



PROGRAMS COMMITTEE MEETING

“This is an Open Public Meeting”

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

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

1. Teleconference Location - CSU Chancellor’s Office, 401 Golden Shore, Long Beach
2. Guy Dalpe: Cesar Chavez Student Center, SFSU, 1650 Holloway Avenue Room C-134, San Francisco
3. Gigi Kiama: University Corporation at CSUMB, 8 Upper Ragsdale Drive, Monterey
4. Bill Olmsted: University Union Operation of CSUS, Inc., 6000 J Street, Sacramento
5. Jason Porth: The University Corporation, San Francisco State, 1600 Holloway Avenue, ADM 361, San Francisco
6. Jun Reina: Capital Public Radio, Inc., CSU Sacramento, 7055 Folsom Boulevard, Sacramento
7. Raven Tyson: Associated Students of San Diego State University, 5500 Campanile Drive, Sacramento

Meeting Date: June 23, 2016
Time: 1:00 PM

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

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

A. CALL TO ORDER

1. **Approval of the Agenda Order** A p. 3
The Committee will be asked to approve today’s meeting agenda order

B. PUBLIC COMMENTS

C. GENERAL ADMINISTRATION

1. **Approval of Meeting Minutes – February 25, 2016** A p. 4
The Committee will be asked to review and approve the minutes from its meeting on February 25, 2016
2. **AORMA Risk Reduction Innovation Matching Grant Incentive Program** A p. 11
The Committee will be asked to review and if appropriate approve funding for two different risk reduction projects
3. **Discussion and Recommendation for New Programs Committee Chair for FY 2016/2017** A p. 29
The Committee will be asked to discuss the Programs Committee Chair position and make a recommendation to the AORMA Committee Chair

- 4. Policy and Procedure L-8 – Liability Program Member Allocation** **A** *p. 37*
Formula
The Committee will be asked to review and recommend approval of Policy and Procedure L-8

D. INFORMATION ITEMS

- 1. 2016 CSURMA AORMA Meeting Calendar** **I** *p. 43*
2. FY 2015/2016 AORMA Long Range Action Plan **I** *p. 45*
3. AORMA Committee and Standing Committee Roster **I** *p. 49*

E. ADJOURNMENT

The next Programs Committee meeting is scheduled for September 29, 2016 at 1:00 PM via teleconference. Please contact Mimi Long mlong@alliant.com or Tevea Him thim@alliant.com with questions.

APPROVAL OF THE AGENDA ORDER

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

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

APPROVAL OF MEETING MINUTES – FEBRUARY 25, 2016

ISSUE: The Committee will be asked to review and approve the draft minutes from the February 25, 2016, Programs Committee meeting.

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Programs Committee Meeting Minutes – February 25, 2016

**MINUTES OF THE CSURMA AORMA
PROGRAMS COMMITTEE MEETING**

FEBRUARY 25, 2016

TELECONFERENCE MEETING

8:00 AM

MEMBERS PRESENT

Guy Dalpe, Associated Students, Inc., San Francisco State University
 Gigi Kiama, University Corporation, CSU Monterey Bay
 Bill Olmsted, University Union Operation of CSUS, Inc.
 Jason Porth, The University Corporation, San Francisco State University
 Jun Reina, Capital Public Radio, Inc., CSU Sacramento (*arrived at 1:29pm*)
 Raven Tyson, Associated Students of San Diego State University

ABSENT MEMBERS

None

STAFF, GUESTS AND CONSULTANTS

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

A. CALL TO ORDER

The meeting was called to order by Gigi Kiama at 1:05 PM.

A1. Approval of the Agenda Order

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

First: Guy Dalpe
Second: Jason Porth

NAME	AYE	ABSTAIN	NAY	ABSENT
Guy Dalpe	X			
Gigi Kiama	X			
Bill Olmsted	X			
Jason Porth	X			
Jun Reina				X
Raven Tyson	X			

Motion carried.

B. PUBLIC COMMENTS

There were no public comments.

C. GENERAL ADMINISTRATION

C1. Approval of Minutes – December 3, 2015

A motion was made to approve the minutes of the December 3, 2015 meeting.

First: Guy Dalpe
Second: Jason Porth

NAME	AYE	ABSTAIN	NAY	ABSENT
Guy Dalpe	X			
Gigi Kiama	X			
Bill Olmsted	X			
Jason Porth	X			
Jun Reina				X
Raven Tyson	X			

Motion carried.

C2. Risk Reduction Innovation Matching Grant Incentive Program

Mimi Long reviewed the new Risk Reduction Innovation Matching Grant Incentive Program – Scoring Matrix. The Committee used the new matrix to score the two applications received by CSU Fresno Athletics Corporation and Associated Students, CSUF, Inc. Within the Scoring Matrix, a score of 75 is required for a grant award. Neither application received a score of 75 or higher.

The Committee directed Staff to correct two typos on the Matrix – produce should be product, and to change the points on Item 3 (Inspires original, inventive, innovative, cutting edge or ingenious safety ideas) from 10 to 20 and change the points on Item 5 (Has a broader application) from 25 to 15. The Committee also directed Staff to contact the two submitters and provide them with the new Scoring Matrix so that they can have a chance to resubmit their application along with the completed Scoring Matrix.

A motion was made to revise the Scoring Matrix as noted above and to allow the auxiliaries to resubmit their applications along with the completed Scoring Matrix.

First: Bill Olmstead
Second: Jason Porth

NAME	AYE	ABSTAIN	NAY	ABSENT
Guy Dalpe	X			
Gigi Kiama	X			
Bill Olmsted	X			
Jason Porth	X			
Jun Reina	X			
Raven Tyson	X			

Motion carried.

C3. Discussion of Option for Members to Retain Dividends with CSURMA

Mimi Long noted that Staff had received a request from a Member to discuss the option of Members having the ability to keep their dividends on account with CSURMA to accumulate over time. After discussions with CSURMA Accounting, Long noted that Staff was not recommending this change, but was asking that the Programs Committee discuss this option and provide feedback. The Committee was not in favor of this idea. No action was taken.

C4. AORMA Property Program Deductibles Rates

Mimi Long explained that the deductible for the AORMA Property Program was changed effective July 1, 2014 to:

- \$5,000 Per Occurrence (*Personal Property & Business Interruption/Rents*)
- 1% of the Real Property Value (*Real Property*), subject to a minimum of \$5,000 and maximum of \$50,000

In retrospect, Staff believes that the 1% deductible amount is too high and makes assigning a deductible confusing. Auxiliary Organizations own very few buildings with values in excess of \$10,000,000. Staff recommends applying a specific dollar amount deductible based on the building’s value.

