



PROGRAMS COMMITTEE MEETING

“This is an Open Public Meeting”

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

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

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

Meeting Date: April 3, 2014
Time: 1:00 p.m. (Teleconference)

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

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

A. CALL TO ORDER

B. PUBLIC COMMENTS

C. GENERAL ADMINISTRATION

1. **Approval of the Agenda Order** A pg. 3
The committee will be asked to approve today’s meeting agenda order
2. **Approval of the Meeting Minutes – March 6, 2014** A pg. 4
The Committee will be asked to review and approve the minutes from the last Programs Committee meeting on March 6, 2014
3. **FY 15/16 Liability Program Member Allocation Formula** A pg. 11
The Committee will be asked to review the first draft of the FY 15/16 Liability Program Member Allocation Formula

D. INFORMATION ITEMS

1. **CSURMA AORMA 2014 Meeting Calendar** I pg. 13
2. **AORMA Long Range Action Plan FY 13/14** 1 pg. 16
3. **AORMA Service Calendar FY 13/14** 1 pg. 23



E. ADJOURNMENT

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

APPROVAL OF THE AGENDA ORDER

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

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

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S): None

APPROVAL OF MEETING MINUTES – MARCH 6, 2014

ISSUE: The Committee will be asked to review and approve the draft minutes from the March 6, 2014, Programs Committee meeting.

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

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S):

- a. Meeting Minutes – March 6, 2014

**MINUTES OF THE CSURMA AORMA
PROGRAMS COMMITTEE MEETING
MARCH 6, 2014
TELECONFERENCE MEETING
1:00 PM**

MEMBERS PRESENT

Guy Dalpe, Cesar Chavez Student Center (San Francisco State University)
Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)
Kurt Borsting, Associated Students, Inc. (CSU Fullerton)
Mark Day, Santos Manuel Student Union (CSU San Bernardino)

MEMBERS ABSENT

Gigi Kiama, University Corporation (CSU Monterey Bay)

STAFF, GUESTS AND CONSULTANTS

Mimi Long, Alliant Insurance Services, Inc.

A. CALL TO ORDER

The meeting was called to order by Guy Dalpe at 1:03 PM.

B. PUBLIC COMMENTS

There were no public comments.

C. GENERAL ADMINISTRATION

C1. Approval of the Agenda Order

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

First: Haleh Minakary
Second: Kurt Borsting

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

MOTION CARRIED

C2. Approval of Minutes – February 6, 2014

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

First: Haleh Minakary
Second: Kurt Borsting

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

MOTION CARRIED

C3. Revisions to Policy and Procedure W-2 – Contribution Payments

Mimi explained that Policy and Procedure W-2 had been revised (1) to be consistent with CSURMA Policy and Procedure No. 6 – Payment Policy, (2) to reflect the current AORMA Workers’ Compensation Program contribution practices and (3) to delete all references to the obsolete AO Comp Bylaws.

Guy Dalpe recommended that the Policy and Procedure include a statement that AORMA will adopt the procedures outlined in CSURMA’s Policy and Procedure #6.

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-2 – Contribution Payments along with the addition of a statement that the Policy and Procedure will adopt the procedures outlined in CSURMA’s Policy and Procedure #6.

First: Mark Day
Second: Kurt Borsting

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

MOTION CARRIED

C4. Revisions to Policy and Procedure W-3 – Requirement to Maintain Experience Modification Factor of 1.25 or Less

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-3.

First: Kurt Borsting
Second: Mark Day

Mimi explained that the current version of Policy and Procedure W-3 includes a termination penalty if a member has an experience modification factor in excess of 1.25 for two full years. This penalty has been deleted and replaced with notification to the member of its experience modification factor and assistance by the Program Administrator in designing a plan to reduce the member’s experience modification factor.

The committee asked how staff would help design a plan to reduce the member’s exp mod. Mimi let them know that the workers’ compensation losses would be reviewed for loss patterns and that Brent Escoubas would then complete a thorough loss assessment and provide recommendations to the member. Mimi noted that three of the five members with an exp mod in excess of 1.25 had only one to two large claims.

When Policy and Procedure W-1 – Deposit Development is reviewed, the committee asked Mimi to review the required 25% surcharge for those members with an exp mod in excess of 1.25.

Roll call was conducted.

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

MOTION CARRIED

C5. Revisions to Policy and Procedure W-4 – Claims Handling Procedures and Guidelines

Mimi noted that the current version of Policy and Procedure W-4 had been reviewed by the Sedgwick claims administration staff, Jacki Graf, CSURMA Workers’ Compensation Claims Consultant, and staff. A few changes were made to accurately reflect Sedgwick’s claims handling process and to consistently utilize the same verbiage throughout the document. Also, the claims administration and JPA administration contact information has been removed, because

this information is maintained in a different document. The historical policy information was deleted as well because it is informational only and not part of the claims administration procedures.

Guy Dalpe recommended that the Policy and Procedure be revised to be generic and not to apply specifically to Sedgwick. Therefore, Sedgwick CMS will be removed and replaced with Workers' Compensation Third Party Claims Administrator.

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-4, and to delete Sedgwick CMS and replace it with Workers' Compensation Third Party Claims Administrator.

