



California State University Risk Management Authority

CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY



Annual Stewardship Report FYE June 30, 2013



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EXECUTIVE SUMMARY

CSURMA and ALLIANT

Alliant Insurance Services (Alliant) is proud of its history and continuing partnership with the California State University and its Auxiliary Organizations, collectively the CSU. Key principals of the Alliant team have consistently provided creative solutions for CSU since 1995. We are proud of our accomplishments for the CSU, and in particular, the opportunity to develop and manage a number of effective and very efficient insurance and coverage plans through the entity we helped form and implement, namely the California State University Risk Management Authority (CSURMA). Launched in 1997, CSURMA is a joint powers authority created under the Government Code of the State of California, and established specifically to address and manage the operational risks of the CSU.

Alliant is a specialty insurance brokerage firm that also provides joint powers authority (JPA) program administration, risk management, and insurance brokerage services. We regard working with the CSU as an exciting professional opportunity. As Program Administrators, Alliant oversees CSURMA's risk pool programs, reinsurance placements, group purchase insurance, and provides risk management consultation and joint power authority administration for all members of the authority.

Alliant is committed to working with the CSU at the system level and directly with all twenty-three campuses (23) and all eighty-eight (88) auxiliary organizations. We provide direct consultative and program management services for the Office of the Chancellor, including Systemwide Risk Management, Public Safety, General Counsel, Capital Planning Design & Construction, and the Chief Administrative & Business Officials (CABO) representing the campuses. On the campuses, Alliant provides risk management consultation and advice for Campus Risk Management, Environmental Health & Safety, Human Resources, Student Health Centers, Athletics, Student Life & Leadership, Facilities, and others, and of course, CSU's Auxiliary Organizations.

Alliant has responded to CSURMA's evolving needs and adapted its services to deliver high quality and stable risk management programs that support CSU's mission and CSURMA's vision.


STEWARDSHIP REPORT

Alliant prepared this Annual Stewardship Report for CSURMA Board of Directors and Members summarizing the Program Administrators' activities and accomplishments during the past fiscal year. Also, this stewardship report offers Alliant the opportunity to reflect on areas for improvement in providing program management services for all CSURMA members. We appreciate the opportunity to work with dynamic, creative and forward thinking leaders of the CSU, and enjoy the opportunity to deliver creative and cost effective products and services addressing the complex risk management needs of the CSU's campuses and auxiliary organizations.

PROGRAM ADMINISTRATORS

Alliant is proud of its team of dedicated professionals who are assigned to serve you. The team is lead by Daniel Howell as CSURMA Program Director, Robert Leong for Campus Coverage Programs, and Mimi Long for AORMA Coverage Programs. Robert Frey provides expert consultation for Property and Liability claims. Jacki Graf consults exclusively for the campuses and auxiliary organizations in all areas of Workers’ Compensation claims, including the hosting of CSU’s monthly meetings of the Workers’ Compensation Coordinators for all CSURMA members. The team is supported by an experienced and quality administrative staff including Stacey Weeks, Van Rin, Hsan Htein, Myron Leavell, and Tevea Him.

Alliant’s CSURMA Program Administration Service Team is depicted herein:



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The Alliant Team Organization Chart for CSURMA is in the Appendices as Appendix A.

FINANCIAL PERFORMANCE

CSURMA adopted funding policies for each of its risk pools to ensure that each coverage program maintains adequate funds to meet its operating expenses, particularly the claims payment obligations for the current year, and for the outstanding claims liabilities as they become due, which in many cases can be years into the future. Alliant prepares the Risk Pool Funding Status reports, incorporating the findings and recommendations of CSURMA’s independent actuary and accountant, to help guide decision-making for the Executive Committee in regards to rate setting and contribution calculations, with the goals of maintaining safe risk margins, budget stability, and fairness to all members.

The Risk Pools Funding Status at June 30, 2013 are depicted below and highlighted as follows:

Campus Risk Pools:

Per the Executive Committee’s action, the Campus Liability and Campus Workers’ Compensation coverage programs are funded in excess of the actuary’s expected losses to a 70% actuarial confidence. This develops a risk margin of about 15-18%. Similarly, the AIME Committee recommended that CSURMA adopt a funding policy for the AIME Risk Pool at no less than at a 70% actuarial confidence. All programs are fully-funded (100%) to at least the 70% actuarial confidence level. Reserve funds in excess of the targeted funding to 70% actuarial confidence for the Campus Risk Pools at FYE 2012 and 2013 are as follows:

CAMPUS RISK POOLS RESERVE FUNDS

	<u>FYE 2012</u>	<u>FYE 2013</u>
Liability	\$17,274,840	\$29,195,024
Workers’ Compensation	\$15,371,232	\$7,488,169
IDL/NDI/UI	-\$82,189	\$1,209,019
Athletics (AIME)	\$671,543	\$59,610

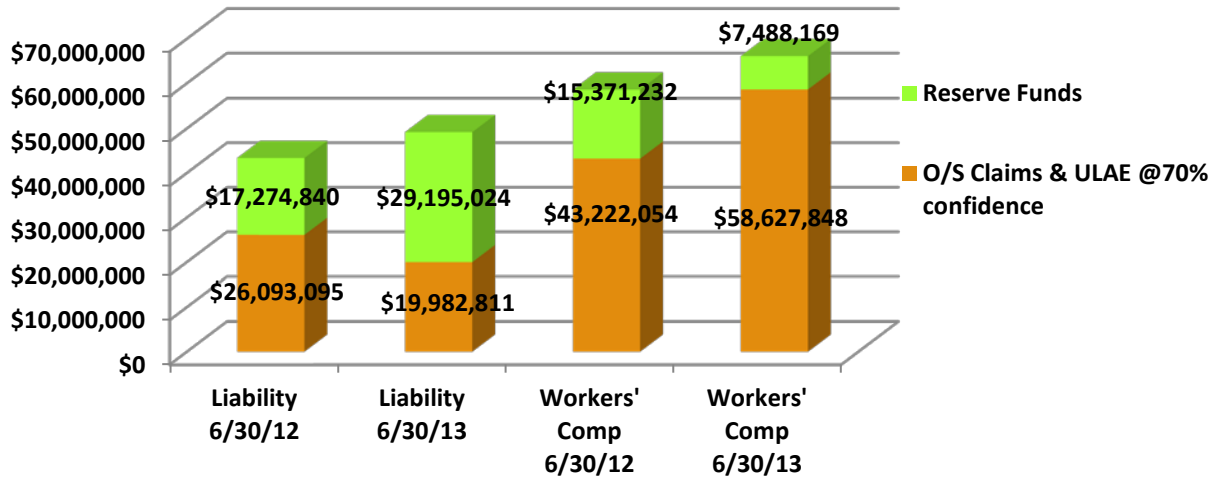
AORMA Risk Pools:

In consideration that the size of the AORMA Risk Pools are much smaller than the Campus programs, the AORMA Committee decided to fund AORMA Liability and AORMA Workers’ Compensation more conservatively to an 80% actuarial confidence, which develops a risk margin of about 25-28%. All programs are fully-funded (100%) to at least the 80% actuarial confidence level. Reserve funds in excess of the funding goal for the AORMA Risk Pools at FYE 2012 and 2013 are as follows:

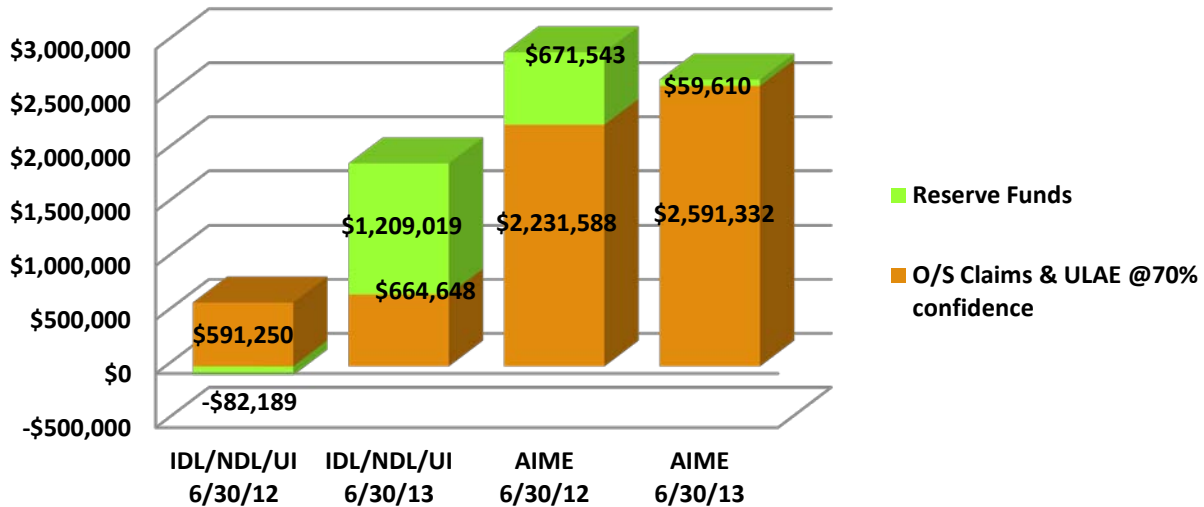
AORMA RISK POOLS RESERVE FUNDS

	<u>FYE 2012</u>	<u>FYE 2013</u>
Liability	\$5,680,760	\$4,379,923
Workers’ Compensation	\$3,285,825	\$3,907,562

