



**MEMBER SERVICES, LOSS CONTROL AND TRAINING
COMMITTEE MEETING
“This is an Open Public Meeting”**

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

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

1. Debbie Adishian-Astone, CSU Fresno Association, 2271 East Shaw Avenue, Fresno
2. Arnecia Bryant, Loker University Student Union, 1000 East Victoria St., Carson
3. Melinda Coil, SDSU Research Foundation, 5250 Campanile Drive, San Diego
4. Leslie Davis, University Union Operation of CSUS, Inc., 6000 J Street, Sacramento
5. Kristin Kelly, Student Union of San Jose State University, 290 South 7th Street, San Jose
6. Dennis Miller, Cal Poly Pomona Foundation, 3801 West Temple Ave., #55, Pomona
7. Raven Tyson, Associated Students of San Diego State University, 5500 Campanile Drive, San Diego

Meeting Date: Monday, November 17, 2014

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

Time: 11:00 a.m. (Teleconference)

A. CALL TO ORDER

B. PUBLIC COMMENTS

C. GENERAL ADMINISTRATION

1. **Approval of the Agenda Order** A pg. 3
The committee will be asked to approve today’s meeting agenda order
2. **Approval of Meeting Minutes – September 29, 2014** A pg. 4
The Committee will be asked to approve the minutes from its last meeting
3. **Approval of the MSLCTC Long Range Planning Goals for FY 14/15** A pg. 10
The Committee will be asked to approve the long range planning goals that have been assigned to the MSLCTC by the AORMA Committee
4. **Risk Reduction Matching Grant Program** A pg.14
The Committee will be asked to discuss modifications to the grant program application process

5. SkillSoft Analysis Survey Tool **A** *pg. 21*
The Committee will be asked to approve the final version of the SkillPort survey tool

6. Approval of 2015 MSLCTC Meeting Dates **A** *pg. 25*
The Committee will be asked to approve their 2015 meeting dates

D. INFORMATION ITEMS

1. AORMA Committee and Standing Committees - Roster *pg. 28*

E. ADJOURNMENT

The next meeting date will be on Monday, January 26th, via teleconference.

Agenda Item C1
CSURMA AORMA Member Services, Loss
Control & Training Committee
Meeting Date: November 17, 2014

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: November 17, 2014

APPROVAL OF MEETING MINUTES – SEPTEMBER 29, 2014

ISSUE: The Committee will be asked to review and approve the draft minutes from the September 29, 2014, 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 – September 29, 2014

**MINUTES OF THE CSURMA AORMA
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE
SEPTEMBER 29, 2014**

**TELECONFERENCE MEETING
11:00 AM**

MEMBERS PRESENT

Arnecia Bryant, Loker University Student Union University
Melinda Coil, SDSU Research Foundation
Leslie Davis, University Union Operation of CSUS, Inc.
Kristin Kelly, Student Union of San Jose State (*arrived at 11:08am*)
Dennis Miller, Cal Poly Pomona Foundation (*arrived at 11:02am*)
Raven Tyson, Associated Students of San Diego State University

MEMBERS ABSENT

Debbie Adishian-Astone, CSU Fresno Association

STAFF, GUESTS AND CONSULTANTS

Brent Escoubas, Alliant Insurance Services, Inc.
Tevea Him, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.

A. CALL TO ORDER

The meeting was called to order by Melinda Coil, the MSLCTC Chair, at 11:01 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: Leslie Davis

SECOND: Arnecia Bryant

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnecia Bryant	X			

NAME	AYES	ABSTAIN	NAYS	ABSENT
Debbie Adishian-Astone				X
Dennis Miller	X			
Kristin Kelly				X
Leslie Davis	X			
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C2. Approval of Meeting Minutes – July 28, 2014

A motion was made to approve the July 28, 2014, MSLCTC meeting minutes as presented.