First: Kurt Borsting

Second: Mark Day

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

MOTION CARRIED

C6. Revisions to Policy and Procedure W-5 – Workers' Compensation Coverage Claims Settlement Authority

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-5.

First: Kurt Borsting

Second: Mark Day

Mimi explained that Policy and Procedure W-5 had been revised to (1) delete all references to AOC, (2) to add the revised title of the CSURMA Secretary to CSURMA Secretary/Auditor, and (3) to amend/add the approved language for emergency meetings of the AORMA Committee Officers for claims settlement authorization.

Roll call was conducted.

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

Mark Day	X			
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MOTION CARRIED

C7. Deletion of Policy and Procedure W-7 – Workers’ Compensation Safety Award – Safety Superstar

A motion was made to recommend deletion to the AORMA Committee of Policy and Procedure W-7.

- First:** Haleh Minakary
- Second:** Kurt Borsting

Mimi explained that Policy and Procedure W-7 outlines the procedures required to determine which auxiliaries deserve the workers’ compensation annual safety award. The procedure is dated and doesn’t accurately acknowledge those auxiliaries that consistently maintain favorable loss ratios. The awards program is based on a single year’s claims information and doesn’t take into account the size difference between the auxiliaries.

Staff recommends that the committee consider deleting Policy and Procedure W-7 and to revisit an awards program in a few years, after the new workers’ compensation rating plan has been finalized.

Roll call was conducted.

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

MOTION CARRIED

C8. Revisions to Policy and Procedure W-8 – Workers’ Compensation Program Payroll Reporting Responsibilities

A motion was made to recommend approval to the AORMA Committee of the revisions to Policy and Procedure W-8.

- First:** Kurt Borsting
- Second:** Mark Day

Mimi explained that Policy and Procedure W-8 describes the Members final audit and estimated payroll reporting responsibilities. One minor change was made to document to show that the

Program Administer **MAY** increase a Member’s payroll by the percentage outlined in the Policy and Procedure if the Member does not report its payroll in a timely manner.

Staff has always been successful in obtaining the member’s actual and estimated payroll and the automatic payroll increase per the Policy and Procedure has never been used. Therefore, staff recommends keeping the Policy and Procedure, but replacing the word WILL with MAY.

Roll call was conducted.

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

MOTION CARRIED

D. CSURMA AORMA 2014 Meeting Calendar

Guy Dalpe let the committee know that he has a standing meeting every Thursday at 2:00 PM, so he has requested that the meeting times for the Programs Committee are changed to 1:00 PM. The rest of the committee members agreed to this time change.

E. ADJOURNMENT

The meeting was adjourned at 1:43 PM.

**UPDATED - FY 15/16 LIABILITY PROGRAM MEMBER ALLOCATION
FORMULA**

ISSUE: The Committee will review the first draft of the FY 15/16 Liability Program Member Allocation Formula at today's meeting and provide direction to Staff as appropriate. Staff will then work with the AORMA actuary and the AORMA liability underwriter to make further modifications as appropriate.

RECOMMENDATION: The Committee will be asked to review the first draft of the FY 15/16 liability program member allocation formula and will direct staff as appropriate.

FISCAL IMPACT: None at this point.

BACKGROUND: The revised liability program member allocation formula includes the following:

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

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

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

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

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

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

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

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

Currently, each member’s allocation of the total liability program premium is determined based on an ISO rating calculation using the following classification codes:

Class Code	Description	Rating Basis
16723	Rental Stores	Gross Sales
40067	Athletic Programs	Number of Games
41422	Camps - Not For Profit	Number of Camp Days
41668	Clubs - Civic or Social	Square Footage
41716	Day Care Center	Per Person - Average Daily Attendance
48638	Stadiums Operated by Insured	Sales
48925	Swimming Pools	Each Pool
49185	Theaters	Admissions
49452	Vacant Land	Number of Acres
56760	Meat, Fish, Poultry or Seafood Processing	Gross Sales
60010	Apartment Buildings	Number of Units
61216	Bldg or Premises - Not for Profit (LRO)	Square Footage
63010	Dwellings - One Family (LRO)	Number of Dwellings
63216	Exhibition or Convention Bldg.	Square Footage
67509	Schools, Colleges	Square Footage
67511	Schools - Dormitory Facilities	Square Footage
91581	Contractors - Subcontracted Work	Total Costs

Due to the complexity of the rating formula and the need for underwriter subjectivity in finalizing each member’s premium, the liability program rating has historically been completed by Phil Lendaris, Alliant’s staff underwriter. Phil is now retired, but continues to underwrite the liability program on a contract basis.

