



5. Grajeda v. Cal Poly Pomona Foundation
6. Ming Xu v CSU Dominguez Hills Foundation
7. Schwemley v CSU Sacramento Union
8. Jennifer Garcia, et. al. (Class Action) v CSU Fullerton Auxiliary Services Corp

**E. STANDING COMMITTEE REPORTS**

- |  |          |              |
|--|----------|--------------|
| <b>1. Programs Committee Report</b>      | <b>I</b> | <i>p. 18</i> |
| <b>2. AOA Executive Committee Report</b> | <b>I</b> | <i>p. 19</i> |

**F. GENERAL ADMINISTRATION**

- |   |  |              |  |              |   |              |  |              |  |              |  |  |
|---|--|--------------|--|--------------|---|--------------|--|--------------|--|--------------|--|--|
| <b>1. Excess Insurance Renewals and Underwriter Meetings Report</b><br><i>The Committee will receive a verbal report on the excess insurance renewals</i>   | <b>A</b>   | <i>p. 20</i> |  |              |   |              |  |              |  |              |  |  |
| <b>2. On-Line Training Platform Update</b><br><i>The Committee will hear an update on the AORMA members' transition to the SkillPort platform</i>   | <b>A</b>   | <i>p. 23</i> |  |              |   |              |  |              |  |              |  |  |
| <b>3. Member Allocation Formula Review</b><br><i>The Committee will be asked to approve changes to the Liability, Workers' Compensation, Crime, Property, Unemployment Insurance member allocation formulas to be effective for the FY 18/19 program year. The Committee will also be asked to approve changes to the following Policies and Procedures.</i>  | <b>A</b>   |              |  |              |   |              |  |              |  |              |  |  |
| <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">a. L-8 – Liability Program Member Allocation Formula</td> <td style="text-align: right;"><i>p. 25</i></td> </tr> <tr> <td style="padding-left: 20px;">b. C-1 – Crime Program Member Allocation Formula</td> <td style="text-align: right;"><i>p. 32</i></td> </tr> <tr> <td style="padding-left: 20px;">c. P-1 – Property Program Member Allocation Formula</td> <td style="text-align: right;"><i>p. 39</i></td> </tr> <tr> <td style="padding-left: 20px;">d. UI-1 – Formula for Determining UIP Annual Deposit</td> <td style="text-align: right;"><i>p. 45</i></td> </tr> <tr> <td style="padding-left: 20px;">e. W-1 – Workers' Compensation Program Member Allocation Formula</td> <td style="text-align: right;"><i>p. 49</i></td> </tr> </table> | a. L-8 – Liability Program Member Allocation Formula | <i>p. 25</i> | b. C-1 – Crime Program Member Allocation Formula | <i>p. 32</i> | c. P-1 – Property Program Member Allocation Formula | <i>p. 39</i> | d. UI-1 – Formula for Determining UIP Annual Deposit | <i>p. 45</i> | e. W-1 – Workers' Compensation Program Member Allocation Formula | <i>p. 49</i> |  |  |
| a. L-8 – Liability Program Member Allocation Formula  | <i>p. 25</i>   |              |  |              |   |              |  |              |  |              |  |  |
| b. C-1 – Crime Program Member Allocation Formula  | <i>p. 32</i>   |              |  |              |   |              |  |              |  |              |  |  |
| c. P-1 – Property Program Member Allocation Formula   | <i>p. 39</i>   |              |  |              |   |              |  |              |  |              |  |  |
| d. UI-1 – Formula for Determining UIP Annual Deposit  | <i>p. 45</i>   |              |  |              |   |              |  |              |  |              |  |  |
| e. W-1 – Workers' Compensation Program Member Allocation Formula  | <i>p. 49</i>   |              |  |              |   |              |  |              |  |              |  |  |
| <b>4. Alliant Risk Control Consulting Presentation</b><br><b>** Time Certain ** for 11:00 AM</b><br><i>ARCC will provide an overview of the services provided under the current contract with CSURMA AORMA</i>  | <b>I</b>   | <i>p. 56</i> |  |              |   |              |  |              |  |              |  |  |
| <b>5. CSURMA AORMA Committee Election Results</b><br><i>The Committee will review the election results for the AORMA Committee term July 1, 2017 to June 30, 2019</i>   | <b>I</b>   | <i>p. 59</i> |  |              |   |              |  |              |  |              |  |  |
| <b>6. Watercraft Program Update</b><br><i>The Committee will be asked to delegate authority to the CSURMA Secretary-Authority to bind coverage.</i>   | <b>A</b>   | <i>p. 60</i> |  |              |   |              |  |              |  |              |  |  |

- 7. **AOA Annual Conference – Risk Management Sessions** **A** p. 66  
*The Committee will be asked to discuss the proposed Risk Management Sessions for the 2018 AOA Conference*
- 8. **CSURMA October 2017 Meeting Date Proposed Change** **A** p. 68  
*The Committee will be asked to discuss the proposed meeting date changes*
- G. INFORMATION ITEMS**
  - 1. CSURMA AORMA Meeting Calendar **I** p. 69
  - 2. AORMA Long Range Action Plan **I** p. 71
  - 3. AORMA Service Calendar **I** p. 74
  - 4. CSURMA AORMA Program Administrator’s Contact Lists **I** p. 81
  - 5. AORMA Committee Roster **I** p. 94
  - 6. Policy & Procedure A-7 – CSURMA Travel Reimbursement Policy **I** p. 96
- H. ADJOURNMENT**

*The next AORMA Committee meeting is scheduled for September 6 and 7, 2017 at the Alliant Office in Sacramento, CA. If you have questions regarding the agenda package, please contact Mimi Long at [mlong@alliant.com](mailto:mlong@alliant.com) / (415) 403-1423 or Tevea Him at [thim@alliant.com](mailto:thim@alliant.com) / (415) 403-1416*

**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.

**APPROVAL OF MINUTES – MARCH 9, 2017**

**ISSUE:** The Committee will be asked to review and approve the draft minutes of its March 9, 2017 meeting.

**RECOMMENDATION:** It is recommended that the Committee approve the minutes of its March 9, 2017 meeting, including corrections as necessary.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA AORMA Committee Meeting Minutes – March 9, 2017

**MINUTES OF THE  
CSURMA AORMA COMMITTEE MEETING  
MARCH 9, 2017  
ALLIANT INSURANCE SERVICES, INC.  
701 B STREET, SAN DIEGO, CA  
10:00 AM**

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**MEMBERS PRESENT**

Robert de Wit, Forty-Niner Shops, Inc., CSU Long Beach  
Gigi Kiama, The University Corporation at Monterey Bay  
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation  
Dave Nakamura, Humboldt State University Center (*via Teleconference*)  
Bella Newberg University Auxiliary and Research Services Corporation, San Marcos  
Jim Reinhart, University Enterprises, Inc., CSU Sacramento (*via Teleconference, left at 11:45am*)

**MEMBERS ABSENT**

Dwayne Brummett, Associated Students, Inc. at San Luis Obispo  
Starr Lee, Cal Poly Corporation at San Luis Obispo (*via Teleconference, non-voting*)  
Dave Nirenberg, University Glen Corporation, CSU Channel Islands  
Brian Nowlin, CSU Long Beach Research Foundation

**STAFF, GUESTS AND CONSULTANTS**

Katie Brandt, Sedgwick (*via Teleconference*)  
Patricia Daniels, Sedgwick (*via Teleconference*)  
Zachary Gifford, CSU Office of the Chancellor – Systemwide Risk Management  
Tevea Him, Alliant Insurance Services  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, General Counsel (*via Teleconference*)  
Mimi Long, Alliant Insurance Services, Inc.  
Mauri McGuire, Carl Warren and Company  
Brian Montagnese, Sedgwick (*via Teleconference*)

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Frank Mumford at 10:05 AM.

**A1. Approval of the Agenda**

A motion was made to approve the agenda.

Motion: Gigi Kiama

Second: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart	X			
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**B. PUBLIC COMMENTS**

There were no comments from members of the public.

**C. CONSENT CALENDAR**

- C1. Approval of Minutes – December 1, 2016**
- C2. FY 2016/2017 CSURMA Midterm Budget Amendments**

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

Motion: Robert de Wit  
Second: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg		X		
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart	X			
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**D. CLOSED SESSION**

1. CalPERS Appeal
2. CNA Insurance v. California State University Fullerton Auxiliary Services
3. Chrisanne Lazar v. Cal Poly Corp, San Luis Obispo
4. Arce v. CSUN ASI
5. Tu Nghiem v. CSU Associated Students, Inc. (Aquatic Center)
6. Diane Adams v. Sacramento State Associated Students, Inc (Aquatic Center)
7. Grajeda v. Cal Poly Pomona Foundation
8. Baker v. San Diego State University Research Foundation
9. Ming Xu v. CSU Dominguez Hills Foundation
10. Schwemley v. CSUS Union

A motion was made to enter closed session at 10:14 A.M.

Motion: Bella Newberg  
Second: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart	X			
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

The Committee left closed session at 10:50 AM. The Chair reported that action was taken on the Chrisanne Lazar v. Cal Poly Corporation, San Luis Obispo and Ming Xu v. CSU Dominguez Hills during closed session.

Motion: Gigi Kiama  
Second: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X

Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart	X			
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**E. STANDING COMMITTEE REPORTS**

**E1. Programs Committee Report**

Gigi Kiama the Chair of the Programs Committee provided a brief report of the committee’s recent activities. In accordance with Policy and Procedure A-5, the Programs Committee met on February 23, 2017, and reviewed in detail the allocation formulas for all of the AORMA programs with a pooled layer in order to verify that the formulas are still fair and equitable. The proposed changes will be presented for approval at the AORMA Committee meeting in May, 2017. The Programs Committee will propose the following changes:

**Workers’ Compensation Program:** Add a \$1,000 annual minimum premium, and review a percentage increase at each renewal. Increase the maximum change to the experience modification factor from +15% to +20% and eliminate the maximum decrease of -15%. **Liability Program:** Use a rolling five-year total expenditures (as the rating basis for “all other”) in order to smooth out significant fluctuations. Decrease the minimum Experience Modification Factor from .75 to .50. Add a \$1,000 minimum to the Excess Premium. Increase the maximum Excess Premium by 5% each year for three years. Increase the minimum Administrative Costs by 10% each year for three years. Increase the program Minimum Premium by 15% each year for three years. **Property Program:** Increase the loss ratio surcharges. **Crime Program:** Use a rolling five-year total expenditures in order to smooth out significant fluctuations when determining the minimum premium. Increase the loss ratio surcharges. **Unemployment Insurance Program:** Increase the minimum administrative costs by 20% each year for three years.

**E2. AOA Executive Committee Report**

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

**F. GENERAL ADMINISTRATION**

**F1. Workers’ Compensation Renewal Options**

As discussed by Daniel Howell the AORMA Workers’ Compensation Program began participation in the CSAC Excess Insurance Authority’s (EIA) Primary Workers’ Compensation (PWC)

Program beginning January 1, 2015. CSURMA committed that both the campus and AORMA programs would renew for FY 17/18 in return for a guaranteed rate on the primary layer. The excess layer is insured via EIA with Safety National Insurance Company. Safety National had committed to maintain the excess rates for the upcoming year if loss development was as projected. AORMA’s loss development has been higher than expected. As a result, Safety National is asking for a 20% rate increase if the \$500,000 retention is maintained. Renewal terms were offered with a \$750,000 SIR and a \$2,500,000 SIR. Moving to a \$2,500,000 SIR does not make sense since the savings of \$267,454 are more than offset by the increase in the EIA pooled layer deposit. However, at the \$750,000 SIR the savings of \$189,820 makes it a viable option. Howell noted that if AORMA decides to increase its SIR to \$750,000, the chances of it ever going back down to \$500,000 is unlikely.

The Committee reviewed the pricing table shown below:

<b>Table 1</b>						
<b>CSURMA AORMA Workers' Compensation Program</b>						
<b>FY 17/18 Excess Workers' Compensation Renewal Options</b>						
<b>Cost Item</b>	<b>Expiring at \$500K SIR</b>	<b>Renewal at \$500K SIR</b>	<b>Difference</b>	<b>Percent Change</b>	<b>Renewal at \$750K SIR</b>	<b>Renewal at \$2.5 million SIR</b>
<b>Payroll</b>	\$303,772,288	\$345,167,168	\$41,394,880	13.6%	\$345,167,168	\$345,167,168
<b>Rate per \$100</b>	\$0.1605	\$0.1950	\$0.0345	21.5%	\$0.1400	\$0.0625
<b>Excess Premium</b>	\$487,555	\$672,998	\$185,443	38.0%	\$483,178	\$215,704
<b>Diff to next SIR</b>	N/A	N/A			\$189,820	\$267,474

In an effort to provide rate stability EIA is offering the option to commit to participate for both FY 17/18 and FY 18/19 at a guaranteed rate that will hold if claims trend as the updated actuarial projects.