MOTION: Raven Tyson

SECOND: Dennis Miller

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnechia Bryant	X			
Debbie Adishian-Astone				X
Dennis Miller	X			
Kristin Kelly				X
Leslie Davis		X		
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C3. Update to Alliant Risk Control Consulting Scope of Services

Mimi explained that during its meeting on September 10, 2014, the AORMA Committee directed the Member Services, Loss Control and Training Committee to review the scope of services to be performed by Alliant Risk Control Consulting (ARCC). ARCC reviewed its contract with Staff and is proposing that AORMA members will be contacted by Alliant Risk Control Consulting and an onsite visit will be offered on a biannual basis. Members with the highest loss ratio, or experience modification factor in excess of 1.25, may receive a priority visit in addition to the biannual visit. Each site may include - current loss review, site assessment, recommendations for improvement or special training, presentations, program review, fork lift training, etc. Approximately, four risk management sessions, such as aquatics training, special events training, how to prevent fraud training, will be provided at the request of the member or staff annually. First Aid / CPR / AED training will be made available to the members at a cost of approximate \$800 to \$2,000 per session. Brent also recommends training the training so the

auxiliary will have a staff on-site who can conduct the training in-house. Additional services may be requested by each member.

Mimi explained that the projects noted below were discussed at the AORMA Officers Retreat and were assigned to ARCC.

Minors on Campus Handbook	40-50 hours
Real Property Acquisition Check-List	30-40 hours
Special Events Facilities Check-List	30-50 hours
Risk Management Self-Assessment Tool	75-100 hours

Staff suggests that the \$15,000 that was given to ARCC within FY 13/14 be used for these projects. These projects were chosen because they can help many auxiliary, not just the one receiving the grant funds.

A motion was made to approve ARCC’s use of the \$15,000 risk reduction grant program funds for work on the following projects:

MOTION: Leslie Davis
SECOND: Kristin Kelly

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnecia Bryant	X			
Debbie Adishian-Astone				X
Dennis Miller	X			
Kristin Kelly	X			
Leslie Davis	X			
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C4. Risk Reduction Matching Grant Program

Mimi stated that approving and/or recommending risk reduction matching grant projects has proved to be a challenge for both the MSLCT Committee and Brent Escoubas from Alliant Loss Control Consulting. The CSURMA Executive Committee (EC) met on September 12th to review and approve the campus risk reduction grant applications received. The Executive Committee had the same experience as AORMA; most of the grants applications received were for operating upgrades as opposed to for new and innovative projects. The EC is in the process of redesigning its grant criteria. Staff recommends changing the grant criteria to innovative safety programs, innovative facilities upgrades or innovation training modules that can demonstrate a foreseeable reduction in losses. Staff will review and incorporate, as appropriate, the new campus innovative

grant criteria into AORMA’s Policy and Procedure. The grant application will be posted on the CSURMA website so a member can access it at any time rather than waiting for the open grant period.

The committee liked the idea of the grants being “innovative” and that the application will reside on the website so that the member can submit its idea at any time.

The committee directed staff to review the changes made to the campus grant criteria and incorporate those changes, as appropriate, into AORMA’s Policy and Procedure A-6 and bring it back to the committee for review.

C5. SkillSoft Analysis Survey Tool

The committee reviewed the SkillSoft analysis survey tool.

A motion was made to approve the survey and direct staff to forward the link to all of the previewers.

MOTION: Raven Tyson

SECOND: Arnecia Bryant

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnecia Bryant	X			
Debbie Adishian-Astone				X
Dennis Miller	X			
Kristin Kelly	X			
Leslie Davis	X			
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C6. Prevention of Sexual Misconduct and Abuse of Minors

Mimi updated the committee on the progress of the contract with Praesidium for prevention of sexual misconduct and abuse of minors. The contract has been signed and the on-line self-assessment tool is scheduled to go live on September 30, 2014. Webinars, which explain how the self-assessment tool operates, have been scheduled for;

- ✓ Thursday, October 7th at 10:00 AM
- ✓ Friday, October 17th at 1:00 PM
- ✓ Monday, October 20th at 11:00 AM

An announcement will be sent out this week.

INFORMATION ITEMS

The committee reviewed the information items.

- D1. CSURMA AORMA 2014 Meeting Calendar**
- D2. CSURMA AORMA Program Administrator – Contact List**

D. ADJOURNMENT

A motion was made to adjourn at meeting at 11:29am.

