

6. **Review of Workers’ Compensation and Liability Claims Information at 12/31/12 and Determination of Criteria for FY 13/14 Risk Reduction Matching Grant Program** **A** *p. 34*
The Committee will be asked to review the workers’ compensation and liability loss information and determine the criteria for the FY 13/14 Risk Reduction Matching Grant Program

D. INFORMATION ITEMS

- | | | |
|--|----------|--------------|
| 1. Alliant Loss Control – Utilization Report | I | <i>p. 47</i> |
| 2. TargetSolutions – Utilization Report | I | <i>p. 49</i> |
| 3. Employers Group – Utilization Report | I | <i>p. 52</i> |
| 4. FY 12/13 Long Range Action Plan | I | <i>p. 54</i> |
| 5. 2013 CSURMA AORMA Meeting Calendar | I | <i>p. 61</i> |
| 6. AORMA Committee and Standing Committees - Roster | I | <i>p. 64</i> |

E. ADJOURNMENT

The next meeting is scheduled for June 3, 2013 as a teleconference meeting.

APPROVAL OF THE AGENDA ORDER

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

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None

ATTACHMENT(S): None.

Agenda Item C2
CSURMA AORMA Member Services, Loss
Control & Training Committee
Meeting Date: February 4, 2013

APPROVAL OF MEETING MINUTES – NOVEMBER 5, 2012

ISSUE: The Committee will be asked to review and approve the draft minutes from the November 5, 2012, Members Services, Loss Control and Training Committee meeting.

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Meeting Minutes – November 5, 2012

**MINUTES OF THE CSURMA AORMA
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE
NOVEMBER 5, 2012**

**TELECONFERENCE MEETING
11:00 AM**

MEMBERS PRESENT

Dwayne Brummett (Chair), Associated Students, Inc., Cal Poly San Luis Obispo
Arnecia Bryant, Loker University Student Union, CSU Dominguez Hills
Peter Neville, Sonoma Student Union Corporation
Kristin Kelly, Student Union of San Jose State University, (11:15am arrival)
Dennis Miller, Cal Poly Pomona Foundation, (11:52am arrival)

MEMBERS ABSENT

None

STAFF, GUESTS AND CONSULTANTS

Mimi Long, Alliant Insurance Services, Inc.
Brent Escobas, Alliant Insurance Services, Inc.
Mike Simmons, Alliant Insurance Services, Inc.
Tevea Him, Alliant Insurance Services, Inc.

A. CALL TO ORDER

The Chair of the MSLCTC, Dwayne Brummett, called the meeting to order at 11:08 AM.

B. PUBLIC COMMENTS

There were no public comments.

C. GENERAL ADMINISTRATION

C1. Approval of the Agenda

A motion was made to approve the agenda as presented.

MOTION: Peter Neville

SECOND: Arnecia Bryant

MOTION CARRIED

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller				X
Kristin Kelly				X
Peter Neville	X			
Arnechia Bryant	X			

C2. Approval of Minutes – July 23, 2012

A motion was made to approve the July 23, 2012, MSLCTC meeting minutes as presented.

MOTION: Peter Neville

SECOND: Arnechia Bryant

MOTION CARRIED

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller				X
Kristin Kelly				X
Peter Neville	X			
Arnechia Bryant	X			

C3. Review and Approval of AORMA Recommended Facilities Use Agreement

Kris Kelly arrived to the meeting at 11:15 AM. The Committee reviewed the draft version of the AORMA Recommended – Facilities Use Agreement and the AORMA Recommended – Facilities Use Agreement Handbook which was drafted by AORMA’s legal counsel. The Committee provided the following recommendations:

1. Change the “fill-in” sections within the brackets from blue to red so they are easier to see.
2. Add brackets around the recommended timeframe within the Deposit and Facility Use Fee, Responsibility Party/Event Coordinating Deadline and Verification of Coverage sections and change the color to red so that the Auxiliary can review and change as necessary.
3. Review the CSU records retention policy regarding facilities use agreements to make sure it is consistent with AORMA’s recommended policy within the Facilities Use Agreement Handbook.
4. Revise agreement and/or handbook as necessary to explain that the agreement is applicable to Auxiliary facilities and does not apply to the entire campus.

A motion was made to incorporate the recommendation noted above into the Agreement and/or Handbook and to recommend approval of the AORMA Recommended Facilities Use Agreement and Handbook, to the AORMA Committee.

MOTION: Peter Neville
SECOND: Arnecia Bryant

MOTION CARRIED

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller				X
Kristin Kelly	X			
Peter Neville	X			
Arnecia Bryant	X			

C4. Discussion Regarding the Risk Reduction Incentive Program

Mimi Long explained that at its last meeting, the AORMA Committee approved the Risk Reduction Incentive “Pilot” Program. The Committee will now be asked to approve the grant recipients. Brent Escoubas showed the Committee slides of several projects that he would recommend for the grant. The Committee reiterated that the scope of the grant program for FY 12/13 will focus on the reduction of kitchen safety (within the workers’ compensation program) and slip, trip and fall losses (within the liability program). Dennis arrived to the meeting at 11:52 AM.

Staff was directed to offer the grant funds to The Cal Poly Pomona Foundation, Inc., The University Corporation, CSU Northridge, and Cal Poly Corporation to upgrade their facilities. Brent Escoubas will work with the Auxiliaries to determine the risk reduction projects. Staff was asked to get before and after pictures of the grant projects to be shown at the AoA Conference and to be published within an AORMA Bulletin as a way to promote this grant project.

A motion was made to offer the Risk Reduction Incentive Grant to The Cal Poly Pomona Foundation, Inc., The University Corporation, CSU Northridge, and Cal Poly Corporation in an amount not to exceed \$10,000 each.

MOTION: Dennis Miller
SECOND: Peter Neville

MOTION CARRIED

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly	X			
Peter Neville	X			
Arnechia Bryant	X			

C5. Approval of the FY 12/13 Long Range Action Plan for the MSLCTC

Mimi Long explained that the AORMA Committee assigned the following items to the MSLCTC to oversee, coordinate and take action on:

- Risk Reduction Incentive Grant Program (for FY 12/13)
- Risk Reduction Matching Grant Program (for FY 13/14)
- Facilities Use Agreement
- On-Line Safety Training

The Committee reviewed the FY 12/13 Long Range Action plan and recommended one modification. Within the M-3 Facilities Use Agreement, add an item – Review AORMA Recommended Facilities Use Agreement – recommend amendments as appropriate.

A motion was made to approve the FY 12/13 Long Range Action Plan, with the one amendment noted above.

MOTION: Dennis Miller
SECOND: Arnechia Bryant

MOTION CARRIED

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly	X			
Peter Neville	X			
Arnechia Bryant	X			

C6. Approval of the 2013 MSLCTC Meeting Dates

Mimi Long explained that the proposed 2013 meeting dates for the MSLCTC are all on Mondays at 11:00 AM via teleconference.

- February 4, 2013
- June 3, 2013
- August 26, 2013

➤ November 18, 2013

A motion was made to approve the 2013 MSLCTC meeting dates as presented.

MOTION: Kristin Kelly
SECOND: Dennis Miller

MOTION CARRIED

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dwayne Brummett	X			
Dennis Miller	X			
Kristin Kelly	X			
Peter Neville	X			
Arnecia Bryant	X			

D. INFORMATION ITEMS

The following information items were reviewed by the Committee:

- D1. Alliant Loss Control – Utilization Report**
- D2. TargetSolutions – Utilization Report**

Staff was asked to request more details from TargetSolutions on the types of Custom Activities.

D3. Employers Group – Utilization Report

This Committee will not meet again before the Employers Group contract renews. Therefore, the Committee directed Staff to send out a survey to all users requesting feedback on their satisfaction with the services being offered by Employers Group.

- D4. CSURMA AORMA Loss Data Reports**
- D5. AORMA Program Administrator – Contact List**
- D6. AORMA Committee and Standing Committees – Roster**

E. ADJOURNMENT

The meeting was adjourned at 12:52 PM.

**REVIEW AND APPROVAL OF THE AORMA RECOMMENDED
FACILITIES USE AGREEMENT**

ISSUE: The MSLCTC approved the AORMA Recommended Facilities Use Agreement and Handbook at its last meeting on November 5, 2012. The Agreement and Handbook was going to be presented to the AORMA Committee at its meeting on December 6, 2012; however, after the November 5th meeting, CSURMA's general counsel Willy Hsu, reviewed the Agreement and Handbook and provided many recommended revisions. Rather than having the AORMA Committee review and approve the additional revisions, this item has been brought back to the MSLCTC for approval.

Staff reviewed Willy Hsu's recommendations and incorporated them into the contract (**in blue**). Staff's additional revisions, based on Willy Hsu's comments, are in **green**.

RECOMMENDATION: Staff recommends that the Committee Members review the Facilities Use Agreement and Handbook and recommend approval to the AORMA Committee, with modifications as necessary.

FISCAL IMPACT: To be determined.

BACKGROUND: The MSLCTC was assigned the long range goal of designing an AORMA Recommended Facilities Use Agreement and Handbook. Staff received sample facility use agreements from (1) Associated Students, California State University, Fullerton, Inc., (2) Associated Students Inc., California State Polytechnic University, Pomona, (3) The University Corporation, CSU Northridge, (4) The Donald P. and Katherine B. Loker University Student Union, Inc. Combined with the information included within the IRIC manual, legal counsel (Steven Lightfoot) completed a proposed Facilities Use Agreement.

The MSLCTC met on November 5, 2012, and reviewed the final Agreement and Handbook and made the following recommendations which have been incorporated into the attached agreement and handbook:

1. Change the "fill-in" sections within the brackets from blue to red so they are easier to see.
2. Add brackets around the recommended timeframe within the Deposit and Facility Use Fee, Responsibility Party/Event Coordinating Deadline and Verification of Coverage

sections and change the color to red so that the Auxiliary can review and change as necessary.

3. Review the CSU records retention policy regarding facilities use agreements to make sure it is consistent with AORMA's recommended policy within the Facilities Use Agreement Handbook.
4. Revise agreement and/or handbook as necessary to explain that the agreement is applicable to Auxiliary facilities and does not apply to the entire campus.

PUBLICATION: Once the agreement is approved, the following action will be taken:

1. Post the approved AORMA Recommended Facilities Use Agreement and Handbook on the CSURMA website within the AORMA Toolkit, and
2. Send out an AORMA Bulletin which explains that the AORMA Recommended Facilities Use Agreement and Handbook have been finalized and that they have been posted on the CSURMA website.

ATTACHMENT(S):

- a. AORMA Recommended - Facilities Use Agreement - DRAFT
- b. AORMA Recommended – Facilities Use Agreement Handbook – DRAFT

AORMA Recommended - Facilities Use Agreement

This Facilities Use Agreement (“Agreement”) is made and entered into on [date] (“Effective Date”) between [name of auxiliary organization] (“Auxiliary”) and [name of user] (“User”). The Auxiliary and the User are sometimes referred to collectively as the “Parties.”

Auxiliary, a California non-profit organization is located at: [name of campus] (“Campus”).

User, a [type of organization] is located at: [user’s address].

For and in consideration of the following promises, covenants and conditions, Auxiliary and User hereby agree as follows:

Use of Facility. Auxiliary hereby permits User to use the following premises: [description of premises], which is located at [premises address] (the “Facility”). User shall use the Facility for the following event or purpose: [detailed description of the event] (the “Event”) **only and for no other event or purpose.** User acknowledges that use of the Facility is conditioned on User and Auxiliary’s execution of this Agreement and User’s payment of the required Deposit and Facility Use Fee. User acknowledges and understands that no binding or enforceable agreement regarding use of the Facility shall exist until and unless (1) this Agreement has been signed by User and received by Auxiliary and (2) User has paid the required Deposit and Facility Use Fee.

Date and Time of Use. User shall be permitted to use the Facility on [date of event] between the hours of [start time] and [end time] (the “Event Date”) only. ~~However, use of the Facility will not be confirmed until this Agreement has been signed and received by the Auxiliary and the required Deposit and Facilities Use Fee has been paid.~~

Access and Event Times. The Facility access and use must be within the time specified above. Date and use times include individual/organization preparation, decorating, and or rehearsal time, as well as time after the Event to remove decoration, User equipment, and other items.

Deposit and Facility Use Fee. User agrees to pay to Auxiliary a Deposit of [deposit amount] within five business days of the execution of this Agreement. User agrees to pay to Auxiliary a Facility Use Fee in the amount of [facility use fee] for the use of the Facility. The Facility Use Fee must be received by the Auxiliary at least [45] days before the Event Date. If either the Deposit or Facility Use Fee is not timely received by the Auxiliary, this Agreement shall be **automatically** void and User shall have no right to use the Facility.

~~If the User cancels the Event, the~~ The deposit referenced above is non-refundable and non-transferable. ~~If the User cancels the Event, User shall forfeit the deposit.~~ Cancellations must be received [10] business days prior to Event Date, ~~or no refund of the Facility Use Fee will be provided.~~

Responsible Party/Event Coordinating Deadline. The person(s) who completes and signs this Agreement shall be the Responsible Party. The Responsible Party shall coordinate all Event details with the Auxiliary and agrees to complete this coordination no later than [21] days prior to the Event Date. The Responsible Party must be the host and in attendance throughout the Event. The Responsible Party shall take all reasonable actions to assure event safety, to prevent damage to the Facility and equipment, and to see that these conditions and other policies and regulations, outlined in this Agreement are met.

User's Obligations.

- a. User shall not violate any Federal, State, or local law, or rules of the Auxiliary, the Trustees of the California State University, or the Campus. User shall not allow any Federal, State, local law, or rules of the Auxiliary, the Trustees or the Campus to be violated.
- b. User shall not make any alterations to the Facility, any fixtures, building systems, or equipment. At the end of the Event, the Facility shall be left in a clean, safe condition. The User shall remove from the Facility all property and materials belonging to the User. If User damages the Facility, Auxiliary or Campus shall have the option to of either (i) requiring User, at its User's own expense and risk, to restore the Facility as nearly as possible to the condition existing prior to the Event, or (ii) If Auxiliary or Campus elects to make itself making the repairs and restorations to the Facility, Auxiliary shall have sole and complete discretion in deciding which option to exercise. If Auxiliary decides to itself make the repairs and restorations to the Facility, the costs for same shall be borne solely by User. User shall reimburse Auxiliary or Campus, as the case may be, for any repairs or restoration necessary to repair damages to the Facility caused by User or the attendees of the Event no later than [10] business days after Auxiliary or Campus, as the case may be, presents User with a written statement or invoice reflecting the nature and costs of the repairs.
- c. User shall exercise care in the use of the Facility and adjacent Campus areas and shall comply with guidelines to reduce excessive wear or damage. User agrees to keep the Facility and adjacent areas on the Campus in a clean and orderly condition and to remove all waste material at the conclusion of the Event, unless Auxiliary agrees, in writing, to be responsible for cleanup, removal of waste or recycling.
- d. Specific limitations apply as to the use of tape, balloons, glitter, candles, markers, tack, nails, other such materials, and signage. Decorations must be fire retardant. User should consult with the Auxiliary for a full overview of allowable decorations and signage items and to appropriately accommodate User's needs. Decorations/signage which causes damage or additional cleaning requirements will result in additional charges to the User. All decorations and all outdoor and indoor directional signage must be removed by the User immediately following the Event.

