edu	562-951-4611	562-951-4865
	Robert Eaton	reaton@calstate.edu	562-951-4572	562-951-4971
	Audra Reed	areed@calstate.edu	562-951-4564	562-951-4971
	William Hsu	whsu@calstate.edu	562-951-4500	562-951-4956
	Steve Relyea	srelyea@calstate.edu	562-951-4600	562-951-4971
	Martha Guiditta	mguiditta@calstate.edu	562-951-4557	562-951-4859
	Michael Clements	mclements@calstate.edu	562-951-4091	
	Jessica Liu	jliu@calstate.edu	562-951-4621	
Cindi Le	cle@calstate.edu	562-951-4651		

Loss Control Consultants – Alliant Risk Control

Alliant Risk Control Consulting	Brent Escoubas	bescoubas@alliant.com	949-260-5013	
--	-----------------------	-----------------------	--------------	--

Online Training - TargetSolutions

Business Manager	Kelly Zielinski	kelly.zielinski@targetsolutions.com	858-683-7229	858-487-8762
	Jennifer Jones <i>(while Kelly is out on maternity leave)</i>	jennifer.jones@targetsolutions.com	858-376-1632	858-487-8762
Account Manager	Ashlee Marinello	ashlee.marinello@targetsolutions.com	858-376-1609	
	Clair Miller	claire.miller@targetsolutions.com	858-976-1629	

Unemployment Insurance Claims Administrator – Employers Edge

Client Services	Angie Hansen	ahansen@employersedge.com	720-891-4900 x116	720-420-7356
Unemployment Claims Operations, Claim Specialist	Reina Gonzales	rgonzales@employersedge.com	720-891-4900 x139	720-420-7390
Tax Analyst	Larry Blankenship	lblankenship@employersedge.com	720-891-4900 x108	720-420-7430
Appellate Level	Jen Venable Jamie Clark	jvenable@employersedge.com jclark@employersedge.com	720-891-4900 x114 720-891-4900 x122	720-420-7354 720-420-7396
Account Management	Steve Bell	sbell@employersedge.com	720-891-4900 x101	720-420-7431

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
----------	---------	----------------	--------	-----

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	Mark Nelson	mnelson@employersgroup.com	213-765-3952	
Affirmative Action Plans	Suzanne Oliva	soliva@employersgroup.com	213-765-3918	
Leave Management	Kimberly Nwamanna	knwamanna@employersgroup.com	213-765-3982	
Research and Surveys	Juan Garcia	kgarcia@employersgroup.com	213-765-3969	
Employer Advocacy	Ken Tiratira	ktiratira@employersgroup.com	213-765-3915	



LIABILITY – CLAIMS REPORTING CONTACT

In the event of a loss, please contact:

Mauri McGuire

Carl Warren & Company
1000 South Hill Road, Suite 110
Ventura, CA 93003

E-mail: mmcguire@carlwarren.com

Tel: 805-650-7020 ext. 1003

Mobile: 805-509-1426

Fax: 805-658-9950



POLLUTION – CLAIMS REPORTING CONTACT

(All pollution incidents must be reported within **seven days of discovery)**

Report the incident immediately to:

ACE Environmental Risk
casualtyriskenvironmental@acegroup.com
888-310-9553

AND:

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

Tel: 877-725-7695
Fax: 415-403-1466

OR

Diana Walizada, Claims Unit Manager
Alliant Insurance Services, Inc.
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR

Michelle Maffei, Sr. Claims Advocate
Alliant Insurance Services, Inc.
E-mail: mmaffei@alliant.com
Tel: 415-403-1418
Fax: 415-403-1466
Cell: 415-693-8864

OR

Martin Fox-Foster, Sr. Claims Advocate
Alliant Insurance Services, Inc.
E-mail: martin.fox-foster@alliant.com
Tel: 415-403-1417
Fax: 415-403-1466
Cell: 415-755-0405

After hours claims reporting number

Robert Frey, First Vice President
Alliant Insurance Services, Inc.
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



CYBER LIABILITY – CLAIMS REPORTING CONTACT

Report the incident immediately to:

Beazley Group
1270 Avenue of the America's, Suite 1200
New York, NY 10020

bbr.claims@beazley.com
Tel: 646-943-5900
Fax: 546-378-4039

AND COPY TO:

Elaine Kim, Claims Advocate
Alliant Insurance Services, Inc.
E-mail: ekim@alliant.com
Tel: 415-403-1458
Fax: 415-403-1466
Cell: 415-609-2133

OR Diana Walizada, Claims Unit Manager
Alliant Insurance Services, Inc.
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR

Martin Fox-Foster, Sr. Claims Advocate
Alliant Insurance Services, Inc.
E-mail: martin.fox-foster@alliant.com
Tel: 415-403-1417
Fax: 415-403-1466
Cell: 415-755-0405

After hours claims reporting number

Robert Frey, First Vice President
Alliant Insurance Services, Inc.
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



SPECIAL LIABILITY INSURANCE PROGRAM (SLIP) CLAIMS REPORTING CONTACT

Report the incident immediately to:

Elaine Kim, Claims Advocate
Alliant Insurance Services, Inc.
E-mail: ekim@alliant.com
Tel: 415-403-1458
Fax: 415-403-1466
Cell: 415-609-2133

OR Diana Walizada, Claims Unit Manager
Alliant Insurance Services, Inc.
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR:

After hours claims reporting number:

Robert Frey, First Vice President
Alliant Insurance Services, Inc.
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



AUTO PHYSICAL DAMAGE (APD) CLAIMS REPORTING CONTACT

Report the incident immediately to:

Elaine Kim, Claims Advocate
Alliant Insurance Services, Inc.
E-mail: ekim@alliant.com
Tel: 415-403-1458
Fax: 415-403-1466
Cell: 415-609-2133

OR Diana Walizada, Claims Unit Manager
Alliant Insurance Services, Inc.
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR:

After hours claims reporting number:

Robert Frey, First Vice President
Alliant Insurance Services, Inc.

