



6.	<b>AORMA Short-Term Disability Program</b> <i>The Committee will hear an update from Dennis Miller regarding the Members' interest in creating a Short-Term Disability program</i>	I	<i>p. 16</i>
7.	<b>Approval of the FY 13/14 Risk Reduction Matching Grant Program Awards</b> <i>The Committee will be asked to review the grant applications and approve the grant recipients</i>	A	<i>p. 17</i>
<b>D. INFORMATION ITEMS</b>			
1.	<b>Alliant Loss Control – Utilization Report</b>	I	<i>p. 60</i>
2.	<b>TargetSolutions – Utilization Report</b>	I	<i>p. 62</i>
3.	<b>Employers Group – Utilization Report</b>	I	<i>p. 66</i>
4.	<b>FY 12/13 Long Range Action Plan</b>	I	<i>p. 68</i>
5.	<b>2013 CSURMA AORMA Meeting Calendar</b>	I	<i>p. 75</i>
6.	<b>AORMA Committee and Standing Committees - Roster</b>	I	<i>p. 78</i>
<b>E. ADJOURNMENT</b>			
<i>The next meeting is scheduled for November 18, 2013 as a teleconference meeting.</i>			

**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.

**Agenda Item C2**  
**CSURMA AORMA Member Services, Loss**  
**Control & Training Committee**  
**Meeting Date: August 26, 2013**

**APPROVAL OF MEETING MINUTES – JUNE 3, 2013**

**ISSUE:** The Committee will be asked to review and approve the draft minutes from the June 3, 2013, Members Services, Loss Control and Training Committee meeting.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Meeting Minutes – June 3, 2013

**MINUTES OF THE CSURMA AORMA  
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE  
JUNE 3, 2013**

**TELECONFERENCE MEETING  
11:00 AM**

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**MEMBERS PRESENT**

Dwayne Brummett (Chair), Associated Students, Inc. (Cal Poly San Luis Obispo) *Left the meeting at 12:03 PM*

Dennis Miller, Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)

Raven Tyson, Associated Students of San Diego State University (ASI San Diego)

Arnecia Bryant, Loker University Student Union (CSU Dominguez Hills)

Kristin Kelly, Student Union of San Jose State University (San Jose State University) *Joined the meeting at 11:41 AM*

**MEMBERS ABSENT**

Peter Neville, Sonoma Student Union Corporation (Sonoma State University)

**STAFF, GUESTS AND CONSULTANTS**

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

Mimi Long, Alliant Insurance Services, Inc.

Brent Escoubas, Alliant Insurance Services, Inc.

Tevea Him, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

The meeting was called to order by Dwayne at 11:12 AM.

**B. PUBLIC COMMENTS**

There were no public comments.

**C. GENERAL ADMINISTRATION**

**C1. Approval of the Agenda Order**

A motion was made to approve the agenda as presented.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly				X
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C2. Approval of Meeting Minutes – February 4, 2013**

A motion was made to approve the February 4, 2013, MSLCTC meeting minutes.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly				X
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C3. Review and Approval of the FY 13/14 MSLCTC Expenses within the CSURMA Budget**

Mimi Long explained that the MSLCTC maintains a budget for its annual loss control and training expenses. The Operating Revenues of \$300,844 have already been approved by the AORMA Committee, CSURMA EC and CSURMA BOD. At this meeting, the MSLCTC will discuss and approve the expense items within the MSLCTC budget.

Highlights for FY 13/14:

- *Alliant Loss Control Services* – Brent Escoubas has lowered the cost for the FY 13/14 contract due to his relocation to Northern California. He is hopeful that this move will reduce his overall travel expenses. This expense has decreased from \$90,525 to \$87,000.
- *Target Safety* – The annual fee for this contract will remain the same at \$80,750.

- *Employers Group / HR Services* – The contract is being renewed by addendum with the same terms and conditions. The pricing is slightly lower due to contract term change. The annual fee for this contract is \$27,645 which is a \$210 reduction.
- *Minors on Campus and Theater Safety Training* – This is new training proposed and approved by the CSURMA EC. The total cost budgeted for the training is \$110,000. AORMA’s portion of the total is \$15,831. The remaining costs are allocated to the campuses.
- *AOA Sponsorship* – After AOUIT was terminated, the AORMA Committee agreed to increase its sponsorship to \$18,000. In the past, AOUIT contributed \$3,000 to AOA annually.
- *Fitting the Pieces Conference* - Historically, a portion of the cost for the Fitting the Pieces Conference was allocated to AORMA. This year, however, a separate line item is included so it appears that it is a new expense.
- *Risk Reduction Grant Program* - \$35,000 is included within the budget. The MSLCTC member recommended that this be increase to \$40,000 so that four grants of \$10,000 each are available.

A motion was made to approve the expense items within the FY 13/14 MSLCTC budget as presented and increase the Risk Reduction Grant Program expense from \$35,000 to \$40,000.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly				X
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C4. Review of Approval of Policy and Procedure A-6, Risk Reduction Matching Grant Program**

Mimi Long let the committee members know that the AORMA Committee reviewed Policy & Procedure A-6 – Risk Reduction Matching Grant Program at its meeting on March 21, 2013 and that the AORMA committee asked that the Policy & Procedure be revised to include a timeline for the Member to complete the grant project. The following wording was added to the Policy & Procedure:

1. To access funds under the Program, a Member must complete the grant application which will include;
  - a. A description of the proposed risk reduction project
  - b. The [anticipated timeline for completion of the risk reduction project](#).
  - c. An estimate of the total costs for the proposed risk reduction project.
  
2. The Member will be expected to complete the proposed risk reduction project within the timeline provided within the grant application. The MSLCTC may rescind the grant if the Member has not started, or completed, the risk reduction project within the timeframe proposed.

The AORMA committee approved the attached version of Policy & Procedure A-6 at its meeting on May 9, 2013.

The MSLCTC members reviewed the changes made by the AORMA committee and directed staff to suggest the following additional changes to Policy & Procedure A-6 – Risk Reduction Matching Grant Program:

1. To access funds under the Program, a Member must complete the grant application which will include;
  - a. A description of the proposed risk reduction project
  - b. The anticipated timeline for completion of the risk reduction project.
  - c. An estimate of the total costs for the proposed risk reduction project.
  
2. The Member will be expected to complete the proposed risk reduction project within the timeline provided within the grant application. [Upon review](#), the MSLCTC may rescind the grant if the Member has not started, or completed, the risk reduction project within the timeframe proposed.

A motion was made to recommend approval to the AORMA committee of the revision above to Policy & Procedure A-6 – Risk Reduction Matching Grant Program, as noted above.

**MOTION: Dennis Miller**  
**SECOND: Arnechia Bryant**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly	X			

NAME	AYES	ABSTAIN	NAYS	ABSENT
Peter Neville				X
Arnecia Bryant	X			
Raven Tyson	X			

**C5. Approval of the FY 13/14 Risk Reduction Matching Grant Program Application, Cover Letter and Maximum per Member Grant Amount**

The MSLCT committee members reviewed the Risk Reduction Matching Grant Program application and cover letter and directed staff to revise the Risk Reduction Matching Grant application cover letter as follows:

You will be expected to complete the proposed risk reduction project within the timeline provided within your application. The MSLCTC may ~~reevaluate~~ ~~reconsider~~ the grant ~~award~~ if your project has not been started, or completed, within the timeframe proposed.

The committee members also discussed the Risk Reduction Matching Grant budget amount of \$40,000. It was decided that four grants in the amount of \$10,000 would be awarded within FY 13/14.

The focus of the grant for FY 13/14 is reduction of workers' compensation losses. The committee members directed staff to send the application out to all AORMA members rather than just the workers' compensation members.

Brent Escoubas mentioned that he is receiving requests to assist with specialized smartphone training modules. The committee members wondered if it would make sense to utilize the services of an outside contractor who was equipped to design these smartphone modules. Mimi Long will add this to the AORMA officers retreat agenda for discussion.

A motion was made approve the Risk Reduction Matching Grant Program application and cover letter with the one change noted above and to approve four grants in the amount of \$10,000 each.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett				X
Dennis Miller	X			
Kristin Kelly	X			
Peter Neville				X
Arnecia Bryant	X			

NAME	AYES	ABSTAIN	NAYS	ABSENT
Raven Tyson	X			

**C6. Discussion Regarding Employment Practices Liability Training**

During the MSLCTC meeting on February 4<sup>th</sup>, the committee decided to look into creating EPL specialized training. The committee felt that the EPL training needed to address the corporate culture within the auxiliaries and should be appropriate for all supervisors. The basic idea discussed was short training modules on a variety of management techniques. Dennis Miller agreed to work with other CSU Auxiliary HR staff to suggest a list of EPL training modules to create.

Dennis Miller discussed this idea with the AOA HR committee member and solicited ideas for training modules. The response to his request was minimal.

Mimi Long suggested that the topic of EPL training be discussed at the AORMA officers retreat and that the officers give the MSLCTC direction with regarding to EPL loss reduction.

No action was taken.

**C7. Discussion Regarding Health Care Reform Consultation**

Dennis Miller discussed the need for a health care reform consultation regarding compliance and implementation. The committee members felt that this type of service should be run through the AOA rather than AORMA.

No action was taken.

**C8. Discussion Regarding On-Line Training**

Currently, AORMA has a contract with TargetSolutions for online training. All 23 campuses have now successfully moved over to SkillSoft and LawRoom for all of their online training. It has been suggested that the Auxiliaries may benefit from utilizing the same online training platform as the campuses. SkillSoft and LawRoom have proposed a 50 seats / two month promotional offer for AORMA to review the online training platform for the AORMA members.

The committee member thought it would be beneficial to have a presentation at the AOA HR meeting in July to review the platform. Raven Tyson and Haleh Minakary both volunteered to test out the platform if AORMA receives the promotional seats from Skill Soft and LawRoom. Mimi Long will contact Nicole Lane to see if the agenda can be amended to include this presentation.

**C9. Discussion and Recommendation for the New MSLCTC Chair for the Term of July 1, 2013 to June 30, 2014**

Annually, the AORMA Committee Chair will appoint a new Chair of the Member Services, Loss Control and Training Committee (MSLCTC). The Chair of the MSLCTC must also be an AORMA Committee member. Every spring, the membership of the MSLCTC will recommend to the AORMA Committee Chair a nominee for the Chair position. The following MSLCTC member is also on the AORMA Committee and therefore qualified to serve as the MSLCTC Chair:

Dwayne Brummett, Associated Students, Inc., Cal Poly San Luis Obispo

A motion was made to recommend Dwayne Brummett as the MSLCTC Chair for FY 13/14.

**MOTION: Dennis Miller**

**SECOND: Raven Tyson**

**MOTION CARRIED**

<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
Dwayne Brummett				<b>X</b>
Dennis Miller	<b>X</b>			
Kristin Kelly	<b>X</b>			
Peter Neville				<b>X</b>
Arnecia Bryant	<b>X</b>			
Raven Tyson	<b>X</b>			

**C10. Review of Auxiliary Service Provider Report**

The committee members reviewed the Auxiliary Service Provider Report. There were no comments.

**D. INFORMATION ITEMS**

The following information items were reviewed by the Committee:

- D1. Alliant Loss Control – Utilization Report**
- D2. TargetSolutions – Utilization Report**
- D3. Employers Group – Utilization Report**
- D4. FY 12/13 Long Range Action Plan**
- D5. 2013 CSURMA AORMA Meeting Calendar**
- D6. AORMA Committee and Standing Committees – Roster**

**E. ADJOURNMENT**

The meeting was adjourned at 12:49 PM.

## **USE OF TECHNOLOGY IN SAFETY TRAINING**

**ISSUE:** How can technology make conducting business with CSURMA AORMA easier?

The Committee will be asked to (1) develop a long term safety technology plan for FY 13/14 and, (2) discuss ideas for smartphone applications to be presented at the AOA Conference in January, 2014.

These are some of the smartphone application ideas discussed at the AORMA Officers Retreat – How to Report a Claim (What to do When a Loss Occurs), Vehicle Safety Inspection Checklist, Documentation of Tailgate Safety Sessions.

**RECOMMENDATION:** Staff recommends that the committee members discuss AORMA's use of technology and direct Staff to take action as appropriate.

**FISCAL IMPACT:** To be determined.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

## **LIABILITY CLAIMS REVIEW – LESSONS LEARNED**

**ISSUE:** The AORMA Chair and Vice Chair will be meeting with Carl Warren Staff, CSURMA JPA Program Administration Staff and CSU Chancellors Office Staff on a quarterly basis and will be reviewing all large (incurred amounts in excess of \$25,000) open claims and all Employment Practices claims with the purpose of;

1. Establishing “lessons learned” that can be brought to the entire AORMA membership
2. Establishing a timeline for settlement
3. Reviewing Carl Warren’s settlement strategy, timeline and settlement reserve amount
4. Reviewing Carl Warren’s watch list write up and recommending revisions as appropriate

The lessons learned from the Employment Practices Liability (EPL) claims will be received from defense counsel after final resolution of the claim. These lessons learned will be added to the AORMA EPL lessons learned presentation. The lessons learned from “other than EPL” claims will be received from defense counsel when appropriate. Staff will redact all confidential information and format into a Lessons Learned AORMA Bulletin.

**RECOMMENDATION:** Staff is requesting the Committee’s input as to the best way to distribute the lessons learned from EPL and other than EPL claims so that it has the greatest impact with the AORMA membership.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** To be determined.

**ATTACHMENT(S):** None.

## **ON-LINE TRAINING OPTIONS – SKILLSOFT AND LAWROOM**

**ISSUE:** Currently, AORMA has a contract with TargetSolutions for online training. All 23 campuses have now successfully moved over to SkillSoft and LawRoom for their online training. It has been suggested that the Auxiliaries may benefit from utilizing the same online training platform as the campuses. SkillSoft and LawRoom have proposed a 50 seats / two month promotional offer for AORMA to review the online training platform.