User's Property. Neither the Auxiliary nor Campus insure the personal property of the User its employees, agents, guests or attendees against damage or loss by any means. User assumes the risk of any such damage or loss.

No Assignment or Subletting. ~~User may not and shall not assign or sublet this Agreement.~~
This Agreement is non-assignable and non-transferable.

Right to Enter. Auxiliary reserves the right to enter and inspect the Facility at any time for any reasonable purpose during the Event. User shall follow ~~reasonable~~ all directives from Auxiliary staff.

Indemnification and Hold Harmless. User shall hold harmless, defend and indemnify the State of California, the Trustees of the California State University, the [campus name], the Auxiliary, and their employees, officers, directors, volunteers and agents (collectively, the “University”) from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorney’s fees and fees of litigation) of every nature arising out of, or in connection with, or relating to User’s use of the Facility or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the Auxiliary.

Insurance Requirements. User shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his guests, agents, representatives, employees, or subcontractors. The cost of such insurance shall be borne by User.

Coverage shall be at least as broad as Insurance Services Office Form CG 00 01 covering Commercial General Liability (CGL) on an “occurrence” basis, including products-completed operations, personal and advertising injury, with limits no less than \$1,000,000 per occurrence.

Other Insurance Provisions. The general liability policy is to contain, or be endorsed to contain, the following provisions:

- a) The State of California, the Trustees of the California State University, the California State University, [campus name], the Auxiliary, and their employees, officers, directors, volunteers and agents (“University”) are to be covered as additional insureds with respect to liability arising out of the rental of the facility, including work or operations performed by or on behalf of the User and materials, parts or equipment furnished in connection with such work or operations.
- b) For claims arising out of liability arising out of this Agreement and the User’s use of the Facility, the User’s insurance coverage shall be primary insurance as respects the Auxiliary and the University and any insurance or self-insurance maintained by the Auxiliary or the University shall be excess of the User’s insurance and shall not contribute with it.
- c) The User’s Insurance Company agrees to waive all rights of subrogation against the Auxiliary and the University for losses paid under the terms of any policy covering the facility rental or any activities of the User, its guests, agents, representatives, employees or subcontractors.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Auxiliary.

Verification of Coverage. User shall furnish the Auxiliary with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements ~~are to~~ **must** be **actually** received by the Auxiliary at least **[45]** days before the Event Date. If the certificates and endorsements are not timely **delivered to and** received by the Auxiliary, this Agreement shall be **automatically and immediately** void and User shall have no right to use the Facility. Auxiliary **may and/or Campus**, in its sole discretion, ~~shall verify and approve~~ ~~User has the appropriate insurance coverage required by this Agreement.~~ ~~If Auxiliary and/or Campus does not approve~~ **decide not to approve or accept** User's insurance coverage, **in which event** this Agreement shall be **automatically and immediately** void and User shall have no right to use the Facility.

Liquor Liability. If User will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If User is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If User intends to sell alcohol either the User or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

Homeowners Insurance. In some cases the User's homeowner's liability insurance may provide coverage sufficient to meet these requirements. User should provide these requirements to his or her agent to confirm and provide verification to the Auxiliary.

Special Events Coverage. Special events coverage may be available for an additional fee to provide the liability insurance required by this Agreement. User can obtain additional information and cost from the Auxiliary. **This needs to be moved to the Handbook. Moved to Handbook.**

Right to Modify. Auxiliary reserves the right to modify these insurance requirements at any time **without any advance notice**, including limits, based on the nature of the risk, prior experience, prior events, insurer, coverage, or other special circumstances. **This needs to be moved to the Handbook. Moved to Handbook.**

No Weapons/Firearms. All weapons and firearms are strictly prohibited at the Facility and on the Campus.

Reassignment of Facilities. Should the Facility become unavailable due to an emergency, the Auxiliary reserves the right to reassign the User to another Campus facility.

Termination/Cancellation. This Agreement to use the Facility is granted subject to observance of regulations. The Auxiliary may revoke this Agreement effective immediately upon User's failure to timely comply with any pre-Event requirement, for any violation of use conditions or regulations **required by the Auxiliary or governmental agency**, or at any time for misrepresentation. The Auxiliary may terminate any part of this Agreement without notice in the event of an emergency which, in the opinion **and sole discretion** of the Auxiliary, would make

Reviewed by the MSLCTC on 2/04/13

11/26/12 - Willy Hsu's revisions in blue.

11/28/12 - Staff's revisions in green.

the Event unfeasible. Refunds of **any** Deposits and/or **Facility Use Fees** paid will be determined at the discretion of the Auxiliary, on a case by case basis.

Modification of this Agreement. This Agreement contains the entire agreement and any modifications, changes or amendments to this Agreement must be written and signed by all the Parties to this Agreement. Notwithstanding the above, the Parties to this Agreement incorporate **by** reference, as though fully set forth herein, those **specific** paragraphs initialed by the Parties in the attached Facilities Use Agreement Addendum.

Acceptance of Terms. I have read and understand the above terms and conditions and agree to abide by these terms and conditions.

Auxiliary: _____ Date: _____

Name and Title: _____

User: _____ Date: _____

Name and Title: _____

**AORMA Recommended - Facilities Use Agreement
Facilities Use Agreement Addendum**

Auxiliary: [name of auxiliary]
User: [name of user]
Event / Date: [event name / event date]
Campus: [campus name]

By initialing below, Auxiliary and User agree the following paragraphs are incorporated into the attached Facilities Use Agreement as if fully set forth therein.

User / Auxiliary

____ / ____ **Special Equipment.** The Auxiliary, Campus and University assume no responsibility for equipment used at the Event which is supplied by the User or any other party. The Auxiliary reserves the right to approve equipment and equipment providers.

User / Auxiliary

____ / ____ **Publicity/Posting Advertising.** All forms of Advertising and Publicity must be submitted to the Auxiliary for approval [30] days in advance of posting or communication. When the Campus, University or Auxiliary name is used in conjunction with publicity, inclusion of non-endorsement statement may be required. The Auxiliary will furnish User with such a statement. Posting of any materials on Campus bulletin boards must be approved in accordance with Auxiliary, Campus and University Policy.

User / Auxiliary

____ / ____ **Additional Charges for Security/Police.** Campus Police shall solely determine and control security arrangements for the Event including, but not limited to, the type and number of security personnel and placement and use of security personnel. The cost of such service shall be paid by the User in addition to the Deposit and Facility Use Fee mentioned above.

User / Auxiliary

____ / ____ **Vehicle Parking/Unloading.** User and its guests must abide by all Auxiliary, Campus and University parking/traffic requirements, including but not limited to passenger and equipment loading and unloading regulations, observance of authorized parking locations, payment of required fees, and display of vehicle parking permits. Payments of citations which result from parking/traffic violations are the sole responsibility of the User and its guests. If applicable, upon approval from Auxiliary, User must use the Facility loading dock and freight elevator to bring in and take out equipment from the Facility.

User / Auxiliary

____ / ____ **Unsupervised Minors.** Unsupervised minors (persons under the age of 18) are not permitted at the User's Event(s).

User / Auxiliary

____ / ____ **No Smoking.** Smoking is prohibited in the Facility and outdoors within 20 feet of the Facility as well as at any other designated No Smoking area.

User / Auxiliary

____ / ____ **Animals.** Except for animals certified to assist disabled persons, animals are prohibited in the Facility.

User / Auxiliary

____ / ____ **No Flames/Fire/Smoke/Fog.** Open flames and the burning of any materials, including incense is prohibited. Use of candles must receive advance approval and meet fire code regulations. Fog/smoke machines or other equipment, which may activate fire alarms, are prohibited in the Facility.

User / Auxiliary

____ / ____ **No Bare Feet.** Bare feet are prohibited in the building and on the grounds of the Facility.

User / Auxiliary

____ / ____ **Conduct.** The User and guests shall not interfere with the regular use of the Facility, the building and the adjacent areas on Campus by the public or other facility guests. Excessive noise or other disruptive behavior is prohibited.

User / Auxiliary

____ / ____ **Technology Needs.** If the User has extraordinary need for bandwidth, technology equipment or access to the Campus' technology resources. User must submit a written request explaining its particular technology needs to Auxiliary within five business days of the execution of this Agreement. Auxiliary and/or Campus, in its/their sole discretion, shall approve or deny User's request.

User / Auxiliary

____ / ____ **Other:** [description of contract addendum]

Auxiliary: _____ Date: _____

Name and Title: _____

User: _____ Date: _____

Name and Title: _____

Reviewed by the MSLCTC on 2/04/13
11/26/12 - Willy Hsu's revisions in blue.
11/28/12 - Staff's revisions in green.

AORMA Recommended - Facilities Use Agreement Handbook

1. Introduction

A Facilities Use Agreement is intended for short-term rentals of Auxiliary or University rooms, auditoriums, grounds or other related facilities for a specific Event, such as a concert. The Facilities Use Agreement is a legal contract which sets forth the duties and obligations of the Auxiliary and User in connection with the User's Event, which is being held in or on property owned or controlled by the Auxiliary or the University.

2. Facilities Use Agreement

A. Purpose

The *Facilities Use Agreement* is a contract in which the User agrees to abide by specific terms and conditions in order to hold a particular Event at a facility owned or controlled by an Auxiliary Organization or the University.

B. Elements

The AORMA Committee has developed a *Facilities Use Agreement* that contains the following elements:

- Identification of the parties to the Agreement, the location, date and time of the Event.
- Facility Use Fee and Deposit.
- Identification of a Responsible Party representing the User.
- The obligations the User must adhere to as a condition of using the Facility, including conduct, decorations, use restrictions and cleanup.
- An indemnification and hold harmless clause whereby the User agrees to pay the Auxiliary Organization and University for any losses it may suffer as a result of the User's use of the Facility or as a result of an accident that occurs at the Event.
- Specific insurance requirements the User must satisfy in order to use the Facility.
- A list of addenda which may be included in the Agreement as necessary.

3. Procedures/Strategies for Risk Management

Although the Facilities Use Agreement contains an indemnification/hold harmless clause, it should not be relied upon solely to reduce the exposure to risk. The Auxiliary Organization

bears responsibility for the condition of its facilities and for conducting its activities and events in a manner that reasonably protects the health and safety of students or other participants. For this reason, the following risk control measures should be utilized in addition to the use of a release:

- Conduct a risk assessment of the program/activity/Event prior to executing the Facilities Use Agreement.
- Inspect Facilities and equipment for safety hazards frequently and take action to correct. Document actions taken.
- Train staff in emergency response procedures such as first aid and CPR.
- Train staff and participants on how to properly use facilities and equipment.
- Develop and enforce policies and procedures that minimize risk.
- Design programs that reflect the relevant safety standards of the given activity.
- Consider purchasing or requiring others to purchase appropriate insurance coverage as applicable.

4. Instructions

Identifying Information. Upon receipt of an application to use an Auxiliary Organization's Facility, the necessary information can be inserted into the Facilities Use Agreement. This information includes:

- The name and address of the User – *make sure this information is accurate and correct;*
- The specific Facility where the Event is to take place;
- A description of or purpose of the Event – *make sure there are enough specific details to accurately reflect what activity is taking place;* and
- The Date and Time of the Event.

Deposit and Fees. The User must pay a deposit within five business days of the Auxiliary executing the Facilities Use Agreement. The User must pay the total Facility Use Fee no later than 45 days before the Event. Importantly, the User must also submit for Auxiliary review and approval, all necessary insurance paperwork no later than 45 days before the Event. *Note; 45 days is the recommended timeframe only; your particular event may require that this timeframe be shortened.*

Responsible Party. The person who signs the Facilities Use Agreement on behalf of the User is deemed the "Responsible Party." That person shall serve as the primary contact between the Auxiliary and the User group. The Responsible Party is required to coordinate all Event details with the Auxiliary no later than 21 days before the Event and must be in attendance at the entire Event. The Responsible Party is also charged with making sure the Event runs

smoothly and safely and to assure the User adheres to the terms and conditions of the Facilities Use Agreement. *Note; 21 days is the recommended timeframe only; your particular event may require that this timeframe be shortened.*

User's Obligations. In general, the User agrees to abide by Federal, State and local laws, as well as the rules of the Auxiliary, and the University. The User also agrees that it shall not make any permanent alterations to the Facility and shall exercise care in setting up and cleanup after the Event. If the User damages the Facility, the User is responsible for paying to repair the damages. Unless otherwise agreed to in writing, the User is responsible for cleanup, including removal of garbage and recycling efforts. If for any reason the Auxiliary wants to control waste removal or recycling, the Auxiliary should confirm same in writing to the User – this can be done via the Addendum provisions attached to the Facility Use Agreement or in a separate writing signed by the User and the Auxiliary.

No Assignment. The Agreement is not assignable or transferable, unless the Agreement is modified in writing.

Auxiliary's Right to Enter. The Auxiliary maintains a right to enter the Facility during the Event for any reasonable purpose.

Indemnification and Hold Harmless. There is an indemnification and hold harmless provision in which the User agrees to waive and release any and all claims against the Auxiliary, University, etc., from any liability, damages and loss related to or arising out of the Event or the use of the Facility. The exception is any loss or damage which is caused by the sole negligence or willful misconduct of the Auxiliary.

Insurance requirements. User must have and maintain insurance for injuries to persons and damages to property before and throughout the Event. The User must submit the required insurance policy information to the Auxiliary no later than 45 days before the Event; this is the same deadline as the payment of the Facility Use Fee. The Auxiliary must review the insurance paperwork submitted by the User to confirm that it meets the requirements specified in the Facilities Use Agreement. The Auxiliary must approve the insurance paperwork submitted in order for the Event to take place. Pay special attention if the User will be supplying alcoholic beverages at the Event. If so, the general liability insurance coverage must include host liquor liability coverage. If the User is using a caterer or other vendor to supply alcohol, that vendor must have liquor liability coverage. If the User intends to sell alcohol, either the User or vendor providing the alcohol for sale, must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol. *Note; 45 days is the recommended timeframe only; your particular event may require that this timeframe be shortened.*

Special Events Coverage. Special events coverage may be available for an additional fee to provide the liability insurance required by this Agreement. User can obtain additional

information and cost from the Auxiliary. [This needs to be moved to the Handbook.](#) [Moved to Handbook.](#)

Right to Modify. Auxiliary reserves the right to modify these insurance requirements at any time [without any advance notice](#), including limits, based on the nature of the risk, prior experience, prior events, insurer, coverage, or other special circumstances. [This was moved from the Agreement to the Handbook.](#)

Reassignment of Facility. The Auxiliary reserves the right to reassign the User to another Campus facility.

Termination. The Auxiliary may revoke the Facilities Use Agreement if the User fails to timely comply with any pre-Event requirement, for any violation of use conditions or regulations, or at any time for misrepresentation. The Auxiliary may also terminate the Facilities Use Agreement in the event of an emergency.

Entire Agreement / Modification. The Facilities Use Agreement contains all of the written provisions making up the contract between the Auxiliary and the User. No oral promises or other outside agreements will have any force or effect unless they are in writing and signed by both the Auxiliary and User. Therefore, the Auxiliary should not make any representations to the User which are outside of the terms and conditions of the Facilities Use Agreement. For example, do not represent to the User that they will be allowed to hold their Event without timely providing the required insurance paperwork.