Staff is proposing moving away from a standard ISO rating model to a customized rating model. The customized rating model would include a basic rate, a payroll rate, an auto rate and additional surcharges and/or credits depending on activities. When proposing the basic rates

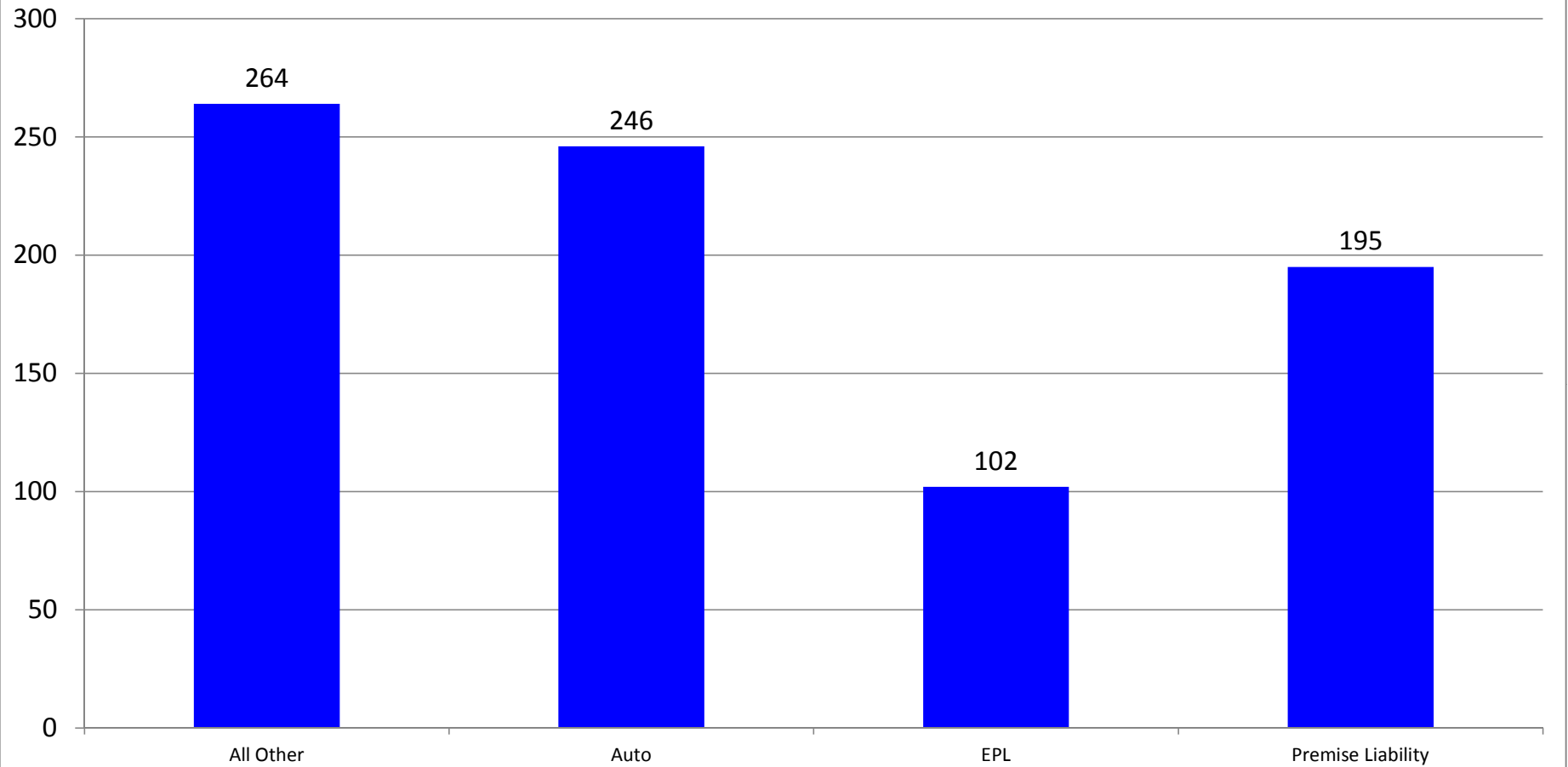
along with the surcharges and/or credits, Staff will take into account AORMA's historical loss information.

PUBLICATION: None at this point.