MOTION: Dennis Miller
SECOND: Arnechia Bryant

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnechia Bryant	X			
Debbie Adishian-Astone				X
Dennis Miller	X			
Kristin Kelly	X			
Leslie Davis	X			
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

**APPROVAL OF THE MSLCTC LONG RANGE PLANNING
GOALS FOR FY 14/15**

ISSUE: At the September 2014 Long Range Planning meeting, the AORMA Committee updated the FY 14/15 Long Range Action Plan. The following actions/responsibilities have been assigned to the MSLCTC to oversee, coordinate and take action on:

- Risk Reduction Innovative Matching Grant Program
- AORMA Insurance Handbook – is this covered?
- Real Property Acquisitions Checklist
- Keeping Minors Safe While on Campus Handbook

RECOMMENDATION: Staff recommends that the Committee review the Long Range Action Plan, approve the plan as presented and take action as necessary.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. FY 14/15 Long Range Action Plan

CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
AORMA COMMITTEE				
A-1	WORKERS' COMPENSATION POLICIES AND PROCEDURES			
	Staff (Alliant)	Review all workers' compensation policies and procedures and recommend revisions as necessary.	January, 2014	Completed
	PC	Review all workers' compensation policies and procedures and recommend approval to the AORMA Committee, with revisions as appropriate. All workers' compensation policies and procedures have been reviewed.	February 2, 2014	Completed
	AORMA Committee	Review and approve revisions to the workers' compensation policies and procedures.	March 20, 2014	Completed
	PC	The PC did not approve the recommended revisions to policy and procedure WC-1 at its July 2, 2014. The approval item has been tabled until the December 11, 2014 meeting.	December 11, 2014	
	AORMA Committee	Approval of the revisions to policy and procedure WC-1.	March, 2015	
A-2	CLOSED SESSION POLICY AND PROCEDURE			
	AORMA Committee	Review and approve the new policy and procedure	October 23, 2014	Completed
A-3	MEMBER ALLOCATION FORMULA – RATING PLAN REVIEW POLICY AND PROCEDURE			
	AORMA Committee	Review and approve the new policy and procedure	October 23, 2014	Completed

CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
PROGRAMS COMMITTEE				
P-1	LIABILITY PROGRAM MEMBER ALLOCATION FORMULA (for FY 15/16 term)			
	PC	Discuss current liability program member allocation formula and alternative allocation formulas	December 12, 2013	Completed
	PC	Review alternative member allocation formula (first review)	February 6, 2014	Completed
	PC	Review alternative member allocation formula (second review)	April 10, 2014	Completed
	AORMA Officers	Review alternative member allocation formula	July, 2014	Completed
	PC	Receipt of supplemental actuarial reports – based rates and experience modification factors. Review draft alternative member allocation formula with actuarial factors included.	August 28, 2014	Completed
	AORMA Committee	Discuss modifications to the liability program member allocation formula.	September 10, 2014	Completed
	PC	Approval of FY 15/16 liability program member allocation formula	November, 2014	Completed
	AORMA Committee	Approval of FY 15/16 liability program member allocation formula	December, 2014	
P-2	EARTHQUAKE COVERAGE FOR CONDOMINIUM OWNERS (WHEN HOA DOES NOT PURCHASE EARTHQUAKE COVERAGE)			
	Staff	Secure exposure information from the members	November, 2014	
	Staff	Obtain and review earthquake proposals	February, 2015	
	Programs Committee	Review and recommend revisions, as required	February, 2015	
	AORMA Committee	Review final earthquake proposals	March 19, 2015	

CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE				
M-1 RISK REDUCTION INNOVATIVE MATCHING GRANT PROGRAM				
	MSLCT Committee	Review revisions to grant criteria within policy and procedure A-6; recommend approval to the AORMA Committee	November, 2014	
	AORMA Committee	Review and approve revisions to grant criteria within policy and procedure A-6	December, 2014	
M-2 AORMA INSURANCE HANDBOOK – IS THIS COVERED?				
	Staff	Complete the AORMA – Is This Covered Handbook	January, 2015	
	MSLCT Committee	Review handbook and recommend revisions as appropriate	January, 2015	
	Staff	Present the handbook during the AOA Session – AORMA What’s Covered and What’s Not	February 9, 2015	
M-3 REAL PROPERTY ACQUISITIONS - CHECKLIST				
	Staff	Complete the AORMA Real Property Acquisitions - Checklist	January, 2015	
	MSLCT Committee	Review checklist and recommend revisions as appropriate	February, 2015	
	AORMA Committee	Review final checklist	March, 2015	
M-4 KEEPING MINORS SAFE WHILE ON CAMPUS - HANDBOOK				
	Staff	Complete the Keeping Minors Safe While on Campus Handbook	January, 2015	
	MSLCT Committee	Review handbook and recommend revisions as appropriate	February, 2015	
	AORMA Committee	Review final handbook	March, 2015	