During the AOA HR Committee meeting in San Luis Obispo, the members were asked if they would be interested in reviewing the on-line training platform with the goal of providing a recommendation to the MSLCTC and the AORMA Committee for future utilization of SkillSoft and LawRoom. The following Auxiliaries expressed an interested in previewing the platform:

1. The CSU, Chico Research Foundation
2. Associated Students, San Jose State University
3. University Enterprises Corporation at CSUSB
4. Cal Poly Pomona Foundation, Inc.
5. California State University, Fresno Association, Inc.
6. Associated Students, SDSU

David Kervella, the Senior Director for Systemwide Professional Development, Human Resources will need to design an access hub for those auxiliary employees that do not work within the PeopleSoft network. Once that is complete, the AORMA members can begin previewing the platform.

**RECOMMENDATION:** This item is for information only; no action is being recommended.

**FISCAL IMPACT:** None at this time.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

**DISCUSSION REGARDING AN AORMA SHORT-TERM DISABILITY  
INSURANCE PROGRAM**

**ISSUE:** Dennis Miller, from Cal Poly Pomona Foundation, Inc., surveyed the AORMA members to see if there is sufficient interest in creating an AORMA short-term disability program. Dennis let Staff know that there is not sufficient interest in this type of program and therefore the project is being terminated for now.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** California State Disability Insurance (SDI) is a partial wage-replacement insurance plan for California workers. The SDI programs are State-mandated and funded through employee payroll deductions. Workers covered by SDI are covered by two programs: Disability Insurance (DI) and Paid Family Leave (PFL). The DI program provides affordable, short-term benefits to eligible workers who suffer a loss of wages when they are unable to work due to a non work-related illness or injury, or due to pregnancy or childbirth. The PFL program was established for workers who suffer a loss of wages when they need to take time off from work to care for a seriously ill child, spouse, parent, registered domestic partner, or to bond with a new child.

California law allows employers or a majority of employees to apply to EDD for approval of a Voluntary Plan (VP) for the payment of DI and PFL insurance benefits to their employees in lieu of the mandatory State plan coverage. To be approved for a VP, the employer must post a security deposit with the EDD to guarantee that it meets all obligations of the VP. The benefits and rights under a VP must be equal to or exceed the State plan in all respects and provide at least one greater right or benefit than provided by the State plan.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

## **APPROVAL OF THE FY 13/14 RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM AWARDS**

**ISSUE:** The Risk Reduction Matching Grant Incentive Program application was sent out by staff in early June, 2013. Applications were received from ten different auxiliary organizations. Four grants in the amount of \$10,000 have been approved by the MSLCTC. The MSLCTC now has the task of reviewing the applications and if found to be appropriate and consistent with the purpose of the matching grant incentive program, awarding the grants.

**RECOMMENDATION:** Staff recommends that the MSLCTC review the grant applications and award the grants as appropriate.

**FISCAL IMPACT:** \$40,000 is currently in the FY 13/14 CSURMA budget for the Risk Reduction Matching Grant Incentive Program.

**BACKGROUND:** Applications were received from ten different Auxiliary Organizations. A description of each grant project is included below:

University Glen Corporation, CSU Channel Islands

1. **\$10,869** - *Purchase of slip resistant tape and treads, life vests, ring buoys, pool master life hooks and poles and dock box to store the safety equipment.* Potential for slip, trip and fall. With significant moisture inherent in any facility located near a natural body of water, we must be concerned with the walking surfaces of the facility being “slippery when wet”. The primary concerns are the surface of (1) the outer upper deck of the building, and (2) the surface of the dock facility adjacent to the water. It is also imperative that water safety equipment be available (and properly stored) for use by our employees, as well as our guest.
2. **\$1,733** - *Purchase of hydraulic lift table, chair dollys, table dollys.* Our second area of concern is the lifting and carrying aspect of moving tables, chairs and equipment throughout the center while providing maintenance to the facility, in addition to facilitating educational opportunities, events and catering services.
3. **\$7,000** - *Safety training for staff.*

CSU Fullerton Auxiliary Services Corporation

1. **\$2,000** – *Purchase of back support belts and anti-fatigue mats.* At our Titan Shops bookstore warehouse we would like to purchase back support belts to reduce the risk of back injury. We are also looking to purchase some Anti-fatigue mats. These mats will help reduce back, neck, leg and foot fatigue.

#### Humboldt State University Center

1. **\$20,000 to \$24,000** – *Designing and constructing a food preparation floor mat cleaning station.* Presently, heavy rubber floor mats that are used in a food preparation area are brought up to a loading dock, laid flat on the dock to be cleaned using a hot water hose. The area used is open to the elements, has heavy foot traffic and does not have adequate drainage. This project involves installing a designed cleaning station with a covered overhang that will provide a safer way of hanging the mats on an elevated bar. This will greatly reduce the carrying and lifting now required. The drain will go directly into the sanitary sewer instead of across a parking area into a storm drain. This will also eliminate the health and safety issues that are presently created due to food particles that come off the mats and the slip hazard created by exposure to the elements and the water used for cleaning.

#### Forty-Niner Shops, Inc., CSULB

1. **\$99,715** – *Purchase of lighter weight catering tables and chairs.* We have seen continued growth in our catering department and our business is changing. As we grow we have found that our current tables and chairs are not user friendly due to the weight, causing us concern when it comes to employee safety. We move them several times a week and it's only a matter of time before a staff member gets injured (back or pulled muscle injury). The chairs weigh 50lbs and the tables depending on size weigh 125lbs to 160lbs with an iron base.

#### University Student Union, CSU Northridge

1. **\$9,804** – *Purchase of lighter weight event tables and storage cart.* Reduction of weight and vertical lift requirements for outdoor event tables by replace existing wood/metal 30" x72" folding banquet tables with equivalent POLYlite Tables. Existing tables weigh 59 pounds each and are stored on a horizontal transport cart. As the cart is emptied, the employee is required to bend lower to lift each subsequent table. The replacement tables weigh only 39 pounds each reducing weight to be carried and are stored on edge allowing the tables to be lifted without significant bending as required for the flat storage. In addition, the plastic material will reduced the risk of hand injury from splinters and cuts as the plastic tables are not subject to chipping, splintering or peeling, and have no edge band around the table.
2. **\$1,700** – *Purchase of water cart.* Many potted plants have been added throughout the exterior of University Student Union. They are currently water by hand, using five gallon

buckets that are filled with water and placed on the back of a service cart. The buckets then have to be lifted and carried to the plant to water it. This cart would allow our grounds workers to fill the cart and push it to the closest proximity of the plant. This cart with an integrated pump and 15 foot hose would eliminate all lifting from the watering process.

Cal Poly Pomona Foundation, Inc.

1. **\$20,400** – *Purchase of 360 pairs of shoes from Shoes for Crews and 60 back braces for Foundation employees including part-time and student employees.*

Associated Student, CSU Sacramento

1. **\$2,125** – *Purchase of floor mats, extension cord covers, flammable cabinet and tricycle 3-speed cargo bike.*
  - a. Floor mats to reduce the slipperiness when wet from people walking in with wet shoes from rain. Our Concrete floor is very slippery when wet. Three lobby floor mats are needed.
  - b. Extension cord covers. Currently there are some tools that are used where our staff needs to put an extension cord across a walk area. Need covers to reduce trip hazard.
  - c. Replace flammable cabinet. Current one is too small, so items get left around the base of it, which make for tripping hazard, not to mention a fire hazard. Need 45 gallon capacity.
  - d. Tricycle 3-speed cargo bike. Currently employees ride a bicycle with a large front basket and sometimes they overload it while conducting errands; riding it can be wobbly. Potential fall-related injury. If we had a tricycle with cargo basket, it would be much more stable and safe. Estimate is based on KHS product since we are a vendor and can order at cost.
2. **\$6,840** - *Replace and/or purchase of ropes course equipment.*
  - a. *Purchase of an additional extension ladder.* Sometimes staff will not wait for the other one to be done being used and will use other methods to get themselves higher. We need an additional ladder to increase likelihood of staff actually using the appropriate means to reach up high. Brand option: Werner Fiberglass Flat D-Rung Extension Ladder (250 lb. load capacity, duty rating).
  - b. *Replacement of tower platform.* Replacing the platform entails renting a boom lift, wood, screws, stain and labor. Tower platform has some dry rot and poses a hazard if the dry rot continues to ‘grow’. Injury related to fall is the risk reduction.
  - c. *Replacement of J-pole steps.* These are a specialized type of equipment that create foot holds for our employees and participants to climb the poles and trees on our ropes course. Many of our current stepping pegs have been overgrown by the trees and need to be replaced. Estimate includes equipment plus labor.
  - d. *Purchase of big wall harnesses for maintenance climbing.* Our regular harnesses don’t have enough padding for hanging in the air for long time frames. Our employees need what are called “Big Wall Harnesses” for doing maintenance.

Currently, it is uncomfortable for our staff when doing maintenance and inspections and the discomfort could be enough of a distraction to produce human errors while doing critical safety work. We can order these at a discount. Would like 4-6. I have estimated for 6.

3. **\$11,520** - *Staff training*. Currently we require our trip leaders to have wilderness first aid training. The head rafting guides are required to complete swiftwater rescue training. Also, our team leads for our ropes course are required to attend at least one in-house rescue training annually. The following items would be a significant bolstering to our adventure staff training this coming year. The more we invest in our staff training, the more likely we avoid injuries and potential lawsuits. In my experience, formal training increases employee awareness of what the risks are and how to avoid them in them and/or manage/mitigate them.
  - a. *Swiftwater rescue training* to be included in our annual guide training. Next training would be in spring 2014. Cost estimate is based on Sierra Rescue's pricing. This is a highly reputable company that serves the Sacramento area and beyond. \$425/person x 10 people
  - b. *Wilderness first responder training*. 80-hour course designed for outdoor trip leaders who are more than 30 minutes away from advanced medical care. Course includes CPR for professional rescuer. \$260/person x 20 students
  - c. *PCIA Climbing Instruction course* would be a great addition for our rock climbing trip leaders. Currently, only our Outdoor Trip Supervisor has this certification, but it would be highly beneficial to provide this level of training for the leaders who are actually in the field. PCIA is the organization that is recognized in this industry, especially for college-based programming.

University Enterprises, Inc., Sacramento State University

1. **\$1,000** – *Staff training*. We currently have about 150 staff in our department. With recent changes, we will be hiring 120 new staff in the next 6 months. This would be an excellent topic to reinforce with current staff and training opportunity to train new staff. It would protect their quality of life and reduce OJT injuries/time loss.

Aztec Shops, LTD., SDSU

1. **\$28,910** – *Reimbursement of costs for the purchase of a gravity fed ice bin and costs of the trench drain installation*. The dining services operations went for years with no drain under the ice bin. This required a shovel to retrieve ice which created a potential hazard with both lifting and slips, trips and falls. We purchased a new gravity fed bin and installed a trench drain to capture any spills. The new system is significantly safer due to drier floors and reduced exposure to back injuries due to the gravity feed of the new bin.
2. **\$2,700** – *Replacement of non skid epoxy coating*. Replace coating on north and south steps and entry to the SDSU Bookstore with a non skid epoxy coating. Current coating is chipped and worn smooth and slippery when wet.

Cesar Chavez Student Center, SFSU

1. **\$15,064** – *Purchase of crown control safety barriers.* Traditionally, the campus has been a commuter campus, with most students living and socializing off-campus. However, over the past years the numbers of students living in dormitories and other campus housing has increased. The need for on campus, and, in particular, late-night entertainment has correspondingly increased. The CCSC has therefore worked with our university partners at Student Life, and with the Associated Students, to provide safe music and dance events. These events, such as festivals, concerts and dance parties, attracted attendances of between 300-1000 students. Noise Complaint dance parties occur monthly, and The Depot, the CCSC's live entertainment space, has successfully raised its profile as a San Francisco music venue and is attracting bands with larger followings, so that crowds of 300-400 people occur 2 or 3 times a semester. Situations such as these, and other public celebrations such as sporting events, require crowd control barriers that can offer a temporary sturdy wall that will hold a large group of people from moving forward toward an area that might be considered unsafe. Stages often have high voltage cables around the area and the need to keep crowds from interacting with the instruments and cables is necessary. These barriers will be used in the CCSC's Depot (live entertainment venue), Jack Adams Hall (largest space in the building), Malcolm X Plaza (outdoor event space), and Amphitheater (roof top entertainment space.)

Policy and Procedure A-6 - Risk Reduction Matching Grant Program states the following. Action taken by the MSLCTC and Staff is noted in blue italics:

1. Annually, the Member Services, Loss Control and Training Committee (**MSLCTC**) will complete the following activities:
  - a. Propose to the AORMA Committee a budget amount for the **Program**. (*\$40,000 was included in the CSURMA budget for the Risk Reduction Matching Grant Program.*)
  - b. Review the Liability and Workers' Compensation loss information to identify patterns and claims which may be preventable with the (1) purchase, replacement or upgrade of physical property or (2) development of specialized training. (*At its meeting on February 4, 2013, the MSLCTC reviewed AORMA loss runs and identified patterns.*)
  - c. Identify the focus of the **Program** for the upcoming fiscal year. (*At its meeting on February 4, 2013, the MSLCTC identified the focus of the FY 13/14 Program.*)
  - d. Approve a grant application and a maximum per **Member** grant amount. (*At its meeting on June 3, 2013, the MSLCTC approved the grant application and the maximum per member grant amount of \$10,000.*)
  - e. Send out a memo to all **Members** identifying the focus of the **Program** and inviting **Members** to apply for the grant by completing the grant application. (*Staff sent out grant application along with the grant application cover letter in June, 2013 which explained the process for applying for the grant and the focus of the grant for FY 13/14.*)

- f. Along with the Program Administrator, the grant applications will be reviewed, and if found to be appropriate and consistent with the purpose of the **Program** may be approved by the MSLCTC. *(The grant applications will be reviewed at today's meeting.)*

**PUBLICATION:** The MSLCTC Chair along with Staff will contact all of the Auxiliary Organizations that applied for a grant and apprise them of the MSLCTC's decision regarding the award.

