



**APPROVED**

**MINUTES OF THE  
CSURMA AORMA COMMITTEE MEETING  
DECEMBER 1, 2016  
CSU CHANCELLOR'S OFFICE, MUNITZ ROOM  
401 GOLDEN SHORE • LONG BEACH, CA  
10:00 AM**

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**MEMBERS PRESENT**

Guy Dalpe (AORMA Vice-Chair), Associated Students, Inc., San Francisco State University  
Leslie Davis, University Union Operation of CSUS, Inc.  
Robert de Wit, Forty-Niner Shops, Inc., CSU Long Beach  
Gigi Kiama, The University Corporation at Monterey Bay  
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation  
Dave Nakamura, Humboldt State University Center  
Brian Nowlin, CSU Long Beach Research Foundation  
Jim Reinhart, University Enterprises, Inc., CSU Sacramento

**MEMBERS ABSENT**

Dave Nirenberg, University Glen Corporation, CSU Channel Islands

**STAFF, GUESTS AND CONSULTANTS**

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  
Amy Lightner, Alliant Insurance Services, Inc.  
Mimi Long, Alliant Insurance Services, Inc.  
Mauri McGuire, Carl Warren and Company  
John Stricklin, Carl Warren and Company

**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: Leslie Davis  
Second: Brian Nowlin

NAME	AYE	ABSTAIN	NAY	ABSENT
Brian Nowlin	X			
Dave Nakamura	X			
Dave Nirenberg				X
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Jim Reinhart	X			
Leslie Davis	X			
Robert de Wit	X			

**MOTION CARRIED**

**A2. Introduction of New CSURMA Program Administrator and CSURMA AORMA Liability Claims Examiner**

Daniel Howell introduced Amy Lightner who recently joined the CSURMA team at Alliant Insurance Services, Inc., and John Stricklin from Carl Warren & Company who is the new Senior Claims Examiner assigned to the AORMA Liability Program.

**B. PUBLIC COMMENTS**

There were no comments from members of the public.

**C. STANDING COMMITTEE REPORTS**

**C1. Programs Committee Report**

Gigi Kiama the Chair of the Programs provided a brief report of the program committee’s recent activities.

**C2. AOA Executive Committee Report**

Frank Mumford provided a report of the recent activities of the AOA Executive Committee.

**D. CONSENT CALENDAR**

**D1. Approval of Minutes – September 7, 2016 and September 8, 2016**

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

Motion: Dave Nakamura  
Second: Leslie Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Brian Nowlin	X			
Dave Nakamura	X			
Dave Nirenberg				X
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Jim Reinhart	X			
Leslie Davis	X			
Robert de Wit	X			

**MOTION CARRIED**

**E. CLOSED SESSION**

1. CalPERS audit finding regarding Humboldt State University Center Board of Directors
2. Arce v CSUN ASI
3. Harryman v CSU San Jose Student Union, Inc.
4. Tu Nghiem v CSU Associated Students, Inc. (Aquatic Center)
5. Diane Adams v Sacramento State Associated Students, Inc. (Aquatic Center)
6. Grajeda v Cal Poly Pomona Foundation
7. Baker v San Diego State University Research Foundation
8. Ming Xu v CSU Dominguez Hills Foundation

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

**MOTION:** Brian Nowlin

**SECOND:** Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Brian Nowlin	X			
Dave Nakamura	X			
Dave Nirenberg				X
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Jim Reinhart	X			
Leslie Davis	X			
Robert de Wit	X			

**MOTION CARRIED**

The Committee left closed session at 11:25 AM. The Chair reported that action was taken on the CalPERS audit finding regarding Humboldt State University Center Board of Directors during closed session.