RISK REDUCTION INNOVATION MATCHING GRANT PROGRAM

ISSUE: Approving / recommending funds for the Risk Reduction Matching Grants projects has proven to be a challenge for both the MSLCT Committee and Brent Escoubas from Alliant Loss Control Consulting. In response, Policy and Procedure A-6, has been revised as follows:

1. To make the grant program more innovative in nature, descriptive words such as, original, inventive, innovative, cutting edge, creative, ingenious were included to reaffirm that this program is an Innovation grant program.
2. The policy sections that describe the identification of claim patterns and the AORMA loss control consultant's site inspections and coordination of the application process has been removed. Losses will continue to be reviewed and the loss control consultant will continue to provide site inspections; however, these activities will not be a part of the grant process.
3. How to access funds section was updated to show that the grant application will reside on the CSURMA website. The actual location of the application within the website will be added to the Policy and Procedure when it is confirmed.
4. The development of benchmarks has been removed. Because the grants will be unique in nature, benchmarks may not be obtainable; the program, as a whole will be reviewed and evaluated at least every two years.

RECOMMENDATION: Staff recommends;

1. Posting the grant application on the CSURMA website so that the members can access it at any time
2. Recommending approval to the AORMA Committee of the changes to Policy and Procedure A-6
3. Approving the grant application
4. Removing the due date for grant application submissions

FISCAL IMPACT: Annually, \$40,000 is set aside for grant projects. The funds are set aside on a "use it or loss it" basis. Within the FY 14/15 budget term, \$40,000 remains available.

BACKGROUND: None.

PUBLICATION: Changes to the Policy and Procedure will be uploaded onto the CSURMA website. The revised grant application will be added to the CSURMA website and notice of the new procedure will be sent to all members in the form of an AORMA Bulletin.

ATTACHMENT(S):

- a. Revised Policy and Procedure A-6 – Risk Reduction Innovative Matching Grant Incentive Program
- b. Grant application



CSURMA AORMA

POLICY AND PROCEDURE NO. A-6

SUBJECT:	RISK REDUCTION MATCHING GRANT INCENTIVE PROGRAM
ADOPTED:	MAY 9, 2013
EFFECTIVE:	JULY 1, 2013
AMENDED:	SEPTEMBER 12, 2013 MARCH 20, 2014

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 following activities will be completed:
 - a. The Member Services, Loss Control and Training Committee (**MSLCTC**) will propose to the AORMA Committee a budget amount for the **Program**.
 - b. The **MSLCTC** will approve the maximum grant amount.
 - c. The **MSLCTC** will 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.
 - d. The AORMA Loss Control Consultant will perform **Member** site inspections. Risk reduction projects or training needs may be identified.
 - e. The AORMA Loss Control Consultant, in coordination with the **Member**, will complete the grant application.
 - f. The **MSLCTC** along with the Program Administrator will review the grant applications, 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**, the AORMA Loss Control Consultant, in coordination with the **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.

- c. Develop benchmarks to evaluate the success of the **Program**.
3. 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.
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**, in coordination with the AORMA Loss Control Consultant, will review the historical benchmarks to evaluate the success of the **Program**.



The AORMA Member Services, Loss Control and Training Committee (MSLCTC) invite you to apply for the **\$10,000** AORMA Risk Innovation Reduction Matching Grant

Application Deadline — Friday, July 26, 2013

The **AORMA Risk Reduction Matching Grant Incentive Program** makes funds available to AORMA Members to fund ~~specialized original and inventive training programs, the purchase of cutting edge~~ safety equipment, ~~innovative modernization of the Member's premises physical improvements or any other~~ safety unique or creative safety related item project that ~~will may~~ lead to a documentable reduction in claims costs. The purpose of this program is to encourage Members to enhance their existing risk reduction efforts and to inspire ingenious safety ideas that other Members may employ.