**ATTACHMENT(S):**

- a) University Glen Corporation, CSU Channel Islands – Application
- b) CSU Fullerton Auxiliary Services Corporation - Application
- c) Humboldt State University Center - Application
- d) Forty-Niner Shops, Inc., CSULB – Application
- e) University Student Union, CSU Northridge – Application
- f) Cal Poly Pomona Foundation – Application
- g) Associated Student of CSU Sacramento
- h) University Enterprises, Inc., CSU Sacramento
- i) Aztec Shops, SDSU – Application
- j) Cesar Chavez Student Center, SFSU – Application
- k) AORMA Policy & Procedure A-6 – Risk Reduction Matching Grant Incentive Program

# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

University Glen Corporation, CSU Channel Islands

**Total anticipated costs for the risk reduction project: \$** 19,602.11

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

Please see attached.

**Anticipated start date and completion date of your risk reduction project:**

August 1, 2013 - December 31, 2013

**Informational attachments (optional):**

*Please email your completed application to Mimi Long*

*[m.long@alliant.com](mailto:m.long@alliant.com)*

## AROMA Risk Reduction Matching Grant Proposal

The Channel Islands Boating Center is a facility to provide educational and recreational opportunities for students of California State University Channel Islands and Ventura County residents. The facility includes classrooms, a conference room, showers and lockers, and both indoor and outdoor boat storage. The



exterior and lobby area includes a variety of exhibits about the marine environment. The total size of the facility is about 15,000 square feet of building plus outdoor boat storage, along with a handicapped accessible dock structure that also provides boat storage. While the main focus of the Center is to teach boating skills and support boaters, it will also provide outreach regarding the marine environment. In this regard, the

CI Boating Center will provide educational opportunities about the Channel Islands marine environment, natural history, challenges to preservation, and current efforts to preserve this environment. These exhibits will be available to the public at large, but will also be useful to CI students, school groups, and community groups.

California State University Channel Islands will provide a range of for-credit and non-credit recreational activities at the Boating Center. It will be the home of the University's award winning sailing team, and will also provide a location to start a rowing team, while also making kayaking, paddle boarding, and other outdoor activities available to students. The University will offer public classes through extended education, youth sailing and summer recreation programs, public lectures and events. In addition to boating activities, the Center will include both exterior and interior exhibits focused on the natural environment off the Ventura County coast,



including the Santa Barbara Channel and the Channel Islands. Programming will benefit enrolled university students, adult extended education students, the K-12 school-based population, and the public at large. Classroom space is included in the facility, as well as shower and locker areas for classrooms. The dock is directly adjacent to the building and will provide direct access to the water.

In June of 2013, CSU Channel Islands University Glen Corporation undertook the operation of the Center under the terms of a long-term lease with the County, which owns the land in fee.

**Scope of the Proposed Risk Reduction Project:**

Two areas of concern present themselves as we look at funding specialized training, safety equipment and physical improvements to enhance our existing risk reduction measures at the CI Boating Center.

The first area of concern is the potential for slip, trip and fall. With significant moisture inherent in any facility located near a natural body of water, we must be concerned with the walking surfaces of the facility being “slippery when wet”. Of primary concern are the surface of the outer upper deck of the building, and the surface of the dock facility adjacent to the water. It is also imperative that water safety equipment be available (and properly stored) for use by our employees, as well as our guests.

Our second area of concern is the lifting and carrying aspect of moving tables, chairs and equipment throughout the center while providing maintenance to the facility, in addition to facilitating educational opportunities, events and catering services.

Our request includes funding for safety equipment and slip-resistant tape and tread materials with matching funds provided by University Glen Corporation for the purchase and installation of the equipment and materials.

The improvements are scheduled to be made between September 1 and December 31, 2013 and training of all University Glen Corporation employees who work at or with the CI Boating Center will commence once improvement materials have been received and/or installed.

Respectfully Submitted,

*Deanne Ellison*

Director of Administrative Services  
University Glen Corporation  
California State University Channel Islands  
P: 805-437-3151  
F: 805-437-2681  
[Deanne.ellison@csuci.edu](mailto:Deanne.ellison@csuci.edu)



45 Rincon Drive, Suite 104-A, Camarillo, California, 93012 • 805-437-2667 Office • 805-437-2681 Fax

For more information about the history of the CI Boating Center go to: [www.channelislandsboatingcenter.org](http://www.channelislandsboatingcenter.org)

## AORMA Risk Reduction Matching Grant Proposed Budget

Product or Service	Description	Provided By:	Quantity	Price/Unit	Total + tax	Shipping
Slip Resistant Tapes and Treads	Black 48" x 60 Ft roll *	3M Safety Walk	4	\$1,324.35	\$5,747.68	free
	Black 6" x 24" treads (50 count)	3M Safety Walk	4	\$299.63	\$1,300.40	free
Life Vests	Life vests for the dock	Bass Pro Shop	20	\$8.99	\$195.08	
Ring Buoys	Ring Buoys for the dock	Swim Outlet	6	\$64.95	\$422.82	free
Pool Master Life hooks and Poles	Hooks and Poles for the dock	Swim Outlet	4	\$57.95	\$251.50	free
Dock Box	Dock boxes for storage for the dock	Overton's	2	\$469.99	\$1,019.88	free
Hydraulic lift table	To ensure heavy lifts completed safely	Northern Tool & Equip	1	\$369.00	\$400.37	
Chair Dollys	To safely move chairs in facility	Raymond Products	2	\$189.00	\$410.13	
Table Dollys	To safely move tables in facility	Raymond Products	2	\$425.00	\$922.25	
Safety Training	Training for facility employees				\$7,000.00	
Labor	To install all materials and fixtures	University Glen Corp.	50 hrs	\$38.64/hour	\$1,932.00	
					\$19,602.11	

**\* dependant upon sq. footage of surface**

# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

CSU Fullerton Auxiliary Services Corporation

**Total anticipated costs for the risk reduction project: \$** 2,000.00

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

At our Titan Shops bookstore warehouse we would like to purchase back support belts to reduce the risk of back injury. We are also looking to purchase some Anti-fatigue mats. These mats will help reduce back, neck, leg and foot fatigue.

**Anticipated start date and completion date of your risk reduction project:**

September 1, 2013

**Informational attachments (optional):**

<http://www.officedepot.com/a/products/837915/R3-Safety-All-Elastic-Back-Support/>  
<http://www.officedepot.com/a/products/284254/Smart-Step-Maxum-Anti-Fatigue-Mat/>

***Please email your completed application to Mimi Long***

***[m.long@alliant.com](mailto:m.long@alliant.com)***

# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

Humboldt State University Center

**Total anticipated costs for the risk reduction project: \$ 20,000-24,000**

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

Presently, heavy rubber floor mats that are used in a food preparation area are brought up to a loading dock, laid flat on the dock to be cleaned using a hot water hose. The area used is open to the elements, has heavy foot traffic and does not have adequate drainage. (Continued below)

**Anticipated start date and completion date of your risk reduction project:**

Anticipated start date is mid-August. Completion date is anticipated to be mid-September.

**Informational attachments (optional):**

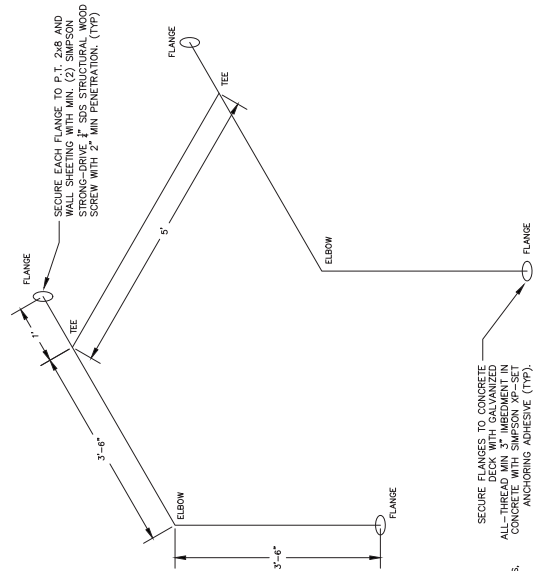
This project involves installing a designed cleaning station with a covered overhang that will provide a safer way of hanging the mats on an elevated bar. This will greatly reduce the carrying and lifting now required. The drain will go directly into the sanitary sewer instead of across a parking area into a storm drain. This will also eliminate the health and safety issues that are presently created due to food particles that come off the mats and the slip hazard created by exposure to the elements and the water used for cleaning.

***Please email your completed application to Mimi Long***

***[mlong@alliant.com](mailto:mlong@alliant.com)***

No.	Revision

PRESENCE OF OWNER'S  
SUPERVISOR SHALL BE  
REQUIRED TO SIGNIFY THAT  
THE WORK IS BEING DONE  
AS SHOWN ON THE DRAWING  
AND IS BEING DONE IN  
ACCORDANCE WITH THE  
CONTRACT AND ALL LOCAL,  
STATE AND FEDERAL  
REGULATIONS.



SECURE FLANGES TO CONCRETE  
FLANGES TO CONCRETE  
ALL-THREAD MIN 3" IMBEDMENT IN  
CONCRETE WITH SIMPSON XP-SET  
ANCHORING ADHESIVE (TYP).

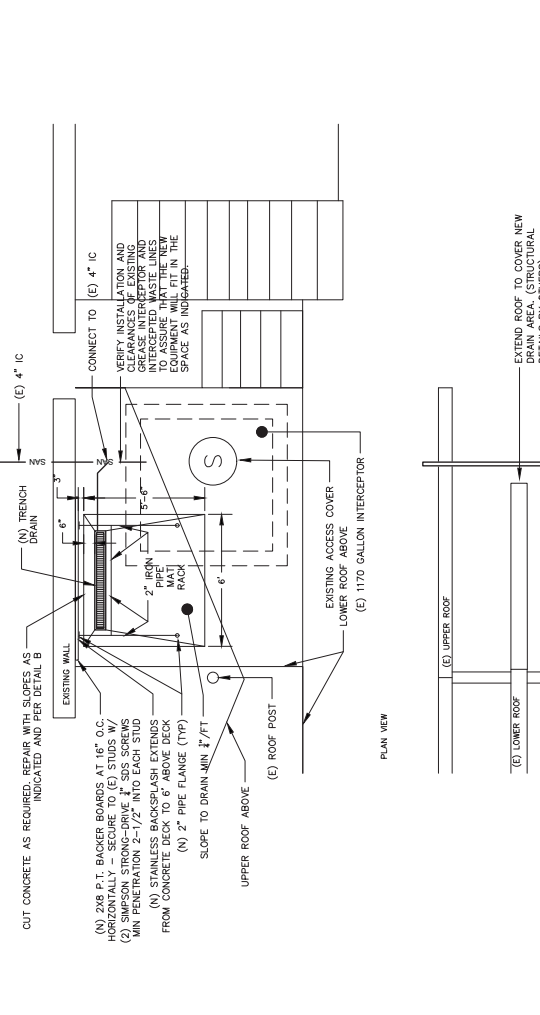
2" CON PIPE AND FITTINGS,  
ZAMPOR FURNISHED, TYP  
FOR MAT RACK.  
MAT RACK  
SCALE: 1/4"=1'-0"

GENERAL NOTES - PLUMBING

- THE INTENT OF THESE DRAWINGS IS THAT THE CONTRACTOR SHALL PROVIDE A COMPLETE AND WORKING FACILITY. OBVIOUS CONFLICTS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL VERIFY THE TOTAL DIMENSIONS OF THE EQUIPMENT PROPOSED TO INSURE THAT THE CONTRACTOR IS RESPONSIBLE FOR ALL WORK, MATERIALS, AND SPECIFICATIONS. COMPLETE WORKING SYSTEMS WHETHER SPECIFIED OR IMPLIED.
- THE PLUMBING PLANS ARE INTENDED TO BE DIAGRAMMATIC AND ARE NOT INTENDED TO SHOW EVERY ITEM IN ITS EXACT LOCATION. THE CONTRACTOR SHALL VERIFY THE TOTAL DIMENSIONS OF THE EQUIPMENT PROPOSED TO INSURE THAT THE CONTRACTOR IS RESPONSIBLE FOR ALL WORK, MATERIALS, AND SPECIFICATIONS. COMPLETE WORKING SYSTEMS WHETHER SPECIFIED OR IMPLIED.
- THE WORK COVERED IN THESE DRAWINGS SHALL INCLUDE SERVICES TO CONSTRUCT AND INSTALL THE PLUMBING SYSTEMS AS SHOWN ON THE DRAWINGS HEREIN. ALL WORK IS TO BE IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL PLUMBING CODE AND ALL OTHER LOCALLY APPLICABLE CODES.
- ALL EQUIPMENT IS TO BE INSTALLED IN STRICT COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL PLUMBING CODE AND ALL OTHER LOCALLY APPLICABLE CODES. CONTRACTOR SHALL PROVIDE SUPPORTS AND ANCHORS REQUIRED FOR A COMPLETE AND SAFE INSTALLATION.
- SUBSTITUTIONS MUST BE EQUAL WITH RESPECT TO MATERIALS AND MANUFACTURER. ALL WORK IS TO BE APPROVED ONLY BY APPROVED PERSONNEL IN WRITING PRIOR TO BEING DONE. ALL SUBSTITUTIONS MUST BE APPROVED BY THE ARCHITECT AND ADJUST PLAN TO ACCOMMODATE SUBSTITUTED EQUIPMENT AND BE BORNE BY BIDDER.
- SEALING SHALL BE DONE IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE AND FEDERAL PLUMBING CODE AND ALL OTHER LOCALLY APPLICABLE CODES. CONTRACTOR SHALL PROVIDE SUPPORTS AND ANCHORS REQUIRED FOR A COMPLETE AND SAFE INSTALLATION.
- BEFORE COMMENCING WORK CHECK INVERT ELEVATIONS AND SLOPE TO ENSURE THAT THESE CAN BE PROPERLY CONNECTED WITH SLOPE FOR DRAINAGE AND COVER.