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



PROPERTY / BOILER & MACHINERY CLAIMS REPORTING CONTRACT

Report the incident immediately to Toll Free 877-725-7695:

OR

Diana Walizada, Claims Unit Manager

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR

Michelle Maffei, Sr. 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

OR

Martin Fox-Foster, Sr. Claims Advocate

Alliant Insurance Services, Inc.
E-mail: martin.fox-foster@alliant.com
Tel: 415-403-1417
Fax: 415-403-1466
Cell: 415-755-0405

OR

Elaine Kim, Claims Advocate

Alliant Insurance Services, Inc.
E-mail: ekim@alliant.com
Tel: 415-403-1458
Fax: 415-403-1466
Cell: 415-609-2133

AND COPY TO:

Cathryn O'Meara

McLaren's
1301 Dove Street, Suite 200
Newport Beach, CA 92660
cathryn.omeara@mclarens.com
Tel: 949-757-1413
Fax: 949-757-1692

After hours claims reporting number:

Robert Frey, First Vice President

Alliant Insurance Services, Inc.
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



WORKERS' COMPENSATION – CLAIMS REPORTING CONTACT

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 14629
Lexington, KY 40512-4629

E-mail: brian.montagnese@sedgwickcms.com
Tel: 916-851-4441
Fax: 916-851-8079

YOUR CLAIM WILL BE ASSIGNED TO EITHER:

Katie Brandt, Adjuster
Sedgwick CMS
P.O. Box 14629
Lexington, KY 40512-4629

E-mail: katie.brant@sedgwickcms.com
Tel: 916-636-4451
Fax: 916-851-8079

OR

Biba Olson
Claims Assistant and Medical Only Examiner
Sedgwick CMS

E-mail: biba.olson@sedgwickcms.com
Tel: 916-636-4446

Susan Neville
Adjuster, Northridge Auxiliary Only
Sedgwick CMS

E-mail: susan.neville@sedgwickcms.com
Tel: 916-636-4455



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



UNEMPLOYMENT INSURANCE PROGRAM (UIP)

For Unemployment Insurance Program (UIP) claim, please contact Employers Edge directly at:

Reina Gonzales, Claim Specialist

Employers Edge
P.O. Box 351567
Westminister, CO 80035

Email: rgonzales@employersedge.com

Tel: (720) 891-4900 x139

Steve Bell, Account Management

Employers Edge
P.O. Box 351567
Westminister, CO 80035

Email: s.bell@employersedge.com

Tel: (720) 891-4900 x101

AORMA TRAVEL REIMBURSEMENT POLICY

ISSUE: Reasonable expenses associated with your travel to and from the AORMA Committee meetings and CSURMA Board of Directors meetings 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

AMENDED: MARCH 19, 2015

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 AUTHORIZED TRAVELER'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 AUTHORIZED TRAVELER attended.

DEFINITIONS:

AUTHORIZED TRAVELER – 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 Policy and Procedure No. A-7 as agreed under separate agreement in advance of the travel. Independent consultants shall not be considered AUTHORIZED TRAVELERS under this Policy and Procedure 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 AUTHORIZED TRAVELER’s 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 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.

CSURMA AORMA COMMITTEE CONTACT LIST

ISSUE: Attached for the Committee's review is 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 7-01-15

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2015

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	Vice Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AORMA	Past Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549
AORMA	Ex Officio	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
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	Cheree Aguilar	Senior Director, Human Resources	San Jose	San Jose State University Research Foundation	cheree.aguilar@sjsu.edu	408-924-1505
AORMA	At Large	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@humboldt.edu	707-826-4878
AORMA	At Large	Dave Nirenberg	Senior Director	Channel Islands	University Glen Corporation	dave.nirenberg@csuci.edu	805-437-2668
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	Jim Reinhart	Executive Director	Sacramento	University Enterprises, Inc. (UEI)	Jim.Reinhart@csus.edu	916-278-7001
AORMA	At Large	Keith Kompzi	Director, Foundation Financial Services	Fresno	Fresno Association, Inc., CSU Fresno	kkompzi@csufresno.edu	559-278-0838
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904

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	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Bill Olmsted	Associate Executive Director	Sacramento	University Union Operation of CSUS, Inc.	olmsted@csus.edu	916-278-6744
PC	At Large	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
PC	At Large	Jason Porth	Executive Director	San Francisco	The University Corporation, San Francisco State	jporth@sfsu.edu	415-338-6880
PC	At Large	Jun Reina	Chief Operations Officer/ Chief Financial Officer	Sacramento	Capital Public Radio, Inc., CSU Sacramento	jreina@csus.edu	916-278-8925
PC	At Large	Raven Tyson	Contracts & Risk Management Coordinator	San Diego	Associated Students of San Diego State University	raven.tyson@sdsu.edu	619-594-3760