The following proposed real property deductible amounts were reviewed by the Programs Committee:

Real Property - Proposed Deductible Schedule			
Building Value		# of bldgs	Deductible
Less than	5,000,000	451	5,000
5,000,001	10,000,000		5,000
10,000,001	20,000,000	16	10,000
20,000,001	25,000,000		10,000
25,000,001	40,000,000	5	25,000
40,000,001	50,000,000		25,000
50,000,001	60,000,000	4	50,000
60,000,001	70,000,000		50,000
70,000,001	80,000,000		50,000
80,000,001	90,000,000		50,000
90,000,001	100,000,000		50,000
100,000,001	and above		50,000

This change will result in lower deductibles for most of the Members. Only four buildings would be subject to the maximum deductible of \$50,000.

A motion was made to recommend adoption of the revised real property deductibles, retrospectively to July 1, 2014, to the AORMA Committee.

- First:** Guy Dalpe
- Second:** Jason Porth

NAME	AYE	ABSTAIN	NAY	ABSENT
Guy Dalpe	X			
Gigi Kiama	X			
Bill Olmsted	X			
Jason Porth	X			
Jun Reina	X			
Raven Tyson	X			

Motion carried.

A motion was made to recommend a partial reimbursement to the Spartan Shop in the amount of \$8,500 which represents the deductible adjustment.

- First:** Guy Dalpe
- Second:** June Reina

NAME	AYE	ABSTAIN	NAY	ABSENT
Guy Dalpe	X			
Gigi Kiama	X			

Bill Olmsted	X			
Jason Porth	X			
Jun Reina	X			
Raven Tyson	X			

Motion carried.

C5. Crime Program – Amendments to the AORMA Memorandum of Coverage

Mimi Long explained that ERISA requires all employee benefit plans to be bonded for at least 10% of the plan assets subject to a minimum bond amount of \$1,000 and a maximum bond amount of \$500,000. The current AORMA Crime Program provides a limit of \$2,000,000 which well exceeds the ERISA bonding requirement.

The AORMA Crime Program currently includes a \$5,000 per occurrence deductible. ERISA requires the bond to insure the plans for the first dollar of the loss. The AORMA memorandum of coverage is currently silent with regard to the ERISA required bond coverage as well as the \$0 deductible. The excess crime policy specifically adds coverage for the employee benefit plans. In order to clarify that the AORMA Crime Program does comply with the ERISA bonding requirement, the AORMA Crime Program memorandum of coverage has been amended. The Committee reviewed the changes.

Item 3: Limits of Liability:

1. Per Occurrence - **including coverage required by ERISA to protect employee benefit plans):**\$25,000
2. Annual Aggregate for all Member losses paid within the Coverage Period\$100,000

Item 4: Deductible:

1. Per Occurrence:.....\$5,000
2. Per Occurrence – **coverage required by ERISA to protect employee benefit plans:**\$0

A motion was made to recommend approval to the AORMA Committee of the amendments to the FY 16/17 the Crime Program memorandum of coverage (MOC) as well as the MOCs for prior years.

First: Guy Dalpe
Second: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Guy Dalpe	X			
Gigi Kiama	X			

Bill Olmsted	X			
Jason Porth	X			
Jun Reina	X			
Raven Tyson	X			

Motion carried.

C6. Sonoma State Enterprises, Inc. – New Workers’ Compensation Program Member

Effective February 1, 2016, Sonoma State Enterprises, Inc. (Enterprises) began hiring its own employees. Enterprises is seeking approval to join the AORMA workers’ compensation program. Staff has provided the preliminary approval pending final approval by the AORMA Programs Committee.

A motion was made to approve Sonoma State Enterprises, Inc. as a new member of the AORMA Workers’ Compensation Program effective February 1, 2016.

- First:** Raven Tyson
- Second:** Jun Reina

NAME	AYE	ABSTAIN	NAY	ABSENT
Guy Dalpe	X			
Gigi Kiama	X			
Bill Olmsted	X			
Jason Porth	X			
Jun Reina	X			
Raven Tyson	X			

Motion carried.

D. INFORMATION ITEMS

The Committee Members reviewed the information items.

- D1. Review of the Praesidium Utilization Report**
- D2. Review of the Alliant Loss Control Services Utilization Report**
- D3. Review of the Target Solutions Utilization Report**
- D4. Review of the Employers Group Utilization Report**
- D5. 2016 CSURMA AORMA Meeting Calendar**
- D6. FY 15/16 Long Range Action Plan**
- D7. CSURMA AORMA Committee and Standing Committee Roster**

E. ADJOURNMENT

A motion was made to adjourn the meeting at 2:20 PM

**AORMA RISK REDUCTION INNOVATION MATCHING GRANT
INCENTIVE PROGRAM**

ISSUE: The Committee will be asked to review and award, if appropriate, matching grants for the following projects:

CSU Fullerton, Auxiliary Services Corporation

- CPR / First Aid / AED Training - \$320
- Automated External Defibrillator (AED) Unit - \$1,400

Cal State L.A. University Auxiliary Services, Inc. – Improvements for the Children’s Center - \$4,000

- Turf mats
- Outdoor canopies
- Outdoor flood lighting
- Fencing for outdoor yard

RECOMMENDATION: Staff recommends that the Committee review and award, if appropriate, matching grants.

FISCAL IMPACT: \$40,000 is currently in the FY 15/16 and FY 16/17 CSURMA budgets for matching grants. If awarded, 50% of the projects’ costs would be reimbursed by CSURMA AORMA – or \$2,860.

BACKGROUND: The grant program started on a “pilot” basis. The Member Services, Loss Control and Training Committee (MSLCTC) selected three recipients, with a high frequency of losses, to receive a \$10,000 safety grant each. The money was to be used for any safety or risk reduction item. Of those three recipients – Cal Poly Pomona Foundation, Inc., The University Corporation, CSU Northridge, and Cal Poly Corporation (SLO) - only Cal Poly Pomona Foundation took advantage of the grant funds. Cal Poly Pomona Foundation replaced the flooring in one area of their dining operations.

The grant program changed the second year, to include a matching grant component as well as an annual program focus. The idea was that the focus would change annually, so that all Members would have an opportunity to apply for the grant. The focus for the second year of the matching grant program was “prevention of workers’ compensation losses within Class Code 1007 – Manual

Labor, with an emphasis on lifting, carrying and slip, trip and falls.” Applications were received from ten different Members. Very few grants were awarded. (Less than \$200 was reimbursed by AORMA for approved projects that were completed.) Grants were declined for the following reasons:

The MSLCTC felt that;

1. The grant projects were not consistent with the grant’s focus,
2. Standard staff training was a necessary function and those costs should be assumed by the Member as a part of their standard operating costs.
3. All facilities required a certain amount of upkeep and maintenance and the focus of the grant was not to provide monetary relief to an auxiliary organization for standard operating expenses.

For the third year of the program, the MSLCTC asked the Alliant Risk Control Consultant, Brent Escoubas, to recommend projects. This seemed to make sense as Escoubas was performing loss control inspections for the Members and was in the best position to make recommendations. The number of recommendation that Escoubas could make proved to be overwhelming as every structure visited needed some sort of upgrade.

The MSLCTC changed the matching grant program parameters. It was changed to place the emphasis on innovation. A few grant applications were submitted after this change, but the MSLCTC did not feel the projects were innovative enough and no grants were awarded.