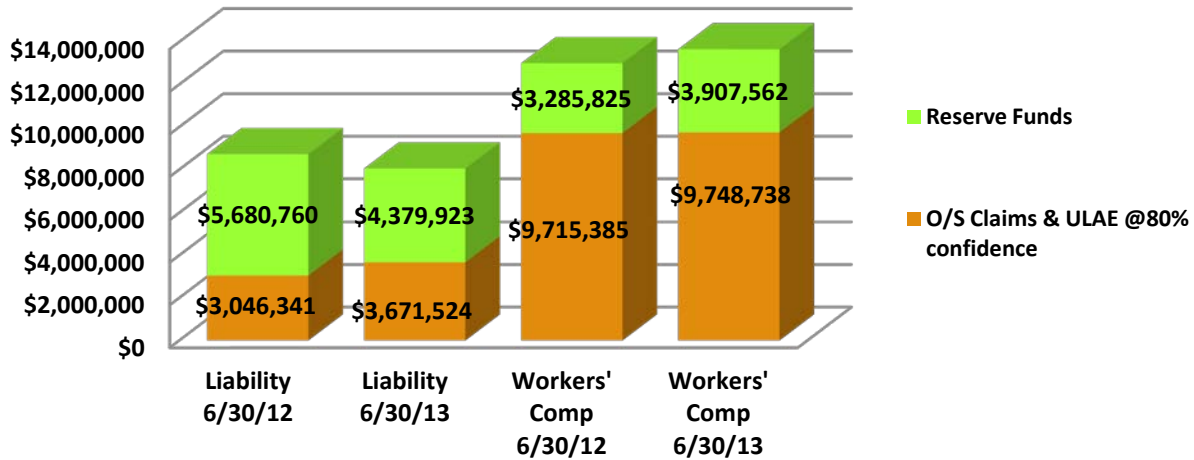
Campus Programs - Pools
Estimated Funding Projected to FYE 2013 (undiscounted)



Campus Programs - Other
Estimated Funding Projected to FYE 2013 (undiscounted)



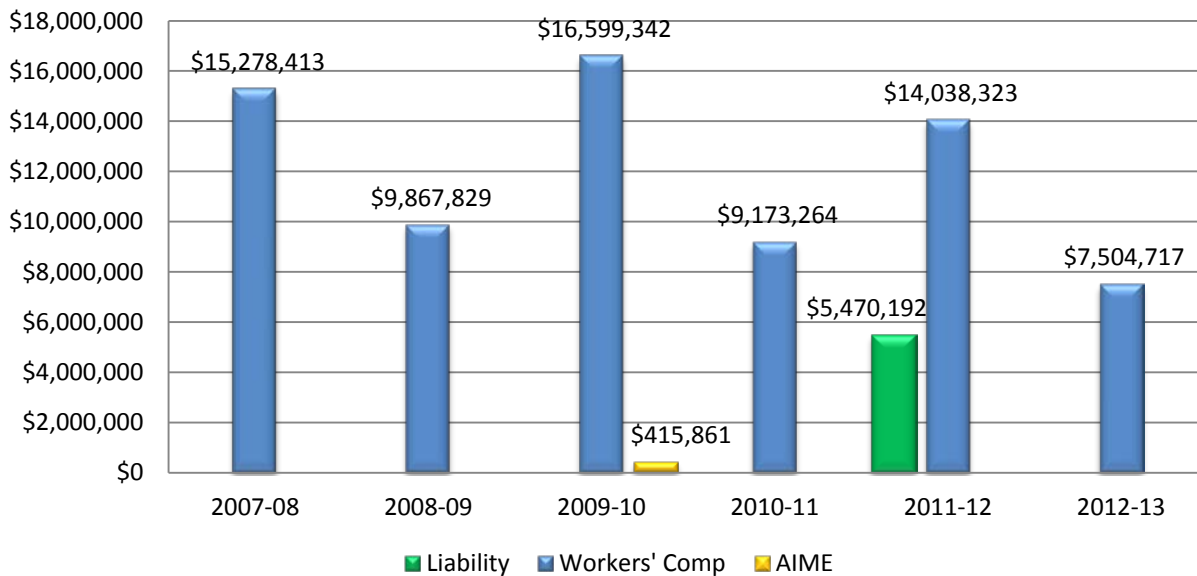
AORMA Programs Estimated Funding Projected to FYE 2013 (undiscounted)



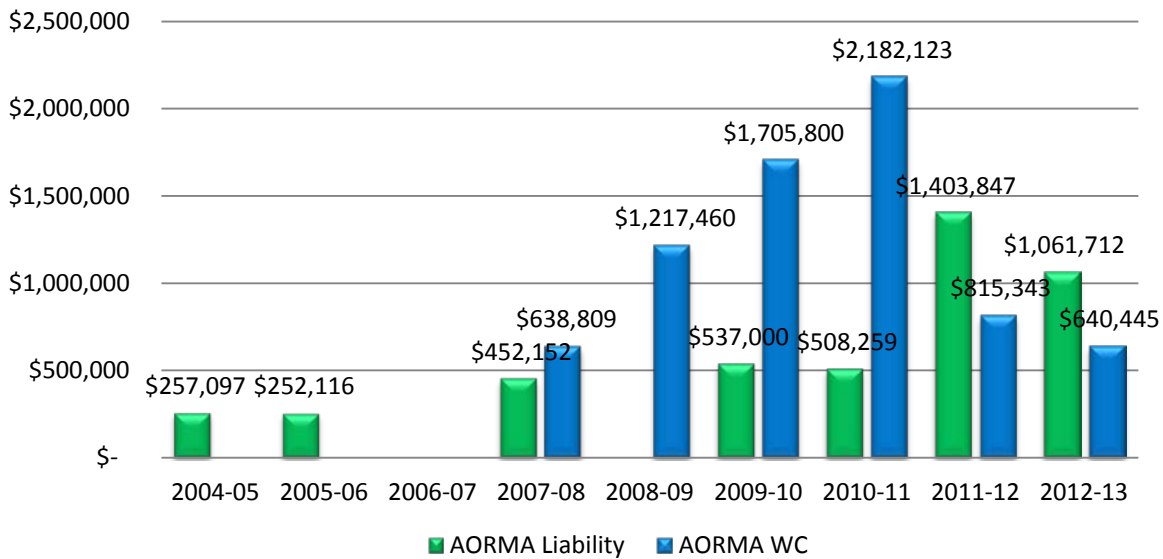
MEMBER REWARDS (Dividends)

CSURMA's dedication to maintain the funding policies in the face of budget pressures at the State level enabled CSURMA to reward its members with distributions of excess reserve funds in the form of cash dividends. A history of the dividends paid to members is summarized in the following charts. *To date, CSURMA returned dividends totaling \$90,020,104 to members*, which if commercially insured, the carriers would have reaped as underwriting profits rather than being restored to members as dividends.

Campus Programs Dividend Payments



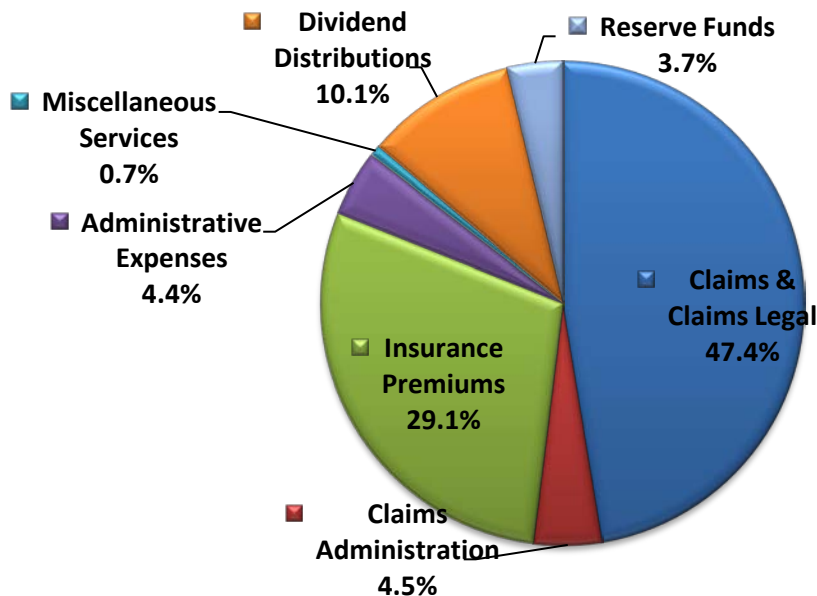
AORMA Programs Dividend Payments



PROGRAM ECONOMICS

The chart below shows a breakdown of expenses for the fiscal year ending June 30, 2013. Eighty-one percent (81%) of your premium deposits are used to pay Claims (47.4% for claims and claims legal, 4.5% for claims adjusting; and 29.1% to cap exposures with insurance and reinsurance). Program Administration Expenses amounted to only 4.4%, while continuing at a high level of service performance. This is a remarkable achievement when compared to similar joint powers insurance authorities which typically operate at 12-17% expense ratios.