ABBREVIATIONS

- ABV ABOVE FINISHED FLOOR
- BEF BELOW FINISHED FLOOR
- CO CLEANOUT
- IC INTERCEPTED WASTE
- INT INTERMITTENT
- N NEW



CUT CONCRETE AS REQUIRED. REPAIR WITH SLOPES AS INDICATED AND PER DETAIL B

(N) 2x8 P.T. BACKER BOARDS AT 18" O.C. WITH 1/2" STAINLESS STEEL STRIPS AT 18" O.C. STAINLESS STEEL STRIPS 2-1/2" INTO EACH STUD MIN PENETRATION 2-1/2" INTO EACH STUD FROM CONCRETE DECK TO 6" ABOVE DECK

(N) 2" PIPE FLANGE (TYP)  
SLOPE TO DRAIN MIN 1/8" FT

(E) ROOF POST  
UPPER ROOF ABOVE

EXISTING ACCESS COVER  
LOWER ROOF ABOVE  
(E) 1170 GALLON INTERCEPTOR

CONNECT TO (E) 4" IC

VERIFY INSTALLATION AND CLEARANCES OF EXISTING INTERCEPTED WASTE LINES TO ASSURE THAT THE NEW SPACE AS INDICATED.

2" IRON MAT RACK

EXTEND ROOF TO COVER NEW DRAIN AREA. (STRUCTURAL DETAILS BY OTHERS).

2" VENT EXTENDS ABOVE ROOF.

6" H STAINLESS BACKSPASH

GROUND LEVEL

(E) INTERCEPTOR

3" TRAPPED OUTLET

DROP INTO (E) 4" INTERCEPTED WASTE LINE AT 45 DEGREE ANGLE.

LOADING DOCK

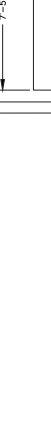
OSAM 76003 COATED CAST IRON RECTANGULAR SECTIONAL TRENCH DRAIN WITH HEAVY-DUTY BODY EXTENSION SECTIONS AND INTEGRAL ANCHOR FLANGE. 9" DRAIN SECTION AND 15" EXTENSION SECTIONS. HEAVY DUTY COATED CAST IRON. 1170 GALLON CAPACITY. 15" H. 2" SEATED PRECAST CONCRETE SECONDARY TRENCH AND BOTTOM OUTLET INSIDE GULLY CONNECTION. 3" NOMINAL OUTLET SIZE.

PLAN VIEW

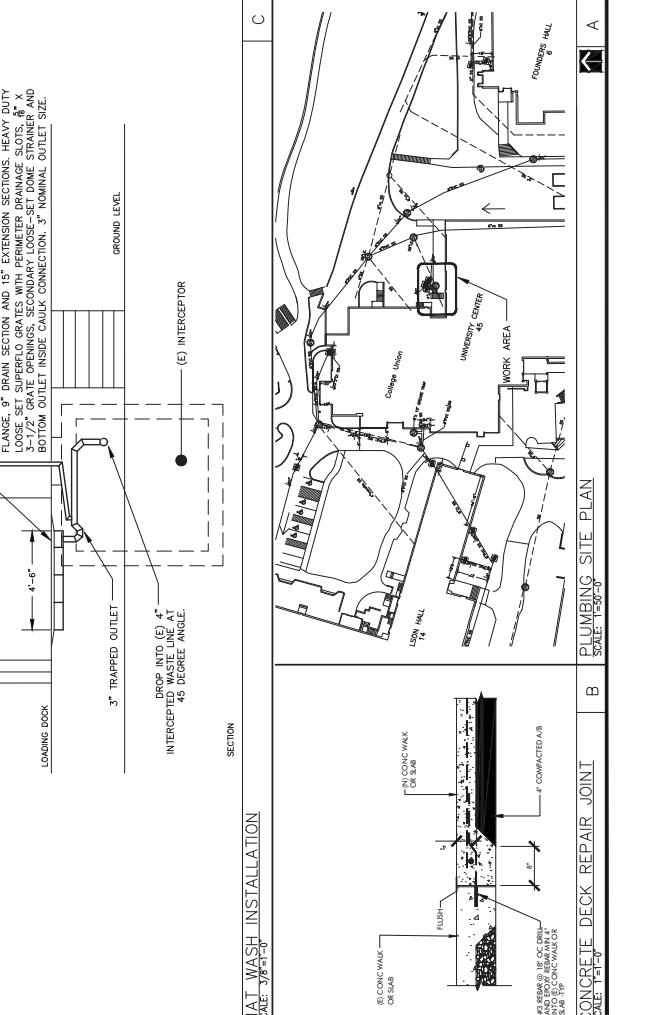
SECTION

MAT WASH INSTALLATION  
SCALE: 3/8"=1'-0"

CONCRETE DECK REPAIR JOINT  
SCALE: 1/4"=1'-0"



PLUMBING SITE PLAN  
SCALE: 1/8"=1'-0"



# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

Forty-Niner Shops, INC. California State University Long Beach

**Total anticipated costs for the risk reduction project: \$** 99,715.45

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

We have seen continued growth in our catering department and our business is changing. As we grow we have found that our current tables and chairs are not user friendly due to the weight, causing us concern when it comes to employee safety. We move them several times a week and it's a matter of time before a staff member gets injured. (with a back or pulled muscle injury) The chairs weigh 50lbs and the tables depending on size weigh 125lbs to 160lbs with an iron base. (see attached pictures)

**Anticipated start date and completion date of your risk reduction project:**

December 31, 2013

**Informational attachments (optional):**

See attached pictures of the tables and chairs.

***Please email your completed application to Mimi Long***

***[m.long@alliant.com](mailto:m.long@alliant.com)***



3ftx3ft square table with iron base weighing 120lbs



72'Round table with Iron base weighing 160lbs/50lb Chairs

# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

University Student Union, CSU Northridge

**Total anticipated costs for the risk reduction project: \$** 9,804

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

Reduction of weight and vertical lift requirements for outdoor event tables by replace existing wood/metal 30" x72" folding banquet tables with equivalent POLYlite Tables. Existing tables weigh 59 pounds each and are stored on a horizontal transport cart. As the cart is emptied, the employee is required to bend lower to lift each subsequent table. The replacement tables weigh only 39 pounds each reducing weight to be carried and are stored and stored on edge allowing the tables to be lifted without significant bending as required for the flat storage. In addition, the plastic material will reduced the risk of hand injury from splinters and cuts as the plastic tables are not subject to chipping, splintering or peeling, and have no edge band around the table.

**Anticipated start date and completion date of your risk reduction project:**

If approved, the purchase order will be processed and order should be placed by August 30, 2013. The POLYlite tables and carts have a 4 to 6 week lead time. Completion of table replacement would be October 30, 2013

**Informational attachments (optional):**

POLYLite Quote, Photos of typical existing table damage

***Please email your completed application to Mimi Long***

***[mlong@alliant.com](mailto:mlong@alliant.com)***



portable.  
stackable.  
storable.

Prepared By: Shannon Velez  
Phone: 800.762.0415  
Fax: 859.266.3473  
svelez@psfurniture.com  
psfurniture.com

# Quotation

**Date**  
07/17/13

**Quote #**  
PSFQ15889-01

**P.O. Number**

**Ship Via**  
YRC

**Terms**

**Account Manager**  
sscott

Quoted prices are valid for 30 days from 07/17/13

**Sold To:**

California State University - Northridge  
Chris Marshall  
18111 Nordoff St.  
University Student Union  
Northridge, CA 91330  
United States

**Phone:** 818-677-4940

**Fax:**  
christopher.marshall@csun.edu

**Ship To:**

California State University - Northridge  
Chris Marshall  
18111 Nordoff St.  
University Student Union  
Northridge, CA 91330  
United States

**Phone:** 818-677-4940

**Fax:**  
christopher.marshall@csun.edu

**Bill To:**

California State University - Northridge  
Chris Marshall  
18111 Nordoff St.  
University Student Union  
Northridge, CA 91330  
United States

**Phone:** 818-677-4940

**Fax:**  
christopher.marshall@csun.edu

Ln #	Qty	Model Number	Weight	Unit Net Price	Ext. Net Price
1	45	PT3072-PL	39	\$131.75	\$5,928.75



*POLYlite - 30 x 72 Banquet Tables - Durable Polyethylene surface Rugged steel frame Gravity-lock pedestal-style folding legs Standard 30-in high. Mocha Granite color.*

2	4	HD-REV-TTT		\$744.18	\$2,976.72
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*Rectangular Table Transport Systems - Revolution Training Table Tree Cart - Heavy duty angle and tubular steel frame; (4) phenolic 5-in dia. x 2-in wide swivel casters; Rubber strips on arms and securing arms protect tables; Transports up to (18) 18-in wide tables (60-96-in Long); Black powdercoat finish*

3

**FREIGHT IS AN ESTIMATE VIA YRC.**

4

**Lead time: For Mocha Granite color about 4-6 weeks**

Ln #	Qty	Model Number	Weight	Unit Net Price	Ext. Net Price
				SubTotal	\$8,905.47
				Est. Sales Tax	\$0.00
				Est. Shipping	\$897.82
				<b>Total</b>	<b>\$9,803.29</b>

Terms & Conditions: Reduction in quantities purchased may result in higher unit pricing. Pricing above does not include applicable state & local taxes and in some cases, shipping. All quoted prices given in U.S. Dollars. Freight charges subject to change without notification. Tax exempt certificate must be on file with PS Furniture to avoid paying applicable tax. It is the customer's responsibility to inspect all deliveries & note any freight damage or discrepancies with the carrier.

Return Policy: Merchandise may be returned for any reason within 30 days of receipt with the exception of freight damage/shortages not noted with the freight carrier. Returned products which are not defective are subject to a 25% restocking fee. Some products in our catalog are not eligible for return, either due to their custom nature or because they cannot be returned damage-free without special packaging. Items that are not eligible for return are noted on the product web page. More detailed information on the return process can be found at <http://www.psfurniture.com/returns.html>.

If you have questions about whether a product is eligible for return, please call us at (800) 762-0415.

**Please Make Out Purchase Orders to:**

PS Furniture, Inc.  
801 High Street, PO Box B  
Conneautville, PA 16406

**Remit Payment to:**

PS Furniture, Inc.  
801 High Street, PO Box B  
Conneautville, PA 16406



# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

University Student Union, Cal State University Northridge

**Total anticipated costs for the risk reduction project: \$** 1,700.00

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

Many potted plants have been added throughout the exterior of University Student Union. They are currently water by hand, using five gallon buckets that are filled with water and placed on the back of a service cart. The buckets then have to be lifted and carried to the plant to water it. This cart would allow our Groundworkers to fill the cart and push it to the closest proximity of the plant. This cart with an integrated pump and 15 foot hose would eliminate all lifting from the watering process.

**Anticipated start date and completion date of your risk reduction project:**

The order could be placed as soon as Grant is approved. Lead time is supposed to be five days, but if backordered could take several weeks to be delivered. Project should be completed by September 30, 2013.

**Informational attachments (optional):**

Cart quote attached (not including tax or shipping), manufacturer cut sheet, examples of number of plants

***Please email your completed application to Mimi Long***

***[m.long@alliant.com](mailto:m.long@alliant.com)***

# WC20 Water Cart



## WC20 Water Cart

The Dramm WC20 Watering Cart is designed for portability and ease of use. Utilizing a battery powered pump and Dramm's durable, portable MS20 Cart, the WC20 can pump more than 300 gallons of water on one full charge.

The WC20 comes as a complete unit. A 20 gallon tank and powder coated steel cart, locking front

rubberized casters and solid rubber wheels make up the cart design. The 12 volt 17ah battery is enclosed in a watertight plastic enclosure. The battery operated pump operates has an output of 4.9 gallons per minute and is connected to a 15 ft. hose with a Dramm Touch 'n Flow wand, offering fingertip control of watering. The Water Cart includes an on-board charger for overnight charging of the unit.