In late 2015, the Programs Committee took over the matching grant program and directed Staff to create a scoring matrix which would provide better grant guidelines to the Members as well as parameters for grant approval. Two grant applications have been scored using the new matrix. Grants were not awarded for either submission.

PUBLICATION: Staff will notify the Members of the PC’s decision regarding the grant submissions.

ATTACHMENT(S):

- a. CSU Fullerton Auxiliary Services Corporation – Grant Application
- b. Cal State L.A. University Auxiliary Services, Inc. – Grant Application
- c. Policy and Procedure A-6
- d. Scoring Matrix



The AORMA Programs Committee (PC) invites you to apply for the **\$10,000 AORMA Risk Reduction Innovation Matching Grant Incentive Program**

The ***AORMA Risk Reduction Innovation Matching Grant Incentive Program*** makes funds available to AORMA Members to fund (1) original and inventive training, (2) the purchase of cutting edge safety equipment, (3) innovative modernization of the Member's premises or (4) any other unique or creative safety related project that 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.

To access funds under Program, please complete the grant application which is located on the CSURMA website.

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

The PC 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 may submit to the PC the final paid receipt which will be used to calculate the reimbursement amount.

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

Please email your completed application to:

Mimi Long
mlong@alliant.com

**CSURMA AORMA
RISK REDUCTION INNOVATION MATCHING GRANT INCENTIVE
PROGRAM APPLICATION**

Per Member Grant Amount: \$10,000

Name of Auxiliary Organization:

CSU Fullerton Auxiliary Services Corporation (ASC)

Total anticipated costs for the risk reduction project: \$ 1,720.00

Description of your proposed risk reduction project:

Titan Shops, the University Bookstore at CSU Fullerton, and a division of the ASC serves the CSUF Campus community. Serving such a large number of people requires an extensive safety program And incident response initiatives. As part of these efforts, half (9 individuals) of our full time staff Will be attending CPR/First Aid/AED training in June 2016. We seeking this generous grant to cover The cost of the training (\$320, provided at discount by CSUF) and for Titan Shops to acquire an Automated External Defibrillator (AED) unit (\$1400). In the event of an emergency or medical aid, training and AED unit holds significant potential to the life & safety of our community and to Reduce liability to the ASC.

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

CPR/First Aid/AED training scheduled for June 2 and 3, 2016. AED will be acquired following certification of staff members. Risk reduction benefits from this initiate will be on-going and will improve the overall safety of Titan Shops/ASC as a workplace, establishment, and member of the CSUF campus.

Informational attachments (optional):

Please email your completed application to Mimi Long

m.long@alliant.com



The AORMA Programs Committee (PC) invites you to apply for the **\$10,000 AORMA Risk Reduction Innovation Matching Grant Incentive Program**

The ***AORMA Risk Reduction Innovation Matching Grant Incentive Program*** makes funds available to AORMA Members to fund (1) original and inventive training, (2) the purchase of cutting edge safety equipment, (3) innovative modernization of the Member's premises or (4) any other unique or creative safety related project that 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.

To access funds under Program, please complete the grant application which is located on the CSURMA website.

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

The PC 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 may submit to the PC the final paid receipt which will be used to calculate the reimbursement amount.

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

Please email your completed application to:

Mimi Long
mlong@alliant.com

**CSURMA AORMA
RISK REDUCTION INNOVATION MATCHING GRANT INCENTIVE
PROGRAM APPLICATION**

Per Member Grant Amount: \$10,000

Name of Auxiliary Organization:

**Cal State L.A. University Auxiliary Services, Inc.
Anna Bing Arnold Children's Center**

Total anticipated costs for the risk reduction project: \$ _\$4,000_____

Description of your proposed risk reduction project:

Cal State L.A. University Auxiliary Services operates the Children's Center department. Founded in 1968, the Anna Bing Arnold Children's Center provides early care and education services for the Cal State L.A. campus community. The Center serves children from infancy through preschool, is accredited by the National Association for the Education of Young Children and is licensed by the California Department of Health and Social Services.

This project will provide materials to prevent and reduce injury to children, parents and staff. The proposed products will increase safety with possible slip and fall accidents, exposure to the elements, visibility in the evening and aid in child supervision.

We are proposing implementing four products that would greatly improve the safety of the Children's Center:

1. Turf mats to reduce possible trip and fall accidents on the walkway.
2. Outdoor canopies to protect children from the elements.
3. Installation of an outdoor flood light for evening visibility in the toddler yards.
4. Fence installation in the Mulberry Room yard to aid in supervision and safety of the children.

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

The anticipated start date is September 2016 and completion by November 2016.

Informational attachments (optional):

Please see email attachments.

*Please email your completed application to Mimi Long
m.long@alliant.com*

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- Colors resist fading in sunlight.



MODEL NO.	SIZE	THICKNESS	PRICE EACH			ADD TO CART
			1	3	6+	
<u>H-1984</u>	3 x 5'	3/8"	\$110	\$106	\$102	<u>Specify Color</u>
<u>H-3592</u>	3 x 8'		177	171	164	<u>Specify Color</u>
<u>H-1985</u>	3 x 10'		220	212	204	<u>Specify Color</u>

charcoal (3)

\$106 x 3 = \$318



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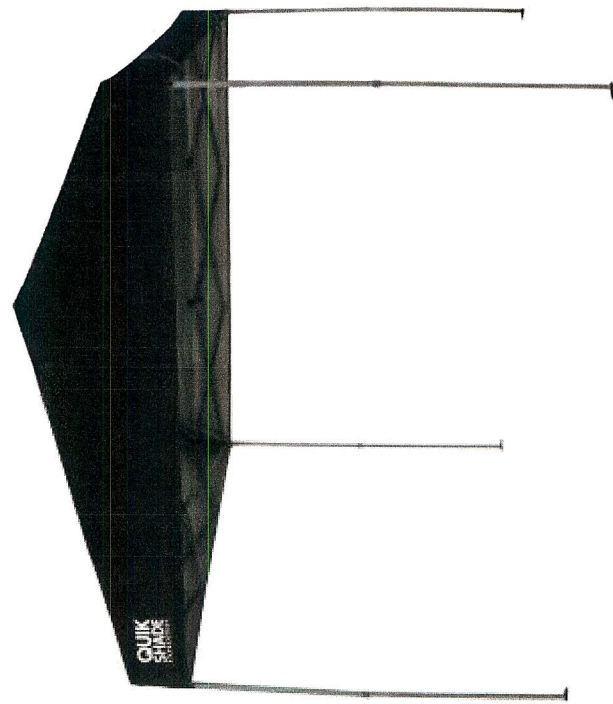
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Quik Shade | Model # 158997 | Internet # 205161046

Expedition 10 ft. x 10 ft. Black Instant Canopy

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\$86.94 /each *X 3 = \$260.82*