Addendum Provisions. Attached to the Facilities Use Agreement is a Facilities Use Agreement Addendum containing additional provisions which may be incorporated into the Facilities Use Agreement if necessary or appropriate. To be effective, the provisions must be initialed by the Auxiliary and the User. The addendum provisions include:

- The Special Equipment and/or Technology needs;
- Campus Police and Security arrangements;
- Vehicle Parking / Traffic / Unloading;
- Unsupervised Minors; and
- Smoking restrictions.

Depending on the location and nature of the Event, the provisions listed in the Facilities Use Agreement Addendum should be initialed so they become incorporated into the Facilities Use Agreement. For example, if the Event is taking place at a Facility indoors then the No Smoking addenda should be initialed so it is incorporated into the Agreement.

Failure to Execute Agreement. Any User who refuses to sign the Facilities Use Agreement shall not be allowed to hold their Event in an Auxiliary or University Facility. The opportunity to hold an Event at an Auxiliary or University Facility is exchanged for the User's execution of the Facilities Use Agreement, which thereby obligates the User to faithfully abide by its terms and conditions. Occasionally, an User may sign the Agreement after crossing out certain portions that they do not like or adding words to modify the Agreement. This is not acceptable.

5. Electronic Signatures

Electronic signatures and acknowledgements can only be used if Government Code section 16.5 and California Code of Regulations section 22000 are adhered to and the User's signature and acknowledgement can be authenticated and a copy of the authentication and process can be produced upon request. It is recommended that the Auxiliary utilize existing security applications and access protocol when establishing an electronic signature process.

The electronic signature or acknowledgement must be stronger than simply clicking "I Agree." It should require the full name of the User / Responsible Party that is signing along with an acknowledgement by the User / Responsible Party that by clicking / checking the subject electronic signature button, that they have read, understood and are accepting all of the terms of the Facilities Use Agreement.

If these additional electronic safeguards cannot be initiated, then the use of a paper waiver / release with a "wet" signature must be used.

Facility Use Agreements sent with an electronic signature or acknowledgement should be stored in electronic form. It is sensible to regularly backup or store waivers that are in electronic form on other media (i.e. burning to a CD) in case of hard drive failure.

6. Retention and Storage

The Facilities Use Agreements and any related addenda or modifications must be stored for at least four years after the Event. It is best practices to store the Agreements and related documents by Event Date in alphabetical order by User name. Doing so greatly expedites retrieval if the Agreement is needed for a legal proceeding. If space becomes a problem, the documents may be stored electronically in lieu of hard copies, but we recommend keeping wet signatures for at least two years after the Event if possible.

7. Conclusion

This handbook is general and is intended only to provide basic information. Your Auxiliary Organization should consult its counsel to respond to any questions regarding this Facilities

Use Agreement or to assist in the use of releases and informed consents as part of your risk management process.

**UPDATE REGARDING THE FY 12/13 RISK REDUCTION
INCENTIVE PROGRAM**

ISSUE: Brent Escoubas, from Alliant Loss Control Services, will provide a verbal update regarding the \$10,000 grants provided to Cal Poly Corporation, The University Corporation, CSU Northridge, and The Cal Poly Pomona Foundation.

RECOMMENDATION: No action is being requested; this item is for information only.

FISCAL IMPACT: The three auxiliaries were each offered a \$10,000 risk reduction grant. To date, CSURMA has not received a request for reimbursement.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

APPROVAL OF POLICY & PROCEDURE A-6
RISK REDUCTION MATCHING GRANT PROGRAM

ISSUE: Policy & Procedure A-6 – Risk Reduction Matching Grant Program (Program) was created to outline the purpose of the Program and also the procedures to be followed by the MSLCTC and the Members when seeking grants under this Program. The MSLCTC approved a “work plan” to be followed for the first year of the Program, which was not a “matching” grant Program. Policy & Procedure A-6 incorporates much of the “work plan” into the Matching Grant Program. It also specifies how the Members will be reimbursed for their Program expenses.

RECOMMENDATION: Staff recommends that the Committee approve Policy & Procedure A-6, with amendments as appropriate.

FISCAL IMPACT: The Policy & Procedure specifies that the MSLCTC will recommend a budget amount for this Program on an annual basis. The FY 12/13 MSLCTC budget includes \$35,000 for this Program.

BACKGROUND: The Risk Reduction Grant Program was approved for FY 12/13 with a budget of \$35,000. The MSLCTC approved grants of \$10,000 each to go to Cal Poly Corporation, The Cal Poly Pomona Foundation and The University Corporation, CSU Northridge. Cal Poly Corporation is working on developing a training program to be viewed on a smart phone. The Cal Poly Pomona Foundation has replaced an excessively slippery floor. As of today, The University Corporation, CSU Northridge is undecided as to how the money will be spent.

PUBLICATION: After the MSLCTC decides on the loss reduction “focus” for FY 13/14 and the AORMA Committee approves the Program costs, Staff will send out a memo to all Members to inviting them to apply for the grant by completing the grant application.

ATTACHMENT(S):

- a. Policy & Procedure A-6 – Risk Reduction Matching Grant Program
- b. Risk Reduction Incentive Program - Work Plan



CSURMA AORMA

POLICY AND PROCEDURE NO. A-6

SUBJECT: RISK REDUCTION MATCHING GRANT
INCENTIVE PROGRAM

ADOPTED: MARCH 21, 2013

EFFECTIVE: MARCH 21, 2013

PURPOSE:

The Risk Reduction Matching Grant Incentive Program (**Program**) makes funds available to AORMA Members (**Members**) in both the Liability and Workers' Compensation programs. It funds specialized training, safety equipment, physical improvements or any other safety related item that will lead to a documentable reduction in claims costs. The purpose of this type of *matching grant program* is to encourage **Members** to enhance existing risk reduction efforts.

POLICY:

1. Annually, the Member Services, Loss Control and Training Committee (**MSLCTC**) will complete the following activities:
 - a. Propose to the AORMA Committee a budget amount for the **Program**.
 - b. Review the Liability and Workers' Compensation loss information to identify patterns and claims which may be preventable with the (1) purchase, replacement or upgrade of physical property or (2) development of specialized training.
 - c. Identify the focus of the **Program** for the upcoming fiscal year.
 - d. Approve a grant application and a maximum per **Member** grant amount.
 - e. Send out a memo to all **Members** identifying the focus of the **Program** and inviting **Members** to apply for the grant by completing the grant application.
 - f. Along with the Program Administrator, the grant applications will be reviewed, and if found to be appropriate and consistent with the purpose of the **Program** may be approved by the MSLCTC.
2. To access funds under the **Program**, a **Member** must submit a brief written request explaining the intended use of the requested funds.
3. The **Member** will also submit an estimate of the total costs for the proposed risk reduction project.
4. Fifty percent (50%) of the **Member's** risk reduction project costs (up to the maximum grant amount approved for that **Member**) will be reimbursed under the **Program**. The **Member** will submit to the MSLCTC the final paid receipt to be used to calculate the **Program** reimbursement amount.

5. After the funds are utilized, the **Member** will provide a brief report providing information that will assist the MSLCTC in monitoring this **Program's** effectiveness and the merits of future **Program** funds.
6. The MSLCTC will work with the Grant Recipients to develop benchmarks to evaluate the success of the **Program**. The MSLCTC will also provide guidance to future Grant Recipients based on these historical benchmarks.

AORMA Risk Reduction Incentive Program Work Plan

Statement of Purpose: A *Risk Reduction Incentive Program* has the intent of making funds available to Auxiliary Members in both Liability and Workers’ Compensation programs, to fund things like specialized training, safety equipment, physical improvements or any other safety related items that will lead to a documentable reduction in claims costs. *This type of project reimbursement program is intended to encourage members to enhance existing risk reduction efforts.*

Typically, commercial insurers may invest 3% to 10% in loss control for Liability and 5% toward Workers’ Compensation; or a range of \$59,000 to \$195,000 and \$130,000 respectively. On the chart below you can see our insurance programs’ total costs compared with the cost of claims; this *Pool Layer “pure” Loss Ratio* does not include excess insurance, or administrative costs. It is designed to show exactly what portion of the money you put in, gets paid out in loss dollars. Although there is nothing necessarily bad (high) about these percentages, they can be reduced even further, creating long-term sustainable savings.

Liability Insurance Program		
Average Annual Losses Capped at Pooled Layer Limit (FY 06/07 to FY 09/10)	Average Annual Pooled Layer Funding (FY 06/07 to FY 09/10)	Loss Ratio
\$1,172,737	\$1,954,799	67%
Workers’ Compensation Program		
Average Annual Losses Capped at Pooled Layer Limit (FY 06/07 to FY 09/10)	Average Annual Pooled Layer Funding (FY 06/07 to FY 09/10)	Loss Ratio
\$1,597,690	\$2,611,434	63%

Loss Ratios for Liability “pools” traditionally hover in the 50% range (depending on both the actuarial confidence level funding, and the pool layer’s exposure to frequent larger claims). With AORMA, a loss ratio range between 45% and 65% is to be expected, with a shock loss from time to time bringing the average higher. Reducing the average annual loss ratio by 10% may be possible if further analysis suggests a frequency problem that could be addressed through safety program/incentives.

Workers Compensation Loss Ratios hover between 55% and 70% and again, based on the same factors, but they are more largely driven by expanding medical costs. Reducing the average 10% may be feasible if risk reduction efforts were placed appropriately.

Program Goals: Achieving a 2 ½ % - 5% additional reduction in the Program Loss Ratios is the key *program goal*, and by adding this tool to AORMA’s Loss Control “toolbox” will make it possible to generate additional long-term, sustainable reductions. If the program reduces pooled layer losses by 5%, then AORMA would see an annual savings of \$97,000 for Liability and \$130,000 for Workers’ Compensation. Over time, the payback could be significant by instilling “*safety*” in the culture and annual costs can be reduced while the savings are maintained long-term.

Obviously, the costs to fund the Risk Reduction Incentive Program will be adjusted annually; programs such as this have a limited life expectancy of about 5 years before the culture is created and the advantages are less significant. But during the next five years the established goals are:

- Reduce the liability loss ratio an additional 5% within 3 years.
- Maintain that lower loss ratio over many additional years.
- Motivate members to be active in identifying and reducing loss - - to instill a “culture of safety.”
- Provide members a financial incentive to develop programs and practices.
- Motivate members to institute (copy) programs created by other members.
- Benefit members financially in the form of reduced insurance costs and increased dividends.

Pilot Program Selection: Biannually, AORMA reviews the losses within the Liability and Workers’ Compensation Programs. For the Pilot program, AORMA staff and the MSLCTC will review the number of claims and severity of claims for the top 25% of the Auxiliary Organizations with the most slip, trip and fall claims within the liability program and food services claims within the workers’ compensation program. The losses will be reviewed for patterns and for claims which may be preventable with the purchase, replacement or upgrade of physical property.

Historically, AORMA *frequency* “**loss leaders**” within the Liability Program are:

1. Auto – 101 claims,
2. Employment practices liability – 60 claims
3. Slip, trip and fall – 40 claims.

And the *severity* “**loss leaders**” are:

1. Employment practices liability - \$2,250,000 in claims costs,
2. Slip, trip and fall - \$990,000 in claims costs,
3. Auto - \$250,000 in claims costs.

This number one loss leader in number of claims – auto – has an insignificant dollar amount - \$250,000 or \$50,000 per year. The second loss leader in – employment practices liability has significant losses; however, a recent contract has been entered into with Employers Group, an HR consulting company, with the hopes of reducing these losses.

And the third loss leader – slip, trip and fall – has as significant number of losses with a significant total dollar amount. These types of claims may be preventable with the purchase, replacement or

upgrade of physical property and/or equipment. Examples – replacement of flooring with non-slip flooring, purchase of non skids shoes for kitchen workers, purchase of pop up safety cones, contract for sidewalk grinding services. *This is why we are utilizing the Pilot Program to address these specific areas.*

Within the Workers' Compensation Program the *loss leader in frequency and severity* is Class Code #1006 (Kitchen Safety). During the Risk Assessment process, the top three loss drivers were identified based upon frequency and severity: 1) floor condition, 2) cuts, and 3) housekeeping. ***These will be the focus area of the Pilot Program.***

Pilot Program Protocols: Careful consideration needs to be given to the perception of this type of grant program; since success will be difficult to define, we don't want to have Members suggesting projects that are less measurable than others, especially at the Pilot stage. As a result, during this pilot stage we will work to create a metric that can be used long term. At first, our conclusion may be more anecdotal, with "*Success Announcements*" generated to demonstrate that goals are on track; but soon we will look for the ability to measure results with long-term metrics; defined **Measurable Loss Improvements**, that would be based on 1) The Auxiliary Organization's own historical loss information, 2) The Auxiliary Organization's claims information compared to other similar Auxiliary Organizations, and 3) OSHA incident rates.

It's also very important at time of tightening budget and increasing insurance costs, that a program like this not be seen as a give-a-way. As a result, the committee has determined a series of protocols to follow when choosing the Members to receive the pilot program grants. The following criteria will be followed:

1. Within the workers' compensation program - address Members with a high frequency and/or severity of claims within workers' compensation class code 1006 (food services)
2. Within the liability program - address Members with a high frequency and/or severity of slip, trip and fall claims
3. Seek the participation of 3-5 campuses that are willing to address and reduce their losses.
4. The chosen participants will agree to meet with Brent Escoubas, from Alliant Loss Control Services, prior to receiving the grant funds to discuss the participant's internal safety and risk control practices and to determine how the grant funds will be utilized.
5. The MSLCTC ad hoc committee reviews proposed projects and allocates funding.
6. The MSLCTC ad hoc committee promotes the program at the annual AOA conference, and throughout the year.
7. ***The Pilot program of FY12/13 transforms into a matching grant program beginning in FY13/14.***

Matching Grant Program Selection: After the pilot program is used as a launch in FY 12/13, the program will be developed as a *matching grant program*. The following outlines the general guidelines to be followed:

- In order to access funds under Risk Reduction Incentive Program, the member must submit a brief written request explaining the intended use of the requested funds. The Program Administrator and the MSLCTC will review each request and, if found to be appropriate and consistent with the purpose of the Risk Reduction Incentive Program, will approve the request and funds will be distributed. (If any request is denied, the member may submit a new or amended request, or appeal the denial to the AORMA Committee, which will make the final determination whether the request should be granted.)
- After the funds are put to use, the member should file a brief report confirming the procedure and relaying any information that may be helpful to the MSLCTC, so that it can monitor the Risk Reduction Incentive Program and consider the merits of future funds.

In the first to three years, identify a theme the program would address such as food service injuries. We talked about “attacking a problem” then monitoring results over the long-term. The system-wide awareness of a risk reduction program has great value. We need to motivate folks’ participation by carefully identifying the product. For example, “the loss that didn’t happen” is the product, but is that enough to sell the concept? A grant-seeking process, including review and award, will need to be developed. An AOA Conference session by the program users may help motivate others. The dollars available will make a difference in participation.