### Specifications

20 Gallon Capacity  
4.9 gpm pump flow rate  
12 volt, 17 amp hour battery

Sealed plastic enclosure  
15' hose  
16" Dramm Touch N' Flow Wand

**DRAMM**  
Integrated Plant Health  
800.258.0848  
information@dramm.com  
www.dramm.com



# Customer Quotation

<b>Sold To</b>	
Name: CSUN UNIVERSITY STUDENT UNION	
Account #: 805538006	
Phone: 8186773627	
Fax:	
<b>Ship To</b>	
Name: CSUN UNIVERSITY STUDENT UNION	
18111 NORDHOFF ST BLDG Q	
NORTHRIDGE, CA 91330-8272	
US	
Shipper Account:	

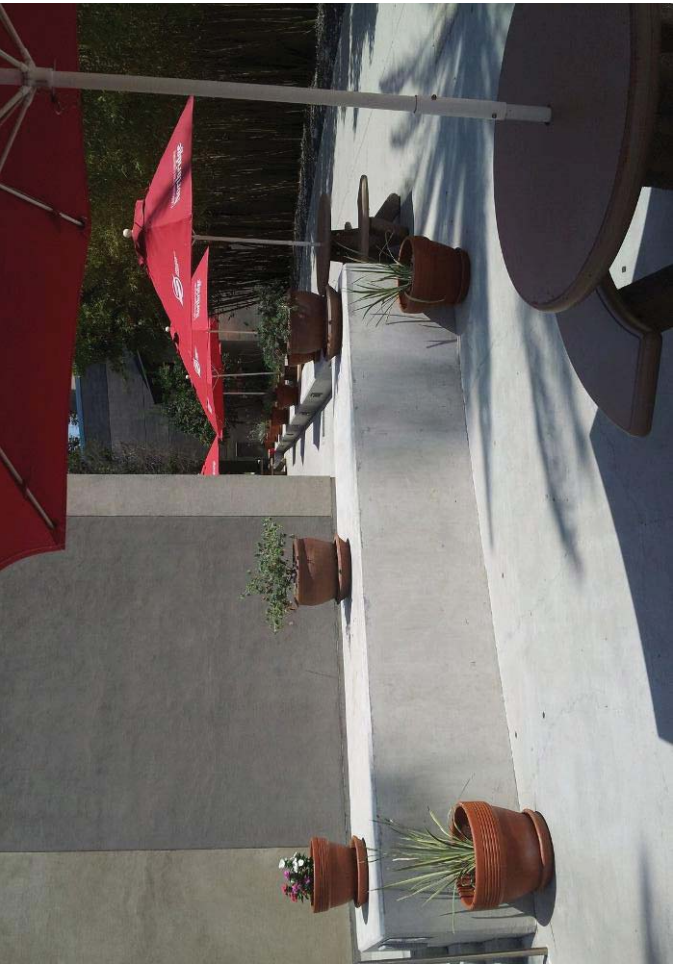
<b>Information</b>	
Grainger Quote No.	1186783804
Print Date	07/19/2013
PO #	SOURCE-DRAMM
Customer Number	805538006
Department Number	
Project/Job Number	
Requested by	Wallace Wong
Requestor Phone No.	
Requestor Fax	
Requestor Email	Wallace.Wong@grainger.com
Page	1 / 1

**Comments:**

Item PO-Line	Material/Description	Quantity	Unit	Unit Price
10 000000	Mfg. Part No.: WC20 WATERING CART Mfr. Brand Name: DRAMM Customer Part No.: Forwarding Agent: 29811 - UPS GROUND Cost expiration date: 08/19/2013 Lead time (in business days): 5 Taxable: YES Notes: WC20=WATERING CART-20 GALLON	1	EA	1,398.40
Total Sell Price				1,398.40

Thank you for the opportunity to provide this quotation. Please confirm the products and quantities quoted are correct. Any changes may result in different pricing. Freight charges are based on the dollar value of the order and service level (determined by the carrier settings) required by customers, unless a freight amount is listed above. Product availability and delivery dates quoted are subject to change and should be confirmed at time of order placement. Please contact your local Grainger branch if you have further questions or need to submit a new request.

**Return policy:** : Please contact Grainger before returning any product. All returns are subject to the manufacturer's return policy. Special Order items may not be returnable. Restocking fees may apply. This is not an invoice.



# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

Cal Poly Pomona Foundation Inc.

**Total anticipated costs for the risk reduction project: \$** 20,400

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

Personal Protective Equipment (PPE) including providing shoes to employees (Shoes for Crews), back braces, and cut resistant gloves, etc. Please see attached write-up for more details.

**Anticipated start date and completion date of your risk reduction project:**

September, 2013 - June 2014

**Informational attachments (optional):**

Please see attached write-ups

***Please email your completed application to Mimi Long***

***[m.long@alliant.com](mailto:m.long@alliant.com)***

## **Request for the \$10,000 AORMA Risk Reduction Matching Grant**

### **Cal Poly Pomona Foundation, Inc.**

Cal Poly Pomona Foundation would like to apply for the \$10,000 AORMA Risk Reduction Matching Program. our program focus is prevention of workers' compensation loses within Class Code 1007 – Manual Labor, with an emphasis on 1) Slip, trip and fall, and 2) Lifting and carrying.

The funding will be used for the purpose of reducing the high frequency potential losses in the areas of workers' compensation. Foundation envisions using this funding (if granted) for starting "Shoes for Crews" program and purchase of some personal protective equipment. This allows reducing the Cost of Risk through decreased insurance premium and workers' compensation claims payments.

Our challenge is during times of tight budget and limited resources it is difficult to produce new loss prevention and loss mitigation programs.

We request MSLCTC consider Cal Poly Pomona Foundation's request for the \$10,000 matching grant.

This investment in loss prevention and loss mitigation can yield very favorable returns and it is not only reduces cost of risk, it also makes a safer environments for our employees.

#### **Shoes For Crews Program**

At present, Shoes for Crews is a voluntary program and purchasing Shoes for Crews is not a condition of employment with Cal Poly Pomona Foundation, Inc. The employees have an option to purchase shoes from Shoes for Crews and pay through Cal Poly Pomona Foundation's payroll deduction plan.

Foundation will be implementing a program during 2013-14 year and make the use of slip-resistant shoe mandatory for Food Service employees. Foundation will expand the program to custodial and other occupations at high risk for slip and falls based upon WC data. The Foundation will pay a minimum dollar amount toward the cost of shoes for employees working in the above categories that are eligible.

We would ask Sedgwick add a special field in the system to track claims whether employees were wearing the Shoes for Crews at the time of accident and in turn keep track of our progress and cost savings by comparing the claim payment versus prior years.

The \$20,000 funding will be used for purchase of 360 pairs of shoes from Shoes for crews and purchase of 60 back braces for Foundation employees including part-time and student employees.

Below is the breakdown of the cost and the operational units that they will be using this personal protective equipment (shoes & back braces).

Shoes for Crews:

100 Dining benefited employees  
25 Catering  
20 Facilities  
145 Full time employees  
  
225 Part-time/ Student Employees  
  
360 Employees @ \$50 = \$18,000

Back Braces:

40 Dining/Catering  
18 Facilities  
2 Bookstore  
60 employees @\$40 = \$2,400

Total Cost for Shoes for Crews and back braces = \$ 20,400.00

Risk Reduction Matching Grant Incentive Program

FY 13/14 Application

Application Deadline – Friday, July 26, 2013

Per Member Grant Amount: \$10,000

Name of Auxiliary Organization:

Associated Students, California State University Sacramento (ASCSUS)

Total anticipated costs for the risk reduction project: \$ 2,125

Focus for Type of Loss Reduction: Worker’s compensation losses within Class Code 1007 – Manual Labor – with emphasis on 1) lifting and carrying, and (2) slip, trip and fall.

Categories: Specialized Training, Safety Equipment, Physical Improvements, Other Safety Related items.

Description of your proposed risk reduction project:

Decrease the chance for slip, trips and falls in our office, which includes bike shop, retail lobby, and equipment storage area. 1) Floor mats to reduce the slipperiness when wet from people walking in with wet shoes from rain. Our Concrete floor is very slippery when wet. Three lobby floor mats are needed. 2) Extension cord covers. Currently there are some tools that are used where our staff needs to put an extension cord across a walk area. Need covers to reduce trip hazard. 3) Replace flammable Cabinet. Current one is too small, so items get left around the base of it, which make for tripping hazard, not to mention a fire hazard. Need 45 gallon capacity. 4) Tricycle 3-speed cargo bike. Currently employees ride a bicycle with a large front basket and sometimes they overload it while conducting errands; riding it can be wobbly. Potential fall-related injury. If we had a tricycle with cargo basket, it would be much more stable and safe. Estimate is based on KHS product since we are a vendor and can order at cost.	Estimated Cost: 1) \$400 2) \$150 3) \$1,075 4) \$500
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Anticipated start date and completion date of your risk reduction project:

Start Date: 13/14 fiscal year – projected for November (before rainy season)

Informal attachments (optional):

Please email your completed application to Mimi Long [mmlong@alliant.com](mailto:mmlong@alliant.com)

Risk Reduction Matching Grant Incentive Program

FY 13/14 Application

Application Deadline – Friday, July 26, 2013

Per Member Grant Amount: \$10,000

Name of Auxiliary Organization:

Associated Students, California State University Sacramento (ASCSUS)

Total anticipated costs for the risk reduction project: \$ \_\_\_\_\_ 6,840 \_\_\_\_\_

Focus for Type of Loss Reduction: Worker’s compensation losses within Class Code 1007 – Manual Labor – with emphasis on 1) lifting and carrying, and (2) slip, trip and fall.

Categories: Specialized Training, Safety Equipment, Physical Improvements, Other Safety Related items.

Description of your proposed risk reduction project:

<p>Replace our Tower platform, dive platform and catwalk support cables. This items listed below are part of decreasing the chance for injuries due to carrying, lifting, and climbing.</p> <ol style="list-style-type: none"><li>1) Extension ladder. Need another one. Sometimes staff will not wait for the other one to be done being used and will use other methods to get themselves higher. We need an additional ladder to increase likelihood of staff actually using the appropriate means to reach up high. Brand option: Werner Fiberglass Flat D-Rung Extension Ladder (250 lb. load capacity, duty rating).</li><li>2) Replacement of Tower Platform entails renting a boom lift, wood, screws, stain and labor. Tower platform has some dry rot and poses a hazard if the dry rot continues to ‘grow’. Injury related to fall is the risk reduction.</li><li>3) J-pole steps. These are a specialized type of equipment that create foot folds for our employees and participants to climb the poles and trees on our ropes course. Many of our current stepping pegs have been overgrown by the trees and need to be replaced. Estimate includes equipment plus labor.</li><li>4) Harnesses for maintenance climbing. Our regular harnesses don’t have enough padding for hanging in the air for long time frames. Our employees need what are called “Big Wall Harnesses” for doing maintenance. Currently, it is uncomfortable for our staff when doing maintenance and inspections and the discomfort could be enough of a distraction to produce human errors while doing critical safety work. We can order these at a discount. Would like 4-6. I have estimated for 6.</li></ol>	<p>Estimated Cost:</p> <ol style="list-style-type: none"><li>1) \$200</li><li>2) \$5,640</li><li>3) \$500</li><li>4) \$500</li></ol>
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Anticipated start date and completion date of your risk reduction project:

Start date is projected or our slower season in the spring. Ideally would schedule project for February 2014 and completion date would be by end of March 2014

Informal attachments (optional):

Please email your completed application to Mimi Long [mlong@alliant.com](mailto:mlong@alliant.com)

Risk Reduction Matching Grant Incentive Program

FY 13/14 Application

Application Deadline – Friday, July 26, 2013

Per Member Grant Amount: \$10,000

Name of Auxiliary Organization:

Associated Students, California State University Sacramento (ASCSUS)

Total anticipated costs for the risk reduction project: \$ \_\_\_\_\$11,520\_\_\_\_\_

Focus for Type of Loss Reduction: Worker’s compensation losses within Class Code 1007 – Manual Labor – with emphasis on 1) lifting and carrying, and (2) slip, trip and fall.

Categories: **Specialized Training, Safety Equipment, Physical Improvements, Other Safety Related items.**

Description of your proposed risk reduction project:

<p>Risk Reduction related to decreasing our exposure to lawsuits related to not having more staff adequately trained. Currently we require our trip leaders to have Wilderness First Aid and our Head Guides for rafting are required to have completed a Swiftwater rescue training. Also, our Team Leads for our ropes course are required to attend at least one in-house rescue training each year. The following items would be a significant bolstering to our adventure staff training this coming year. The more we invest in our staff training, the more likely we avoid injuries and potential lawsuits. In my experience, formal training increases employee awareness of what the risks are and how to avoid them in them and/or manage/mitigate them.</p> <ol style="list-style-type: none"><li>1) Swiftwater rescue training to be included in our annual guide training. Next training would be in spring 2014. Cost estimate is based on Sierra Rescue’s pricing. This is a highly reputable company that serves the Sacramento area and beyond. \$425/person x 10 people</li><li>2) Wilderness First Responder. 80-hour course designed for outdoor trip leaders who are more than 30 minutes away from advanced medical care. Course includes CPR for professional rescuer. \$260/person x 20 students.</li><li>3) PCIA Climbing Instruction course would be a great addition for our rock climbing trip leaders. Currently, only our Outdoor Trip Supervisor has this certification, but it would be highly beneficial to provide this level of training for the leaders who are actually in the field. PCIA is the organization that is recognized in this industry, especially for college-based programming. Amongst other skills, the following is their list of safety objectives for the trainees.<ul style="list-style-type: none"><li>• Present a sample site safety briefing.</li><li>• Discusses selection of safe climbing routes for varying abilities and styles of climbing.</li><li>• Evaluate and problem-solve the need for back-up belays and the use of anchors.</li></ul></li></ol>	<p>Estimated Cost:</p> <ol style="list-style-type: none"><li>1) \$4,250</li><li>2) \$5,200</li><li>3) \$2,070</li></ol>
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<ul style="list-style-type: none"> <li>• Performs basic assistance and rescue skills such taking over a loaded belay, counter ascending / rappelling, and a climber pick off.</li> <li>• Prepares a risk management and emergency plan for a sample location.</li> <li>• Demonstrates effective supervision of both bouldering and roped climbing areas.</li> <li>• Demonstrates effective spotting techniques.</li> <li>• Demonstrates effective construction of a chest harness with webbing or rope. The harness must attach to the rope in such a way as to not compress the torso or fully weight the chest harness.</li> <li>• Continuously demonstrates adequate personal and student safety.</li> </ul> <p>Estimate is based on 2011 pricing for 6 employees.</p>	
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Anticipated start date and completion date of your risk reduction project:

<ol style="list-style-type: none"> <li>1) Start and completion date would either be spring break 2014 (March), or early June 2014</li> <li>2) Start and completion would be January 2014, March 2014, or May 2014.</li> <li>3) Start and completion would be ideal for January 2014, but could also be organized to be later in the spring.</li> </ol>
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Informal attachments (optional):

Please email your completed application to Mimi Long [mlong@alliant.com](mailto:mlong@alliant.com)

# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

University Enterprises, Inc., Sacramento State University

**Total anticipated costs for the risk reduction project: \$** 1000.00

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

We currently have about 150 staff in our department. With recent changes, we will be hiring 120 new staff in the next 6 months. This would be an excellent topic to reinforce with current staff and training opportunity to train new staff. It would protect their quality of life and reduce OJT injuries/time loss.