A motion was made to delegate authority to the Executive Committee to make a decision on the new two-year option with CSAC EIA and to the CSURMA Secretary-Auditor to decide on the final AORMA workers’ compensation program self-insured retention.

Motion: Bella Newberg  
Second: Robert de Wit

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			

Jim Reinhart	X			
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**F2. Underwriter Meetings Report**

Daniel Howell provided an overview of the recent meetings with underwriters. CSURMA representatives meet with CSURMA’s program underwriters in New York and Bermuda on February 20-24, 2017. Over the five day period there were 11 meetings with over 20 market participants. The meetings focused on CSURMA’s BRIP, Excess Liability, SAFECLIP, SPLIP, and Medical Malpractice coverage programs. Important discussions for AORMA included:

- Meeting with CSURMA’s lead excess liability underwriters for the AORMA first layer reinsurance program (Markel);
- Meeting with the lead underwriter for the first joint excess layer, Ironshore; and,
- Meeting with AWAC who set the first layer following form pricing that carries up the coverage tower.

**F3. FY 2017/2018 CSURMA Operating Budget**

Daniel Howell noted that CSURMA’s next fiscal year begins on July 1, 2017. The FY 2017/18 operating budget is to be approved by the Board of Directors at its May 5, 2017 meeting. The Chancellor’s Office Enterprise Accounting Services and the Program Administrators worked together to develop a draft FY 2017/18 budget for the Executive Committee to review at today’s meeting.

AORMA separately develops a budget for its coverage programs. The AORMA Committee will be asked to finalize its proposed budget for FY 2017/18 and will make a recommendation to the Executive Committee to include its budget in the CSURMA operating budget for adoption by the Board of Directors.

The Committee reviewed the draft budget and noted that the dividends for FY 17/18 need to be updated.

A motion was made to recommend approval to the Executive Committee with the addition of the FY 17/18 dividends.

Motion: Gigi Kiama  
Second: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			

Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart	X			
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**F4. AORMA Committee Nominations and Election**

Frank Mumford introduced Bella Newberg who was appointed to complete the term vacated by Cheree Aguilar. Also, due to the retirement of Guy Dalpe and Leslie Davis, Mumford appointed Dwayne Brummett and Starr Lee to complete their respective terms.

Effective June 30, 2017, Brian Nowlin and Robert de Wit will term out, and Jim Reinhart will not seek reelection. Therefore, three additional seats will become available. The Nominations Committee met to discuss these open seats and nominated Bill Olmstead, Shannon Stratton and Trina Knight. All three have accepted the nomination and will participate in the election in April, 2017.

A motion was made to elect Dwayne Brummett as First Vice Chair for the term July 1, 2017 to June 30, 2019.

Motion: Gigi Kiama  
Second: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart	X			
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**F5. Workers’ Compensation and Unemployment Insurance Program Refund to Sponsored Programs**

Mimi Long noted that many Members are involved in federally sponsored programs. When a Member receives money back from either the AORMA workers’ compensation or unemployment insurance programs, the federal government is entitled to receive a portion of that return. Within the workers’ compensation program the refunds include dividends and premiums returned after the payroll audits, and within the unemployment insurance program, this would be funds in excess of the minimum required fund balance.

There are two ways a Member can address this issue:

1. Retain the refunds on account with CSURMA AORMA to be used to offset the contributions for the next year, or current year.
2. Receive the return from CSURMA AORMA and then calculate what percentage of the Member’s payroll / salaries are attributable to federally sponsored programs to determine what percentage of the refund will need to be returned to the Feds.

Staff has drafted revisions to the following Policies and Procedures to address this situation:

1. Policy and Procedure UI-1 (Formula for Determining UIP Annual Deposit)
2. Policy and Procedure A-4 (Dividends and Assessments)
3. Policy and Procedure W-1 Workers’ Compensation Program Member Allocation Formula

A motion was made to approve the revisions to Policy and Procedures Nos. UI-1, A-4 and W-1 as proposed.

Motion: Robert de Wit  
 Second: Bella Newberg

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart				X
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**F6. Policy and Procedures Review**

Mimi Long noted that Policy and Procedure A-5 requires that the AORMA Committee review its policies and procedures at least every two years. The following policies and procedures are due to be reviewed in 2017:

- A-1 AORMA Committee Composition, Elections and Terms Limits
- A-7 Travel Reimbursement Policy
- C-1 Crime Program Member Allocation Formula
- L-5 Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations
- L-7 Employment Practices Deductible Options
- P-1 Property Program Member Allocation Formula

Because the Programs Committee is completing its review of the member allocation formulas and may suggest revisions, C-1, L-5 and P-1 will be reviewed at the May, 2017 meeting.

The Committee reviewed the proposed revisions to Policy and Procedures A-1, A-7 and L-5 and noted that within A-1, Item 4, “First Chair” should be changed to “First Vice Chair”.

A motion was made to approve the proposed revisions to Policy and Procedures A-1, A-7 and L-5 with the one additional change as noted above.

Motion: Gigi Kiama  
Second: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart				X
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**F7. Employers Group Renewal Contract July 1, 2017 – June 30, 2020**

The current contract with the Employers Group for HR Consulting Services is due to expire on June 30, 2017. The Employers Group has proposed a three-year renewal contract.

The Programs Committee discussed the services provided by Employers Group at their meeting on September 29, 2016. Staff also surveyed the AOA HR Committee members at their meeting on July 29, 2016. Both committees founds the services provided by Employers Group to be very valuable and both recommended continuing the services.

The Employers Group has agreed to a three-year contract – 7/01/17 to 6/30/20, with a per auxiliary price of \$530, or \$30,210 annually. This pricing represents a 4.5% increase over the expiring contract pricing of \$507 per auxiliary. Shown below is the historical pricing for this contract:

- Historical Pricing:  
 3/01/11 to 2/29/12 - \$497 per auxiliary  
 3/01/12 to 6/30/13 - \$485 per auxiliary  
 7/01/13 to 6/30/14 - \$485 per auxiliary  
 7/01/14 to 6/30/17 - \$507 per auxiliary  
 7/01/17 to 6/30/20 - \$530 per auxiliary (proposed)

A motion was made to approve the proposed renewal services and delegate authority to the CSURMA Secretary-Auditor to finalize and execute the contract.

Motion: Robert de Wit  
 Second: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart				X
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**F8. Alliant Risk Control Consulting Renewal Contract Proposal for FY 2017/2018**

The current contract with Alliant Risk Control Consulting is due to expire on June 30, 2017. ARCC has proposed a one-year contract effective July 1, 2017 to June 30, 2018 with an annual fee of \$93,000. This will include approximately 60 annual safety days. The safety days may be used for any risk management or safety related topic.

Staff discussed this contract with the Program Committee during their meeting on September 29, 2016. The Committee found the scope of services to be valuable and recommended continuing the contract.

ARCC is proposing an hourly, daily and annual fee of \$193.73, \$1,550 and \$93,000, respectively. This represents a flat renewal.

Mimi Long noted that Brent Escoubas has left ARCC. The contract will be serviced by Tim Leech, Kristi Loiselle, Archie Lazar and a Northern California replacement has just been hired to replace Escoubas.

A motion was made to approve the proposed renewal services and delegate authority to the CSURMA Secretary-Auditor to finalize and execute the contract.

Motion: Bella Newberg  
Second: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Brian Nowlin				X
Dave Nakamura	X			
Dave Nirenberg				X
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Jim Reinhart				X
Robert de Wit	X			
Starr Lee				X

**MOTION CARRIED**

**F9. Member Allocation Formula Review (Every Three Years)**

In accordance with Policy and Procedure A-5, the Programs Committee met on February 23, 2017, and reviewed in detail the allocation formulas for all of the AORMA programs with a pooled layer in order to verify that the formulas are still fair and equitable. Gigi Kiama provided a summary of the proposed changes in her Programs Committee update. Mimi Long noted that the Committee will be asked to approve the proposed changes at its meeting in May, 2017.

**F10. On-Line Training Platform Update**

Mimi Long provided an update of the integration status of the auxiliary organization staff into the SkillPort training platform:

- CSU Bakersfield .....In process
- Maritime Academy .....In discussion
- CSU Dominguez Hills .....In process
- Sonoma State University.....In process
- CSU Long Beach .....In process
- San Diego State University.....In process

On January 25<sup>th</sup>, Systemwide Professional Development (SPD) reported that SDSU completed a soft rollout of the IDM which was the step necessary to get the AO solution up and running on campus.

CSAC EIA has a contract with TargetSolutions for online training. For those auxiliary organizations who have not completed the transition to SkillPort by June 30, 2017, Long will get them set up on EIA’s SkillPort platform as a temporary solution.

**F11. Watercraft Program Update**

Mimi Long noted that Staff continues to work on the design of a watercraft program with the goal of getting consistent excellence coverage instead of stand-alone placements. Staff has approached marine markets to solicit a dedicated program and has successfully partnered with the premier marine market, Navigators to customize such program. The terms of the program are still being negotiated. Additional information will be provided at the May, 2017 meeting.

**G. INFORMATIONAL ITEMS**

- G1. Markel Paper Transition Letter**
- G2. CSURMA AORMA 2017 Meeting Calendar**
- G3. CSURMA AORMA Program Administrator Contact Lists**
- G4. AORMA Travel Reimbursement Policy**
- G5. AORMA Committee Members - Effective 7/01/16**
- G6. CSURMA Administrative Service Calendar**

The Committee reviewed the information items but there was no discussion.

**H. ADJOURNMENT**

The meeting was adjourned at 12:39 PM.

**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 March 9, 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.

**EXCESS INSURANCE RENEWALS AND UNDERWRITER  
MEETINGS REPORT**

**ISSUE:** Most of CSURMA’s coverage programs renew on July 1. Chancellor’s Office and Program Administrator staff are actively marketing the programs and negotiating renewal terms. At this time the Program Administrator anticipates the major programs will renew as shown in Table 1 below.

**Table 1**  
**Projected Renewal Cost Change Estimates**

Program	AORMA	Campus
Excess Liability	+5%	+5%
Property	+2.5%	+8%
Worker’s Compensation	Flat Rate or Decrease	Flat Rate or Decrease
Builder’s Risk	N/A	-5%
Fine Arts	0%	0%
SPLIP & SAFECLIP	-5%	-5%
FTIP	0%	0%
Aviation	0%	0%
Medical Malpractice	N/A	0%
Fidelity	-5%	-5%

**RECOMMENDATION:** Renewal of the insurance programs is delegated to the Treasurer and Secretary-Auditor under Policy and Procedure No. 15-JPA; however the AORMA Committee may take action or provide direction to staff based on the report of the meetings.

**FISCAL IMPACT:** The cost of the insurance programs is included in the proposed budget and renewals are expected to be within the budgeted amount.

**BACKGROUND:** CSURMA representatives met with CSURMA’s program underwriters in New York and Bermuda on February 20-24, 2017 and London April 3-4, 2017. CSURMA was represented by Robert Eaton, CSU Assistant Vice Chancellor, Financing, Treasury and Risk Management, Zachary Gifford, CSU Director of Systemwide Risk Management, Daniel Howell, CSURMA Program Director and Amy Lightner, CSURMA Program Administrator. The main goals of the meetings were:

- Demonstration of CSU leadership's commitment to risk management;
- Update on CSU's financial and operational outlook;
- Evaluation of the state of the insurance market and how changes may impact CSURMA's placements;
- Discussion of pending claims matters; and,
- Discussion on technical points of insurance placements and renewal expectations.

Over the seven days of meetings there were over 25 meetings with over 40 market participants. The meetings focused on CSURMA's BRIP, Excess Liability, Property, Fine Arts, SAFECLIP, SPLIP, and Medical Malpractice coverage programs. Important discussions include:

- Review of the rates, losses and coverages for the Builder's Risk Insurance Program (BRIP);
- Potential for CSURMA to retain more risk on the very well performing SAFECLIP and SPLIP Programs;
- Meeting with CSURMA's lead excess liability underwriters for the AORMA first layer reinsurance program (Markel);
- Meeting with the lead underwriter for the first joint excess layer, Ironshore;
- Meeting with AWAC who set the first layer following form pricing that carries up the coverage tower; and,
- Discussion of the impact of the move of CSURMA's SPLIP, SAFECLIP and Medical Malpractice coverage underwriting from Hiscox to Ascot in Bermuda for the upcoming renewals.