"Your Premium Dollars at Work"



COVERAGE PROGRAMS

Alliant manages a number of risk management and coverage programs for CSURMA that serve the University and its Auxiliary Organizations. In addition to program administration of CSURMA's risk pools (group self-insurance programs), Alliant places and manages a number of insurance and reinsurance policies to supplement and support CSURMA's coverage program structures. These are highlighted and described in the following:

CAMPUS PROGRAMS

Campus Liability Coverage Program

The Campus Liability Coverage Program was established to fund the exposures of General Liability, Errors & Omissions, Professional Liability, Employment Practices Liability, and other similar public liability exposures of the University system. The participants include all campuses of the CSU and the Chancellor's Office. The Campus Liability Coverage Program increased its self-insured limit from \$3,000,000 to \$5,000,000 per occurrence on July 1, 2010. Each campus selects its own deductible, which is offered from \$35,000 to \$1,000,000 per occurrence. The pool purchases reinsurance to insure Auto Liability for non-state employees driving for University business from \$1,000,000 self-retention limit to \$5,000,000 each occurrence. Additionally, the pool purchases excess/reinsurance above the \$5,000,000 self-retention limit from various commercial carriers in the global market.

Campus Workers' Compensation Coverage Program

The Campus Workers' Compensation Coverage Program was established to provide statutory Workers' Compensation and Employer's Liability coverage for all CSU state employees and designated volunteers at all campuses and the Office of the Chancellor. The program includes a risk pool and specific excess insurance. The risk pool is self-insured with no deductible and retains the first \$2,500,000 each occurrence. Claims in excess of the risk pool retention are covered by commercial insurance from the \$2,500,000 self-retention to the Statutory Workers' Compensation limits proscribed by the State of California.

Campus IDL/NDI/UI Coverage Program

The Industrial Disability Leave/Non-Industrial Disability Leave/Unemployment Insurance (IDL/NDI/UI) Program Fund was established to provide a funding mechanism for these mandatory employment benefit programs. The IDL/NDI/UI Program Fund is entirely self-insured.

Campus Athletic Injury Medical Expense Coverage Program (AIME)

The Athletic Injury Medical Expense Program (AIME) was established to provide coverage for medical expenses incurred by CSU students participating in NCAA and NAIA intercollegiate athletic activities. The AIME program replaced individual insurance programs previously purchased by the campuses.

The AIME program is self-insured for the members' deductible limit defined by the catastrophe coverage policies purchased by their respective national governing bodies, NCAA or NAIA. NCAA purchased catastrophe liability insurance on behalf of all its member schools with a \$90,000

deductible. NAIA purchased catastrophe liability insurance on behalf of its member schools with a \$25,000 deductible.

Campus Property Coverage Program

The Campus Property Coverage Program was established to provide Property and Boiler & Machinery Insurance covering physical damage to buildings and other specified structures. Building contents may also be covered as may be required by bond covenants. The program insures all CSU campuses and the Chancellor's Office. CSU chose to not purchase coverage for Earthquake because of the high cost for that insurance.

CSURMA is fully insured by a syndication of insurance companies known as the Public Entity Property Insurance Program (PEPIP), an Alliant exclusive. Until July 1, 2010, CSURMA purchased a Deductible Buydown policy to provide coverage from \$100,000 to \$1,000,000 within PEPIP's \$1,000,000 deductible limit. Beginning July 1, 2010, CSURMA self-insured the Deductible Buydown to an aggregate limit of \$2,000,000 for all losses subject to the Deductible Buydown (i.e., \$900,000 excess \$100,000 deductible). All campuses except San Diego State University participate in the Deductible Buydown plan.

Campus Crime Program

The Campus Crime Program insures the University covering all state employees for Employee Fidelity, including faithful performance of duties, theft of monies & securities, counterfeit, fraud, computer crime, and other misappropriation of the University's funds. The coverage is excess of a \$250,000 deductible.

Student Professional Liability Insurance Program (SPLIP)

On August 1, 2006 CSU purchased a systemwide professional liability insurance program to provide coverage for students enrolled in the Nursing, Allied Health or Education internship curricula. This systemwide program is designed to satisfy the requirements of host institutions that students maintain professional liability insurance in order to participate in programs offered under affiliation agreements with the University. The program includes professional and personal liability coverage with broad protection for the students, affiliates and the University. SPLIP provides coverage limits up to \$5 million per occurrence with a \$15 million annual aggregate.

Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP)

On July 1, 2007 CSU purchased the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP) to provide coverage for students involved in the University's service learning programs while performing service or volunteer work for academic credit. SAFECLIP similarly covers CSU students in Radio, Television or Film academic programs. This systemwide program is designed to satisfy the requirements of host institutions that students maintain liability insurance in order to participate in programs offered under affiliation agreements with the University. The program includes professional and personal liability coverage with broad protection for the students, affiliates and the University. SAFECLIP provides coverage limits up to \$2 million per occurrence with a \$10 million annual aggregate.

AORMA PROGRAMS

The CSU Auxiliary Organizations coverage programs operate within CSURMA as the Auxiliary Organizations Risk Management Alliance (AORMA). Alliant works with a dedicated Committee composed of executive officials who are elected from among AORMA members. Participation in the program is voluntary. AORMA coverage programs include:

AORMA Liability Program

The AORMA Liability Program was established on July 1, 2002 to provide liability insurance coverage for participating Auxiliary Organizations. The Liability coverage includes General Liability, Automobile Liability, Directors' & Officers' Liability, Employment Practices Liability, Professional Liability, and Fiduciary Liability. The AORMA Liability Fund is self-insured for the first \$5,000,000 of each occurrence. AORMA's self-insured layer retains \$350,000 of each loss occurrence; CSURMA purchases reinsurance for AORMA to fill the \$5,000,000 coverage limit. Additional coverage excess of the \$5,000,000 limit is provided by AORMA's participation in the Campus Liability excess insurance placements.

AORMA Workers' Compensation Coverage Program

The AORMA Workers' Compensation Coverage Program is the successor to AO-COMP, Inc. AO-COMP was established on May 1, 2004 as a California mutual benefit corporation to provide primary workers' compensation coverage to the CSU's non-profit Auxiliary Organizations. Operating as a self-insured group (SIG) with oversight by the California Department of Industrial Relations (DIR), AO-COMP was the State's first non-profit SIG. Clarification by the DIR of existing state regulation allowed AO-COMP members to join the CSURMA, a California joint powers authority, effective January 1, 2005. The SIG is no longer operating and AO-COMP has been dissolved. All claim liabilities within the SIG have been assumed by CSURMA.

AORMA-WC is self-insured for the first \$500,000 of each occurrence. Excess insurance is purchased from a commercial insurer to provide statutory limits excess of the \$500,000 self-insured limit for Workers' Compensation, and to \$2,000,000 per occurrence for Employers' Liability.

AORMA Property Program

The AORMA Property Coverage Program has an "All Risk" Program Deductible of \$100,000 per occurrence with an aggregate stop loss limit of \$250,000. Members are able to buy down their deductible to a lower per occurrence deductible. The AORMA Property Program funds a self-insured layer, up to the annual aggregate stop loss limit to pay all claims between the members' selected deductibles and the \$100,000 program deductible. If the claims paid out of the "stop-loss" layer exceed the limit agreed upon by AORMA and the insurer, the insurer then pays all claims in excess of the members' selected deductibles.

AORMA Crime Program

The AORMA Crime Program has a program deductible of \$25,000 per occurrence with an aggregate stop loss limit of \$100,000. Members are able to buy down their deductible to a lower per occurrence deductible. The AORMA Crime Program funds a self-insured layer, to the aggregate stop loss limit, to pay all claims between the members' selected deductibles and the \$100,000

program deductible. Additionally, AORMA has a long term goal to maintain a contingency fund of \$125,000 to cover years with excessive claims. If the claims paid out of the “stop-loss” layer exceed the limit agreed upon by AORMA and the insurer, the insurer then pays all claims in excess of the members’ selected deductibles. All members in the Liability Program automatically participate in the AORMA Crime Program.

CAMPUS and AORMA PROGRAMS

Builder’s Risk Insurance Program (BRIP)

CSURMA implemented the Builder’s Risk Insurance Program (BRIP) beginning July 1, 2005. BRIP covers direct physical loss to the University’s and/or the Auxiliary Organizations’ construction projects in the course of construction. All Major Capital Improvement Projects are to be insured by the BRIP in place of the contractor’s insurance. The program is managed by Alliant and the University’s Capital Planning Design & Construction (CPDC) department at the Chancellor’s Office. This program includes coverage for Earthquake damage that is self-funded by the University.

Owner-Controlled Insurance Program (OCIP)

Upon review of the cost savings and effective administration of CSURMA’s Builder’s Risk Insurance Program (BRIP), the Office of the Chancellor Capital Planning Design & Construction (CPDC) requested Alliant to explore an insurance program to provide General/Completed Operations Liability and Workers’ Compensation coverage for all contractors doing work on CSU building projects via a CSU-controlled insurance plan. An Owner-Controlled Insurance program (OCIP) was implemented in January 2012 to cover major building projects of the University and Auxiliary Organizations with initial total construction cost of \$10,000,000 and more.

Club Sports Insurance Program

The Club Sports Insurance Program was launched on August 1, 2012. The program is designed to cover CSU students for medical expense due to accidental injuries while participating in the University’s or Auxiliary Organization’s club sports programs that are officially recognized by the University as a student organization. Beginning August 1, 2013, the program was expanded to include Intramural and Recreational sports. The program maintains a risk pool for primary accidental medical expense up to a \$30,000 limit per accident, subject to a \$100 deductible. The deductible operates to preclude “first aid” claims, and to promote safe play. Catastrophe accident medical expense coverage is provided by commercial insurance to \$5,000,000 lifetime benefit. Additionally, the program purchases primary General Liability insurance with a \$1,000,000 limit; no deductible.

