



1. **Cahuilla Band of Indians v SDSU Research Foundation**
2. **Arce v CSUN ASI**
3. **DFEH/EEOC Claim LaShonna Goodman against CSUN University Corporation**
4. **Lujan v CSU Long Beach Research Foundation**
5. **Mendocino College Fund and The Charles & Margaret Dexter Charitable Remainder Unitrust claims against CSU Sonoma Academic Foundation**
6. **Lyons (lead claimant) v CSU Chico Research Foundation**
7. **Caroline Calderon v SFSU Student Center, Inc.**
8. **Albert Torres v CSUN USU, Inc.**
9. **Finley v CSU Chico Research Foundation, Inc.**
10. **Trapper v CSULB ASI**
11. **Robert Brown v San Diego State University Research Foundation**
12. **Unknown Child v CSU Fullerton ASI**
13. **Bhatka v CSU Sacramento Union, Inc.**
14. **Goodman v CSU Stanislaus University Student Union, Inc.**
15. **Grant Hubbard v CSU San Marcos Auxiliary and Research Services Corporations**

**E. STANDING COMMITTEE REPORTS**

- |    |  |          |              |
|----|--|----------|--------------|
| 1. | <b>Programs Committee Report</b>                                   | <b>I</b> | <i>p. 31</i> |
| 2. | <b>Member Services, Loss Control and Training Committee Report</b> | <b>I</b> | <i>p. 34</i> |
| 3. | <b>AOA Executive Committee Report</b>                              | <b>I</b> | <i>p. 37</i> |

**F. GENERAL ADMINISTRATION**

- |    |   |          |              |
|----|---|----------|--------------|
| 1. | <b>AORMA's Long Range Action Plan for FY 14/15</b><br><i>The Committee will be asked to review and approve the FY 14/15 Long Range Action Plan</i>  | <b>A</b> | <i>p. 38</i> |
| 2. | <b>AORMA Committee Vice Chair Election</b><br><i>The Committee will be asked to elect an AORMA Committee Vice Chair for the term beginning July 1, 2015</i>   | <b>A</b> | <i>p. 42</i> |
| 3. | <b>Review of Policy and Procedure – A-3 – Target Surplus Funding Policy</b><br><i>The Committee will be asked to approve the revisions to Policy &amp; Procedure A-3, with amendments as appropriate.</i> | <b>A</b> | <i>p. 48</i> |
| 4. | <b>Review of Policy and Procedure – A-4 – Dividends and Assessments</b><br><i>The Committee will be asked to approve the revisions to Policy &amp; Procedure A-4, with amendments as appropriate.</i>     | <b>A</b> | <i>p. 53</i> |

5. **Review of Policy and Procedure L-1 – Liability Claims Reporting** A p. 58  
*The Committee will be asked to approve the revisions to Policy & Procedure L-1, with amendments as appropriate.*
6. **Review of Policy and Procedure L-2 – Liability Claims Administration and Litigation Management** A p. 65  
*The Committee will be asked to approve the revisions to Policy & Procedure L-2, with amendments as appropriate.*
7. **Review of Policy and Procedure L-3 – Legal Counsel Selection** A p. 75  
*The Committee will be asked to approve the revisions to Policy & Procedure L-3, with amendments as appropriate.*
8. **Review of Policy and Procedure L-4 – Employee Driving Standards** A p. 81  
*The Committee will be asked to approve the revisions to Policy & Procedure L-4, with amendments as appropriate.*
9. **Review of Policy and Procedure L-6 – Requirement that Participant Accident Insurance be Purchased for all Child Care and Camp Operations Involving Minors** A p. 89  
*The Committee will be asked to approve the revisions to Policy & Procedure L-6, with amendments as appropriate.*
10. **Approval of Policy and Procedure No. 22 – Claims Handling Guidelines** A p. 92  
*The Committee will be asked to review and approve Policy and Procedure No. 22 – Claims Handling Guidelines*
11. **Review of Policy and Procedure A-5 – Calendar of Reports, Audits, Filings and Reviews** A p. 95  
*The Committee will be asked to review and approve Policy and Procedure No. A-5, with amendments as appropriate*
12. **Approval of Policy and Procedure A-8 – CSURMA AORMA Closed Session Guidelines** A p. 98  
*The Committee will be asked to review and approve Policy and Procedure No. A-8, with amendments as appropriate*
13. **AOA and AORMA Relationship Resolution** A p. 100  
*The Committee will be asked to review and approve the AOA AORMA Relationship Resolution*
14. **Revision to AORMA’s Liability Program Memorandum of Coverage** A p. 108  
*The Committee will be asked to approve revisions to the AORMA Liability Program Memorandum of Coverage*

- 15. Evaluation of Primary Coverage Program for Workers' Compensation Through CSAC EIA \*\* Time Certain for 1:00 PM \*\*** A p. 113  
*The Committee will be asked to review the revised proposal by CSAC EIA for the workers' compensation program and take action as appropriate*

**G. INFORMATION ITEMS**

- |           |   |          |        |
|-----------|---|----------|--------|
| <b>1.</b> | Service Animals and Bike/Skateboard Survey Information      | <b>I</b> | p. 144 |
| <b>2.</b> | CSURMA AORMA 2014 and 2015 Meeting Calendar                 | <b>I</b> | p. 148 |
| <b>3.</b> | AORMA Service Calendar                                      | <b>I</b> | p. 153 |
| <b>4.</b> | CSURMA AORMA Program Administrator's Contact Lists          | <b>I</b> | p. 166 |
| <b>5.</b> | AORMA Committee Members - Effective 7/1/14                  | <b>I</b> | p. 179 |
| <b>6.</b> | Policy & Procedure A-7 – CSURMA Travel Reimbursement Policy | <b>I</b> | p. 182 |

**H. ADJOURNMENT**

**The next AORMA Committee meeting is scheduled for December 4 at 10:00am, Location - TBD.**

*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**  
**SEPTEMBER 10, 2014 AND SEPTEMBER 11, 2014**

**ISSUE:** The Committee will be asked to review and approve the draft minutes from its September 10, 2014 and September 11, 2014 meetings.

**RECOMMENDATION:** It is recommended that the Committee approve the minutes from its September 10, 2014 and September 11, 2014 meetings, including corrections as necessary.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA AORMA LRP Meeting Minutes – September 10, 2014
- b. CSURMA AORMA Committee Meeting Minutes – September 11, 2014

**MINUTES OF THE CSURMA AORMA  
COMMITTEE MEETING**

**SEPTEMBER 10, 2014**

**ALLIANT INSURANCE SERVICES**

**1301 DOVE STREET, 2<sup>ND</sup> FLOOR • NEWPORT BEACH, CA**

**10:00 AM**

---

**MEMBERS PRESENT**

Kurt Borsting, Associated Students, Inc., CSU Fullerton (*left the meeting at 12:15 PM*)  
Dwayne Brummett, Associated Students, Cal Poly San Luis Obispo  
Melinda Coil, San Diego State University Research Foundation  
Guy Dalpe, Cesar Chaves Student Center, San Francisco State University  
Leslie Davis, University Union Operation of CSUS, Inc., Sacramento State University  
Mark Day, Santos Manuel Student Union of CSU San Bernardino  
Robert de Wit, Forty-Niner Shops, Inc., CSU Long Beach  
Gigi Kiama, University Corporation, CSU Monterey Bay  
Keith Kompsi, Fresno Association, Inc., CSU Fresno  
Haleh Minakary, The Cal Poly Pomona Foundation, Inc., Cal Poly Pomona  
Frank Mumford, CSU Fullerton Auxiliary Services Corporation, CSU Fullerton (*left the meeting at 12:30 and returned at 1:41 PM*)  
Brian Nowlin, CSULB Foundation, CSU Long Beach

**STAFF, GUESTS AND CONSULTANTS**

Kevin Bibler, Alliant Insurance Services, Inc.  
Mujtaba Dattoo, Aon Risk Solutions  
Melissa Diaz, Alliant Insurance Services, Inc.  
Brent Escoubas, Alliant Risk Control Consulting  
Zachary Gifford, CSU Office of the Chancellor – Systemwide Risk Management  
Daniel Howell, Alliant Insurance Services, Inc.  
Mimi Long, Alliant Insurance Services, Inc.  
Ziruo Wang, Aon Risk Solutions

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Robert de Wit at 10:06 AM.

**B. PUBLIC COMMENTS**

**C. GENERAL ADMINISTRATION**

**C1. Introduction of New Committee Member**

Robert de Wit introduced Mark Day the Executive Director of the Santos Manuel Student Union who was elected as the newest AORMA Committee member for the two-year term beginning on July 1, 2014.

## **C2. CSURMA JPA Administration – Alliant Team Assignments and Additions**

Mimi Long let the committee know that Melissa Diaz has joined the CSURMA service team. Melissa will work with Mimi on assigned AORMA projects and will focus on member communications and outreach. She will spend a significant amount of her time conducting in-person campus visits along with Daniel Howell, Rob Leong and Mimi Long. All of the CSURMA administrative services have been combined so that all the meeting planning, agenda coordination and operational compliance will be completed by Mimi and Tevea Him. Melissa has also been assigned the responsibility for the CSURMA website improvement project the results of which will be demonstrated at today's meeting. Myron Leavell will continue to support the board tablet administration and will support Melissa in the administration of the CSURMA website.

## **C3. Review of FY 13/14 AORMA Long Range Action Plan**

The committee reviewed the FY 13/14 Long Range Action Plan and discussed some of the open items. Regarding LRP A-1, Mimi stated that all of the workers' compensation policies and procedures had been reviewed; however, WC-1 still needs to be approved by the AORMA Committee. The Programs Committee will review the amendments to WC-1 after the FY 15/16 workers' compensation member allocation formula is approved in December. LRP P-3 – Liability program member allocation formula is ongoing. The Programs Committee will continue to review the new allocation. Regarding the SkillSoft/LawRoom on-line training, Mimi will have David Kervella attend the next AORMA Committee meeting in October to discuss the progress of loading auxiliary staff into the AORMA hub.

## **C4. AORMA Officers' Retreat Recap**

Robert de Wit summarized the AORMA Officers Retreat discussions. Brent Escoubas will create a Minors on Campus handbook and a real property acquisitions checklist. Alliant staff will create a handbook that describes when a member may need to purchase additional insurance, how much insurance is enough, and which risks are outside the AORMA programs. The committee spoke briefly about the need for a workplace grievances hotline. Creation of a program to offer earthquake coverage to condo owner's at member property developments when the HOA does not purchase earthquake coverage. The committee also discussed ideas for better communication to the membership. Staff will add an AOA link to the CSURMA website and review using the AOA distribution list for some of AORMA's bulletins. Robert briefly summarized the AOA conference sessions that AORMA will be organizing.

The committee also discussed creating two additional policies and procedures – Closed Session and Rating Plan Three-Year Review.

#### **C5. 2015 AOA Conference Risk Management Sessions**

Mimi noted that AORMA is now responsible for organizing all of the Risk Management sessions for the AOA Annual Conference. The following sessions have been confirmed:

1. The Fascinating World of Insurance, Indemnification and Contracts
2. AORMA ... What's Covered and What's Not!
3. Who Wants to be an Employment Practices Millionaire
4. Keep Your Eyes Open for This ... a Virtual Safety Tour
5. Keeping Minors Safe While on Campus

AORMA has been asked to provide an HR session which outlines the basics of AORMA.

For the AORMA breakfast presentation, the AORMA officers proposed the idea of AORMA Pub Trivia. The pub trivia would be no more than ten questions that the AORMA Chair would ask and each table would answer on an answer sheet provided. The table with the most points will win. Each person at the table will win a prize.

The committee asked staff to run a website access report to see how many members are accessing the CSURMA website. For the AOA Conference, the committee thought it would be nice to have an AORMA Committee Member badge on the AOA nametag.

#### **C6. AOA and AORMA Relationship**

Robert de Wit stated that the AOA Executive Committee approved at its August 15, 2014 meeting revisions to the AOA CSURMA Relationship Policy and the AOA Risk Management and Insurance Programs Committee Operating Guidelines. The policy/guideline includes statements which are not stated anywhere in AORMA's policies or procedures, such as, "participation in CSURMA auxiliary organization coverage programs requires membership in AOA."