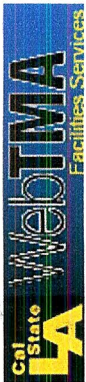
- 100 sq. ft. coverage area shades 8-12 people comfortably
- Steel frame with upgraded canopy fabric for added durability
- Quik Latch for finger friendly set-up and take down

PRODUCT NOT SOLD IN STORES

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CSULA

Estimates Report with Authorized Signature

Estimator Name Kristil Mejia **Estimate #** 2536
Requestor Name Jim Goodrich **Estimate Date** 11/24/2015
Requestor Phone # 323-343-2470 **Last Modified** 11/24/2015
Requestor E-mail jgoodrich@cslanet.calstatela.edu **Authorized** True
Reference Type Work Order **Reference #** FS-201505016
Department Code 793000 **Department Name** Child Care Center
Estimate Start
Actual End
Comments Anna Bing Mulberry Room (Patio)

Scope of work:
 Facilities: Install a flood light.
 If you wish this work to proceed, please sign this document, provide a PeopleSoft Account Number, and return it to Facilities Services Work Control in Corporate Yard Room 246.
 If the signed copy is not returned within 30 days upon receipt of estimate, we will assume you do not wish to proceed with the work and we will cancel the work request and/or estimate.
 Occasionally, unforeseen conditions are encountered which may increase costs. In such situations, the department will be notified of the additional costs before the work continues this includes change orders.

Trade Description	Cost Type	Est. Type	Item Code	Item Description	Quantity	Unit Cost	Total Cost	Budget	Change Order
Facilities Services	Other			Labor and Material	1.00	628.7000	628.700		
Total Hours		0.00		Total				628.7	
Total Labor		0.00							



CSULA

FS-201405051

WO Type: Estimate
Subtype:
WO Placed On: Area
Primary Ph:
Requestor: Patricia Ramirez-Ulloa
Requestor Ph: 323-343-2470
Repair Center: Facilities Services
Acct No:
Area #: 030-MULBERRY - Spec Instruction - MULBERRY RM

Location ID: 030-MULBERRY - Spec Instruction - MULBERRY RM
Facility: Los Angeles Campus
Building: Anna Bing Arnold Child Care Center
Floor:
Department: Auxiliary Entity
Priority: 4 - Scheduled Maintenance
Completed:
Project: -
Supervisor:

Request #: 23836
Reference #:
Status:
Requested: 10/01/2014 10:32
Est. Start:
Est. End:
Est. Hours:
Est. Costs: 2,218.75
Modified By: slomeli
Time: 10/14/2014 07:56
Total Hours:

Action Requested: We would like an estimate on a small fence in the Mulberry Yard.

Comments:

Svc. Interruption:

Task: AD1020 - General Outside Contractor
Task Due Date: 10/31/2014 10:32
Failure Code:
Task Status:
Failure Sub-Code:
Completion date:
Authorized By:
Finished Date:
Contractor:
WO #: FS-201405051
Trade: Administration

FS-201405051: AD1020 - General Outside Contractor	Labor	Materials	Other	Contractor	Total Charges
Total	0.00	0.00	0.00	0.00	0.00

**CSURMA Auxiliary Organization Risk Management Alliance
Risk Reduction Innovation Matching Grant Incentive Program
Scoring Matrix**

Category	Description	Points
Prevents loss frequency	<p>Describe how implementation of this product, service or training may prevent an injury from a known loss exposure. <i>Describe below:</i></p> <p><i>The products proposed may prevent injuries by:</i></p> <ol style="list-style-type: none"> <i>1. The turf mats would prevent trip and fall accidents on the walkway. This is a very busy walkway and the cement is uneven and slippery.</i> <i>2. The outdoor canopies would help protect the children from the sun exposure when playing in the yards. Children's skin is very delicate and sun damage or heat exhaustion is a real risk.</i> <i>3. The toddler yards have inadequate lighting when it is dark. This is a risk to teachers when they are completing task at the end of the day.</i> <i>4. The Mulberry Room has toddlers and no barrier dividing this classroom from the preschool classrooms. Toddlers are known attempt to run into the preschool yards. The small fence will help the teachers contain the toddlers in their yard and aid in proper teacher supervision.</i> 	20
Prevents loss severity	<p>Describe how implementation of this product, service or training could potentially prevent an extremely costly claim. <i>Describe below:</i></p> <p><i>The products proposed may prevent costly claim by:</i></p> <ol style="list-style-type: none"> <i>1. The turf mats would prevent trip and fall accidents on the walkway. This is a very busy walkway and the cement is uneven and slippery.</i> <i>2. The outdoor canopies would help protect the children from the sun exposure when playing in the yards. Children's skin is very delicate and sun damage or heat exhaustion is a real risk.</i> 	25

**CSURMA Auxiliary Organization Risk Management Alliance
Risk Reduction Innovation Matching Grant Incentive Program
Scoring Matrix**

Category	Description	Points
	<p><i>3. The toddler yards have inadequate lighting when it is dark. This is a risk to teachers when they are completing tasks at the end of the day and have a possibility of trip and fall claims.</i></p> <p><i>4. The Mulberry Room has toddlers and no barrier dividing this classroom from the preschool classrooms. Toddlers are known attempt to run into the preschool yards. The small fence will help the teachers contain the toddlers in their yard. Without proper supervision, children may trip and fall.</i></p>	
Inspires original, inventive, innovative, cutting edge or ingenious safety ideas	<p>Describe how this product, service or training may inspire loss reduction creativity within the auxiliary organization, campus or systemwide. Describe below:</p> <p><i>The inclusion of the proposed products will only increase staff awareness of safety and accident prevention in all areas of the Center. We rely on our staff and teacher's awareness of the safety of the children to make improvements as needed.</i></p>	20
Promotes culture of safety within the auxiliary organization	<p>Describe how this product, service or training may encourage your employees to support or promote additional safe practices within your auxiliary organization. Describe below:</p> <p><i>The Center staff follow a plan for maintaining a healthy and safe environment. This plan includes sanitation practices, regular safety checks of equipment, monthly fire drills. The inclusion of the proposed products will only increase staff awareness of safety and accident prevention in all areas of the Center. This helps staff to be aware and report any potential hazards to administrative staff.</i></p>	10

**CSURMA Auxiliary Organization Risk Management Alliance
Risk Reduction Innovation Matching Grant Incentive Program
Scoring Matrix**

Category	Description	Points
Has a broader application	<p>Describe how this product, service or training could be used at other auxiliary organizations with similar operations. Describe below:</p> <p><i>The Children's Center provides services to a uniquely vulnerable population. Other auxiliaries operating Child care would be able to use these measures to reduce risk and improve safety.</i></p>	15
Is above and beyond normal operations	<p>Describe how this product, service or training goes above and beyond an auxiliary organization's (1) standard facilities maintenance and upkeep, or (2) generally expected safety equipment or training, but is instead a new approach to risk mitigation. Describe below:</p> <p><i>The Children's Center provides services to a uniquely vulnerable population. Staff always need to have awareness of potential hazards and take measures to reduce risk and improve safety. Budgetary limitations are most of the time the reason why safety improvements cannot be made. This grant would make it possible to implement the products to prevent injuries and costly claims.</i></p>	10

A score of 75 is required for grant award.