~~Annually, the MSLCTC will establish a focus for Risk Reduction Program. For FY 13/14, the Program Focus is prevention of workers' compensation losses within Class Code 1007 – Manual Labor, with an emphasis on (1) lifting and carrying, and (2) slip, trip and fall. The Program Focus will change every year so that all Members are eligible to apply for the Grant.~~

To access funds under the Risk Reduction Program, you must complete ~~and submit the attached~~ Risk Reduction Innovation Matching Grant Incentive Program application. ~~The deadline for completion is July 26, 2013.~~

The MSLCTC will review all of the grant applications and if your project is found to be appropriate and consistent with the Program Focus it may be approved. You will be notified by the MSLCTC immediately after your application has been approved. (Note, the MSLCTC meets quarterly, so a final decision may take a few months.) by August 9, 2013.

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

Fifty percent (50%) of your project costs, up to \$10,000, will be reimbursed. When your project is completed, you will be asked to submit to the MSLCTC the final paid receipt which will be used to calculate the reimbursement amount.

After completing your project, the MSLCTC may request a brief report to assist the MSLCTC in monitoring the Program's effectiveness and the merits of future Program funds.

Please email your completed application to:

Mimi Long
mlong@alliant.com

**RISK REDUCTION INNOVATION MATCHING GRANT INCENTIVE
PROGRAM APPLICATION
~~FY 13/14 APPLICATION~~**

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

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

Name of Auxiliary Organization:

Total anticipated costs for the risk reduction project: \$ _____

~~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:

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

Informational attachments (optional):

Please email your completed application to Mimi Long

m.long@alliant.com

SKILLSOFT ANALYSIS SURVEY TOOL

ISSUE: The twenty current previewers of the SkillSoft platform were asked to provide feedback for this committee to review. The survey tool was sent out on September 29th and then again on November 3rd. Only four responses were received.

RECOMMENDATION: Staff recommends reviewing the survey results. No further action is requested at this time.

FISCAL IMPACT: None.

BACKGROUND: The CSU Chancellor's Office IT staff continues to work with Campus IT staff to get all auxiliary employees loaded into the AORMA hub. To date only two campuses – Humboldt and Chancellor's Office – have been uploaded.

PUBLICATION: None.

ATTACHMENT(S):

- a. SurveyMonkey, Inc. – SkillSoft Analysis Survey Tool

The content was relevant to my needs/job:		
Answer Options	Response Percent	Response Count
Strongly Agree	75.0%	3
Agree	25.0%	1
Not Sure	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Not Applicable	0.0%	0
<i>answered question</i>		4
<i>skipped question</i>		0
I can apply / use the information from the training in my work environment:		
Answer Options	Response Percent	Response Count
Strongly Agree	75.0%	3
Agree	25.0%	1
Not Sure	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Not Applicable	0.0%	0
<i>answered question</i>		4
<i>skipped question</i>		0
The Web Course technology was easy to use and an effective way for me to receive training:		
Answer Options	Response Percent	Response Count
Strongly Agree	75.0%	3
Agree	25.0%	1
Not Sure	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Not Applicable	0.0%	0
<i>answered question</i>		4
<i>skipped question</i>		0
The length of the training session was appropriate:		
Answer Options	Response Percent	Response Count
Strongly Agree	50.0%	2
Agree	50.0%	2
Not Sure	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Not Applicable	0.0%	0
<i>answered question</i>		4
<i>skipped question</i>		0

The presenter was well organized and prepared:		
Answer Options	Response Percent	Response Count
Strongly Agree	50.0%	2
Agree	25.0%	1
Not Sure	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Not Applicable	25.0%	1
<i>answered question</i>		4
<i>skipped question</i>		0
The material was delivered in a logical sequence:		
Answer Options	Response Percent	Response Count
Strongly Agree	75.0%	3
Agree	0.0%	0
Not Sure	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Not Applicable	25.0%	1
<i>answered question</i>		4
<i>skipped question</i>		0
The presenter was knowledgeable about the course material:		
Answer Options	Response Percent	Response Count
Strongly Agree	75.0%	3
Agree	0.0%	0
Not Sure	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Not Applicable	25.0%	1
<i>answered question</i>		4
<i>skipped question</i>		0
Please rate your overall satisfaction with this training session:		
Answer Options	Response Percent	Response Count
Extremely Satisfied	50.0%	2
Satisfied	25.0%	1
Not Sure	25.0%	1
Dissatisfied	0.0%	0
Extremely Dissatisfied	0.0%	0
<i>answered question</i>		4
<i>skipped question</i>		0