Risk Control Process: AOMRA’s Risk Reduction strategy has a series of key elements:

- The first step in developing a sound Risk Reduction Strategy is to perform a comprehensive **Risk Assessment**. The Risk Assessment will involve a loss analysis, stakeholder interviews and an operational assessment.
- Items identified from the risk assessment as having a risk impact will be measured as **Critical Success Factors**, (or benchmarks). The critical success factors will help align solutions with risk and operational goals and become pre-loss indicators of risk.
- Once critical success factors are identified, the next step is to **Implement Solutions**. Examples of solutions may include, training, program and/or best practices development, purchasing of equipment, contract review or other risk mitigation strategies.
- Once solutions have been implemented, the critical success factors must be monitored and measured. **Monitoring of Results** will quantify the value of the solutions as well as identify any adjustments needed in the implementation process. *This process is repeated indefinitely, or until the desired goal is achieved; see below the section entitled “Monitoring of the Results”.*

Timeline: To begin understanding the benefits from the Pilot Program, to determine if, and how it should be expanded, time is of the essence for implementation. Committees, staff and management need to be comfortable that the expenditure of funds is appropriate before launch. The following timeline is established to back into a first round of “*Success Announcements*” at the upcoming AOA Conference, and may need to be modified depending on the ongoing approval process.

- Five to Seven Pilot Project Identified September, 2012
- Commitment Meetings with Auxiliary Executive Directors & Staff October, 2012
- Pilot Program Launch/Project Funding November 1, 2012
- AOA Conference - *Success Announcements* discussed January 16-19, 2013
- Activities & Accomplishment six month reports due April 1, 2013
- Evaluation of Pilot Program April, 2013
- Decision to fund and launch “matching” Grant Program FY13/14 May, 2013
- Grants reviewed and accepted July, 2013
- Matching Grant Program Funds available for release August, 2013

Monitoring of Results: The key to success of any program involves the ability to measure improvement; but to a certain degree we would be asking Pilot Program participants to “*prove they didn’t have a loss*” if we wanted to effectively measure our results. This is impractical, if not impossible, but we do need to work toward measurable goals.

Activities & Accomplishment: Progress should be shared with stakeholders using a dedicated dashboard or other communication tool with changes made to the program as needed. The program must establish measurable benchmarks and critical success factors associated with goals of the auxiliary and the program (2 ½ % to 5% reduction). In order to determine success of the program, the following questions will be asked of each participant:

- What is the lag time for reporting of claims?
- How do losses, (frequency and severity) compared to previous years?
- How do losses, compare to other AORMA members?
- How do losses compare to the OSHA incident rate?
- Number of Total Lost workdays?
- Based on the lost time cases, what percentage of employees have returned to work?
- What is the average cost per claim and how does this number compare to previous years?

Results will vary depending on the nature of the opportunities identified in the Risk Assessment Process; however results can be measured as soon as 3-15 months following implementation. Leading indicators can be measured sooner than financial impact due to the amount of time required to effect results. Most projects require 12-15 month involvement to ensure that a sustainable model has been implemented.

Attachments:

1. Workers’ Compensation – **Frequency:** Top 10 Auxiliaries by Class Code #1006 (Food Services)
2. Workers’ Compensation – **Severity:** Top 10 Auxiliaries by Class Code #1006 (Food Services)
3. Liability – **Frequency:** Top 10 Auxiliaries by Slip, Trip and Falls
4. Liability – **Severity:** Top 10 Auxiliaries by Slip, Trip and Falls

**REVIEW OF WORKERS' COMPENSATION AND LIABILITY CLAIMS
INFORMATION AT 12/13/12 AND DETERMINATION OF CRITERIA
FOR FY 13/14 RISK REDUCTION MATCHING GRANT PROGRAM**

ISSUE: The Committee will be asked to review several different loss exhibits to determine the Risk Reduction Matching Grant Program criteria (or focus) for FY 13/14.

RECOMMENDATION: Staff recommends that the Committee Members review the loss exhibits attached and determine the focus of the risk reduction grants for the FY 13/14 term.

FISCAL IMPACT: None at this time.

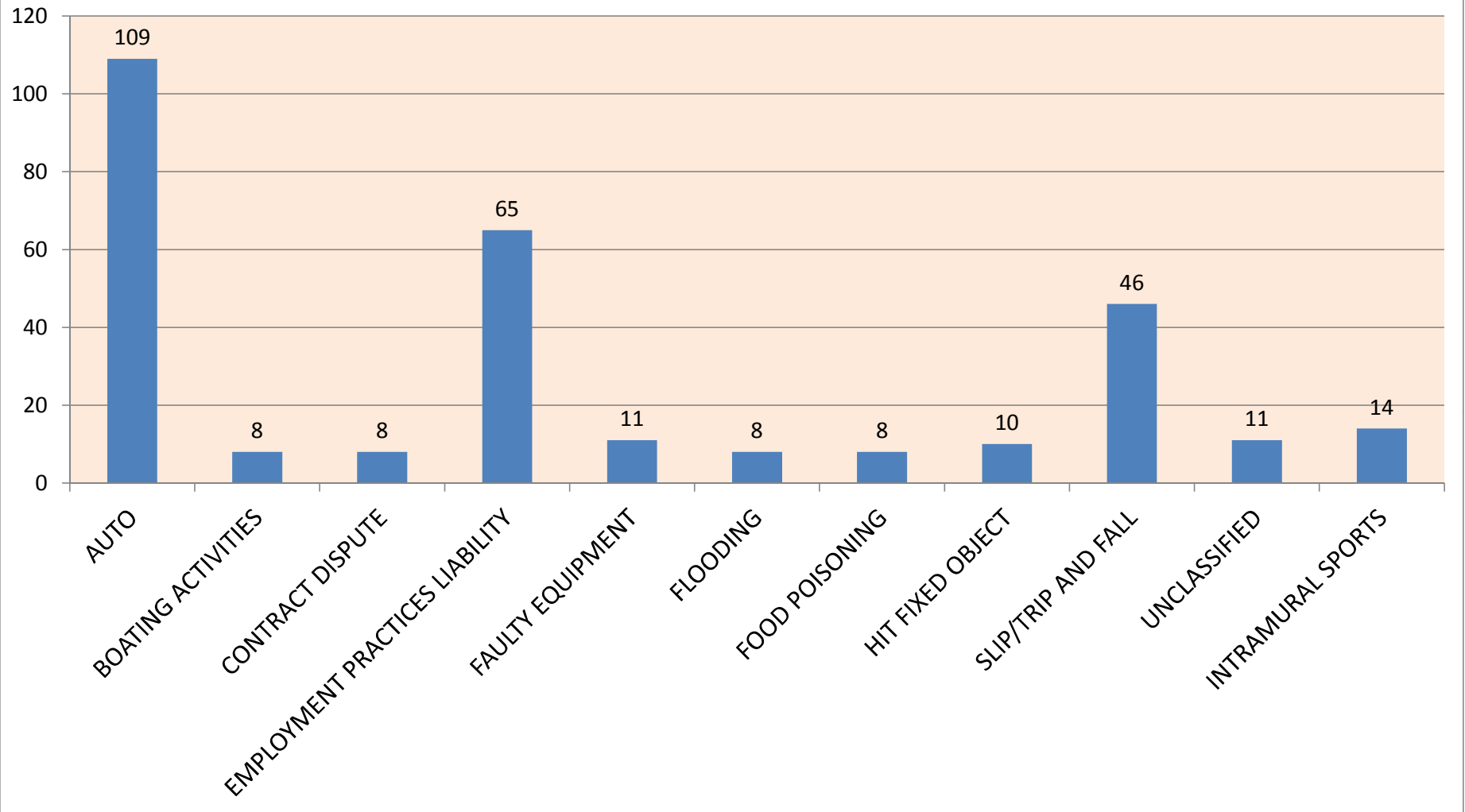
BACKGROUND: The focus chosen for the FY 12/13 risk reduction grant program was kitchen safety (workers' compensation) and slip, trip and fall (liability).

PUBLICATION: None

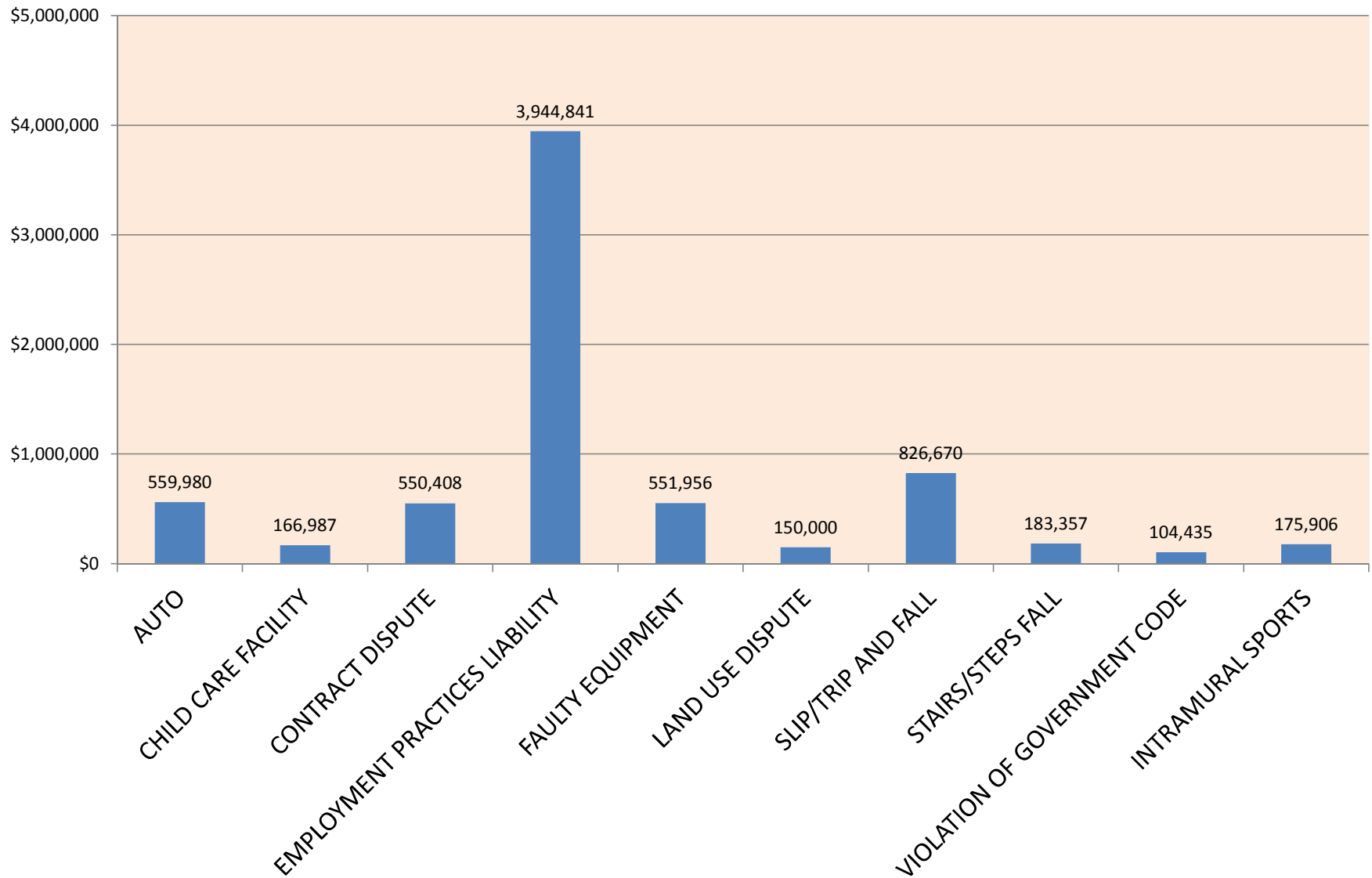
ATTACHMENT(S):

- a. Liability Loss Exhibits
- b. Workers' Compensation Loss Exhibits

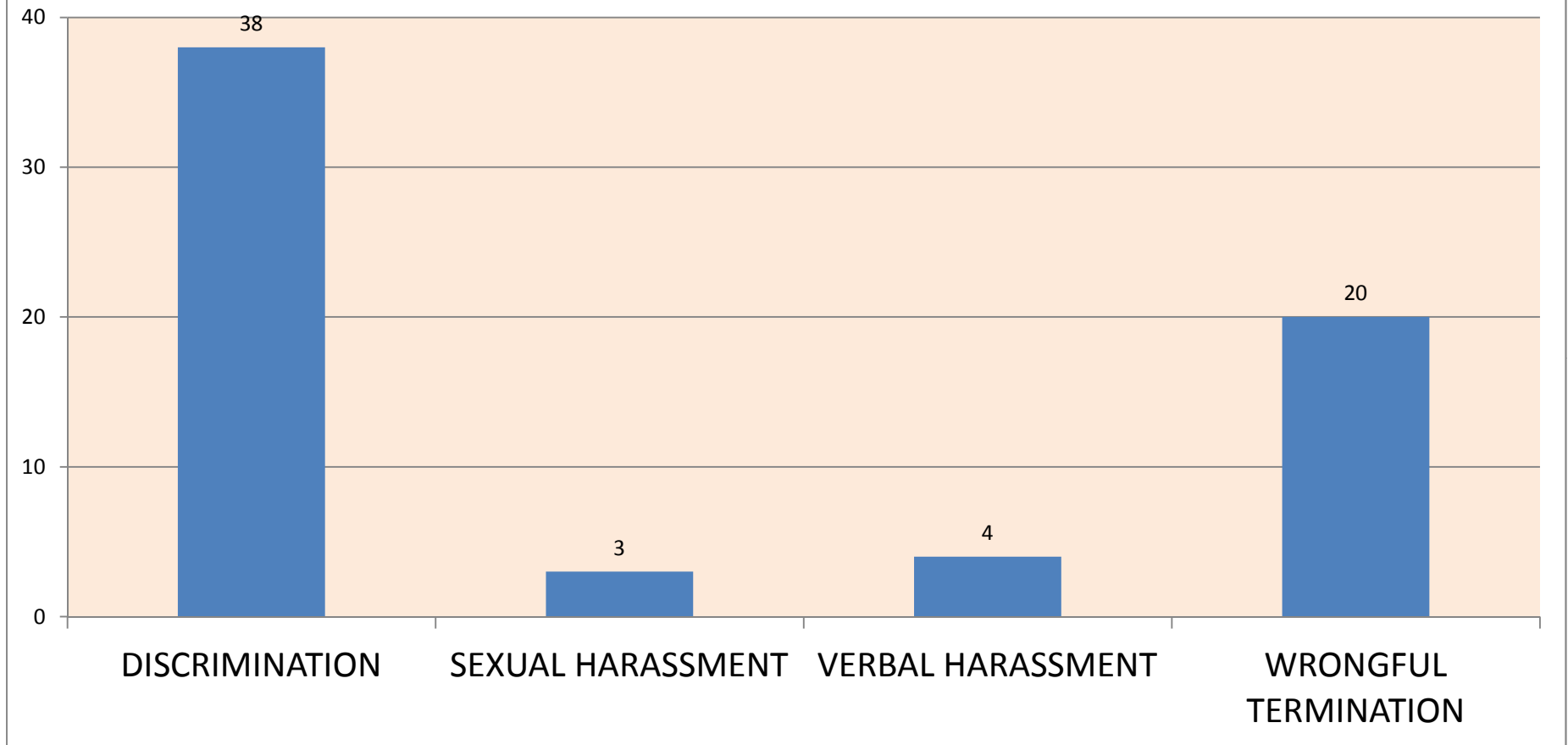
CSURMA AORMA - Liability (Top 10)
Frequency of Total Incurred Cause of Loss 2007 - 2012
As of December 31, 2012