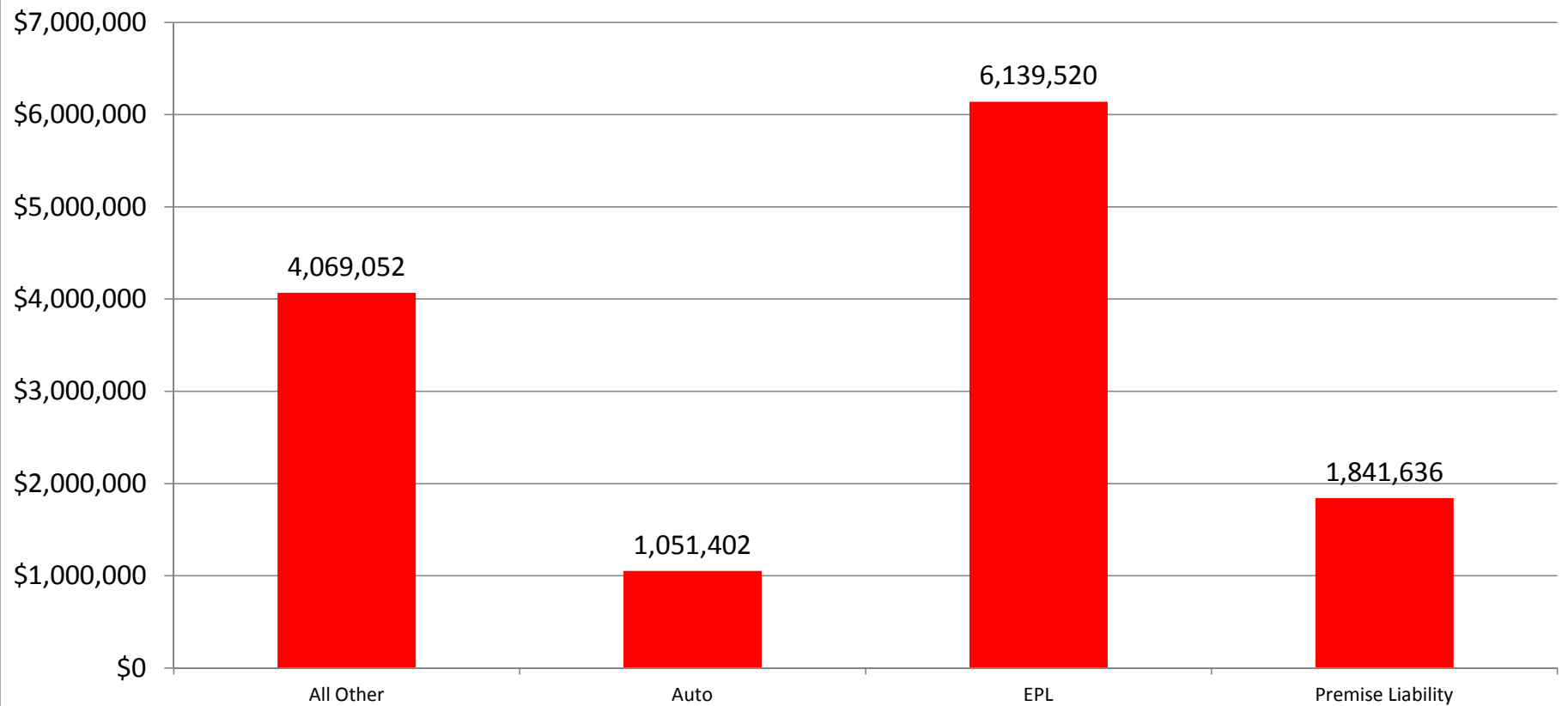
ATTACHMENT(S):

- a. FY 15/16 Liability Program Member Allocation Spreadsheet (w/o collars)
- b. AORMA Liability Losses (Frequency) – All Years
- c. AORMA Liability Losses (Severity) – All Years

CSURMA AORMA - Liability Losses
Frequency of Cause of Loss by Total Incurred ALL YEARS
As of December 31, 2013



CSURMA AORMA - Liability Losses
Severity of Cause of Loss by Total Incurred ALL YEARS
As of December 31, 2013



CSURMA AORMA 2014 MEETING CALENDAR

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

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA AORMA – 2014 Meeting Calendar



California State University Risk Management Authority
Auxiliary Organizations Risk Management Alliance

2014 CSURMA • AORMA MEETING CALENDAR

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

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



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2014 CSURMA • AORMA MEETING CALENDAR

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

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

FY 13/14 AORMA LONG RANGE ACTION PLAN

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

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

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

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

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

FY 13/14 AORMA SERVICE CALENDAR

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

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

FISCAL IMPACT: None.

BACKGROUND: None.

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

ATTACHMENT(S):

- a. AORMA Service Calendar

CSURMA AORMA SERVICE CALENDAR

RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
JULY, 2013			
Alliant Staff	Send out AORMA binder, insurance summary and invoice to all members	7/04/13	Completed
Alliant Staff	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	7/07/13	Completed
Alliant Staff	Request Liability (EPL check register) for minimum EPL deductible calculation for FY 14/15	7/07/13	Completed
Liability TPA	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate	7/31/13	Completed
Alliant Staff	Request final audited payroll from all Workers' Compensation program members for the term July 1, 2012 to June 30, 2013	7/31/13	Completed
AUGUST, 2013			
Actuary	Completion of draft actuarial studies for Workers' Compensation and Liability programs	8/01/13	Completed
AORMA Chair / Alliant Staff	Prepare AORMA summary for AOA Executive Committee meeting on August 16, 2013	8/02/13	Completed
Liability TPA	Send out watch list for the liability claims review	8/09/13	Completed
Liability TPA	AORMA liability claims review	8/13/13	Completed
Alliant Staff	Calculate each member's minimum EPL deductible for the FY 14/15 liability coverage term	8/26/13	Completed
Alliant Staff	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30/13	8/31/13	Completed
Alliant Staff	Complete Target Surplus Funding Report	8/31/13	Completed
CSU Accounting	Completion of Financial Audit for the period ending June 30, 2013	8/31/13	Completed
Alliant Staff	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll for FY 12/13	8/31/13	Completed
Alliant Staff	Complete CSURMA's portion of the Public Self-Insurer's Annual Report for CSURMA – then forward to Sedgwick for TPA completion	8/31/13	Completed
<i>Programs Committee Meeting (Teleconference) – August 8, 2013 – Agenda Items</i>			