It also states that that AORMA is designated as the Risk Management and Insurance Programs standing committee to the AOA Executive Committee to advise upon and coordinate risk management and insurance, including employee benefit programs, made available through the CSURMA to AOA members. It also states that the AORMA Chair will serve as a voting member of the AOA Executive Committee.

Staff was directed to update AORMA's policies and procedures to include the same reciprocal agreement with AOA.

## **C10. Review of FY 15/16 AORMA Liability and Workers' Compensation Program Actuarial Reports**

Robert de Wit introduced Mujtaba Dattoo, from Aon Global Risk Consulting, who has been CSURMA's actuary for over ten years. Mujtaba presented the committee with his Actuarial Overview of Workers' Compensation and Liability. His presentation discussed AORMA's estimated outstanding loss, projected future ultimate losses, historical perspective and general observations.

With regard to estimated outstanding losses, Mujtaba noted that all pool insurance plans are required by GASB 10 to determine its liability for unpaid claims including incurred but not reported (IBNR) claims. The determination of liability is based on the estimated ultimate cost of claims, including (1) the effects of inflation and other social and economic factors, (2) past experience adjusted for current trends, and (3) other factors that would modify past experience. The estimated outstanding losses used in CSURMA's financial statement, as required by GASB 10, are at an expected confidence level, are undiscounted (for future interest earned), and exclude unallocated loss adjustment expense (ULAE). The estimated outstanding losses for the liability program at 6/30/13 and 6/30/14 are \$2.9. For the workers' compensation program, the estimated outstanding losses at 6/30/13 were \$7.6 and for 6/30/14 are \$8.4.

Mujtaba also discussed the projected ultimate limited losses which is the prefunding for the losses in the upcoming fiscal year. It does not include ULAE, general expenses or excess insurance. The workers' compensation program had a 3% increase and the liability program had a 1% decrease. The "Projected Ultimate Limited Losses" report shows the estimate comparison at 6/30/13 and 6/30/14 for ten years. The estimates increased in most years. This is typical for workers' compensation because of loss development. The extent of the injury is not always known when the accident occurs. Because of this, costs often increase beyond the original estimate.

Mujtaba also explained, in a chart, what is included in the outstanding loss. It is the case reserves plus the incurred but not reporting claims. How claims develop was demonstrated. Workers' compensation claims develop much slower than liability claims. AORMA's total claims demonstrate that 93% of the workers' compensation claims are closed within 132 months (or 11 years); whereas 99% of the liability claims are closed within 48 months (or 4 years.) Workers' compensation has a much longer tail.

The frequency vs. severity chart shows that the workers' compensation claim severity is going down but the number of claims is going up. Within the liability program, the number of claims is increased along with the cost per claim.

The Distribution of Losses above the Retention charts shows how many claims have incurred amounts in excess of the current self-insured retention on both programs. Within the workers' compensation program, only one claim has an incurred amount in excess of \$500,000. Within

the liability program, there are several claims with incurred amounts excess of the retention. This may have an impact on AORMA current \$350,000 self-insured retention.

#### **C7. CSU Auxiliary Organization – Revised Campus Visit Presentation**

The committee viewed the updated campus visit – member presentation. Mimi stated that the presentation had been updated to include AORMA and Campus information so that pages can be included or removed depending on the audience. It was suggested that Staff communicate with the members well in advance so that the meetings can be scheduled during auxiliary board meetings, if requested.

#### **C8. Prevention of Sexual Misconduct and Abuse of Minors**

Mimi let the committee know that the contract with Praesidium for prevention of sexual misconduct and abuse of minors has been signed by both parties and is scheduled to go live on September 30, 2015. The online self-assessment resources and standards have been reviewed and approved for use by CSU Systemwide Risk Management. Praesidium is now uploading the resources and standards and customizing their on-line self-assessment tool for use by the CSURMA members. The draft self-assessment tool will be ready for CSURMA’s review by September 15<sup>th</sup>. Staff will work with CSU Systemwide Risk Management and Praesidium to finalize the announcement materials as well as the webinar invitations. Webinars, which explain how the self-assessment tool operates, have been scheduled for;

- ✓ Thursday, October 9<sup>th</sup> at 10:00 AM
- ✓ Wednesday, October 17<sup>th</sup> at 1:00 PM
- ✓ Monday, October 20<sup>th</sup> at 11:00 AM

Praesidium staff will also attend the CSURMA Board of Directors meeting on Friday, October 24<sup>th</sup> to provide an in-person presentation.

Praesidium will start by loading three different training courses onto CSU’s SkillPort platform. Praesidium will suggest the best training options which will be reviewed and approved by CSU Systemwide Risk Management. Auxiliary Organization staff who may not be able to access SkillPort can still view the training via Praesidium’s platform.

Robert de Wit announced that Kevin Bibler would provide the Target Surplus Funding and Dividend Calculation presentation next.

#### **C12. Target Surplus Funding and Dividend Calculation**

Kevin Bibler from Alliant Insurance Services, Inc. presented to the committee his Target Surplus Funding Report presentation. The purpose of the report is to (a) provide guidance to the AORMA Committee for development of annual funding, dividends and assessment decisions, (b) develop a set of benchmarks to measure the program’s financial stability (compared to

industry standards and past experience), (c) assist in evaluation and implementation of prudent funding levels and (d) expose deteriorating experience before it can have an adverse impact on the pool.

Within the report, several factors are considered. Kevin explained that the confidence level is a statistical term used to express the degree to which an actuarial projection will be an accurate prediction of the dollar losses ultimately paid for a given program year or combination of years. The higher a confidence level the greater certainty the actuary has that losses will not exceed the dollar value used to attain the confidence level. The surplus is the amount of funds remaining, after deducting all administrative and excess insurance costs, available to pay claims in excess of losses (undiscounted for investment income) at the actuarially determined expected confidence level. Gross Premium includes the total contributions from members less the excess insurance costs. Retention is the maximum amount of exposure for a single loss retained by AORMA.

The **Gross Premium to Surplus ratio** is a measure of how the surplus is leveraged against possible pricing inaccuracies. The goal is for the gross premium to be no more than 150% of the program's surplus. The current ratio in the liability program is 77% and in the workers' compensation is 82%. A low ratio is desirable.

The **Surplus to Pool Retention ratio** is a measure of the maximum amount that surplus could decline due to a single loss. The goal is to have five times the retention in surplus. Currently, the liability program has nine times the retention and the workers' compensation program has ten times the retention. A high ratio is desirable.

The **Outstanding Reserves to Surplus ratio** is a measure of how the surplus is leveraged against possible reserve inaccuracies. The goal is for the outstanding reserves to be no more than 150% of the surplus. The current ratio in the liability program is 40% and in the workers' compensation program is 79%. A low ratio is desirable.

Kevin reviewed two additional ratios that were not adopted by AORMA, but were presented for information and interest only – the Reserve Development Ratio and the Change in Equity Ratio.

Based on the results of the Target Surplus Funding Analysis, staff is recommending on the liability program returning 25% of the maximum dividend available, or \$464,087. Two reports were provided for the liability program – one including a \$350,000 retention and one including a \$500,000 retention. Because staff believes that the excess carrier may require that the retention be increased to \$500,000 in FY 15/16, staff is recommending returning 25% of the maximum deductible available using the information on the report with the \$500,000 retention. Staff is recommending 33% of the maximum dividend available on the workers' compensation program or \$715,802. Action will be taken at tomorrow's meeting.

## **C11. Estimated Pool Layer Funding Exhibit**

The committee reviewed the estimated fund balance exhibits for both the liability and workers' compensation programs. The reports show a comparison of the program assets, outstanding liabilities and estimated fund balances at 6/30/13 and 6/30/14. The committee also reviewed an eight year comparison report showing the estimated fund balance, maximum dividends available and dividends declared within the liability and workers' compensation programs.

**C9. Alliant Risk Control Consulting – Scope of Services**

The AORMA Officers met on July 15<sup>th</sup> and discussed the types of work and projects being requested by the members through the AORMA contract with Alliant Risk Control Consulting. The committee will be asked to discuss the current scope of services and decide if a more rigid schedule of services should be put into place or if the contract should be expanded to include additional hours. The committee directed the MSLCTC to review ARCC's scope of services within its contract.

**C13. Employment Practices Liability Member Deductibles for FY 15/16**

Mimi let the committee know that staff had completed the minimum EPL deductible calculation for FY 15/16. Nine auxiliary organizations are subject to a higher EPL deductible. According to Policy & Procedure L-7, the Programs Committee is responsible for approving the EPL deductible calculation; therefore, the calculation and Policy and Procedure are being presented for the committee's review only.

Noted below are the proposed FY 15/16 EPL deductibles and the historical EPL deductibles since the change became effective July 1, 2013.

<b>Auxiliary Organization</b>	<b>FY 15/16</b>	<b>FY 14/15</b>	<b>FY 13/14</b>
California State University, East Bay Foundation, Inc.	\$50,000	\$50,000	\$50,000
California State University, Fresno Foundation	\$75,000	\$50,000	\$25,000
California State University, Long Beach Research Foundation	\$75,000	\$75,000	\$50,000
Cal State L.A. University Auxiliary Services, Inc.	\$50,000	\$50,000	\$50,000
The Cal Poly Pomona Foundation, Inc.	\$100,000	\$75,000	\$100,000
University Enterprises, Inc., CSU Sacramento	\$75,000	\$50,000	\$25,000
San Diego State University Research Foundation	\$100,000	\$75,000	\$50,000
San Jose State University Research Foundation	\$75,000	\$50,000	\$25,000
Cal Poly Corporation	\$50,000	\$50,000	\$50,000

**C14. AORMA Historical Premium Payments, Dividends and Loss Ratios report**

The committee reviewed the AORMA Historical Premium Payments, Dividends and Loss Ratio report. It was noted that the dividends for the past five years are \$5,335,080 for the workers'

compensation program and \$3,026,799 for the liability program. The committee asked that this information be included in the master member presentation.

### **C15. Evaluation of Primary Reinsurance Program for Workers' Compensation**

Daniel noted that Executive Committee authorized the purchase of a primary reinsurance program for the Campus Workers' Compensation Risk Pool for the years FY 08/09, 09/10 and 10/11. The CSURMA actuary recommended funding of \$20MM and the reinsurance was purchased for \$18MM, which resulted in significant savings. After that time, the cost of reinsurance coverage significantly exceeded the CSURMA actuary's projection of the cost to retain the risk.

Staff has received interest from the CSAC Excess Insurance Authority (EIA) to offer a primary reinsurance program to both the Campus Workers' Compensation Risk Pool and the AORMA Workers' Compensation Program. If the AORMA Committee finds the conceptual proposal of interest, staff will work with EIA to prepare a formal proposal for the October 23, 2014 meeting.

In general, it is less costly to self-insure first dollar claims with high frequency. These savings are achieved by avoidance of the frictional costs of insurance transactions. In the case of workers' compensation claims, the frictional costs are reduced since claims are adjusted on statutory rules and regulations and the payments are processed with electronic feeds. As a result, large self-insureds can benefit from locking in their claims costs by purchasing primary layer reinsurance when a reinsurer can offer pricing that is close to or improves on the self-insured cost. Reinsurers may be able to offer better pricing options when their investment income outlook is strong since the claims will be paid over many years. Because workers' compensation claims costs have been rising, self-insureds have benefitted by locking in the cost of primary workers' compensation coverage.

EIA is a statewide JPA insurance pool that has a history of offering products that maximize benefits to members. EIA has received underwriting information from CSURMA and is expected to offer their opinion on what possibilities exist for the AORMA Workers' Compensation program to benefit from EIA's Primary Workers' Compensation Program.

The EIA reinsurance program would provide first dollar coverage through AmTrust and excess reinsurance through EIA. Excess of \$500,000, Safety National would continue to provide the excess workers' compensation coverage. Claims administration within the first \$500,000 would continue to be provided by Sedgwick; however, EIA, would likely have to sign off on all large claims. AORMA gets to maintain its self-insured status, but receives guaranteed rates.

