



APPROVED

**MINUTES OF THE
CSURMA AORMA COMMITTEE MEETING
OCTOBER 22, 2015
CSU CHANCELLOR'S OFFICE, MUNITZ ROOM
401 GOLDEN SHORE, LONG BEACH, CA
10:00 AM**

MEMBERS PRESENT:

Cheree Aguilar, San Jose State University Research Foundation
Guy Dalpe (AORMA Vice-Chair), Associated Students, Inc., San Francisco State University
Leslie Davis, University Union Operation of CSUS, Inc.
Robert de Wit, Forty-Niner Shops, Inc., CSU Long Beach
Keith Kompasi, Fresno Association, Inc., CSU Fresno
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation
Dave Nakamura, Humboldt State University Center
Brian Nowlin, CSU Long Beach Research Foundation
Jim Reinhart, University Enterprises, Inc., CSU Sacramento
Dwayne Brummett, Associated Students, Inc., Cal Poly San Luis Obispo
Melinda Coil, San Diego State University Research Foundation
Gigi Kiama, The University Corporation at Monterey Bay

MEMBERS ABSENT

Dave Nirenberg, University Glen Corporation, CSU Channel Islands

STAFF, GUESTS AND CONSULTANTS

Brent Escoubas, Alliant Risk Control Consulting (*via Teleconference*)
Zachary Gifford, CSU Office of the Chancellor, Systemwide Risk Management
Tevea Him, Alliant Insurance Services, Inc.
Daniel Howell, Alliant Insurance Services, Inc.
William Hsu, CSU Office of the Chancellor, Office of General Counsel
David Kervella, CSU Office of the Chancellor, Systemwide Professional Development
Mimi Long, Alliant Insurance Services, Inc.
Mauri McGuire, Carl Warren and Company

A. CALL TO ORDER

The meeting was called to order by the Chair, Frank Mumford at 10:00 AM.

A1. Approval of the Agenda

The agenda was approved by general consent.

B. PUBLIC COMMENTS

There were no comments from members of the public.

C. STANDING COMMITTEE REPORTS

C1. Programs Committee Report

C2. Member Services, Loss Control and Training Committee Report

C3. AOA Executive Committee Report

No standing committee reports were received as the committees had not met since the last AORMA Committee meeting.

D. CONSENT CALENDAR

D1. Approval of Minutes – September 9, 2015 and September 10, 2015

D2. AOA Conference Free Registration Resolution

The consent calendar items were approved by general consent.

Item F6 was discussed out of order as David Kervella, from CSU Office of the Chancellor, Senior Director of Systemwide Professional Development, joined the meeting to update the Committee.

F6. Online Training Transition from TargetSolutions to SkillPort / LawRoom

David Kervella noted some of the advantages of the SkillPort and LawRoom online training platform. The training has been vetted by the unions as well as general counsel. There is no redundancy of training for those staff members who are currently required to complete the auxiliary and campus training. Half of the campuses have completed the necessary IT tasks which allow the auxiliary organization staff to access the SkillSoft and LawRoom online training.

Staff was directed to request quarterly data dumps from TargetSolutions showing the historical course completion information for all auxiliaries.

For those campuses that have completed the auxiliary integration with SkillSoft, Staff was directed to coordinate with Campus IT and Systemwide Professional Development (David Kervella) on appropriate procedures for the auxiliaries to begin using the SkillSoft on-line training. Staff will ascertain whether the auxiliary has uploaded to TargetSolutions any custom training. If so, Staff will also coordinate the upload of the custom training into SkillSoft. This specific information will be sent to the auxiliary HR Director, AORMA primary contact and Executive Director.

E. CLOSED SESSION

1. Cahuilla Band of Indians v. SDSU Research Foundation
2. Arce v. Associated Students, CSU Northridge, Inc.
3. Lyons v. The CSU Chico Research Foundation
4. Torres v. University Student Union of CSU Northridge
5. Trapper v. Associated Students, CSU Long Beach
6. Brown v. San Diego State University Research Foundation
7. Nelson v. CSU East Bay Foundation, Inc.

A motion was made to enter closed session at 10:26 A.M.