CSURMA AORMA

POLICY AND PROCEDURE NO. A-6

SUBJECT:	RISK REDUCTION INNOVATION MATCHING GRANT INCENTIVE PROGRAM
ADOPTED:	MAY 9, 2013
EFFECTIVE:	JULY 1, 2013
AMENDED:	SEPTEMBER 12, 2013 MARCH 20, 2014 DECEMBER 4, 2014 MAY 5, 2016

Should there be any discrepancy between this document and either the MEMORANDUM OF COVERAGE or PARTICIPATION AGREEMENT between the AORMA Committee and the MEMBER, the MEMORANDUM OF COVERAGE and/or the PARTICIPATION AGREEMENT will govern.

PURPOSE:

The Risk Reduction Innovation Matching Grant Program (PROGRAM) makes funds available to AORMA Members (MEMBERs). It funds original and inventive training programs, the purchase of cutting edge safety equipment, innovative modernization of the MEMBER's premises or any other unique or creative safety related project that may 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 and to inspire ingenious safety ideas that the other MEMBERs may employ.

POLICY:

1. Annually, the following activities will be completed
 - a. The Programs Committee (PC) will propose to the AORMA Committee a budget amount for the PROGRAM.
 - b. The PC will approve the maximum grant amount.
 - c. The PC 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 PC.
2. To access funds under the PROGRAM, the MEMBER, must complete the grant application which is located on the CSURMA website and will include the following information;
 - 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.
3. The MEMBER will be expected to complete the proposed risk reduction project within the timeline provided within the grant application. Upon review, the PC 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 PC 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 PC in monitoring this PROGRAM's effectiveness and the merits of future PROGRAM funds.

**CSURMA Auxiliary Organization Risk Management Alliance
Risk Reduction Innovation Matching Grant Incentive Program
Scoring Matrix**

Category	Description	Points
Prevents loss frequency	Describe how implementation of this product, service or training may prevent an injury from a known loss exposure. <i>Describe below:</i>	20
Prevents loss severity	Describe how implementation of this product, service or training could potentially prevent an extremely costly claim. <i>Describe below:</i>	25
Inspires original, inventive, innovative, cutting edge or ingenious safety ideas	Describe how this product, service or training may inspire loss reduction creativity within the auxiliary organization, campus or systemwide. <i>Describe below:</i>	20
Promotes culture of safety within the auxiliary organization	Describe how this product, service or training may encourage your employees to support or promote additional safe practices within your auxiliary organization. <i>Describe below:</i>	10

**CSURMA Auxiliary Organization Risk Management Alliance
Risk Reduction Innovation Matching Grant Incentive Program
Scoring Matrix**

Category	Description	Points
Has a broader application	Describe how this product, service or training could be used at other auxiliary organizations with similar operations. <i>Describe below:</i>	15
Is above and beyond normal operations	Describe how this product, service or training goes above and beyond an auxiliary organization's (1) standard facilities maintenance and upkeep, or (2) generally expected safety equipment or training, but is instead a new approach to risk mitigation. <i>Describe below:</i>	10

A score of 75 is required for grant award.

**DISCUSSION AND RECOMMENDATION FOR NEW PROGRAMS
COMMITTEE CHAIR FOR FY 2016/2017**

ISSUE: Annually, the AORMA Committee Chair will appoint the new Chair of the Programs Committee. The Chair of the Programs Committee must also be an AORMA Committee member. Every spring, the membership of the Programs Committee will recommend to the AORMA Committee Chair a nominee for the Chair position. The following Programs Committee members will also service on the AORMA Committee during FY 16/17 and therefore are eligible to serve as the Programs Committee Chair:

1. Guy Dalpe
2. Gigi Kiama

RECOMMENDATION: Staff recommends that the Committee members discuss the Programs Committee Chair position and then make a recommendation to the AORMA Committee Chair.

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S):

- a. AORMA Committee Roster @ July 1, 2016
- b. Policy and Procedure A-2 – AORMA Committee and Standing Committee Roles and Responsibilities

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2016

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number	Location	Size of Campus	Type of Campus	Term
AORMA	Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101	South	Large	Urban	7/1/16 - 6/30/18
AORMA	First Vice Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044	North	Large	Urban	7/1/15 - 6/30/17
AORMA	Second Vice Chair	Gigi Kiama	Human Resources Director	Monterey Bay	The University Corporation at Monterey Bay	gkiama@csumb.edu	831-582-4301	North	Small	Rural	7/1/16 - 6/30/18
AORMA	Past Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549	South	Large	Urban	7/1/15 - 6/30/17
AORMA	At Large	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Research Foundation	Brian.Nowlin@csulb.edu	562-985-4690	South	Large	Urban	7/1/15 - 6/30/17
AORMA	At Large	Cheree Aguilar	Senior Director, Human Resources	San Jose	San Jose State University Research Foundation	cheree.aguilar@sjsu.edu	408-924-1505	South	Large	Urban	7/1/15 - 6/30/17
AORMA	At Large	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@humboldt.edu	707-826-4878	North	Large	Rural	7/1/16 - 6/30/18
AORMA	At Large	Dave Nirenberg	Senior Director	Channel Islands	University Glen Corporation	dave.nirenberg@csuci.edu	805-437-2668	South	Small	Rural	7/1/15 - 6/30/17
AORMA	At Large	Jim Reinhart	Executive Director	Sacramento	University Enterprises, Inc. (UEI)	Jim.Reinhart@csus.edu	916-278-7001	South	Large	Urban	7/1/15 - 6/30/17
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904	North	Large	Urban	7/1/16 - 6/30/18

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	Location	Size of Campus	Type of Campus	Term
PC	Chair	Gigi Kiama	Human Resources Director	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301	North	Small	Rural	7/1/13 - 6/30/15
PC	At Large	Bill Olmsted	Associate Executive Director	Sacramento	University Union Operation of CSUS, Inc.	olmsted@csus.edu	916-278-6744	North	Large	Urban	7/1/15 - 6/30/17
PC	At Large	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044	North	Large	Urban	7/1/14 - 6/30/16
PC	At Large	Jason Porth	Executive Director	San Francisco	The University Corporation, San Francisco State	jporth@sfsu.edu	415-338-6880	North	Large	Urban	7/1/15 - 6/30/17
PC	At Large	Jun Reina	Chief Operating Officer/ Chief Financial Officer	Sacramento	Capital Public Radio, Inc., CSU Sacramento	jreina@csus.edu	916-278-8925	North	Large	Urban	7/1/15 - 6/30/17
PC	At Large	Raven Tyson	Human Resources & Risk Manager	San Diego	Associated Students of San Diego State University	raven.tyson@sdsu.edu	619-594-3760	South	Large	Urban	7/1/13 - 6/30/15

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



SUBJECT: AORMA COMMITTEE AND STANDING
COMMITTEE ROLES AND RESPONSIBILITIES

ADOPTED: AUGUST 19, 2003

EFFECTIVE: JULY 1, 2003

AMENDED: DECEMBER 7, 2005
MAY 14, 2009
OCTOBER 29, 2009
JANUARY 11, 2010
SEPTEMBER 16, 2010
SEPTEMBER 13, 2012
MAY 8, 2014
DECEMBER 10, 2015

Should there be any discrepancy between this document and either the MEMORANDUM OF COVERAGE or PARTICIPATION AGREEMENT between the AORMA Committee and the MEMBER, the MEMORANDUM OF COVERAGE and/or the PARTICIPATION AGREEMENT will govern.