### **C16. Review of the Draft Liability Program Member Allocation Formula for FY 15/16**

Mimi explained that the Programs Committee continues to review the current and proposed liability program member allocation formula. Due to the complexity of the current liability program rating formula and the need for underwriter subjectivity in finalizing each member's

premium, the liability program rating has historically been completed by Phil Lendaris, Alliant's staff underwriter. Each member is rated separately based on the several different ISO rating factors. The supplemental reports from the actuary have not yet been received; therefore, the Programs Committee was unable to view the final allocation prior to this meeting.

The committee suggested that when the allocation is viewed by the Programs Committee and AORMA Committee that the member's name be removed. Also it was suggested that any increases over 25% include an explanation.

#### **C17. On-Line Safety Training through SkillSoft**

The committee discussed this item earlier in the meeting, so there was no additional discussion.

#### **C18. Discussion of AORMA's Continuity Plan**

Robert de Wit appointed Jun Reina to the Programs Committee and he appointed the nominations committee to poll the eligible AORMA Committee members to determine who will be nominated for the Vice-Chair position effective July 1, 2015.

#### **C19. CSURMA Website**

Melissa Diaz demonstrated the upgrades to the CSURMA website. She notes that the upgrades will not go live before October. The committee discussed the option of using a contract web designer to completely overhaul the website. There was discussion that staff may not be equipped to maintain a complex website.

#### **C20. Development of the Long Range Action Plan Items for FY 14/15**

The committee proposed the following items for FY 14/15 long range action plan:

1. AORMA Insurance Handbook – Is this Covered?
2. Real property acquisitions checklist
3. Keeping Minors Safe While on Campus Handbook
4. Workplace grievances hotline; assess how it differs from what the auxiliary organization and campus may already have available. This item will be sent to the AOA HR Committee for discussion
5. Creation of a program to offer earthquake coverage to condo owner's at member property developments where the HOA does not purchase earthquake coverage
6. Create a closed session policy and procedure applicable to all lines of coverage
7. Create a policy and procedure requiring a rate plan review every three years
8. Create an I-9 reporting AORMA bulletin; work with Michele Goetz from SDSURF. This item will be sent to the AOA HR Committee for discussion

**MINUTES OF THE CSURMA AORMA  
COMMITTEE MEETING**

**SEPTEMBER 11, 2014**

**ALLIANT INSURANCE SERVICES**

**1301 DOVE STREET, 2<sup>ND</sup> FLOOR • NEWPORT BEACH, CA**

**9:00 AM**

---

**MEMBERS PRESENT**

- Kurt Borsting, Associated Students, Inc., CSU Fullerton
- Dwayne Brummett, Associated Students, Cal Poly San Luis Obispo
- Melinda Coil, San Diego State University Research Foundation
- Guy Dalpe, Cesar Chaves Student Center, San Francisco State University
- Leslie Davis, University Union Operation of CSUS, Inc., Sacramento State University
- Mark Day, Santos Manuel Student Union of CSU San Bernardino
- Robert de Wit, Forty-Niner Shops, Inc., CSU Long Beach
- Gigi Kiama, University Corporation, CSU Monterey Bay
- Keith Kompsi, Fresno Association, Inc., CSU Fresno
- Haleh Minakary, The Cal Poly Pomona Foundation, Inc., Cal Poly Pomona
- Frank Mumford, CSU Fullerton Auxiliary Services Corporation, CSU Fullerton
- Brian Nowlin, CSULB Foundation, CSU Long Beach

**STAFF, GUESTS AND CONSULTANTS**

- Melissa Diaz, Alliant Insurance Services, Inc.
- Zachary Gifford, CSU Office of the Chancellor – Systemwide Risk Management
- Daniel Howell, Alliant Insurance Services, Inc.
- Mimi Long, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Robert de Wit at 9:05 AM.

**A1. Approval of the Agenda**

A motion was made to approve the agenda.

- Motion:** Frank Mumford
- Second:** Leslie Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			

Guy Dalpe	X			
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**B. PUBLIC COMMENTS**

There were no comments from the public.

**C. CONSENT CALENDAR**

**C1. Acceptance of the FY 15/16 AORMA Liability and Workers’ Compensation Program Actuarial Reports**

**C2. Approval of Minutes – June 30, 2014**

A motion was made to accept the FY 15/16 AORMA Liability and Workers’ Compensation Program Actuarial Reports and approve the minutes of the June 30, 2014 AORMA Committee meeting.

**Motion: Frank Mumford**

**Second: Leslie Davis**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe	X			
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			

Brian Nowlin	<b>X</b>			
<b>AORMA Committee Alternates</b>				
<b>Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**D1. CLOSED SESSION**

1. Jesus Clemente vs. The University Corporation at Monterey Bay
2. Juan Alonso vs. Forty-Niner Shops, Inc., CSU Long Beach
3. Natasha Hancock vs. CSU, East Bay Foundation, Inc.
4. Luis Vazquez vs. CSU Fullerton Auxiliary Services Corporation
5. Cahuilla Band of Indians vs. SDSU Research Foundation
6. Arce vs. Associated Students, CSU, Northridge, Inc.
7. LaShonna Goodman vs. The University Corporation, CSU Northridge
8. Lujan vs. CSU, Long Beach Research Foundation
9. Doerr vs. The Cal Poly Pomona Foundation, Inc.
10. Mendocino College Fund and The Charles & Margaret Dexter Charitable Remainder Unitrust vs. Sonoma State University Academic Foundation, Inc.
11. Lyons vs. The CSU, Chico Research Foundation
12. Caroline Calderon vs. Cesar Chavez Student Center, San Francisco State University
13. Estate of Michael Jabali vs. University Student Union of California State University, Northridge
14. Albert Torres vs. University Student Union of California State University, Northridge
15. Finley vs. The CSU, Chico Research Foundation
16. Trapper vs. Associated Students, CSU, Long Beach
17. Robert Brown vs. San Diego State University Research Foundation
18. Immigration & Customs Enforcement vs. San Diego State University Research Foundation
19. Gonzalez vs. The CSU, Chico Research Foundation
20. Unknown Child vs. Associated Students, CSU, Fullerton, Inc.
21. Bhatka vs. University Union Operation of CSUS, Inc.
22. Goodman vs. University Student Union of CSU, Stanislaus
23. Unknown Director of Sponsored Projects vs. San Marcos University Auxiliary and Research Services Corporation

A motion was made to enter closed session.

**Motion: Keith Kompsi**  
**Second: Frank Mumford**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe	X			
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates</b> <b>Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

The chair reported that action was taken during closed session.

**E. STANDING COMMITTEE REPORTS**

**E1. Programs Committee Report**

Guy Dalpe the Programs Committee Chair provided a brief report of the committee’s recent activities. The committee reviewed Policy and Procedure WC-1 – Deposit Development Plan and decided to table the item until the workers’ compensation member allocation was approved in December. The committee continues to evaluate the liability program member allocation.

**E2. Member Services, Loss Control and Training Committee Report**

Melinda Coil the Member Services, Loss Control and Training Committee Chair provided a brief report of the committee’s recent activities. The committee reviewed the services provided by Alliant Risk Control Consulting and reviewed an analysis tool for the SkillSoft / LawRoom previewers to complete. The committee also heard an update regarding the Praesidium contract.

**E3. AOA Executive Committee Report**

Robert de Wit provided a report of the recent activities of the AOA Executive Committee. The committee had a tour of the new SDSU Rec Center which cost \$102MM. The AOA has few dollars in reserve at this point. AOA proved VEBA with an interest fee loaned of \$27,000 for start-up costs. This loan has now been paid off. The AOA contract with Richard Bromley has been renewed for an additional year. The AOA also discussed member operations. Each

campus has a bookstore. Only six out of the 23 bookstores are operated by the Auxiliary. In contrast, 16 campuses have food services operated by the Auxiliary and seven contract the services to an outside vendor. The AOA also review their Relationship policy with AORMA and their committee guidelines.

## F. GENERAL ADMINISTRATION

### F1. Insurance Renewal Report

Daniel provided an overview of the FY 14/15 insurance renewals. **Reinsurance (\$4,530,000 xs \$350,000)** – The reinsurance agreement with Genesis renewed with a 3% increase. This is the first year Genesis has asked for an increase and this is due to AORMA’s large losses which have incurred amounts in excess of \$350,000. Staff expects that Genesis may insist on a higher self-insured retention for FY 15/16.

**Excess Liability (Excess of \$5,000,000)** – The program renewed with incumbent underwriters though there was a slight shuffling and increase in the upper layers to maintain the \$100 million coverage for claims involving traumatic brain injury (TBI). Coverage for small UAV (drones) was added to \$20 million. Overall, the excess premium cost increased 3%, with half of that increase due to the cost to add the UAV coverage. Daniel noted that the UAV coverage does not include coverage for rockets. Staff is looking into coverage for this exposure.

**Property** – CSURMA has had excellent results. Staff was successful in obtaining proposals from competing markets. The decision was made to remain with the incumbent underwriters at a savings of 38% which will be reflected in FY 15/16 program costs.

**Cyber** – CSURMA increased Cyber coverage with the addition of comprehensive coverage including the Breach Response services from Beazley underwriters of Lloyds. The program now includes notification coverage for up to 2 million persons affected by a breach. The cost of the increased coverage is included with the Property Program. Daniel reiterated the importance of immediate reporting should a breach occur. The Cyber carrier, Beazley has an 800 number to call in case of breach.

**Workers’ Compensation** – the California Workers’ Compensation Insurance market is steadily firming. Safety National increased its rate by 7.5% but agreed to retained the same self-insured retention of \$500,000. After payroll increases, the cost of the AORMA program increased by 8.5%. We are looking at options for FY 15/16 as the State Fund is a pending new market entrant for excess workers’ compensation. Also, there may be a possibility to reinstate the primary layer reinsurance program via the Excess Insurance Authority program, which is currently under evaluation.

**Fidelity** – The program remains stable with incumbent underwriters who have recently approved amendments to accommodate research foundation grant funding exposures. The Campus Risk Pool program premium decreased 5% and the AORMA program increased 5% on renewal.

**Foreign Travel** – The systemwide FTIP policy has an increased loss ratio and the premium was adjusted up 12% accordingly. Fortunately, member rates were maintained at a stable cost due to the travel utilization rate increase. Also, the Rating Plans Task Group proposed an overlay program for the rates that allows a reduced rate for students and other travelers who are required to purchase accident and health coverage via another program such as USAC.

**F2. Target Surplus Funding Report and Dividend Calculation**

The committee reviewed the Target Surplus Funding Reports. With regard to the liability program, because Staff believes that Genesis will require AORMA to increase its retention for FY 15/16, Staff is recommending that the committee approve 25% of the maximum dividend available. Based on the report option with a \$500,000 retention, the recommended dividend would be \$464,087. Staff recommends returning 33% of the maximum dividend available within the workers’ compensation program, or \$715,802.

A motion was made to approve a dividend of \$715,802 within the workers’ compensation program and \$464,087 within the liability program.

**Motion: Guy Dalpe**  
**Second: Mark Day**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe	X			
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates</b>				
<b>Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**F3. Review and Approval of the FY 15/16 – Total Funding**

Mimi discussed the FY 15/16 funding options for the liability program. Four different options were presented to the committee. The exhibits show the pooled layer funding requirements along with the costs for the claims administration, program administration and excess insurance

at both a 70% and 80% confidence level as well as two different pooled layer limits - \$350,000 and \$500,000.