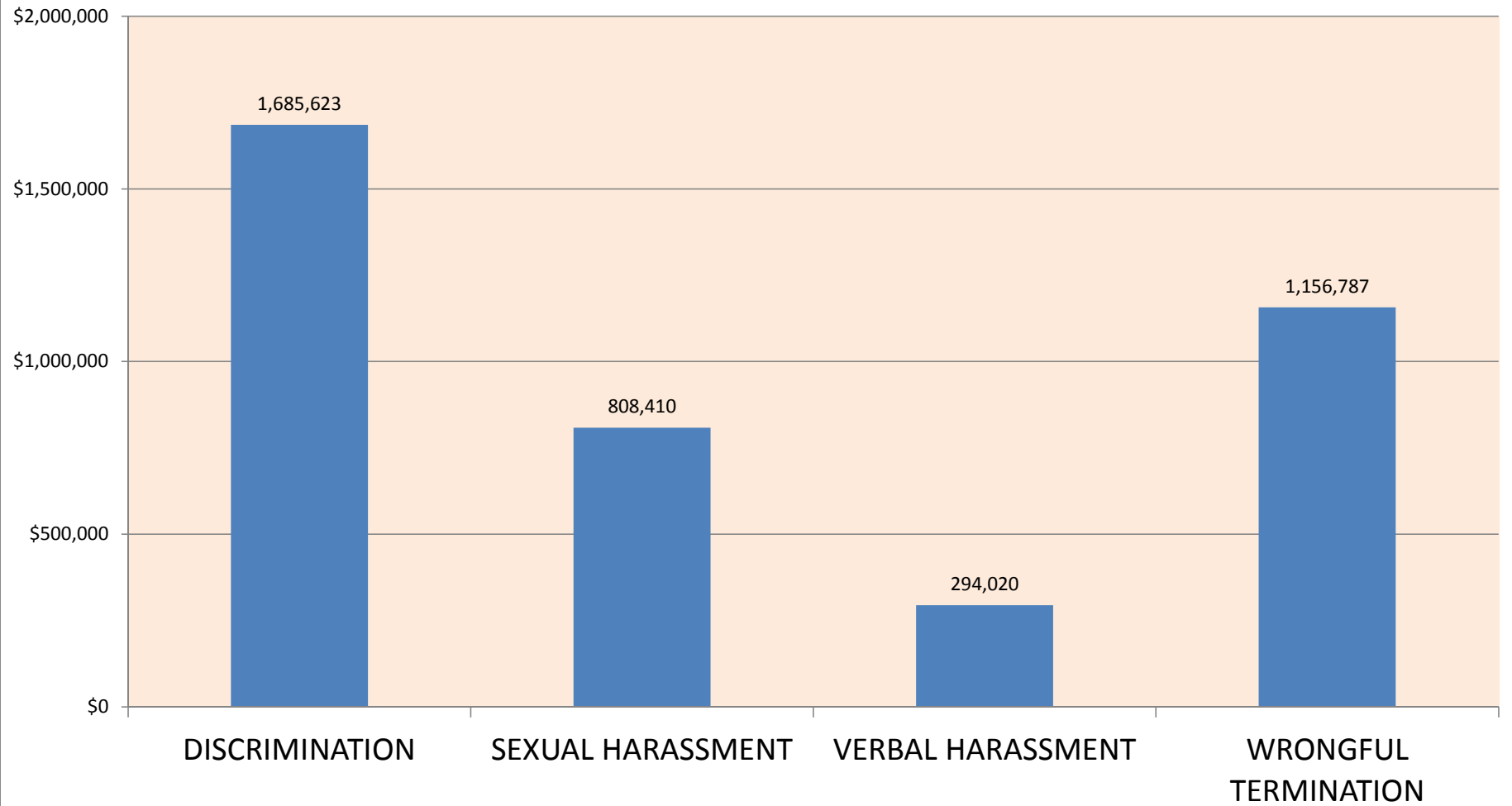
CSURMA AORMA - Liability (Top 10)
Severity of Total Incurred Cause of Loss 2007 - 2012
As of December 31, 2012



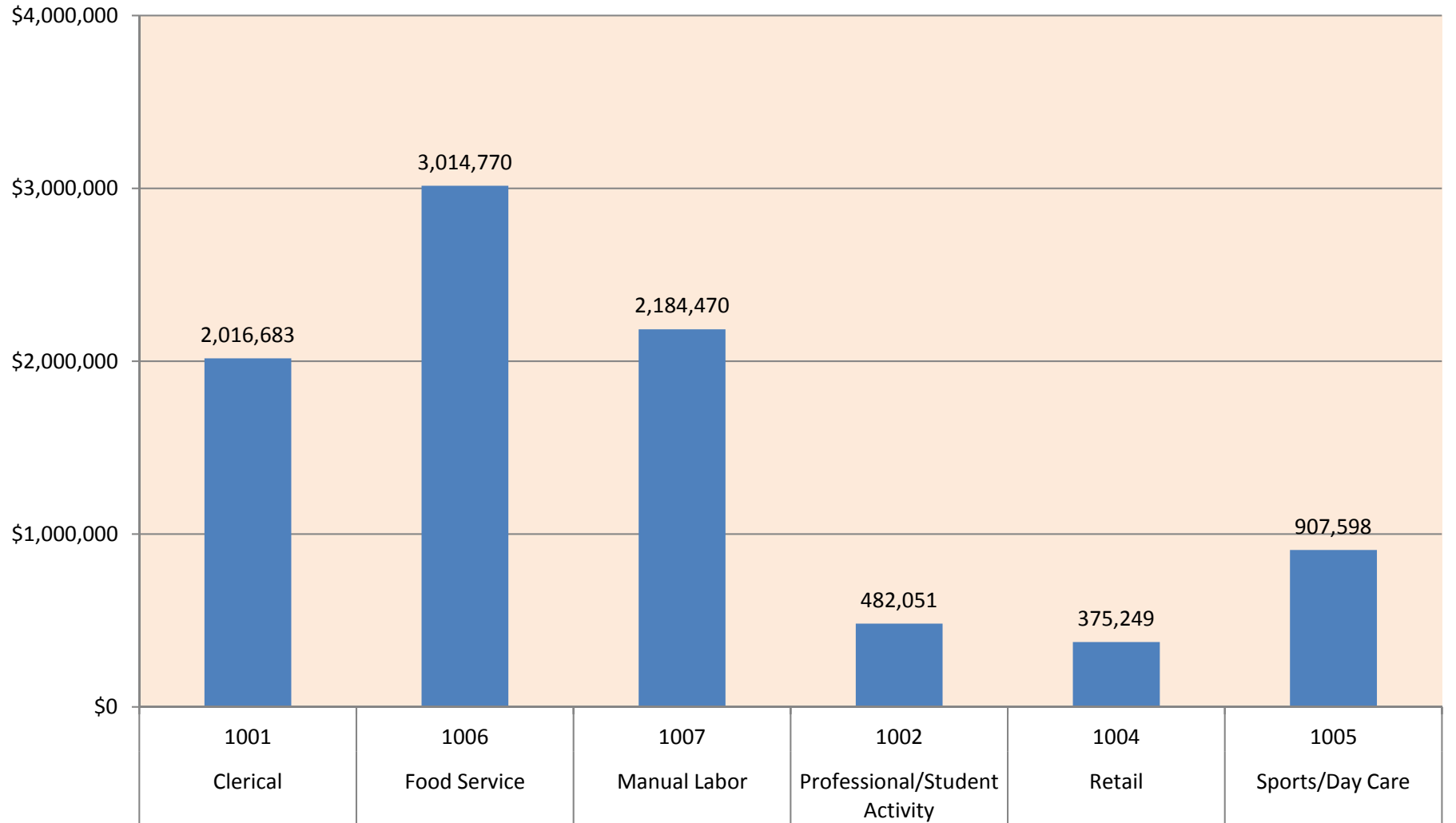
CSURMA AORMA - Employment Practices Liability
Frequency of Total Incurred Cause of Loss 2007 - 2012
As of December 31, 2012



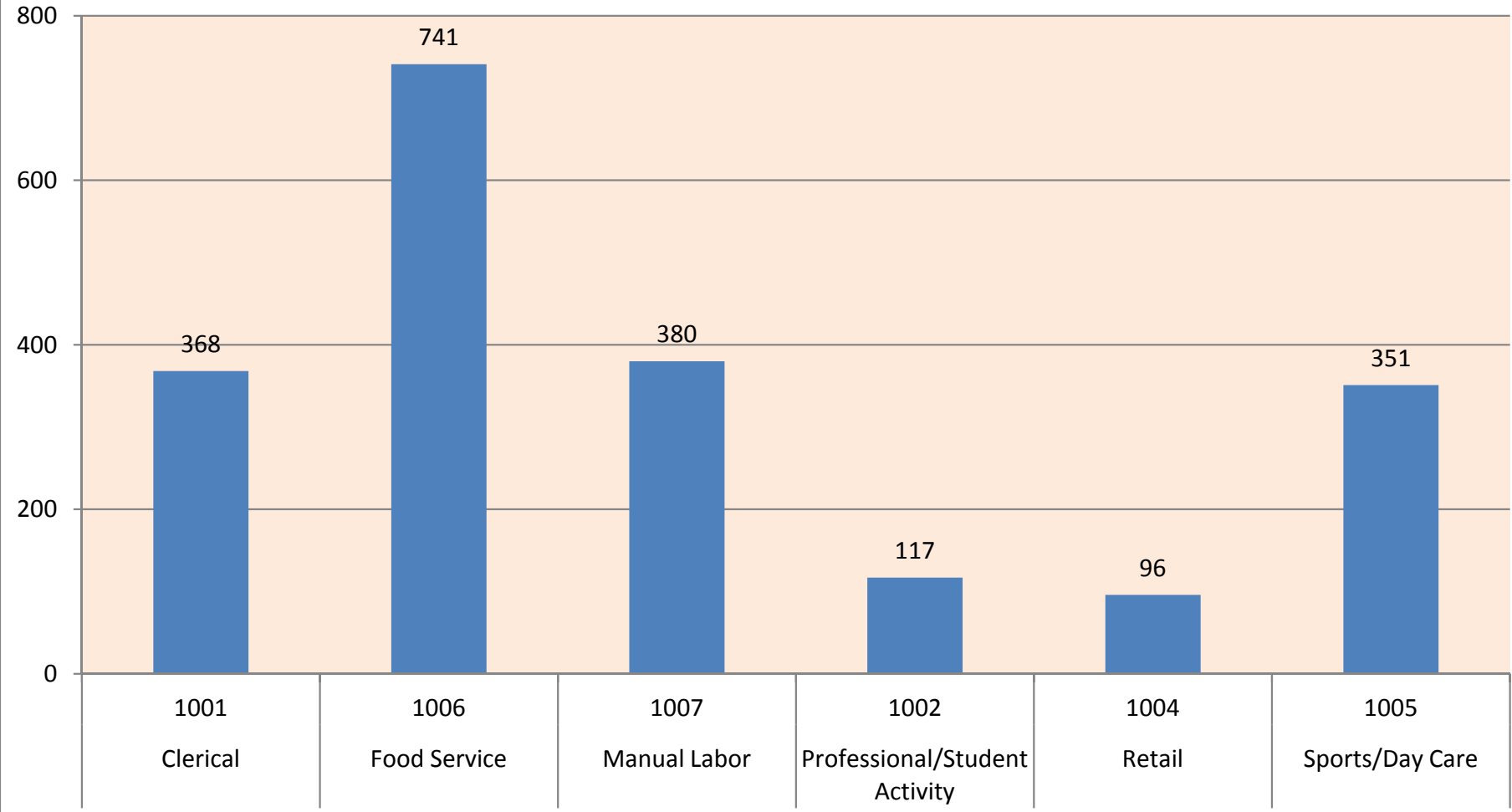
CSURMA AORMA - Employment Practices Liability
Severity of Total Incurred Cause of Loss 2007 - 2012
As of December 31, 2012



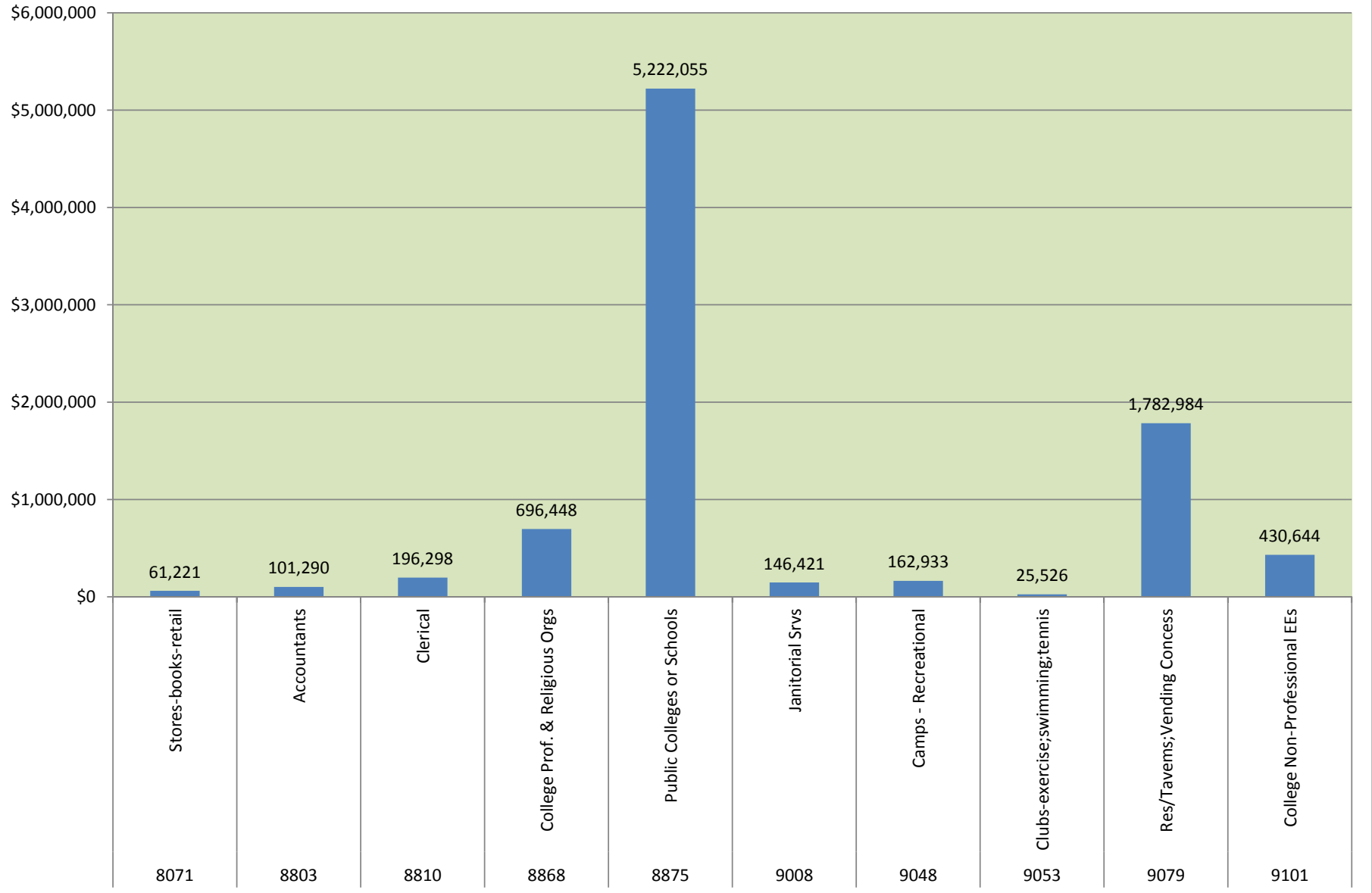
CSURMA AORMA - Workers' Compensation
Severity of Total Incurred by Class Code
January 1, 2007 - December 31, 2012