In February, 2017 Ironshore consolidated public entity liability underwriting in its home office. It is fortunate that CSURMA leadership have a direct relationship with senior management. We need to understand the impact this move may have on upcoming renewals and plan accordingly. Robert Eaton, Zachary Gifford, Daniel Howell and Amy Lightner will be available at today's meeting to report on the meetings.

Following are comments on the status of programs:

- **Excess Liability** – this program has seen loss development in the first excess layers for both the AORMA and Campus programs. The Program Administrator anticipates rate increases in the lower layers and flat renewals in the excess. Due to favorable market conditions, the Treasurer and Secretary-Auditor have asked the Bermudan market to price additional excess capacity above the expiring.
- **Property** - AORMA's property loss experience is at 55% in the primary excess layer and the campus program is at 88%. The Program administrator expects a slight reduction in rate for AORMA and a 5% increase for the campuses. Insured values have risen by 3%. Rates have declined over 38% during the past 5 years.
- **Workers' Compensation** – CSURMA has an existing two year rate agreement and the Executive Committee is considering a new agreement that would reduce rates and extend the rate guarantee to FY 18/19 as well.

- **Builders Risk** – This program is stable and the Program Administrator expects a 5% rate reduction at renewal. Rates are down 25% in recent years.
- **Fine Arts** – This program was launched in 2016 and the Program Administrator anticipates underwriters will agree to a flat renewal despite losses.
- **SPLIP & SAFECLIP** – perform exceptionally well with no losses and rates will continue to drop.
- **FTIP** – The loss ratio has stabilized at a level acceptable to underwriters. The Program Administrator expects a flat rate renewal.
- **Aviation** – This program has no losses and the market is soft. The Program Administrator expects a flat rate renewal or slight decrease; however, we may enhance the program to include blanket drone coverage, moving the current coverage from the Liability Program.
- **Medical Malpractice** – This program is at minimum premiums and we expect a flat renewal with same underwriting team now at Ascot.
- **Fidelity** – Claims are down, despite social engineering (phishing) losses. The Program Administrator expects a premium decrease on renewal.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

**ON-LINE TRAINING PLATFORM UPDATE**

**ISSUE:** The following campuses are still working to integrate their auxiliary organization staff into the SkillPort training platform:

**Implementation Status**

- CSU Bakersfield .....In process
- Maritime Academy .....In process (Tentatively June 1, 2017)
- Sonoma State University.....In process (April 27, 2017)
- CSU Long Beach .....In process (Tentatively May 25, 2017)
- San Diego State University.....In process

When the contract with Target Solutions terminates on June 30, 2017, the following will occur:

1. All members who participate in the AORMA Workers’ Compensation Program will be integrated into the CSAC-EIA Target Solutions Platform. This integration will be seamless; the members will not see a change on their end and they can continue to use the Target Solutions on-line training (for as long as CSURMA continues to participate in CSAC-EIA.)
2. Those members not participating in the AORMA Workers’ Compensation Program, will receive an email from Target Solutions indicating that their account will become inactive on July 7, 2017. At that point, they can negotiate directly with Target Solutions for an individual contract. Those members, as well, will see zero to minimal changes on their end once the individual pricing and contract is negotiated. Target Solutions Contact - Ashlee Marinello - [Ashlee.marinello@targetsolutions.com](mailto:Ashlee.marinello@targetsolutions.com).
3. After the contract terminates on June 30, 2017, Target Solutions will run a Completions Report for each of the AORMA members which will then be uploaded onto the SkillPort platform. This report will be available by July 10, 2017.

**RECOMMENDATION:** No action is recommended; however, the Committee may provide direction to Staff as appropriate.

**FISCAL IMPACT:** This item is for information only and therefore has no fiscal impact. The AORMA Committee already approved the one-year Target Solutions extension with an annual

cost of \$80,750 for FY 16/17 and a separate agreement with the Chancellor's Office, SPD. The pricing for the services received through SPD is;

FY 16/17 - \$50,000

FY 17/18 - \$60,000

FY 18/19 - \$70,000

FY 19/20 - \$75,000

**BACKGROUND:** None.

**PUBLICATION:** The members will receive an email from Staff as well as Target Solutions explaining the steps listed above.

**ATTACHMENT(S):** None.

## **LIABILITY PROGRAM MEMBER ALLOCATION FORMULA**

**ISSUE:** Policy and Procedure A-5 requires the Programs Committee to review the member allocation formula for each AORMA program with a pooled layer every three years to verify that the allocation formula is still fair and equitable. The Programs Committee reviewed the Liability Program Member Allocation Formula and recommends the following modifications:

1. Use a rolling five-year total expenditures (as the rating basis for “all other”)
2. Decrease the minimum Experience Modification Factor from .75 to .50
3. Add a \$1,000 minimum to the Excess Premium
4. Increase the maximum Excess Premium by 5% each year for three years
5. Increase the minimum Administrative Costs by 10% each year for three years
6. Increase the program Minimum Premium by 15% each year for three years

See the Background Section for additional information.

**RECOMMENDATION:** The Programs Committee recommends that the AORMA Committee approve the recommended revisions as shown in the Background Section as well as the changes to Policy and Procedure L-8.

**FISCAL IMPACT:** It is expected that the smaller members who are subject to the minimum premium will see a maximum increase of 15% each year for three years. Other members may see a decrease in premium due to the reduction of the minimum EMF from .75 to .50. The use of the rolling five-year total expenditures is expected to create premium stability over time.

**BACKGROUND:** The Programs Committee recommends the following revisions to the Liability Program Member Allocation formula:

1. Expenditures: Use a rolling five-year total for expenditures in order to smooth out significant fluctuations. Total expenditures is used because it is a verifiable dollar amount that is not subjective. The members’ total expenditures vary more than anticipated; therefore, Staff discussed removing certain expenditures from the calculation, such as, capital expenditures, but using a rolling five-year total makes the fluctuations insignificant within the calculation.

2. Experience Modification Factors (EMF): EMF's are currently capped at a minimum of .75 and a maximum of 2.00. Two members are capped at 2.00; twelve members are capped at .75. Because so many members are capped at the minimum EMF, decrease the minimum EMF to .50.
3. Minimum Excess Premium: Currently there is no minimum cost for the excess premium. Add a \$1,000 minimum excess premium.
4. Maximum Excess Premium: Increase the maximum excess premium cost by 5% each year for the next three years and then review again.

Current Premium:.....	\$85,000
FY 18/19: .....	\$89,250
FY 19/20: .....	\$93,713
FY 20/21: .....	\$98,398

The excess premium cost are approximately 46% of the total program costs (minus administrative costs.) The current maximum excess premium of \$85,000 is approximately 26% of the largest member's uncapped premium.

5. Administrative Costs: Increase the minimum administrative costs by 10% each year for the next three years and then review again.

Current Admin .....	\$600
FY 18/19: .....	\$660
FY 19/20: .....	\$726
FY 20/21: .....	\$799

6. Minimum Premium: Increase the total program minimum premium by 15% each year for the next three years and then review again.

Current Admin .....	\$2,152
FY 18/19: .....	\$2,474
FY 19/20: .....	\$2,845
FY 20/21: .....	\$3,272

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

**ATTACHMENT(S):**

- a. Policy and Procedure L-8



**CSURMA AORMA**

**POLICY & PROCEDURE NO. L-8**

**SUBJECT:** **LIABILITY PROGRAM MEMBER ALLOCATION FORMULA**

**ADOPTED:** **SEPTEMBER 8, 2016**

**EFFECTIVE:** ~~SEPTEMBER 8, 2016~~ JULY 1, 2018

**AMENDED:** ~~N/A~~ MAY 4, 2017

**POLICY:**

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

**PROCEDURE:**

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

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

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

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

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

**LIABILITY PROGRAM MEMBER ALLOCATION FORMULA:**

**Basic Rates:**

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

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

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

**\*\* Example \*\***

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

**Size Credit:**

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

**\*\* Example \*\***

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

**Loss Rating:**

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

**\*\* Example \*\***

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

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

**\*\* Example \*\***

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

**Administrative Costs:**

1. Each Member's percentage of the total basic premium for pooled layer w/o size credit or loss rating is multiplied by the total program administrative costs. *Result – administrative costs.*
2. The administrative costs are capped at either the minimum or maximum administrative costs. *Result - Capped administrative costs.*

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

**Final Premium w/o Collars:**

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

**Collared Premium:**

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

**\*\* Example \*\***

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

3.	<b>\$44,874</b>	>	<b>\$38,500</b>	=	<b>\$38,500</b>
	The maximum collared premium is used because final premium w/o collars or deductible credits is greater than the maximum collared premium				Final premium w/o deductible credits

**Minimum Premium:**

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

**Employment Practices Liability Deductible:**

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

## **CRIME PROGRAM MEMBER ALLOCATION FORMULA**

**ISSUE:** Policy and Procedure A-5 requires the Programs Committee to review the member allocation formula for each AORMA program with a pooled layer every three years to verify that the allocation formula is still fair and equitable.

The Programs Committee reviewed the Crime Program Member Allocation Formula and recommends the following modifications:

1. Use a rolling five-year total expenditures when determining the minimum premium
2. Increase the loss ratio surcharges as shown below
3. Apply the minimum premium before the loss rating

See the Background Section for additional information.

**RECOMMENDATION:** The Programs Committee recommends that the AORMA Committee approve the recommended revisions as shown in the Background Section as well as the changes to Policy and Procedure C-1.

**FISCAL IMPACT:** The use of the rolling five-year total expenditures is expected to create premium stability for those members subject to the minimum premium. The loss ratio surcharges have increased so that the program will receive additional reimbursement from those members with loss ratios above 100%.

**BACKGROUND:** The Programs Committee recommends the following revisions to the Crime Program Member Allocation formula:

1. Expenditures: Use a rolling five-year total for expenditures to determine the minimum premium in order to smooth out significant fluctuations. Total expenditures is used because it is a verifiable dollar amount that is not subjective. The members' total expenditures vary more than anticipated. Staff discussed removing certain expenditures from the calculation, such as, capital expenditures, but using a rolling five-year total proves to make the fluctuations insignificant within the calculation.

1. Loss Rating: Because the total costs for the crime program are so low, adding a maximum 20% surcharge, provides very little reimbursement to the pool. The Programs Committee recommends increasing the loss ratio surcharges as shown below:

<b>Current</b>		<b>Proposed</b>	
<b>Loss Ratio</b>	<b>Surcharge</b>	<b>Loss Ratio</b>	<b>Surcharge</b>
Less than 50%	None	Loss ratio above 100%	20%
Between 50% and 100%	10%	Loss ratio above 200%	40%
Excess of 100%	20%	Loss ratio above 300%	50%

2. Minimum Premium: Apply the minimum premium before the loss rating.

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

**ATTACHMENT(S):**

- a. Policy and Procedure C-1



**CSURMA AORMA**

**POLICY & PROCEDURE NO. C-1**

**SUBJECT:** **CRIME PROGRAM MEMBER ALLOCATION FORMULA**

**ADOPTED:** **NOVEMBER 6, 2013**

**EFFECTIVE:** ~~**JULY 1, 2014**~~ **JULY 1, 2018**

**AMENDED:** **SEPTEMBER 10, 2015**  
**MAY 4, 2017**

**POLICY:**

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

**PROCEDURE:**

Annually, in September, the AORMA Committee will approve the total crime program costs for the upcoming fiscal year.

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

1. Basic rate
2. Maximum premium for calculating the size credit
3. Maximum size credit percentage
4. Minimum premium schedule
- ~~5.~~ 5. Loss ratio surcharge schedule
- ~~5-6.~~ 6. Minimum premium schedule

**Basic Rates:**

The payroll used within this allocation is the estimated payroll for the upcoming fiscal year.