CSURMA AORMA SERVICE CALENDAR

RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
	1. Finalize the revisions to the FY 14/15 Property program premium allocation formula		
	2. Finalize the revisions to the FY 14/15 Crime program premium allocation formula		
	3. Discuss extending AORMA Liability Insurance Program to cover the VEBA Trust		
<i>MSLCT Committee Meeting (Teleconference) – August 26, 2013 - Agenda Items</i>			
	1. Review Risk Reduction Matching Grant Program applications – award grants as applicable		
SEPTEMBER, 2013			
CSU Accounting	Prepared invoices or checks for the FY 12/13 Workers' Compensation payroll audit	9/15/13	Completed
Alliant Staff	Completion of Workers' Compensation payroll desk audits	9/30/13	Completed
Alliant Staff	Send out invoices or checks for the FY 12/13 Workers' Compensation payroll audit	9/30/13	Completed
Alliant Staff / AORMA Chair	AORMA Committee update letter to all AORMA members summarizing the funding and dividends approved for the upcoming fiscal year	9/30/13	Completed
Alliant Staff	Completion of the AORMA UIP Financial Statement	9/10/13	Completed
Sedgwick	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1 st .)	9/23/13	Completed
<i>AORMA Committee Long Range Planning Meeting(Long Beach) – September 11, 2013 – Agenda Items</i>			
	1. Introduction of new committee members		
	2. Review of FY 12/13 AORMA Long Range Action Plan		
	3. Recap of 2013 AORMA Officers Retreat		
	4. Discussion regarding use of technology in safety training		
	5. Review of loss ratio analysis (Liability and Workers' Compensation programs)		
	6. Review of historical premium and dividends		
	7. Review EPL losses vs. expenses		
	8. Review of Target Surplus Funding report		
	9. Review of historical 80% pool funding, dividends approved and funds remaining in the workers' compensation and liability pools		
	10. Review of AOA Conference sessions		

CSURMA AORMA SERVICE CALENDAR

RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
	11. AORMA Committee continuity plan		
	12. Development of the Long Range Action Plan		
	13. Review of AORMA Annual Service Calendar		
	14. Review of Estimated Fund Balance @ 6/30/13 – Workers’ Compensation and Liability Programs		
	15. Review of Campus / Auxiliary Visit Schedule		
<i>AORMA Committee Meeting(Long Beach) – September 12, 2013 – Agenda Items</i>			
	1. Review of Estimated Fund Balance @ 6/30/13 – Workers’ Compensation and Liability Programs		
	2. Review of AORMA Program Expenses @ 6/30/13		
	3. Review and Acceptance of Liability Actuarial Study for FY 14/15		
	4. Review and Acceptance of Workers’ Compensation Actuarial Study for FY 14/15		
	5. Review of Target Surplus Funding Report		
	6. Approval of Liability and Workers’ Compensation dividend payable in July, 2014		
	7. Approval of FY 14/15 Liability Insurance Program – Total Funding		
	8. Approval of FY 14/15 Workers’ Compensation Insurance Program – Total Funding		
	9. Approval of FY 14/15 Property Insurance Program – Total Funding		
	10. Approval of FY 14/15 Crime Insurance Program – Total Funding		
	11. Review of AORMA’s approved legal counsel list		
	12. Approval of maximum allowable hourly rate for legal counsel		
	13. Review and approve revisions to the FY 14/15 Property program premium allocation		
	14. Review and approve revisions to the FY 14/15 Crime program premium allocation		
	15. Adoption of 2014 meeting calendar		
	16. Approval of 2014 AOA Conference sponsorship		
	17. Approval of AORMA Annual Service Calendar		
	18. Review of CSURMA Audit		
	19. Approval of 2013 liability claims audit		
	20. Approval of Policy and Procedure Review Schedule		

CSURMA AORMA SERVICE CALENDAR

RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
21. Approval of revisions to Policy & Procedure A-6 – Risk Reduction Matching Grant Program			
OCTOBER, 2013			
Nominations Committee	Poll eligible AORMA Committee members to determine which members are willing to be nominated for the Vice Chair position	10/15/13	Completed
Alliant Staff	Request FY 14/15 estimated Workers' Compensation payroll	10/01/13	Completed
Alliant Staff	Request completion of the FY 14/15 Liability application	10/01/13	
Alliant Staff / AORMA Chair	Send out notification of minimum Employment Practices Liability deductibles for FY 14/15	10/31/13	
<i>Programs Committee Meeting (Teleconference) – October 3, 2013 – Agenda Items</i>			
1. Review Workers' Compensation payroll desk audits			
2. Approval of meeting dates for 2014			
3. Approval of PC long range action plan			
4. Review of approved funding for the Liability, Workers' Compensation, Property and Crime programs			
5. Review of the Liability and Workers' Compensation actuarial studies			
6. Review of the Target Surplus Funding report			
7. Review the minimum Employment Practices Liability deductibles for FY 14/15			
8. Review of revised policy and procedure L-7 – EPL deductible			
9. Review of sample EPL deductible letter for FY 14/15			
10. Review of sample EPL deductible letter to retroactively change deductibles for FY 13/14			
11. Review and approval of revisions to the Property MOC regarding the new mandatory deductibles			
12. Approval of revisions to the Crime MOC regarding the new mandatory deductible			
13. Review of policy and procedure for new property program allocation formula			
14. Review of policy and procedure for new crime program allocation formula			
15. Review of VEBA trust additional information			

