

1. Warren v. Cal State L.A. University Auxiliary Services, Inc.
2. Arce v CSU Northridge ASI
3. Diane Adams v Sacramento State ASI
4. Grajeda v Cal Poly Pomona Foundation
5. Donnelly v San Marcos Research Services Corp
6. Ratchford v. CSU San Diego Research Foundation
7. Apodaca v. ASI and CSU (San Marcos)
8. Richardson v. CSU Fullerton ASI
9. Heard v. CSU Long Beach ASI
10. HSU Appeal re: CalPERS
11. CNA v. California State University Fullerton Auxiliary Services

F. GENERAL ADMINISTRATION

1. **AORMA Committee Appointments, Elections and Committee Terms** **A** *p. 13*
The AORMA Committee will be asked to elect the Chair to complete the current term. The AORMA Committee Chair will be asked to appoint a Nominations Committee to seek nomination for available positions. The Committee will be asked to review the recommended term changes and provide approval with additional modifications as appropriate.

2. **AORMA Unemployment Insurance Program** **A** *p. 26*
The Committee will be asked to approve changes to Policy and Procedure UI-1 as well as the UIP Member Fund Balance Report at June 30, 2017.

3. **AORMA’s Long Range Action Plan for FY 17/18** **A** *p. 33*
The Committee will be asked to approve the FY 17/18 Long Range Action Plan.

4. **AORMA Policies and Procedures Review** **I** *p. 36*
The Committee will be asked to review the following Policies and Procedures: All changes will be approved in March, 2018
 - a. *A-5 – Annual Calendar of Reports, Audits and Filings*
 - b. *A-6 – Risk Reduction Matching Grant Program*
 - c. *A-8 – Closed Session*
 - d. *L-1 – Claims Reporting*
 - e. *L-2 – Liability Claims Administration and Litigation Management*
 - f. *L-4 – Employee Driving Standards*
 - g. *L-6 – Requirement to Purchase PAI for all Activities Involving Minors*
 - h. *W-2 – Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less*
 - i. *W-3 – Claims Handling Procedures and Guidelines*
 - j. *W-4 – Workers’ Compensation Coverage Claims Settlement Authority*
 - k. *W-5 – Volunteer Coverage*

G. INFORMATION ITEMS

- | | | |
|----|----------------------------------------------------|-------|
| 1. | CSURMA AORMA 2018 Meeting Calendar | p. 74 |
| 2. | CSURMA AORMA Program Administrator's Contact Lists | p. 76 |
| 3. | AORMA's Travel Reimbursement Policy | p. 89 |
| 4. | AORMA Committee Members - Effective 7/01/17 | p. 92 |
| 5. | CSURMA Administrative Service Calendar | p. 94 |

H. ADJOURNMENT

The next AORMA Committee meeting is scheduled for March 8, 2018 at 10:00 AM in TBD. Please contact Mimi Long mimilong@alliant.com or Tevea Him thim@alliant.com with questions.

APPROVAL OF THE AGENDA

ISSUE: The Committee will be asked to approve the agenda 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.

PROGRAMS COMMITTEE REPORT

ISSUE: The Committee Members will not hear a verbal report on recent activities as the Programs Committee has not meet since the AORMA Committee meeting on October 26, 2017.

RECOMMENDATION: This is an information item only; no action is required.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None

AOA EXECUTIVE COMMITTEE REPORT

ISSUE: The AORMA Chair attends the AOA Executive Committee meetings and reports on recent AORMA activities. The Committee will hear a brief verbal overview of the AOA Executive Committee meeting.

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

APPROVAL OF MINUTES – OCTOBER 26, 2017

ISSUE: The Committee will be asked to review and approve the draft minutes from its October 26, 2017 meeting.

RECOMMENDATION: It is recommended that the Committee approve the minutes from its October 26, 2017 meeting, including corrections as necessary.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA AORMA Committee Meeting Minutes – October 26, 2017

**MINUTES OF THE
CSURMA AORMA COMMITTEE MEETING**

OCTOBER 26, 2017

**CSU CHANCELLOR'S OFFICE, ANACAPA ROOM
401 GOLDEN SHORE • LONG BEACH, CA
3:00 PM**

MEMBERS PRESENT

Dwayne Brummett, Associated Students, Inc., Cal Poly State University at San Luis Obispo
Trina Knight, University Enterprises, Inc., CSU Sacramento
Starr Lee, The University Corporation at Monterey Bay (*via Teleconference*)
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation
Dave Nakamura, Humboldt State University Center Board of Directors
Bella Newberg California State University San Marcos Corporation (*via Teleconference*)
Bill Olmsted, University Union Operation of CSU Sacramento
Todd Summer, Aztec Shops, Ltd. at San Diego State University

MEMBERS ABSENT

None

STAFF, GUESTS AND CONSULTANTS

Yumi Augustus, Carl Warren and Company (*via Teleconference*)
Katie Brandt, Sedgwick (*via Teleconference*)
Patricia Daniels, Sedgwick (*via Teleconference*)
Andrew Gaspari, Alliant Insurance Services, Inc. (*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, General Counsel
Robert Leong, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.
Amy Lightner, Alliant Insurance Services, Inc.
Brian Montagnese, Sedgwick (*via Teleconference*)
Brandon Schlenker, Carl Warren and Company

A. CALL TO ORDER

The meeting was called to order by the Chair, Frank Mumford at 3:02 PM.

A1. Approval of the Agenda

Bella Newberg and Starr Lee agreed to abstain from all votes.

A motion was made to approve the agenda.

Motion: Dwayne Brummett
Second: Todd Summer

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg		X		
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Starr Lee		X		
Todd Summer	X			
Trina Knight	X			

MOTION CARRIED

B. PUBLIC COMMENTS

There were no comments from the public.

C. STANDING COMMITTEE REPORTS

C1. Programs Committee Report

Mimi Long provided a brief report of the Program Committee’s recent activities.

C2. AOA Executive Committee Report

Frank Mumford reported there was no AOA Executive Committee meeting since the last AORMA meeting.

D. CONSENT CALENDAR

D1. Approval of Minutes – September 6, 2017 and September 7, 2017

A motion was made to approve the items on the consent calendar.

Motion: Bill Olmsted
Second: Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg		X		
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Starr Lee		X		
Todd Summer	X			
Trina Knight	X			

MOTION CARRIED

E. CLOSED SESSION

A motion was made to enter closed session at 3:05 PM.

Motion: Dave Nakamura
Second: Trina Knight

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg		X		
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Starr Lee		X		
Todd Summer	X			
Trina Knight	X			

MOTION CARRIED

1. Jose Flores v. Cal Poly Corporation
2. Albert Houston v. Fullerton ASC
3. William Nguyen v. SJSU Student Union, Inc
4. Arce v CSUN ASI
5. Diane Adams v Sacramento State ASI
6. Grajeda v Cal Poly Pomona Foundation
7. Donnelly v San Marco Research Services Corp
8. Ratchford v. CSU San Diego Research Foundation
9. Apodaca v. ASI and CSU (San Marcos)
10. HSU Appeal re: CalPERS
11. CNA v. California State University Fullerton Auxiliary Services

The Committee left closed session at 4:08 PM and the chair reported that action was taken on Jose Flores v. Cal Poly Corporation, Albert Houston v. Fullerton ASC, William Nguyen v. SJSU Student Union, Inc, Grajeda v. Cal Poly Pomona Foundation, and Ratchford v. CSU San Diego Research Foundation during closed session.

F. GENERAL ADMINISTRATION

F1. AORMA's Long Range Action Plan for FY 17/18

At its September 6, 2017 Long Range Planning meeting, the AORMA Committee reviewed the long range goals of AORMA. The Committee proposed the following items for the FY 17/18 long range action plan:

1. Workers' Compensation Program Growth
2. Formation of a Student Clubs Insurance Program
3. Determination of AORMA's participation in the CSU Captive Vehicle
4. Development of Recreation Center Good Practices
5. Formation of the AORMA Benefits Program
6. Preparation and Distribution of the CSURMA 20th Anniversary Report
7. Dissemination of the CSAC-EIA Risk Management / Safety Services

Mimi Long updated the Committee steps taken to complete the long range goals. The Committee will be asked to approve its FY 17/18 Long Range Action Plan at the December 2017 meeting.

F2. Unemployment Insurance Program Claims Administrator

The AORMA Unemployment Insurance Program (UIP) has a five-year contract with the Employers Group (Employers Edge) for the UIP claims administration. The contract will expire on June 30, 2018. A Request for Proposal was sent out to three different claims administrators. The Programs Committee formed the UIP ad hoc Committee to review the responses.

The UIP ad hoc Committee met on Friday, September 22, 2018 and reviewed the three responses. All three companies provide training options, have online access to claim reports, and offer I-9 management services. The Committee did not feel ADP was a viable option as their pricing was not competitive. The UIP members have not been satisfied with the services provided by Employers Edge. The Committee was hesitant to recommend Equifax due to the recent data breach; however, the Committee still felt that Equifax was the best option out of the three companies responding to the RFP.

A motion was made to delegate authority to the CSURMA Secretary-Auditor to finalize the contract with Equifax for claims administration of the unemployment insurance program.

Motion: Dwayne Brummett

Second: Bill Olmsted

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg		X		
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Starr Lee		X		
Todd Summer	X			
Trina Knight	X			

MOTION CARRIED

F3. Development of CSURMA Earthquake Coverage Program

CSURMA’s long range plan included directing staff to evaluate potential for CSURMA to launch an earthquake insurance program using non-traditional approaches. At the September 6th AORMA Committee meeting, the Committee took action to delegate authority to the CSURMA Executive Committee and the Chancellor’s Office to purchase the coverage if it is determined to be prudent. Coverage has been bound effective October 1, 2017 at a premium of \$1,550,000, which is a reduction from the indicated pricing of \$1,625,000 to \$1,700,000.

Staff will work with the Programs Committee to design the member allocation formula for the additional EQ insurance costs.

The cost of earthquake coverage will be allocated to the campus and AORMA property funds and premiums for the upcoming FY 18/19 will include a charge for coverage. Approximately, 10% of the total costs (or \$155,000) will be allocated to the AORMA members.

G. INFORMATION ITEMS

- G1. Praesidium Contract**
- G2. CSURMA AORMA 2017 Meeting Calendar**
- G3. CSURMA AORMA Program Administrator’s Contact Lists**
- G4. AORMA’s Travel Reimbursement Policy**
- G5. AORMA Committee Members - Effective 7/01/17**
- G6. CSURMA Administrative Service Calendar**

H. ADJOURNMENT

The meeting was adjourned at 4:44 PM.

AORMA COMMITTEE APPOINTMENTS, ELECTIONS AND COMMITTEE TERMS

ISSUE: The following issues will be discussed and addressed at today's meeting:

1. Frank Mumford (Chair) will retire from CSU Fullerton Auxiliary Services Corporation effective December 31st. Dwayne Brummett (First Vice Chair) will move up to fill the vacant Chair position. At today's meeting the AORMA Committee will be asked to elect Dwayne Brummett as Chair for his first term of July 1, 2018 to June 30, 2020.
2. There are seven at-large seats on the AORMA Committee. Currently, five of the at-large seat have odd terms and two have even terms. The AORMA Committee will be asked to change Seat 6 from an odd term to an even term.
3. There are three officer positions on the AORMA Committee. The Chair and Second Vice Chair seats have even terms; the First Vice Chair seat has an odd term. In order to make the succession of the officer positions flow smoothly, the AORMA Committee will be asked to change the First Vice Chair seat to an even term.
4. The Chair has the authority to appoint new members to the AORMA Committee to fill vacancies. The AORMA Committee will be asked to discuss prospects for appointment.
5. The Chair will be asked to appoint a Nominations Committee at this meeting. The Nominations Committee will be asked to;
 - a. Identify which of the incumbents whose terms expire on June 30, 2018 are interested in seeking re-election,
 - b. Seek nominations for available positions on the AORMA Committee

RECOMMENDATION: Staff recommends that the AORMA Committee;

1. Hold an election for the Chair position for the term July 1, 2018 to June 30, 2020
2. Change the term of Seat 6 from an odd term (currently July 1, 2017 to June 30, 2019) to an even term.
3. Change the term of the First Vice Chair from an odd term (currently July 1, 2017 to June 30, 2019) to an even term.

Staff also recommends that the Chair appoint a Nominations Committee and that the AORMA Committee discuss prospects to fill the vacant seats.

FISCAL IMPACT: No fiscal impact is expected from action at today's meeting.

BACKGROUND: The following *at-large seats* will be up for re-election / election in the Spring of 2018 for the term July 1, 2018 to June 30, 2020:

- **Seat 2** – Currently held by Starr Lee - Up for election for first two-year term – July 1, 2018 to June 30, 2020
- **Seat 4** – Currently held by Dave Nakamura - Up for election for second two-year term – July 1, 2018 to June 30, 2020
- **Seat 6** - Open (currently an odd term, but recommending a change to an even term)

The Chair will appoint members to fill the vacant First Vice Chair and the Second Vice Chair positions. An election will be held at the March 3, 2018, AORMA Committee meeting for the first term of July 1, 2018 to June 30, 2020.

Shown below is additional information regarding the three open seats:

1. Frank Mumford (Chair) will retire from CSU Fullerton Auxiliary Services Corporation effective December 31st. Dwayne Brummett (First Vice Chair) will move up to fill the vacant Chair position creating a vacancy in the First Vice Chair position.
2. AORMA's Policy and Procedure A-1 states that no auxiliary organization will have multiple representatives serving simultaneously on either the AORMA Committee or on the same Standing Committee. Starr Lee had been an at-large committee member from Cal Poly Corporation; however, she accepted a job with the University Corporation at Monterey Bay, which created a conflict as Gigi Kiama is also employed with University Corporation at Monterey Bay. Gigi Kiama stepped down from the AORMA Committee which created a vacancy in the Second Vice Chair position.
3. Dave Nierenberg left CI University Auxiliary Services, Inc., which resulted in the third open seat.

PUBLICATION: The open seats, if any, will be announced during the AOA Conference in January, 2018.

ATTACHMENT(S):

- a. AORMA Committee Terms of Office
- b. AORMA Committee Roster
- c. Policy and Procedure A-1
- d. Policy and Procedure A-2

CSURMA**AORMA COMMITTEE TERMS OF OFFICE**

Position (election year)	July 1, 2016 to June 30, 2017	July 1, 2017 to June 30, 2018	July 1, 2018 to June 30, 2019	July 1, 2019 to June 30, 2020
Chair - (even year)	Mumford	Mumford/Brummett	TBD	
First Vice-Chair - (even year)	Dalpe/Brummett	Brummett/TBD	TBD	
Second Vice-Chair (even year)	Kiama	Kiama/TBD	TBD	
At Large Seat #1 - (odd year)	Aguilar/Newberg	Newberg	Newberg	TBD
At Large Seat #2 - (even year)	Davis/Lee	Lee	TBD	
At Large Seat #3 - (odd year)	Nowlin	Summer	Summer	TBD
At Large Seat #4 - (even year)	Nakamura	Nakamura	TBD	
At Large Seat #5 - (odd year)	Reinhart	Knight	Knight	TBD
At Large Seat #6 - (even year)	Nirenberg	Nirenberg	TBD	
At Large Seat #7 - (odd year)	de Wit	Olmsted	Olmsted	TBD

First Vice-Chair and At Large Seat #6 currently have an "odd" term. Staff is recommending that these seats be changed to an even term.