1. Payroll is multiplied by the **Basic Rate**. *Result – basic premium*

**\*\* Example \*\***

<b>1.</b>	<b>\$10,000,000</b> Payroll	*	<b>.0400</b> Basic Rate (per \$100 in payroll)	=	<b>\$4,000</b> Basic Premium
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**Size Credit:**

1. Basic premium is divided by the **Maximum Premium for Calculating Size Credit**. *Result – percentage of total basic premium compared to the **Maximum Premium for Calculating Size Credit**.*
2. Percentage of total basic premium compared to **Maximum Premium for Calculating Size Credit** is multiplied by **Maximum Size Credit Percentage**. *Result – size credit percentage.*
3. Basic rate is multiplied by the size credit percentage. *Result – Basic rate with size credit.*
4. Basic rate with size credit is multiplied by the payroll. *Result – Basic premium with size credit.*

**\*\* Example \*\***

1.	<b>\$4,000</b> Basic Premium	/	<b>\$10,000</b> Maximum Premium for Calculating Size Credit	=	<b>40%</b> % of Total Basic Premium Compared to Maximum Premium for Calculating Size Credit
2.	<b>40%</b> % of Total Basic Premium Compared to Maximum Premium for Calculating Size Credit	*	<b>30%</b> Maximum Size Percentage Credit	=	<b>12%</b> Size Credit Percentage
3.	<b>.0400</b> Basic Rate	-	<b>12%</b> Size Credit Percentage	=	<b>.0352</b> Basic Rate w/ Size Credit
4.	<u><b>.0352</b></u> <u>Basic Rate w/ Size Credit</u>	*	<u><b>\$10,000,000</b></u> <u>Payroll</u>	=	<u><b>\$3,520</b></u> <u>Basic Premium w/ Size Credit</u>

**Minimum Premium:** \_\_\_\_\_

This Minimum Premium section was moved. The minimum premium will be calculated before applying the loss rating.

The expenditures used within this allocation are the expenditures documented in the member's ~~most recent~~ financial audits.

1. Using the Minimum Premium Schedule, each member is assigned a minimum premium based on their ~~total average~~ expenditures for five years. *Result – member's scheduled minimum premium.*
2. Member's ~~final basic~~ premium with size credit is compared to the member's scheduled minimum premium. *Result – the minimum premium will be applied if the member's ~~final basic~~ premium with size credit is less than the minimum premium.*

**\*\* Example \*\***

<b>1.</b>	<b>\$40,000,000</b> Expenditures are reviewed against the Minimum Premium Schedule and a Minimum Premium is assigned.	=	<b>\$3,250</b> Loss Ratio
<b>2.</b>	<b>\$4,220 &gt; \$3,250</b> If Basic Premium is greater than Minimum Premium, use Basic Premium. If Basic Premium is less than Minimum Premium, use Minimum Premium	=	<b>\$4,220</b> Basic Premium w/ Size Credit, Loss Rating and Minimum Premium
<b><u>Minimum Premium Schedule</u></b>			
	Expenditures less than \$2,000,000	=	\$250
	Expenditures between \$2,000,001 and \$6,000,000	=	\$1,250
	Expenditures between \$6,000,001 and \$10,000,000	=	\$2,250
	Expenditures between \$10,000,001 and \$20,000,000	=	\$2,750
	Expenditures greater than \$20,000,001	=	\$3,250

**Loss Rating:**

- Five years paid claims (minus deductible) is divided by total premium for five prior years. *Result – loss ratio.*
- Member’s five-year loss ratio is reviewed against loss rating surcharge schedule. *Result – loss ratio surcharge is assigned.*
- Basic premium with rate w/ size credit, or minimum premium, is increased by loss ratio surcharge. *Result – final rate/premium.*
- ~~Final rate is multiplied by total payroll. *Result – Final premium.*~~

**\*\* Example \*\***

<b>1.</b>	<b>\$20,000</b> Five Years Paid Claims	/	<b>\$17,500</b> Total Premium for Five Prior Years	=	<b>114%</b> Loss Ratio
<b>2.</b>	<b>114%</b> 114% Loss Ratio is reviewed against Loss Rating Surcharge Schedule and Surcharge is assigned.			=	<b>20%</b> Loss Ratio Surcharge
<b>3.</b>	<b>20%</b> Loss Ratio Surcharge	+	<b>.0352</b> Basic Rate w/ Size Credit	=	<b>.0422</b> Final Rate
<b>4.</b>	<b>.0422</b> Final Rate	⊛	<b>\$10,000,000</b> Total Payroll	=	<b>\$4,220</b> Basic Premium w/ Size Credit and Loss Rating

<u><b>Loss Ratio Surcharge Schedule</b></u>		
Loss ratio less than 50%	=	No surcharge
Loss ratio between 50% and 100%	=	10% surcharge
Loss ratio in excess of 100%	=	20% surcharge

**Minimum Premium:**

~~The expenditures used within this allocation are the expenditures documented in the member's most recent financial audit.~~

~~3. Using the Minimum Premium Schedule, each member is assigned a minimum premium based on their total expenditures. Result – member's scheduled minimum premium.~~

~~4. Member's final premium is compared to the member's scheduled minimum premium. Result – the minimum premium will be applied if the member's final premium is less than the minimum premium.~~

**\*\* Example \*\***

<p><b>1.</b>                    <b>\$40,000,000</b></p> <p style="text-align: center;">Expenditures are reviewed against the Minimum Premium Schedule and a Minimum Premium is assigned.</p>	=	<p style="text-align: center;"><b>\$3,250</b></p> <p style="text-align: center;">Loss Ratio</p>
<p><b>2.</b>                    <b>\$4,220 &gt; \$3,250</b></p> <p style="text-align: center;">If Basic Premium is greater than Minimum Premium, use Basic Premium. If Basic Premium is less than Minimum Premium, use Minimum Premium</p>	=	<p style="text-align: center;"><b>\$4,220</b></p> <p style="text-align: center;">Basic Premium w/ Size Credit, Loss Rating and Minimum Premium</p>

**Minimum Premium Schedule**

Expenditures less than \$2,000,000	=	\$250
Expenditures between \$2,000,001 and \$6,000,000	=	\$1,250
Expenditures between \$6,000,001 and \$10,000,000	=	\$2,250
Expenditures between \$10,000,001 and \$20,000,000	=	\$2,750
Expenditures greater than \$20,000,001	=	\$3,250

**Administrative Costs:**

1. The crime program administrative costs will be divided evenly between all of the crime program members. *Result – member's crime program administrative costs.*
2. Member's crime program administrative costs are added to the member's final premium or minimum premium, whichever applies. *Result – total crime program premium.*

**\*\* Example \*\***

<b>1.</b>	<b>\$25,000</b>	<b>/</b>	<b>87</b>	<b>=</b>	<b>\$287</b>
	Total crime program administrative costs		Number of crime members		Per member total crime program administrative costs
<b>2.</b>	<b>\$4,220</b>	<b>+</b>	<b>\$287</b>	<b>=</b>	<b>\$4,507</b>
	Basic Premium w/ Size Credit, Loss Rating and Minimum Premium		Per member total crime admin costs		Total Crime Premium

**DEFINITIONS:**

1. **Basic Rate** – This rate will be approved annually by the Programs Committee. It may increase or decrease depending the total crime program funding required for the upcoming fiscal year.
2. **Maximum Premium for Calculating Size Credit** – The Maximum Premium for Size Credit dollar amount will be approved annually by the Programs Committee. The Maximum Premium for Size Credit is used to calculate each member’s size credit. The member’s basic premium is divided by the Maximum Premium for Size Credit, as an example -  $\$5,000$  (*member’s basic premium*) /  $\$10,000$  (*Maximum Premium for Size Credit*) = 50% (*member’s percentage of size credit*). This member would be subject to 50% of the total Size Credit Percentage.
3. **Size Credit Percentage** – The Size Credit Percentage will be approved annually by the Programs Committee. The Size Credit Percentage represents the maximum size credit available to any one member. As an example – 50% (*member’s percentage of size credit*) \* 30% (*Size Credit Percentage*) = 15% *member’s size credit*.

## **PROPERTY PROGRAM MEMBER ALLOCATION FORMULA**

**ISSUE:** Policy and Procedure A-5 requires the Programs Committee to review the member allocation formula for each AORMA program with a pooled layer every three years to verify that the allocation formula is still fair and equitable.

The Programs Committee reviewed the Property Program Member Allocation Formula and recommends the following the following modification:

1. Increase loss ratio surcharges

**RECOMMENDATION:** The Programs Committee recommends that the AORMA Committee approve the recommended revision as shown in the Background Section as well as the changes to Policy and Procedure P-1.

**FISCAL IMPACT:** The change will result in additional reimbursement to the pool for those members with a loss ratio in excess of 150%. This change does not negatively impact any one member. However, should losses increase, higher surcharges could be charged.

**BACKGROUND:** The Programs Committee recommends the following revision to the Property Program Member Allocation Formula:

1. Loss Ratio Surcharges: The loss ratio surcharge schedule has been revised in order for the pool to recoup funds should one member have a significant loss. See the comparison below.

Current		Proposed	
Loss Ratio	Surcharge	Loss Ratio	Surcharge
Less than 50%	None	Less than 40%	None
Between 50% and 100%	10%	Between 40% and 60%	5%
		Between 60% and 100%	10%
Excess of 100%	20%	Between 100% and 150%	20%
		Between 150% and 300%	30%
		Excess of 300%	40%

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

**ATTACHMENT(S):**

- a. Policy and Procedure P-1



**CSURMA AORMA**

**POLICY & PROCEDURE NO. P-1**

**SUBJECT: PROPERTY PROGRAM MEMBER ALLOCATION FORMULA**

**ADOPTED: NOVEMBER 6, 2013**  
~~SEPTEMBER 10, 2015~~

**EFFECTIVE: JULY 1, ~~2014~~2018**

**AMENDED: SEPTEMBER 10, 2015N/A**  
**MAY 4, 2017**

**POLICY:**

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

**PROCEDURE:**

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

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

1. Basic rates
2. Maximum premium for calculating the size credit
3. Maximum size credit percentage
4. Minimum premium
5. Loss ratio surcharge schedule

**PROPERTY PROGRAM MEMBER ALLOCATION FORMULA:**

**Basic Rates:**

- *TIV = Total Insurable Values*
- *RP/BI = Real Property / Business Income and Rental Value*
- *BPP = Business Personal Property*

Two basic rates are included in the allocation formula; one for RP/BI and one for business BPP. The BPP rate is 20% higher than the RP/BI rate.

1. RP/BI TIV is multiplied by the RP/BI rate. *Result – RP/BI basic premium.*
2. BPP TIV is multiplied by the BPP rate. *Result – BPP basic premium.*
3. RP/BI basic premium and BPP basic premium are added together. *Result – basic premium.*
4. Basic premium is divided by the total TIV. *Result – basic rate.*

**\*\* Example \*\***

<b>1.</b>	<b>\$50,000,000</b> RP/BI TIV	*	<b>.2000</b> RP/BI Rate (per \$100 in TIV)	=	<b>\$100,000</b> RP/BI Basic Premium
<b>2.</b>	<b>\$25,000,000</b> BPP TIV	*	<b>.2400</b> BPP Rate (per \$100 in TIV)	=	<b>\$60,000</b> BPP Basic Premium
<b>3.</b>	<b>\$100,000</b> RP/BI Basic Premium	+	<b>\$60,000</b> BPP Basic Premium	=	<b>\$160,000</b> Basic Premium
<b>4.</b>	<b>\$160,000</b> Basic Premium	/	<b>\$75,000,000</b> Total TIV	=	<b>.2133</b> Basic Rate (per \$100 in TIV)

**Size Credit:**

1. Basic premium is divided by the **Maximum Premium for Calculating Size Credit**. *Result – percentage of total basic premium compared to the Maximum Premium for Calculating Size Credit.*
2. Percentage of total basic premium compared to **Maximum Premium for Calculating Size Credit** is multiplied by **Maximum Size Credit Percentage**. *Result – size credit percentage.*
3. Basic rate is multiplied by the size credit percentage. *Result – Basic rate with size credit.*

**\*\* Example \*\***

<b>1.</b>	<b>\$160,000</b> Basic Premium	/	<b>\$600,000</b> Maximum Premium for Calculating Size Credit	=	<b>27%</b> % of Total Basic Premium Compared to Maximum Premium for Calculating Size Credit
<b>2.</b>	<b>27%</b> % of Total Basic Premium Compared to Maximum Premium for Calculating Size Credit	*	<b>30%</b> Maximum Size Percentage Credit	=	<b>8%</b> Size Credit Percentage
<b>3.</b>	<b>.2133</b> Basic Rate	-	<b>8%</b> Size Credit Percentage	=	<b>.1960</b> Basic Rate w/ Size Credit

**Loss Rating:**

1. Five years paid claims (minus deductible) is divided by total premium for five prior years. *Result – loss ratio.*

2. Member's five-year loss ratio is reviewed against loss ratio surcharge schedule. *Result – loss ratio surcharge is assigned.*
3. Basic rate w/ size credit is increased by loss ratio surcharge. *Result – final rate.*
4. Final rate is multiplied by total TIV. *Result – Final premium.*