<b>Total Estimated Funding Options for FY 15/16</b>			
<b>\$350,000 Pooled Layer</b>			
<b>Expense Item</b>	<b>Forecasted for FY 14/15 – 70%</b>	<b>Proposed FY 15/16 – 80%</b>	<b>Proposed FY 15/16 – 70%</b>
Actuarial Recommended Pooled Layer Funding	\$1,675,550	\$1,910,250	\$1,627,250
Claims Administration	\$12,600	\$12,600	\$12,600
Program Administration	\$730,000	\$730,000	\$730,000
Excess insurance	\$1,226,444	\$1,350,000	\$1,350,000
<b>Total liability program funding</b>	<b>\$3,644,594</b>	<b>\$4,002,850</b>	<b>\$3,719,850</b>

<b>Total Estimated Funding Options for FY 15/16</b>			
<b>\$500,000 Pooled Layer</b>			
<b>Expense Item</b>	<b>Forecasted for FY 14/15 – 70%</b>	<b>Proposed FY 15/16 – 80%</b>	<b>Proposed FY 15/16 – 70%</b>
Actuarial Recommended Pooled Layer Funding	\$1,675,550	\$2,094,115	\$1,774,778
Claims Administration	\$12,600	\$12,600	\$12,600
Program Administration Fee	\$730,000	\$730,000	\$730,000
Excess insurance	\$1,226,444	\$1,230,000	\$1,230,000
<b>Total liability program funding</b>	<b>\$3,644,594</b>	<b>\$4,066,715</b>	<b>\$3,747,378</b>

Because the liability program is adequately funded and because Genesis may require that AORMA increase its FY 15/16 retention to \$400,000 or \$500,000, Staff recommended approving the FY 15/16 liability program total costs at a 70% confidence level and funding for a \$500,000 retention. This would result in a 3% increase over the forecasted FY 14/15 liability costs. Staff also believes that the Reinsurance / Excess Liability will increase 10% if the \$350,000 retention is maintained, and that the costs will remain stable if the retention is increased to \$500,000.

Mimi discussed the funding options for the workers' compensation program. Staff has prepared two funding options which show the pooled layer funding requirements along with the costs for the claims administration, program administration and excess insurance at both a 70% and 80% confidence level. Because the surplus within the workers' compensation program is adequate but not as ample as within the liability program, Staff recommended approving the FY 15/16 workers' compensation program costs at an 80% confidence level rather than a 70% confidence level. This results in a 3% increase over the forecasted FY 14/15 workers' compensation costs.

Because only one workers' compensation claim has pierced the \$500,000 retention, Staff does not anticipate that the excess carrier will request an increase to the retention amount. However, Staff does expect the excess premium to increase. Therefore a 10% increase is included in the proposed funding.

<b>Total Estimated Funding Options for FY 15/16</b>			
<b>Expense Item</b>	<b>Forecasted for FY 14/15 – 80%</b>	<b>Proposed FY 15/16 – 80%</b>	<b>Proposed FY 15/16 – 70%</b>
Recommended Pooled Layer Funding	\$3,108,750	\$3,208,750	\$2,952,050
Claims Administration	\$208,000	\$208,000	\$208,000
Program Administration Fee	\$540,000	\$540,000	\$540,000
Excess insurance	\$483,420	\$530,000	\$530,000
<b>Total liability program funding</b>	<b>\$4,340,170</b>	<b>\$4,486,750</b>	<b>\$4,230,050</b>

The committee reviewed the proposed property program costs for FY 15/16 as noted below.

Pooled Layer Funding:	\$350,000
Administrative Costs:	\$307,000
Excess Insurance Premium:	\$1,700,000
<b>Total Proposed Costs:</b>	<b>\$2,357,000</b>

Because the actual excess insurance premiums for FY 14/15 were significantly lower than what was estimated and paid (\$1,600,000 vs. \$2,500,000), the property program has, at 6/30/14, a surplus of \$891,988. The marketing of the excess property placement resulted in a 38% reduction in premium for the FY 14/15 policy term. Therefore, the FY 15/16 excess premium estimate is \$1,600,000 which is significantly lower than last year's estimate of \$2,500,000. Staff expects that the property carrier might slowly increase AORMA premium year after year; therefore, Staff has increased the excess premium 9% over the amount actually paid for FY 14/15.

The committee reviewed the proposed crime program costs for FY 15/16 as noted below:

Pooled Layer Funding:	\$50,000
Administrative Costs:	\$30,000
Excess Insurance Premium:	\$230,000
<b>Total Crime Program Expenses:</b>	<b>\$310,000</b>

AORMA does not fund the entire \$100,000 pooled layer because AORMA has never reach the aggregate limit of \$100,000 or four claims exceeding \$25,000 in any one year. At June 30, 2014, the crime program has a fund balance of \$124,002 which is enough to fund the aggregate pooled

layer limit. Therefore, \$50,000 is being proposed for the pooled layer funding in order to maintain a surplus in the program. Staff suspects that the excess carrier may increase premiums again for FY 15/16 in order to recoup the claim costs that have been paid.

A motion was made approve the FY 15/16 liability program funding of \$3,747,378, the workers' compensation program funding of \$4,486,750, the property program funding of \$2,357,000 and the crime program funding of \$310,000.

**Motion: Frank Mumford**

**Second: Gigi Kiama**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe	X			
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates</b>				
<b>Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**F4. Maximum Allowable Hourly Rate for Legal Counsel**

Zachary Gifford explained that at the AOA HR Committee met in August, 2014 it was suggested that the AORMA Committee discuss the current \$225 maximum allowable hourly rate for legal counsel. AORMA has been using the same maximum hourly rate for the past eight years. Mauri stated that she believes AORMA has an acceptable list of employment attorneys at who are willing to work at a rate of \$225 per hour. Currently, most non-employment attorneys are billing \$185 per hour. Mauri also received attorney recommendations from Sue Westover. These attorneys have provided exceptional representation and their rates are below AORMA's \$225 maximum.

A motion was made maintain the AORMA maximum allowable hourly rate for legal counsel at \$225.

**Motion: Keith Kompsi**

**Second: Frank Mumford**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe			X	
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**F5. AORMA Workers’ Compensation Program Claims Administration Audit Report**

In accordance with Policy and Procedure A-5, Jacki Graf, CSURMA’s workers’ compensation claims consultant, has completed an independent claims administration audit of Sedgwick, CSURMA AORMA’s workers’ compensation third party claims administrator. Jacki Graf presented the results of her audit. 25 workers’ compensation files were audited in March 2014. The claim files were viewed on-line in the iVOS claims management system and documentation compared, as needed, to the scanned paper file in SIR (Scanned Information Retrieval). The files were selected from the following claim populations, new claims, high dollar value claims, disability management claims and complex claims. Sedgwick’s audit score for this review was 86% overall. This is an increase of 6% over the 2011 audit and a return to the performance level documented in the 2009 audit. The audit results are summarized in three categories: Initial Contact/Documentation, Claims Management and Process Control. Jacki explained the chart comparisons and findings.

A motion was made to accept the workers’ compensation audit.

**Motion: Guy Dalpe**  
**Second: Gigi Kiama**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe	X			
Leslie Davis	X			

Mark Day	<b>X</b>			
Robert de Wit	<b>X</b>			
Gigi Kiama	<b>X</b>			
Keith Kompsi	<b>X</b>			
Haleh Minakary	<b>X</b>			
Frank Mumford	<b>X</b>			
Brian Nowlin	<b>X</b>			
<b>AORMA Committee Alternates Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**F6. Carl Warren & Company Claims Administration – Extension of Agreement**

Mimi explained that the liability program claims administration agreement with Carl Warren & Company for the term July 1, 2011 to June 30, 2014, included a provision that allowed CSURMA the option of renewing the contract for two additional years. The contract was extended to June 30, 2016, per the authority delegated to the CSURMA Secretary-Auditor in 2011. Staff recommends that the AORMA Committee ratify the action taken by the CSURMA Secretary-Auditor in exercising the two one-year contract options.

A motion was made to ratify the two year extension of the Carl Warren & Company liability claims administration contract to expire on June 30, 2016.

**Motion: Keith Kompsi**

**Second: Leslie Davis**

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
Melinda Coil	<b>X</b>			
Guy Dalpe	<b>X</b>			
Leslie Davis	<b>X</b>			
Mark Day	<b>X</b>			
Robert de Wit	<b>X</b>			
Gigi Kiama	<b>X</b>			
Keith Kompsi	<b>X</b>			
Haleh Minakary	<b>X</b>			
Frank Mumford	<b>X</b>			
Brian Nowlin	<b>X</b>			
<b>AORMA Committee Alternates Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				

Dwayne Brummett - Alternate				
-----------------------------	--	--	--	--

**The motion carried.**

**F7. Approval of Policy and Procedure Review Schedule**

Mimi noted that in accordance with Policy and Procedure A-5 – Annual Calendar of Reports, Audits and Filings, all of AORMA’s policies and procedures need to be reviewed at least every two years.

The following policies and procedures are due for review in 2014 or 2015:

- A-3 Target Surplus Funding Policy
- A-4 Dividends and Assessments
- A-7 Travel Reimbursement Policy
- L-1 Claims Reporting
- L-2 Liability Claims Administration and Litigation Management
- L-3 Legal Counsel Selection (including Carl Warren retention letters, legal bill suspension letter and maximum allowable hourly rate for legal counsel)
- L-4 Employee Driving Standards
- L-5 Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations
- L-6 Requirement to Purchase PAI for all Activities Involving Minors
- L-7 Employment Practices Deductible Options

A motion was made to approve the policy and procedure review schedule:

**Motion: Keith Kompsi**  
**Second: Leslie Davis**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe	X			
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates</b>				
<b>Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**F8. Adoption of CSURMA AORMA 2015 Meeting Calendar**

The committee reviewed the proposed AORMA Committee meeting dates.

Description	Date	Day	Time	Location
AORMA Committee	3/19	Thursday	10:00 AM	TBD
AORMA Committee	5/07	Thursday	10:00 AM	Long Beach
New Member Orientation	9/09	Wednesday	9:00 AM	TBD
AORMA Committee – LRP	9/09	Wednesday	10:00 AM	TBD
AORMA Committee	9/10	Thursday	9:00 AM	TBD
AORMA Committee	10/22	Thursday	10:00 AM	Long Beach
AORMA Committee	12/03	Thursday	10:00 AM	TBD

A motion was made to approve the following AORMA Committee meeting dates as noted above.

**Motion: Brian Nowlin**  
**Second: Gigi Kiama**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe	X			
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates</b>				
<b>Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**F9. 2015 AOA Conference Sponsorship Amount and Attendees**

The annual Auxiliary Organizations Association (AOA) Conference will be held February 8 - 11, 2015 in Pasadena, CA. CSURMA AORMA provided sponsorship in the amount of \$20,000 for the 2014 conference. Staff also recommended approving who would receive the six free registrations available. Mimi explained that historically four of the registrations go to the AORMA officers and two go to staff members from the Systemwide Risk Management.

A motion was made to approve AOA sponsorship of \$20,000 and to revise AORMA’s policies and procedures to indicate that the free conference registrations will always be given to the four AORMA officers and two Systemwide Risk Management staff members.

**Motion: Keith Kompsi**  
**Second: Leslie Davis**

NAME	AYE	ABSTAIN	NAY	ABSENT
Melinda Coil	X			
Guy Dalpe	X			
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates</b>				
<b>Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**F10. Employment Litigation Proposal from Nixon Peabody**

Daniel discussed the proposal received from Richard Bromley of Nixon Peabody for employment litigation. He proposes to charge a flat fee of \$100,000 per single plaintiff employment litigation. All fees in excess of \$110,000, would be billed at 80% of his agreed client rate. Richard Bromley’s rate would be \$380 per hour. The committee was not in favor of accepting this proposal and asked Daniel to inform Richard of its decision.

A motion was made to not approve the Employment Litigation Proposal from Nixon Peabody.

**Motion: Frank Mumford**  
**Second: Keith Kompsi**

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
Melinda Coil	X			
Guy Dalpe		X		
Leslie Davis	X			
Mark Day	X			
Robert de Wit	X			
Gigi Kiama	X			
Keith Kompsi	X			
Haleh Minakary	X			
Frank Mumford	X			
Brian Nowlin	X			
<b>AORMA Committee Alternates</b>				
<b>Vote Only When Committee Members are Absent</b>				
Kurt Borsting - Alternate				
Dwayne Brummett - Alternate				

**The motion carried.**

**G. INFORMATION ITEMS**

The committee reviewed the following information items.

- G1. CSURMA AORMA 2014 Meeting Calendar**
- G2. CSURMA AORMA Program Administrator’s Contact Lists**
- G3. AORMA’s Travel Reimbursement Policy**
- G4. AORMA Committee Members - Effective 7/01/14**

**H. ADJOURNMENT**

The meeting was adjourned at 11:57 AM.

## **PROGRAMS COMMITTEE REPORT**

**ISSUE:** The Committee Members will hear a verbal report on recent activities.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Agenda table of contents from Programs Committee meeting on September 25, 2014.