CSURMA AORMA SERVICE CALENDAR

NOVEMBER, 2013			
AORMA Chair / Alliant Staff	Prepare AORMA summary for AOA Executive Committee meeting on November 15, 2013	11/01/13	Completed
Alliant Staff	FORM 700 - Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process)	11/01/13	Completed
Liability TPA	Send out watch list for the liability claims review on November 12, 2013	11/08/13	Completed
Liability TPA	AORMA liability claims review	11/12/13	Completed
Alliant Staff	Send out Program Manuals	11/15/13	In Process
Alliant Staff	Completion of the Liability and Workers' Compensation dividend allocation for distribution in July, 2014	11/30/13	Completed
Alliant Staff	Completion of the Unemployment Insurance Program member allocation for FY 14/15	11/30/13	Completed
Alliant Staff	Completion of the Liability program member allocation for FY 14/15	11/30/13	Completed
Alliant Staff	Completion of the Workers' Compensation program member allocation for FY 14/15	11/30/13	Completed
Alliant Staff	Completion of the Property program member allocation for FY 14/15	11/30/13	Completed
Alliant Staff	Completion of the Crime program member allocation for FY 14/15	11/30/13	Completed
Alliant Staff	Review volunteer losses within the Workers' Compensation program	11/30/13	Completed
Alliant Staff	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30/13	11/30/13	Completed
<i>AORMA Committee Meeting (Sacramento) – November 6, 2013 – Agenda Items</i>			
1. Approval of long range action plan for 2014			
2. Discussion and approval of AOA Conference free registrations			
3. Vice Chair election will be held during the AORMA Committee meeting			
4. Review the minimum Employment Practices Liability deductibles for FY 14/15			
5. Approval of revised policy and procedure L-7 – EPL deductible			
6. Approval of sample EPL deductible letter for FY 14/15			
7. Approval of sample EPL deductible letter to retroactively change deductibles for FY 13/14			
8.			
9.			

CSURMA AORMA SERVICE CALENDAR

10. Approval of policy and procedure for new property program allocation formula			
11. Approval of policy and procedure for new crime program allocation formula			
12. Approval of the free AOA Conference attendees from CSURMA AORMA			
<i>MSLCT Committee Meeting (Teleconference) – November 18, 2013 – Agenda Items</i>			
1. Approval of meeting dates for 2014			
2. Approval of MSLCTC long range action plan			
3. Comprehensive discussion of the risk reduction matching grant program project criteria			
4. Approval of the Workers' Compensation Safety Program Award – Safety Superstar. Review optional Safety Superstar awards			
a) Review optional Safety Superstar awards - \$1,000 to \$5,000 to reward AO for reducing WC losses			
b) Review an award for largest reduction in exp mod			
5. Review proposed AORMA Shoes for Crews program			
6. Review progress of AORMA smartphone app – workers' compensation claims reporting			
7. Review progress of AORMA SkillsSoft / LawRoom pilot program			
8. Approval of revised risk reduction grant applications for Forty-Niner Shops, Inc. (Long Beach) and University Student Union (Northridge)			
<i>CSURMA EC</i>	<i>CSURMA Executive Committee Meeting (Sacramento)</i>	<i>11/06/13</i>	
<i>CSURMA BOD</i>	<i>CSURMA Board of Directors Meeting (Sacramento)</i>	<i>11/06/13</i>	
DECEMBER, 2013			
Alliant Staff	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	12/15/13	
AORMA Chair / Alliant Staff	Prepare AORMA summary for AOA Executive Committee meeting on January 11, 2014	12/27/13	
<i>AORMA Committee Meeting – December 5, 2013 – Agenda Items</i>			
1. Approval of Policy and Procedure L-7 – Employment Practices Liability (EPL) Deductible Options			
2. Approval of revisions to liability program memorandum of coverage to add “blanket” coverage for pension, health and welfare trusts			
3. Discussion and recommendation for approval of the Praesidium contract			

CSURMA AORMA SERVICE CALENDAR

Programs Committee	Programs Committee Meeting - December 12, 2013 – Agenda Items	12/12/13	
	1. Approval of the Liability and Workers' Compensation dividend allocation for distribution in July, 2014		
	2. Approval of the Workers' Compensation AORMA class codes rates for FY 14/15		
	3. Approval of the Unemployment Insurance Program member allocation for FY 14/15		
	4. Approval of the Liability program member allocation for FY 14/15		
	5. Approval of the Workers' Compensation program member allocation for FY 14/15		
	6. Approval of the Property program member allocation for FY 14/15		
	7. Approval of the Crime program member allocation for FY 14/15		
	8. Review of all Workers' Compensation member's experience modification factors		
JANUARY, 2014			
Alliant Staff	FORM 700 - JPA ADMIN finalizes current year member listing	1/02/14	
Alliant Staff	Completion of the AORMA Annual Report	1/05/14	
Nominations Committee	At the AOA Conference, during the AORMA Breakfast Presentation, announce the new Vice Chair as well as open seats on the AORMA Committee	1/07/14	
Alliant Staff	FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel	01/15/14	
Alliant Staff	Notify the Workers' Compensation program members of their experience modification factor in accordance with P&P W-3 – Satisfactory, Early Warning Notice or Termination Warning	1/15/14	
Alliant Staff	Final premium / rate letter to all AORMA members – include information regarding Workers' Compensation coverage for volunteers	1/31/14	
FEBRUARY, 2014			
Alliant Staff	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	2/01/14	
Alliant Staff	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	5/15/14	
Alliant Staff	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31/13	2/28/14	
Alliant Staff	Schedule the AORMA workers' compensation claims audit (every even year)	2/28/14	