**\*\* Example \*\***

<b>1.</b>	<b>\$125,000</b>	/	<b>\$500,000</b>		<b>25%</b>
	Five Years Paid Claims		Total Premium for Five Prior Years		Loss Ratio
<b>2.</b>	<b>25%</b>			=	<b>5%</b>
	25% Loss Ratio is reviewed against Loss Rating Surcharge Schedule and Surcharge is Assigned.				Loss Ratio Surcharge
<b>3.</b>	<b>5%</b>	+	<b>.1960</b>	=	<b>.2058</b>
	Loss Ratio Surcharge		Basic Rate w/ Size Credit		Final Rate
<b>4.</b>	<b>.2058</b>	*	<b>\$75,000,000</b>	=	<b>\$154,350</b>
	Final Rate (per \$100 in TIV)		Total TIV		Final Premium

**Loss Ratio Surcharge Schedule**

Loss ratio less than 20%	=	No surcharge
Loss ratio between 20% and 40%	=	5% surcharge
Loss ratio between 40% and 60%	=	10% surcharge
Loss ratio between 60% and 80%	=	15% surcharge
Loss ratio between 80% and 100%	=	20% surcharge
Loss ratio in excess of 100%	=	25% surcharge

**Minimum Premium:**

1. If the final premium is greater than the Minimum Premium, use the final premium. *Result – final premium w/ minimum premium if applicable.*

**\*\* Example \*\***

<b>1.</b>	<b>\$154,500</b>	>	<b>\$600</b>	=	<b>\$154,500</b>
	If the Final Premium is greater than the minimum premium, use the Final Premium				Final Premium

**DEFINITIONS:**

1. **RP/BI - Real Property, Business Interruption and Rental Value Basic Rate** – This rate will be approved annually by the Programs Committee. It may increase or decrease depending the total property program funding required for the upcoming fiscal year.

2. **BPP – Business Personal Property Basic Rate** - This rate will be approved annually by the Programs Committee. It may increase or decrease depending the total property program funding required for the upcoming fiscal year. This rate will be 20% higher than the Real Property, Business Interruption and Rental Value Basic Rate.
3. **Maximum Premium for Calculating Size Credit** – The Maximum Premium for Calculating the Size Credit dollar amount will be approved annually by the Programs Committee. The Maximum Premium for Calculating Size Credit is used to calculate each member’s size credit. The member’s basic premium is divided by the Maximum Premium for Calculating Size Credit, as an example -  $\$300,000$  (*member’s basic premium*) /  $\$600,000$  (*Maximum Premium for Calculating Size Credit*) = 50% (*member’s percentage of size credit*). This member would be subject to 50% of the total **Size Credit Percentage**.
4. **Size Credit Percentage** – The Size Credit Percentage will be approved annually by the Programs Committee. The Size Credit Percentage represents the maximum size credit available to any one member. As an example – 50% (*member’s percentage of size credit*) \* 30% (*Size Credit Percentage*) = 15% *member’s size credit*.

**UNEMPLOYMENT INSURANCE PROGRAM MEMBER ALLOCATION  
FORMULA**

**ISSUE:** Policy and Procedure A-5 requires the Programs Committee to review the member allocation formula for each AORMA program with a pooled layer every three years to verify that the allocation formula is still fair and equitable.

The Programs Committee reviewed the Unemployment Insurance Program Member Allocation Formula and recommends the following change:

1. Increase the minimum administrative surcharge

See the Background Section for additional information.

**RECOMMENDATION:** The Programs Committee recommends that the AORMA Committee approve the recommended revision as shown in the Background Section as well as the changes to Policy and Procedure UI-1

**FISCAL IMPACT:** The minimum administrative costs will be increase by 20% each year for the next three years as shown below.

Current Cost:.....	\$250
FY 18/19: .....	\$300
FY 19/20: .....	\$360
FY 20/21: .....	\$432

**BACKGROUND:** The Programs Committee reviewed the Formula for Determining the Unemployment Insurance Program Annual Contribution and recommends that the minimum administrative costs be increase by 20% each year for the next three years.

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

**ATTACHMENT(S):**

- a. Policy and Procedure UI-1



## CSURMA AORMA

## POLICY & PROCEDURE UI-1

<b>SUBJECT:</b>	<b>FORMULA FOR DETERMINING THE UNEMPLOYMENT INSURANCE PROGRAM ANNUAL CONTRIBUTIONS</b>
<b>ADOPTED:</b>	<b>MAY 12, 2010</b>
<b>EFFECTIVE:</b>	<b>JULY 1, <del>2011</del><u>2018</u></b>
<b>REVISED:</b>	<b>DECEMBER 6, 2012 MAY 8, 2014 MAY 5, 2016 MARCH 9, 2017 <u>MAY 4, 2017</u></b>

*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.



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, ~~there is a \$250 a minimum annual~~ 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. 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.

## **WORKERS' COMPENSATION PROGRAM MEMBER ALLOCATION FORMULA**

**ISSUE:** Policy and Procedure A-5 requires the Programs Committee to review the member allocation formula for each AORMA program with a pooled layer every three years to verify that the allocation formula is still fair and equitable.

The Programs Committee reviewed the Workers' Compensation Program Member Allocation Formula and recommends the following modifications:

1. Add a \$1,000 minimum premium, and review a percentage increase annually
2. Increase the maximum change to the experience modification factor (EMF) from +15% to +20% and eliminate the maximum decrease of -15%

See the Background Section for additional information.

**RECOMMENDATION:** The Programs Committee recommends that the AORMA Committee approve the recommended revisions as shown in the Background Section as well as the changes to Policy and Procedure W-1.

**FISCAL IMPACT:** The addition of a \$1,000 minimum premium will only impact one member who is currently paying \$99. The change to the EMF allows the pool to receive additional compensation for losses incurred as well as rewarding those members that make improvements to their claims experience.

**BACKGROUND:** The Programs Committee recommends the following revisions to the Workers' Compensation Member Allocation formula:

1. Minimum Premium: Add a minimum premium of \$1,000 and review at each subsequent coverage renewal. The program currently does not have a minimum premium. One member has an annual premium of \$99 for FY 17/18 coverage term. Their estimated annual payroll is only \$20,000; \$10,000 each in 1001 and 1002.
2. Experience Modification Factor (EMF): The EMF calculation currently includes a maximum change of +/- 15%. The Programs Committee explored increasing the maximum EMF increase to +20% and eliminating the maximum decrease. This change allows the

pool to receive additional compensation for losses incurred as well as rewarding those members that make improvements to their claims experience.

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

**ATTACHMENT(S):**

- a. Policy and Procedure W-1



**CSURMA AORMA**

**POLICY AND PROCEDURE NO. W - 1**

**SUBJECT: WORKERS' COMPENSATION MEMBER ALLOCATION FORMULA**

**ADOPTED: MAY 15, 2008**

**EFFECTIVE: ~~MAY 15, 2008~~ JULY 1, 2018**

**AMENDED: DECEMBER 8, 2009  
SEPTEMBER 10, 2015  
MAY 5, 2016  
MARCH 9, 2017  
MAY 4, 2017**

**PURPOSE:**

It shall be the policy of the CSURMA Auxiliary Organizations Risk Management Alliance (AORMA) to determine each MEMBER's allocation of the workers' compensation TOTAL PROGRAM FUNDING as outlined in the Workers' Compensation Member Allocation Formula noted below:

**PROCEDURE:**

Annually, in September, the AORMA COMMITTEE will approve the TOTAL PROGRAM FUNDING for the workers' compensation program for the upcoming fiscal year.

Annually, in December, the PROGRAMS COMMITTEE will approve or accept the following allocation distribution criteria with the Workers' Compensation Member Allocation Formula:

- 1. AORMA BASIC RATES for each class code.
- 2. EXPERIENCE MODIFICATION FACTOR (EMF) as determined by the actuary.
- ~~2.3. Minimum Premium.~~

**ALLOCATION FORMULA:**

- 1. The MEMBER's EXPERIENCE MODIFICATION FACTOR is applied separately to each of the AORMA BASIC RATES. Result – Member's modified rates.
- 2. MEMBER's modified rates are applied separately to the MEMBER's estimated payroll, separated by class code, for the upcoming fiscal year. Result – Member's final modified deposit premium.
- ~~2.3. The minimum premium is applied if the Member's final modified deposit premium is less than~~

the approved minimum premium.

**\*\* Example \*\***

<b>1001</b>	<b>.50</b>	*	<b>.95</b>	=	<b>.48</b>
<b>1002</b>	<b>1.00</b>	*	<b>.95</b>	=	<b>.95</b>
<b>1004</b>	<b>1.50</b>	*	<b>.95</b>	=	<b>1.43</b>
<b>1005</b>	<b>3.00</b>	*	<b>.95</b>	=	<b>2.85</b>
<b>1006</b>	<b>4.00</b>	*	<b>.95</b>	=	<b>3.80</b>
<b>1007</b>	<b>5.00</b>	*	<b>.95</b>	=	<b>4.75</b>
AORMA basic rates			Experience modification factor		Modified rates
<b>1001</b>	<b>.48</b>	*	<b>\$1,000,000</b>	=	<b>\$4,800</b>
<b>1002</b>	<b>.95</b>	*	<b>\$800,000</b>	=	<b>\$7,600</b>
<b>1004</b>	<b>1.43</b>	*	<b>\$0</b>	=	<b>\$0</b>
<b>1005</b>	<b>2.85</b>	*	<b>\$0</b>	=	<b>\$0</b>
<b>1006</b>	<b>3.80</b>	*	<b>\$0</b>	=	<b>\$0</b>
<b>1007</b>	<b>4.75</b>	*	<b>\$0</b>	=	<b>\$0</b>
					<b>\$12,400</b>
Modified rates			Estimated payroll		Final modified deposit premium

**ANNUAL PAYROLL AUDIT:**

The MEMBER's final payroll separated by AORMA class code will be requested at the end of each program year. The MEMBER's final workers' compensation premium will be calculated by multiplying the MEMBER's actual payroll per class code by the MEMBER's modified rates. The MEMBER will receive either a refund or additional deposit billing based on how their audited contribution compares with their initial deposit. MEMBERS will allocate their payroll to each of the AORMA class codes as outlined in the (1) AORMA Workers' Compensation Explanation of Classification Codes and (2) AORMA Workers' Compensation Payroll Rules to Follow publications. For those MEMBERS involved in federally sponsored programs, the refund 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 the refund, 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 dividend will need to be returned to the federal government.

If the final audit or the renewal application is not received by the deadline, then the Program Administrator may increase that MEMBERS payrolls by the average payroll increase for all MEMBERS for the prior two years.

**MEMBER APPEAL PROCESS:**

If a MEMBER wishes to appeal any decision regarding the application of the Workers' Compensation Program Member Allocation Formula 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 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.

**DEFINITIONS:**

**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.

**AORMA COMMITTEE** – The governing body of AORMA.

**AORMA BASIC RATES** – The AORMA Basic Rates will be approved annually by the PROGRAMS COMMITTEE. The WCIRB class code rates shown below will be utilized when determining the AORMA BASIC RATES. A normalization factor will be added to the WCIRB class code rates in order to achieve the TOTAL PROGRAM FUNDING required as approved by the AORMA COMMITTEE.

<b>Class Code Description</b>	<b>AORMA</b>	<b>WCIRB</b>
Clerical	1001	8810
Off-site activities / professional / student activities	1002	8868
Retail	1004	8071
Sports / day care	1005	9053
Food service	1006	9079
Manual labor	1007	9101

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

**CSURMA EXECUTIVE COMMITTEE** – The California State University Risk Management Authority Executive Committee.

**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 EMF less than 100% reflects better than average experience. The actuary will determine each MEMBER’s EMF based on the current published WCIRB method. The EMF will be adjusted for the normalization factor and capped at a maximum change of ~~+/-15~~20% from the prior (normalized) EMF. The EMF will not include a maximum decrease cap.

**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.

**TOTAL PROGRAM FUNDING** - The Total Program Funding costs will include (1) the pooled layer funding requirement, as recommended by the actuary, (2) administrative costs and (3) excess insurance or reinsurance costs.

**ALLIANT RISK CONTROL CONSULTING PRESENTATION**

**ISSUE:** Alliant Risk Control Consulting will provide a brief overview of the services provided under the current contract as well as introducing John Owen who will be assigned to work with the CSURMA AORMA members.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** Due to the departure of Brent Escoubas, ARCC hired John Owen who will be the primary ARCC staff member working with the AORMA members. Risk control consulting services will be provided by Tim Leech, Archie Lazar and Kristina Loiselle as well.