MISCELLANEOUS PROGRAMS

Difference in Conditions Insurance Program (Earthquake)

Difference in Conditions (DIC) coverage for Earthquake losses is not provided as part of CSURMA's blanket coverage through PEP. DIC coverage can be purchased on a stand-alone basis for any member wishing to secure this coverage.

Participant Accident Insurance Program (PAI)

Participant Accident insurance provides coverage for a broad range of non-employer groups. Its primary benefit—accident medical insurance—is designed to provide insurance protection for participants of a group or organization while they are engaged in the group's sponsored activities. The plan is sold as blanket coverage, purchased by a group for all of its participants.

Student Travel Accident Insurance

Beginning in 1994, CSU purchased the Student Travel Accident policy to provide medical expense coverage for injuries to CSU students (including Extended Education Program students) during travel to or from campus to participate in a school sponsored activity. In 2013 the policy limit increased from \$10,000 to \$15,000 with a \$0 deductible.

Foreign Travel Insurance Program (FTIP)

This program provides coverage for employees and students while traveling outside the United States. The program provides General Liability, Non-owned and Excess Hired Auto Liability, Employee Benefits Liability, Foreign Workers' Compensation (if applicable), Primary Accident and Illness, and Executive Assistance Services:

Inland Marine Insurance Program

This is a specialized form of insurance to cover physical damage to specific objects such as: computer and other EDP equipment including media and laptops; scientific and laboratory equipment; cameras, audio, industrial lighting; fine arts; valuable collections; specialized mobile equipment; etc. Rates are based on the type of equipment insured.

Public Entity Automobile Physical Damage Program

CSU participates with select public entities in the Public Entity Automobile Physical Damage Program. The program was designed specifically for public agencies including CSU with a limited number of higher valued vehicles. The program was expanded to include other types of vehicle and mobile equipment. The insurance is an "All Risk" Equipment Floater including earthquake and flood for scheduled equipment on file with the insurer. Claims are adjusted on a replacement cost basis. The deductible varies for each member as selected annually. The plan covers all risks of direct physical loss or damage from any external cause, including salvage charges, except perils excluded.

Non-Owned Aircraft Liability Insurance

As CSU occasionally uses non-owned aircraft for university business, effective July 1, 2011 a special Aviation Liability policy was placed to insure against non-owned aircraft liability. Because

of the increased exposure in athletics and in international travel, air travel involving faculty, staff, students, and auxiliary organizations makes this insurance essential, and it is relatively inexpensive.

Special Events Liability Insurance Program

The Special Events Program of Alliant offers public entities premises liability coverage for a broad range of events held by underinsured third parties in public assembly facilities. The program has the added feature of allowing the host institution to insure its own events if circumstances warrant. The three coverage components are:

- *Tenant/User Liability* – Coverage is provided for events held or sponsored by companies, organizations, or individuals that have been permitted to use a campus or auxiliary organization meeting room or other facility. Liability insurance protects the owner and the user of the facility. The campus or auxiliary organization determines the premium for the event based on published rates and provides a certificate of insurance to the user. Events are reported quarterly, and reports, copies of certificates, and a check for the premium for all events held within the quarter are remitted to Alliant.
- *Instructor/Recreation Classes* – This provides coverage for events that are instructional to participants. Also covered are instructors who are not employed by the campus or auxiliary organization but who provide instructional services for a fee. The events are reported quarterly to Alliant, premiums are determined and certificates are issued to the instructor. Participant coverage requires signed waivers and prior approval from the underwriter.
- *Nominee Events* – Coverage is offered for events held or sponsored by a campus or auxiliary organization itself or by any of its departments or divisions. Coverage can be expanded to cover co-sponsors if desired. This is not a self-rated program, and events must be approved and rated by Alliant, who issues the insurance certificates.

Vendors / Contractors Liability Insurance Program

The Vendors/Contractors Program was developed to meet the needs of public entities such as CSU for those situations when the public entity enters into a contract with a contractor/vendor, and the contractor/vendor is unable to provide the insurance required. The program allows the contractor/vendor to purchase General Liability insurance for the work to be performed for the University or Auxiliary Organization at a significantly reduced cost.

MILESTONES – A Proud History of Accomplishments

Alliant is proud of its history of developing and implementing meaningful and cost effective coverage programs for CSU since the establishment of the Campus Risks Pool in 1995 and its successor joint powers authority, CSURMA, in 1997. Many of the coverage programs for the University, and including the formation of the Auxiliary Group Purchase Insurance Program (AGPIP) for auxiliary organization members, which evolved into Auxiliary Organizations Risk Management Alliance (AORMA), remain viable today and continue to provide highly-valued, cost-effective, state-of-the-art protection for all its member participants.

These accomplishments for CSU campuses and auxiliary organizations can be considered “Milestones” for CSURMA. From the establishment of the risk pools, formation of the joint powers authority, creation of additional coverage, development of loss-sensitive yet equitable rating plans, commissioning independent professional actuarial reviews, setting budget goals to ensure adequate funding, measuring rating adequacy, and recommending dividends to members, to the more recent challenges addressing sound program management that is expected of a public joint powers insurance authority and the administrative expectations of CSU’s Internal Auditors to ensure fiscal responsibility, Alliant has welcomed and embraced these essential tasks and responsibilities for the betterment of all CSURMA members.

The Milestones are highlighted in a chart on pages 18 and 19.

2012 / 2013 – A Year of Challenges and Performances

There have been many challenges during the past fiscal period, which the dedicated members of Alliant have risen to meet and resolve for CSURMA. The major challenges of the year and how Alliant responded for the Campuses and Auxiliary Organizations are highlighted below.

Campus Programs:

1. Launched the Club Sports Insurance Program on August 1, 2012.
2. Completed Workers’ Compensation Third-party Claims Administration Request-for-Proposal (RFP), including preparation of the selection team for the oral interviews of the finalists.
3. Conducted monthly meetings of the Campus Workers’ Compensation Coordinators.
4. Completed RFP process for Claim Auditors and coordinated meetings of the Claims Audit Task Group.
5. Directed the Campus Liability Claims Audit and followed up with claims provider on the auditor’s findings and recommendations.
6. Directed Campus AIME Claims Audit and followed up with claims provider on the auditor’s findings and recommendations.
7. Calculated premium deposits and funding recommendations for all Campus programs.
8. Coordinated and managed new construction and major renovation projects with Capital Planning Design & Construction (CPDC), and reconciling project premiums with the insurer.

9. Completed specifications and application forms for Risk Reduction Incentive Grants for Health & Wellness and Loss Control & Safety.
10. Prepared Educational Memos for Workers' Compensation Coordinators.
11. In-person campus visits.
12. Workers' Compensation Claims Settlement Authorization Requests (SAR) review and discussions – ongoing.
13. Investigation Vendor Panel and Oversight Program – annual review.
14. Rolled out Pharmacy Medical Provider Network (4/1/2013).
15. Workers' Compensation Claims Coding Task Group.
16. Industrial Injury Prevention Program (IIPP) Task Group.
17. Drafted memo regarding First Aid claims for the Student Health Centers.
18. Attended, participated and presented five sessions at the 2012 Fitting the Pieces Together conference: (1) Insurance Requirements in Contracts, (2) Workers' Compensation Claims, (3) Facilities Use and Special Events, (4) Emergency Response to Property Losses, and (5) Foreign Travel.

AORMA Programs:

1. Worked with AORMA Committee to establish mandatory EPL deductible criteria for those auxiliary organizations with a frequency of EPL claims.
2. Coordinated AORMA Unemployment Insurance Program (UIP) RFP process for claims administration, and managed meetings for UIP ad hoc Committee
3. Managed meetings for Member Services, Loss Control & Training Committee; and AORMA Committee.
4. Visited majority of Auxiliary Organizations to review AORMA's loss control and risk management services, and insurance programs.
5. Completed earthquake feasibility study including member surveys, compiling data for the RMS Catastrophe Risk Report, and formulating pricing for interested members.
6. Worked with Programs Committee to explore a one-rate workers' compensation rating formula.
7. Directed AORMA Liability Claims Audit and followed up with claims provider on the auditor's findings and recommendations.
8. Conducted a comprehensive audit of the Property Program rating method and coordinated and managed the redesign of the AORMA Property Program member allocation formula.
9. Conducted a comprehensive audit of the Crime Program rating method and coordinated and managed the redesign of the AORMA Crime Program member allocation formula.
10. Reviewed the AORMA Workers' Compensation payroll rules and provided input to the Programs Committee and AORMA Committee as to their appropriateness.
11. Along with the Member Services, Loss Control and Training Committee, designed the Risk Reduction Matching Grant Program including grant specifications and grant application
12. Along with legal counsel, designed and finalized AORMA Recommended Facilities Use Agreement and Handbook.
13. Completed AORMA Workers' Compensation payroll desk audit to ensure members are classifying payrolls correctly.
14. Calculated premium deposits and funding recommendations for all AORMA programs.