AORMA Committee
Effective at July 1, 2017

Committee	Seat	Member	Term	Seat Term	1st, 2nd or Final Term	Date Appointed	Notes
AORMA	Chair	Frank Mumford	7/1/16 - 6/30/18	Even	First	7/1/2012	
AORMA	First Vice Chair	Dwayne Brummett	7/1/17 - 6/30/19	Odd	First	3/1/2017	Currently an odd term; change to even.
AORMA	Second Vice Chair	Open (Kiama)	Completing 7/1/16 - 6/30/18	Even	First		
AORMA	Seat 1	Bella Newberg	7/1/17 - 6/30/19	Odd	First	12/20/2016	
AORMA	Seat 2	Starr Lee	Completing 7/1/16 - 6/30/18	Even	N/A	3/1/2017	To complete Davis' term. Lee's first term will be 7/1/18 to 6/30/20.
AORMA	Seat 3	Todd Summer	7/1/17 - 6/30/19	Odd	First	7/1/2017	
AORMA	Seat 4	Dave Nakamura	7/1/16 - 6/30/18	Even	First	7/1/2015	
AORMA	Seat 5	Trina Knight	7/1/17 - 6/30/19	Odd	First	7/1/2017	
AORMA	Seat 6	Open (Nirenberg)	Completing 7/1/17 - 6/30/19	Odd	First		Currently an odd term; change to even.
AORMA	Seat 7	Bill Olmsted	7/1/17 - 6/30/19	Odd	First	7/1/2017	

SUBJECT:	AORMA COMMITTEE COMPOSITION, ELECTIONS & TERM LIMITS
ADOPTED:	APRIL 18, 2003
EFFECTIVE:	JULY 1, 2003
AMENDED:	JANUARY 15, 2005 OCTOBER 27, 2005 JANUARY 16, 2008 OCTOBER 29, 2009 JANUARY 11, 2010 SEPTEMBER 16, 2010 DECEMBER 8, 2011 SEPTEMBER 13, 2012 MARCH 20, 2014 DECEMBER 10, 2015 MARCH 9, 2017

PURPOSE:

This policy and procedure outlines the process by which members of the Auxiliary Organizations Risk Management Alliance (AORMA) Committee are nominated and elected to serve. This policy and procedure addresses the desire of the CSURMA to ensure broad organizational representation among AORMA Committee members, acknowledging the AORMA Committee’s need for stability of leadership while encouraging participation from qualified candidates.

POLICY:

It is the policy of the CSURMA that, in accordance with the Bylaws, the AORMA Committee shall adopt the procedure outlined in this document for purposes of generating continuity of leadership, encouraging opportunity for diverse committee representation and participation and continuing effective administration of established insurance programs and services.

PROCEDURE:

The following steps will be taken to affect the policy:

1. The AORMA Committee will be elected from representatives of the auxiliary organization members of the CSURMA, effective July 1 of every year. No auxiliary organization will have multiple representatives serving simultaneously on either the AORMA Committee or on the same Standing Committee. At-large members may serve a maximum of three consecutive complete two-year terms. Upon reaching the end of the third complete two-year term, At-large members will either be “termed out” (they may be again nominated after one year off the Committee) or advance to the role of Chair, First Vice Chair or

Second Vice Chair. Terms are staggered to create a rotation of the at-large Committee members each year.

2. The AORMA Committee will be comprised of seven at-large members and three Officers (Chair, First Vice Chair and Second Vice Chair). Each Officer may serve two two-year terms per position.
3. The AORMA Committee will review its membership annually to strive for diversity on the Committee based on the following criteria:
 - Type of Auxiliary Organization (Foundation, ASI/Student Union or Commercial)
 - Mix of personnel (Executive Director, CFO, HR, etc.)
 - Campus size (small – less than 10,000 FTE, medium – between 10,000 and 20,000 FTE, or large – more than 20,000 FTE)
4. The First Vice Chair and Chair shall serve as AORMA Committee representatives to the CSURMA Executive Committee.

AORMA Committee Chair and / First Vice Chair Qualifications

- Served on AORMA Committee for at least two years
 - Demonstrated leadership abilities in group settings
 - Ability to serve as primary advocate and spokesperson for AORMA Committee
 - Ability to lead the AORMA Committee
5. Annually, the Chair shall appoint a Nominations Committee, consisting of at least two AORMA Committee members to seek nominations for available positions on the AORMA Committee. The AORMA Committee Nominating Committee shall consider the following as minimum qualification criteria for individuals seeking nomination to the AORMA Committee:

AORMA Committee Representative

- Participating professional member of CSURMA AORMA for at least two years
- Served in a CSURMA auxiliary organization management position for at least two years
- Demonstrated leadership abilities
- Ability to attend meetings regularly and contribute to the AORMA Committee's work agenda, as described in Policy & Procedure A-2.

Previous service on one of AORMA's Standing Committees is preferred, but not required.

6. Timeline for nominations:

October/November

The Nominations Committee shall poll the AORMA Committee members, including the Chair, First Vice Chair and Second Vice Chair to identify which of the incumbents whose terms expire the following June 30 are interested in seeking re-election.

At the October AORMA Committee meeting, the Nominations Committee will announce their nominations for Chair, First Vice Chair and Second Vice Chair. The Chair, First Vice Chair and Second Vice Chair shall be elected by the AORMA Committee from its members. All ballots will be tallied by the CSURMA Secretary-Auditor.

January

The Nominations Committee will announce to the membership, changes to the Chair, First Vice Chair and Second Vice Chair as well as the opening of the nominations period for open committee positions (for July 1 appointments). The Nominations Committee will indicate which types of auxiliary representations are needed on the AORMA Committee (to ensure broad representation). Nominations will remain open through the end of February, and self-nominations will be accepted as well as nominations by others.

February

The Nominations Committee will continue to solicit nominations, especially if specific types of auxiliary organizations are not being represented.

March

A nominations slate will be forwarded to the AOA Executive Committee for review and comment. The slate, with comments, will be returned to the AORMA Committee no later than March 31.

April

All CSURMA member auxiliary organizations will be sent a ballot with the names of the nominated individuals. Each member auxiliary can vote for the representatives. Completed ballots will be due to the CSURMA by April 30.

May

Announcement at the CSURMA Board of Directors meeting of the outcomes of the election process to be effective July 1.



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
SEPTEMBER 8, 2016
SEPTEMBER 7, 2017

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.
11. Authority to call meetings from time to time and in compliance with applicable open meeting regulations to conduct business and planning for the AORMA program including an AORMA Officer's Retreat.
12. Authority to invite additional attendees to meetings as the Chair deems appropriate and to authorize reimbursement of invitee travel expenses provided the expenses are within amounts budgeted for AORMA expenses and in compliance with AORMA travel expense reimbursement Policy and Procedure.

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.
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.



11. Any Standing Committee member who is not present, either in person or via teleconference, at two or more Standing Committee meetings in any one fiscal year, may be removed from the Standing 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.

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.

AORMA UNEMPLOYMENT INSURANCE PROGRAM

ISSUE: At the end of each fiscal period, the AORMA UIP Fund Balance Report is distributed to each Member. The report includes investment income which is allocated to each member based on its average fund balance for the preceding year. At June 30, 2017, the UIP had an Investment Loss of \$28,395 due to unrealized losses from long term investments. Because this is a “paper loss”, Staff recommends deferring this loss to the next fiscal period as shown on the UIP Member Fund Balance Report at June 30, 2017.

Staff has reviewed Policy and Procedure UI-1 – Formula for Determining UIP Annual Deposit and is recommending the following revisions:

1. A statement has been included which allows all member, not just those members with federal sponsored programs, to use their excess funds to lower contributions for the upcoming fiscal year.
2. The current Policy and Procedure allows members to use excess funds to lower contributions for the **current** year as well as for the upcoming fiscal year. In order maintain a consistent reconciliation process, this section was changed so that excess funds can be used only to reduce future contributions, not current.
3. A statement has been added that allows the AORMA Committee to defer investment losses.

RECOMMENDATION: Staff recommends that the AORMA Committee approve the changes to Policy and Procedure UI-1, with additional modifications as appropriate.

FISCAL IMPACT: The \$28,395 investment loss will be deferred to the fund balance report at June 30, 2018.

BACKGROUND: See the UIP fund balance report and policy and procedure attached.

PUBLICATION: The revised policy and procedure will be uploaded to the CSURMA website.

ATTACHMENT(S):

- a. Policy and Procedure UI-1 – Formula for Determining UIP Annual Deposit
- b. UIP Member Fund Balance Report at June 30, 2017



CSURMA AORMA

POLICY & PROCEDURE UI-1

SUBJECT: FORMULA FOR DETERMINING THE UNEMPLOYMENT INSURANCE PROGRAM ANNUAL CONTRIBUTIONS

ADOPTED: MAY 12, 2010

EFFECTIVE: JULY 1, 2018

REVISED: DECEMBER 6, 2012
MAY 8, 2014
MAY 5, 2016
MARCH 9, 2017
MAY 4, 2017
DECEMBER 7, 2017

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.

POLICY:

The AORMA Unemployment Insurance Program (UIP) annual contribution for each Auxiliary Organization participating in the AORMA UIP (MEMBER) shall be calculated using two factors – paid claims and administrative costs.

PROCEDURE:

1. **Deposit Formula** - Paid claims (the MEMBER's average annual paid claims for five years ending 6/30), plus an administrative cost. The administrative costs are allocated to each MEMBER based on its percentage of the total average annual paid claims.
2. **Minimum Fund Balance** - Each MEMBER must maintain in the AORMA UIP a minimum fund balance of two times its average annual losses. If a MEMBER's fund balance is below the minimum, annually, the additional funding required will be calculated and the MEMBER will be assessed at the program anniversary date an amount not to exceed 20% of the additional funding required to achieve the minimum fund balance. The MEMBER will be assessed annually until the MEMBER's fund balance is at the minimum fund balance.

At the end of each fiscal year, the AORMA UIP Fund Balance Report will be distributed to each MEMBER. The Fund Balance Report will include actual paid claims for the fiscal year rather than estimates. If the MEMBER's fund balance exceeds the minimum fund balance required (two times annual average losses) then the MEMBER can request that the excess



funds be returned, retained on account with CSURMA to be used to lower contributions for the upcoming fiscal year.

For those MEMBERS involved in federally sponsored programs, the funds in excess of the minimum required fund balance can be retained on account with CSURMA to be used to lower contributions for the upcoming ~~or current~~ fiscal year. If the MEMBER chooses to receive a refund of the funds in excess of the minimum required fund balance, then the MEMBER will be required to calculate the percentage of its payroll and salary that is attributable to federally sponsored programs to determine what percentage of the refund will need to be returned to the federal government.

3. **Minimum Contribution** - There is no minimum contribution based on paid claims. However, a minimum contribution for administrative costs will be applied according to the Minimum Administrative Costs Schedule approved annually by the Programs Committee.
4. **Investment Income / Loss** - The total Investment Income or Loss is allocated to each MEMBER based on its percentage of the total AORMA UIP average fund balance for the preceding fiscal year. The AORMA Committee may decide to defer Investment Losses. For the purpose of calculating the MEMBER's average fund balance, the following formula shall be used:

Beginning fund balance *plus* additional contributions *less* MEMBER's paid claims *less* MEMBER's allocated administrative costs = MEMBER's average balance.

MEMBER APPEAL PROCESS:

If a MEMBER wishes to appeal any decision regarding the application of the Target Surplus Funding Policy, the MEMBER must present an appeal in writing to the CSURMA Secretary-Auditor within 30 days of the disputed decision. The Secretary-Auditor shall place the Member's appeal on the AORMA COMMITTEE's agenda at its next regularly scheduled meeting. The AORMA COMMITTEE will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

If a Member wishes to appeal the AORMA COMMITTEE's decision, the Member will notify the CSURMA Secretary-Auditor in writing within 5 business days of receipt of the AORMA COMMITTEE's decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee's decision will be the final determination.



DEFINITIONS:

AORMA COMMITTEE - The governing body of AORMA.

AORMA - Auxiliary Organizations Risk Management Alliance is a group of PROGRAMs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

CSURMA - The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its auxiliary organizations.

MEMBER – The MEMBER is a signatory to the CSURMA Joint Powers Authority. Within this Policy and Procedure, MEMBER also means the Auxiliary Organization participating in the AORMA Unemployment Insurance Program.

MEMORANDUM OF COVERAGE – The AORMA Liability Program MEMORANDUM OF COVERAGE is a governing document which outlines the AORMA Liability Program’s definitions, coverages, exclusions and provisions. The AORMA Liability Program MEMORANDUM OF COVERAGE does not provide insurance, but instead provides for pooled-insurance. The MEMORANDUM OF COVERAGE is a negotiated agreement among the MEMBERS of CSURMA AORMA.

PARTICIPATION AGREEMENT – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its MEMBERS.

UIP – AORMA Unemployment Insurance Program.

CSURMA AORMA

Unemployment Insurance Program (UIP)

Member Fund Balance Report @ June 30, 2017

Campus	Member Organization	Total Claims Paid for the Past Five Fiscal Years	Average Annual Claims Paid	AORMA UIP Fund Balance	Claims Paid During Fiscal Year	Deposits Paid During Fiscal Year	Admin Costs - subject to minimum of	Investment Income	Refunds Received During FY 16/17	Excess Funds @ 6/30/16 Used to Reduce FY 17/18 Deposit	AORMA UIP Fund Balance	Minimum Fund Balance Required	Excess Funds Available for Return to Member
		12/13 - 16/17		@ 6/30/16	FY 16/17	FY 16/17	\$250	\$0		@ 6/30/17	FY 17/18	@ 06/30/17	
Bakersfield	California State University, Bakersfield Foundation	87,032	17,406	19,850	7,140	18,438	1,389	-	-		29,759	34,813	-
Chico	Associated Students of California State University, Chic	225,305	45,061	114,345	36,525	52,589	3,596	-	-		126,813	90,122	36,691
Chico	The CSU, Chico Research Foundation	366,589	73,318	405,159	65,956	109,312	5,851	-	-		442,664	146,636	296,028
Dominguez Hills	Associated Students, California State University, Dominguez Hill	9,480	1,896	25,597	4,777	5,363	250	-	-	3,261	22,672	3,792	18,880
Dominguez Hills	California State University, Dominguez Hills Foundatio	220,021	44,004	164,034	18,856	64,214	3,512	-	-	54,500	151,380	88,008	63,372
Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.	32,421	6,484	(11,512)	17,233	1,419	250	-	-		(27,576)	12,968	-
East Bay	Associated Students, California State University, East Bay	49,944	9,989	11,209	-	25,079	250	-	-		36,038	19,978	16,060
Fresno	California State University, Fresno Association, Inc	290,103	58,021	273,299	32,784	100,069	4,630	-	128,301		207,653	116,041	91,612
Fresno	California State University, Fresno Foundation	608,454	121,691	314,846	107,122	180,132	9,711	-	-		378,145	243,382	134,763
Fullerton	Associated Students, California State University, Fullerton, Inc	127,758	25,552	42,593	49,762	27,817	2,039	-	-		18,609	51,103	-
Fullerton	CSU Fullerton Auxiliary Services Corporation	356,001	71,200	205,617	118,832	75,845	5,682	-	79,891		77,057	142,400	-
Humboldt	Humboldt State University Center, Board of Directors	96,047	19,209	35,206	19,912	19,119	1,533	-	-		32,880	38,419	-
Long Beach	Associated Students, California State University, Long Beach	65,102	13,020	24,212	11,280	9,481	1,039	-	-		21,374	26,041	-
Long Beach	California State University, Long Beach Research Foundatio	426,858	85,372	245,357	65,302	111,478	6,813	-	-	71,819	212,901	170,743	42,158
Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	125,443	25,089	45,946	34,710	43,054	2,002	-	-		52,288	50,177	2,111
Los Angeles	Cal State L.A. University Auxiliary Services, Inc	324,929	64,986	495,096	21,279	113,685	5,186	-	-	99,719	482,597	129,972	352,625
Los Angeles	University-Student Union Board, California State University, Los Angele	43,055	8,611	14,300	4,137	15,685	250	-	-		25,598	17,222	8,376
Monterey Bay	The University Corporation at Monterey Bay	219,023	43,805	93,026	34,807	58,376	3,496	-	-		113,099	87,609	25,490
Northridge	Associated Students, California State University, Northridge, Inc	32,567	6,513	89,521	2,734	12,977	250	-	-	7,248	92,266	13,027	79,239
Northridge	The University Corporation, CSU Northridge	512,332	102,466	354,300	79,607	150,020	8,177	-	60,000	60,702	295,834	204,933	90,901
Northridge	University Student Union of California State University, Northridge	88,521	17,704	70,048	21,125	27,082	1,413	-	-	20,331	54,261	35,408	18,853
Pomona	Associated Students Inc., California State Polytechnic University, Pomona	109,015	21,803	60,664	15,261	29,540	1,740	-	-		73,203	43,606	29,597
Sacramento	University Enterprises, Inc., CSU Sacramento	1,769,576	353,915	958,151	120,066	367,562	28,242	-	-	157,627	1,019,778	707,830	311,948
Sacramento	Capital Public Radio, Inc., CSU Sacramento	101,208	20,242	75,660	12,509	24,505	1,615	-	37,461	(1)	48,581	40,483	8,098
Sacramento	Associated Students of CSU Sacramento (Joined 2012 07 01)	146,488	29,298	9,006	24,881	36,801	2,338	-	-		18,588	58,595	-
San Bernardino	Associated Students Inc., California State University, San Bernardinc	8,395	1,679	(3,297)	949	2,588	250	-	-		(1,908)	3,358	-
San Bernardino	University Enterprises Corporation at CSUSB	287,772	57,554	406,911	47,306	97,905	4,593	-	200,000		252,917	115,109	137,808
San Bernardino	Santos Manual Student Union of California State University, San Bernardinc	48,971	9,794	16,044	11,345	14,033	250	-	-		18,482	19,588	-
San Francisco	Associated Students, Inc., San Francisco State University	31,437	6,287	25,117	12,437	4,638	250	-	-	4,433	12,635	12,575	60
San Francisco	The University Corporation, San Francisco State	82,372	16,474	176,918	8,925	34,924	1,315	-	(42,464)		244,066	32,949	211,117
San Francisco	Cesar Chaves Student Center, SFSU (Dissolved 2014 06 30)	16,380	-	31,306	-	-	-	-	31,306		-	-	-
San Francisco	Franciscan Shops (Dissolved 2012 06 30)	-	-	11,158	-	-	-	-	11,158		-	-	-
San Jose	Associated Students, Inc., San Jose State University	15,580	3,116	50,552	1,574	4,330	250	-	-	3,934	49,124	6,232	42,892
San Jose	San Jose State University Research Foundation	548,432	109,686	551,348	77,859	160,567	8,753	-	-	137,724	487,579	219,373	268,206
San Jose	Spartan Shops, Inc., San Jose State University	79,261	15,852	162,402	10,992	46,117	1,265	-	110,611	1	85,650	31,704	53,946
San Jose	The Student Union of San Jose State University	28,166	5,633	19,495	2,270	5,706	250	-	1,163		21,518	11,266	10,252
San Luis Obispo	Obispo	36,769	7,354	13,504	9,746	7,917	250	-	-	1,446	9,979	14,708	-
San Marcos	University Auxiliary and Research Services Corporation, CSU San Marcos	161,671	32,334	187,970	18,788	64,934	2,580	-	92,229	(1)	139,308	64,668	74,640
Sonoma	Associated Students of Sonoma State University	3,619	724	27,164	1,517	4,053	250	-	-	1,080	28,370	1,448	26,922
Total		7,782,099	1,553,144	5,812,122	1,130,305	2,127,354	121,510	-	709,656	623,823	5,354,182	3,106,287	2,452,644