<p><b>Tim Leech</b> First Vice President, Director, Risk Control Consulting 949-260-5008 tleech@alliant.com</p>
<p><b>John Owen</b> Lead Risk Control Consultant 916-643-2736 jowen@alliant.com</p>
<p><b>Archie Lazar</b> Senior Risk Control Consultant 949-660-5980 alazar@alliant.com</p>
<p><b>Kristina Loiselle</b> Risk Control Consultant 949-260-5042 kloiselle@alliant.com</p>

**PUBLICATION:** An announcement of the new Alliant Risk Control Consulting staff assignment will be sent out to the AORMA members.

**ATTACHMENT(S):**

- a. John Owen's bio.

## John Owen

Lead Risk Control Consultant  
Risk Control Services

### **Background and Role:**

John is joining the Alliant Insurance – Risk Control Services team where he brings his passion as a safety professional, enthusiasm for collaborative partnerships, and over 20 years of experience including roles in safety consulting, operations, and account management. His experience includes working for global fortune 25 companies, start-ups, and public organizations. As the Lead Risk Control Consultant, John will be focused on helping clients mitigate loss exposures, comply with occupational safety and health regulations and reduce property, casualty and workers' compensation claims.

### **Experience:**

John's unique background has enabled him to combine safety/risk control consultation along with practical experience of the daily aspects of business operations. While John is a generalist, he has significant experience in high-tech, higher education, and general industry.

Prior to joining Alliant, John worked at California State University, Sacramento in the Risk Management organization in the Office of Environmental Health & Safety where he had responsibilities for the industrial hygiene program as well as delivering a wide variety of safety consulting and training services. His experience in environmental health and safety also includes working for Hewlett Packard as well as small safety consulting companies. His business operations and consulting experience were gained during roles with Hewlett Packard, Microsoft, and high-tech start-ups.

### **Education, Professional, and Personal:**

John holds a Bachelor of Science in Health Science from California State University, Fresno. He is a Certified Safety Professional (CSP), and also a Certified Industrial Hygienist (CIH).

John's foundation centers around his family and faith. He is an avid soccer player, golfer, and wine enthusiast. As a life-long learner, John enjoys engaging in new interests and regularly dabbles in music, languages and enjoys a good game of cribbage.

## **CSURMA AORMA COMMITTEE ELECTION RESULTS**

**ISSUE:** The AORMA Committee has three open seats for the term July 1, 2017 to June 30, 2019. The AORMA Nominations Committee nominated the following individuals:

**Bill Olmstead**  
Interim Executive Director  
Union WELL Inc.  
California State University, Sacramento

**Shannon M. Stratton**  
Executive Director  
Associated Students, Inc.  
California State University, San Bernardino

**Trina Knight**  
Director, Human Resources  
University Enterprises, Inc. (UEI)  
California State University, Sacramento

Ballots were sent out to all of the primary contacts for AORMA. Ballots must be received back by April 30, 2017. Staff will report on the election results at today's meeting.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** The AORMA Committee consists of seven at-large members and three Officers. These ten individuals also serve corresponding terms on the CSURMA Board of Directors.

**PUBLICATION:** The election results will be announced via an AORMA bulletin.

**ATTACHMENT(S):** None.

## **WATERCRAFT PROGRAM UPDATE**

**ISSUE:** CSU's campuses and auxiliary organizations own a variety of watercraft. While the liability coverage programs include all watercraft up to 50 feet in length, the liability coverage programs do not include the variety of additional coverages or hull coverage provided under a traditional marine insurance policy. The Program Administrator was directed to determine the benefits of launching a CSURMA watercraft program with the goal of providing consistently high level of coverage at group discounted pricing. With that in mind, we have gone to the marine markets to solicit a dedicated program and have obtained a suitable proposal from one of the leading marine markets, Navigators, who have offered to customize such program for CSURMA. This is not a mandatory program and so in order to launch we will turn to our existing standalone placements to achieve the economies of scale necessary then work with the other Campuses and Auxiliary Organizations to join and take advantage of the enhanced coverages and discounted pricing. Attached is the summary of the coverages, terms and conditions.

**RECOMMENDATION:** It is recommended that the Executive Committee delegate authority to the CSURMA Secretary-Auditor to bind coverage.

**FISCAL IMPACT:** Program will be supported by the premiums paid by the Campuses and Auxiliary Organizations with watercraft.

**BACKGROUND:** In FY 15/16 staff surveyed Campuses as well as the Auxiliary Organizations and created a list of owned watercraft. Recognizing that several Campuses and Auxiliary Organizations own vessels insured in various places with varying degrees of coverage we realized a real benefit could be achieved by the creation of a CSURMA watercraft program.

**PUBLICATION:** If launched an announcement will be made to the members.

**ATTACHMENT(S):**

- a. CSURMA Proposed Watercraft Program Summary

**CSURMA  
PROPOSED WATERCRAFT  
PROGRAM SUMMARY**

<b>INSURANCE COMPANY</b>	Navigators Insurance Company
<b>A.M. BEST'S RATING</b>	A (Excellent) Financial Size Category XI (\$750 Million to \$1 Billion)
<b>STANDARD &amp; POOR'S RATING</b>	A (Strong)
<b>CALIFORNIA STATUS</b>	Admitted
<b>POLICY PERIOD</b>	July 1, 2017 to June 30, 2018
<b>COVERAGE</b>	<p><b>Vessels less than 50' in length with usage within 15 miles of the campus (either by land or water), and not more than 2 miles offshore:</b></p> <p><b>Hull &amp; Machinery Insurance</b> 0.90% of insured value Vessels and Values - As Scheduled / Physical damage provided to scheduled vessel(s).</p> <p><b>Collision &amp; Towers Liability</b> - Coverage for property damage caused by the insured vessel (including her tow) that collides with any other vessel, dock, breakwater, cable or any other structure floating. Coverage is also provided if insured vessel strands her tow and/or causes it to collide with any other vessel, structure floating, or if it causes other loss or damage to her tow or to the freight or property on board.</p> <p><b>Protection &amp; Indemnity Liability</b> \$1,000,000 limit Provides coverage for Bodily Injury and Property Damage Liability - excluding damage while towing another vessel.</p> <p><b>Vessel Charge:</b> \$600 per vessel <b>Crew Charge:</b> \$1,500 per crew</p> <p>*No coverage is provided for injury to employees and/or crew of any member.</p> <p><b>Vessels greater than 50' in length and/or vessels that operate in waters more than 15 miles from their respective campus home base:</b></p> <p><b>Hull &amp; Machinery Insurance</b> 1.26% of insured value Vessels and Values - As Scheduled / Physical damage provided to scheduled vessel(s).</p>

## CSURMA PROPOSED WATERCRAFT PROGRAM SUMMARY

**Collision & Towers Liability** - Coverage for property damage caused by the insured vessel (including her tow) that collides with any other vessel, dock, breakwater, cable or any other structure floating. Coverage is also provided if insured vessel strands her tow and/or causes it to collide with any other vessel, structure floating, or if it causes other loss or damage to her tow or to the freight or property on board.

**Protection & Indemnity Liability**

\$1,000,000 limit

Provides coverage for Bodily Injury and Property Damage Liability - excluding damage while towing another vessel.

**Vessel Charge:** \$900 per vessel

**Crew Charge:** \$1,800 per crew

**Passenger Charge:** \$36 per passenger

### PROGRAM ENHANCEMENTS

**Automatic Acquisition Clause**

- Newly acquired vessels are to be reported to Navigators within 30 days of acquisition or there is no coverage provided.

**Business Personal Property and/or equipment (used in on-going operation of vessel)**

- Up to \$10,000 while on board vessel

**Personal Effects Coverage**

\$ 1,000 per person

\$ 10,000 per vessel

**Equipment, engines and trailers are under a separate property coverage (separate rate and separate deductible)**

- If scheduled, up to items scheduled limit, subject to \$1,000 per incident deductible. If item included in hull value.

**Profit share**

- 10% return premium if loss ratio is 50% or less for term

### SUPPLEMENTARY COVERAGES

- Hull and Machinery Temporary Shoreside Coverage subject to a \$1,000 deductible
- Collision and Tower's Liability Safeguard of Property subject to a limit of up to \$2,500
- Protection & Indemnity Liability Medical Payments \$10,000 per person, per accident or occurrence subject to policy limit of liability per occurrence, excluding crew liabilities.

**CSURMA  
PROPOSED WATERCRAFT  
PROGRAM SUMMARY**

**SUBLIMIT**

\$10,000 Personal property while declared as part of and while on board scheduled vessel, excluding collision. Personal Property is defined as Business Personal Property, subject to declaration at time of attachment. Declaration is required at time of loss. (Business Personal Property are items used in the navigation of the vessel such as a rescue sled, radar, etc.) Personal Effects coverage can be found in section F. of Hull and Machinery Supplementary Coverages.

**DEDUCTIBLES**

Vessels less than 50'	
Hull & Machinery Value	2% of value with
(All vessels, all values, each vessel separately insured)	\$1,000 minimum
	(no deductible
	for total loss)*
Collision and Towers	\$2,500
Protection and Indemnity	\$2,500
Personal Effects	\$1,000
Trailers/Equipment	*same as Hull
Engines	*same as Hull
Debris Removal	\$2,500

**DEDUCTIBLE WORDING**

The Insured shall bear the deductible appearing in each section of the Policy herein. Provided in the event of a casualty involving two or more vessels and/or involving one vessel triggering two or more different coverages and/or two or more Insured's insured herein, it is agreed that only one deductible shall apply of which the highest applicable deductible shall apply

**EXCLUSIONS  
(including but not limited to)**

- All in water activities (where people are actually in the water itself) including, but not limited to swimming, snorkeling, diving, snuba, water or jet skiing, para or kite sailing, etc.
- High speed boats (over 35 mph)
- Any and all racing or competitive athletic activities and any student athletes participating in any sporting activity
- 
- Acts of Terrorism (individual member buy back endorsement available)
- Institute Extended Radioactive Contamination
- Radioactive Contamination
- Chemical, Biological, Bio-Chemical, Electromagnetic Weapons
- Punitive Damages
- Institute Cyber Attack
- Health Hazard (Specific)
- Employment-Related Practices
- Nuclear Energy Liability

**CSURMA  
PROPOSED WATERCRAFT  
PROGRAM SUMMARY**

**ENDORSEMENTS  
(including but not limited  
to)**

- American Institute Hull Clauses
- AIMU Nuclear Exclusion Clause-Hull with Ensuing Fire
- American Institute SR&CC Endorsement (Hulls)

**ADDITIONAL COVERAGE**

- Pollution Buy Back Endorsement (Broad Form)
- Medical Payments
- Personal Effects
- Personal Property

**UNDERWRITING  
INFORMATION NEEDED  
PRIOR TO BINDING:**

- How was the exposure previously covered and by whom?
- Schedule of all vessels with year built and hull values?
- A brief description of each boat and its intended use.
- Loss history – 10 years.

**BROKER**

ALLIANT INSURANCE SERVICES, INC.  
San Francisco, CA

This summary of insurance is provided as a matter of convenience and information only. All information included in this summary, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This summary does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.

## CSURMA PROPOSED WATERCRAFT PROGRAM SUMMARY

This summary does not add, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance

*Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at [www.alliant.com](http://www.alliant.com). For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.*

*Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis.*

*Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.*

*A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at [www.ambest.com](http://www.ambest.com). For additional information regarding insurer financial strength ratings visit Standard and Poor's website at [www.standardandpoors.com](http://www.standardandpoors.com).*

*Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.*

## **AOA ANNUAL CONFERENCE – RISK MANAGEMENT SESSIONS**

**ISSUE:** It's time to starting thinking about Risk Management sessions for the 2018 AOA Conference. Here are a few ideas that were proposed for the 2017 conference:

1. Drones
2. Insurance Requirements in Contracts
3. Major Property Losses Pre and Post
4. Foreign Travel Good Practices / Rental Car Coverage
5. Cyber Risks

As a premier partner, CSURMA AORMA receives six free registrations to the annual conference. The AORMA Committee had decided that four registrations would be given to the AORMA officers and two would go to the Chancellor's Office. Because AORMA now only has three officers, there is an extra free registration. Should that registration go to another AORMA Committee member?

**RECOMMENDATION:** The Committee will be asked to discuss risk management topics for the 2018 AOA Conference and also to decide who will get the extra free AOA Conference registration.