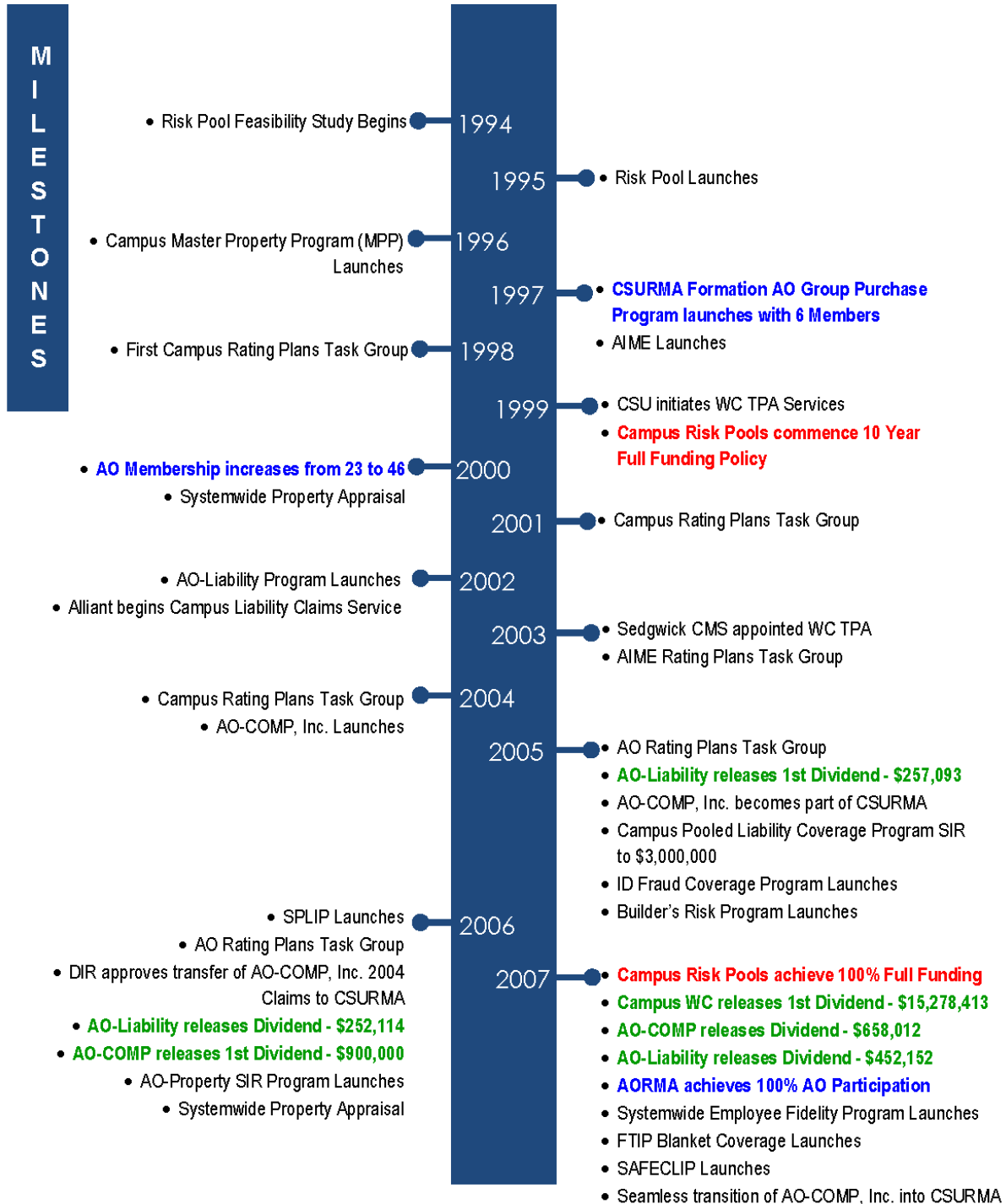
15. Calculated maximum dividend available and provided recommendations for dividend distribution for the Workers' Compensation and Liability programs.
16. Established "AORMA Bulletin" and distributed educational and informational bulletins.
17. Completed AORMA EPL Lessons Learned Presentation which was presented to the AOA HR Committee annual meeting.
18. Updated and improved AORMA Risk Management Toolkit.
19. Completely redesigned AOA AORMA Breakfast Presentation and prepared "AORMA Jeopardy".
20. Developed and amended several policies and procedures.
21. Conducted an orientation for all new AORMA Committee members.
22. Prepared all agendas for AORMA Committee; Programs Committee; Member Services, Loss Control and Training Committee; and Executive Officers Committee; a total of twenty-four (24) meetings in FY 12/13.

JPA Administration:

1. Conducted an "Orientation to CSURMA" for all members via webinar.
2. Completed Trustees' Audit of CSURMA Operations and responded to auditor's findings and recommendations.
3. Developed and recommended several policies & procedures to update operating practices, many of which were brought forth by the Trustees' Auditors.
4. Coordinated and participated in the CSURMA Investment Policy Task Group, which resulted in a recommendation and subsequent drafting of formal procedures that is consistent with the State's regulation regarding investments of public funds.
5. Drafted, managed distribution of meeting agendas, and participated in meetings for the Board of Directors, Executive Committee, AORMA Committee, AIME Committee, and several subcommittees and task groups.

The accomplishments described above highlight Alliant's role in supporting CSURMA's achievements during the year. These would not have been possible without the commitment and professionalism of the Alliant team members working with CSU's Systemwide Office of Risk Management and with the Campuses' and Auxiliary Organizations' leadership.

CSURMA Milestones



M I L E S T O N E S

- Identity Fraud Expense Reimbursement Coverage for AORMA Member Employees added
 - **Campus WC releases Dividend - \$9,867,829**
 - Cyber Liability Program Launches
 - **AO-COMP releases Dividend - \$1,217,462**
 - AORMA WC Code consolidation project
- Campus WC On Time reporting: 93%
- Self-insured layer to campus property program added (savings of over \$3 million per year)
 - Change Management training for all campuses
 - **Completed digitization of CSURMA records**
 - **Campus WC releases Dividend - \$9,173,264**
 - **\$1,199,767 – Dividends for AORMA members**
- CSU International Programs launches (CSUIP)
- Owner Controlled Insurance Program (OCIP) launches
 - Published new facilities use agreement template for auxiliary organizations
 - Completed regional trainings for IRIC manual
 - Club Sports Insurance Program (CSIP) launched
 - **AIME achieves 100% campus participation**
 - **Campus WC releases Dividend - \$7,504,717**
 - **\$2,219,190 – Dividends for AORMA members**
- CSU Doctor's Medical Practice Program launches
 - **csurma.org website re-launched**
 - **\$1,702,157 – Dividends for AORMA members**
 - Campus Liability Claims Audit
 - AIME Claims Audit
 - AORMA Liability Claims Audit
 - CSIP adds Intramural/Recreational Sports

LOOKING AHEAD - Opportunities for Improvement

In serving such a vibrant and growing program, Alliant recognizes there are opportunities for improvement in its performance. As a result of our internal review and planning process, we have identified the following priority opportunities for improvement which are contained in the 2013/14 CSURMA Long Range Action Plans:

Campus Programs Long Range Action Plan

- LRP-1: ALTERNATIVE MEDICINES ON CAMPUS
Draft Systemwide Policy regarding use of Alternative Medicines on Campus.
- LRP-2: CSURMA WEBSITE ENHANCEMENTS
Improve CSURMA website.
- LRP-3: INTRAMURAL/RECREATIONAL SPORTS COVERAGE
Develop coverage program for Intramural & Recreational Sports.
- LRP-4: STUDENT PERSONAL PROPERTY & LIABILITY INSURANCE
Develop coverage program for Student Personal Property & Liability Insurance.
- LRP-5: EARTHQUAKE COVERAGE PROGRAM
Develop coverage program for Earthquake Insurance.
- LRP-6: SERVICE ANIMALS ON CAMPUS
Draft Systemwide Policy regarding use of Service Animals on Campus.
- LRP-7: BICYCLES / SKATEBOARDS ON CAMPUS
Draft Systemwide Policy regarding Bicycle & Skateboard Safety on Campus.
- LRP-8: PERIODIC REVIEW OF CSURMA POLICIES & PROCEDURES
Establish Plan for Regular Periodic Review of CSURMA Policies & Procedures.
- LRP-9: NEW MEMBER ORIENTATION FOR EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS
Establish Plan for Regular Periodic Orientation to CSURMA for New Members
- LRP-10: THEATER RISK MANAGEMENT & SAFETY
Develop Systemwide Policy and Training regarding Theater Safety on Campus.
- LRP-11: MINORS ON CAMPUS
Develop Systemwide Policy and Training regarding Safety of Minors on Campus.
- LRP-12: ENTERPRISE RISK MANAGEMENT

Develop plan to promote Synergy among campuses in regards to Risk Management functions.

LRP-13: SPONSORED TRAINING FOR EMPLOYEES

Develop plan to provide Sponsored Training opportunities for Members.

AORMA Long Range Action Plan

- A-1 WORKERS' COMPENSATION POLICIES AND PROCEDURES
All workers' compensation policies and procedures will be reviewed and revised as necessary

- P-1 WORKERS' COMPENSATION PROGRAM RATES
Examine the combined AORMA class code rates against WCIRB rates and establish new rates as appropriate

- P-2 PROPERTY AND CRIME PROGRAMS – MEMBER ALLOCATION FORMULAS
Finalize the new FY 14/15 member allocation formulas

- P-3 LIABILITY PROGRAM – MEMBER ALLOCATION FORMULA
The current allocation formula will be reviewed and revised as appropriate

- M-1 RISK REDUCTION MATCHING GRANT PROGRAM
Update the grant criteria and qualifications

- M-2 AORMA SMART PHONE APPLICATION
Develop the first AORMA smart phone application

- M-3 SHOES FOR CREWS
Develop Shoes for Crews program, if feasible

- M-4 INSURANCE REQUIREMENTS FOR SPONSORED PROGRAMS / GRANTS AND CONTRACTS
Develop appropriate insurance requirements for the Insurance Requirement in Contracts Manual

- M-5 ON-LINE SAFETY TRAINING
Continue to work with the CSU Office of Chancellor in reviewing the on-line training provided by SkillsSoft and LawRoom and establish a final recommendation for the best option available for on-line training

Alliant expects there to be other opportunities for improving our performance, and we encourage CSURMA members to assist us by bringing performance improvement items to our attention. The service team regards working with the CSURMA as an exciting opportunity with our professional

promise to provide the highest level of services. We are committed to improving our effectiveness and value to all members. We appreciate your support and encouragement as we move forward.