**CSURMA AORMA
Unemployment Insurance Program (UIP)
Member Fund Balance @ June 30, 2017**

Campus	Member Organization	Member Refund Request (Date)	CSURMA Accounting Post Date	Member Refund Request (Amount)
Bakersfield	California State University, Bakersfield Foundation			
Chico	Associated Students of California State University, Chico			
Chico	The CSU, Chico Research Foundation			
Dominguez Hills	Associated Students, California State University, Dominguez Hills			
Dominguez Hills	California State University, Dominguez Hills Foundation			
Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.			
East Bay	Associated Students, California State University, East Bay			
Fresno	California State University, Fresno Association, Inc.	2016 10 07	2016 11 01	128,301
Fresno	California State University, Fresno Foundation			
Fullerton	Associated Students, California State University, Fullerton, Inc.			
Fullerton	CSU Fullerton Auxiliary Services Corporation	2016 10 27	2016 11 10	79,891
Humboldt	Humboldt State University Center, Board of Directors			
Long Beach	Associated Students, California State University, Long Beach			
Long Beach	California State University, Long Beach Research Foundation			-
Long Beach	Forty-Niner Shops, Inc., CSU Long Beach			
Los Angeles	Cal State L.A. University Auxiliary Services, Inc			
Los Angeles	University-Student Union Board, California State University, Los Angeles			
Monterey Bay	The University Corporation at Monterey Bay			
Northridge	Associated Students, California State University, Northridge, Inc.			
Northridge	The University Corporation, CSU Northridge	2016 10 19	2016 11 01	60,000
Northridge	University Student Union of California State University, Northridge			
Pomona	Associated Students Inc., California State Polytechnic University, Pomona			
Sacramento	University Enterprises, Inc., CSU Sacramento			
Sacramento	Capital Public Radio, Inc., CSU Sacramento	2016 10 10	2016 11 01	37,461
Sacramento	Associated Students of CSU Sacramento (<i>Joined 2012 07 01</i>)			
San Bernardino	Associated Students Inc., California State University, San Bernardino			
San Bernardino	University Enterprises Corporation at CSUSB	2016 10 11	2016 11 01	200,000
San Bernardino	Santos Manual Student Union of California State University, San Bernardino			
San Francisco	Associated Students, Inc., San Francisco State University			
San Francisco	The University Corporation, San Francisco State			(42,464)
San Francisco	Cesar Chaves Student Center, SFSU (<i>Dissolved 2014 06 30</i>)			31,306
San Francisco	Franciscan Shops (<i>Dissolved 2012 06 30</i>)			11,158
San Jose	Associated Students, Inc., San Jose State University			
San Jose	San Jose State University Research Foundation			-
San Jose	Spartan Shops, Inc., San Jose State University	2015 01 22	2016 11 01	110,611
San Jose	The Student Union of San Jose State University	2016 05 09	2016 05 18	1,163
San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo			
San Marcos	University Auxiliary and Research Services Corporation, CSU San Marcos	2016 10 06	2016 10 17	92,229
Sonoma	Associated Students of Sonoma State University			

Total

709,656

CSURMA AORMA
Unemployment Insurance Program (UIP)
Estimated Member Fund Balance Report @ June 30, 2017

Notes:

- 1 The total Administrative Costs are allocated to each member based on its percentage of the total average annual paid claims, subject to a \$250 minimum. (Admin Costs are not allocated to Cesar Chaves Student Center or Franciscan Shops as they are not active members.)*
- 2 The total Investment Income is allocated to each member based on its percentage of the total Fund Balance for the preceding fiscal year. At June 30, 2017, the total Investment Income is shown as \$0. The UI Program has an Investment Loss at June 30, 2017 of \$28,395 which includes unrealized losses from long term investments. This investment loss is being deferred to the UIP Fund Balance Report at June 30, 2018.*
- 3 Franciscan Shops was dissolved June 30, 2012. The Claims Paid During FY 12/13 of \$28,353 and FY 13/14 of \$2,416 were paid by The University Corporation.*
- 4 The Cesar Chaves Student Center, SFSU, fund balance of \$31,306 was transferred to Associated Students, Inc. SFSU effective July 1, 2016 (Request Date - October 19, 2016.)*
- 5 Franciscan Shops, SFSU, fund balance of \$11,158 was transferred to The University Corporation effective July 1, 2016 (Request Date - November 18, 2016)*
- 6 Refunds to CSU Long Beach Research Foundation of \$71,820 and to SJSU Research Foundation of \$294,449 were both return to CSURMA within FY 16/17.*

AORMA’S LONG RANGE ACTION PLAN FOR FY 17/18

ISSUE: At its September 6, 2017 Long Range Planning meeting, the AORMA Committee reviewed the long range goals of AORMA. The Committee proposed the following items for the FY 17/18 long range action plan:

1. Workers’ Compensation Program Growth
2. Formation of a Student Clubs Insurance Program
3. Determination of AORMA’s participation in the CSU Captive Vehicle
4. Development of Recreation Center Good Practices
5. Formation of the AORMA Benefits Program
6. Preparation and Distribution of the CSURMA 20th Anniversary Report
7. Dissemination of the CSAC-EIA Risk Management / Safety Services

RECOMMENDATION: The Committee will be asked to approve its FY 17/18 Long Range Action Plan, making revisions as necessary.

FISCAL IMPACT: None.

BACKGROUND: Staff will provide an update during the meeting.

PUBLICATION: The long range action plan will be included in each AORMA Committee and Standing Committee agenda.

ATTACHMENT(S):

- a. FY 17 /18 Long Range Action Plan - DRAFT

FY 2017/18 CSURMA AORMA LONG RANGE ACTION PLAN

GOAL		ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
LRP-1		Workers' Compensation Program Growth			
Workers' Compensation Program Growth	1	Obtain underwriting information to finalize coverage and/or funding options for Members	PA	Jan-18	
	2	Present Member funding options to AORMA Committee for approval	PA, AORMA	Feb-18	
	3	Present final quotes to Members	PA	Mar-18	
	4	Provide underwriting information to CSAC EIA for approval	PA	Apr-18	
	5	Bind coverage within the AORMA Workers' Compensation Program	PA	Jun-18	
LRP-2		Formation of Student Clubs Insurance Program			
Student Clubs Insurance Program	1	Identify two or three campuses with very reliable information regarding student clubs	PA	Oct-17	In Process
	2	Create underwriting specifications and program design	PA	Jan-18	In Process
	3	Submit underwriting specifications to various insurers	PA	Feb-18	In Process
	4	Approve the creation of a Student Club Insurance Program	PA, AORMA, EC, BOD	May-18	
	5	Receive coverage proposals	PA	May-18	
	6	Approval to bind coverage	PA, AORMA, EC	Jun-18	
	7	Disseminate information to all Campuses and Auxiliary Members			
	8	Upload information onto the CSURMA website			
LRP-3		Captive Insurer			
Evaluation of participation in the CSU captive vehicle	1	Oversee formation of captive	PA, SRM	Dec-17	In Process
	2	Determine which insurance products can be marketed by the auxiliary organizations	PA, SRM, EC, AORMA	Jul-18	
	3	Design marketing plan	PA, SRM, AORMA	Aug-18	
LRP-4		Recreation Center Good Practices			
Development of Recreation Center Good Practices	1	Survey Campus and Auxiliary members to see what is currently in place	PA	Nov-17	Completed
	2	Research standards and guidelines published by industry experts	PA	Nov-17	In Process
	3	Prepare draft Recreation Center Good Practices for the Programs Committee approval	PA, PC	Jun-18	
	4	Approval of final Recreation Center Good Practices	AORMA	Sep-18	
	5	Disseminate information to all Campus and Auxiliary Members	PA	Oct-18	
	6	Upload information onto the CSURMA website	PA	Oct-18	
LRP-5		AORMA Benefits Program			
Formation of AORMA Benefits Program	1	Authorize formation of AORMA Benefits Program	AORMA, EC	Sep-17	Completed
	2	Authorize formation of AORMA Benefits Program	BOD	Oct-17	In Process

FY 2017/18 CSURMA AORMA LONG RANGE ACTION PLAN

GOAL		ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
	3	Secure underwriting information and prepare renewal specifications	PA	Jun-18	
	4	Submit underwriting information for a quote through the CSAC EIA benefits program	PA	Jun-18	
	5	Forward benefits pricing to the existing members as well as those members not participating in the AOA Benefits Program	PA	Nov-18	
LRP-6 CSURMA 20th Anniversary Report					
Preparation and Distribute the CSURMA 20th Anniversary Report	1	Compile all background information and prepare the draft 20th anniversary report	PA	Nov-17	Completed
	2	Seek approval of report from Systemwide Risk Management	PA, SRM	Dec-17	Completed
	3	Review with the Executive Committee	EC	Jan-18	
	4	Distribute report to all Campus and Auxiliary staff as listed on the CSURMA rolodex as well as on the AOA distribution list	PA	Jan-18	
	5	Upload report onto the CSURMA website	PA	Jan-18	
	6	Distribute hard copies at the 2018 AOA Conference	PA	Jan-18	
LRP-7 Dissemination of CSAC EIA Risk Management / Safety Services					
Disseminate CSAC EIA Risk Management / Safety Services	1	Choose three or four CSAC EIA Risk Management / Safety Services that may be relevant to the Members' operations	PA	Oct-17	
	2	Write up a summary of the services and distribute to all Members	PA	Oct-17	
	3	Continue to distribute information on a quarterly basis choosing different services each quarter	PA	Jan-18	
	4	Upload bulletin to the CSURMA website	PA	Continuous	
BOD: CSURMA Board of Directors			EC: CSURMA Executive Committee		
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 POLICY AND PROCEDURE REVIEW

ISSUE: Policy and Procedure A-5 states that in the absence of other reasons to review a policy and procedure more frequently, all policies and procedures will be reviewed at least every two years. The following policies and procedures require a review in 2018. Staff has reviewed them and is recommending revisions.

A-5 – Calendar of Reports, Audits, Filings and Reviews

A-6 – Risk Reduction Matching Grant Program

A-8 – Closed Session

L-1 – Liability Claims Reporting

L-2 – Liability Claims Administration and Litigation Management

L-4 – Employee Driving Standards

L-6 – Requirement to Purchase PAI for all Activities Involving Minors

W-2 – Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less

W-4 – Workers’ Compensation Coverage Claims Settlement Authority

W-5 – Volunteer Coverage

RECOMMENDATION: Staff recommends that the Committee review the recommended revisions to the policies and procedures and defer approval of any changes until the March 3, 2018 meeting.

FISCAL IMPACT: None.

BACKGROUND: See below a summary of the recommended revisions.

L-1 – Liability Claims Reporting

- The third party claims administrators name and address was removed.
- Unfair Employment Practices was changed to Employment Practices Liability to be consistent with the Liability Program memorandum of coverage.

L-2 – Liability Claims Administration and Litigation Management

- The requirement for the TPA to provide claims listings for closed session was modified to clarify that the listings need to be provided at least 10 days in advance of each AORMA Committee meeting.

- A few definitions were amended to be consistent with other policies and procedures.

W-2 – Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less

- The discussion regarding the application and development of the experience modification factor was deleted as this is outlined in detail in Policy and Procedure W-1.

Only non-substantive revisions are recommended for the following policies and procedures:

A-5 – Calendar of Reports, Audits, Filings and Reviews

W-5 – Volunteer Coverage

The following policies and provisions were reviewed and no revisions are recommended:

A-6 – Risk Reduction Matching Grant Program

A-8 – Closed Session

L-4 – Employee Driving Standards

L-6 – Requirement to Purchase PAI for all Activities Involving Minors

W-4 – Workers’ Compensation Coverage Claims Settlement Authority

W-3 – Claims Handling Procedures and Guidelines will be presented to the AORMA Committee in March, 2018, after the workers’ compensation third party claims administrators provide their input.

PUBLICATION: All revised policies and procedures will be uploaded to the CSURMA website.

ATTACHMENT(S):

- a. A-5 – Calendar of Reports, Audits, Filings and Reviews
- b. A-6 – Risk Reduction Matching Grant Program
- c. A-8 – Closed Session (no revisions recommended)
- d. L-1 – Liability Claims Reporting
- e. L-2 – Liability Claims Administration and Litigation Management
- f. L-4 – Employee Driving Standards
- g. L-6 – Requirement to Purchase PAI for all Activities Involving Minors
- h. W-2 – Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less
- i. W-4 – Workers’ Compensation Coverage Claims Settlement Authority
- j. W-5 – Volunteer Coverage



CSURMA AORMA

POLICY AND PROCEDURE NO. A-5

SUBJECT:	CALENDAR OF REPORTS, AUDITS, FILINGS AND REVIEWS
ADOPTED:	OCTOBER 29, 2009
EFFECTIVE:	OCTOBER 29, 2009
AMENDED:	SEPTEMBER 12, 2013 NOVEMBER 6, 2013 MARCH 20, 2014 OCTOBER 23, 2014 MAY 5, 2016 <u>MARCH 3, 2018</u>

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:

This policy and procedure outlines the various audits, reports and filings compiled by CSURMA AORMA on an annual basis.

POLICY:

It shall be the policy of the CSURMA AORMA to take the following action on an annual or semi-annual basis:

Reports and Audits:

1. Actuarial Study. Annually, the Program Director will engage CSURMA’s accredited independent actuary to perform an actuarial analysis of both the Workers' Compensation and Liability Programs. The analysis shall include (1) Projected Ultimate Losses for the upcoming fiscal year(s) and (2) the Estimated Outstanding Losses (including IBNR) at various confidence levels.
2. Third-Party Claims Administration Audits for both the Liability and Workers’ Compensation Program. These audits will be performed by an independent outside auditor in accordance with CSURMA Policy and Procedure #5. The AORMA Liability Program shall be audited in every odd numbered calendar year. The AORMA Workers’ Compensation Program shall be audited in every even number calendar year. Upon the recommendation of the Program Administrator, the AORMA COMMITTEE may adjust the audit schedule described above based on AORMA’s business needs such as a planned Request-for-Proposal process, or a need to monitor a vendor’s service performance more frequently.
3. Financial Audit. This audit will be performed annually by an independent outside auditor.