MOTION: Leslie Davis

SECOND: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

The Committee left closed session at 10:54 AM. The Chair reported that action was taken on Nelson v. CSU East Bay Foundation, Inc., during closed session.

F. GENERAL ADMINISTRATION

F1. AORMA's Long Range Action Plan for FY 15/16

Mimi Long reviewed the draft Long Range Action Plan for FY 15/16 based on the decisions made at the September, 2015 Long Range Planning meeting.

1. Promotion of Risk Reduction Innovation Matching Grant Incentive Program – Staff sent out a bulletin to promote the grant program as well as providing additional information as to the types of projects that may get approved.
2. Monthly AORMA Update Newsletter – The Committee will review an option for the AORMA Newsletter during today’s meeting.
3. Workers' Compensation Claims Closure Initiative – Zachary Gifford noted that two or three auxiliary claims may be identified for the “double play” program.
4. Campus Visit Member Presentation – Long noted that the presentation has been updated and was presented yesterday at CSU Northridge.
5. Revisions to the CSURMA Website – Long noted that the password issue is in the works but it has not been corrected yet.
6. Raise Awareness of CSURMA’s Cyber Risk Control Services
7. Benchmarking Initiative – Long noted that Staff met with Gifford to complete the basic outline of the benchmarking project. All major coverage programs will be part of the project, starting with workers’ compensation.
8. Evaluation of Campus Threat Assessment – The CSU Campuses have a contract with Witt O’Briens for Emergency Operations Planning and Continuity of Operations. Witt O’Briens is reviewing each individual campus plan for auxiliary involvement. Once their review is done, Zachary Gifford will begin outlining how best to address the auxiliary organizations.
9. Watercraft Program / Insurance Tracking Program – Long stated that a survey had been sent out the Campus Risk Managers to gather watercraft information. The AORMA workers’ compensation survey also addresses watercraft. Staff should have a fairly complete list very soon.
10. Creation of Executive Overview CSURMA AORMA Presentation – Long noted that the Executive Overview will be available in January and will be used as part of the AORMA Big Picture presentation. This presentation can also be used by the auxiliaries for a presentation to their own board of directors.
11. Smart Phone Application for CSURMA AORMA Contact Information – Brent Escoubas will present some information to the Committee later in the meeting via webinar.

A motion was made to approve the FY 15/16 Long Range Action Plan.

MOTION: Keith Kompsi

SECOND: Jim Reinhart

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			

Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

F2. AORMA Committee Vice-Chair Election

Mimi Long noted that only four AORMA Committee members are eligible to serve as the Vice-Chair for the term July 1, 2016 to June 30, 2017. However, all four members are unable to accept a nomination for the Vice-Chair position. Long recommend extending the term limit for AORMA Chair and Vice-Chair. Daniel Howell noted that originally, the AORMA Committee Chair position had no term limit; however, after several years, the AORMA Committee adopted a practice similar to the AOA Executive Committee succession plan. The CSURMA Executive Committee has a three two-year term limit for the Chair.

A motion was made to direct Staff to work with the current Chair (Frank Mumford) and the Vice-Chair (Guy Dalpe) to make appropriate revisions to Policy and Procedure A-1 and A-2 and bring this item back to the AORMA Committee for approval at the December, 2015 meeting.

MOTION: Keith Kompsi

SECOND: Jim Reinhart

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

F3. Liability Target Surplus Funding and Dividend Calculation

Mimi Long handed out and presented the revised Target Surplus Funding Analysis. This revised analysis uses information from the CSURMA quarterly financial statement at September 30, 2015, and incorporates reinsurance receivables of \$3,586,043. The revised analysis indicates that a dividend is available within the Liability Program. Long noted that Staff is recommending a conservative dividend of 25% of the maximum available, or \$871,524. Daniel Howell stressed the importance of maintaining adequate surplus within the Liability Program. The current reinsurer has paid more in claims than received in premium over the six-year reinsurance contract. The reinsurer will want to recoup some of these costs by increasing the reinsurance premium as well as requiring a higher self-insured retention. There are few markets available for this type of reinsurance placement due to the members' diverse and unusual risk exposures.

A motion was made to approve the recommended dividend of 25% of the maximum dividend available, or \$871,524 from the Liability Program.