CALENDARS

Meeting Calendar

An organization as complex as CSURMA requires regular meetings of its Board of Directors, the Executive Committee, AORMA Committee, AIME Committee, and a number of subcommittees and task groups who are focused on specific tasks and responsibilities. These meetings are important to ensure member needs are met, to communicate program development, and to provide reports to all members regarding status of the program's objectives. As a governmental entity, CSURMA's Campus programs and AORMA programs ascribe to the Bagley-Keane Open Meeting Law. A copy of the Meeting Calendars for 2013 and 2014 are included as Appendix B.

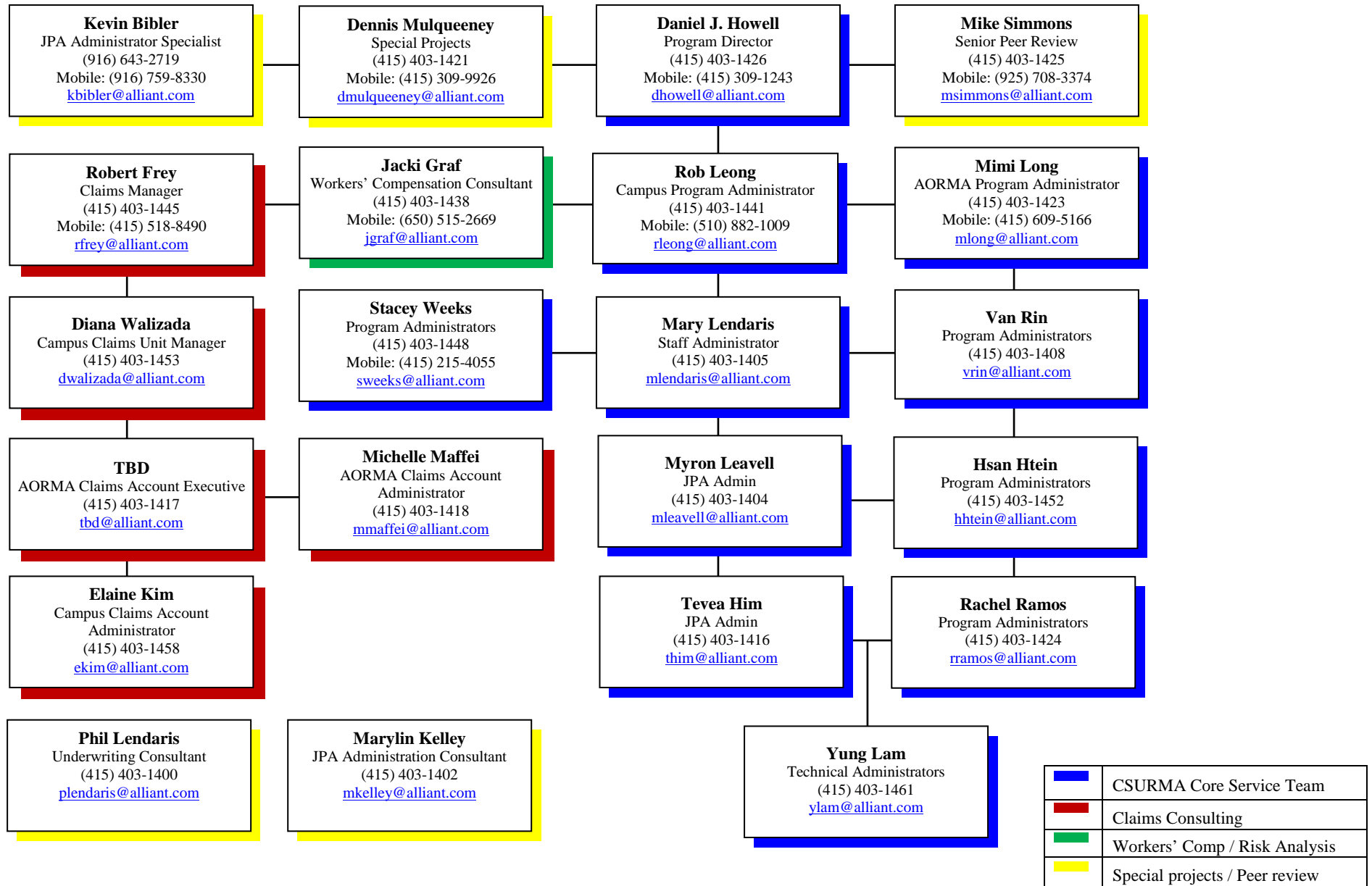
Service Calendar

To help keep us focused on your needs and meet your timelines, we have developed a Service Calendar that continues to evolve. As such, the Service Calendar is an ongoing working draft of necessary tasks and responsibilities. We have included a copy of the most recent edition as Appendix C.

SUMMARY

We are excited to have the opportunity to work with dynamic, creative and forward thinking leaders who are willing to invest energy and resources that is essential for program success. We are extremely proud to be associated with CSU and its Auxiliary Organizations. We are committed to meet the current and future needs of CSURMA.

Appendix A – Alliant Team Organization Chart for CSURMA as of October 1, 2013



Appendix B – CSURMA Meeting Calendar

2013 CSURMA MEETING CALENDAR

January 2013	February 2013	March 2013
16-19 AOA Conference – Pasadena 24 AIME – San Jose 10:30 a.m.	3-6 PARMA – Rancho Mirage, CA	21 AORMA – Newport Beach, 9:00 a.m. 21 EC – Newport Beach, 2:30 p.m. 22 EC LRP – Newport Beach, 8:00 a.m.
April 2013	May 2013	June 2013
21-24 RIMS – Los Angeles, CA	6 AIME – Northridge 10:30 a.m. 9 AORMA – Long Beach, 10:00 a.m. 9 EC – Long Beach, 9:00 a.m. 10 EC – Long Beach, 4:00 p.m. 10 BOD – Long Beach, 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



Appendix B – CSURMA Meeting Calendar (cont'd)

2013 CSURMA MEETING CALENDAR

July 2013	August 2013	September 2013
10-11 AORMA Officers Retreat – Monterey		11 AORMA New Committee Member Orientation – Long Beach, 9:00 a.m. 11 AORMA LRP – Long Beach, 10:00 a.m. 12 AORMA – Long Beach, 9:00 a.m. 12 EC Orientation – Dominguez Hills, 4:00 p.m. 13 EC – Dominguez Hills, 8:30 a.m.
October 2013	November 2013	December 2013
14 AIME – TBD, 10:30 a.m. 24 AORMA – Newport Beach, 10:00 a.m.	4 AIME – Alliant Office, SF 10:30 a.m. 6 EC: Sacramento, 1:00 p.m. 6 BOD: Sacramento, 3:30 p.m. 7-8 FTPT Conference, Sacramento, CA	5 AORMA – San Francisco, 10:00 a.m.

AORMA = Auxiliary Organizations Committee
 BOD = Board of Directors

AORMA LRP = AORMA Long Range Planning Committee
 EC = Executive Committee

AO-COMP = BOT
 EC LRP = EC Long Range Planning Committee

2014 CSURMA MEETING CALENDAR

JANUARY, 2014	FEBRUARY, 2014	MARCH, 2014
<p>12 EC: Sacramento, 3:00 p.m.</p>		<p>20 AORMA: Newport Beach, 9:00 a.m. 20 EC: Newport Beach, 2:30 p.m. 21 EC LRP: Newport Beach, 8:00 a.m.</p> <p style="background-color: yellow;">Only the AORMA Chair and Vice Chair attend the EC meetings</p> <p style="background-color: yellow;">Only the AORMA Chair attends to AOA EC meeting</p>
APRIL, 2014	MAY, 2014	JUNE, 2014
	<p>8 AORMA: Long Beach, 10:00 a.m. 8 BOD: New Board Member Orientation, Long Beach, 2:00 p.m. 9 EC: Long Beach, 8:30 a.m. 9 BOD: Long Beach, 10:30 a.m.</p> <p style="background-color: yellow;">Only the AORMA Chair and Vice Chair attend the EC meetings</p> <p style="background-color: green;">All AORMA Committee members attend the BOD</p>	
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

2014 CSURMA • AORMA MEETING CALENDAR

JULY, 2014	AUGUST, 2014	SEPTEMBER, 2014
		<p>10 AORMA New Committee Member Orientation: Long Beach, 9:00 a.m.</p> <p>10 AORMA LRP: Long Beach, 10:00 a.m.</p> <p>11 AORMA: Long Beach, 9:00 a.m.</p> <p>11 EC Orientation: Long Beach, 4:00 p.m.</p> <p>12 EC: Long Beach, 8:30 a.m.</p> <p style="text-align: center;">Only the AORMA Chair and Vice Chair attend the EC meetings</p>
OCTOBER, 2014	NOVEMBER, 2014	DECEMBER, 2014
<p>23 AORMA: Long Beach, 10:00 a.m.</p> <p>23 BOD: New Board Member Orientation, Long Beach, 2:00 p.m.</p> <p>24 EC: Long Beach, 9:00 a.m.</p> <p>24 BOD: Long Beach, 10:30 a.m.</p> <p style="text-align: center;">Only the AORMA Chair and Vice Chair attend the EC meetings</p> <p style="text-align: center;">All AORMA Committee members attend the BOD</p>		<p>4 AORMA: Long Beach, 10:00 a.m.</p> <p>5 EC: Long Beach, 8:30 a.m.</p> <p style="text-align: center;">Only the AORMA Chair and Vice Chair attend the EC meetings</p>