**Anticipated start date and completion date of your risk reduction project:**

October 1, 2013 to February 4, 2014

**Informational attachments (optional):**

*Please email your completed application to Mimi Long*

*[m.long@alliant.com](mailto:m.long@alliant.com)*

# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

Application Deadline – Friday, July 26, 2013

Per Member Grant Amount: \$10,000

Name of Auxiliary Organization:

Aztec Shops, LTD. San Diego State University

Total anticipated costs for the risk reduction project: \$ 28,910.04

Focus for Type of Loss Reduction:

Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.

Description of your proposed risk reduction project:

Our Dining Services operations went for years with no drain under the ice bin. This required a shovel to retrieve ice which created a potential hazard with both lifting and slips trips and falls. We purchased a new gravity fed bin and installed a trench drain to capture any spills. The new system is significantly safer due to drier floors and reduced exposure to back injuries due to the gravity feed of the new bin.

Anticipated start date and completion date of your risk reduction project:

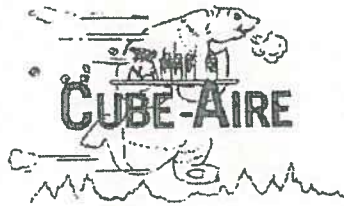
Start date of 6-1-2013.  
Completion date of 7-15-2013.

Informational attachments (optional):

See attached equipment quotation cost of \$20,310.04.  
See attached plumbing/trench drain costs of \$8600.00

*Please email your completed application to Mimi Long*

[mlong@alliant.com](mailto:mlong@alliant.com)



9933 CHANNEL ROAD • LAKESIDE, CALIFORNIA 92040 • 619-561-5512

"Serving San Diego County Since 1957"

QUOTE # MY-1301-3

**EQUIPMENT QUOTATION**

DATE: 5/1/13

COMPANY: Aztec Shops ATTN: Duane Buske

ADDRESS: San Diego State University CITY: San Diego STATE: CA ZIP: 92182

PHONE: (619) 594-7629 cell-(619) 871-5743 FAX: (619) 594-7690

JOB NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: duane.buske@sdsu.edu PHONE: \_\_\_\_\_

ITEM	QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	2	Hoshizaki Cuber Model # KM-1340MAH	\$ 4,910.00	\$ 9,820.00
2	1	Follett Ice Device System Model # DEV2100SG-72-75	8,443.00	8,443.00
		W = 72" x D = 48" x H = 117" (41" door access required)		
		ELEC: 2 X 208-230V/60/1/20-amp/3-wire with dedicated neutral for 115V		
		Warranty: 3 yrs parts & labor on entire cubers; 5 yrs parts & labor on evaporators; 5 yrs parts on compressors & air-cooled condensers; 5 yrs parts & labor on Follett bin.		
		Follett Ice Device System equipped standard with two Ice Device front chutes, SmartGATE, polylift door with PowerHinge, paddle and rake. Full stainless steel exterior and base. Each unit is standard with bin, base, and two (2) SmartCART 75's with three (3) polyethylene totes each. Additional carts and totes available as options.		
		AVAILABILITY: Allow 3 weeks lead time for Follett Ice Device System.		
		For Delivery Only – Does Not Include Installation.		

**Installation Price Cannot Be Guaranteed Without a Site Survey**

**Equipment Returns are Subject to Approval & Restocking Fee**

COMMENTS: TERMS: NET 30 Days

TAX 1,461.04

FREIGHT EST. 586.00

INSTALLATION N/A

TOTAL \$ 20,310.04

PRICE PROTECTION: Prices valid for 90 days from 5/1/13.

SIGNED: Tom Peronto  
Tom Peronto

**JERRY FOSTER PLUMBING**

P.O. Box 369  
 ALPINE, CA 91903  
 (619) 405-9925-cell  
 CA LIC#299431

**Invoice**

DATE	INVOICE NO.
07/16/2013	2128

<b>BILL TO</b>
Aztec shops San Diego State university San Diego Ca 92182

P.O. NO.	TERMS	PROJECT	PROJECT
mike	Due on receipt	trench drain	Ice machine drain

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Service	Complete trench drain installation as per proposal # 305 dated 5/06/13		8,600.00	8,600.00
Thank you for your business.			<b>Total</b>	<b>\$8,600.00</b>

# KM-1340M\_H

## MODULAR CRESCENT ICE CUBER

Item # \_\_\_\_\_

Project: \_\_\_\_\_

Qty: \_\_\_\_\_

\*AutoCad available on KCL

KM-1340M\_H  
9/10  
Item # 13175

### CUBER DIMENSIONS

W x D x H

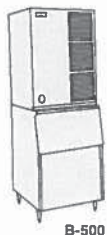
**KM-1340M\_H**  
30 x 27<sup>3/8</sup> x 41<sup>1/2</sup>

### CONDENSING UNIT DIMENSIONS

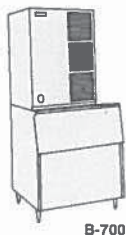
W x D x H

**Installation Dimensions**  
**URC-14F**  
37<sup>13/16</sup> x 18<sup>1/8</sup> x 36<sup>15/16</sup>\*  
\*with legs

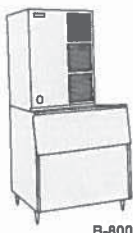
**Actual Dimensions**  
**URC-14F**  
35<sup>11/16</sup> x 15<sup>11/16</sup> x 21<sup>15/16</sup>



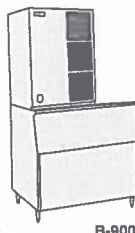
B-500



B-700



B-800



B-900

Also available on Large Bins:  
B-1150SS  
B-1300SS  
B-1500SS  
B-1650SS

### KM-1340MAH

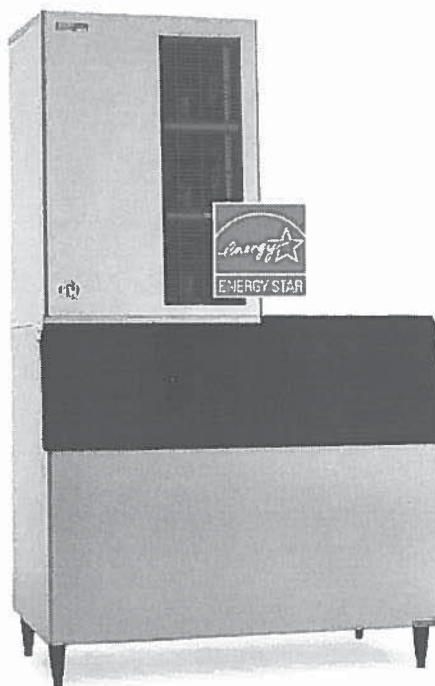
Air-Cooled  
Shown on an optional  
B-900



### KM-1340MWH

Water-Cooled

### KM-1340MRH

Remote Air-Cooled



- Up to 1401 lbs. of ice production per 24 hours
- Durable stainless steel exterior
- Protected by HoshiGuard Antimicrobial Agent **HOSHIGUARD**
- CycleSaver® design 
- EverCheck® alert system 
- Individual crescent cube
- Stainless steel evaporator
- Removable air filters (Air-cooled model only)
- R-404A Refrigerant
- Complies with California Energy Commission guidelines (CEC)
- \* The KM-1340MAH and KM-1340MRH are ENERGY STAR qualified.



© HOSHIZAKI AMERICA, INC.

618 Hwy. 74 S., Peachtree City, GA 30269

### Warranty

Valid in United States, Canada, Puerto Rico, & U.S. Territories. Contact factory for warranty in other countries.

**Three Year** - Parts & Labor on entire machine.

**Five Year** - Parts & Labor on: Evaporator.

**Five Year** - Parts on: Compressor, air-cooled condenser coil.

TEL 1-800-438-6087

FAX 1-800-345-1325

www.hoshizaki.com



# KM-1340M\_H MODULAR CRESCENT ICE CUBER

**DIMENSIONS**  
W x D x H  
**KM-1340M\_H**  
30 x 27<sup>3/8</sup> x 41<sup>1/2</sup>

## MODULAR ICE CUBER

- Air-cooled
- Water-cooled
- Remote Air-cooled

AIR - COOLED				
Water Temp° F.	50°	70°	90°	
Air Temp° F.	70°	1325	1278	1200
	80°	1289	1218	1130
	90°	1278	1167	1081

WATER - COOLED				
Water Temp° F.	50°	70°	90°	
Air Temp° F.	70°	1382	1366	1284
	80°	1370	1344	1230
	90°	1366	1327	1224

REMOTE AIR - COOLED				
Water Temp° F.	50°	70°	90°	
Air Temp° F.	70°	1401	1357	1274
	80°	1367	1299	1204
	90°	1357	1251	1159

UTILITY CONSUMPTION					
Model Number	Ice Production Per Cycle		KWH per 100 LBS.	Potable Water Gal. per 100 lbs.	Condenser Water Gal. per 100 lbs.
	Lbs.	Cubes			
KM-1340MAH	28.1	1440	4.7	18.3	N/A
KM-1340MWH	28.4	1440	3.6	21.0	108
KM-1340MRH	28.7	1440	4.5	18.3	N/A

SPECIFICATIONS				
Model Number	Condenser	Amperage	Min. Circuit Ampacity	Shipping Weight
KM-1340MAH	Air-Cooled	9.7	20	315 lbs.
KM-1340MWH	Water-Cooled	9.2	20	293 lbs.
KM-1340MRH	Remote Air-Cooled	9.5	20	289 lbs.

STORAGE BINS		
Model Number	Application Capacity	ARI-Rated Capacity
B-500	500 lbs.	360 lbs.
B-700	700 lbs.	550 lbs.
B-800	800 lbs.	600 lbs.
B-900	900 lbs.	660 lbs.
B-1150	1150 lbs.	N/A
B-1300	1275 lbs.	N/A
B-1500	1490 lbs.	N/A
B-1650	1605 lbs.	N/A

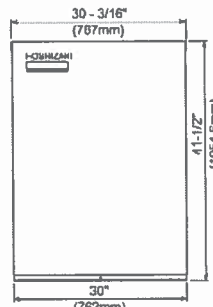
**ELECTRICAL & PLUMBING/KM-1340M\_H**

- 208 - 230V/60/1 (3 wire with neutral for 115V)
- 20 amp Max Fuse
- 1/2" FPT copper or equivalent independent potable water supply
- 3/4" FPT independent drain connection
- 3/8" OD Tube

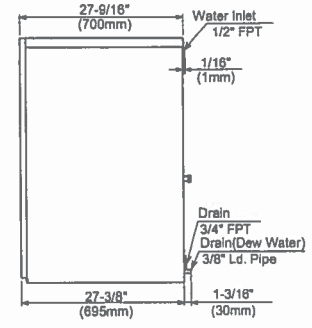


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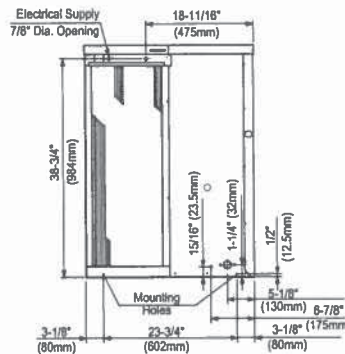
618 Hwy. 74 S., Peachtree City, GA 30269



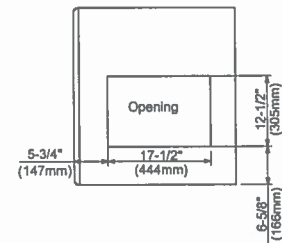
FRONT VIEW



SIDE VIEW

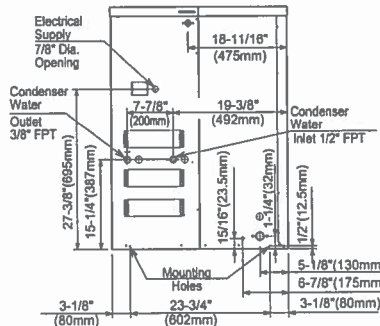


AIR-COOLED UNIT

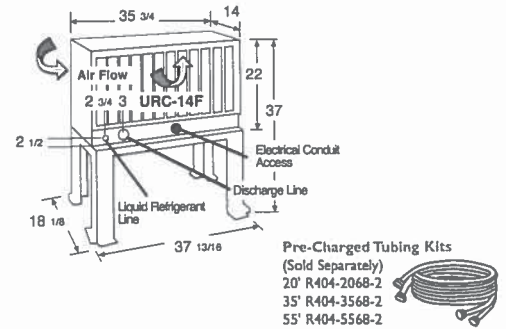


ICE DROP ZONE

URC-14F Remote Condenser (Sold Separately)  
For Use with KM-1340MRH



WATER-COOLED UNIT



Pre-Charged Tubing Kits  
(Sold Separately)  
20' R404-2068-2  
35' R404-3568-2  
55' R404-5568-2

Voltage supply for the URC Remote Condenser is supplied from the Ice Maker. No additional circuit is required.

## OPERATING LIMITS

- Ambient Temp Range 45 - 100°F
- Water Temp Range 45 - 90°F
- Water Pressure 10 - 113psig
- Voltage Range 187 - 253V

## CONDENSING UNIT

- Voltage Range 104 - 127V
- Ambient Temp Range -20 - 122°F

## SERVICE

- Panels easily removed and all components accessible for service.
- Removable/cleanable air filters (Air-cooled model only)



# RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM

## FY 13/14 APPLICATION

**Application Deadline – Friday, July 26, 2013**

**Per Member Grant Amount: \$10,000**

**Name of Auxiliary Organization:**

Aztec Shops Ltd (Bookstore) San Diego State University

**Total anticipated costs for the risk reduction project: \$** \$2,700.00

**Focus for Type of Loss Reduction:**

**Workers' compensation losses within Class Code 1007 – Manual Labor – with emphasis on (1) lifting and carrying, and (2) slip, trip and fall.**

**Description of your proposed risk reduction project:**

Replace coating on north and south steps and entry to the SDSU Bookstore with a non skid epoxy coating. Current coating is chipped and worn smooth and slippery when wet.

**Anticipated start date and completion date of your risk reduction project:**

We would anticipate doing this project during winter break between late December and early January. The work would take two to three days.