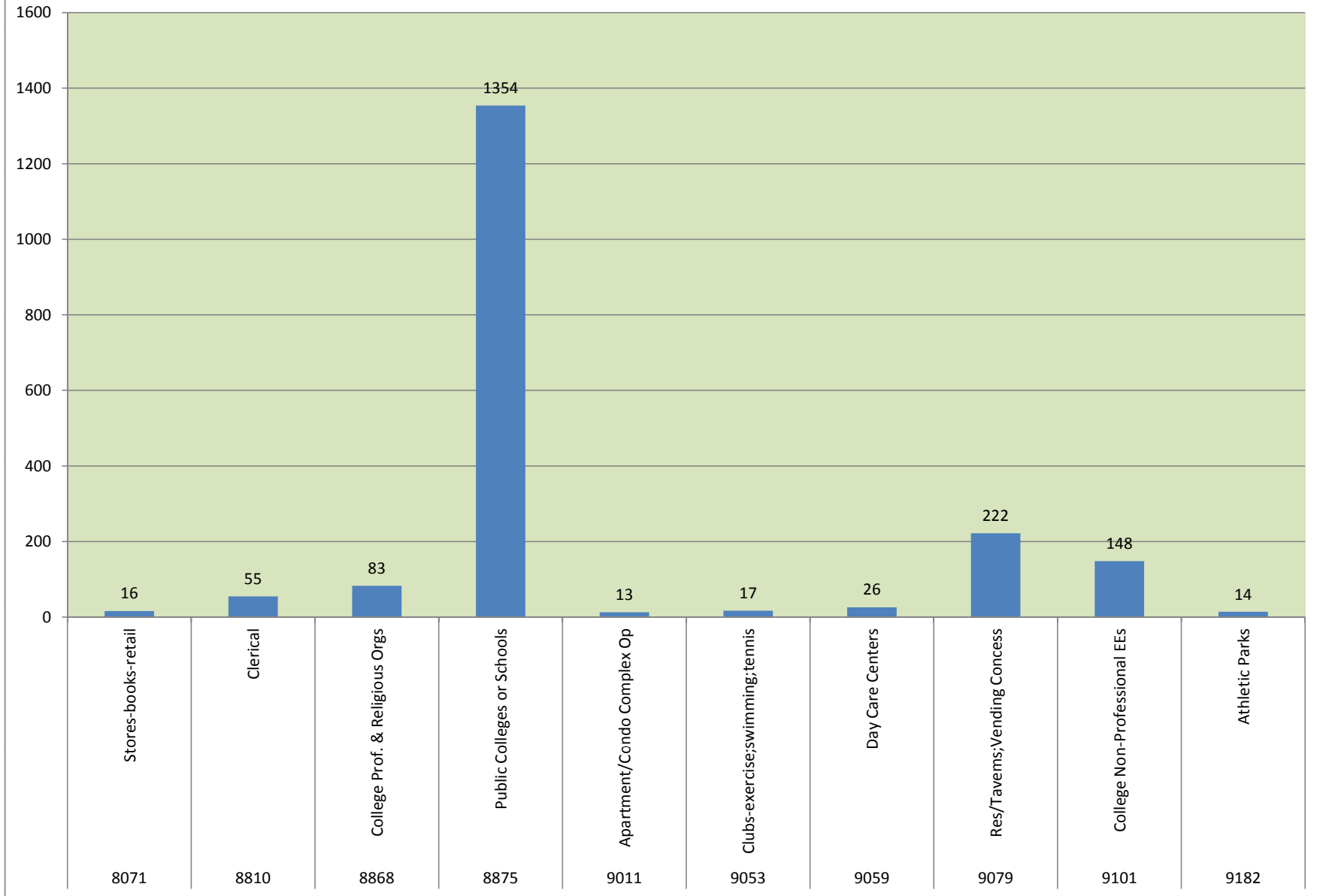
**CSURMA AORMA - Workers' Compensation
Frequency of Total Incurred by Class Code
January 1, 2007 - December 31, 2012**



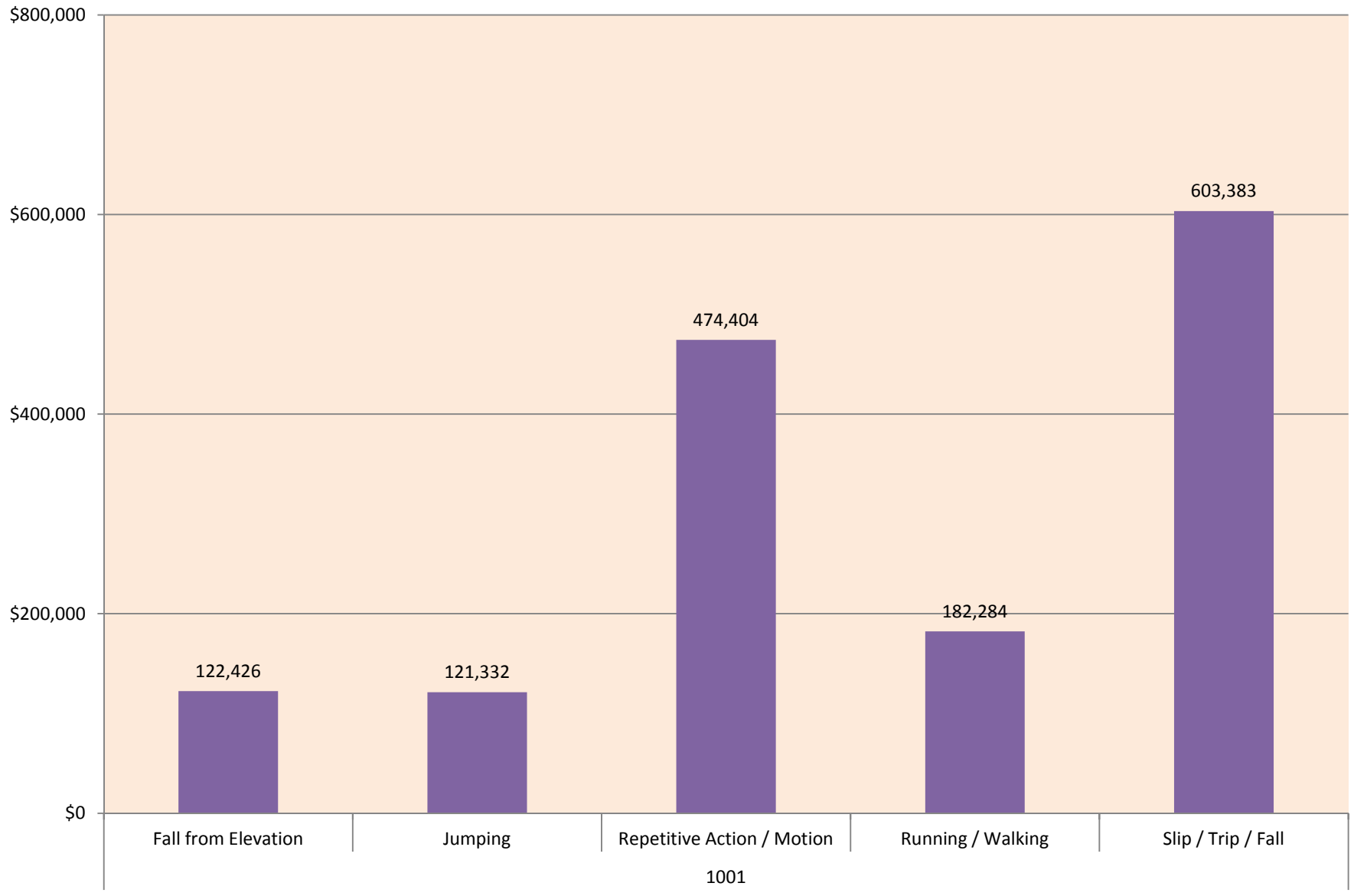
**CSURMA AORMA - Workers' Compensation
Severity of Total Incurred by Old Class Code (Top 10)
January 1, 2007 - December 31, 2012**



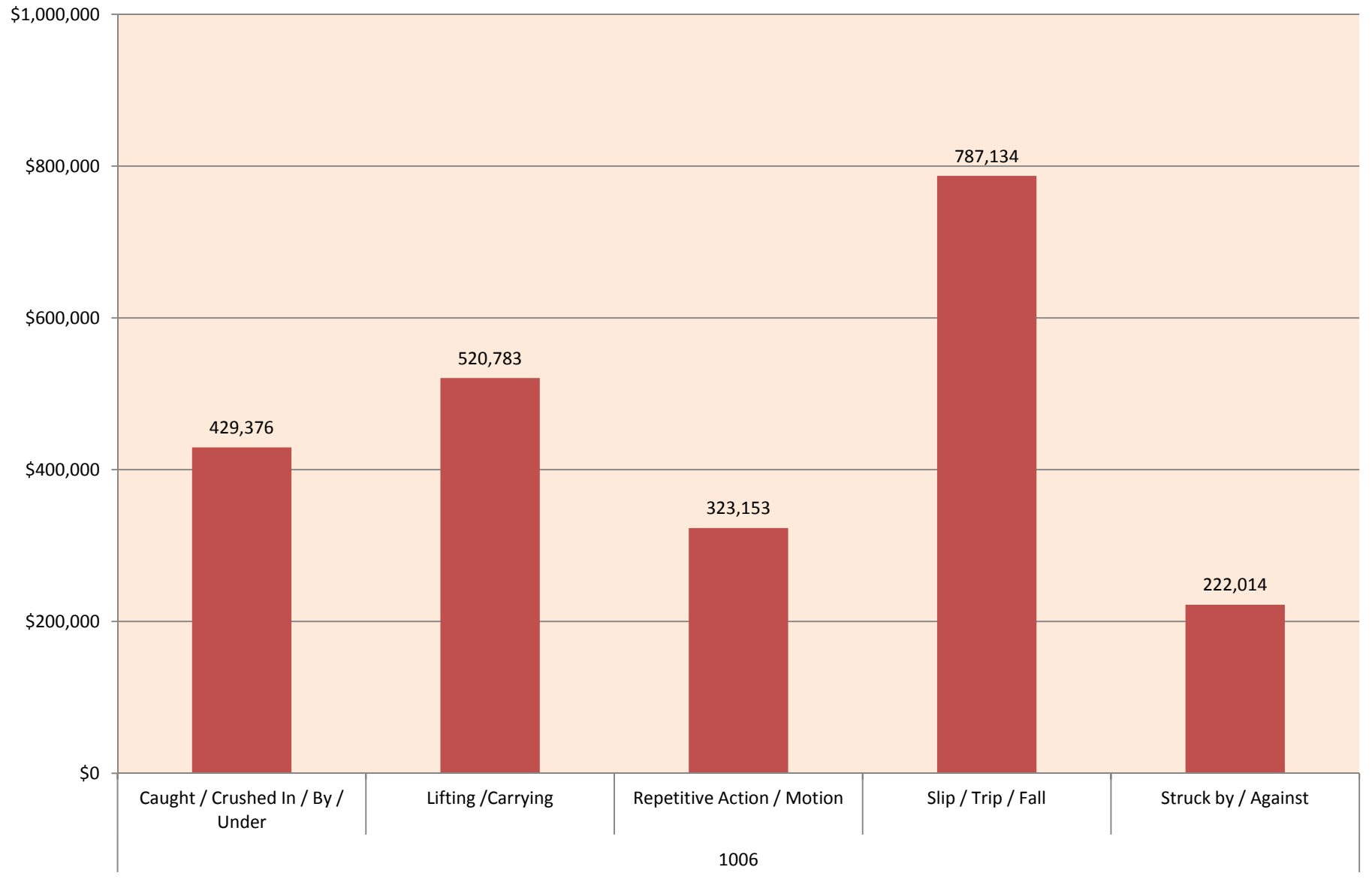
**CSURMA AORMA - Workers' Compensation
 Frequency of Total Incurred by Old Class Code (Top 10)
 January 1, 2007 - December 31, 2012**



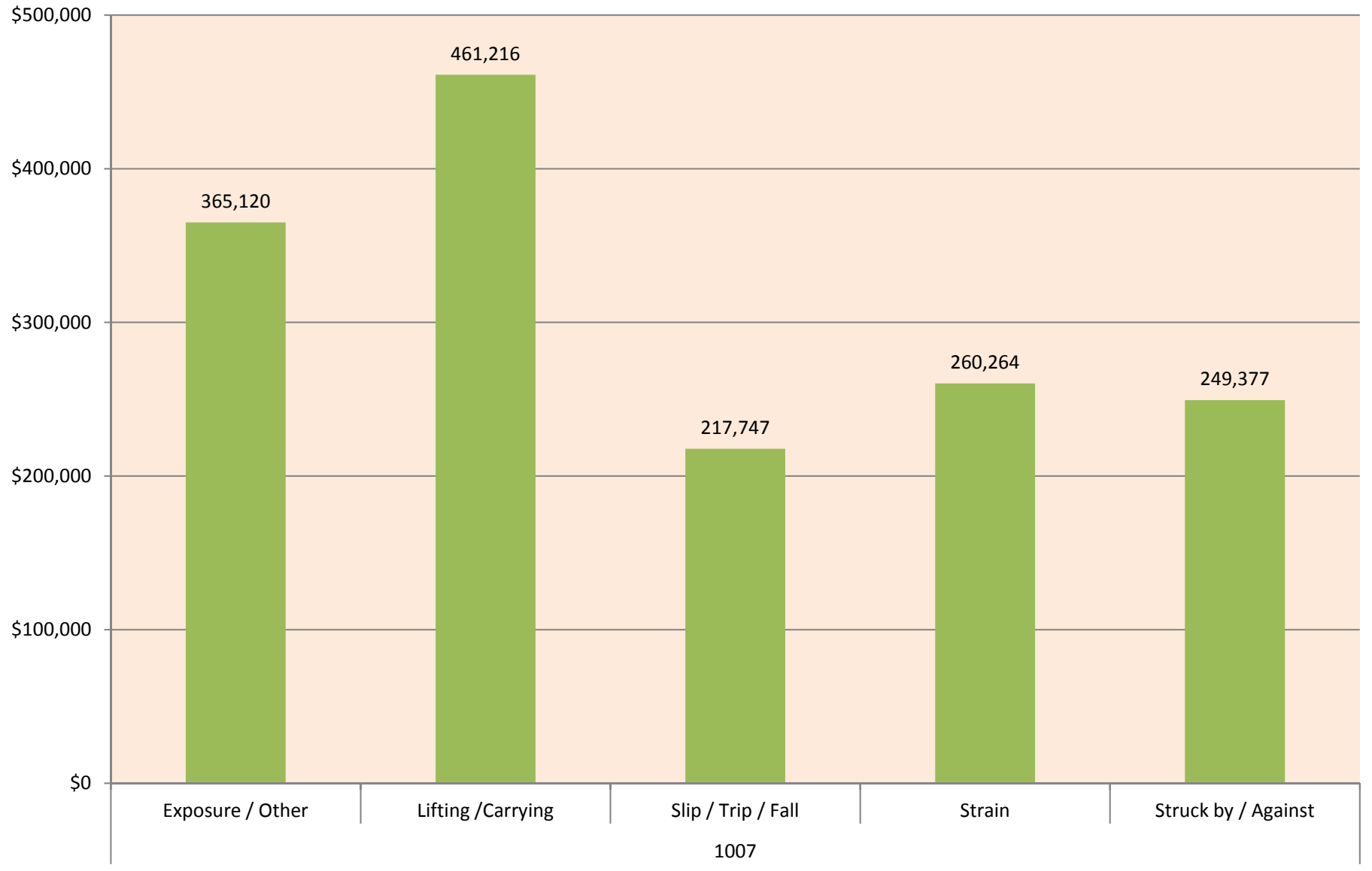
CSURMA AORMA - Workers' Compensation
Severity of Total Incurred by Class Code 1001 - Clerical (Top 5)
January 1, 2007 - December 31, 2012