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

Appendix C – CSURMA Service Calendar

CSURMA SERVICE CALENDAR

AS = Alliant Insurance Services Staff EC = Executive Committee
 BOD = Board of Directors BD = Board of Directors
 AC = Accounting RM = System wide Risk Management

Date	Activity	Completed by
JANUARY		
01/02/14	JPA ADMIN finalizes current year member listing	JPA Admin
01/06/14	Statement of Facts – Roster of Public Agencies - file with State & County	AS
01/10/14	Form 700 - mail to BD and Committee members – return deadline 03/21/14	JPA Admin
01/15/14	JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel	AS
01/31/14	WC/Liability – estimated WC payroll	AS
FEBRUARY		
02/01/14	Follow up No. 1 - JPA ADMIN follows up with FILER	JPA Admin
02/15/14	Follow up No. 2 - JPA ADMIN follows up with FILER	JPA Admin
02/17/14	Reminder – Form 700s to Board and Alternate Members	AS/JPA Admin
02/20/14	Send email to EC/AORMA reminding of 3/20/14 meeting - Quorum	AS
02/24/14	EC/EC LRP/AORMA Agenda Prep meeting – Agenda out 03/10/14	AS/JPA Admin
MARCH		
03/01/14	Follow up No. 3 - JPA ADMIN follows up with FILER	JPA Admin
03/03/14	Actuarial Study - receive draft and send to Jim Marta	AS
03/03/14	EC/EC LRP/AORMA Agenda Prep Meeting – Agenda out 03/10/14	AS/JPA Admin
03/10/14	EC/EC LRP/AORMA Committee – mail agendas for 03/20/14 meetings	AS/JPA Admin
03/15/14	Follow up No. 4 - JPA ADMIN follows up with FILER	JPA Admin
03/20/14	AORMA Committee Meeting	AORMA
03/20/14	Executive Committee Meeting	EC
03/21/14	Executive Committee LRP	EC
(meeting)	4 th quarter Investment Reports (as of 12/31) - submit for review	EC
(meeting)	4 th quarter Financials (as of 12/31) - submit for review	EC
(meeting)	Claims Auditor - evaluate and consider RFP (Liability odd years/WC even years)	EC
(meeting)	Service Provider Performance Evaluations - submit responses for review	EC
(meeting)	quarter Investment Reports - submit for approval	BD
(meeting)	quarter Financials (as of 12/31) - submit for approval	BD
(meeting)	Liability WC Banking & Shared Risk Layers-deposit calculations for review (excess WC & Liability & Admin costs pending)	BD
(meeting)	Appoint Campus Risk Pool Rating Plans Task group every 3 years (2014, 2017, 2020)	EC

CSURMA SERVICE CALENDAR

AS = Alliant Insurance Services Staff EC = Executive Committee
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Date	Activity	Completed by
(meeting)	Annual review of data security polices	EC
(meeting)	Annual review of all policies and procedures (Even & Odd Years)	EC
(meeting)	Appoint Nominating committee	EC
(meeting)	Annual review of applicable ICSUAM policies	EC
03/21/14	Form 700s - receive from Board Members and Alternates	AS/JPA Admin
(meeting)	Status of form 700's to EC	AS
APRIL		
04/01/14	Form 700s - file with FPPC	JPA Admin
04/01/14	Campus Risk Pool Administrator verifies Campus Primary and Alternate representative remain in place by contacting campus representatives (i.e., ensure no leave of absence, retirement, change in duties, etc.)	AS
04/08/14	Send email to BOD reminding of 05/09/14 meeting - Quorum	AS/JPA Admin
04/14/14	EC & BOD Agenda Prep Meeting	AS/JPA Admin
04/15/14	Alliant begins contact with various contractors regarding renewal terms	AS
04/15/14	1 st Quarter DE-6 (as of 03/31) - request to members	AS
04/15/14	Send annual renewal certificate spreadsheets to members – due 1 month	AS
04/15/14	1 st quarter Losses - receive from Sedgwick (as of 03/31)	AS
04/21/14	EC & BOD Agenda Prep Meeting	AS/JPA Admin
04/29/14	EC & BOD Agendas - mail agendas for 05/09/14 meetings	AS/JPA Admin
MAY		
05/01/14	Campus Risk Pool Administrator confirms replacement appointees with campus president, reports changes to JPA ADMIN, JPA ADMIN sends entering and leaving office notices to FILER, Campus Risk Pool Administrator conducts BOD orientation	AS
05/08/14	AORMA Committee Meeting	AORMA
05/09/14	Executive Committee Meeting	EC
05/09/14	Board of Directors Meeting	BD
05/15/14	Follow up No. 1 - JPA ADMIN follows up with FILER	JPA Admin
(meeting)	Quarter Financials (as of 03/31) - submit for approval	EC
(meeting)	Quarter Investment Reports (as of 03/31) - submit for approval	EC
(meeting)	Liability and WC Program Deposits - review 2014 revisions	EC
(meeting)	FY 2014/15 Budget - submit for review	BD
(meeting)	FY 2014/15 Budget - submit for adoption	BD
(meeting)	Program Administration Contract – submit for approval (as needed)	EC
(meeting)	Systemwide Risk Services Agreement	EC
(meeting)	WC Claims Administration Contract - submit for approval (as needed)	EC

CSURMA SERVICE CALENDAR

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Date	Activity	Completed by
(meeting)	Accounting Services MOU - submit for approval <i>(as needed)</i>	EC
(meeting)	Legal Services MOU - submit for approval <i>(as needed)</i>	EC
(meeting)	Conflict of Interest Code-submit for approval <i>(every even-numbered year)</i>	EC
(meeting)	Insurance renewal delegation of authority	EC
(meeting)	Liability Memorandum of Coverage FY 2014/15 – submit for approval	EC
(meeting)	WC Memorandum of Coverage FY 2014/15 – submit for approval	EC
(meeting)	FY 2014/15 Budget - submit for review	EC
(meeting)	Liability and WC FY 2011/12 Banking & Shared Risk Layer Program	BD
(meeting)	2014 Nominating Committee - select & nominate	EC
(meeting)	Elections to Board of Directors	BOD
JUNE		
06/01/14	Follow up No. 2 - JPA ADMIN follows up with FILER	JPA Admin
06/15/14	Begin preparation of CAJPA Standards review (2014 and every 3 years thereafter)	AS
06/25/14	Send certificates to Certificate Holders and Members	AS
JULY		
07/01/14	Send renewal binders invoices & summaries to Members	AS
07/01/14	JPA ADMIN sends entering and leaving office notices to AORMA FILERS who will be taking office on AORMA and Standing Committees	JPA Admin
07/14/14	Follow up No. 1 - JPA ADMIN follows up with FILER	JPA Admin
07/15/14	Final FY Payroll - request from chancellor's office	AS
07/21/14	Follow up No. 2 - JPA ADMIN follows up with FILER	JPA Admin
07/21/14	Upon receipt of loss data for actuarial studies	AS
07/28/14	FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]	JPA Admin
07/29/14	Financial audit prep	AC/RM/AS
AUGUST		
08/11/14	EC – email reminding of 09/12/14 meeting - quorum	AS/JPA Admin
08/11/14	EC – Agenda Prep meeting – Agenda out 09/02/14	AS/JPA Admin
08/18/14	EC – Agenda Prep meeting – Agenda out 09/02/14	AS/JPA Admin
SEPTEMBER		
09/02/14	EC Agenda - mail for 09/12/14 meetings	AS/JPA Admin
09/10/14	AORMA Committee LRP	AORMA
09/11/14	AORMA Committee Meeting	AORMA
09/11/14	Executive Committee Orientation	EC

CSURMA SERVICE CALENDAR

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Date	Activity	Completed by
09/12/14	Executive Committee Meeting	EC
(meeting)	2 nd quarter Investment Reports (as of 06/30) - submit for approval	EC
(meeting)	2 nd quarter Financials (as of 06/30) - submit for approval	EC
(meeting)	Review financial audit or DRAFT	AC
(meeting)	Review and approve actuarial studies	EC
(meeting)	Campus Risk Pool Rates	EC
(meeting)	Investment policy	FC
09/11-13/14	2014 CAJPA Fall Conference and Training Seminar	EC/AS/
09/24/14	EC & BOD – email reminding of meeting - quorum	AS/JPA Admin
09/30/14	EC & BOD – Agenda Prep meeting – Agenda out 10/13/14	AS/JPA Admin
OCTOBER		
10/01/14	Annual Report of Financial Transactions	
10/01/14	Public Self Insurer's Annual Report for JPA & Members - file	AS/SEDGWICK
10/07/14	EC & BOD – Agenda Prep meeting – Agenda out 10/13/14	AS/JPA Admin
10/12/14	AORMA Agenda - mail for 10/23/14 meeting	AS/JPA Admin
10/13/14	EC Agenda - mail for 10/23/14 meeting 11/6	AS/JPA Admin
10/13/14	Board of Directors Agenda - mail for 10/24/14 meeting 11/6	AS/JPA Admin
10/23/14	AORMA Meeting	AORMA
10/24/14	EC Meeting	EC
10/24/14	Board of Directors Meeting	BD
(meeting)	Financial Audit – review draft submission	EC
(meeting)	2014 Meeting Calendar - submit for approval	EC
(meeting)	2014 Service Calendar - submit for approval	EC
(meeting)	3 rd quarter Investment Reports (as of 09/30) - submit for approval	BD
(meeting)	3 rd quarter Financials (as of 09/30) - submit for approval	BD
(meeting)	2014 Meeting Calendar - submit for approval	BD
(meeting)	2014 Service Calendar - submit for approval	BD
(meeting)	Investment Policy - submit for approval	BD
(meeting)	CAJPA review report (2014 and every 3 years thereafter)	BD
(meeting)	Marketing Plan & Renewal Timeline - submit for approval	BD
(meeting)	Claims Administration Audit (<i>GL odd years, WC even years</i>) - submit for approval	EC/AIME/AORMA
(meeting)	2 nd quarter Investment Reports - submit for approval	BD
(meeting)	2 nd quarter Financials (as of 6/30) - submit for approval	BD
(meeting)	Target Equity Presentation – September AORMA	AS
(meeting)	FY 2013/14 Financial Audit - submit for approval	BD