State of California Regulatory Required Filings: Form 700 - Statement of Economic Interests. All AORMA Committee members will annually file with the FPPC the Form 700 - Statement of Economic Interests by April 1. All AORMA Committee members will also file with the FPPC the Form 700 upon becoming or retiring as a Committee ~~designated or alternate~~ member.

Policy and Procedure Review Schedule: In the absence of other reasons to review a policy and procedure more frequently, all policies and procedures will be reviewed at least every two years.

Member Allocation Formula Review

1. The Member Allocation Formula for each AORMA program with a pooled layer will be reviewed by the AORMA Programs Committee at least every three (3) years in order to verify that the allocation formulas are still fair and equitable. The AORMA Programs Committee will provide to the AORMA Committee a thorough report of its review, findings and recommendations.
2. The AORMA Committee will approve any and all revisions to the member allocation formulas before being utilized.

Property Appraisals

1. Every five (5) years, the Program Administrator will engage a qualified property appraisal firm to appraise all buildings owned by MEMBERS and insured within the AORMA Property Program with total insurable values of \$1,000,000 or greater.
2. Every ten (10) years, the Program Administrator will engage a qualified property appraisal firm to appraise all buildings owned by MEMBERS and insured within the AORMA Property Program regardless of the value.

DEFINITIONS:

AORMA – Auxiliary Organizations Risk Management Alliance is the group of PROGRAMs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

AORMA COMMITTEE – The governing body of AORMA.

MEMBER – The MEMBER is a signatory to the CSURMA Joint Powers Authority.

CSURMA - The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its auxiliary organizations.



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 AORMA

POLICY AND PROCEDURE NO. A-8

SUBJECT: CSURMA AORMA CLOSED SESSION POLICY

ADOPTED: OCTOBER 23, 2014

AMENDED: MAY 5, 2016

EFFECTIVE: OCTOBER 23, 2014

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.

POLICY:

CSURMA AORMA conducts its meetings in compliance with the Bagley-Keene Open Meeting Act. The Act allows CSURMA AORMA to meet in closed session to confer with or receive advice from its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of CSURMA AORMA in the litigation.

From time to time, a MEMBER may be asked to recuse himself/herself from CLOSED SESSION discussions due to a potential conflict of interest.

PROCEDURE:

Prior to entering closed session, upon advice from the CSURMA Legal Counsel, Claims Administrator and/or Program Director, an AORMA COMMITTEE member may be asked to recuse himself/herself from the closed session discussion where a potential conflict of interest may exist.

DEFINITIONS:

AORMA – Auxiliary Organizations Risk Management Alliance is the group of PROGRAMs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

AORMA COMMITTEE – The governing body of AORMA.

MEMBER – The MEMBER is a signatory to the CSURMA Joint Powers Authority.

CSURMA - The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its auxiliary organizations.



CSURMA AORMA

POLICY AND PROCEDURE NO. L -1

SUBJECT: LIABILITY CLAIMS REPORTING

ADOPTED: DECEMBER 7, 2006

**AMENDED: OCTOBER 8, 2009
DECEMBER 4, 2014
MAY 5, 2016
MARCH 3, 2018**

EFFECTIVE: JANUARY 1, 2007

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.

POLICY:

It is the policy of CSURMA AORMA that all MEMBERS will comply with the following conditions of the AORMA Liability Program MEMORANDUM OF COVERAGE.

- A. Duties in the Event of an Accident, OCCURRENCE, Offense, Claim, Suit or Proceeding: The following provisions are precedent to coverage under the AORMA Liability Program MEMORANDUM OF COVERAGE. The COVERED PARTY’s failure to comply with any of these provisions will be cause for a reduction in or denial of coverage by CSURMA AORMA.
 - 1. In the event of any OCCURRENCE or offense which may result in a claim, suit or proceeding against a COVERED PARTY, written notice (includes e-mail correspondence, fax transmissions and original hard copy notifications) shall be given by the MEMBER to the TPA as soon as practicable.
 - 2. When the MEMBER submits the first claim report, the following information shall be included, if available and applicable:
 - a. How, when and where the OCCURRENCE or offense took place;
 - b. The names and addresses of any injured persons and witnesses;
 - c. The nature and location of any injury or damage arising out of the OCCURRENCE or offense;
 - d. Incident reports;
 - e. Investigation reports;
 - f. Police reports;
 - g. Claim notice(s) and response(s)
 - h. Medical reports



CSURMA AORMA

POLICY AND PROCEDURE NO. L-1

- i. Request for Assignment of “Non-Approved” Legal Counsel (See AORMA Legal Counsel Selection Policy & Procedure)

~~Other information helpful to the TPA. See contact information below:~~

Regular Mail

~~Carl Warren & Company
P.O. Box 7059
Ventura, CA 93006 7059
Attn: Mauri McGuire
Phone: 805.650.7020, ext. 1003
Fax: 805.658.9950
Email: mmeguire@carlwarren.com~~

Express Mail

~~Carl Warren & Company
1000 South Hill Rd., Suite 215
Ventura, CA 93003 4455
Attn: Mauri McGuire
Phone: 805.650.7020, ext. 1003
Fax: 805.658.9950
Email: mmeguire@carlwarren.com~~

- 3. The MEMBER and any other involved COVERED PARTY shall provide immediate notice of any Pleadings, Summons, Complaints and any other legal papers received by the MEMBER or other involved COVERED PARTY to the TPA and authorize CSURMA AORMA to obtain records and other information;

- a. **Late Reporting Penalties.** If an OCCURRENCE, offense, claim, suit or proceeding is not reported by the MEMBER to the TPA within the timeframes set below, the following late reporting schedule will apply:

- i. If an OCCURRENCE, offense, claim, suit or proceeding is reported 1-6 months late as determined by the TPA, a 25% reduction of coverage will apply;
- ii. If an OCCURRENCE, offense, claim, suit or proceeding is reported 7-12 months late as determined by the TPA, a 50% reduction of coverage will apply;
- iii. If an OCCURRENCE, offense, claim, suit or proceeding is reported more than 12 months late as determined by the TPA, no recovery will be available to the MEMBER or other involved COVERED PARTY.

- 4. The MEMBER and any other involved COVERED PARTY will cooperate with CSURMA AORMA in the investigation or settlement of the claim, suit or proceeding and defense against and assist CSURMA AORMA, in the enforcement of any right against any person or organization which may be liable to the MEMBER because of injury to which this coverage may also apply.

- B. No Voluntary Payments: Except as stated below, no MEMBER will, except at that MEMBER’s own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without consent of CSURMA AORMA.



CSURMA AORMA

POLICY AND PROCEDURE NO. L -1

With respect to ~~UNFAIR-EMPLOYMENT PRACTICES~~ LIABILITY, in no event shall any payments be made by CSURMA AORMA for any costs incurred to defend a covered claim more than thirty (30) days prior to written notification of any OCCURRENCE, offense, claim or suit to the TPA.

Moreover, no settlement of any claim shall be paid by CSURMA AORMA without prior written authorization of the TPA.

MEMBER APPEAL PROCESS:

First Level Appeal

If a MEMBER wishes to appeal a decision resulting from the enforcement of this Policy and Procedure, the MEMBER must present an appeal in writing to the AORMA Committee within thirty (30) days of the disputed decision. The AORMA Committee will review the appeal at its next regularly scheduled meeting and inform the MEMBER within five (5) business days of its final decision.

Second Level Appeal

If a MEMBER wishes to appeal the AORMA Committee's decision, the MEMBER will notify the CSURMA Secretary-Auditor in writing within five (5) business days of receipt of the AORMA Committee's decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee's decision will be the final determination.



CSURMA AORMA

POLICY AND PROCEDURE NO. L -1

DEFINITIONS:

AORMA – Auxiliary Organizations Risk Management Alliance is the group of ~~PROGRAMS~~ programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

CSURMA – California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its auxiliary organizations

MEMBER – The MEMBER is a signatory to the CSURMA Joint Powers Authority.

MEMORANDUM OF COVERAGE – The AORMA Liability Program MEMORANDUM OF COVERAGE is a governing document which outlines the AORMA Liability Program's definitions, coverages, exclusions and provisions. The AORMA Liability Program MEMORANDUM OF COVERAGE does not provide insurance, but instead provides for pooled-insurance. The MEMORANDUM OF COVERAGE is a negotiated agreement among the MEMBERS of CSURMA AORMA.

OCCURRENCE – As defined within the AORMA Liability Program MEMORANDUM OF COVERAGE.

PARTICIPATION AGREEMENT – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its MEMBERS.

TPA - Third party liability claims administrator whose responsibilities include claim handling, litigation management and excess liability carrier reporting.

~~UNFAIR-EMPLOYMENT PRACTICES~~ **LIABILITY** – As defined within the AORMA Liability Program MEMORANDUM OF COVERAGE.

The purpose of this document is to outline the process of liability claims administration and litigation management by the TPA and the involvement of the AORMA COMMITTEE.

1. LIABILITY CLAIMS ADMINISTRATION

The TPA shall report its activities to the AORMA COMMITTEE pursuant to the Liability Claims Administration Service Agreement.

2. RESPONSIBILITIES OF THE MEMBER

The MEMBER shall assist the TPA in obtaining all necessary documentation to assist in efficient and comprehensive handling of a claim.

3. RESPONSIBILITIES OF THE AORMA COMMITTEE

- A. The AORMA COMMITTEE shall meet as needed to review open claims.
- B. The responsibilities of the AORMA COMMITTEE shall include, but are not limited to:
 - 1) Review claims with the TPA as necessary.
 - 2) Review the specific handling of reported losses.
 - 3) Review adequacy of reserve levels in conjunction with the PROGRAM DIRECTOR and TPA.
 - 4) Make decisions regarding rejection of coverage for claims, or the handling of claims under a reservation of rights, based on the MEMORANDUM OF COVERAGE.
 - 5) Make recommendations to individual MEMBERS concerning the settlement or litigation of claims.
 - 6) Report to the CSURMA EXECUTIVE COMMITTEE on claims related matters as appropriate.

4. RESPONSIBILITIES OF THE LIABILITY THIRD PARTY CLAIMS ADMINISTRATOR (TPA)

- A. The TPA has general responsibility for performing or overseeing all necessary investigation of claims, as well as overseeing legal defense. The TPA is responsible for reporting claims to the excess liability insurers or reinsurers as appropriate. The TPA provides regular claims reports containing the status of claims and the projected reserves. The specific services to be provided and the responsibilities of the TPA are found in the Liability Claims Administration Service Agreement.

- B. The TPA shall perform an analysis of all CLAIMS and lawsuits for potential liability apportionment between either the Campus and the MEMBER or between two or more MEMBERS.
- 1) If the TPA believes there may be a basis for apportionment between the Campus and the MEMBER, the TPA will notify the PROGRAM DIRECTOR. The PROGRAM DIRECTOR will submit the matter to the MEMBER Executive Director and the Campus Vice President of Administration and Finance, or their designees, to determine whether apportionment is appropriate and, if so, what apportionment percentages should apply. In the event they are unable to reach agreement regarding apportionment and/or apportionment percentages, the matter will be submitted for decision to the CSURMA Secretary-Auditor who will review the matter with the Executive Vice-Chancellor/Chief Financial Officer of the California State University. The decision of the CSURMA Secretary-Auditor shall be final, non-appealable and binding.
 - 2) If the TPA believes there may be a basis for apportionment between two or more MEMBERS, the TPA will notify the PROGRAM DIRECTOR. The PROGRAM DIRECTOR will submit the matter to the Executive Directors of the MEMBERS, or their designees, to determine whether apportionment is appropriate and, if so, what apportionment percentages should apply. In the event they are unable to reach agreement regarding apportionment and/or apportionment percentages, the matter will be submitted for decision to the CSURMA Secretary-Auditor who will review the matter with the Executive Vice-Chancellor/Chief Financial Officer of the California State University. The decision of the CSURMA Secretary-Auditor shall be final, non-appealable and binding.
- C. The TPA shall perform a survey of the legal marketplace per Policy & Procedure No. L-3 to verify that approved LEGAL COUNSEL rates are in line with industry standards, and report their findings to the AORMA COMMITTEE.
- D. The TPA shall forward ~~a copy~~ copies of its claim summary ~~of~~ reports to the MEMBER and the PROGRAM DIRECTOR. In the event that a lawsuit or a CLAIM involves the MEMBER Executive Director, the Campus Vice President of Administration & Finance or his/her designee shall manage the claim with the TPA.
- ~~D. Two claims listings will be provided at each meeting for which there is a closed session.~~
- H.E. At least ten days prior to every AORMA COMMITTEE meeting, the TPA will provide to the PROGRAM DIRECTOR a ~~A~~ detailed listing of all claims requiring

action by the AORMA ~~Committee~~COMMITTEE. The narrative will include at least the following information:

- 1) Date of Loss
- 2) Member
- 3) Fiscal Year
- 4) Simplified Description
- 5) Line of Coverage
- 6) Member retained limit
- 7) Report to Excess Status
- 8) Paid
- 9) Reserves
- 10) Total Incurred
- 11) Defense counsel name and firm
- 12) Plaintiff counsel name and firm
- 13) Legal counsel budget
- 14) Estimate of probable liability
- 15) Action requested

The TPA will also establish, and forward to the PROGRAM DIRECTOR, a A Watch List for the following claims:

- 1) All claims with a total incurred value of \$25,000 or more.
- 2) Any claim that will be or has been reported to the excess carrier or reinsurer.
- 3) All employment practices liability claims.
- 4) Any other claim with a substantial potential exposure to AORMA.

I.F. The Liability Third Party Claims Administrator may attend the AORMA ~~Committee~~COMMITTEE meetings in order to request settlement authority, discuss coverage issues and provide updates on those claims on the Watch List.~~large open claims.~~

5. RESPONSIBILITIES OF LEGAL COUNSEL

~~Assigned~~ LEGAL COUNSEL selected as provided in AORMA Policy & Procedure L-3 - Legal Counsel Selection will be notified in writing by the TPA of assignment. LEGAL COUNSEL will be required to acknowledge and sign an engagement letter prior to beginning the defense of any AORMA claim. Assigned LEGAL COUNSEL are required to report claim status to the TPA every 90 days, or upon any activity that would significantly affect the value reserved for the claim.

6. LIABILITY LITIGATION MANAGEMENT

A. Correspondence and Pleadings

Copies of all correspondence and pleadings shall be provided to the TPA and the Member.

After a case has been reported to an excess coverage provider, LEGAL COUNSEL shall ensure that additional copies of all correspondence and pleadings are forwarded to such excess coverage provider or reinsurer.

Notification of depositions, trials, arbitrations, and hearing shall be sent to all parties specified above who are to receive copies of correspondence.

LEGAL COUNSEL will promptly respond to all letter or phone calls from the TPA, and keep them advised as to the progress of each case. LEGAL COUNSEL will cooperate with the TPA in all other aspects of this Litigation Management including providing copies of all motions and pleadings, and completing expert witness and plaintiff counsel evaluations as requested by the TPA.

B. Case Analysis and Litigation Budget

Within 30 days of retention in each case, selected LEGAL COUNSEL shall complete and return a case analysis and litigation budget in accordance with the Legal Counsel Engagement Letter appendixes to AORMA Policy & Procedure L-3 Legal Counsel Selection.

Unanticipated litigation activity may give rise to an under reserved litigation budget. As soon as it is reasonably foreseeable that the file is under budgeted, an updated litigation budget should be completed along with recommendation for a budget increase or decrease, where appropriate. The TPA will closely monitor the basis for budget increases. If the litigation budget has been exceeded, no further payment of fees will be made until a revised litigation budget has been submitted and approved. Significant deviations from the budget will be taken into account when evaluating LEGAL COUNSEL's performance.

Mandatory Status Reports – Status reports are mandatory every 90 days or as soon as possible following any significant event in the case. LEGAL COUNSEL shall report only on new developments since the last report. The reporting diary can be extended if the TPA is notified of the Legal counsel's intention to put the file on an extended diary.