**PROGRAMS COMMITTEE MEETING**  
**“This is an Open Public Meeting”**

*In accordance with the requirements of the Bagley-Keene Open Meeting Act, notice of this meeting must be posted in a publicly accessible place, including the internet, at least ten days in advance of the meeting. This meeting agenda shall also be posted at the address of the teleconference location with access for the public via phone/speaker phone.*

*Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant at (415) 403-1400 twenty-four hours in advance of the meeting. Entrance to the meeting location may require routine provision of identification to building security. However, CSURMA AORMA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.*

1. Guy Dalpe: Cesar Chavez Student Center, SFSU, 1650 Holloway Avenue Room C-134, San Francisco
2. Gigi Kiama: University Corporation at CSUMB, 100 Campus Center, Bldg. 201, Seaside
3. Haleh Minakary: Cal Poly Pomona Foundation, CSU Pomona, 3801 W. Temple Ave., Bldg. 55, Pomona
4. Mark Day: Santos Manuel Student Union, CSU San Bernardino, 5500 University Parkway, San Bernardino
5. Jun Reina: Capital Public Radio, Inc., CSU Sacramento, 7055 Folsom Boulevard, Sacramento

**Meeting Date:** September 25, 2014  
**Time:** 1:00 p.m. (Teleconference)

**Location:** Alliant Insurance Services, Inc.  
 100 Pine Street, 11<sup>th</sup> Floor  
 San Francisco, CA 94111

**Legend:** A – Action may be taken  
 I – Information Only

**A. CALL TO ORDER**

**B. PUBLIC COMMENTS**

**C. GENERAL ADMINISTRATION**

1. **Approval of the Agenda Order** A p. 3  
*The committee will be asked to approve today’s meeting agenda order*
2. **Approval of the Meeting Minutes – July 2, 2014** A p. 4  
*The Committee will be asked to review and approve the minutes from the last Programs Committee meeting on July 2, 2014*
3. **New Programs Committee Member – Jun Reina** I p. 8  
*The Committee will be asked to welcome Jun Reina to the committee*
4. **Liability Program Member Allocation Formula** A p. 10  
*The committee will be asked to review the draft liability program member allocation formula*

- 5. Revision to AORMA’s Liability Program Memorandum of Coverage** **A** *p. 32*  
*The committee will be asked to review the revision to the Domestic Hired Automobile Physical Damage endorsement*

**D. INFORMATION ITEMS**

- 1. 2014 CSURMA AORMA Meeting Calendar** **I** *p. 37*  
**2. 2014 CSURMA Service Calendar and Long Range Action Plan** **I** *p. 40*  
**3. FY 14/15 AORMA Committee and Standing Committee Roster** **I** *p. 57*

**E. ADJOURNMENT**

*The next PC meeting is scheduled for December 11, 2014 at 1:00pm via teleconference*

**MEMBER SERVICES, LOSS CONTROL AND TRAINING  
COMMITTEE REPORT**

**ISSUE:** The Committee Members will hear a verbal report on recent activities.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATIONS:** None.

**ATTACHMENT(S):**

- a. Agenda table of contents from Member Services, Loss Control and Training Committee meeting on September 29, 2014.



## MEMBER SERVICES, LOSS CONTROL AND COMMITTEE MEETING “This is an Open Public Meeting”

*In accordance with the requirements of the Bagley-Keene Open Meeting Act, notice of this meeting must be posted in a publicly accessible place, including the internet, at least ten days in advance of the meeting. This meeting agenda shall also be posted at the address of the teleconference location with access for the public via phone/speaker phone.*

*Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant at (415) 403-1400 twenty-four hours in advance of the meeting. Entrance to the meeting location may require routine provision of identification to building security. However, CSURMA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.*

1. Debbie Adishian-Astone, CSU Fresno Association, 2271 East Shaw Avenue, Fresno
2. Arnecia Bryant, Loker University Student Union, 1000 East Victoria St., Carson
3. Melinda Coil, SDSU Research Foundation, 5250 Campanile Drive, San Diego
4. Leslie Davis, University Union Operation of CSUS, Inc., 6000 J Street, Sacramento
5. Kristin Kelly, Student Union of San Jose State University, 290 South 7th Street, San Jose
6. Dennis Miller, Cal Poly Pomona Foundation, 3801 West Temple Ave., #55, Pomona
7. Raven Tyson, Associated Students of San Diego State University, 5500 Campanile Drive, San Diego

**Meeting Date:** Monday, September 29, 2014

**Location:** Alliant Insurance Services, Inc.  
100 Pine Street, 11<sup>th</sup> Floor  
San Francisco, CA 94111

**Time:** 11:00 a.m. (Teleconference)

**A. CALL TO ORDER**

**B. PUBLIC COMMENTS**

**C. GENERAL ADMINISTRATION**

1. **Approval of the Agenda Order** **A pg. 3**  
*The committee will be asked to approve today's meeting agenda order*
2. **Approval of Meeting Minutes – July 28, 2014** **A pg. 4**  
*The Committee will be asked to approve the minutes from its last meeting*
3. **Update to Alliant Risk Control Consulting Scope of Services** **A pg. 8**  
*The Committee will be asked to review the revised scope of services from Alliant Risk Control Consulting and recommend approval to the AORMA Committee, with revisions as necessary*
4. **Risk Reduction Matching Grant Program** **A pg.10**  
*The Committee will be asked to discuss modifications to the grant program application process*

**5. SkillSoft Analysis Survey Tool** **A** *pg. 14*  
*The Committee will be asked to approve the final version of the SkillPort survey tool*

**6. Prevention of Sexual Misconduct and Abuse of Minors** **I** *pg. 18*  
*The Committee will hear an update regarding the Praesidium contract*

**D. INFORMATION ITEMS**

**1. CSURMA AORMA 2014 Meeting Calendar** *pg. 19*  
**2. AORMA Committee and Standing Committees - Roster** *pg. 22*

**E. ADJOURNMENT**

*The next meeting date will be on Monday, November 17<sup>th</sup>, via teleconference.*

## **AOA EXECUTIVE COMMITTEE REPORT**

**ISSUE:** The AORMA Chair attends the AOA Executive Committee meetings and reports to the committee the recent AORMA activities. The AORMA Chair will provide a brief overview to the AORMA Committee as to the recent activities of the AOA Executive Committee.

Robert de Wit will provide a verbal report at today's meeting.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

## **AORMA’S LONG RANGE ACTION PLAN FOR FY 14/15**

**ISSUE:** At the September, 2014 Long Range Planning meeting, the Committee reviewed the long range goals of AORMA. The committee proposed the following items for FY 14/15 long range action plan:

**AORMA Committee:**

- ✓ Closed session policy and procedure
- ✓ Member allocation formula – rating plan review policy and procedure

**Programs Committee:**

- ✓ Liability program member allocation formula for FY 15/16
- ✓ Earthquake coverage for condominium owners (when the HOA does not purchase earthquake coverage)

**Member Services, Loss Control and Training Committee**

- ✓ New innovative criteria for the risk reduction matching grant program (*this was added by the MSLCTC*)
- ✓ AORMA insurance handbook – is this covered?
- ✓ Real property acquisitions checklist
- ✓ Keeping minors safe while on campus - handbook

**RECOMMENDATION:** The Committee will be asked to approve its FY 14/15 Long Range Action Plan, making revisions as necessary.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

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

**ATTACHMENT(S):**

- a. FY 14/15 Long Range Action Plan - DRAFT

## CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
<b>AORMA COMMITTEE</b>				
<b>A-1 WORKERS' COMPENSATION POLICIES AND PROCEDURES</b>				
	Staff (Alliant)	Review all workers' compensation policies and procedures and recommend revisions as necessary.	January, 2014	Completed
	PC	Review all workers' compensation policies and procedures and recommend approval to the AORMA Committee, with revisions as appropriate. All workers' compensation policies and procedures have been reviewed.	February 2, 2014	Completed
	AORMA Committee	Review and approve revisions to the workers' compensation policies and procedures.	March 20, 2014	Completed
	PC	The PC did not approve the recommended revisions to policy and procedure WC-1 at its July 2, 2014. The approval item has been tabled until the December 11, 2014 meeting.	December 11, 2014	
	AORMA Committee	Approval of the revisions to policy and procedure WC-1.	March, 2015	
<b>A-2 CLOSED SESSION POLICY AND PROCEDURE</b>				
	AORMA Committee	Review and approve the new policy and procedure	October 23, 2014	
<b>A-3 MEMBER ALLOCATION FORMULA – RATING PLAN REVIEW POLICY AND PROCEDURE</b>				
	AORMA Committee	Review and approve the new policy and procedure	October 23, 2014	

## CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
<b>PROGRAMS COMMITTEE</b>				
P-1	<b>LIABILITY PROGRAM MEMBER ALLOCATION FORMULA (for FY 15/16 term)</b>			
	PC	Discuss current liability program member allocation formula and alternative allocation formulas	December 12, 2013	Completed
	PC	Review alternative member allocation formula (first review)	February 6, 2014	Completed
	PC	Review alternative member allocation formula (second review)	April 10, 2014	Completed
	AORMA Officers	Review alternative member allocation formula	July, 2014	Completed
	PC	Receipt of supplemental actuarial reports – based rates and experience modification factors. Review draft alternative member allocation formula with actuarial factors included.	August 28, 2014	Completed
	AORMA Committee	Discuss modifications to the liability program member allocation formula.	September 10, 2014	Completed
	PC	Approval of FY 15/16 liability program member allocation formula	November, 2014	
	AORMA Committee	Approval of FY 15/16 liability program member allocation formula	December, 2014	
P-2	<b>EARTHQUAKE COVERAGE FOR CONDOMINIUM OWNERS (WHEN HOA DOES NOT PURCHASE EARTHQUAKE COVERAGE)</b>			
	Staff	Secure exposure information from the members	November, 2014	
	Staff	Obtain and review earthquake proposals	February, 2015	
	Programs Committee	Review and recommend revisions, as required	February, 2015	
	AORMA Committee	Review final earthquake proposals	March 19, 2015	

## CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
<b>MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE</b>				
<b>M-1 RISK REDUCTION INNOVATIVE MATCHING GRANT PROGRAM</b>				
	MSLCT Committee	Review revisions to grant criteria within policy and procedure A-6; recommend approval to the AORMA Committee	November, 2014	
	AORMA Committee	Review and approve revisions to grant criteria within policy and procedure A-6	December, 2014	
<b>M-2 AORMA INSURANCE HANDBOOK – IS THIS COVERED?</b>				
	Staff	Complete the AORMA – Is This Covered Handbook	January, 2015	
	MSLCT Committee	Review handbook and recommend revisions as appropriate	January, 2015	
	Staff	Present the handbook during the AOA Session – AORMA What’s Covered and What’s Not	February 9, 2015	
<b>M-3 REAL PROPERTY ACQUISITIONS - CHECKLIST</b>				
	Staff	Complete the AORMA Real Property Acquisitions - Checklist	January, 2015	
	MSLCT Committee	Review checklist and recommend revisions as appropriate	February, 2015	
	AORMA Committee	Review final checklist	March, 2015	
<b>M-4 KEEPING MINORS SAFE WHILE ON CAMPUS - HANDBOOK</b>				
	Staff	Complete the Keeping Minors Safe While on Campus Handbook	January, 2015	
	MSLCT Committee	Review handbook and recommend revisions as appropriate	February, 2015	
	AORMA Committee	Review final handbook	March, 2015	

## **AORMA COMMITTEE VICE CHAIR ELECTION**

**ISSUE:** Each year the AORMA Committee Chair appoints a Nominations Committee. The Nominations Committee nominates one or more eligible Committee Members to run for the position of AORMA Committee Vice-Chair.

The Chair will provide a verbal report on the nominee(s) for the Vice-Chair position and a Vice-Chair will be elected at this meeting. The Past Chair will cast a vote, but this vote will be opened only in the event of a tie.

**RECOMMENDATION:** The Committee will be asked to elect the AORMA Committee Vice-Chair for the term beginning July 1, 2015.