CSURMA AORMA SERVICE CALENDAR

Alliant Staff	Schedule the AORMA liability claims audit (every odd year)	2/28/14	
<i>MSLCT Committee Meeting – February 3, 2014 – Agenda Items</i>			
1. Review of the MSLCTC budget for FY 14/15			
2. Recommended funding for the Risk Reduction Matching Grant Program for FY 14/15			
3. 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			
4. Identify the focus of the Risk Reduction Matching Grant Program for FY 14/15			
<i>Programs Committee Meeting - February 6, 2014 – Agenda Items</i>			
1. Review and approval of revisions to the Property MOC regarding the new mandatory deductibles			
2. Approval of revisions to the Crime MOC regarding the new mandatory deductible			
Liability TPA	Send out watch list for the liability claims review on February 18, 2014	2/14/14	
Liability TPA	AORMA liability claims review	2/18/14	
MARCH, 2014			
Alliant Staff	FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	3/01/14	
AORMA Chair / Alliant Staff	Prepare AORMA summary for AOA Executive Committee meeting on March 21, 2014	3/07/14	
Alliant Staff	FORM 700 - Follow up No. 4 - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	3/15/13	
Nominations Committee & Alliant Staff	Forward slate of nominees to fill the open seats on the AORMA Committee to the AOA Executive Committee for review and comment	3/20/14	
AORMA Committee Members and Staff	Completion of the Form 700 – Statement of Economic Interest	3/31/14	
WC Claims Consultant	Completion of the claims audit of the Workers' Compensation program (every odd-numbered year)		
Liability Claims Auditor	Completion of the claims audit of the Liability program (every even-numbered year)	3/14/14	
<i>AORMA Committee Meeting – March 20, 2014 – Agenda Items</i>			

CSURMA AORMA SERVICE CALENDAR

1. Review and approval of FY 13/14 CSURMA budget – midterm adjustments			
2. Review and approval of FY 14/15 CSURMA budget			
3. Review slate of nominees to fill the open seats on the AORMA Committee			
4. Review the Auxiliary Service Provider Report			
5. Review and accept the workers’ compensation claims audit (every even year)			
6. Review and accept the liability claims audit (every odd year)			
7. Review of excess insurance renewal report			
8. Discussion regarding the renewal of the Alliant Loss Control Services (risk control consulting) contract – one year contract expiring on June 30, 2014			
9. Discussion regarding the renewal of the Employers Group (HR consulting services) contract – one year contract expiring on June 30, 2014			
10. Discussion regarding the renewal of the TargetSolutions (on-line safety training) contract – three year contract expiring on June 30, 2015			
11. Discussion regarding the renewal of the Employers Edge (unemployment insurance claims administrator) contract – five year contract expiring on June 30, 2018			
12. Discussion regarding the renewal of the Carl Warren (AORMA third party liability claims administrator) contract – five year contract expiring on June 30, 2016			
13. Discussion regarding the renewal of the Sedgwick (Workers’ Compensation claims administration) contract – five year contract expiring on June 30, 2018			
14. Approval of revisions to the Property MOC regarding the new mandatory deductibles			
15. Approval of revisions to the Crime MOC regarding the new mandatory deductible			
<i>CSURMA EC</i>	<i>CSURMA Executive Committee Meeting</i>	<i>3/20/14</i>	
<i>CSURMA EC</i>	<i>CSURMA Executive Committee Long Range Planning Meeting</i>	<i>3/21/14</i>	
APRIL, 2014			
Alliant Staff	FORM 700 - JPA ADMIN sends all forms received to FPPC for processing	4/1/14	
Alliant Staff	FORM 700 - Campus Risk Pool Administrator verifies Campus Primary and Alternate representative remain in place by contacting campus representatives (i.e. ensure no leave of absence, retirement, change in duties, etc.)	4/01/14	
Alliant Staff	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	4/30/14	
Liability TPA	Send out watch list for the liability claims review on April 8, 2014	4/04/14	
Liability TPA	AORMA liability claims review	4/08/14	