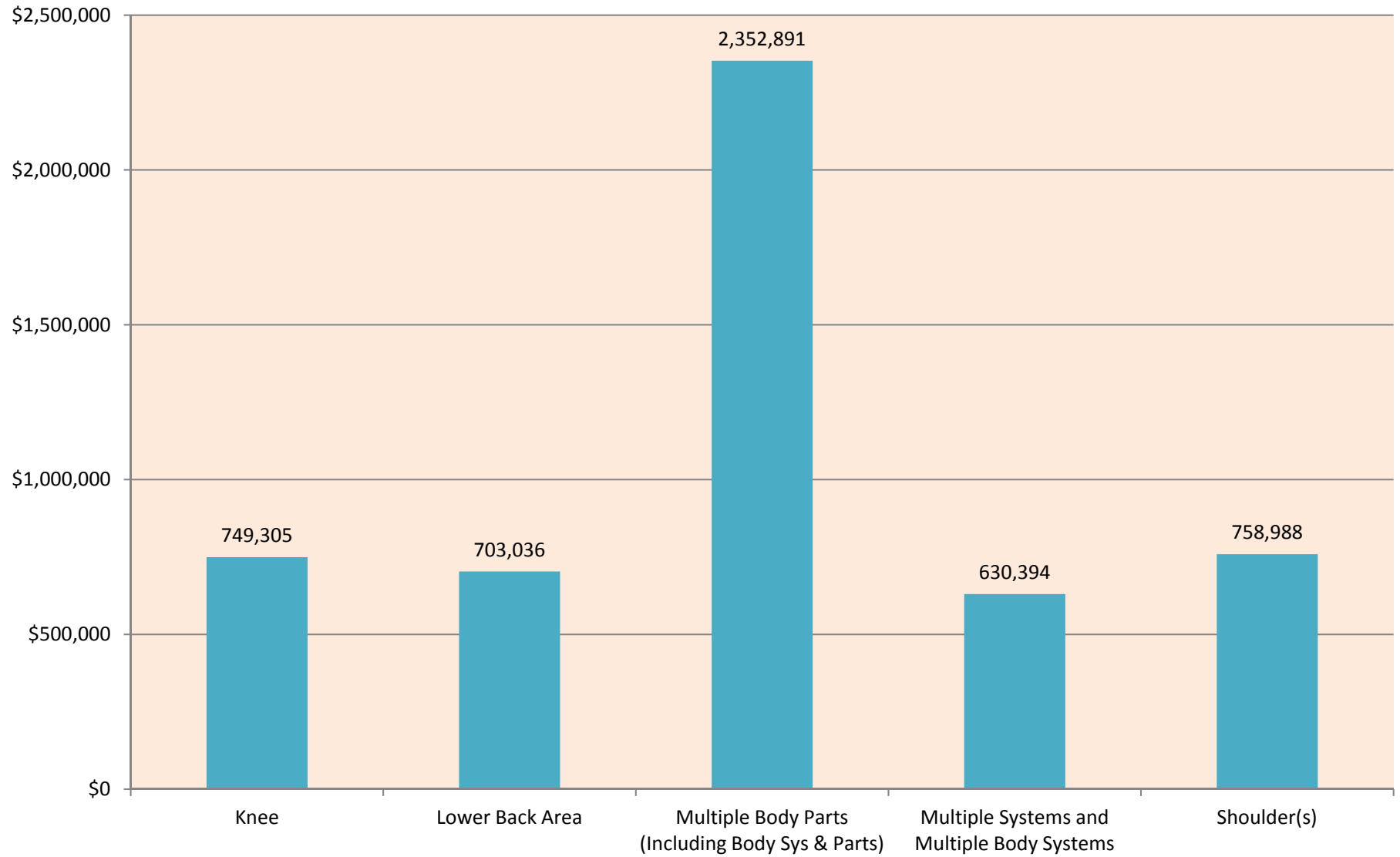
CSURMA AORMA - Workers' Compensation
Severity of Total Incurred by Class Code 1006 - Food Service (Top 5)
 January 1, 2007 - December 31, 2012



CSURMA AORMA - Workers' Compensation
Severity of Total Incurred by Class Code 1007 - Manual Labor (Top 5)
January 1, 2007 - December 31, 2012



**CSURMA AORMA - Workers' Compensation
Severity of Total Incurred by Body Parts (Top 5)
January 1, 2007 - December 31, 2012**



**REVIEW OF THE ALLIANT LOSS CONTROL SERVICES
UTILIZATION REPORT**

ISSUE: Attached for the Committee's review is the Alliant Loss Control Services Utilization Report.

RECOMMENDATION: No action is recommended. This item is for information only.

FISCAL IMPACT: The annual fee for Alliant Loss Control Services is \$72,500, which provides the Auxiliary Organizations with 50 safety days annually. The cost of each safety day is \$1,450. This expense is currently included within the CSURMA AORMA budget and therefore, has already been collected from each Auxiliary Organization.

BACKGROUND: This is a one year contract. The current term of this contract is July 1, 2012 to June 30, 2013.

PUBLICATION: None

ATTACHMENT(S):

- a. Alliant Loss Control Services – Utilization Report.

REVIEW OF THE TARGET SOLUTIONS UTILIZATION REPORT

ISSUE: Attached for the Committee's review is the TargetSolutions utilization report.

RECOMMENDATION: No action is recommended. This item is for information only.

FISCAL IMPACT: The FY 12/13 annual fee for TargetSolutions is \$80,750. This cost is currently included within the CSURMA AORMA budget and therefore, has already been collected from each Auxiliary Organization. Based on the number of courses completed within 2012 – 12,464 - AORMA is paying approximately \$6.47 per seat.

BACKGROUND: This is a three year contract. The term of this contract is July 1, 2012 to June 30, 2015.

PUBLICATION: None

ATTACHMENT(S):

- a. TargetSolutions – AORMA 2012 Member Metrics Report

AORMA 2012 Member Metrics

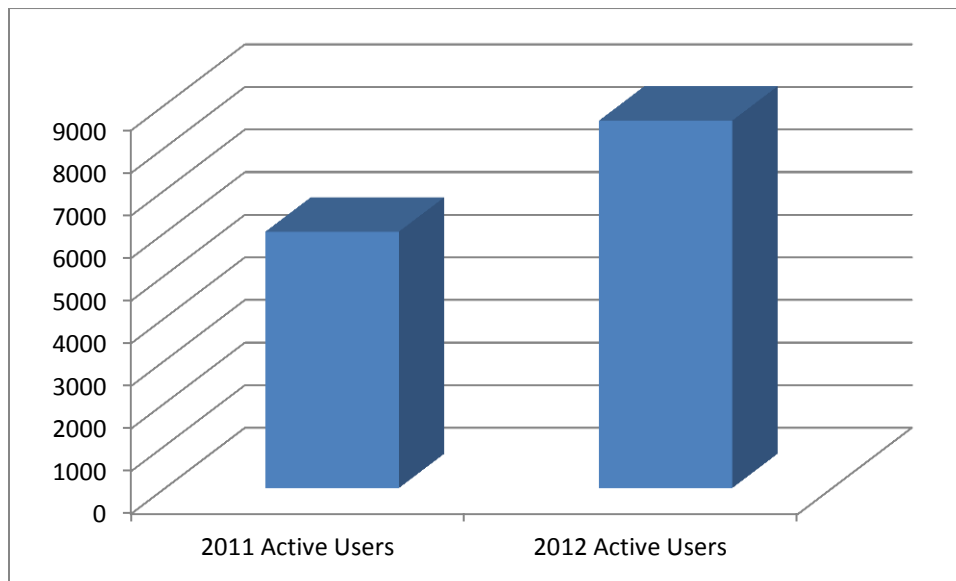
2011 Business Review Goals:

1. Increase Activity by 15%

The data that is presented below is based on a 12 month analysis.

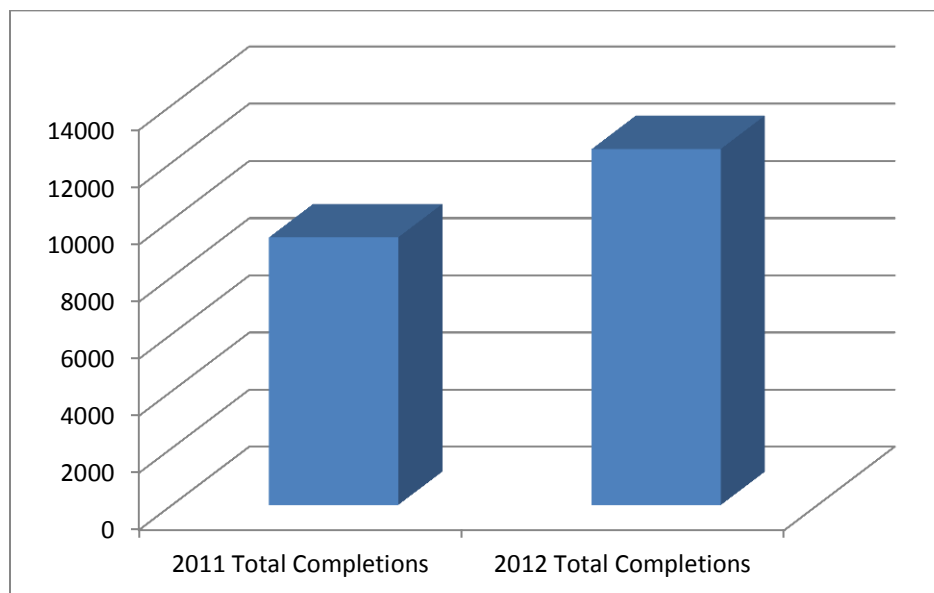
2012: User Participation

In 2011, there were 6,018 Active Users in the TargetSolutions system. In 2012, we have increased the total number of Active Users to **8,625**. This is a **43% increase** from 2011 to 2012. The number of total users on the system has **increased 48%** in 2012.



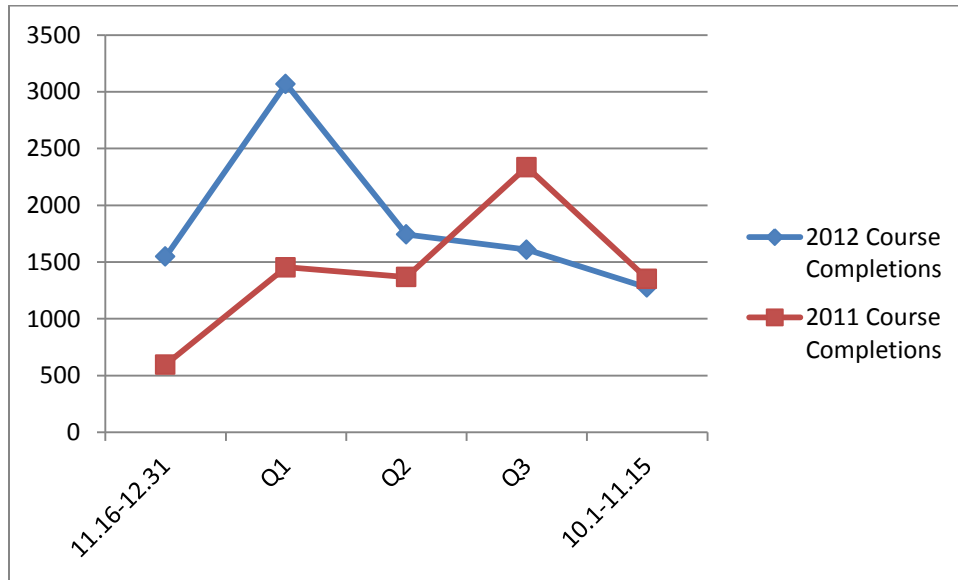
2012: Total Completions

In 2011, there were 9,376 total completions – of courses & activities. In 2012 there were **12,464 total course and activity completions** from all member sites. This is a **33% increase**.



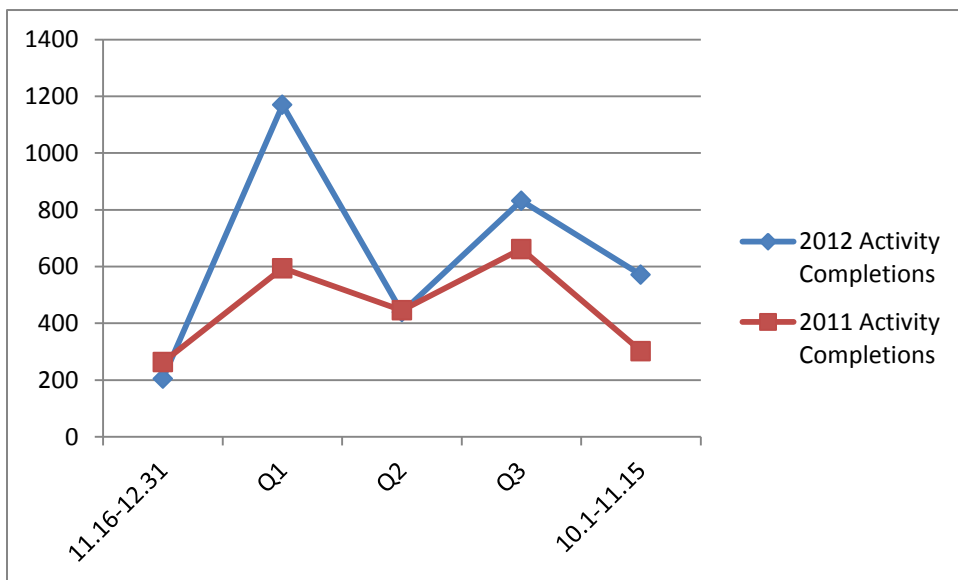
2012: Total Course Completions

In 2012, we see an increase in number of active users completing courses. In 2011, there were 7,109 total course completions while in 2012 there were **9,247** course completions from all member sites. This is an **increase of 30%** in total course completions.



2012: Total Activity Completions

In 2012, we see an increase in number of active users completing custom activities. In 2011, there were 2,267 total activity completions while in 2012 there were **3,217** total activity completions from all member sites. This is an **increase of 42%** in total activity completions.



REVIEW OF THE EMPLOYERS GROUP UTILIZATION REPORT

ISSUE: Attached for the Committee's review is the Employers Group utilization report.

RECOMMENDATION: No action is recommended. This item is for information only.