**FISCAL IMPACT:** None.

**BACKGROUND:** AORMA's Policy & Procedure A-1 – AORMA Committee Composition, Elections and Term Limits outlines the process by which members of the AORMA Committee are nominated and elected to serve. The Policy & Procedure outlines the officer succession plan whereby the Vice-Chair is elected, then assumes the Chair seat the following year, then proceeds to the Past Chair seat and then “Ex-Officio” seat.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Policy & Procedure A-1 – AORMA Committee Composition, Elections and Term Limits
- b. AORMA Committee / Standing Committees – Members and Terms

**SUBJECT:** AORMA COMMITTEE COMPOSITION,  
ELECTIONS & TERM LIMITS

**ADOPTED:** APRIL 18, 2003

**EFFECTIVE:** JULY 1, 2003

**AMENDED:** JANUARY 15, 2005  
OCTOBER 27, 2005  
JANUARY 16, 2008  
OCTOBER 29, 2009  
JANUARY 11, 2010  
SEPTEMBER 16, 2010  
DECEMBER 8, 2011  
SEPTEMBER 13, 2012  
MARCH 20, 2014

---

**PURPOSE:**

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

**POLICY:**

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

**PROCEDURE:**

The following steps will be taken to affect the policy:

1. The AORMA Committee will be elected from representatives of the auxiliary organization members of the CSURMA, effective July 1 of every year. No auxiliary organization will have multiple representatives serving simultaneously on either the AORMA Committee or on the same Standing Committee. At-large members may serve a maximum of three consecutive complete two-year terms. Upon reaching the end of the third complete two-year term, members will either be "termed out" (they may be again nominated after one year off the Committee) or advance to the role of Vice Chair. Terms are staggered to create a rotation of half (4) of the at-large Committee members each year.

2. The AORMA Committee will be comprised of eight at-large members and two Officers: a Vice Chair and a Chair. Additionally, two alternates may serve with the committee as Past Chair and Ex-Officio. Alternates may serve in a voting capacity only in the absence of at-large members. Officers shall serve one, one-year term in each officer seat.
3. The AORMA Committee will review its membership annually to strive for diversity on the Committee based on the following criteria:
  - Type of Auxiliary Organization (Foundation, ASI/Student Union or Commercial)
  - Mix of personnel (Executive Director, CFO, HR, etc.)
  - Campus size (small – less than 10,000 FTE, medium – between 10,000 and 20,000 FTE, or large – more than 20,000 FTE)

The AORMA Committee seats shall be rotated on July 1 of each year as follows:

- Year 1 – Elected to Vice Chair of AORMA Committee
- Year 2 – Vice Chair Succeeds to Chair of AORMA Committee
- Year 3 – Chair Succeeds to Past Chair of AORMA Committee
- Year 4 – Past Chair Succeeds to Ex-Officio
- Year 5 – Ex-Officio Leaves Office and is not allowed to serve on the AORMA Committee for at least one year.

The Vice Chair and Chair shall serve as AORMA Committee representatives to the CSURMA Executive Committee.

***AORMA Committee Chair/Vice Chair Qualifications***

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

***AORMA Committee Representative***

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

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

5. Timeline for nominations:

***October/November***

The Nominations Committee shall poll the eligible AORMA Committee members to determine which members are willing to be nominated for the Vice Chair position and identify which of the eligible incumbents whose terms expire the following June 30 are interested in seeking re-election.

At the October AORMA Committee meeting, a Vice Chair shall be elected by the AORMA Committee from its members. All ballots will be tallied by the Ex-Officio and the CSURMA Secretary. The Past Chair shall also cast a vote, but this vote will be opened only in the event of a tie.

***January***

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

***February***

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

***March***

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

***April***

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

***May***

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

The AORMA Committee shall establish a statement of roles and responsibilities that provide guidance on operations of the Committee and may be amended from time to time by the AORMA Committee.

**AORMA Committee**  
**Ten voting members - two alternates - twelve members total**  
**Effective at July 1, 2014**

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number	Location	Size of Campus	Type of Campus	Term	1st, 2nd or Final Term	Date Appointed
AORMA	Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549	South	Large	Urban	7/1/14 - 6/30/15	N/A	7/1/2010
AORMA	Vice Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101	South	Large	Urban	7/1/14 - 6/30/15	N/A	7/1/2012
AORMA	Past Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768	Central	Medium	Urban	7/1/14 - 6/30/15	N/A	7/1/2009
AORMA	Ex Officio	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214	South	Large	Urban	7/1/14 - 6/30/15	N/A	5/16/2006
AORMA	At Large	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Research Foundation	Brian.Nowlin@csulb.edu	562-985-4690	South	Large	Urban	7/1/13 - 6/30/15	Second	3/24/2011
AORMA	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	The University Corporation at Monterey Bay	gkiama@csumb.edu	831-582-4301	North	Small	Rural	7/1/13 - 6/30/15	Second	3/24/2011
AORMA	At Large	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044	North	Large	Urban	7/1/13 - 6/30/15	Second	7/1/2011
AORMA	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@cupomona.edu	909-869-2910	South	Medium	Urban	7/1/13 - 6/30/15	First	7/1/2013
AORMA	At Large	Keith Kompasi	Director, Foundation Financial Services	Fresno	Fresno Association, Inc., CSU Fresno	kkompasi@csufresno.edu	559-278-0838	Central	Medium	Rural	7/1/14 - 6/30/16	Second	7/1/2012
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904	North	Large	Urban	7/1/14 - 6/30/16	Second	7/1/2012
AORMA	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201	South	Medium	Urban	7/1/14 - 6/30/16	First	7/1/2014
AORMA	At Large	Melinda Coil	Chief Financial Officer	San Diego	San Diego State University Research Foundation	mcoil@foundation.sdsu.edu	619-594-1076	South	Large	Urban	7/1/13 - 6/30/15	First	7/1/2013

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number	Location	Size of Campus	Type of Campus	Term	1st, 2nd or Final Term	Date Appointed
MSLCTC	Chair	Melinda Coil	Chief Financial Officer	San Diego	San Diego State University Research Foundation	mcoil@foundation.sdsu.edu	619-594-1076	South	Large	Urban	7/1/13 - 6/30/15	First	7/1/2013
MSLCTC	At Large	Arnecia Bryant	Associate Director, Operations	Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.	abryant@csudh.edu	310-243-3854	South	Medium	Urban	7/1/13 - 6/30/15	Second	5/2/2011
MSLCTC	At Large	Debbie Adishian-Astone	Executive Director	Fresno	CSU Fresno Association, Inc.	debbiea@csufresno.edu	559-278-0802	Central	Medium	Rural	7/1/13 - 6/30/15	First	7/1/2013
MSLCTC	At Large	Dennis Miller	Director, Employment Services	Pomona	The Cal Poly Pomona Foundation, Inc.	dennismiller@cupomona.edu	909-869-2958	South	Medium	Urban	7/1/13 - 6/30/15	Second	7/1/2011
MSLCTC	At Large	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315	North	Large	Urban	7/1/14 - 6/30/16	Third	
MSLCTC	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904	North	Large	Urban	7/1/14 - 6/30/16	First	7/1/2012
MSLCTC	At Large	Raven Tyson	Contracts & Risk Management Coordinator	San Diego	Associated Students of San Diego State University	raven.tyson@sdsu.edu	619-594-3760	South	Large	Urban	7/1/13 - 6/30/15	First	7/1/2013

**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	Location	Size of Campus	Type of Campus	Term	1st, 2nd or Final Term	Date Appointed
PC	Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044	North	Large	Urban	7/1/14 - 6/30/16	Third	
PC	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301	North	Small	Rural	7/1/13 - 6/30/15	Third	
PC	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@cupomona.edu	909-869-2910	South	Medium	Urban	7/1/14 - 6/30/16	Third	
PC	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201	South	Medium	Urban	7/1/14 - 6/30/16	Second	4/28/2011
PC	At Large	Jun Reina	Chief Operations Officer/ Chief Financial Officer	Sacramento	Capital Public Radio, Inc., CSU Sacramento	jreina@csus.edu	916-278-8925	North	Large	Urban	7/1/14 - 6/30/16	First	9/15/2014

*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

**REVIEW OF POLICY AND PROCEDURE A-3**  
**TARGET SURPLUS FUNDING POLICY**

**ISSUE:** The following recommended changes have been included in Policy and Procedure A-3 – Target Surplus Funding Policy:

1. The committee responsible for the initial and final determination regarding AORMA’s surplus and dividend distribution has been changed from the Programs Committee to the AORMA Committee. In practice, the Programs Committee does review the Target Surplus Funding report after the AORMA Committee reviews it in September. The timing for the completion of this report is always extremely tight as the financials at 6/30 and actuarial reports are needed. Therefore, the AORMA Committee has been responsible for determining whether it’s desirable to increase, decrease or stabilize surplus as well as approving dividends.
2. The title of the CSURMA Secretary has been updated to CSURMA Secretary-Auditor.
3. Additional revisions were made only to make the wording consistent, but do not change the intent of the policy and procedure.

**RECOMMENDATION:** Staff recommends that the committee review and approve the changes to Policy and Procedure A-3, which revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Effective September, 2013, the AORMA Committee agreed to begin reviewing its policies and procedures every other year. Policy and Procedure A-3 was last reviewed on September 16, 2010.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Revised – Policy and Procedure A-3 - Target Surplus Funding Policy



**CSURMA AORMA**

**POLICY AND PROCEDURE NO. A-3**

**SUBJECT: TARGET SURPLUS FUNDING POLICY**

**ADOPTED: JANUARY 10, 2007**

**AMENDED: OCTOBER 29, 2009  
SEPTEMBER 16, 2010  
OCTOBER 23, 2014**

**EFFECTIVE: JANUARY 1, 2007**

**POLICY & PROCEDURE NO.: (FORMERLY) 7-AORMA**

In an effort to assure the long term financial strength of the Workers' Compensation, Liability, Property and Crime Programs (Programs), the AORMA Committee desires to fund the Programs in a responsible manner. Furthermore, in recognition that there is a high degree of uncertainty in actuarial estimates due to the possibility of occasional catastrophic claims and inconsistent or inaccurate case reserving, the AORMA Committee desires to establish a Target Surplus Goal that will guide them in making annual funding decisions for the Programs.

*Should there be any discrepancy between this document and either the MEMORANDUMS OF COVERAGE or PARTICIPATION AGREEMENTS between the AORMA Committee and the MEMBER, the MEMORANDUMS OF COVERAGE and the PARTICIPATION AGREEMENTS will govern.*

**POLICY**

The Target Surplus Goal is hereby established to be, at a minimum, the actuarially determined 70% confidence level, discounted for investment. In evaluating the Programs' funding position relative to the Target Surplus Goal as a part of each year's ratemaking process, the AORMA Committee shall take into consideration the following ratios: Gross Premium to Surplus Ratio, Surplus to Pool Retention Ratio and Outstanding Reserves to Surplus Ratio.

The AORMA Committee may take action to set higher or lower confidence levels based on AORMA goals to retain more or less risk.

**PROCEDURE**

- 1. Annual Actuarial Study** - Each year the Program Director will engage CSURMA's accredited independent actuary to perform an actuarial analysis of the Workers' Compensation and Liability Programs. This analysis shall include estimates of the outstanding losses (including IBNR) at various confidence levels as well as estimates of ultimate losses for the upcoming year(s). The analysis shall also compare the current program funding against the outstanding liabilities and determine the confidence level to which the program is currently funded. Because the Property and Crime Programs have an annual aggregate retention, an actuarial analysis is not performed.

2. **Calculation of Industry Ratios** - The Program ~~Administrator~~ Director will also calculate certain insurance industry ratios to help determine the Program's current financial position as follows:

**Gross Premium to Surplus Ratio: Target <1.5:1**

This ratio is a measure of how surplus is leveraged against possible pricing inaccuracies. A low ratio is desirable.

**Surplus to Pool Retention Ratio: Target >5-10:1**

This ratio is a measure of the maximum amount that surplus could decline due to a single loss. A high ratio is desirable.

**Outstanding Reserves to Surplus Ratio: Target  $\leq 1.5:1$**

This ratio is a measure of how surplus is leveraged against possible reserve inaccuracies. A low ratio is desirable.