PURPOSE:

The purpose of this policy is to describe the roles and responsibilities of participants in the CSURMA AORMA COMMITTEE and its STANDING COMMITTEE.

POLICY:

It is the policy of the CSURMA to encourage AORMA members' participation in the AORMA COMMITTEE and STANDING COMMITTEE that oversee operation of AORMA insurance programs. To that end, CSURMA AORMA has adopted Policy and Procedure A-1 that describes the process of AORMA COMMITTEE elections and representation. This policy further describes the roles and responsibilities of Committee members and officers. It is expected that AORMA COMMITTEE members will commit to meeting attendance and participation needed to conduct CSURMA business.

PROCEDURE:

The AORMA COMMITTEE will conduct elections and appointments in accordance with the CSURMA Joint Powers Agreement, Bylaws and AORMA Policy and Procedure A-1. A copy of Policy and Procedure A-1 describing roles and responsibilities of Committee members will be provided to Committee nominees and participants.

AORMA COMMITTEE Participation in General - The AORMA COMMITTEE holds regularly scheduled meetings in person approximately four times per year with additional teleconference meetings as necessary. Following are considerations as respects AORMA COMMITTEE participation:

1. In person attendance at regularly scheduled AORMA COMMITTEE meetings is preferred. While teleconference attendance can be arranged, the Committee business is best conducted at in-person meetings. Any Committee member or Officer who is not present, either in person or via teleconference, at two or more AORMA COMMITTEE meetings in any one fiscal year, may be removed from the AORMA COMMITTEE upon a majority vote of the AORMA Officers unless that AORMA Officer is the subject of the vote and then that AORMA Officer will be recused.
2. AORMA COMMITTEE at-large member terms are for two years, with a maximum of three terms served before a member is either elected as the Chair, First Vice Chair or Second Vice Chair or termed out and must wait one year before again serving on the Committee. It is expected that members be prepared to serve for at least one complete term because the learning curve on CSURMA's coverage programs is steep.
3. Reasonable travel expenses associated with participation on the AORMA COMMITTEE are reimbursable as provided under CSU's travel reimbursement policy.
4. Representatives elected to the AORMA COMMITTEE are individually elected, not as direct representatives of their respective auxiliary organizations. It is expected that AORMA COMMITTEE members will approach their responsibilities from the perspective of the good of the CSURMA Auxiliary Organizations programs as a whole, rather than just their individual organization's benefit.
5. AORMA COMMITTEE members are expected to attend two (2) CSURMA Board of Directors meetings annually (one in the fall; one in the spring). State law requires timely completion of appropriate paperwork, such as Fair Political Practices Commission Form 700.
6. Develop recommendations for the AORMA COMMITTEE and take action within delegated authority.

AORMA Committee Chair - In addition to the roles and responsibilities of AORMA COMMITTEE participation, in general, the AORMA Committee Chair has the following roles and responsibilities:

1. Representative of the AORMA Committee to the AOA Executive Committee and attendance at AOA Executive Committee meetings.
2. Attendance and participation in CSURMA Executive Committee meetings (approximately four times per year).
3. Availability for regular communication with, and direction of CSURMA Program Administrator staff.

4. Availability to respond to CSURMA Auxiliary Organizations member questions and concerns.
5. A commitment toward professional development in the area of risk management and representation of CSURMA at conferences and meetings, such as the AOA Annual Conference, the CSURMA Fitting the Pieces Together Conference and other conferences as appropriate.
6. Authority to appoint an at-large AORMA Committee member or the First Vice Chair or Second Vice Chair if that seat on the AORMA Committee is vacated mid-term.
7. Authority to establish task groups as necessary.
8. Authority to appoint the Standing Committee Chair, members of the AORMA Standing Committee and task groups (in consultation with the AORMA Standing Committee Chair).
9. Service on Standing Committee, task groups and ad hoc committees as appropriate.
10. Attend and present at CSURMA Board of Directors meetings.

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

1. Be prepared to serve in the Chair position should the Chair vacate its seat mid-term.
2. Attend and participate in the CSURMA Executive Committee meetings.

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

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

AORMA Standing Committees

1. The AORMA Committee reserves the right to create and dissolve any or all Standing Committees at any time. The AORMA Committee shall appoint Standing Committees to provide support to the AORMA Committee. These Standing Committees are as follows:
 - a. Programs Committee
 - b. Executive Officers
2. Standing Committee membership will be as follows:
 - a. Programs Committee – A minimum of five members, at least two of whom shall be AORMA Committee members.

- b. Executive Officers – The AORMA Committee Chair, First Vice Chair and Second Vice Chair.
3. Every spring, the membership of each Standing Committee will recommend to the AORMA Committee Chair a nominee from the AORMA Committee for the Chair position of their respective Standing Committee.
4. The AORMA Committee Chair shall appoint Standing Chairs annually for a one-year term effective on July 1. The Chair of any Standing Committee must simultaneously be a member of the AORMA Committee.
5. AORMA Standing Committee appointments are at the discretion of the AORMA Committee Chair. It is expected that appointed members be prepared to serve for at least one complete two-year term. Standing Committee members may serve a maximum of three consecutive two-year terms, with an effective date of July 1 of the year in which they are appointed. Upon being termed out of a Standing Committee, a person may serve again on the same Standing Committee after sitting out a period of one year.
6. No auxiliary organization will have multiple representatives serving simultaneously on any AORMA Standing Committee.
7. Reasonable travel expenses associated with participation on AORMA Standing Committees are reimbursable as provided in CSURMA’s travel reimbursement policy.
8. Representatives are individually appointed, not direct representatives of their respective auxiliary organizations. It is expected that representatives will approach their responsibilities from the perspective of the good of the CSURMA Auxiliary Organizations programs as a whole, rather than just their individual organization’s benefit.
9. Standing Committees shall develop recommendations for the AORMA Committee and take action within delegated authority.
10. Standing Committees shall be responsible for overseeing the completion of special projects as determined by the AORMA Committee. Standing Committees will be asked to present recommendations for discussion and approval by the full AORMA Committee.

ADDENDUM

AORMA STANDING COMMITTEE DESCRIPTIONS

This addendum to CSURMA AORMA Policy and Procedure A-2 will summarize the primary roles and responsibilities of the Committees appointed by the AORMA Committee Chair. The Committees will from time to time provide reports on their activities to the AORMA Committee, making recommendations on their areas of expertise.