The attorney handling the case should prepare the status reports. Status reports should include the following:

- 1) The ongoing strategy for defense or resolution of the case, including a factual analysis of issues related to liability and damages;
- 2) A description of planned discovery with a time table for completion;

- 3) A brief synopsis of the discovery completed since the last report;
- 4) Court dates including, but not necessarily limited to, mandatory settlement conferences, trial setting conferences, arbitration and trial dates, hearings on discovery, etc.;
- 5) New settlement demands; and
- 6) Any anticipated changes in the litigation budget.

Furthermore, no later than 30 days prior to mediation, arbitration or trial or as requested by the TPA, the defense trial attorney will provide a trial/binding arbitration report, which shall include:

- 1) an assessment of the Member's liability;
- 2) an assessment of plaintiff's damages;
- 3) an assessment of legal defenses (and probability or prevailing);
- 4) an assessment of the chances of prevailing at trial;
- 5) the verdict value assuming full liability
- 6) as assessment of any other factors affecting the items above, including demeanor or credibility of important witnesses, evidentiary disputes, tendencies or local juries, the judge or opposing counsel, liability and solvency/coverage of co-defendants, or similar important issues;
- 7) an appraisal of settlement value, considering verdict value and chances of prevailing
- 8) the status of settlement discussions
- 9) estimated future fees and costs through trial (since last billing)

C. Further Evaluations and Reserves

Upon request by the excess coverage provider or reinsurer, LEGAL COUNSEL shall provide written or oral evaluations of the case. These evaluations shall disclose any weaknesses or strengths of the case that have been discovered, any increase or decrease in anticipated costs, any recommended change in reserves, and, if pertinent, settlement recommendations.

D. Settlement Conferences

Once the TPA receives notice that a MEMBER'S case has a settlement conference date scheduled, the following procedure will occur:

- 1) The TPA shall notify the MEMBER regarding the settlement conference and provide a comprehensive case review and/or documentation for review.
- 2) The TPA shall attend all settlement conferences as outlined in the Claims Administration Service Agreement and, if time permits, shall review the case with the AORMA COMMITTEE prior to the settlement conference or at the next regularly scheduled AORMA COMMITTEE meeting.
- 3) LEGAL COUNSEL shall not settle any litigation by way of any monetary offering without the prior approval of the TPA, in accordance with the Claims Settlement Authority noted in Item 7 below.

E. Motions/Court Appearances (Excluding Settlements and Trial)

Appearances shall be made by the selected LEGAL COUNSEL as outlined in the Claims Administration Services Agreement.

F. Trials

Appearances shall be made by LEGAL COUNSEL. Trials shall be attended by LEGAL COUNSEL (or designated representative of the MEMBER), and after notification to the PROGRAM DIRECTOR.

G. Special Situations and Circumstances

Should any MEMBER send or receive correspondence or documentation on a case in litigation, a copy of all such correspondence or documentation must be sent to the TPA.

Expenses incurred by LEGAL COUNSEL (or approved alternate representative) for duties outlined in ~~Paragraphs 1.B, 1.C and 1.D~~ Sections 5 and 6

shall be reimbursed by AORMA and allocated directly to the case file. All travel expenses shall be in accordance with the CSURMA's travel policy.

H. Audit of Defense Firms

The TPA reserves the right to order an independent legal billing audit if in his or her discretion, the LEGAL COUNSEL billings do not comply with AORMA's Liability Litigation Management guidelines or are excessive and/or unwarranted. Payment of any LEGAL COUNSEL billings shall not constitute a waiver of AORMA's right to seek reimbursement of any excessive or unwarranted billings disclosed by an independent legal billing audit. If an independent legal billing audit is ordered, The AORMA Committee, with input from the TPA, shall determine who shall pay for the independent legal billing audit.

7. LIABILITY CLAIMS SETTLEMENT

A. Claim Settlement Authority

The following guidelines apply to settlement authority of the AORMA Self-Insured Retention Liability Fund policy:

- 1) \$0 to 25,000 – Claims Administrator (TPA)

The TPA has authority to settle each OCCURRENCE up to, and including, \$25,000 in indemnity payment or \$25,000 per claimant if more than one claimant is a party to the OCCURRENCE.

- 2) \$25,001 to POOLED LAYER LIMIT – AORMA COMMITTEE

The AORMA COMMITTEE has authority to authorize claims settlement up to the POOLED LAYER LIMIT per OCCURRENCE.

All of the foregoing notwithstanding, if time is of the essence in a specific matter, the AORMA Committee Chair, First Vice Chair, and Past-Second Vice Chair ~~and Ex-Officio~~, on the advice of the TPA, shall have authority to determine the terms of an emergency settlement up to the POOLED LAYER LIMIT upon the agreement of a majority consisting of at least two participants, provided that no member involved in the specific matter may participate in the determination. Any determination reached under this paragraph shall be reported to the AORMA ~~Committee~~ COMMITTEE at the next regularly scheduled meeting.

The CSURMA Secretary-Auditor may participate in any legal proceeding and represent the interests of the AORMA Programs.

B. Liability Claims Settlement Responsibility

AORMA COMMITTEE shall have the primary responsibility to control and direct settlement negotiations and to determine the terms of any settlement. However, before effecting any settlement, the AORMA COMMITTEE shall comply with the provisions of the MEMORANDUM OF COVERAGE, which pertain to settlement of claims, including provisions that require the AORMA COMMITTEE to give notice to the MEMBER of the terms of the proposed settlement and to request the MEMBER's consent. AORMA COMMITTEE's notice to the MEMBER shall refer specifically to any provisions by the MEMORANDUM OF COVERAGE which, in the absence of the MEMBER's consent to the proposed settlement, would require the MEMBER to assume all future responsibility for Defense of the claim and for any risk of loss which might ensue. The notice shall also inform the MEMBER that AORMA's obligation to pay for the Defense of the claim may terminate immediately if the MEMBER does not consent to the proposed settlement.

C. Member Appeal Process

First Level Appeal - If a MEMBER wishes to appeal a decision resulting from the enforcement of this policy & procedure, the MEMBER must present an appeal in writing to the AORMA COMMITTEE within 30 days of the disputed decision. The AORMA COMMITTEE will review the appeal at its next regularly scheduled meeting and inform the MEMBER within five business days of its final decision.

Second Level Appeal - If a Member wishes to appeal the AORMA COMMITTEE's decision, the MEMBER will notify the CSURMA Secretary-Auditor in writing within five business days of receipt of the AORMA Committee's decision. The CSURMA EXECUTIVE COMMITTEE will then review the appeal at its next meeting or sooner. The CSURMA EXECUTIVE COMMITTEE's decision will be the final determination.

DEFINITIONS:

1. **AORMA** - The Auxiliary Organizations Risk Management Alliance, ~~a member of is a group of programs under the California State University Risk Management Authority representing the California State University, a California Joint Powers Authority An insurance purchasing program for use exclusively by~~ auxiliary organizations, ~~members of the CSURMA.~~
2. **AORMA COMMITTEE** - ~~A Committee of the CSURMA providing management and oversight to the Auxiliary Organizations Risk Management Alliance. Comprised of the Chair, the Vice Chair, eight "At Large" members, and two non-voting members~~The governing body of AORMA.
3. **CSURMA** - The California State University Risk Management Authority, a Joint Powers Authority comprised of the California State University and its Auxiliary Organizations.
4. **CSURMA EXECUTIVE COMMITTEE** - The California State University Risk Management Authority Executive Committee.
5. **LEGAL COUNSEL** - Any attorney selected to represent an AORMA member. Legal Counsel is selected from the approved legal counsel list maintained by the TPA.
6. **MEMBER** - Any Auxiliary Organization participating in AORMA.
7. **MEMORANDUM OF COVERAGE** – The **AORMA** Liability Program **MEMORANDUM OF COVERAGE** is a governing document which outlines the **AORMA** Liability Program’s definitions, coverages, exclusions and provisions. The **AORMA** Liability Program **MEMORANDUM OF COVERAGE** does not provide insurance, but instead provides for pooled-insurance. The **MEMORANDUM OF COVERAGE** is a negotiated agreement among the **MEMBERS** of **CSURMA AORMA**.
8. **OCCURRENCE** - As defined within the AORMA Liability Program **MEMORANDUM OF COVERAGE**.
9. **PARTICIPATION AGREEMENT** - A governing document of AORMA. Outlines the roles and responsibilities of AORMA and its membership.
10. **POOLED LAYER LIMIT** - The Self-Insured Retention Liability Fund’s maximum limit of liability. Currently, the pooled layer limit is \$350,000 per **OCCURRENCE**.
11. **PROGRAM DIRECTOR** – The Program Director is under the direction of the AORMA and is responsible for the day-to-day administration and management of AORMA programs.
12. **TPA** - A Third Party Claims (TPA) claims administrator whose responsibilities include claim handling, litigation management and excess liability carrier reporting.



CSURMA AORMA

POLICY AND PROCEDURE NO. L-4

SUBJECT: EMPLOYEE DRIVING STANDARDS

ADOPTED: JULY 1, 2002

AMENDED: JANUARY 10, 2007
NOVEMBER 5, 2007
OCTOBER 8, 2009
JUNE 17, 2010
OCTOBER 23, 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.

POLICY:

Each MEMBER shall institute and enforce the employee and volunteer driving eligibility standards as set forth in this policy and procedure. Employees and volunteers failing to meet these driving eligibility standards will be excluded from automobile liability coverage within the pooled layer of the AORMA LIABILITY COVERAGE PROGRAM, but not the Reinsurance and/or Excess Liability Insurance. In addition, if AORMA is required to make payments for any covered loss as a result of any MEMBER's failure to comply with these driving eligibility standards, AORMA will be entitled to recover the total amount of those payments from the MEMBER together with interest at the legal rate.

DRIVING ELIGIBILITY STANDARDS:

1. Employees and volunteers must possess a valid California driver's license or equivalent to legally operate the class of vehicle(s) they operate in their employment.
2. Employees or volunteers driving on auxiliary organization business will have no more than 3 (three) VIOLATION POINTS in a 12 (twelve) month period or no more than 5 (five) VIOLATION POINTS in an 18 (eighteen) month period. Employees or volunteers accumulating 4 VIOLATION POINTS within a 12 (twelve) month period or six VIOLATION POINTS within an 18 (eighteen) month period will be excluded from the automobile liability coverage within the AORMA LIABILITY COVERAGE PROGRAM. These provisions apply regardless of whether or not the driving that resulted in acquiring the VIOLATION POINTS was or was not in the course of employment.

PROCEDURE: The following steps should be taken to enforce the policy:

1. MEMBERS will enroll all REGULAR DRIVERS in the Department of Motor Vehicles (DMV) Employer Pull Notice program. REGULAR DRIVERS is defined to be either an

CSURMA AORMA

POLICY AND PROCEDURE NO. L-4

employee or volunteer whose job requires that he or she drive more than once a week or an employee or volunteer whose primary duty is driving-related. The MEMBER shall annually confirm compliance with this requirement. OCCASIONAL DRIVERS are exempt from Item 2 of the DRIVING ELIGIBILITY STANDARDS. Some examples of an OCCASIONAL DRIVER are as follows:

- a. An employee or volunteer driving once a week or less to the store for office supplies
 - b. An employee or volunteer driving a golf cart on campus, regardless of how often;
 - c. An employee or volunteer driving a rented vehicle while out of town at a business-related conference
2. All REGULAR DRIVERS will be informed of the DRIVING ELIGIBILITY STANDARDS.
 3. Names of all REGULAR DRIVERS not meeting the DRIVING ELIGIBILITY STANDARDS will be provided to the Program Administrator within 15 calendar days upon the MEMBER's receipt of the DMV employers' notification of point assignment, resulting in a REGULAR DRIVER's failure to comply with the DRIVING ELIGIBILITY STANDARDS. The Program Administrator will acknowledge exclusion from coverage of such employee or volunteer by the issuance of an amendatory endorsement. The employee or volunteer shall be considered uninsured as of the date of such an endorsement from the Program Administrator. The Program Administrator should be notified when the MEMBER determines that the REGULAR DRIVER's driving record is in compliance with the DRIVING ELIGIBILITY STANDARDS.
 4. The Program Administrator will, upon receipt of such notice as described in #3 above, issue an endorsement reinstating coverage for such employee or volunteer.
 5. **Use of Personal Vehicles on Auxiliary Organization Business** - If an employee or volunteer uses a personal vehicle in the course and scope of AUXILIARY ORGANIZATION BUSINESS, the MEMBER shall verify that the employee or volunteer maintains personal automobile liability insurance and that the employee's or volunteer's personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12. A sample form is attached to this policy and procedure.

MEMBER APPEAL PROCESS:

If a MEMBER wishes to appeal any decision regarding the application of the Target Surplus Policy, the MEMBER must present an appeal in writing to the CSURMA Secretary-Auditor within 30 days of the disputed decision. The Secretary-Auditor shall place the Member's appeal on the AORMA COMMITTEE's agenda at its next regularly scheduled meeting. The AORMA COMMITTEE will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

If a Member wishes to appeal the AORMA COMMITTEE's decision, the Member will notify the CSURMA Secretary-Auditor in writing within 5 business days of receipt of the AORMA



CSURMA AORMA

POLICY AND PROCEDURE NO. L-4

COMMITTEE's decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee's decision will be the final determination.



DEFINITIONS:

AUXILIARY ORGANIZATION BUSINESS – Performance by an employee, with the permission of the employer of those duties required by the employer for employment. This does not include employee travel to or from the place of employment.

AORMA – Auxiliary Organizations Risk Management Alliance is the group of Programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

AORMA COMMITTEE – The governing body of AORMA.

AORMA LIABILITY COVERAGE PROGRAM – The AORMA Liability Program which is detailed in the Liability Program Memorandum of Coverage.

CSURMA – The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its Auxiliary Organizations.

EMPLOYER PULL NOTICE PROGRAM – A program administered by the DMV which alerts an employer anytime an employee registered in the Program has any negativity of his or her driving record.

EXECUTIVE COMMITTEE – The CSURMA Executive Committee.

MEMBER – The MEMBER is a signatory to the CSURMA Joint Powers Authority.

MEMORANDUM OF COVERAGE – The AORMA Liability Program MEMORANDUM OF COVERAGE is a governing document which outlines the AORMA Liability Program’s definitions, coverages, exclusions and provisions. The AORMA Liability Program MEMORANDUM OF COVERAGE does not provide insurance, but instead provides for pooled-insurance. The MEMORANDUM OF COVERAGE is a negotiated agreement among the MEMBERS of CSURMA AORMA.

REGULAR DRIVER – An auxiliary organization employee or volunteer whose job requires that he or she drive more than once a week or whose primary duty is driving-related.

VIOLATION POINT – As defined by the Department of Motor Vehicles’ Vehicle Code Violations at <http://www.dmv.ca.gov/dl/vioptct.htm>.

OCCASIONAL DRIVER – An auxiliary organization employee or volunteer who drives (1) once a week or less, (2) a golf cart on campus, regardless of how often.

PARTICIPATION AGREEMENT – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its MEMBERS.



CSURMA AORMA

POLICY AND PROCEDURE NO. L-4

AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLES ON AUXILIARY BUSINESS

Approval is requested to use a privately owned vehicle to conduct official Auxiliary Organization business.

I hereby certify that, whenever I drive a privately owned vehicle on Auxiliary business;

- I will have a valid driver's license
- I will maintain auto liability insurance with the minimum limits prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage.)
- I will have evidence of auto liability insurance in the privately owned vehicle at all times
- The privately owned vehicle will be adequate for the work to be performed
- The privately owned vehicle will be equipped with safety belts in operating condition
- The privately owned vehicle, to the best of my knowledge, will be in a safe mechanical condition as required by law
- I understand that the mileage rate I receive is full reimbursement for the cost of operating the privately owned vehicle, including fuel, maintenance, repairs and both auto liability and physical damage insurance
- All accidents will be reported within 48 hours
- Should I get into an accident, I understand that the insurance policy covering the privately owned vehicle will respond to the accident - the Auxiliary will NOT provide primary insurance coverage**
- I understand that permission to drive a privately owned vehicle on Auxiliary business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle Auxiliary Organization business approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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CSURMA AORMA

POLICY AND PROCEDURE NO. L-6

SUBJECT: **REQUIREMENT THAT PARTICIPANT ACCIDENT INSURANCE BE PURCHASED FOR ALL CHILD CARE AND CAMP OPERATIONS INVOLVING MINORS**

ADOPTED: **JUNE 17, 2010**

AMENDED: **OCTOBER 23, 2014**
MAY 5, 2016

EFFECTIVE: **JUNE 17, 2010**

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.