CSURMA AORMA SERVICE CALENDAR

Alliant Staff	Send out ballot for AORMA Committee term beginning on July 1, 2014	4/01/14	
Alliant Staff	Receive back all AORMA Committee ballots for the term beginning on July 1, 2014	4/30/14	
AORMA Chair	Appoint the PC and MSLCTC Chair for a one year term beginning on July 1, 2014	4/30/14	
Alliant Staff	Send out letter from the AORMA Chair appointing the new PC and MSLCTC Chair for the term beginning on July 1, 2014	4/30/14	
<i>MSLCT Committee Meeting (Teleconference) – April 7, 2014 – Agenda Items</i>			
1. Approve the blank grant application and a maximum per Member grant amount			
2. Review the Auxiliary Service Provider Report			
3. Discussion regarding the renewal of the Alliant Loss Control Services (risk control consulting) contract – one year contract expiring on June 30, 2014			
4. Discussion regarding the renewal of the Employers Group (HR consulting services) contract – one year contract expiring on June 30, 2014			
5. Discussion regarding the renewal of the TargetSolutions (on-line safety training) contract – three year contract expiring on June 30, 2015			
6. Discussion regarding the renewal of the Employers Edge (unemployment insurance claims administrator) contract – five year contract expiring on June 30, 2018			
7. Recommendation for MSLCTC Chair for FY 14/15			
<i>Programs Committee Meeting – April 10, 2013 – Agenda Items</i>			
1. Recommendation for PC Chair for FY 14/15			
MAY, 2014			
Alliant Staff	FORM 700 - Campus Risk Pool Administrator confirms replacement appointees with campus president, reports changes to JPA ADMIN, JPA ADMIN sends entering and leaving office notices to FILER, Campus Risk Pool Administrator conducts BOD orientation	5/1/14	
Alliant Staff	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	5/15/14	
AORMA Chair / Alliant Staff	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2014	5/30/14	
AORMA Chair / Alliant Staff	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2014		
Alliant Staff	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2014	5/30/14	

CSURMA AORMA SERVICE CALENDAR

Alliant Staff	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2014	5/30/14	
Alliant Staff	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/14	5/30/14	
<i>AORMA Committee Meeting – May 8, 2014 – Agenda Items</i>			
	2. Review of excess insurance placements reports		
	3. Approval of binding authority on the excess insurance placements		
	4. Announce the outcome of the AORMA Committee election		
	5. Announce the appointment of the PC and MSLCTC Chair for the one year term beginning on July 1, 2014		
	6. Approval of the renewal of the Alliant Loss Control Services (risk control consulting) contract – one year contract expiring on June 30, 2014		
	7. Approval of the renewal of the Employers Group (HR consulting services) contract – one year contract expiring on June 30, 2014		
	8. Approval of the renewal of the TargetSolutions (on-line safety training) contract – three year contract expiring on June 30, 2015		
	9. Approval of the renewal of the Employers Edge (unemployment insurance claims administrator) contract – five year contract expiring on June 30, 2018		
	10. Approval of the renewal of the Carl Warren (AORMA third party liability claims administrator) contract – five year contract expiring on June 30, 2016		
	11. Approval of the renewal of the Sedgwick (Workers' Compensation claims administration) contract – five year contract expiring on June 30, 2018		
<i>CSURMA EC</i>	<i>CSURMA Executive Committee Meeting</i>	<i>5/09/14</i>	
<i>CSURMA BOD</i>	<i>CSURMA Board of Directors Meeting</i>	<i>5/09/14</i>	
JUNE, 2014			
Alliant Staff	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	6/01/14	
AORMA Chair / Alliant Staff	Prepare AORMA summary for AOA Executive Committee meeting on June 6, 2014		
JULY, 2014			
<i>AORMA Officers</i>	<i>AORMA Officers Retreat – Location TBD</i>	<i>TBD</i>	
Alliant Staff	FORM 700 - JPA ADMIN sends entering and leaving office notices to AORMA FILERS who will be taking office on AORMA and Standing Committees	7/01/14	

CSURMA AORMA SERVICE CALENDAR

Alliant Staff	Send to CSU Accounting the approved Liability and Workers' Compensation dividend allocation for processing	7/01/14	
Alliant Staff	Request a review of the claims activity within the UIP – claims activity variations of more than 10% above or below pricing levels used will resulting in a pricing adjustment	7/05/14	
Alliant Staff	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	7/05/14	
Alliant Staff	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	7/14/14	
CSU Accounting	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	7/15/14	
Alliant Staff	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	7/21/14	
Alliant Staff	Distribute the Liability and Workers' Compensation dividend checks	7/31/14	
Alliant Staff	FORM 700 - FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]	7/28/14	
<i>MSLCT Committee Meeting – July 28, 2014 – Agenda Items</i>			
1. Review grant applications, and if found to be appropriate and consistent with the purpose of the Program, approve the grants			
<i>Programs Committee Meeting – July 31, 2014 – Agenda Items</i>			
AUGUST, 2014			
SEPTEMBER, 2014			
<i>AORMA Committee</i>	<i>AORMA Committee Long Range Planning Meeting</i>	<i>9/10/14</i>	
<i>AORMA Committee</i>	<i>AORMA Committee Meeting</i>	<i>9/11/14</i>	
<i>CSURMA EC</i>	<i>CSURMA Executive Committee Meeting</i>	<i>9/12/14</i>	
OCTOBER, 2014			
<i>AORMA Committee</i>	<i>AORMA Committee Meeting</i>	<i>10/23/14</i>	
<i>CSURMA EC</i>	<i>CSURMA Executive Committee Meeting</i>	<i>10/24/14</i>	
<i>CSURMA BOD</i>	<i>CSURMA Board of Directors Meeting</i>	<i>10/24/14</i>	

CSURMA AORMA SERVICE CALENDAR

NOVEMBER, 2014			
<i>MSLCT Committee</i>	<i>MSLCT Committee Meeting (Teleconference)</i>	<i>11/17/14</i>	
DECEMBER, 2014			
<i>Programs Committee</i>	<i>Programs Committee Meeting (Teleconference)</i>	<i>12/11/14</i>	