MOTION: Keith Kompsi

SECOND: Brian Nowlin

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

F4. Approval to Merge the Member Services, Loss Control and Training Committee into the Programs Committee

Mimi Long explained that currently the AORMA Committee has two standing committees – the Member Services, Loss Control and Training Committee (MSLCTC) and the Program Committee (PC). The MSLCTC was instrumental in establishing AORMA's existing loss control and value

added services. However, now, the AORMA Committee or Staff oversees most of those programs. Long noted that she believes that the MSLCTC projects could be absorbed into the PC with only a few extra hours of work each year. Long also recommends that the AORMA Committee appoint ad hoc committees for those projects (such as an RFP, or research into a new risk management contract) that may require additional time and expertise to complete.

A motion was made to approve the merger of the MSLCTC into the PC.

MOTION: Leslie Davis

SECOND: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			
Jim Reinhart	X			
AORMA Committee Alternates				
Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)	X			
Robert de Wit	X			

MOTION CARRIED

F5. Smart Phone Application

The AORMA Committee added to its Long Range Action Plan for FY 15/16, the creation or purchase of a smart phone application to house all of the CSURMA contact information. Brent Escoubas from Alliant Risk Control Consulting joined the meeting via webinar to discuss a few application options.

The AORMA Committee Chair, Frank Mumford, appointed Guy Dalpe and Robert de Wit to an ad hoc committee to work with Staff and Brent Escoubas. The committee will review the options available for a CSURMA smart phone application and provide a recommendation to the AORMA Committee.

F7. Workers' Compensation Benchmarking Initiative

Zachary Gifford provided a summary of the benchmarking initiative. CSURMA joined the CWCI in July 2015. Sedgwick, the AORMA Workers' Compensation claims administrator, has provided claims information and CWCI is now in the process of formatting the data. The initial comparative reports are anticipated in December, 2015.

F8. Workers' Compensation Claims Reporting - Juris

Mimi Long noted that at the September 10, 2015, meeting the AORMA Committee directed staff to inquire if a smart phone application was available for reporting workers' compensation claims. The Chancellor's Office Systemwide Risk Management staff in conjunction with Sedgwick (the Workers' Compensation third party claims administrator) decided to convert from the iVOS Claims Management System to JURIS, Sedgwick's in-house Claims Management System. This conversion is currently targeted to be completed in the spring of 2016. Sedgwick has confirmed that JURIS cannot be used as a smart phone application. However, all of the AORMA workers' compensation members will be encouraged to submit their claims electronically through JURIS.

F9. Quarterly AORMA Update Newsletter

Mimi Long noted that publication of a monthly AORMA newsletter is one of the Committee's long range action items for FY 15/16. Rather than publishing the newsletter in a Word document as an attachment to an email, Staff is investigating advanced ways to distribute AORMA's vitally important program information. Alliant has a contract with Applied Systems, Inc., an agency management system that publishes Alliant's "In the Public Eye" newsletter. Alliant's newsletter is a formatted email. Long explained that the email only includes a sentence or two from each article as well as a link to take the reader to the entire article. Staff believes this format may be a better platform from which to disseminate information.

A motion was made to approve the development of the AORMA newsletter not to exceed \$2,500.

MOTION: Guy Dalpe

SECOND: Cheree Aguilar

NAME	AYE	ABSTAIN	NAY	ABSENT
Cheree Aguilar	X			
Guy Dalpe	X			
Leslie Davis	X			
Gigi Kiama	X			
Keith Kompsi	X			
Frank Mumford	X			
David Nakamura	X			
Dave Nirenberg				X
Brian Nowlin	X			

Jim Reinhart	X			
AORMA Committee Alternates Vote Only When Committee Members are Absent				
Dwayne Brummett (<i>non-voting</i>)				
Robert de Wit	X			

MOTION CARRIED

G. INFORMATIONAL ITEMS

G1. CSURMA AORMA 2015 and 2016 Meeting Calendar

The Committee moved the December 3, 2016 meeting to December 10, 2016.

- G2. CSURMA AORMA Program Administrator’s Contact Lists**
- G3. AORMA’s Travel Reimbursement Policy**
- G4. AORMA Committee Members - Effective 7/01/15**

H. ADJOURNMENT

The meeting was adjourned at 12:32 PM.