What was the most useful thing that you learned in today's training session?		
Answer Options	Response Count	
	4	
<i>answered question</i>	4	
<i>skipped question</i>	0	
Ease of access		
N/A		
The ability to track the training in a clear and concise manner.		
Relevance of topics.		
What suggestions do you have to improve the training session?		
Answer Options	Response Count	
	1	
<i>answered question</i>	1	
<i>skipped question</i>	3	
None		
If you identified areas for improvement, may we follow-up with you personally? If yes,		
Answer Options	Response Percent	Response Count
Yes - my name and contact information is entered below.	66.7%	2
No	33.3%	1
<i>answered question</i>	3	
<i>skipped question</i>	1	
Dennis Miller	909-869-2958	dennismiller@csupomona.edu
Patty Rea	619-594-3243	patty.rea@sdsu.edu

APPROVAL OF THE 2015 MSLCTC MEETING DATES

ISSUE: The following dates have been scheduled for the MSLCTC to meet in 2015. All of the meetings are on Mondays at 11:00 AM.

- January 26, 2015
- April 20, 2015
- June 29, 2015
- October 5, 2015

RECOMMENDATION: Staff recommends approving the proposed 2015 meeting dates for the CSURMA AORMA MSLCTC, with changes as appropriate.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA AORMA 2015 Meeting Calendar.



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2015 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2015		FEBRUARY, 2015		MARCH, 2015	
26	AIME: TBD: 10:30 a.m.	8	EC: Pasadena: 3:00 p.m.	19	AORMA: Newport Beach: 10:00 a.m.
		8-11	AOA Conference: Pasadena	19	EC: Newport Beach: 2:30 p.m.
				20	EC LRP: Newport Beach: 8:00 a.m.
APRIL, 2015		MAY, 2015		JUNE, 2015	
23	BOD Orientation: Teleconference: 2:00 p.m.	7	AORMA: Long Beach; 10:00 a.m		
27	BOD: San Diego: 4:00 p.m.	8	EC: Long Beach: 8:00 a.m		
28-29	Fitting the Pieces Conference: San Diego	18	AIME: TBD – 10:30 a.m.		

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



2015 CSURMA • AORMA MEETING CALENDAR

JULY, 2015	AUGUST, 2015	SEPTEMBER, 2015
14-15 AORMA Officers Retreat, TBD		9 AORMA New Member Orientation: 9 AORMA LRP: Newport Beach: 10:00 a.m. 10 AORMA: Newport Beach: 9:00 a.m. 10 EC Orientation: Newport Beach: 4:00 pm 11 EC: Newport Beach: 8:30 a.m.
OCTOBER, 2015	NOVEMBER, 2015	DECEMBER, 2015
22 AORMA: Long Beach: 10:00 a.m. 22 BOD Orientation: Teleconference: 2:00 p.m. 23 EC: Long Beach: 9:00 a.m. 23 BOD: Long Beach: 10:30 a.m.		3 AORMA: Long Beach: 10:00 a.m. 4 EC: Long Beach: 8:30 a.m.

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CSURMA AORMA COMMITTEE CONTACT LIST

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

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

FISCAL IMPACT: None.

BACKGROUND: Contact lists are provided at every meeting.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Committee Roster - Effective at 7-01-14

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549
AORMA	Vice Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	Past 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	Ex Officio	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214
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	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	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AORMA	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@csupomona.edu	909-869-2910
AORMA	At Large	Keith Kompsi	Director, Foundation Financial Services	Fresno	Fresno Association, Inc., CSU Fresno	kkompsi@csufresno.edu	559-278-0838
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904
AORMA	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201
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	Melinda Coil	Chief Financial Officer	San Diego	San Diego State University Research Foundation	mcoil@foundation.sdsu.edu	619-594-1076
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	Debbie Adishian-Astone	Executive Director	Fresno	CSU Fresno Association, Inc.	debbiea@csufresno.edu	559-278-0802
MSLCTC	At Large	Dennis Miller	Director, Employment Services	Pomona	The Cal Poly Pomona Foundation, Inc.	dennismiller@csupomona.edu	909-869-2958
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	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904
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	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
PC	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@csupomona.edu	909-869-2910
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	Jun Reina	Chief Operations Officer/ Chief Financial Officer	Sacramento	Capital Public Radio, Inc., CSU Sacramento	jreina@csus.edu	916-278-8925