This addendum may be updated from time to time as the need for changes to the Committee structure are desired by the AORMA Committee.

Executive Officers Committee

The AORMA Executive Officers Committee will provide executive management oversight of AORMA operations and AORMA staff. Comprised of the AORMA Chair, First Vice Chair and Second Vice Chair, the Executive Officers Committee will develop relationships between the CSURMA AORMA and the AOA, manage Committee appointments, leadership and succession planning, and work with staff to develop and update miscellaneous financial, legal, governing and coverage documents. The Executive Committee shall also have claims settlement authority as outlined in AORMA Policies and Procedures L-2 and W-5.

Programs Committee

The Programs Committee will oversee the management of all programs not otherwise assigned to another committee, including, but not limited to, the Liability, Workers' Compensation, Property, Crime, Unemployment Insurance, Participant Accident Insurance and Foreign Travel Liability Programs, as well as new program development. The Committee will assist in the review of annual actuarial reports and the development of rating plans for allocation of annual costs, policies and coverage documents. Training, service provider RFP development and selection will also be handled by this Committee. The Programs Committee will act as a liaison to the AOA Human Resources Committee. The Committee will assist in the development of relationships between the AORMA and the AOA, as well as continue to strengthen the relationships between the CSURMA and its Auxiliary Organization membership. The Committee will utilize newsletters, member surveys, annual reports and other methods of communicating the benefits of AORMA membership to the members. The Committee will direct staff in the development of "value-added" services such as the Certificate Tracking Program, OAYSYS-Net Property database, claims reports, service provider evaluations and the professional development through risk management training of the AORMA membership.

The Committee will assist in the development, implementation and evaluation of various training programs aimed at developing safety and loss control awareness among the AORMA membership. The Committee will also lead professional development of the AORMA membership in the field of risk management and be responsible for the allocation of the risk management budget among the various safety and risk control service providers.



CSURMA AORMA

POLICY AND PROCEDURE NO. A-2

POLICY AND PROCEDURE L-8
LIABILITY PROGRAM MEMBER ALLOCATION FORMULA

ISSUE: The AORMA Liability Program member allocation formula was revised effective July 1, 2015. Staff created Policy and Procedure L-8 to document the allocation formula which has been approved by the Programs Committee and the AORMA Committee. The Policy and Procedure also notes the allocation criteria which requires annual approval by the Programs Committee.

RECOMMENDATION: Staff recommends that the Committee review draft Policy and Procedure L-8 and recommend approval to the AORMA Committee with revisions as appropriate.

FISCAL IMPACT: No fiscal impact is anticipated.

BACKGROUND: None.

PUBLICATION: When the Policy and Procedure is approved by the AORMA Committee it will be posted on the CSURMA website.

ATTACHMENT(S):

- a. Policy and Procedure L-8 – Liability Program Member Allocation Formula (draft)



CSURMA AORMA

POLICY & PROCEDURE NO. L-8

SUBJECT:	LIABILITY PROGRAM MEMBER ALLOCATION FORMULA
ADOPTED:	SEPTEMBER 8, 2016
EFFECTIVE:	SEPTEMBER 8, 2016
AMENDED:	N/A

POLICY:

It shall be the policy of the CSURMA AORMA to determine each member’s allocation of the total liability program costs as outlined in the Liability Program Member Allocation Formula shown below:

PROCEDURE:

Annually, in September, the AORMA Committee will approve the Total Liability Program Costs for the upcoming fiscal year.

Annually, in December, the Programs Committee will accept the following four supplemental actuarial reports to be used as general guidelines within the Liability Program Member Allocation Formula:

- 1. Liability Rates
- 2. Liability Experience Modification Factors
- 3. Employment Practices Liability Indicated Deductible Credits

Annually, in December, the Programs Committee will approve the following allocation criteria within the Liability Program Member Allocation Formula and will approve the final member allocation for the upcoming fiscal year:

- 1. Basic rates for;
 - a. Automobile liability
 - b. Premises liability
 - c. Other liability
 - d. Employment practices liability
- 2. Maximum premium for calculating the size credit
- 3. Maximum size credit percentage
- 4. Minimum and/or maximum excess premium and administrative costs
- 5. Maximum and minimum premium collar percentages
- 6. Minimum premium

LIABILITY PROGRAM MEMBER ALLOCATION FORMULA:

Basic Rates:

Four basic rates are included in the allocation formula for the following loss exposures:

Loss Exposure	Exposure Basis
Automobile Liability (AL)	Number of owned autos
Premises Liability (PL)	Total square footage owned, occupied, operated or maintained
Other Liability (OL)	Total expenditures
Employment Practices Liability (EPL)	Total payroll

1. The exposure basis for each loss exposure is multiplied separately by the corresponding approved basic rate and then added together. *Result – basic premium for pooled layer w/o size credit or loss rating.*

**** Example ****

1.	5	*	\$150	=	\$750
	Number of owned autos		Per Auto		AL Basic premium
	150,000	*	\$50	=	\$7,500
	Square Footage		Per 1,000 of square footage		PL Basic premium
	\$20,000,000	*	\$400	=	\$8,000
	Expenditures		Per 1,000,000 of expenditures		OL Basic premium
	\$5,000,000	*	\$1,200	=	\$6,000
	Payroll		Per 1,000,000 of payroll		EPL Basic premium
			Total		\$22,250
					Basic premium for pooled layer w/o size credit or loss rating

Size Credit:

1. Basic premium for pooled layer w/o size credit or loss rating is divided by the maximum premium for calculating size credit. *Result – percentage of basic premium for pooled layer compared to the maximum premium for calculating size credit.*
2. Percentage of total basic premium compared to maximum premium for calculating size credit is multiplied by maximum size credit percentage. *Result – size credit percentage.*
3. Basic premium for pooled layer w/o size credit or loss rating is multiplied by the size credit percentage. *Result – basic premium for pooled layer w/ size credit.*

**** Example ****

1.	\$22,250 Basic premium for pooled layer w/o size credit or loss rating	/	\$65,000 Maximum premium for calculating size credit	=	34% % of basic premium for pooled layer compared to maximum premium for calculating size credit
2.	34% % of basic premium for pooled layer compared to maximum premium for calculating size credit	*	20% Maximum size percentage credit	=	7% Size credit percentage
3.	\$22,250 Basic premium for pooled layer w/o size credit or loss rating	-	7% Size credit percentage	=	\$20,693 Basic premium for pooled layer w/ size credit

Loss Rating:

1. Loss rating discount or surcharge (as calculated by actuary) is multiplied by the basic premium for pooled layer w/ size credit. *Result – Basic premium for pooled layer w/ size credit and loss rating.*

**** Example ****

1.	\$20,693 Basic premium for pooled layer w/ size credit	*	.945 Loss rating discount or surcharge	=	\$19,555 Basic premium for pooled layer w/ size credit and loss rating
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Excess Premium:

1. Each Member’s percentage of the total basic premium for pooled layer w/o size credit or loss rating is multiplied by the total excess premium. *Result – excess premium.*
2. The excess premium is capped if it exceeds the maximum excess premium. *Result – capped excess premium.*

1.	\$22,250 Basic premium for pooled layer w/o size credit or loss rating	/	\$1,718,405 Total program basic premium for pooled layer	=	1.29% Percentage of total program basic premium for pooled layer
	1.29% Percentage of total program basic premium for pooled layer	*	\$1,230,000 Total program excess premium	=	\$15,867 Excess premium
2.	\$15,867 Excess premium	=/<	\$85,000 Minimum excess premium	=	\$15,867 Capped excess premium

Administrative Costs:

1. Each Member’s percentage of the total basic premium for pooled layer w/o size credit or loss rating is multiplied by the total program administrative costs. *Result – administrative costs.*

2. The administrative costs are capped at either the minimum or maximum administrative costs.
Result - *Capped administrative costs.*

1.	\$22,250	/	\$1,718,405	=	1.29%
	Basic premium for pooled layer w/o size credit or loss rating		Total program basic premium for pooled layer		Percentage of total program basic premium for pooled layer
	1.29%	*	\$730,000	=	\$9,417
	Percentage of total program basic premium for pooled layer		Total program excess premium		Administrative costs
2.	\$9,417	<	\$60,000	=	\$9,417
	Excess premium		Maximum administrative costs		Capped administrative costs
	\$9,417	>	\$600	=	\$9,417
	Excess premium		Minimum administrative costs		Capped administrative costs

Final Premium w/o Collars:

1.	\$19,555	+
	Basic premium for pooled layer w/ size credit and loss rating	
	\$15,867	+
	Capped excess premium	
	\$9,417	+
	Capped administrative costs	
	\$44,874	=
	Final premium w/o collars or deductible credits	

Collared Premium:

- Prior year's final premium w/o deductible credit is multiplied by the maximum collared percentage increase. *Result – maximum collared premium.*
- Prior year's final premium w/o deductible credit is multiplied by the maximum collared rate decrease. *Result – minimum collared premium.*
- If the final premium w/o collars or deductible credits is less than the minimum collared premium, then the minimum collared premium will apply; if the final premium w/o collars or deductible credits is more than the maximum collared premium, then the maximum collared premium will apply.

**** Example ****

1.	\$35,000	+	10%	=	\$38,500
	Prior year's final premium w/o deductible credit		Maximum collared percentage increase		Maximum collared premium
2.	\$35,000	-	10%	=	\$31,500
	Prior year's final premium w/o deductible credit		Maximum collared percentage decrease		Minimum collared premium
3.	\$44,874	>	\$38,500	=	\$38,500



CSURMA AORMA

POLICY & PROCEDURE NO. L-8

The maximum collared premium is used because final premium w/o collars or deductible credits is greater than the maximum collared premium	Final premium w/o deductible credits
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Minimum Premium:

1. The final premium w/o deductible credits is compared to the approved minimum premium. The minimum premium is applied as appropriate.

Employment Practices Liability Deductible:

1. The EPL basic premium is reduced by the EPL deductible credits. The total savings is applied to the final premium w/o deductible credits.

2016 CSURMA AORMA 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 – 2016 Meeting Calendar



California State University Risk Management Authority

2016 CSURMA MEETING CALENDAR

JANUARY				FEBRUARY				MARCH			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
9		AOA EC	Sacramento	25	1:00 PM	PC	Teleconference	10	10:00 AM	AORMA	San Francisco
10	3:00 PM	EC (AOA Conference)	Sacramento					10	2:00 PM	EC	San Francisco
10 - 13		AOA Annual Conference	Sacramento					11	8:30 AM	EC LRP	San Francisco
11	10:30 AM	AIME	Sacramento					18		AOA EC	TBD
APRIL				MAY				JUNE			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
				2	10:30 AM	AIME	Northridge	17		AOA EC	TBD
				5	10:00 AM	AORMA	Long Beach	23	1:00 PM	PC	Teleconference
				5	2:00 PM	BOD Orientation	Teleconference				
				6	8:00 AM	EC	Long Beach				
				6	10:30 AM	BOD	Long Beach				
JULY				AUGUST				SEPTEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
19 - 20	11:00 AM	AORMA Officers Retreat	San Francisco	19		AOA EC	TBD	7	9:00 AM	AORMA New Member	Sacramento
								7	10:00 AM	AORMA LRP	Sacramento
								8	9:00 AM	AORMA	Sacramento
								23	8:30 AM	EC Orientation	Newport Beach
								23	10:00 AM	EC	Newport Beach
								29	1:00 PM	PC	Teleconference
OCTOBER				NOVEMBER				DECEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
17	10:30 AM	AIME	SF or SJ	18		AOA EC	TBD	1	10:00 AM	AORMA	Long Beach
20	10:00 AM	AORMA	San Francisco	2	1:30 PM	EC (FTPT Conference)	Sacramento	2	8:30 AM	EC	Long Beach
				2	4:00 PM	BOD (FTPT Conference)	Sacramento	8	8:00 AM	PC	San Francisco
				3-4		FTPT Conference	Sacramento				

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

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

EC = CSURMA Executive Committee
 EC LRP = EC Long Range Planning Meeting
 BOD = CSURMA Board of Directors

FY 2015/2016 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 2015/2016 AORMA Long Range Action Plan

FY 2015/16 CSURMA AORMA LONG RANGE ACTION PLAN

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

FY 2015/16 CSURMA AORMA LONG RANGE ACTION PLAN

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

FY 2015/16 CSURMA AORMA LONG RANGE ACTION PLAN

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

AORMA COMMITTEE AND STANDING COMMITTEE ROSTER

ISSUE: Attached for the Committee's review is the AORMA Committee and Standing Committee Roster effective July 1, 2016.

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 Roster – Effective 07/01/16

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2016

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fnumford@fullerton.edu	657-278-4101
AORMA	First Vice Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AORMA	Second Vice Chair	Gigi Kiama	Human Resources Director	Monterey Bay	The University Corporation at Monterey Bay	gkiama@csumb.edu	831-582-4301
AORMA	Past Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549
AORMA	At Large	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Research Foundation	Brian.Nowlin@csulb.edu	562-985-4690
AORMA	At Large	Cheree Aguilar	Senior Director, Human Resources	San Jose	San Jose State University Research Foundation	cheree.aguilar@sjsu.edu	408-924-1505
AORMA	At Large	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@humboldt.edu	707-826-4878
AORMA	At Large	Dave Nirenberg	Senior Director	Channel Islands	University Glen Corporation	dave.nirenberg@csuci.edu	805-437-2668
AORMA	At Large	Jim Reinhart	Executive Director	Sacramento	University Enterprises, Inc. (UEI)	Jim.Reinhart@csus.edu	916-278-7001
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904

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

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

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