**Informational attachments (optional):**

We have a proposal for \$2,700.00 from Advanced Moisture Control for Vapor-Green® concrete moisture sealers to replace current coating.

***Please email your completed application to Mimi Long***

***[m.long@alliant.com](mailto:m.long@alliant.com)***

July 25, 2013

TO: Mimi Long  
Assistant Vice President  
Alliant Insurance Services, Inc.

FROM: Vernon Piccinotti  
Technical/IT Manager  
Cesar Chavez Student Center

Hello Ms. Long,

This serves as our application for the AORMA Grant Incentive program for the 2013 year. The event staff at the Cesar Chavez Student Center (CCSC) affirms this grant award would serve the CCSC and our University Partners in a very positive way by reducing potential risk associated with maintaining order during large-scale events.

**Crowd control safety barriers**

Traditionally, the campus has been a commuter campus, with most students living and socializing off-campus. However, over the past years the **numbers of students living in dormitories and other campus housing has increased**. The need for on campus, and, in particular, late-night entertainment has correspondingly increased. The CCSC has therefore worked with our university partners at Student Life, and with the Associated Students, to **provide safe music and dance events**. These events, such as festivals, concerts and dance parties, attracted attendances of between 300-1000 students. Noise Complaint dance parties occur monthly, and The Depot, the CCSC's live entertainment space, has successfully **raised its profile as a San Francisco music venue** and is attracting bands with larger followings, so that crowds of 300-400 people occur 2 or 3 times a semester. Situations such as these, and other public celebrations such as sporting events, require crowd control barriers that can offer a temporary sturdy wall that will hold a large group of people from moving forward toward an area that might be considered unsafe. Stages often have high voltage cables around the area and the need to keep crowds from interacting with the instruments and cables is necessary. These barriers will be used in the CCSC's Depot (live entertainment venue), Jack Adams Hall (largest space in the building), Malcolm X Plaza (outdoor event space), Amphitheater (roof top entertainment space.)

Manufacturing Company: Staging Concepts	
Number of barriers needed:	20
Cost of each barrier:	\$435.00 each
Storage/mobility system to move barriers around:	\$695.00
TOTAL COST OF PROJECT:	\$15,063.62

Amount requested from AORMA risk reduction grant:	\$7531.81
Matching funds from CCSC:	\$7531.81

Ms. Long thank you very much for this opportunity and we look forward to working with you.

Vernon Piccinotti  
Technical/IT Services  
Cesar Chavez Student Center  
San Francisco State University

**SUBJECT: RISK REDUCTION MATCHING GRANT  
INCENTIVE PROGRAM**

**ADOPTED: MAY 9, 2013**

**EFFECTIVE: JULY 1, 2013**

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**PURPOSE:**

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

**POLICY:**

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

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

4. Fifty percent (50%) of the **Member's** risk reduction project costs (up to the maximum grant amount approved for that **Member**) will be reimbursed under the **Program**. The **Member** will submit to the MSLCTC the final paid receipt to be used to calculate the **Program** reimbursement amount.
5. After the grant funds are utilized, the **Member** will provide a brief report providing information that will assist the MSLCTC in monitoring this **Program's** effectiveness and the merits of future **Program** funds.
6. The MSLCTC will work with the Grant Recipients to develop benchmarks to evaluate the success of the **Program**. The MSLCTC will also provide guidance to future Grant Recipients based on these historical benchmarks.

**REVIEW OF THE ALLIANT LOSS CONTROL SERVICES  
UTILIZATION REPORT**

**ISSUE:** Attached for the Committee's review is the Alliant Loss Control Services Utilization Report.

**RECOMMENDATION:** No action is recommended. This item is for information only.

**FISCAL IMPACT:** The annual fee for the Alliant Loss Control Services contract is \$87,000, which provides the Auxiliary Organizations with 60 safety days annually. The cost of each safety day is \$1,450. This expense is currently included within the FY 13/14 CSURMA AORMA budget and therefore, has already been collected from each Auxiliary Organization.

**BACKGROUND:** This is a one year contract. The current term of this contract is July 1, 2013 to June 30, 2014.

**PUBLICATION:** None

**ATTACHMENT(S):**

- a. Alliant Loss Control Services – Utilization Report.



## **REVIEW OF THE TARGET SOLUTIONS UTILIZATION REPORT**

**ISSUE:** Attached for the Committee's review is the TargetSolutions utilization report.

**RECOMMENDATION:** No action is recommended. This item is for information only.

**FISCAL IMPACT:** The FY 13/14 annual fee for TargetSolutions is \$80,750. This cost is currently included within the CSURMA AORMA budget and therefore, has already been collected from each Auxiliary Organization. Based on the number of courses completed within FY 12/13 – 12,752 - AORMA is paying \$6.33 per seat.

**BACKGROUND:** This is a three year contract. The term of this contract is July 1, 2012 to June 30, 2015.

**PUBLICATION:** None

**ATTACHMENT(S):**

- a. TargetSolutions – AORMA July, 2013 Utilization Reports

<b>TargetSolutions Utilization Report</b>	<b>July 2013</b>
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	May	June	July
Active Users	8928	8926	9193
Total Active and Offline Registered Users	12954	12912	13027
Courses Completed-Users	283	334	399
Courses Completed-Total	368	583	529
Custom Activities Completed-Users	432	165	148
Custom Activities Completed-Total	917	231	327

Last 12 months
9,045
12,737
3,797
6,711
1,318
6,041

<b>Member Organization</b>	<b>Contracted Employees</b>	<b>Total Active and Offline Users</b>	<b>Registered Users</b>	<b>Users Completing One or More Course</b>	<b>Courses Completed-Total</b>	<b>Users Completing One or More Custom Activit.</b>	<b>Custom Activities Completed-Total</b>
AORMA	0	5	3	0	0	0	0
Associated Students of Sonoma State University	0	48	13	0	0	0	0
Cal Poly Pomona ASI	0	152	144	0	0	0	0
Cal Poly Pomona Foundation	0	806	573	72	80	55	124
Cal Poly San Luis Obispo ASI	0	512	143	39	46	49	73
Cal Poly San Luis Obispo Corporation	0	228	211	1	1	1	1
Cal Poly SLO ASI Admin	0	1	1	0	0	0	0
California Maritime Academy	0	278	2	0	0	0	0
CSU Bakersfield Student Union	0	1	1	0	0	0	0
CSU Chico ASI	0	512	440	26	28	0	0
CSU Chico Research Foundation	0	502	353	8	8	0	0
CSU Dominguez Hills ASI	0	20	1	0	0	0	0
CSU Dominguez Hills Foundation	0	4	2	0	0	0	0
CSU Dominguez Hills Loker University Student Union	0	19	12	0	0	0	0
CSU East Bay ASI	0	3	2	0	0	0	0
CSU East Bay Foundation	0	96	16	0	0	0	0
CSU Fullerton ASI	0	407	404	13	25	19	105
CSU Fullerton Auxiliary Services Corp	0	81	80	0	0	2	2
CSU Long Beach ASI	0	648	489	14	14	0	0
CSU Long Beach Forty-Niner Shops	0	278	236	4	10	0	0
CSU Long Beach Foundation	0	136	136	0	0	0	0
CSU Los Angeles ASI	0	50	4	0	0	0	0
CSU Los Angeles University Student Union	0	158	156	11	13	0	0
CSU Los Angeles, Auxiliary Services	0	4	3	0	0	0	0
CSU Monterey Bay University Corporation	0	576	388	76	114	0	0
CSU Northridge ASI	0	280	280	4	5	0	0
CSU Northridge University Corporation	0	150	149	0	0	0	0
CSU Northridge University Student Union	0	632	588	11	24	0	0
CSU Sacramento ASI	0	497	131	8	8	0	0
CSU Sacramento Capital Public Radio	0	58	52	0	0	0	0
CSU Sacramento University Enterprises, Inc.	0	468	428	56	60	0	0
CSU San Bernardino ASI	0	4	4	0	0	0	0
CSU San Bernardino Santos Manuel Student Union	0	346	213	4	4	0	0
CSU San Bernardino UE	0	64	62	0	0	0	0
CSU San Marcos Univ Auxiliary & Research Services	0	65	53	0	0	0	0
CSU Stanislaus	0	48	41	0	0	0	0
Fresno State Auxiliary Services	0	1118	853	15	18	0	0
Humboldt State University, Univ Center	0	36	32	1	1	0	0
SDSU ASI	0	322	214	0	0	0	0
SDSU Aztec Shops	0	221	216	11	16	0	0
SDSU Research Foundation	0	2482	1485	10	16	0	0
SFSU ASI	0	23	23	0	0	0	0
SFSU Center	0	7	5	0	0	0	0
SFSU Cesar Chavez Student Center	0	62	45	2	3	0	0
SFSU Franciscan Shops	0	76	66	0	0	0	0
SJSU	0	8	8	0	0	0	0
SJSU ASI	0	246	224	8	29	0	0
SJSU Research Foundation	0	87	47	0	0	0	0
SJSU Spartan Shops	0	156	137	3	3	22	22
SJSU Student Union	0	31	9	0	0	0	0
SJSU Tower Foundation	0	15	15	2	3	0	0
<b>Total</b>	<b>0</b>	<b>13027</b>	<b>9193</b>	<b>399</b>	<b>529</b>	<b>148</b>	<b>327</b>

<b>Member Organization</b>	<b>Contracted Employees</b>	<b>Total Active and Offline Users</b>	<b>Registered Users</b>	<b>Users Completing One or More Course</b>	<b>Courses Completed-Total</b>	<b>Users Completing One or More Custom Activit.</b>	<b>Custom Activities Completed-Total</b>
AORMA	0	5	3	0	0	0	0
Associated Students of Sonoma State University	0	43	11	0	0	1	1
Cal Poly Pomona ASI	0	152	144	1	1	0	0
Cal Poly Pomona Foundation	0	780	560	124	186	229	359
Cal Poly San Luis Obispo ASI	0	510	143	54	58	455	3677
Cal Poly San Luis Obispo Corporation	0	226	210	42	45	36	57
Cal Poly SLO ASI Admin	0	1	1	0	0	0	0
California Maritime Academy	0	278	2	0	0	0	0
CSU Bakersfield Student Union	0	1	1	0	0	0	0
CSU Chico ASI	0	492	422	375	452	2	5
CSU Chico Research Foundation	0	498	350	54	62	0	0
CSU Dominguez Hills ASI	0	20	1	0	0	1	1
CSU Dominguez Hills Foundation	0	4	2	1	1	0	0
CSU Dominguez Hills Loker University Student Union	0	19	12	11	12	0	0
CSU East Bay ASI	0	3	2	0	0	0	0
CSU East Bay Foundation	0	94	16	5	8	2	3
CSU Fullerton ASI	0	391	391	200	237	215	1197
CSU Fullerton Auxiliary Services Corp	0	81	80	51	51	9	9
CSU Long Beach ASI	0	618	475	194	194	2	2
CSU Long Beach Forty-Niner Shops	0	278	236	92	97	8	9
CSU Long Beach Foundation	0	136	136	57	57	1	1
CSU Los Angeles ASI	0	50	4	0	0	0	0
CSU Los Angeles University Student Union	0	148	147	102	131	2	2
CSU Los Angeles, Auxiliary Services	0	4	3	0	0	0	0
CSU Monterey Bay University Corporation	0	493	351	142	248	15	15
CSU Northridge ASI	0	277	277	91	125	59	74
CSU Northridge University Corporation	0	150	149	1	1	1	1
CSU Northridge University Student Union	0	605	581	538	1257	128	255
CSU Sacramento ASI	0	493	128	18	44	1	1
CSU Sacramento Capital Public Radio	0	58	52	44	44	0	0
CSU Sacramento University Enterprises, Inc.	0	462	426	167	180	1	1
CSU San Bernardino ASI	0	4	4	0	0	0	0
CSU San Bernardino Santos Manuel Student Union	0	346	213	76	77	2	2
CSU San Bernardino UE	0	64	62	25	28	0	0
CSU San Marcos Univ Auxiliary & Research Services	0	65	53	4	4	0	0
CSU Stanislaus	0	48	41	28	30	6	6
Fresno State Auxiliary Services	0	1105	845	279	322	5	6
Humboldt State University, Univ Center	0	36	32	3	3	0	0
SDSU ASI	0	321	214	4	4	0	0
SDSU Aztec Shops	0	217	212	93	107	0	0
SDSU Research Foundation	0	2470	1483	620	1957	5	6
SFSU ASI	0	23	23	0	0	0	0
SFSU Center	0	7	5	3	3	0	0
SFSU Cesar Chavez Student Center	0	62	45	32	74	18	36
SFSU Franciscan Shops	0	76	66	0	0	0	0
SJSU	0	8	8	0	0	0	0
SJSU ASI	0	227	215	122	453	0	0
SJSU Research Foundation	0	87	47	5	5	1	1
SJSU Spartan Shops	0	155	137	126	127	113	314
SJSU Student Union	0	31	9	0	0	0	0
SJSU Tower Foundation	0	15	15	13	26	0	0
<b>Total</b>	<b>0</b>	<b>12737</b>	<b>9045</b>	<b>3797</b>	<b>6711</b>	<b>1318</b>	<b>6041</b>

## **REVIEW OF THE EMPLOYERS GROUP UTILIZATION REPORT**

**ISSUE:** Attached for the Committee's review is the Employers Group utilization report.

**RECOMMENDATION:** No action is recommended. This item is for information only.

**FISCAL IMPACT:** Currently, the annual rate per Auxiliary Organization is \$485, or a total of \$27,855. This expense is included within the CSURMA AORMA budget and therefore, has already been collected from each auxiliary member.

**BACKGROUND:** The term of the current contract is July 1, 2013 to June 30, 2014. The Employers Group has been providing HR consulting services to AORMA members since March 1, 2011.

**PUBLICATION:** None

**ATTACHMENT(S):**

- a. Employers Group Utilization Report as of August 14, 2013.