**FISCAL IMPACT:** None at this time.

**BACKGROUND:** Shown below are the Risk Management sessions for prior AOA Conferences.

2017 (San Diego)

- ABC's of It: Auxiliaries and Basic Contracts
- Protecting Student Life: A Discussion on Information Security, Current Trends, Cyber Liability and Risk Management

2016 (Sacramento)

- Insurance Coverage and Risks for Research Auxiliaries
- AORMA: This Big Picture
- What Drives AORMA's Claims Costs

2015 (Pasadena)

- AORMA 101
- AORMA: What's Covered and What's Not

2014 (Sacramento)

- Sport Clubs Guidelines and Insurance Update
- To Catch a Thief: Grants and Fraudsters
- What's the Risk? Risk Mitigation and Use of Waivers
- Electronic Signatures & File: What One Needs to Know

2013 (Pasadena)

- Club Sports Program
- Managing Risk of Minors on Campus
- Employment Practices: Lessons Learned

**PUBLICATION:** None at this time.

**ATTACHMENT(S):** None.

**CSURMA OCTOBER 2017 MEETING DATE PROPOSED CHANGE**

**ISSUE:** Due to conflicting schedules on Thursday October 19<sup>th</sup> and Friday, October 20<sup>th</sup>, Staff recommends moving the October meetings to October 26<sup>th</sup> and October 27<sup>th</sup>, 2017.

**RECOMMENDATION:** It is recommended that the Committee discuss the proposed changes to its CSURMA 2017 Meeting Calendar and take action as necessary.

**FISCAL IMPACT:** None

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

**CSURMA AORMA 2017 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 – 2017 Meeting Calendar



California State University Risk Management Authority

## 2017 CSURMA MEETING CALENDAR

JANUARY				FEBRUARY				MARCH			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
8	3:00 PM	EC (AOA Conference)	San Diego	23	9:00 AM	PC	San Francisco	9	10:00 AM	AORMA	San Diego
8 - 11		AOA Annual Conference	San Diego					9	2:30 PM	EC	San Diego
11	10:30 AM	AIME	San Diego					10	8:30 AM	EC LRP	San Diego
APRIL				MAY				JUNE			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
				1	10:30 AM	AIME	San Francisco	TBD		AOA EC	TBD
				3	2:00 PM	BOD Orientation	Teleconference	22	1:00 PM	PC	Teleconference
				4	10:00 AM	AORMA	Long Beach				
				5	8:30 AM	EC	Long Beach				
				5	10:30 AM	BOD	Long Beach				
JULY				AUGUST				SEPTEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
17-18	11:00 AM	AORMA Officers Retreat	San Diego	TBD		AOA EC	TBD	6	9:00 AM	AORMA New Member	Sacramento
								6	10:00 AM	AORMA LRP	Sacramento
								7	9:00 AM	AORMA	Sacramento
								7	4:00 PM	EC Orientation	Sacramento
								8	8:30 AM	EC	Sacramento
								28	1:00 PM	PC	Teleconference
OCTOBER				NOVEMBER				DECEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
16	10:30 AM	AIME	Fullerton	TBD		AOA EC	TBD	7	10:00 AM	AORMA	TBD
18	2:00 PM	BOD Orientation	Teleconference	30	8:00 AM	PC	San Francisco	8	8:30 AM	EC	TBD
26	10:00 AM	AORMA	Long Beach					7	8:00 AM	PC	San Francisco
27	8:30 AM	EC	Long Beach								
27	10:30 AM	BOD	Long Beach								

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

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

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

**FY 2016/2017 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 2016/2017 AORMA Long Range Action Plan

## FY 2016/17 CSURMA AORMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
<b>LRP-1 Benchmarking Initiative</b>					
<b>Develop benchmarking operations beyond Workers' Compensation</b>	1	Research benchmarking resources available	PA, SRM	Oct., 2016	Completed
	2	Develop a conceptual proposal for short and long term benchmarking	PA, SRM	Jan., 2017	
	3	Presentation of sustainable long term benchmarking program	PA, SRM	Sep., 2017	
	4	Approval of long term benchmarking project scope	AORMA, EC	Sep., 2017	
<b>LRP-2 Marine Program</b>					
<b>Creation of a marine program</b>	1	Review and update watercraft schedule, as appropriate	PA	Nov., 2016	
	2	Create marine program coverage specifications	PA	Nov., 2016	
	3	Obtain coverage options, and pricing, for program and present to the Programs Committee	PA	Feb., 2017	
	4	Present final program design to AORMA Committee	PA	May, 2017	
	5	Disseminate the Marine Program information to the AORMA members	PA	Jul., 2017	
<b>LRP-3 Captive Insurer</b>					
<b>Evaluation of participation in possible CSU captive vehicle</b>	1	Oversee formation of captive	PA, SRM	Jun., 2017	In Process
	2	Determine which insurance products can be marketed by the auxiliary organizations	PA, SRM, EC, AORMA	Jul., 2017	
	3	Design marketing plan	PA, SRM, AORMA	Aug., 2017	
<b>LRP-4 Fine Arts, Artifacts and Archives Program (FAAAP)</b>					
<b>Fine Arts, Artifacts and Archives Program rollout and schedule of development</b>	1	Develop Fine Arts, Artifacts and Archives Program	PA	May, 2016	Completed
	2	Announcement of FAAAP	PA	Jun., 2016	Completed
	3	Introduce the FAAAP during the AOA Conference AORMA Update	AORMA Chair	Jan., 2017	Completed
	4	Provide updated information via the CSURMA Newsletter "What's the Risk"	PA	Mar., 2017	
<b>LRP-5 GoGround (Master Enable Agreement for Transportation)</b>					
<b>GoGround communication and rollout plan</b>	1	Finalize agreement between CSURMA and GoGround	SRM	July, 2017	
	2	Introduce the GoGround MEA for Transportation during the AOA Conference AORMA Update	AORMA Chair	Jan., 2017	N/A
	4	Provide information via the CSURMA Newsletter "What's the Risk"	PA	July, 2017	

**FY 2016/17 CSURMA AORMA LONG RANGE ACTION PLAN**

<b>GOAL</b>	<b>ACTION / TASK</b>	<b>RESPONSIBLE ENTITY</b>	<b>DEADLINE</b>	<b>STATUS</b>	
<b>LRP-4 CSURMA Website</b>					
<b>Drive traffic to the CSURMA website</b>	<b>1</b>	Send out first CSURMA Newsletter "What's the Risk"	PA	Dec., 2016	In Process
	<b>2</b>	Link all "What's the Risk" articles to the CSURMA Website	PA	Dec., 2016	In Process
	<b>3</b>	Include a link in all announcements that take the recipient directly to the CSURMA Website	PA	Dec., 2016	In Process
	<b>4</b>	Include a Policy and Procedure information item in every newsletter	PA	Mar., 2017	
<b>LRP-5 Special Funding Task Group</b>					
<b>Compile historical information on AORMA's funding philosophy</b>	<b>1</b>	Research historical funding decisions	PA	Jun., 2017	
	<b>2</b>	Discuss with Special Funding Task Group (AORMA Officers)	PA, AORMA Officers	Jul., 2017	
	<b>3</b>	Discuss with the AORMA Committee	PA, AORMA	Sep., 2017	
	<b>4</b>	Memorialize AORMA's Funding Philosophy and distribute as appropriate	PA	Oct., 2017	
<b>BOD: CSURMA Board of Directors</b>		<b>EC: CSURMA Executive Committee</b>			
<b>PC: AORMA Programs Committee</b>		<b>OGC: CSU Office of General Counsel</b>			
<b>CABO: CSU Chief Administrators and Business Officers</b>		<b>PA: CSURMA Program Administrator</b>			
<b>CO: Chancellor's Office</b>		<b>SRM: CSU Systemwide Risk Management</b>			
<b>AORMA: AORMA Committee</b>					

## **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	
<b>JANUARY 2017</b>				
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	
01/07/17	Announce the new AORMA Committee Vice Chair as well as open seats on the AORMA Committee	Nominations Committee	Mimi Long	Completed
<b>01/08/17</b>	<b>CSURMA AOA CONFERENCE</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>01/08/17</b>	<b>CSURMA EC Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>01/11/17</b>	<b>AIME Committee Meeting</b>	<b>Alliant Staff</b>	<b>Stacey Weeks</b>	<b>Completed</b>
01/01/17	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	Completed
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	
01/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	Completed
<b>FEBRUARY 2017</b>				
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	
02/01/17	Campus Workers' Compensation Risk Pool claims audit (every odd year)	Alliant Staff	Jacki Graf	
02/01/17	AORMA Workers' Compensation program claims administration audit (every even year)	Alliant Staff	Jacki Graf	
02/01/17	AIME Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	
02/01/17	AORMA Liability Program claims audit (every odd year)	Alliant Staff	Mimi Long	
02/15/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
<b>02/23/17</b>	<b>AORMA Program Committee Meeting (Teleconference)</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>MARCH 2017</b>				
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	
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	Appointment of the Student Insurance Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong	
<b>03/09/17</b>	<b>AORMA Committee Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>03/09/17</b>	<b>CSURMA EC Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>03/10/17</b>	<b>CSURMA EC LRP Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
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

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
03/15/17	Quarterly Risk Management Report	Alliant Staff	Mimi Long	
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	
<b>APRIL 2017</b>				
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
04/30/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	
<b>MAY 2017</b>				
05/01/17	<i>AIME Committee Meeting</i>	<i>Alliant Staff</i>	<i>Stacey Weeks</i>	
05/04/17	<i>AORMA Committee Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/04/17	<i>CSURMA BOD NMO Meeting via Teleconference</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/04/17	Receive back all AORMA Committee ballots for the term beginning on July 1, 2017	Alliant Staff	Tevea Him	in process
05/05/17	<i>CSURMA EC Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/05/17	<i>CSURMA BOD Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/11/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
05/15/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
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	
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	
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	
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	
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	
05/30/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/17	Alliant Staff	Tevea Him	
05/30/17	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2017	Alliant Staff	Tevea Him	
05/30/17	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2017	Alliant Staff	Mimi Long	
<b>JUNE 2017</b>				
06/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long	

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
06/01/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
06/23/17	<i>AORMA Program Committee Meeting (Teleconference)</i>	Alliant Staff	Mimi Long	
06/30/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	
06/30/17	<i>Expiring Contract: Carl Warren &amp; 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	
06/30/17	<i>Expiring Contract: A-G Administrator (AIME) - July 1, 2009 to June 30, 2017</i>	Alliant Staff	Mimi Long	
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
06/30/18	<i>Expiring Contract: Witt O'Brien's, LLC (formally Witt Group Holdings, LLC) - July 1, 2014 to July 1, 2018</i>	Alliant Staff	Mimi Long	N/A
06/30/17	Government Compensation Report (request from CSU Accounting and post on CSURMA website)	Accounting	Tevea Him	
06/30/17	Request COI from all vendor's contract	Alliant Staff	Hsan Htein	
07/31/17	Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report	Alliant Staff	Robert Leong	
<b>JULY 2017</b>				
07/01/17	Financial audit prep with KPMG	Alliant Staff / RM	Van Rin	
07/01/17	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff	Van Rin	
07/04/17	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff	Van Rin	
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	
07/05/17	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff	Mimi Long	
07/07/17	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea Him	
07/14/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
07/15/17	Final FY Payroll - request from Chancellor's Office	Alliant Staff	Robert Leong	
07/15/17	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting	Van Rin	
07/17-18/2017	<i>AORMA Officers Retreat – San Diego, CA</i>	<i>AORMA Officers</i>	<i>Mimi Long</i>	