POLICY:

It is the policy of the AORMA that MEMBERS will protect the CSURMA program assets by purchasing a separate PARTICIPANT ACCIDENT INSURANCE policy for all child care and camp operations involving minors.

PROCEDURE:

MEMBERS will purchase PARTICIPANT ACCIDENT INSURANCE for all child care and camp operations involving minors. The each accident limit shall be no less than \$10,000; however, higher limits may be purchased. The coverage may be purchased on a primary or excess basis.

MEMBER APPEAL PROCESS:

If a MEMBER wishes to appeal any decision regarding the application of the Target Surplus Funding Policy, the MEMBER must present an appeal in writing to the CSURMA Secretary-Auditor within 30 days of the disputed decision. The Secretary-Auditor shall place the Member's appeal on the AORMA COMMITTEE's agenda at its next regularly scheduled meeting. The AORMA COMMITTEE will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

If a Member wishes to appeal the AORMA COMMITTEE's decision, the Member will notify the CSURMA Secretary-Auditor in writing within 5 business days of receipt of the AORMA COMMITTEE's decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee's decision will be the final determination.



CSURMA AORMA

POLICY AND PROCEDURE NO. L-6

DEFINITIONS:

AORMA – Auxiliary Organizations Risk Management Alliance is the group of programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

CSURMA - The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its auxiliary organizations.

MEMBER – The MEMBER is a signatory to the CSURMA Joint Powers Authority.

MEMORANDUM OF COVERAGE – The AORMA Liability Program MEMORANDUM OF COVERAGE is a governing document which outlines the AORMA Liability Program’s definitions, coverages, exclusions and provisions. The AORMA Liability Program MEMORANDUM OF COVERAGE does not provide insurance, but instead provides for pooled-insurance. The MEMORANDUM OF COVERAGE is a negotiated agreement among the MEMBERS of CSURMA AORMA.

PARTICIPANT ACCIDENT INSURANCE – This coverage pays for medical and dental expenses incurred by a participant in a MEMBER sponsored activity as a result of bodily injury sustained without regard to negligence. The MEMBER has no requirement of legal liability in order for coverage to exist.

PARTICIPATION AGREEMENT – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its MEMBERS.



CSURMA AORMA

POLICY AND PROCEDURE NO. W-2
(FORMERLY W-3)

SUBJECT: REQUIREMENT OF MEMBERS TO MAINTAIN EXPERIENCE MODIFICATION FACTOR OF 1.25 OR LESS

ADOPTED: SEPTEMBER 9, 2003

EFFECTIVE: SEPTEMBER 9, 2003

AMENDED: DECEMBER 8, 2009
MARCH 20, 2014
MAY 5, 2016
MAY 3, 2018

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.

POLICY:

It is the policy of the AORMA COMMITTEE that MEMBERS of the AORMA Workers' Compensation Program shall work to maintain an EMF of 1.25 or less.

PURPOSE:

The AORMA Workers' Compensation Program is dedicated toward reducing MEMBER costs through a combination of effective loss prevention, claims mitigation, claims management and administrative efficiencies. The long-term viability of the AORMA Workers' Compensation Program requires that a MEMBER with an EXPERIENCE MODIFICATION FACTOR (EMF) in excess of 1.25 develop and implement a plan to reduce that MEMBER's EMF to 1.25 or less.

PROCEDURE:

Using loss data valued at June 30th, the Program Administrator shall by October 1st of each year, calculate the EMF of each MEMBER. ~~The formula used to determine the EMF developed by the Actuarial consultant and agreed by the AORMA COMMITTEE. This EMF shall be applicable in developing each MEMBER's share of the actuarially required contribution for the upcoming plan year effective the following July 1st.~~ By January 31st, the Program Administrator will notify each MEMBER of their updated EMF.

1. Members with an EMF less than 1.10 will be notified that their EMF is satisfactory.



CSURMA AORMA

POLICY AND PROCEDURE NO. W-2 (FORMERLY W-3)

2. For MEMBERS with EMFs ranging from 1.10 to 1.25, notice will be given that their EMF is near the maximum threshold of 1.25. The Program Administrator will offer to assist the MEMBER in evaluating how best to avoid having their EMF exceed 1.25.
3. For MEMBERS with EMFs exceeding 1.25, the Program Administrator will assist the MEMBER in creating a plan to reduce its EMF. The EMF reduction plan may be presented to the AORMA Programs Committee for review and approval.

MEMBER APPEAL PROCESS:

If a MEMBER wishes to appeal any decision regarding the application of the Target Surplus Funding Policy, the MEMBER must present an appeal in writing to the CSURMA Secretary-Auditor within 30 days of the disputed decision. The Secretary-Auditor shall place the Member's appeal on the AORMA COMMITTEE's agenda at its next regularly scheduled meeting. The AORMA COMMITTEE will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

If a Member wishes to appeal the AORMA COMMITTEE's decision, the Member will notify the CSURMA Secretary-Auditor in writing within 5 business days of receipt of the AORMA COMMITTEE's decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee's decision will be the final determination.



CSURMA AORMA

POLICY AND PROCEDURE NO. W-2 (FORMERLY W-3)

DEFINITIONS:

AORMA - The Auxiliary Organizations Risk Management Alliance is a group of programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

AORMA COMMITTEE - The governing body of AORMA.

EXPERIENCE MODIFICATION FACTOR (EMF) - ~~The experience rating system is a merit rating system intended to provide Members a direct financial incentive to reduce work related accidents. The experience rating system objectively distributes the cost of the workers' compensation program more equitably among the Members. An experience modification factor less than 100% reflects better than average experience. The actuary will determine each MEMBER's experience modification factor based on the current published WCIRB method. The experience modification factors will be adjusted for the normalization factor and capped at a maximum change of +/- 15% from the prior (normalized) experience modification factor. See Policy and Procedure W-1 – Workers' Compensation Program Member Allocation Formula.~~

MEMORANDUM OF COVERAGE – The AORMA Liability Program MEMORANDUM OF COVERAGE is a governing document which outlines the AORMA Liability Program's definitions, coverages, exclusions and provisions. The AORMA Liability Program MEMORANDUM OF COVERAGE does not provide insurance, but instead provides for pooled-insurance. The MEMORANDUM OF COVERAGE is a negotiated agreement among the MEMBERS of CSURMA AORMA.

PARTICIPATION AGREEMENT – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its MEMBERS.



CSURMA AORMA

**POLICY AND PROCEDURE NO. W-4
(FORMERLY W-5)**

**SUBJECT: WORKERS COMPENSATION COVERAGE
CLAIMS SETTLEMENT AUTHORITY**

ADOPTED: OCTOBER 27, 2005

EFFECTIVE: JULY 1, 2005

**AMENDED: JANUARY 8, 2006
DECEMBER 8, 2009
SEPTEMBER 16, 2010
MARCH 20, 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.

POLICY:

It is the policy of CSURMA Auxiliary Organizations Risk Management Alliance (**AORMA**) that **MEMBERS** of the Workers' Compensation Program shall have the opportunity to participate in the final claim settlement process (i.e. Stipulations with Findings and Award or a Compromise & Release with Findings and Award) as provided for by this policy and procedure. Though Workers' Compensation benefits are mandated and established by State law, the amount and actual settlement of a claim is the responsibility of the **THIRD PARTY CLAIMS ADMINISTRATOR (TPA)** and/or an attorney selected to negotiate such settlement. It shall be **CSURMA AORMA** policy that a **MEMBER** shall have input and be a part of the claim settlement process. Various levels of settlement authority have been established as **CSURMA AORMA** policy. These levels are as follows:

WORKERS COMPENSATION CLAIMS SETTLEMENT AUTHORITY:

1. \$0 to \$25,000 - The TPA shall have authority to settle claims up to, and including \$25,000 per occurrence. Only the Director for the Claims Administrator will hold this authority.
2. \$25,001 to \$50,000 – The CSURMA Secretary-Auditor has authority to authorize claims settlement up to and including \$50,000 per occurrence.
3. \$50,001 to Pool Layer Limit – The AORMA COMMITTEE has authority to authorize claims settlement up to the pool layer limit per occurrence. The excess carrier will be involved in accordance with the carrier policy reporting and settlement requirements.



CSURMA AORMA

POLICY AND PROCEDURE NO. W-4 (FORMERLY W-5)

All of the foregoing notwithstanding, if time is of the essence in a specific matter, the AORMA COMMITTEE Chair, First Vice Chair and Second Vice Chair, on the advice of the TPA, shall have authority to determine the terms of an emergency settlement up to the Pooled Layer Limit upon the agreement of a majority consisting of at least two participants, provided that no MEMBER involved in the specific matter may participate in the determination. Any determination reached under this paragraph shall be reported to the AORMA COMMITTEE at the next regularly scheduled meeting.

The CSURMA Secretary-Auditor may participate in any legal proceeding and represent the interests of the AORMA Programs.

MEMBER APPEAL PROCESS:

If a MEMBER wishes to appeal any decision regarding the application of the Target Surplus Funding Policy, the MEMBER must present an appeal in writing to the CSURMA Secretary-Auditor within 30 days of the disputed decision. The Secretary-Auditor shall place the Member's appeal on the AORMA COMMITTEE's agenda at its next regularly scheduled meeting. The AORMA COMMITTEE will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

If a Member wishes to appeal the AORMA COMMITTEE's decision, the Member will notify the CSURMA Secretary-Auditor in writing within 5 business days of receipt of the AORMA COMMITTEE's decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee's decision will be the final determination.



CSURMA AORMA

POLICY AND PROCEDURE NO. W-4 (FORMERLY W-5)

DEFINITIONS:

AORMA: The Auxiliary Organizations Risk Management Alliance is a group of programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

AORMA COMMITTEE: The governing body of AORMA.

CSURMA - The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its auxiliary organizations.

MEMBER – The Member is a signatory to the CSURMA Joint Powers Authority as well as the AORMA Workers’ Compensation Program Participation Agreement.

MEMORANDUM OF COVERAGE – The AORMA Liability Program MEMORANDUM OF COVERAGE is a governing document which outlines the AORMA Liability Program’s definitions, coverages, exclusions and provisions. The AORMA Liability Program MEMORANDUM OF COVERAGE does not provide insurance, but instead provides for pooled-insurance. The MEMORANDUM OF COVERAGE is a negotiated agreement among the MEMBERS of CSURMA AORMA.

PARTICIPATION AGREEMENT – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its MEMBERS.

TPA - Third party claims administrator whose responsibilities include claim handling, litigation management and excess liability carrier reporting.



CSURMA AORMA

**POLICY AND PROCEDURE NO. W-5
(FORMERLY W-6)**

SUBJECT: VOLUNTEER COVERAGE

ADOPTED: JANUARY 12, 2005

EFFECTIVE: JANUARY 1, 2005

**AMENDED: DECEMBER 8, 2009
MARCH 20, 2014
MAY 5, 2016
MARCH 3, 2018**

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.

POLICY:

It is the policy of AORMA to adopt the procedures outlined in this document for purposes of determining AORMA’s exposure to Workers’ Compensation claims of volunteers from each MEMBER wishing to provide Worker’s Compensation coverage to its volunteers.

PURPOSE:

The CSURMA AORMA COMMITTEE agreed that coverage would be extended to volunteers per California Labor Code Section 3363.6. This Policy and Procedure describes the process by which an evaluation may take place to determine possible CSURMA AORMA exposures to those MEMBERS wishing to insure Worker’s Compensation claims involving volunteers.

BACKGROUND:

California Labor Code Section 3363.6 provides that a person who performs voluntary service without pay for a private, nonprofit organization, as designated and authorized by the board of directors of the organization, shall, when the board of directors of the organization, in its sole discretion, so declares in writing and prior to the injury, be deemed an employee of the organization for the purposes of Workers’ Compensation while performing such service.

Labor Code Section 3363.6 incorporates the following definition: “voluntary service without pay” shall include:

1. The performance of service by a parent, without remuneration in cash, when rendered to a cooperative parent participation nursery school if such service is required as a condition of participation in the organization.



CSURMA AORMA

POLICY AND PROCEDURE NO. W-5 (FORMERLY W-6)

2. The performance of services by a person who receives no remuneration other than meals, transportation, lodging or reimbursement for incidental expenses.

PROCEDURES:

The following steps will be taken by AORMA MEMBERS to affect the policy:

1. Each MEMBER electing to cover volunteers for Workers' Compensation claims shall provide the Program Administrator a copy of the MEMBER's board resolution declaring that its volunteers shall be deemed employees for the purposes of Workers' Compensation.
2. MEMBERS choosing not to cover volunteers shall file a written statement with AORMA stating that Workers' Compensation coverage shall not be provided to volunteers. This written statement shall also acknowledge that AORMA will not cover the MEMBER's volunteers for Worker's Compensation claims.
3. Beginning in January 2010, the Program Administrator may evaluate the actual losses from volunteers for each MEMBER for the prior Program Year and provide a report of AORMA's volunteer exposure to the AORMA PROGRAMS COMMITTEE at its next scheduled meeting for further information and direction as may be needed to ensure the rating integrity of the plan.

MEMBER APPEAL PROCESS:

If a MEMBER wishes to appeal any decision regarding the application of ~~the Target Surplus Funding~~ this Policy and Procedure, the MEMBER must present an appeal in writing to the CSURMA Secretary-Auditor within 30 days of the disputed decision. The Secretary-Auditor shall place the Member's appeal on the AORMA COMMITTEE's agenda at its next regularly scheduled meeting. The AORMA COMMITTEE will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

If a Member wishes to appeal the AORMA COMMITTEE's decision, the Member will notify the CSURMA Secretary-Auditor in writing within 5 business days of receipt of the AORMA COMMITTEE's decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee's decision will be the final determination.



DEFINITIONS:

AORMA: The Auxiliary Organizations Risk Management Alliance is a group of programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

AORMA COMMITTEE: The governing body of AORMA.

CSURMA - The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its auxiliary organizations.

MEMBER – The Member is a signatory to the CSURMA Joint Powers Authority as well as the AORMA Workers’ Compensation Program Participation Agreement.

MEMORANDUM OF COVERAGE – The AORMA Liability Program MEMORANDUM OF COVERAGE is a governing document which outlines the AORMA Liability Program’s definitions, coverages, exclusions and provisions. The AORMA Liability Program MEMORANDUM OF COVERAGE does not provide insurance, but instead provides for pooled-insurance. The MEMORANDUM OF COVERAGE is a negotiated agreement among the MEMBERS of CSURMA AORMA.

PARTICIPATION AGREEMENT – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its MEMBERS.

PROGRAMS COMMITTEE - The Programs Committee oversees 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.

CSURMA AORMA 2018 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 – 2018 Meeting Calendar

2018 CSURMA MEETING CALENDAR

JANUARY				FEBRUARY				MARCH			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
7	3:00 PM	EC (AOA Conference)	Sacramento	22	9:00 AM	PC	Teleconference	8	10:00 AM	AORMA	TBD
9	7:30 AM	PC	Sacramento					8	2:30 PM	EC	TBD
7 - 10		AOA Annual Conference	Sacramento					9	8:30 AM	EC LRP	TBD
15	10:30 AM	AIME									
APRIL				MAY				JUNE			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
23 - 24		Fitting the Pieces Conference	San Diego	7	10:30 AM	AIME	San Francisco	TBD		AOA EC	TBD
25	TBD	AORMA	San Diego		2:00 PM	BOD Orientation	Teleconference	21	1:00 PM	PC	Teleconference
25	TBD	EC	San Diego								
25	TBD	BOD	San Diego								
JULY				AUGUST				SEPTEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
	11:00 AM	AORMA Officers Retreat	TBD	TBD		AOA EC	TBD	5	9:00 AM	AORMA New Member	TBD
								5	10:00 AM	AORMA LRP	TBD
								6	9:00 AM	AORMA	TBD
								6	4:00 PM	EC Orientation	TBD
								7	8:30 AM	EC	TBD
								27	1:00 PM	PC	Teleconference
OCTOBER				NOVEMBER				DECEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
15	10:30 AM	AIME	Fullerton	TBD		AOA EC	TBD	6	10:00 AM	AORMA	TBD
	2:00 PM	BOD Orientation	Teleconference	29	8:00 AM	PC	San Francisco	7	8:30 AM	EC	TBD
25	10:00 AM	AORMA	Long Beach								
26	8:30 AM	EC	Long Beach								
26	10:30 AM	BOD	Long Beach								

AORMA = Auxiliary Organizations Risk Management Alliance Committee
 AIME = Athletic Injury Medical Expense Committee
 AORMA LRP = AORMA Long Range Planning Meeting

PC = AORMA Programs Committee
 AOA = CSU Auxiliary Organizations Association
 BOD = CSURMA Board of Directors

EC = CSURMA Executive Committee
 EC LRP = EC Long Range Planning Meeting

CSURMA AORMA PROGRAM ADMINISTRATOR’S CONTACT LISTS

ISSUE: Staff includes an updated AORMA Program Administrator contact list in each agenda.