**AORMA - HR Consulting  
Employers Group  
Utilization Report as of 8/14/2013**

<b>Type of Activity</b>	<b>Total Activity - As of 7/11/2012</b>	<b>Total Activity - As of 10/22/2012</b>	<b>Total Activity - As of 1/23/2013</b>	<b>Total Activity - As of 5/20/2013</b>	<b>Total Activity - As of 8/14/2013</b>
Helpline Calls	332	363	<b>388</b>	<b>438</b>	<b>455</b>
Resource Library	108	118	<b>130</b>	<b>151</b>	<b>166</b>
Comp/Benefits Survey Participation	2	3	<b>4</b>	<b>6</b>	<b>6</b>
Roundtable/Webinar Attendance	22	22	<b>29</b>	<b>44</b>	<b>59</b>
Public Workshop Trainings*	8	8	<b>8</b>	<b>9</b>	<b>10</b>
Registration - Workplace/Employment Law Update	8	17	<b>21</b>	<b>21</b>	<b>21</b>
Inquiry/Proposed – On-Site Training*	10	13	<b>14</b>	<b>18</b>	<b>19</b>
Contracted - On-Site Training	7	9	<b>11</b>	<b>14</b>	<b>14</b>
Inquiry/Proposed - On-Line training	4	4	<b>4</b>	<b>5</b>	<b>6</b>
Contracted - On-Line Training	3	3	<b>3</b>	<b>3</b>	<b>4</b>
Inquiry/Proposed Affirmative Action Planning	6	9	<b>10</b>	<b>11</b>	<b>12</b>
Contracted - Affirmative Action Planning	4	6	<b>6</b>	<b>7</b>	<b>7</b>
Contracted - Affirmative Action Plan Audit Support	1	1	<b>1</b>	<b>1</b>	<b>1</b>
Inquiry/Proposed – Employee Handbook*	3	3	<b>3</b>	<b>3</b>	<b>3</b>
Inquiry/Proposed – E.O.S.*	1	1	<b>1</b>	<b>1</b>	<b>1</b>
Contracted - EOS	1	1	<b>1</b>	<b>1</b>	<b>1</b>
Inquiry/Proposed – Consulting*	5	7	<b>8</b>	<b>8</b>	<b>9</b>
Contracted - Consulting	1	1	<b>1</b>	<b>1</b>	<b>1</b>
Inquiry/Proposal - Unemployment Insurance Management	1	2	<b>3</b>	<b>3</b>	<b>3</b>
Contracted - Unemployment Insurance Management	1	1	<b>1</b>	<b>1</b>	<b>1</b>
Inquiry/Proposal - Comp.Benefits Planning	6	7	<b>7</b>	<b>9</b>	<b>10</b>
Contracted - Research, Comp/Benefits Planning	3	3	<b>3</b>	<b>4</b>	<b>5</b>
Other (Books, CD ROMs, Posters, etc.)				<b>3</b>	<b>3</b>

**FY 12/13 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 12/13 AORMA Long Range Action Plan

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
<b>AORMA COMMITTEE</b>				
A-1	<b>FORMULA FOR DETERMINING AN AO'S MINIMUM EPL DEDUCTIBLE</b>			
	AORMA Committee	Review and approve EPL deductible size criteria	October 25, 2012	Completed
	AORMA Committee	Review and approve P&P – Formula for Determining an AO's Minimum EPL Deductible	December 6, 2012	Completed
	AORMA Committee	Review and approve list of AO's that will be subject to a higher EPL	December 6, 2012	Completed
	AORMA Committee	Review and approve updated deductible credits based on the \$50,000, \$75,000 and \$100,000 amount	December 6, 2012	Completed
	Staff (Alliant)	Notify AO's of deductible changes and options	January 1, 2013	Completed
A-2	<b>CSURMA WEBSITE</b>			
	Staff (Alliant)	Create and launch the new CSURMA website	July 1, 2013	Completed
A-3	<b>AORMA UIP – CLAIMS ADMINISTRATION</b>			
	Staff (Alliant)	Send out RFP for UIP claims administration	October 5, 2012	Completed
	UIP Ad Hoc Committee	Review responses to RFP and make a recommendation to the AORMA Committee for the FY 13/14 UIP claims administration renewal	November 1, 2012	Completed
	AORMA Committee	Review proposals for UIP claims administration and approve claims administrator	December 6, 2012	Completed
A-4	<b>CAMPUS VISITS</b>			
	Staff (Alliant)	Complete individual PowerPoint Presentations for all 89 Auxiliary Organizations	February, 2013	Completed
	Staff (Alliant)	Visit each campus and meet with the individual Auxiliary Organizations.	5 campus visits outstanding	

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
<b>AORMA COMMITTEE</b>				
A-5	<b>LEGAL OPINION REGARDING AUXILIARY ORGANIZATION STUDENT UI CLAIMS</b>			
	CSURMA Legal Counsel	Obtain a legal opinion from legal counsel as to how student UI claims should be handled	January 1, 2013	Completed
	Staff (Alliant)	Survey all UIP members to see how they are handling student UI claims	February 1, 2013	Completed
	AORMA Committee	Review legal opinion and survey results	March 21, 2013	Completed
	AORMA Committee	Participate in a more thorough discuss regarding the legal opinion and survey results	May 10, 2013	Completed
	AORMA Committee	Review and approve Policy and Procedure regarding student UI claims	September, 2013	The AORMA Committee decided to not take formal action
	Staff (Alliant)	Send out approved Policy and Procedure regarding student UI claims	September, 2013	

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
<b>PROGRAMS COMMITTEE</b>				
P-1	<b>EARTHQUAKE INSURANCE PROGRAM</b>			
	Staff (Alliant)	Send out survey to see which AORMA members are interested in joining the EQ Insurance Program	April 1, 2012	Completed
	Staff (Alliant)	Complete RMS Catastrophe Risk Report	July 1, 2012	Completed
	Staff (Alliant)	Present RMS Catastrophe Risk Report to the AORMA Committee	September 1, 2012	Completed
	AORMA Committee	Discuss if there is a fiscal ability to form an EQ Insurance Program reviewing the results of the California elections.	December 6, 2012	Completed
	Staff (Alliant)	Begin underwriting, rating and pricing the EQ Insurance Program	December, 2012	Completed
	Staff (Alliant)	Send out estimated program pricing to all AORMA members who responded to the EQ survey.	January 31, 2013	Project Terminated
P-2	<b>ONE-RATE WORKERS' COMPENSATION PROGRAM (for FY 14/15 term)</b>			
	PC	Discuss current rating and allocation methodology	January 3, 2013	Completed
	PC	Review alternative rating and allocation methodologies	April 18, 2013	Project Terminated
	PC	Review and approve <b>final</b> revised rating and allocation methodology	August 1, 2013	
	AORMA Committee	Review and approve <b>final</b> revised rating and allocation methodology	September 11, 2013	
	Staff (Alliant)	Notify AO's of their new premium allocation	January 1, 2014	

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
<b>PROGRAMS COMMITTEE</b>				
P-3	<b>PROPERTY and CRIME PROGRAMS – RATING METHODOLOGY (for FY 14/15 term)</b>			
	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 <b>final</b> revised rating and allocation methodology	August 8, 2013	Completed
	AORMA Committee	Review and approve <b>final</b> revised rating and allocation methodology	September 11, 2013	
Staff (Alliant)	Notify AO's of their new premium allocation	January 1, 2014		
P-4	<b>AORMA WORKERS' COMPENSATION PAYROLL RULES TO FOLLOW</b>			
	Staff (Alliant)	Review the AORMA Workers' Compensation Payroll Rules to Follow document and make suggestions for change as necessary	December 2012	Completed
	PC	Review revisions, if any, and recommend approval to the AORMA Committee	January 3, 2013	Completed
	AORMA Committee	Review and approve modifications to the AORMA Workers' Compensation Payroll Rules to Follow document	March 21, 2013	Completed

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
<b>MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE</b>				
M-1	<b>RISK REDUCTION INCENTIVE GRANT PROGRAM (for FY 12/13)</b>			
	MSLCTC ad hoc	Approve recipients of the Risk Reduction Incentive Grant Funds	November 5, 2012	Completed
	MSLCTC ad hoc	Provide a recap of the grant program at the AoA Conference	January , 2013	Completed
M-2	<b>RISK REDUCTION MATCHING GRANT PROGRAM (for FY 13/14)</b>			
	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	
M-3	<b>FACILITIES USE AGREEMENT</b>			
	MSLCTC	Review AORMA Recommended Facilities Use Agreement – recommend amendments as appropriate	November 5, 2012	Completed
	MSLCTC	Review and Approve additional recommended changes to the Facilities Use Agreement as provided by CSURMA Legal Counsel	February 4, 2013	Completed
	AORMA Committee	Review and Approve AORMA Recommended Facilities Use Agreement	March 21, 2013	Completed
	Staff (Alliant)	Update AORMA Toolkit with approved Facilities Use Agreement	April, 2013	Completed
	Staff (Alliant)	Send out AORMA Bulletin notifying members of the new Facilities Use Agreement	April, 2013	Completed

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
M-4	<b>ON-LINE SAFETY TRAINING</b>			
	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 for FY 12/13
	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 for FY 12/13
	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	
	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 2013 MEETING CALENDAR**

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

**RECOMMENDATION:** No action is requested on this item.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA AORMA – 2013 Meeting Calendar

## 2013 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2013		FEBRUARY, 2013		MARCH, 2013	
3	PC: Teleconference, 2:00 p.m.	4	MSLCTC: Teleconference, 11:00 a.m.	21	AORMA: <b>Newport Beach, 9:00 a.m.</b>
				21	EC: <b>Newport Beach, 2:30 p.m.</b>
				22	EC LRP: <b>Newport Beach, 8:00 a.m.</b>
					<b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>
					<b>Only the AORMA Chair attends to AOA EC meeting</b>
APRIL, 2013		MAY, 2013		JUNE, 2013	
18	PC: Teleconference, 2:00 p.m.	9	AORMA: Long Beach, 10:00 a.m.	3	MSLCTC: Teleconference, 11:00 a.m.
		9	EC: Long Beach, 4:00 p.m.	6	PC: Teleconference, 2:00pm
		10	EC: Long Beach, 8:00 a.m.		
		10	BOD: Long Beach, 10:30 a.m.		
			<b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>		
			<b>All AORMA Committee members attend the BOD</b>		

## 2013 CSURMA • AORMA MEETING CALENDAR

JULY, 2013	AUGUST, 2013	SEPTEMBER, 2013
<p>10-11 <b>AORMA Officers Retreat – Monterey</b></p> <p><b>Only the AORMA Chair, Vice Chair, Past Chair and Ex Officio attend the AORMA Officers Retreat</b></p>	<p>4 <del>PC: Teleconference, 2:00 p.m.</del></p> <p>26 MSLCTC: Teleconference, 11:00 a.m.</p> <p>8 <b>PC: Teleconference, 2:00 p.m.</b></p>	<p>11 AORMA New Committee Member Orientation: <b>Long Beach</b>, 9:00 a.m.</p> <p>11 AORMA LRP: <b>Long Beach</b>, 10:00 a.m.</p> <p>12 AORMA: <b>Long Beach</b>, 9:00 a.m.</p> <p>12 EC Orientation: <b>Dominguez Hills</b>, 4:00 p.m.</p> <p>13 EC: <b>Dominguez Hills</b>, 8:30 a.m.</p> <p><b>Only the AORMA Chair and Vice Chair attend the EC meetings</b></p>
OCTOBER, 2013	NOVEMBER, 2013	DECEMBER, 2013
<p>3 PC: Teleconference, 2:00 p.m.</p> <p>24 <b>AORMA: Newport Beach</b>, 10:00 a.m.</p> <p>25 <del>EC: Long Beach, 9:00 a.m.</del></p> <p>25 BOD: Long Beach, 10:30 a.m.</p> <p><b>Only the AORMA Chair and Vice Chair attend the EC meetings</b></p> <p><b>All AORMA Committee members attend the BOD</b></p>	<p>18 MSLCTC: Teleconference, 11:00 a.m.</p> <p>6 <b>EC: Sacramento</b>, 1:00 p.m.</p> <p>6 <b>BOD: Sacramento</b>, 3:30 p.m.</p> <p>7-8 <b>FTPT Conference, Sacramento, CA</b></p>	<p>5 AORMA: San Francisco, 10:00 a.m.</p> <p><del>6 EC: San Francisco, 8:30 a.m.</del></p> <p>12 PC: Teleconference, 2:00 p.m.</p> <p><b>Only the AORMA Chair and Vice Chair attend the EC meetings</b></p>

**CSURMA AORMA COMMITTEE CONTACT LIST**

**ISSUE:** Attached for the Committee's review is the AORMA Committee and Standing Committee Membership Roster effective July 1, 2013.

**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 and Standing Committee Membership Roster - Effective at July 1, 2013.

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

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

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
MSLCTC	Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
MSLCTC	At Large	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315
MSLCTC	At Large	Peter Neville	Executive Director	Sonoma	Sonoma Student Union Corporation	peter.neville@sonoma.edu	707-664-2780
MSLCTC	At Large	Arnecia Bryant	Associate Director, Operations	Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.	abryant@csudh.edu	310-243-3854
MSLCTC	At Large	Dennis Miller	Director, Employment Services	Pomona	The Cal Poly Pomona Foundation, Inc.	dennismiller@csupomona.edu	909-869-2958
MSLCTC	At Large	Debbie Adishian-Astone	Executive Director	Fresno	CSU Fresno Association, Inc.	debbiea@csufresno.edu	559-278-0802
MSLCTC	At Large	Melinda Coil	Chief Financial Officer	San Diego	San Diego State University Research Foundation	mcoil@foundation.sdsu.edu	619-594-1076
MSLCTC	At Large	Raven Tyson	Contracts & Risk Management Coordinator	San Diego	Associated Students of San Diego State University	raven.tyson@sdsu.edu	619-594-3760

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

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

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

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

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

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

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

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