**MOTION:** Brian Nowlin

**SECOND:** Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
Brian Nowlin	X			
Dave Nakamura	X			
Dave Nirenberg				X
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Jim Reinhart	X			
Leslie Davis	X			
Robert de Wit	X			

**MOTION CARRIED**

**F. GENERAL ADMINISTRATION**

**F1. AORMA’s Long Range Action Plan for FY 16/17**

The Committee reviewed the draft FY 16/17 Long Range Action Plan which includes the following items proposed by the Committee during its September 7, 2016 meeting:

1. Benchmarking beyond workers’ compensation
2. Watercraft – follow-up on data collected and design next steps
- 3a. Evaluation of participation in possible CSU captive vehicle
- 3b. AORMA participation in captive’s third party programs
4. Fine Arts, Archives and Artifacts rollout and schedule of development
5. GoGround communication and rollout plan
- 6a. Drive traffic to the CSURMA website (i.e., links, newsletters, etc.)
- 6b. Policy and Procedure of the Month
7. Special Funding Task Group

A motion was made to approve its FY 16/17 Long Range Action Plan.

**MOTION:** Jim Reinhart

**SECOND:** Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Brian Nowlin	X			

Dave Nakamura	X			
Dave Nirenberg				X
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Jim Reinhart	X			
Leslie Davis	X			
Robert de Wit	X			

**MOTION CARRIED**

**F2. AORMA Committee Election for Officer Positions**

The Nominations Committee nominated Guy Dalpe to service as the CSURMA AORMA Committee First Vice Chair.

An election was held and Guy Dalpe was elected to service as the AORMA Committee First Vice Chair for the term July 1, 2017 to June 30, 2019.

Frank Mumford apprised the Committee of his appointment of Bella Newberg, the Executive Director of the University Enterprises Corporation at CSUSB to fill the seat vacated by Cheree Aguilar. Mumford thanked Leslie Davis for her service on the Committee. This was her last meeting before retiring.

**F3. Liability Memorandum of Coverage effective July 1, 2016**

Mimi Long provided an overview of the revisions to the AORMA Liability Memorandum of Coverage.

A motion was made to ratify the revisions to the AORMA Liability Memorandum of Coverage that became effective July 1, 2016.

**MOTION:** Guy Dalpe

**SECOND:** Brian Nowlin

NAME	AYE	ABSTAIN	NAY	ABSENT
Brian Nowlin	X			
Dave Nakamura	X			
Dave Nirenberg				X
Frank Mumford	X			
Gigi Kiama	X			
Guy Dalpe	X			
Jim Reinhart	X			
Leslie Davis	X			

Robert de Wit	X			
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**MOTION CARRIED**

**F4. On-line Training Platform Update**

Mimi Long updated the Committee regarding the campus integration of auxiliary organization staff into the SkillPort training platform. Two more campuses completed the integration since the last update – CSU East Bay and CSU Monterey Bay.

The remaining campuses shown below are still working on an integration solution.

<u>Campus</u>	<u>Implementation Status</u>
CSU Bakersfield .....	In process
Maritime Academy .....	In discussion
San Francisco State University .....	In process
CSU Dominguez Hills .....	In process
Sonoma State University.....	In process (Tentatively January, 2017)
CSU Long Beach .....	In process
San Diego State University .....	In process

**F5. Benchmarking Initiative**

Daniel Howell noted that the CSURMA Executive Committee approved agreements with Ventiv Technologies and CWCI. The services through Ventiv include benchmarking dashboards for the larger CSURMA AORMA insurance programs. CSURMA also joined the California Workers’ Compensation Institute (CWCI), a statewide database on claims costs that will allow CSURMA AORMA to evaluate the performance of the workers’ compensation program.

The Chancellor’s Office Systemwide Risk Management is developing standards for a balanced scorecard approach that includes liability, property, workers’ compensation benchmarks.

**F6. Marine Program**

Mimi Long noted that one of AORMA’s long range goals for FY 15/16 was to complete a watercraft schedule including all campus and auxiliary owned watercraft and stand-alone marine policies purchased, if any. The AORMA Committee has directed Staff to investigate forming a marine program. The following steps have been added to the FY 16/17 long range action plan:

1. Review and update watercraft schedule, as appropriate
2. Create marine program coverage specifications
3. Obtain coverage options, and pricing, for program and present to the Programs Committee
4. Present final program design to the AORMA Committee
5. Distribute the Marine Program information to the AORMA members



**APPROVED**

Staff will work towards a July 1, 2017, effective date for the marine program.

**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**

**H. ADJOURNMENT**

The meeting was adjourned at 11:51 AM.