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD
07/21/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him
07/21/17	Upon receipt of loss data begin semi-annual loss charts for RM meeting in October and to be sent to members	Alliant Staff	Robert Leong
07/28/17	FORM 700 - FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]	Alliant Staff	Tevea Him
07/31/17	Actuarial Study - receive draft and forward to RM	Alliant Staff	Robert Leong
07/31/17	Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report - Present to EC in Sept	Alliant Staff	Robert Leong
07/31/17	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff	Van Rin
07/31/17	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff	Hsan Htein
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
07/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him
07/31/17	Appointment of the Campus Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong
07/31/17	Appointment of the Student Insurance Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong
<b>AUGUST</b>			
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
08/01/17	Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate	Alliant Staff	Tevea Him
08/01/17	Send out letter to regarding Claims Settlement Authority Annual Confirmation	Alliant Staff	Tevea Him
08/01/17	Send out letter to regarding Foreign Travel Authority Confirmation	Alliant Staff	Tevea Him/ Stacey Weeks
08/01/17	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary	Mimi Long
08/01/17	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long
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
08/31/17	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff	Mimi Long
08/31/17	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff	Mimi Long
08/31/17	Complete Target Surplus Funding Report	Alliant Staff	Mimi Long
08/31/17	Completion of Financial Audit	CSU Accounting	Mimi Long
08/31/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Alliant Staff	Tevea Him
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
Begin Task	AORMA Workers' Compensation Desk Audit	Alliant Staff	Mimi Long
<b>SEPTEMBER</b>			
09/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long
09/01/17	Stewardship Report	Alliant Staff	Mimi Long
09/06/17	<i>AORMA Long Range Plan meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD
09/06/17	<i>AORMA New Committee Member Orientation meeting</i>	Alliant Staff	Mimi Long
09/07/17	<i>AORMA Committee Meeting</i>	Alliant Staff	Mimi Long
09/07/17	<i>CSURMA EC Orientation Meeting</i>	Alliant Staff	Mimi Long
09/08/17	<i>CSURMA EC Meeting</i>	Alliant Staff	Mimi Long
09/12/17	<i>CAJPA Fall Conference and Training Seminar -South Lake Tahoe</i>	Alliant Staff	Mimi Long
09/14/17	CAJPA Standards review (2017 and every 3 years thereafter)	Alliant Staff	Mimi Long
09/15/17	Prepare invoices or checks for the Workers' Compensation payroll audit	CSU Accounting	Van Rin
09/15/17	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell
09/28/17	<i>AORMA Program Committee Meeting (Teleconference)</i>	Alliant Staff	Mimi Long
09/30/17	CSURMA Quarterly EPL Deductible Recoverys ending September 30 (Begin Task)	Alliant Staff	Van Rin
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
<b>OCTOBER</b>			
10/01/17	Request completion of the Liability application	Alliant Staff	Mimi Long
10/01/17	Request estimated Workers' Compensation payroll	Alliant Staff	Mimi Long
10/15/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him
10/15/17	Poll eligible AORMA Committee members to determine which members are willing to be nominated for the Vice Chair position	Nominations Committee	Mimi Long
10/16/17	<i>AIME Committee Meeting</i>	Alliant Staff	Stacey Weeks
10/26/17	<i>AORMA Committee Meeting</i>	Alliant Staff	Mimi Long
10/26/17	<i>CSURMA BOD NMO Meeting via Teleconference</i>	Alliant Staff	Mimi Long
10/27/17	<i>CSURMA BOD Meeting</i>	Alliant Staff	Mimi Long
10/27/17	<i>CSURMA EC Meeting</i>	Alliant Staff	Mimi Long
10/31/17	Create Government Compensation Report page on CSURMA website for public viewing	Alliant Staff	Tevea Him
10/31/17	<i>Expiring Contract: Praesidium - October 31, 2015 to October 1, 2016 ??</i>	Alliant Staff	Mimi Long
10/31/17	Government Compensation Report (request from CSU Accounting)	Accounting	Tevea Him
10/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him
<b>NOVEMBER</b>			
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
11/28/17	Campus Risk Pool Deductible - Confirm (every 3 years - 2014, 2017, 2020)	Alliant Staff	Robert Leong
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
11/30/17	Review volunteer losses within the Workers' Compensation program	Alliant Staff	Mimi Long
11/30/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30	Alliant Staff	Tevea Him
11/30/17	Research the single bond approach & report back at the September meeting	Alliant Staff	Rob Leong

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD
11/30/17	<i>AORMA Program Committee Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
<b>DECEMBER</b>			
12/01/17	2018 Vendor Survey - Review List of Vendors and Work on Recipients	Risk Management	Rebecca Skidmore
12/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	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>
12/31/19	<i>Expiring Contract: Alliant Insurance Services (Brokerage Agreement) - December 31, 2019</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/31/19	<i>Expiring Contract: Alliant Insurance Services (Brokerage Agreement OCIP) - December 31, 2019</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/31/19	<i>Expiring Contract: Alliant Insurance Services (Program Admin Agreement) - December 31, 2019</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>

**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
<b>JPA Program Administrator – Alliant Insurance Services, Inc.</b>				
<b>Certificate of Insurance Requests</b>	<b>Van Rin</b>	vrin@alliant.com	415-403-1408	415-874-4810
<b>General CSURMA Coverage Questions</b>	<b>Robert Leong Van Rin Amy Lightner Daniel Howell</b>	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
<b>General AORMA Coverage Questions</b>	<b>Mimi Long Van Rin Amy Lightner Daniel Howell</b>	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
<b>Inland Marine</b>	<b>Van Rin Mimi Long</b>	vrin@alliant.com mlong@alliant.com	415-403-1408 415-403-1423	415-874-4810 415-874-4810
<b>Participant Accident Insurance (PAI)</b>	<b>Van Rin Tevea Him</b>	vrin@alliant.com thim@alliant.com	415-403-1408 415-403-1416	415-874-4810 415-874-4810
<b>Special Events Insurance</b>	<b>Van Rin</b>	vrin@alliant.com	415-403-1408	415-874-4810
<b>Foreign Travel Program</b>	<b>Stacey Weeks Van Rin</b>	sweeks@alliant.com vrin@alliant.com	415-403-1448 415-403-1408	415-874-4810 415-874-4810
<b>General Risk Management Questions</b>	<b>Mimi Long Van Rin Amy Lightner Daniel Howell</b>	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
<b>Workers' Compensation Claims Consultant</b>	<b>Jacki Graf</b>	jgraf@alliant.com	415-403-1438	415-874-4810
<b>Alliant Claims Consulting</b>	<b>Robert Frey Diana Walizada Elaine Kim Sheila McClenaghan Nicole Henley</b>	rfrey@alliant.com dwalizada@alliant.com ekim@alliant.com sheila.mcclenaghan@alliant.com nicole.henley@alliant.com	415-403-1445 415-403-1453 415-403-1458 415-403-1492 415-403-1418	415-403-1466 415-403-1466 415-403-1466 415-403-1466 415-403-1466
<b>Form 700</b>	<b>Tevea Him</b>	thim@alliant.com	415-403-1416	415-402-0773
<b>Website and Technology Questions</b>	<b>Yung Lam Tevea Him Myron Leavell</b>	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
<b>CSU Chancellor's Office</b>				
<b>CSU Chancellor's Office</b>	Zachary Gifford	zgifford@calstate.edu	562-951-4568	562-951-4859
	Rebecca Skidmore	rskidmore@calstate.edu	562-951-4574	562-951-4859
	Leona Ching	lching@calstate.edu	562-951-4580	562-951-4859
	Alice Kim	akim@calstate.edu	562-951-4627	562-951-4865
	Kelly Cox	kcox@calstate.edu	562-951-4611	562-951-4865
	Robert Eaton	reaton@calstate.edu	562-951-4572	562-951-4971
	Audra Reed	areed@calstate.edu	562-951-4564	562-951-4971
	William Hsu	whsu@calstate.edu	562-951-4500	562-951-4956
	Steve Relyea	srelyea@calstate.edu	562-951-4600	562-951-4971
	Martha Guiditta	mguiditta@calstate.edu	562-951-4557	562-951-4859
	Michael Clements	mclements@calstate.edu	562-951-4091	
	Jessica Liu	jliu@calstate.edu	562-951-4621	
	Cindi Le	cle@calstate.edu	562-951-4651	

Coverage	Contact	E-Mail Address	Office	Fax
<b>Loss Control Consultants – Alliant Risk Control</b>				
<b>Alliant Risk Control Consulting</b>	<b>John Owen</b>	jowen@alliant.com	916-643-2736	

Coverage	Contact	E-Mail Address	Office	Fax
<b>Online Training - TargetSolutions</b>				
<b>Business Manager</b>	<b>Jennifer Jones</b>	jennifer.jones@targetsolutions.com	858-376-1632	858-487-8762
<b>Account Manager</b>	<b>Ashlee Marinello</b>	ashlee.marinello@targetsolutions.com	858-376-1609	

## CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
<b>Unemployment Insurance Claims Administrator – Employers Edge</b>				
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
<b>Human Resources Consulting – Employers Group</b>				
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	jgarcia@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:**

**Deirdre (Dee) Boyle, AIC**  
**Senior Claims Examiner**  
Carl Warren & Company  
2300 Clayton Road, Suite 1250  
Concord, CA 94520  
csurma@carlwarren.com

or

dboyle@carlwarren.com  
Tel: 925-849-8311



## **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, 11<sup>th</sup> 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](mailto:dwalizada@alliant.com)  
Tel: 415-403-1453  
Fax: 415-403-1466  
Cell: 415-693-8714

**OR**

**Elaine Kim, Claims Advocate**  
Alliant Insurance Services, Inc.  
E-mail: [ekim@alliant.com](mailto:ekim@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](mailto: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, Claims Advocate**  
Alliant Insurance Services, Inc.  
E-mail: ekim@alliant.com  
Tel: 415-403-1458  
Fax: 415-403-1466  
Cell: 415-609-2133

**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

**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, Claims Advocate**  
Alliant Insurance Services, Inc.  
E-mail: [ekim@alliant.com](mailto:ekim@alliant.com)  
Tel: 415-403-1458  
Fax: 415-403-1466  
Cell: 415-609-2133

**OR Diana Walizada, Claims Unit Manager**  
Alliant Insurance Services, Inc.  
E-mail: [dwalizada@alliant.com](mailto: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](mailto: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, Claims Advocate**  
Alliant Insurance Services, Inc.  
E-mail: [ekim@alliant.com](mailto:ekim@alliant.com)  
Tel: 415-403-1458  
Fax: 415-403-1466  
Cell: 415-609-2133

**OR Diana Walizada, Claims Unit Manager**  
Alliant Insurance Services, Inc.  
E-mail: [dwalizada@alliant.com](mailto: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](mailto: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](mailto: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](mailto:rfrey@alliant.com)  
Tel: 415-403-1445  
Fax: 415-403-1466  
Cell: 415-518-8490

**OR**

**Elaine Kim, Claims Advocate**

Alliant Insurance Services, Inc.  
E-mail: [ekim@alliant.com](mailto:ekim@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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:biba.olson@sedgwickcms.com)  
Tel: 916-636-4439

**Susan Neville**  
**Adjuster, Northridge Auxiliary Only**  
Sedgwick CMS

E-mail: [susan.neville@sedgwickcms.com](mailto: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](mailto: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](mailto: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](mailto:s.bell@employersedge.com)

Tel: (720) 891-4900 x101

## **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, 2016

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	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	Gigi Kiama	Human Resources Director	Monterey Bay	The University Corporation at Monterey Bay	gkiama@csumb.edu	831-582-4301
AORMA	Seat 1	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@humboldt.edu	707-826-4878
AORMA	Seat 2	Dave Nirenberg	Senior Director	Channel Islands	Channel Islands University Auxiliary Services, Inc.	dave.nirenberg@csuci.edu	805-437-2668
AORMA	Seat 3	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Research Foundation	Brian.Nowlin@csulb.edu	562-985-4690
AORMA	Seat 4	Bella Newberg	Executive Director	San Marcos	University Auxiliary and Research Services Corporation	newberg@csusm.edu	760-750-4700
AORMA	Seat 5	Jim Reinhart	Executive Director	Sacramento	University Enterprises, Inc. (UEI)	Jim.Reinhart@csus.edu	916-278-7001
AORMA	Seat 6	Starr Lee	Director, Administration and Legal	San Luis Obispo	Cal Poly Corporation	selee@calpoly.edu	805-756-1451
AORMA	Seat 7	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
PC	Chair	Gigi Kiama	Human Resources Director	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Bill Olmsted	Associate Executive Director	Sacramento	University Union Operation of CSUS, Inc.	olmsted@csus.edu	916-278-6744
PC	At Large	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	Russel Statham	Chief Operating Officer and Chief Financial Officer	Dominguez Hills	California State University, Dominguez Hills Foundation	rdstatham@csudh.edu	310-243-3255
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

## **AORMA’S TRAVEL REIMBURSEMENT POLICY**

**ISSUE:** Reasonable expenses associated with your travel to and from the AORMA Committee meetings and CSURMA Board of Directors meetings are reimbursable by CSURMA. Attached for your review 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**

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**SUBJECT:** CSURMA AORMA TRAVEL REIMBURSEMENT  
POLICY

**ADOPTED:** MARCH 21, 2013

**AMENDED:** MARCH 19, 2015

MARCH 9, 2017

**EFFECTIVE:** MARCH 21, 2013

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### **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.