CSURMA SERVICE CALENDAR

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Date	Activity	Completed by
(meeting)	Financial Audit – review and update	AC
(meeting)	Loss Analysis charts (as of 06/30) SEPTEMBER	AORMA
NOVEMBER		
11/01/14	Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process)	AS
11/04/14	EC– Agenda Prep meeting – Agenda out 11/24/14	AS/JPA Admin
11/15/14	Property (location schedules) - request member review	AS
11/15/14	Property Schedules to Members for review – deadline 30 days	AS
11/11/14	EC– Agenda Prep meeting – Agenda out 11/24/14	AS/JPA Admin
11/23/14	AORMA Agenda - mail for 12/04/14 meeting	AORMA
11/24/14	Executive Committee Agenda - mail for 12/05/14 meeting	EC
11/28/14	Property (PEPIP) binders – prepare and send to Members	AS
	Campus risk pool deductible – Confirm (Every 3 years - 2014, 2017, 2020)	AS
	Confirm holders of Campus Claims Settlement Authorities	AS
	Send campus risk pool renewal budget	AS
DECEMBER		
12/1	Send out member survey	RM
	Annual review of Conflict of Interest Code	EC
12/04/14	AORMA Committee Meeting	AORMA
12/05/14	Executive Committee Meeting	EC
(meeting)	3 rd Quarter Financials (as of 09/30) - submit for approval	EC
(meeting)	Claims Audit (<i>GL odd years, WC even years</i>) - review and provide recommendations to BD	EC
(meeting)	FY 2014/15 Marketing Plan & Renewal Timeline - submit for approval	EC
12/15/14	Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	AS
12/30/14	Financial Audit - mail to State and Counties of members	AC

Appendix D – CSU and AORMA Member Listing

#	Location	Campus
1	Bakersfield	California State University, Bakersfield
2	Chancellor's Office	California State University, Chancellor's Office
3	Channel Islands	California State University, Channel Islands
4	Chico	California State University, Chico
5	Dominguez Hills	California State University, Dominguez Hills
6	East Bay	California State University, East Bay
7	Fresno	California State University, Fresno
8	Fullerton	California State University, Fullerton
9	Humboldt	Humboldt State University
10	Long Beach	California State University, Long Beach
11	Los Angeles	California State University, Los Angeles
12	Maritime Academy	California Maritime Academy
13	Monterey Bay	California State University, Monterey Bay
14	Northridge	California State University, Northridge
15	Pomona	California State Polytechnic University, Pomona
16	Sacramento	California State University, Sacramento
17	San Bernardino	California State University, San Bernardino
18	San Diego	San Diego State University
19	San Francisco	San Francisco State University
20	San Jose	San Jose State University
21	San Luis Obispo	California Polytechnic State University, San Luis Obispo
22	San Marcos	California State University, San Marcos
23	Sonoma	Sonoma State University
24	Stanislaus	California State University, Stanislaus

#	Campus	Auxiliary Organization
1	Bakersfield	Associated Students, California State University, Bakersfield, Inc.
2	Bakersfield	California State University, Bakersfield Auxiliary for Sponsored Programs and Administration
3	Bakersfield	California State University, Bakersfield Foundation
4	Bakersfield	California State University, Bakersfield Student Union, Inc.
5	Chancellor's Office	California State University Foundation
6	Chancellor's Office	California State University Institute
7	Channel Islands	Associated Students of California State University, Channel Islands, Inc.
8	Channel Islands	California State University Channel Islands Foundation
9	Channel Islands	University Glen Corporation
10	Chico	Associated Students of California State University, Chico
11	Chico	Auxiliary Organization Associations
12	Chico	The CSU, Chico Research Foundation
13	Chico	The University Foundation, California State University, Chico
14	Dominguez Hills	Associated Students, California State University, Dominguez Hills
15	Dominguez Hills	California State University, Dominguez Hills Foundation
16	Dominguez Hills	Donald P. and Katherine B. Loker University Student Union, Incorporated
17	East Bay	Associated Students, California State University, East Bay
18	East Bay	Cal State East Bay Educational Foundation
19	East Bay	California State University, East Bay Foundation, Inc.
20	Fresno	Associated Students, Inc. of California State University, Fresno
21	Fresno	California State University, Fresno Association, Inc.
22	Fresno	California State University, Fresno Foundation
23	Fresno	Fresno State Programs for Children, Inc.
24	Fresno	The Agricultural Foundation of California State University, Fresno
25	Fresno	The California State University, Fresno Athletic Corporation
26	Fullerton	Associated Students, California State University, Fullerton, Inc.
27	Fullerton	Cal State Fullerton Philanthropic Foundation
28	Fullerton	CSU Fullerton Auxiliary Services Corporation
29	Fullerton	CSU Fullerton Housing Authority
30	Humboldt	Associated Students, Humboldt State University
31	Humboldt	Humboldt State University Advancement Foundation

#	Campus	Auxiliary Organization
32	Humboldt	Humboldt State University Center Board of Directors
33	Humboldt	Humboldt State University Sponsored Programs Foundation
34	Long Beach	Associated Students, California State University, Long Beach
35	Long Beach	California State University, Long Beach Research Foundation
36	Long Beach	CSULB 49er Foundation
37	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach
38	Los Angeles	Associated Students, California State University, Los Angeles, Inc.
39	Los Angeles	Cal State L.A. University Auxiliary Services, Inc.
40	Los Angeles	California State University, Los Angeles Foundation
41	Los Angeles	University-Student Union Board, California State University, Los Angeles
42	Maritime Academy	California Maritime Academy Foundation, Inc.
43	Maritime Academy	The Associated Students of the California Maritime Academy
44	Monterey Bay	Foundation of California State University, Monterey Bay
45	Monterey Bay	The University Corporation at Monterey Bay
46	Northridge	Associated Students, California State University, Northridge, Inc.
47	Northridge	California State University, Northridge Foundation
48	Northridge	North Campus University Park Development Corporation
49	Northridge	The University Corporation, CSU Northridge
50	Northridge	University Student Union of California State University, Northridge
51	Pomona	Associated Students Inc., California State Polytechnic University, Pomona
52	Pomona	The Cal Poly Pomona Foundation, Inc.
53	Sacramento	Associated Students of California State University, Sacramento
54	Sacramento	Capital Public Radio, Inc., CSU Sacramento
55	Sacramento	The University Foundation at Sacramento State
56	Sacramento	University Enterprises, Inc., CSU Sacramento
57	Sacramento	University Union Operation of CSUS, Inc.
58	San Bernardino	Associated Students Inc., California State University, San Bernardino
59	San Bernardino	CSUSB Philanthropic Foundation
60	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino
61	San Bernardino	University Enterprises Corporation at CSUSB
62	San Diego	Associated Students, San Diego State University

#	Campus	Auxiliary Organization
63	San Diego	Aztec Shops, Ltd., San Diego State University
64	San Diego	San Diego State University Research Foundation
65	San Diego	The Campanile Foundation
66	San Francisco	Associated Students, Inc., San Francisco State University
67	San Francisco	Cesar Chavez Student Center, San Francisco State University
68	San Francisco	San Francisco State University Foundation
69	San Francisco	The University Corporation, San Francisco State
70	San Jose	Associated Student, San Jose State University
71	San Jose	San Jose State University Research Foundation
72	San Jose	Spartan Shops, Inc., San Jose State University
73	San Jose	The Student Union of San Jose State University
74	San Jose	The Tower Foundation, San Jose State University
75	San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo
76	San Luis Obispo	Cal Poly Corporation
77	San Luis Obispo	California Polytechnic State University Foundation
78	San Marcos	California State University San Marcos Foundation
79	San Marcos	San Marcos University Corporation
80	San Marcos	The Associated Students of California State University, San Marcos
81	San Marcos	University Auxiliary and Research Services Corporation
82	Sonoma	Associated Students of Sonoma State University
83	Sonoma	Sonoma State Enterprises, Inc.
84	Sonoma	Sonoma State University Academic Foundation, Inc.
85	Stanislaus	Associated Students, Inc., California State University, Stanislaus
86	Stanislaus	California State University, Stanislaus Auxiliary and Business Services
87	Stanislaus	California State University, Stanislaus Foundation
88	Stanislaus	University Student Union of California State University, Stanislaus