3. **Application of Target Surplus Criteria** – After an annual review of the Target Surplus Ratios, the ~~PROGRAMS AORMA~~ COMMITTEE will determine whether it is desirable to increase, decrease, or stabilize surplus. ~~Their recommendations will be forwarded to the AORMA COMMITTEE.~~ If the AORMA COMMITTEE desires to decrease surplus, it may approve a funding level below the 70% confidence level. Conversely, a funding decision above the 70% confidence level will indicate a bias toward increasing surplus. A determination to fund at the 70% confidence level will reflect the AORMA COMMITTEE'S desire to keep surplus at the current level.

Because the Property and Crime Programs have annual aggregate retentions, and therefore no actuarial study is performed, the Target Surplus Funding shall be the amount of funds that exceed the maximum liability retained by the program for all program years. The AORMA COMMITTEE will approve the annual funding for each program.

The Program Target Surplus Funding and Dividend Calculation Report will be prepared for each self-funded program and presented to the AORMA ~~Committee~~ COMMITTEE after the end of each fiscal year.

4. **Dividends** – Dividends may be available from the amount of surplus exceeding the Target Surplus amount established by the AORMA COMMITTEE. The allocation of any dividend shall be pursuant to the Dividends and Assessments Policy and Procedure detailed in Policy ~~& and~~ Procedure ~~AORMA No.#~~ A-4.
5. **Assessments** – Assessments may be required when the AORMA COMMITTEE determines that the amount of surplus is not sufficient and can best be remedied by an extraordinary



## CSURMA AORMA

## POLICY AND PROCEDURE NO. A-3

assessment. The allocation of any assessment shall be pursuant to the Dividends and Assessments Policy and Procedure detailed in Policy ~~&-and~~ Procedure ~~AORMA-No. #~~ A-4.

### MEMBER APPEAL PROCESS

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

If a Member wishes to appeal the AORMA COMMITTEE's decision, the Member will notify the CSURMA Secretary-[Auditor](#) in writing within 5 business days of receipt of the AORMA 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** - Auxiliary Organizations Risk Management Alliance Committee, a committee of the CSURMA providing management and oversight to the Auxiliary Organizations Risk Management Alliance. The AORMA COMMITTEE is comprised of the Chair, the Vice Chair, eight “At Large” members, and two non-voting members.

~~**PROGRAMS COMMITTEE** - A standing committee appointed by the AORMA COMMITTEE Chair responsible for oversight of the AORMA Liability, Worker’s Compensation, Property, Crime, Unemployment Insurance, Participant Accident Insurance and other programs.~~

**AORMA** - AORMA - The Auxiliary Organizations Risk Management Alliance, a group of programs under the California State University Risk Management Authority.

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

**GROSS PREMIUM** - Includes pool premium and reinsurance/excess insurance premium but does not include administrative costs.

**IBNR** – Incurred but Not Reported losses

**OUTSTANDING RESERVES** - The sum total of unpaid case reserves in the pool layer as determined by the various claims examiners.

**POOL RETENTION** - The maximum amount of exposure to a single loss retained by the pool over the most recent 5 years.

**SURPLUS** - The amount of cash equivalent available to pay claims in excess of actuarial expected losses discounted for investment income.

**CONFIDENCE LEVEL:** A confidence level is the statistical certainty that an actuary believes funding will be sufficient. For example, an 80% confidence level means that the actuary believes funding will be sufficient in eight years out of ten.

**REVIEW OF POLICY AND PROCEDURE A-4**  
**DIVIDENDS AND ASSESSMENTS**

**ISSUE:** The following recommended changes have been included in Policy and Procedure A-4 – Dividends and Assessments:

1. The Programs Committee has been removed from the initial approval process for the dividends and assessments. The Programs Committee is responsible for approving the final member allocation of the dividend or assessment, but not the conduct the initial review. The dividend or assessment approval is made based on the information in the Target Surplus Funding Report. The timing for the completion of this report is always extremely tight as the financials at 6/30 and actuarial reports are necessary. Therefore, the AORMA Committee has been responsible for approving the dividends and assessments.
2. The title of the CSURMA Secretary has been updated to CSURMA Secretary-Auditor.
3. The Member Appeal Process has been revised, by adding the wording below, so that the appeal process is consistent in all of AORMA's policies and procedures.

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.

4. Additional revisions were made only to make the wording consistent, but do not change the intent of the policy and procedure.
5. The definition for Programs Committee was removed as it is no longer included in the policy and procedure.

**RECOMMENDATION:** Staff recommends that the committee review and approve the changes to Policy and Procedure A-4, which revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Effective September, 2013, the AORMA Committee agreed to begin reviewing its policies and procedures every other year. Policy and Procedure A-4 was last reviewed on September 16, 2010.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Revised – Policy and Procedure A-4 – Dividends and Assessments



## CSURMA AORMA

## POLICY AND PROCEDURE NO. A-4

**SUBJECT:** DIVIDENDS & ASSESSMENTS

**ADOPTED:** MARCH 8, 2007

**AMENDED:** OCTOBER 29, 2009  
SEPTEMBER 16, 2010  
OCTOBER 23, 2014

**EFFECTIVE:** JULY 1, 2007

### **POLICY & PROCEDURE NO.: (FORMERLY) 8-AORMA**

*Should there be any discrepancy between this document and either the MEMORANDUMS OF COVERAGE or PARTICIPATION AGREEMENTS between the AORMA Committee and the MEMBER, the MEMORANDUMS OF COVERAGE and the PARTICIPATION AGREEMENTS will govern.*

### **POLICY**

It is the policy of AORMA Committee that:

- Evaluation of the funding for each Self-Insured ~~Program~~ PROGRAM shall be made based on all coverage periods combined for that particular ~~program~~ PROGRAM rather than on each coverage period on its own. The availability of any dividend or need for any assessment will be determined based on the ~~program's~~ PROGRAM's overall funding relative to the Target Surplus Funding Goal detailed in the separate Policy and Procedure ~~No. AORMA #~~ A-3.
- Assessments and Dividends shall be allocated to the MEMBERS based on participation in "open" policy periods only.
- Unless the AORMA Committee takes specific action to the contrary, a coverage period shall be considered "closed" for dividend and assessment purposes five (5) years from the expiration of that period (i.e. 6/30/03 for FY\_07/08).
- Assessments are a responsibility of membership and shall be allocated to all members who participated in the open policy periods which the assessment is based on, regardless of whether they are current members at the time the assessment is declared.
- Dividends are a privilege of membership and shall be allocated only to the current members in the ~~program~~ PROGRAM at the time the dividend is declared who participated in one or more of the open policy periods which the dividend is based on.

### **PROCEDURE**

1. **Annual Funding Analysis** – Each year the Program Director will analyze the current funding position of the ~~Programs~~ PROGRAMS in accordance with the Target Surplus Funding Goal detailed in ~~AORMA~~ Policy and Procedure No. A-3. This analysis will, in part, determine whether the ~~Program's~~ PROGRAM's overall funding is sufficient to consider a dividend or is depleted to the point of considering an assessment. The Program Director's analysis will be reviewed by the ~~Programs~~ AORMA ~~Committee~~ COMMITTEE.

2. **Closure of Policy Periods** - Upon reaching five (5) years of maturity after the end of a coverage period, that period shall be "closed" and there shall be no further dividends or assessments allocated with respect to those ~~program-PROGRAM~~ periods. Notwithstanding the above, the AORMA Committee may take action to leave a policy period "open" even though it may otherwise qualify for closure. In addition, the last five (5) policy periods shall always remain "open" unless the AORMA Committee takes specific action to declare any of the last five (5) policy periods closed.
3. **Dividends and Assessments** - Dividends and assessments shall be allocated to the MEMBERS based upon the proportion of all premiums paid to the PROGRAM in all "open" periods only. For purposes of allocating dividends and assessments pursuant to this subparagraph, all "open" policy periods shall be considered collectively.
4. **DECLARATION OF ASSESSMENTS** – ~~Based on the recommendation of the Programs Committee,~~ assessments will be declared as needed by the AORMA ~~Committee~~ COMMITTEE, and will be collected from a MEMBER in accordance with its proportionate funding to the ~~Program-PROGRAM~~ during all "open" policy periods, whether or not they currently participate in the ~~Program-PROGRAM~~ at the time of the assessment.
5. **DECLARATION OF DIVIDENDS** – ~~Based on the recommendation of the appropriate Programs Committee, the~~ The AORMA ~~Committee~~ COMMITTEE may declare dividends if overall funding is sufficient to support such action. Upon such a declaration, the dividend shall be allocated to those MEMBERS currently participating in the ~~Program-PROGRAM~~ at the time the dividend is declared, based on the proportionate funding of all "open" policy periods.

#### **MEMBER APPEAL PROCESS**

If a MEMBER wishes to appeal any decision regarding the application of the Dividend/Assessment 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 appeal on the AORMA Committee agenda at its next regularly scheduled meeting. The AORMA COMMITTEE will review the appeal at its next regularly scheduled meeting and inform the MEMBER of the final decision within 5 business days of its 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** – Auxiliary Organizations Risk Management Alliance, a group of ~~program~~PROGRAMS of the California State University Risk Management Authority, a California Joint Powers Authority representing auxiliary organizations.

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

**MEMBER** – Any auxiliary organization participating in AORMA.

**PROGRAM** – For purposes of dividends and assessments, AORMA’s ~~programs~~PROGRAMS are the Liability, Workers’ Compensation, Property and Crime ~~Programs~~.

~~**PROGRAMS COMMITTEE** – A standing committee appointed by the AORMA COMMITTEE Chair responsible for oversight of the AORMA Liability, Worker’s Compensation, Property, Crime, Unemployment Insurance, Participant Accident Insurance and other programs.~~

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

**REVIEW OF POLICY AND PROCEDURE L-1**  
**LIABILITY CLAIMS REPORTING**

**ISSUE:** The following recommended changes have been included in Policy and Procedure L-1 – Liability Claims Reporting:

1. The policy wording section was amended to make the meaning easier to follow.

It is the policy of AORMA that there will be no coverage for any SETTLEMENT negotiated or agreed to without involvement and prior approval of the TPA.

If the MEMBER becomes aware of a CLAIM but does not provide notification to the TPA within 30 days, all DAMAGES incurred by the MEMBER, within that 30 day period, will be the financial responsibility of the MEMBER and will not be a part of the total DAMAGES within the Late Reporting of Claims Schedule.

2. The words within the policy and procedure that are defined were changed to “all caps”.
3. A notation was added that the late reporting penalty only applies to AORMA pooled layer; not the excess of reinsurance.
4. The loss amounts within the late reporting examples were changed to show a maximum loss amount of \$350,000, which is AORMA’s current pooled layer limit.
5. The Member Appeal Process was revised so that the appeal process is consistent in all of AORMA’s policies and procedures.
6. The title of the CSURMA Secretary has been updated to CSURMA Secretary-Auditor.
7. The definition of “Loss” was changed to “Damages” to be consistent with the current Liability Memorandum of Coverage.
8. The definition of “AORMA Pooled Layer” was added.
9. The definition of “in writing” was deleted.

**RECOMMENDATION:** Staff recommends that the committee review and approve the changes to Policy and Procedure L-1, which revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Effective September, 2013, the AORMA Committee agreed to begin reviewing its policies and procedures every other year. Policy and Procedure L-1 was last reviewed on October 8, 2009.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Revised – Policy and Procedure L-1 – Liability Claims Reporting



**CSURMA AORMA**

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

**SUBJECT:** LIABILITY CLAIMS REPORTING

**ADOPTED:** DECEMBER 7, 2006

**AMENDED:** OCTOBER 8, 2009  
OCTOBER 23, 2014

**EFFECTIVE:** JANUARY 1, 2007

*Should there be any discrepancy between this document and either the MEMORANDUM OF COVERAGE or PARTICIPATION AGREEMENT between AORMA and the MEMBER, the MEMORANDUM OF COVERAGE and the PARTICIPATION AGREEMENT will govern.*

**POLICY:**

In the event of any CLAIM against a MEMBER, ~~WRITTEN NOTICE~~written notice regarding the CLAIM shall be given by the MEMBER to the THIRD PARTY CLAIMS ADMINISTRATOR (TPA) as soon as practicable. Failure to report a CLAIM as required will be cause for a reduction in or denial of coverage by AORMA.