FISCAL IMPACT: Currently, the annual rate per Auxiliary Organization is \$485, or a total of \$27,855. This expense is currently included within the CSURMA AORMA budget and therefore, has already been collected from each auxiliary member. Based on the number of Helpline Calls and Resource Library Calls of 388 and 130, respectively, AORMA is paying approximately \$54 per call.

BACKGROUND: The current contract was extended from February 28, 2013 to June 30, 2013, so that the results of the Vendor Survey (sent out by the CSU Chancellor's Office) would be available for review prior to renewing this contract effective July 1, 2013.

The Employers Group has been providing HR consulting services to AORMA members since March 1, 2011.

PUBLICATION: None

ATTACHMENT(S):

- a. Employers Group Utilization Report as of January 23, 2013

**AORMA - HR Consulting
Employers Group
Utilization Report as of 1/23/2013**

Type of Activity	Total Activity - As of 7/15/2011	Total Activity - As of 10/21/2011	Total Activity - As of 1/25/2012	Total Activity - As of 3/12/2012	Total Activity - As of 6/11/2012	Total Activity - As of 7/11/2012	Total Activity - As of 10/22/2012	Total Activity - As of 1/23/2013
Helpline Calls	54	194	251	283	326	332	363	388
Resource Library	22	61	82	94	106	108	118	130
Comp/Benefits Survey Participation	2	2	2	2	2	2	3	4
Roundtable/Webinar Attendance	8	8	8	14	22	22	22	29
Public Workshop Trainings*	4	4	4	4	8	8	8	8
Registration - Workplace/Employment Law Update		5	8	8	8	8	17	21
Inquiry/Proposed – On-Site Training*	5	6	7	8	8	10	13	14
Contracted - On-Site Training	0	0	2	5	5	7	9	11
Inquiry/Proposed - On-Line training		1	1	1	3	4	4	4
Contracted - On-Line Training			1	1	2	3	3	3
Inquiry/Proposed Affirmative Action Planning	2	3	4	4	6	6	9	10
Contracted - Affirmative Action Planning	0	1	2	2	4	4	6	6
Contracted - Affirmative Action Plan Audit Support	0	1	1	1	1	1	1	1
Inquiry/Proposed – Employee Handbook*	3	3	3	3	3	3	3	3
Inquiry/Proposed – E.O.S.*	1	1	1	1	1	1	1	1
Contracted - EOS	0	0	1	1	1	1	1	1
Inquiry/Proposed – Consulting*	2	3	3	4	5	5	7	8
Contracted - Consulting	0	0	1	1	1	1	1	1
Inquiry/Proposal - Unemployment Insurance Management	1	1	1	1	1	1	2	3
Contracted - Unemployment Insurance Management	0	1	1	1	1	1	1	1
Inquiry/Proposal - Comp.Benefits Planning	0	1	2	5	6	6	7	7
Contracted - Research, Comp/Benefits Planning	0	1	1	2	3	3	3	3

FY 12/13 AORMA LONG RANGE ACTION PLAN

ISSUE: The Program Administrator includes a copy of the current AORMA Long Range Action Plan in every agenda.

RECOMMENDATION: No action is requested; this item is for information only.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. FY 12/13 AORMA Long Range Action Plan

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
AORMA COMMITTEE				
A-1	FORMULA FOR DETERMINING AN AO'S MINIMUM EPL DEDUCTIBLE			
	AORMA Committee	Review and approve EPL deductible size criteria	October 25, 2012	Completed
	AORMA Committee	Review and approve P&P – Formula for Determining an AO's Minimum EPL Deductible	December 6, 2012	Completed
	AORMA Committee	Review and approve list of AO's that will be subject to a higher EPL	December 6, 2012	Completed
	AORMA Committee	Review and approve updated deductible credits based on the \$50,000, \$75,000 and \$100,000 amount	December 6, 2012	Completed
	Staff (Alliant)	Notify AO's of deductible changes and options	January 1, 2013	Completed
A-2	CSURMA WEBSITE			
	Staff (Alliant)	Create and launch the new CSURMA website	April 1, 2013	
A-3	AORMA UIP – CLAIMS ADMINISTRATION			
	Staff (Alliant)	Send out RFP for UIP claims administration	October 5, 2012	Completed
	UIP Ad Hoc Committee	Review responses to RFP and make a recommendation to the AORMA Committee for the FY 13/14 UIP claims administration renewal	November 1, 2012	Completed
	AORMA Committee	Review proposals for UIP claims administration and approve claims administrator	December 6, 2012	Completed
A-4	CAMPUS VISITS			
	Staff (Alliant)	Complete individual PowerPoint Presentations for all 89 Auxiliary Organizations	February, 2013	
	Staff (Alliant)	Visit each campus and meet with the individual Auxiliary Organizations.	February, 2013	

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
AORMA COMMITTEE				
A-5	LEGAL OPINION REGARDING AUXILIARY ORGANIZATION STUDENT UI CLAIMS			
	CSURMA Legal Counsel	Obtain a legal opinion from legal counsel as to how student UI claims should be handled	January 1, 2013	
	Staff (Alliant)	Survey all UIP members to see how they are handling student UI claims	February 1, 2013	
	AORMA Committee	Review legal opinion and survey results	March 21, 2013	
	AORMA Committee	Review and approve Policy and Procedure regarding student UI claims	March 21, 2013	
	Staff (Alliant)	Send out approved Policy and Procedure regarding student UI claims	April 1, 2013	

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
PROGRAMS COMMITTEE				
P-1	EARTHQUAKE INSURANCE PROGRAM			
	Staff (Alliant)	Send out survey to see which AORMA members are interested in joining the EQ Insurance Program	April 1, 2012	Completed
	Staff (Alliant)	Complete RMS Catastrophe Risk Report	July 1, 2012	Completed
	Staff (Alliant)	Present RMS Catastrophe Risk Report to the AORMA Committee	September 1, 2012	Completed
	AORMA Committee	Discuss if there is a fiscal ability to form an EQ Insurance Program reviewing the results of the California elections.	December 6, 2012	Completed
	Staff (Alliant)	Begin underwriting, rating and pricing the EQ Insurance Program	December 2012	Completed
	Staff (Alliant)	Send out estimated program pricing to all AORMA members who responded to the EQ survey.	January 31, 2013	
P-2	ONE-RATE WORKERS' COMPENSATION PROGRAM (for FY 14/15 term)			
	PC	Discuss current rating and allocation methodology	January 3, 2013	Completed
	PC	Review alternative rating and allocation methodologies	April 18, 2013	Project Terminated
	PC	Review and approve final revised rating and allocation methodology	August 1, 2013	
	AORMA Committee	Review and approve final revised rating and allocation methodology	September 11, 2013	
	Staff (Alliant)	Notify AO's of their new premium allocation	January 1, 2014	

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
PROGRAMS COMMITTEE				
P-3	PROPERTY and CRIME PROGRAMS – RATING METHODOLOGY (for FY 14/15 term)			
	PC	Discuss current rating and allocation methodology	January 3, 2013	Completed
	PC	Review alternative rating and allocation methodologies	April 18, 2013	
	PC	Review and approve final revised rating and allocation methodology	August 1, 2013	
	AORMA Committee	Review and approve final revised rating and allocation methodology	September 11, 2013	
	Staff (Alliant)	Notify AO's of their new premium allocation	January 1, 2014	
P-4	AORMA WORKERS' COMPENSATION PAYROLL RULES TO FOLLOW			
	Staff (Alliant)	Review the AORMA Workers' Compensation Payroll Rules to Follow document and make suggestions for change as necessary	December 2012	Completed
	PC	Review revisions, if any, and recommend approval to the AORMA Committee	January 3, 2013	Completed
	AORMA Committee	Review and approve modifications to the AORMA Workers' Compensation Payroll Rules to Follow document	March 21, 2013	

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE				
M-1	RISK REDUCTION INCENTIVE GRANT PROGRAM (for FY 12/13)			
	MSLCTC ad hoc	Approve recipients of the Risk Reduction Incentive Grant Funds	November 5, 2013	Completed
	MSLCTC ad hoc	Provide a recap of the grant program at the AoA Conference	January , 2013	Completed
M-2	RISK REDUCTION MATCHING GRANT PROGRAM (for FY 13/14)			
	MSLCTC	Approval of Formal Policy and Procedure for the Risk Reduction Matching Grant Program	February 4, 2013	
	AORMA Committee	Approval of Formal Policy and Procedure for the Risk Reduction Matching Grant Program	March 21, 2013	
	MSLCTC	Review Workers' Compensation and Liability claims information @ 12/31/12 and determine criteria for matching grant program	February 4, 2013	
	Staff (Alliant)	Send out notification to AORMA members of the grant criteria and solicit participants	February, 2013	
	MSLCTC	Review grant applications received; approve participants	June 3, 2013	
M-3	FACILITIES USE AGREEMENT			
	MSLCTC	Review AORMA Recommended Facilities Use Agreement – recommend amendments as appropriate	November 5, 2012	Completed
	MSLCTC	Review and Approve additional recommended changes to the Facilities Use Agreement as provided by CSURMA Legal Counsel	February 4, 2013	
	AORMA Committee	Review and Approve AORMA Recommended Facilities Use Agreement	March 21, 2012	
	Staff (Alliant)	Update AORMA Toolkit with approved Facilities Use Agreement	March 21, 2012	
	Staff (Alliant)	Send out AORMA Bulletin notifying members of the new Facilities Use Agreement	March 21, 2012	
	MSLCTC	Review AORMA Recommended Facilities Use Agreement; recommend amendments as appropriate	November 18, 2013	

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
M-4	ON-LINE SAFETY TRAINING			
	MSLCTC	Continue to monitor on-line safety training through SkillSoft	November 5, 2013	
	MSLCTC	Review optional on-line safety training through SkillSoft; provide recommendation to the AORMA Committee	February 4, 2013	
	AORMA Committee	If applicable, approve contract with SkillSoft	March 21, 2013	
	Staff (Alliant)	If applicable, give notice of contract termination to TargetSolutions (60 days in advance of 7/01 renewal)	April 1, 2013	

CSURMA AORMA 2013 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 – 2013 Meeting Calendar

2013 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2013		FEBRUARY, 2013		MARCH, 2013	
3	PC: Teleconference, 2:00 p.m.	4	MSLCTC: Teleconference, 11:00 a.m.	21	AORMA: Newport Beach, 9:00 a.m.
				21	EC: Newport Beach, 2:30 p.m.
				22	EC LRP: Newport Beach, 8:00 a.m.
					Only the AORMA Chair and Vice Chair attend the EC meetings
					Only the AORMA Chair attends to AOA EC meeting
APRIL, 2013		MAY, 2013		JUNE, 2013	
18	PC: Teleconference, 2:00 p.m.	9	AORMA: Long Beach, 10:00 a.m.	3	MSLCTC: Teleconference, 11:00 a.m.
		10	EC: Long Beach, 9:00 p.m.		
		10	BOD: Long Beach, 10:30 a.m.		
			Only the AORMA Chair and Vice Chair attend the EC meetings		
			All AORMA Committee members attend the BOD		

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



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2013 CSURMA • AORMA MEETING CALENDAR

JULY, 2013		AUGUST, 2013		SEPTEMBER, 2013	
TBD	AORMA Officers Retreat: Only the AORMA Chair, Vice Chair, Past Chair and Ex Officio attend the AORMA Officers Retreat	1 26	PC: Teleconference, 2:00 p.m. MSLCTC: Teleconference, 11:00 a.m.	11 11 12 12 13	AORMA New Committee Member Orientation: San Francisco, 9:00 a.m. AORMA LRP: San Francisco, 10:00 a.m. AORMA: San Francisco, 9:00 a.m. EC Orientation: San Francisco, 4:00 p.m. EC: San Francisco, 8:30 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings
OCTOBER, 2013		NOVEMBER, 2013		DECEMBER, 2013	
3 24 25 25 28 28 28 29-30	PC: Teleconference, 2:00 p.m. AORMA: Long Beach, 10:00 a.m. EC: Long Beach, 9:00 a.m. BOD: Long Beach, 10:30 a.m. AORMA: San Francisco, 10:00 a.m. EC: San Francisco, 1:00 a.m. BOD: San Francisco, 2:30 p.m. FTPT Conference, San Francisco, CA Only the AORMA Chair and Vice Chair attend the EC meetings All AORMA Committee members attend the BOD	18	MSLCTC: Teleconference, 11:00 a.m.	5 6 12	AORMA: San Francisco, 10:00 a.m. EC: San Francisco, 8:30 a.m. PC: Teleconference, 2:00 p.m. Only the AORMA Chair and Vice Chair attend the EC meetings

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

CSURMA AORMA COMMITTEE CONTACT LIST

ISSUE: Attached for the Committee's review are the AORMA Committee and Standing Committee Membership Roster effective July 1, 2012.

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

FISCAL IMPACT: None.

BACKGROUND: Contact lists are provided at every meeting.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Committee and Standing Committee Membership Roster - Effective at 7-01-12

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2012

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214
AORMA	Vice Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
AORMA	Past Chair	Pat Worley	Executive Director	Sacramento	Associated Students of California State University, Sacramento	pcworley@csus.edu	916-278-7290
AORMA	Ex Officio	David Prenovost	Chief Financial Officer	Pomona	The Cal Poly Pomona Foundation, Inc.	dfprenovost@csupomona.edu	909-869-2948
AORMA	At Large	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Research Foundation	Brian.Nowlin@csulb.edu	562-985-4690
AORMA	At Large	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	The University Corporation at Monterey Bay	gkiama@csumb.edu	831-582-4301
AORMA	At Large	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslie@saclink.csus.edu	916-278-2904
AORMA	At Large	Keith Kompasi	Director, Foundation Financial Services	Fresno	Fresno Association, Inc., CSU Fresno	kkompasi@csufresno.edu	559-278-0838
AORMA	At Large	Peter Neville	Executive Director	Sonoma	Sonoma Student Union Corporation	peter.neville@sonoma.edu	707-664-2780
AORMA	At Large	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549

Member Services, Loss Control & Training Committee
Minimum of five members - at least two of whom are AORMA Committee members

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
MSLCTC	Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
MSLCTC	At Large	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315
MSLCTC	At Large	Peter Neville	Executive Director	Sonoma	Sonoma Student Union Corporation	peter.neville@sonoma.edu	707-664-2780
MSLCTC	At Large	Arnecia Bryant	Associate Director, Operations	Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.	abryant@csudh.edu	310-243-3854
MSLCTC	At Large	Dennis Miller	Director, Employment Services	Pomona	The Cal Poly Pomona Foundation, Inc.	dennismiller@csupomona.edu	909-869-2958

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
PC	Chair	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
PC	At Large	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214
PC	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201
PC	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@csupomona.edu	909-869-2910

AOUI Board of Trustees / Unemployment Insurance Program Task Group
Five members

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AOUI	Chair	Guy Dalpe	Managing Director	San Francisco	Cesar Chavez Student Center, San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AOUI	Treasurer	Kim Clark	Executive Director	San Marcos	University Corporation	kclark@csusm.edu	760-750-3722
AOUI	Secretary	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315
AOUI	Trustee	Heidi Chien	Associate Executive Director	Humboldt	Humboldt State University Center, Board of Directors	heidi.chien@humboldt.edu	707-826-5984
AOUI	Trustee	Joe Illuminate	Associate Director	Northridge	University Student Union of California State University, Northridge	joe.illuminate@csun.edu	818-677-3615

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