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Program Administrator - Contact List
- b. Claims Reporting Contacts

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
General CSURMA Coverage Questions	Robert Leong Van Rin Amy Lightner Daniel Howell	rleong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
General AORMA Coverage Questions	Mimi Long Van Rin Amy Lightner Daniel Howell	mlong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
Inland Marine	Van Rin Mimi Long	vrin@alliant.com mlong@alliant.com	415-403-1408 415-403-1423	415-874-4810 415-874-4810
Participant Accident Insurance (PAI)	Van Rin Tevea Him	vrin@alliant.com thim@alliant.com	415-403-1408 415-403-1416	415-874-4810 415-874-4810
Special Events Insurance	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
Foreign Travel Program	Stacey Weeks Van Rin	sweeks@alliant.com vrin@alliant.com	415-403-1448 415-403-1408	415-874-4810 415-874-4810
General Risk Management Questions	Mimi Long Van Rin Amy Lightner Daniel Howell	mlong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
Workers' Compensation Claims Consultant	Jacki Graf	jgraf@alliant.com	415-403-1438	415-874-4810
Alliant Claims Consulting	Robert Frey Diana Walizada Elaine (Kim) Tizon Sheila McClenaghan	rfrey@alliant.com dwalizada@alliant.com elaine.tizon@alliant.com sheila.mcclenaghan@alliant.com	415-403-1445 415-403-1453 415-403-1458 415-403-1492	415-403-1466 415-403-1466 415-403-1466 415-403-1466
Form 700	Tevea Him	thim@alliant.com	415-403-1416	415-402-0773
Website and Technology Questions	Yung Lam Tevea Him Myron Leavell	ylam@alliant.com thim@alliant.com mleavell@alliant.com	415-403-1461 415-403-1416 415-403-1404	415-874-4810 415-874-4810 415-874-4810

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
CSU Chancellor's Office				
CSU Chancellor's Office	Leona Ching	lching@calstate.edu	562-951-4580	562-951-4859
	Robert Eaton	reaton@calstate.edu	562-951-4572	562-951-4971
	Zachary Gifford	zgifford@calstate.edu	562-951-4568	562-951-4859
	Martha Guiditta	mguiditta@calstate.edu	562-951-4557	562-951-4859
	Audra Reed	areed@calstate.edu	562-951-4564	562-951-4971
	Steve Relyea	srelyea@calstate.edu	562-951-4600	562-951-4971
CSU Chancellor's Office Office of General Counsel	William Hsu Nada Moeiny	whsu@calstate.edu nmoeiny@calstate.edu	562-951-4500 562-951-4500	562-951-4956 562-951-4956
CSU Chancellor's Office Financial Services Division Systemwide Accounting & Reporting	Sedong John Alice Kim Cindi Le Jessica Liu	sjohn@calstate.edu akim@calstate.edu cle@calstate.edu jliu@calstate.edu	562-951-4577 562-951-4627 562-951-4651 562-951-4621	562-951-4865 562-951-4865
Chancellor's Office Systemwide Professional Development	David Kervella Chris Fondacaro	dkervella@calstate.edu cfondacaro@calstate.edu	562-951-4403 562-951-4403p	

Coverage	Contact	E-Mail Address	Office	Fax
Loss Control Consultants – Alliant Risk Control				
Alliant Risk Control Consulting	John Owen <i>Northern California</i>	jowen@alliant.com	916-643-2736	
	Archie Lazar <i>Southern California</i>	archie.lazar@alliant.com	949-660-5980	
	Kristina Loiselle <i>Southern California</i>	kloiselle@alliant.com	949-260-5042	
	Tim Leech <i>Central California</i>	tleech@alliant.com	949-260-5008	

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
Unemployment Insurance Claims Administrator – Employers Edge				
Client Services	Angie Hansen	ahansen@employersedge.com	720-891-4900 x116	720-420-7356
Unemployment Claims Operations, Claim Specialist	Reina Gonzales	rgonzales@employersedge.com	720-891-4900 x139	720-420-7390
Tax Analyst	John Mansfield	jmansfield@employersedge.com	720-891-4900 x128	720-420-7430
Appellate Level	Jen Venable Jamie Clark	jvenable@employersedge.com jclark@employersedge.com	720-891-4900 x114 720-891-4900 x122	720-420-7354 720-420-7396
Account Management	Steve Bell	sbell@employersedge.com	720-891-4900 x101	720-420-7431

Coverage	Contact	E-Mail Address	Office	Fax
Human Resources Consulting – Employers Group				
Helpline	Mark Nelson	mnelson@employersgroup.com	213-765-3952 or 800-748-8484	
Client Service	Bill Stephens	bstephens@employersgroup.com	805-807-9922	213-226-0216
Reference Library	Robert Campbell	rcampbell@employersgroup.com	800-748-8484 Ext. 3430	
Unemployment Questions	Mark Nelson	mnelson@employersgroup.com	213-765-3952	
Affirmative Action Plans	Suzanne Oliva	soliva@employersgroup.com	213-765-3918	
Leave Management	Helpline	helpline@employersgroup.com	800-748-8484	
Research and Surveys	Juan Garcia	jpgarcia@employersgroup.com	213-765-3969	
Employee Opinion Survey	Megan Vallone	mvallone@employersgroup.com	213-765-3920	
Training Services	Somaly Heng	sheng@employersgroup.com	213-765-3962	
Employer Advocacy	Ken Tiratira	ktiratira@employersgroup.com	213-765-3915	



LIABILITY – CLAIMS REPORTING CONTACT

In the event of a loss, please contact:

Yumi Augustus
Litigation Manager
Carl Warren & Company
PO Box 2411
Tustin, CA 92781
csurma@carlwarren.com

or

yaugustus@carlwarren.com
Tel: 818-265-6765



POLLUTION – CLAIMS REPORTING CONTACT

(All pollution incidents must be reported within **seven** days of discovery)

Report the incident immediately to:

ACE Environmental Risk
casualtyriskenvironmental@acegroup.com
888-310-9553

AND:

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101

Tel: 877-725-7695
Fax: 415-403-1466

OR

Diana Walizada, Claims Unit Manager
Alliant Insurance Services, Inc.
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR

Elaine (Kim) Tizon, Claims Advocate
Alliant Insurance Services, Inc.
E-mail: elaine.tizon@alliant.com
Tel: 415-403-1458
Fax: 415-403-1466
Cell: 415-609-2133

After hours claims reporting number

Robert Frey, First Vice President
Alliant Insurance Services, Inc.
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



CYBER LIABILITY – CLAIMS REPORTING CONTACT

Report the incident immediately to:

Beazley Group
1270 Avenue of the America's, Suite 1200
New York, NY 10020

bbr.claims@beazley.com
Tel: 646-943-5900
Fax: 546-378-4039

AND COPY TO:

Elaine (Kim) Tizon, Claims Advocate	OR	Diana Walizada, Claims Unit Manager
Alliant Insurance Services, Inc.		Alliant Insurance Services, Inc.
E-mail: elaine.tizon@alliant.com		E-mail: dwalizada@alliant.com
Tel: 415-403-1458		Tel: 415-403-1453
Fax: 415-403-1466		Fax: 415-403-1466
Cell: 415-609-2133		Cell: 415-693-8714

After hours claims reporting number

Robert Frey, First Vice President
Alliant Insurance Services, Inc.
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



SPECIAL LIABILITY INSURANCE PROGRAM (SLIP) CLAIMS REPORTING CONTACT

Report the incident immediately to:

Elaine (Kim) Tizon, Claims Advocate **OR**

Alliant Insurance Services, Inc.
E-mail: elaine.tizon@alliant.com
Tel: 415-403-1458
Fax: 415-403-1466
Cell: 415-609-2133

Diana Walizada, Claims Unit Manager

Alliant Insurance Services, Inc.
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR:

After hours claims reporting number:

Robert Frey, First Vice President

Alliant Insurance Services, Inc.
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



AUTO PHYSICAL DAMAGE (APD) CLAIMS REPORTING CONTACT

Report the incident immediately to:

Elaine (Kim) Tizon, Claims Advocate **OR**

Alliant Insurance Services, Inc.
E-mail: elaine.tizon@alliant.com
Tel: 415-403-1458
Fax: 415-403-1466
Cell: 415-609-2133

Diana Walizada, Claims Unit Manager

Alliant Insurance Services, Inc.
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR:

After hours claims reporting number:

Robert Frey, First Vice President

Alliant Insurance Services, Inc.

E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



PROPERTY / BOILER & MACHINERY CLAIMS REPORTING CONTRACT

Report the incident immediately to Toll Free 877-725-7695:

OR

Diana Walizada, Claims Unit Manager

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101
E-mail: dwalizada@alliant.com
Tel: 415-403-1453
Fax: 415-403-1466
Cell: 415-693-8714

OR

Robert Frey, First Vice President

Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111-5101
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490

OR

Elaine (Kim) Tizon, Claims Advocate

Alliant Insurance Services, Inc.
E-mail: elaine.tizon@alliant.com
Tel: 415-403-1458
Fax: 415-403-1466
Cell: 415-609-2133

AND COPY TO:

Sandra Doig
McLaren's
180 Montgomery Street, Suite 2100
San Francisco, CA 94104
Sandra.Doig@mclarens.com
Tel: 415-392-6034
Fax: 949-757-1692

After hours claims reporting number:

Robert Frey, First Vice President

Alliant Insurance Services, Inc.
E-mail: rfrey@alliant.com
Tel: 415-403-1445
Fax: 415-403-1466
Cell: 415-518-8490



WORKERS' COMPENSATION – CLAIMS REPORTING CONTACT

In the event of a Workers' Compensation claim, please forward the Workers' Compensation Claim Form (DWC1) and the Employer's Report of Occupational Injury or Illness (Form 5020) to:

Brian Montagnese - Supervisor
Sedgwick CMS
P.O. Box 14629
Lexington, KY 40512-4629

E-mail: brian.montagnese@sedgwickcms.com
Tel: 916-636-4441
Fax: 916-851-8079

YOUR CLAIM WILL BE ASSIGNED TO EITHER:

Katie Brandt, Adjuster
Sedgwick CMS
P.O. Box 14629
Lexington, KY 40512-4629

E-mail: katie.brant@sedgwickcms.com
Tel: 916-636-4451
Fax: 916-851-8079

OR

Biba Olson
Claims Assistant and Medical Only Examiner
Sedgwick CMS

E-mail: biba.olson@sedgwickcms.com
Tel: 916-636-4439

Susan Neville
Adjuster, Northridge Auxiliary Only
Sedgwick CMS

E-mail: susan.neville@sedgwickcms.com
Tel: 916-636-4455



PARTICIPANT ACCIDENT INSURANCE (PAI)

In the event of a Participant Accident Insurance (PAI) claim, *please forward the completed HSR claim form directly to:*

Health Special Risk, Inc.
HSR Plaza II
4100 Medical Parkway
Carrollton, TX 75007

E-mail: CSRM@hsri.com
Tel: 972-512-5600
Fax: 972-512-5820
Tel Toll Free: 866-523-3186



UNEMPLOYMENT INSURANCE PROGRAM (UIP)

For Unemployment Insurance Program (UIP) claim, please contact Employers Edge directly at:

Reina Gonzales, Claim Specialist

Employers Edge
P.O. Box 351567
Westminister, CO 80035

Email: rgonzales@employersedge.com

Tel: (720) 891-4900 x139

Steve Bell, Account Management

Employers Edge
P.O. Box 351567
Westminister, CO 80035

Email: s.bell@employersedge.com

Tel: (720) 891-4900 x101

AORMA'S TRAVEL REIMBURSEMENT POLICY

ISSUE: Reasonable expenses associated with travel to and from the AORMA Committee meetings and CSURMA Board of Directors meetings are reimbursable by CSURMA. Attached is Policy & Procedure A-7 - CSURMA AORMA Travel Reimbursement Policy.

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: Please contact Mimi Long should you have any questions regarding your travel expenses.

PUBLICATION: None.

ATTACHMENT(S):

- a. Policy & Procedure A-7 - CSURMA AORMA Travel Reimbursement Policy



CSURMA AORMA

POLICY AND PROCEDURE NO. A-7

SUBJECT: CSURMA AORMA TRAVEL REIMBURSEMENT
POLICY

ADOPTED: MARCH 21, 2013
AMENDED: MARCH 19, 2015
MARCH 9, 2017

EFFECTIVE: MARCH 21, 2013

PURPOSE:

CSURMA AORMA members benefit from the work of their elected and appointed representatives who give their time to participate in the governance and development of CSURMA programs. Committee Member in person attendance at the AORMA Committee, standing committee meetings and task group meetings is preferred. This Policy and Procedure is intended to formalize the prior existing practices of CSURMA.

POLICY:

It is the policy of the CSURMA AORMA Committee that reasonable and actual expenses incurred by AUTHORIZED TRAVELERS for COVERED PURPOSES related to operation of CSURMA's programs shall be reimbursed. The method of approving travel, and reporting and calculating the reimbursable amount shall be in accordance with the travel reimbursement policy of the California State University or the AUTHORIZED TRAVELER's member auxiliary organization at the time of the travel.

PROCEDURE:

1. Reimbursement requests will be reported on the AUTHORIZED TRAVELER's completed State of California – Travel Expense Claim form or the form utilized by the AUTHORIZED TRAVELER's member auxiliary organization. The claim form should be forwarded to the AUTHORIZED TRAVELER's member auxiliary organization accounting department for reimbursement. The member auxiliary organization's accounting department should then seek reimbursement from CSURMA.
2. The AUTHORIZED TRAVELER's accounting department should send the following documents to CSURMA c/o the Systemwide Office of Risk Management:
 - a) Invoices for all reasonable expenses
 - b) Completed State of California (or AUTHORIZED TRAVELER's member auxiliary organization) – Travel Expense Claim form



- c) Documentation of the purpose of the travel such as a copy of the agenda, presentation, etc. for the COVERED PURPOSE that the AUTHORIZED TRAVELER attended.

DEFINITIONS:

AUTHORIZED TRAVELER – includes AORMA Committee members and officers, standing committee members and participants in duly established task groups. Other persons traveling on CSURMA AORMA related travel shall be reimbursed pursuant to this Policy and Procedure No. A-7 as agreed under separate agreement in advance of the travel. Independent consultants shall not be considered AUTHORIZED TRAVELERS under this Policy and Procedure No. A-7 and any travel expenses incurred by independent consultants may be reimbursed as provided under separate consulting agreements.

COVERED EXPENSES – includes reasonable expenses incurred by the AUTHORIZED TRAVELER as provided under the travel reimbursement policy of the California State University or the AUTHORIZED TRAVELER’s member auxiliary organization travel reimbursement policy requirements.

COVERED PURPOSES – covered purposes shall include attendance at meetings of the CSURMA AORMA Committee, standing committees, task group meetings, program presentations, member meetings, and approved professional development trainings. Any other COVERED PURPOSES must be approved for reimbursement by the AORMA Committee. The AORMA Committee Chair or designee is expected to attend the AOA Executive Committee meetings as the representative of the AORMA Committee and therefore reasonable expenses associated with travel to and from as well as participation in the AOA Executive Committee meetings are reimbursable by CSURMA. If there is travel to an event that would otherwise be a COVERED PURPOSE in conjunction with another event the AUTHORIZED TRAVELER would otherwise attend such as the AOA Annual Conference or the CSURMA Fitting the Pieces Together Conference, the AUTHORIZED TRAVELER is eligible for reimbursement of COVERED EXPENSES to attend the COVERED PURPOSE meeting only and there will be no CSURMA reimbursement of the expenses the AUTHORIZED TRAVELER would have normally incurred to attend the AOA Annual Conference or the CSURMA Fitting the Pieces Together Conference.

AORMA COMMITTEE MEMBERS

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

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

FISCAL IMPACT: None.

BACKGROUND: Contact lists are provided at every meeting.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Committee Roster - Effective at July 1, 2017

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2017

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	First Vice Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
AORMA	Second Vice Chair						
AORMA	Seat 1	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@humboldt.edu	707-826-4878
AORMA	Seat 2						
AORMA	Seat 3	Todd Summer	CEO	San Diego	Aztec Shops, Ltd.	Todd.Summer@darth.sdsu.edu	619-594-7539
AORMA	Seat 4	Bella Newberg	Associate Vice President, Business Development	San Marcos	California State University San Marcos Corporation	newberg@csusm.edu	760-750-4700
AORMA	Seat 5	Trina Knight	Human Resources Director	Sacramento	University Enterprises, Inc., CSU Sacramento	trinak@csus.edu	916-278-7003
AORMA	Seat 6	Starr Lee	Director of Administration & Legal /Associate Executive Director	Monterey Bay	The University Corporation at Monterey Bay	stlee@csumb.edu	831-582-3000
AORMA	Seat 7	Bill Olmsted	Interim Executive Director	Sacramento	University Union Operation of CSUS, Inc.	olmsted@csus.edu	916-278-6744

On March 1, 2017, Dwayne Brummett was appointed to complete Guy Dalpe's term. Dwayne's first complete term will be 7/1/17 to 6/30/19.

On July 1, 2015, Dave Nakamura was appointed to complete Mark Day's term. Dave's first complete term will be 7/01/16 to 6/30/18.

On October 1, 2015, Dave Nirenberg was appointed to complete Melinda Coil's term. Dave's first term will be 7/01/17 to 6/30/19.

On December 20, 2016, Bella Newberg was appointed to complete Cheree's Aguilar's term. Bella's first term will be 7/01/17 to 6/30/19.

On March 1, 2017, Starr Lee was appointed to complete Leslie Davis' term. Starr's first term will be 7/1/18 to 6/30/20.

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	Interim Executive Director	Sacramento	University Union Operation of CSUS, Inc.	olmsted@csus.edu	916-278-6744
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						
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

CSURMA ADMINISTRATIVE SERVICE CALENDAR

ISSUE: This item is provided as information to advise the AORMA Committee of the various recurring administrative activities and when they take place over the course of the year. It includes items noting when they appear before the AORMA Committee, Executive Committee and Board of Directors. It is to be provided for information with each agenda packet.

RECOMMENDATION: It is recommended that the Committee review the CSURMA Administrative Service Calendar and provide direction to staff as appropriate.

FISCAL IMPACT: No direct fiscal impact is expected.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Administrative Service Calendar

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
JANUARY 2017				
01/01/17	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	Completed
01/01/17	FTIP: Order FTIP loss run and IP loss run valued at 12/31	Alliant Staff	Stacey Weeks/ Robert Leong	Completed
01/02/17	FORM 700 - JPA ADMIN finalizes current year member listing	Alliant Staff	Tevea Him	Completed
01/06/17	Statement of Facts – Roster of Public Agencies - file with Secretary of State	Alliant Staff	Tevea Him	Pending
01/07/17	Announce the new AORMA Committee Vice Chair as well as open seats on the AORMA Committee	Nominations Committee	Mimi Long	Completed
<i>01/08/17</i>	<i>CSURMA AOA CONFERENCE</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	<i>Completed</i>
<i>01/08/17</i>	<i>CSURMA EC Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	<i>Completed</i>
<i>01/11/17</i>	<i>AIME Committee Meeting</i>	<i>Alliant Staff</i>	<i>Stacey Weeks</i>	<i>Completed</i>
01/15/17	FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel	Alliant Staff	Tevea Him	Completed
01/31/17	Final premium / rate letter to all AORMA members	Alliant Staff	Mimi Long	Completed
01/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	Completed
FEBRUARY 2017				
02/01/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
02/01/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31	Alliant Staff	Tevea Him	Completed
02/01/17	UIP - Send EDD Claims Information to Individual Members	Alliant Staff	Tevea Him	Completed
02/01/17	Campus Liability Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	Completed
02/01/17	Campus Workers' Compensation Risk Pool claims audit (every odd year)	Alliant Staff	Jacki Graf	Completed
02/01/17	AORMA Workers' Compensation program claims administration audit (every even year)	Alliant Staff	Jacki Graf	N/A
02/01/17	AIME Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	N/A
02/01/17	AORMA Liability Program claims audit (every odd year)	Alliant Staff	Mimi Long	Completed
02/01/17	FTIP: Prepare loss summaries, review with SRM to determine renewal strategy (market or not, etc)	Alliant Staff	Stacey Weeks/ Robert Leong	Completed
02/15/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
<i>02/23/17</i>	<i>AORMA Program Committee Meeting (Teleconference)</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	<i>Completed</i>
MARCH 2017				
03/01/17	Annual Review of (1) Data Security Policies and (2) the Integrated CSU Administration Manual	Alliant Staff	Mimi Long	Completed
03/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long	Completed
03/01/17	Chancellor's Office Services Budget Proposals	Alliant Staff	Mimi Long	Completed
03/01/17	CSURMA Budget (EC and AORMA Approval)	Alliant Staff	Robert Leong	Completed
03/01/17	Review of the CSURMA Master Investment Policy	Alliant Staff	Mimi Long	Completed
03/01/17	CSURMA Mid-Term Budget Amendments	Alliant Staff	Robert Leong	Completed
03/01/17	FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
03/01/17	Review the Auxiliary Service Provider Report	Alliant Staff	Mimi Long	Completed
03/01/17	Appointment of the Campus Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong	
03/01/17	FTIP: Obtain initial feedback from underwriters on renewal pricing, prepare item for EC and obtain renewal for overall renewal pricing	Alliant Staff	Stacey Weeks/ Robert Leong	Completed

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
03/09/17	AORMA Committee Meeting	Alliant Staff	Mimi Long	Completed
03/09/17	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
03/10/17	CSURMA EC LRP Meeting	Alliant Staff	Mimi Long	Completed
03/15/17	FORM 700 - Follow up - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	Alliant Staff	Tevea Him	Completed
03/15/17	Quarterly Risk Management Report	Alliant Staff	Mimi Long	Completed
03/19/17	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	Completed
03/20/17	Forward slate of nominees to fill the open seats on the AORMA Committee	Alliant Staff	Mimi Long	Completed
03/31/17	Completion of the Form 700 – Statement of Economic Interest	BOD and Alliant Staff	Tevea Him	Completed
03/31/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	Completed
APRIL 2017				
04/01/17	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.)	Alliant Staff	Tevea Him	Completed
04/01/17	FORM 700 - JPA ADMIN sends all forms received to FPPC for processing	Alliant Staff	Tevea Him	Completed
04/01/17	Send out ballot for AORMA Committee term beginning on July 1, 2017	Alliant Staff	Tevea Him	Completed
04/01/17	FTIP: Announce upcoming FY rates to campuses, continue renewal marketing/negotiations	Alliant Staff	Stacey Weeks/ Robert Leong	Completed
04/30/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	Completed
MAY 2017				
05/01/17	FTIP: Include renewal rates/coverage summary to board of directors, finish underwriter negotiations, bind program with underwriters	Alliant Staff	Stacey Weeks/ Robert Leong	Completed
05/01/17	AIME Committee Meeting	Alliant Staff	Stacey Weeks	Completed
05/01/17	Approval by EC Resolution allowing Treasurer to invest or reinvest funds (annual approval required - see Res 01-15 BOD)	BOD and Alliant Staff	Tevea Him	Completed
05/01/17	Approval of Conflict of Interest Code by BOD every even-number year - File with FPPC as required.	BOD and Alliant Staff	Tevea Him	Completed
05/04/17	AORMA Committee Meeting	Alliant Staff	Mimi Long	Completed
05/04/17	CSURMA BOD NMO Meeting via Teleconference	Alliant Staff	Mimi Long	Completed
05/04/17	Receive back all AORMA Committee ballots for the term beginning on July 1, 2017	Alliant Staff	Tevea Him	Completed
05/05/17	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
05/05/17	CSURMA BOD Meeting	Alliant Staff	Mimi Long	Completed
05/11/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	Completed
05/15/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
05/30/17	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/17	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	Completed

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
05/30/17	Send out appointment letters to the newly elected Executive Committee members for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/17	Alliant Staff	Tevea Him	Completed
05/30/17	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2017	Alliant Staff	Tevea Him	Completed
05/30/17	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2017	Alliant Staff	Mimi Long	Completed
JUNE 2017				
06/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long	Completed
06/01/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
06/23/17	AORMA Program Committee Meeting (Teleconference)	Alliant Staff	Mimi Long	Completed
06/30/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	Completed
06/30/17	<i>Expiring Contract: Carl Warren & Company - July 1, 2016 to June 30, 2019, plus two options to June 30, 2020 and June 30, 2021</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO Enterprise Accounting / Financial Services - July 1, 2016 to June 30, 2017</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: UC Office of Risk Services Performing Arts Center of Excellence - November 1, 2013 to June 30, 2017</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: A-G Administrator (AIME) - July 1, 2009 to June 30, 2017</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Alliant Loss Control Services - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO OGC / Legal - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO Risk Management - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Praesidium - July 1, 2017 to June 30, 2020</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Target Safety dba Target Solutions - June 30, 2017</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: Employers Group - July 1, 2017 to June 30, 2020</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Employers Risk - July 1, 2013 to June 30, 2018</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: HSR - July 1, 2015 to June 30, 2019</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: Agility - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Sedgwick - July 1, 2013 to June 30, 2018</i>	Alliant Staff	Mimi Long	N/A
06/30/17	Request COI from all vendor's contract	Alliant Staff	Andrew Gaspari	in process
JULY 2017				
07/01/17	OCIP Renewal (5 year program)	Alliant Staff	Daniel Howell/ Mimi Long	Completed
07/01/17	Financial audit prep with KPMG	Alliant Staff / RM	Van Rin	Completed
07/01/17	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff	Van Rin	Completed
07/04/17	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff	Van Rin	Completed
07/05/17	Request a review of the claims activity within the UIP – claims activity variations of more than 10% above or below pricing levels used will resulting in a pricing adjustment	Alliant Staff	Mimi Long	Completed
07/05/17	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff	Mimi Long	Completed

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
07/07/17	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea Him	Completed
07/14/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
07/15/17	Final FY Payroll - request from Chancellor's Office	Alliant Staff	Robert Leong	Completed
07/15/17	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting	Van Rin	Completed
07/17-18/2017	AORMA Officers Retreat – San Diego, CA	AORMA Officers	Mimi Long	Completed
07/21/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
07/28/17	FORM 700 - FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]	Alliant Staff	Tevea Him	Completed
07/31/17	Actuarial Study - receive draft and forward to RM	Alliant Staff	Robert Leong	Completed
07/31/17	Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report - Present to EC in Sept	Alliant Staff	Robert Leong	Completed
07/31/17	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff	Van Rin	Completed
07/31/17	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff	Tevea Him	Completed
07/31/17	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate (every three years)	Liability TPA	Mimi Long	Completed
07/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	Completed
07/31/17	Appointment of the Campus Programs RPTG - 2019 (FY 2021/2022)	Alliant Staff	Robert Leong	N/A
AUGUST				
08/01/17	FORM 700 - JPA ADMIN sends entering and leaving office notices to AORMA FILERS who will be taking office on AORMA and Standing Committees	Alliant Staff	Tevea Him	Completed
08/01/17	Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate	Alliant Staff	Tevea Him	Completed
08/01/17	Send out letter to regarding Claims Settlement Authority Annual Confirmation	Alliant Staff	Tevea Him	Completed
08/01/17	Send out letter to regarding Foreign Travel Authority Confirmation	Alliant Staff	Tevea Him/ Stacey Weeks	Completed
08/01/17	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary	Mimi Long	Completed
08/01/17	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long	Completed
08/11/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
08/15/17	AOA EC Meeting - San Diego	Alliant Staff	Mimi Long	Completed
08/31/17	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff	Mimi Long	Completed
08/31/17	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff	Mimi Long	Completed
08/31/17	Complete Target Surplus Funding Report	Alliant Staff	Mimi Long	Completed
08/31/17	Completion of Financial Audit	CSU Accounting	Mimi Long	Completed
08/31/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Alliant Staff	Tevea Him	Completed
Begin Task	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.)	Alliant Staff	Mimi Long	Completed
Begin Task	AORMA Workers' Compensation Desk Audit	Alliant Staff	Mimi Long	In Process

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
SEPTEMBER				
09/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)	Carl Warren	Mimi Long	Completed
09/01/17	Stewardship Report	Alliant Staff	Mimi Long	Completed
09/01/17	10/01 - EQ Renewal Anniversary	Alliant Staff	Daniel Howell	
09/06/17	AORMA Long Range Plan meeting	Alliant Staff	Mimi Long	Completed
09/06/17	AORMA New Committee Member Orientation meeting	Alliant Staff	Mimi Long	Completed
09/07/17	AORMA Committee Meeting	Alliant Staff	Mimi Long	Completed
09/07/17	CSURMA EC Orientation Meeting	Alliant Staff	Mimi Long	Completed
09/08/17	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
09/12/17	CAJPA Fall Conference and Training Seminar -South Lake Tahoe	Alliant Staff	Mimi Long	Completed
09/14/17	CAJPA Standards review (2017 and every 3 years thereafter)	Alliant Staff	Mimi Long	In Process
09/15/17	Prepare invoices or checks for the Workers' Compensation payroll audit	CSU Accounting	Van Rin	Completed
09/15/17	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell	In Process
09/28/17	AORMA Program Committee Meeting (Teleconference)	Alliant Staff	Mimi Long	Completed
09/30/17	CSURMA Quarterly EPL Deductible Recoverys ending September 30 (Begin Task)	Alliant Staff	Van Rin	Completed
09/30/17	Completion of the AORMA Committee (September Letter) updating all AORMA members on the funding and dividends approved for the upcoming fiscal year	Alliant Staff/AORMA Chair	Mimi Long	Completed
OCTOBER				
10/01/17	Request completion of the Liability application	Alliant Staff	Mimi Long	In Process
10/01/17	Request estimated Workers' Compensation payroll	Alliant Staff	Mimi Long	In Process
10/15/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	Completed
10/16/17	AIME Committee Meeting	Alliant Staff	Stacey Weeks	Completed
10/26/17	AORMA Committee Meeting	Alliant Staff	Mimi Long	
10/26/17	CSURMA BOD NMO Meeting via Teleconference	Alliant Staff	Mimi Long	
10/27/17	CSURMA BOD Meeting	Alliant Staff	Mimi Long	
10/27/17	CSURMA EC Meeting	Alliant Staff	Mimi Long	
10/31/17	Government Compensation Report (request from CSU Accounting)	Accounting	Tevea Him	In Process
10/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	
NOVEMBER				
11/01/17	FORM 700 - 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)	Alliant Staff	Tevea Him	Completed
11/28/17	Send campus risk pool renewal budget (Budget)	Alliant Staff	Robert Leong	
11/28/17	Send campus risk pool renewal budget (Early Bird Renewal Letter)	Alliant Staff	Robert Leong	
11/28/17	Campus Risk Pool Deductible - Confirm (every 3 years - 2017, 2020)	Alliant Staff	Robert Leong	Completed
11/30/17	Review volunteer losses within the Workers' Compensation program	Alliant Staff	Mimi Long	Completed
11/30/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30	Alliant Staff	Tevea Him	Completed
11/30/17	AORMA Program Committee Meeting	Alliant Staff	Mimi Long	

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD
DECEMBER			
12/01/17	2018 Vendor Survey - Review List of Vendors and Work on Recipients	Risk Management	Risk Management
12/01/17	Appointment of the Club Sport Insurance Programs RPTG - Spring 2018 (FY 2018/2019)	Alliant Staff	Robert Leong
12/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)	Carl Warren	Mimi Long
12/07/17	<i>AORMA Committee Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/08/17	<i>CSURMA EC Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/15/17	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	Alliant Staff	Tevea Him
12/15/17	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell
12/30/17	Financial Audit - mail to Secretary of State and County Auditor	Alliant Staff/Accounting	Tevea Him
12/31/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin
12/31/17	<i>Expiring Contract: Enterprises Rent A Car - January 1, 2016 - December 31, 2016</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>