It is the policy of AORMA that there will be no coverage for any SETTLEMENT negotiated or agreed to without involvement and prior approval of the TPA.

If the MEMBER becomes aware of a CLAIM but does not provide notification to the TPA within 30 days, all DAMAGES incurred by the MEMBER, within that 30 day period, will be the financial responsibility of the MEMBER and will not be a part of the total DAMAGES within the Late Reporting of Claims Schedule. In no event shall any payments be made by AORMA for LOSS incurred more than 30 days prior to written notification of a CLAIM to the TPA. Moreover, no settlement of any claim CLAIM shall be paid by AORMA without prior written authorization of the TPA.

**PROCEDURE:**

All ~~claim~~CLAIM communications shall be provided ~~IN WRITING~~in writing and directed to the TPA. ~~Effective July 1, 2006, the TPA is Carl Warren and Company.~~

Regular Mail

Carl Warren & Company  
P.O. Box 7059  
Ventura, CA 93006-7059  
Attn: Mauri McGuire

Express Mail

Carl Warren & Company  
1000 South Hill Rd., Suite 215  
Ventura, CA 93003-4455  
Attn: Mauri McGuire  
Phone: 805.650.7020, ext. 1003

Phone: 805.650.7020, ext. 1003  
Fax: 805.658.9950  
Email: [mmcguire@carlwarren.com](mailto:mmcguire@carlwarren.com)

Fax: 805.658.9950  
Email: [mmcguire@carlwarren.com](mailto:mmcguire@carlwarren.com)

**WHAT NEEDS TO ACCOMPANY THE FIRST CLAIM REPORT:**

When the MEMBER submits the first CLAIM report, the following information shall be included, if available and applicable:

1. Incident Reports
2. Investigation reports
3. Police reports
4. Claims notices and Member response(s)
5. Pleadings (i.e. Summons, Complaints and other legal papers received by the Member)
6. Medical reports
7. Request for Assignment of “Non-Approved” Legal Counsel (See [Policy and Procedure No. L-3 - AORMA Legal Counsel Selection-Policy & Procedure](#))
8. Other information helpful to the TPA

**LATE REPORTING OF CLAIMS:**

As stated in the Policy section of this document, in no event shall any payments be made for **any ~~LOSS-DAMAGES~~** incurred more than 30 days prior to written notification of a CLAIM to the TPA.

If a ~~claim-CLAIM~~ is not reported by the MEMBER within the timeframes set below, the following ~~LATE REPORTING SCHEDULE~~[late reporting schedule](#) will apply:

- If a ~~claim-CLAIM~~ is reported 1-6 months late as determined by the TPA, a 25% reduction of ~~coverage-(LOSS)DAMAGES~~ will apply
- If a ~~claim-CLAIM~~ is reported 7-12 months late as determined by the TPA, a 50% reduction of ~~coverage-(LOSS)DAMAGES~~ will apply
- If a ~~claim-CLAIM~~ is reported more than 12 months late as determined by the TPA, no recovery will be available to the MEMBER.

**Note: The late reporting penalty only applies to the portion of the DAMAGES within the AORMA POOLED LAYER.**

**EXAMPLE OF LATE REPORTING SCHEDULE IMPLICATIONS:**

<del>Claim-DAMAGES</del> Amount	Deductible Amount	Recoverable Amount	Amount Recoverable if Reported within 30 days of knowledge of claim as determined by TPA	Amount Recoverable if Reported one to six months late as determined by the TPA	Amount Recoverable if Reported seven to twelve months late as determined by the TPA	Amount Recoverable if Reported over one year late as determined by the TPA
\$100,000	\$25,000	\$75,000	\$75,000	\$56,250	\$37,500	\$0
<del>\$500,000</del> <u>\$200,000</u>	\$25,000	<del>\$475,000</del> <u>\$175,000</u>	<del>\$475,000</del> <u>\$175,000</u>	<del>\$356,250</del> <u>\$131,250</u>	<del>\$237,500</del> <u>\$87,500</u>	\$0
<del>\$1,000,000</del> <u>\$350,000</u>	\$25,000	<del>\$975,000</del> <u>\$325,000</u>	<del>\$975,000</del> <u>\$325,000</u>	<del>\$731,250</del> <u>\$243,750</u>	<del>\$487,500</del> <u>\$162,500</u>	\$0

**MEMBER APPEAL PROCESS:**

**First Level Appeal**

If a MEMBER wishes to appeal a decision resulting from the enforcement of this ~~P~~policy & ~~and~~and ~~p~~procedure, the MEMBER must present an appeal in writing to the ~~AORMA Committee~~CSURMA Secretary-Auditor within 30 days of the disputed decision. ~~The AORMA Committee~~CSURMA Secretary-Auditor shall place the Member's appeal on the AORMA COMMITTEE's agenda will review the appeal 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 its final decision.

**Second Level Appeal**

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



**CSURMA AORMA**

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

~~The TPA will involve the AORMA Committee COMMITTEE Chair, Vice-Chair, Past Chair or Ex Officio as appropriate to assist in resolving the claim or clarifying the issue.~~

**DEFINITIONS:**

~~AORMA – Auxiliary Organizations Risk Management Alliant – AUXILIARY ORGANIZATIONS RISK MANAGEMENT ALLIANCE (AORMA) – An insurance purchasing program for use exclusively by auxiliary organization members of the CSURMA. A group of programs under the California State University Risk Management Authority.~~

~~AORMA UXILIARY ORGANIZATIONS RISK MANAGEMENT ALLIANCE (AORMA) COMMITTEE – A Committee of the CSURMA providing management and oversight to the Auxiliary Organizations Risk Management Alliance. Comprised of the Chair, the Vice Chair, eight “At Large” members and two non-voting members.~~

~~AORMA POOLED LAYER – means the portion of DAMAGES retained by AORMA. It does not include the portion of DAMAGES within the excess or reinsurance policies. Currently the AORMA Pooled Layer Limit is \$350,000.~~

~~CLAIM – An act-accident or event, including continuous or repeated exposure to conditions, which result in or related series of acts causing injury or damage to persons or damage to property.~~

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

~~EXECUTIVE COMMITTEE – The CSURMA Executive Committee.~~

~~IN WRITING – The required manner for reporting a claim to the AORMA TPA. Written notice includes email correspondence, faxed transmissions and original, hard copy notifications and should only be directed to the TPA.~~

~~LATE REPORTING SCHEDULE – A detailed list of reductions in coverage and related claim payments resulting from the late reporting of a claim.~~

~~LOSS DAMAGES -- As stated in the AORMA Liability Program Memorandum of Coverage, Section VI – Definitions, Item G - Means compensation in money which a Covered Party is legally obligated to pay as a result of a claim. Damages include: (1) attorney fees not based on any contract awarded against the Covered Party, (2) interest on judgments, or (3) costs, for which the Covered Party is liable either by adjudication or by compromise with the prior, written consent of the CSURMA AORMA, if the fees, interest or costs arise from an occurrence to which this coverage applies. Damages shall not include those sums determined to be owed by a~~

~~Covered Party as contract damages, including, but not limited to retroactive or prospective benefits, or any damages determined to be owed for breach of an express contract of employment or under an express obligation to make payments in the event of termination of employment. Damages shall not include sums paid pursuant to any judgment or agreement, whether injunctive or otherwise, to undertake actions to correct past discriminatory or unlawful conduct or to establish practices or procedures designed to eliminate or prevent future discriminatory or other unlawful conduct, or any non-monetary relief. Damages shall not include fines, penalties, sanctions, taxes or fees assessed against any covered party. Loss means the total amount of damages, including any punitive or exemplary damages when not against public policy and attorney fees awarded in favor of third parties, the Insured is legally obligated to pay because of a wrongful act(s). Loss also includes related claims expenses, back pay, and front pay. Loss will be established after a contested claim or by a compromise settlement which has previously been agreed to in writing. Loss will be reduced by any recoveries or salvages that have been paid or collected. Loss does not include any damages, costs, or expenses incurred by any Insured in making physical changes, modifications, alternations, or improvements as part of an accommodation or any cause of action of any person pursuant to the Individuals with Disabilities Education Act, American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act or any similar federal, state or local law.~~

**MEMBER** – Any Auxiliary Organization participating in AORMA.

**MEMORANDUM OF COVERAGE** – A governing document of AORMA. Outlines the AORMA liability program definitions, coverages, exclusions and provisions.

**PARTICIPATION AGREEMENT** – A governing document of AORMA. Outlines the roles and responsibilities of AORMA and its membership.

**THIRD PARTY CLAIMS ADMINISTRATOR (TPA)** – Claims TPA whose responsibilities include claim handling, litigation management and excess liability carrier reporting.

**SETTLEMENT** – An agreement between a claimant and AORMA as to the amount and the method of payment of a claim. All settlements must be approved in writing by the TPA.

**REVIEW OF POLICY AND PROCEDURE L-2**  
**LIABILITY CLAIMS ADMINISTRATION AND LITIGATION**  
**MANAGEMENT**

**ISSUE:** The following recommended changes have been included in Policy and Procedure L-2 – Liability Claims Administration and Litigation Management:

1. Throughout the policy and procedure, reinsurer was added to excess insurer.
2. The title of the CSURMA Secretary has been updated to CSURMA Secretary-Auditor.
3. The definition of “Loss” and “Claim” were deleted as the defined term is not necessary in the policy and procedure.
4. Within Section 7.B. the word Legal was replaced with Defense. “Legal” appears to be a typo.
5. The definition of “pooled layer limit” was updated with current limits.

**RECOMMENDATION:** Staff recommends that the committee review and approve the changes to Policy and Procedure L-2, adding revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Effective September, 2013, the AORMA Committee agreed to begin reviewing its policies and procedures every other year. Policy and Procedure L-2 was last reviewed on May 10, 2012.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Revised – Policy and Procedure L-2 – Liability Claims Administration and Litigation Management

**SUBJECT:** **LIABILITY CLAIMS ADMINISTRATION &  
LITIGATION MANAGEMENT**

**ADOPTED:** **DECEMBER 7, 2006**

**AMENDED:** **OCTOBER 8, 2009**  
**SEPTEMBER 16, 2010**  
**MAY 10, 2012**  
**OCTOBER 23, 2014**

**EFFECTIVE:** **JANUARY 1, 2007**

**POLICY & PROCEDURE NO.:** **(FORMERLY) 3B-LIAB**

---

*Should there be any discrepancy between this document and either the LIABILITY MEMORANDUM OF COVERAGE or PARTICIPATION AGREEMENT between the AORMA and the MEMBER, the LIABILITY MEMORANDUM OF COVERAGE and the PARTICIPATION AGREEMENT will govern.*

**POLICY:**

- It is the policy of AORMA that liability claims be handled in the most efficient and cost-effective manner possible. To that end, the AORMA COMMITTEE has retained the services of a TPA who has been designated the primary contact and control point for all liability claims management.
- It is the policy of AORMA that there will be no coverage for any settlement negotiated or agreed to without involvement and prior approval of the TPA.
- It is the policy of AORMA that (1) LEGAL COUNSEL engaged to defend a MEMBER shall be selected pursuant to AORMA Policy & Procedure #L-3 - Legal Counsel Selection and that (2) such LEGAL COUNSEL shall be responsive to TPA and that (3) failure of LEGAL COUNSEL to be responsive to TPA may result in replacement of LEGAL COUNSEL.

**PROCEDURE:**

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

**1. LIABILITY CLAIMS ADMINISTRATION**

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

**2. RESPONSIBILITIES OF THE MEMBER**

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

**3. RESPONSIBILITIES OF THE AORMA COMMITTEE**

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

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

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

The TPA shall perform a survey of the legal marketplace per Policy & Procedure No. L-3 to verify that approved LEGAL COUNSEL rates are in line with industry standards, and report their findings to the AORMA COMMITTEE.

The TPA shall forward a copy of its summary of reports to the MEMBER and the PROGRAM DIRECTOR. In the event that a lawsuit or a CLAIM involves the MEMBER Executive Director, the Campus Vice President of Administration & Finance or his/her designee shall manage the claim with the TPA.

Two claims listings will be provided at each meeting for which there is a closed session.

A. A detailed listing of all claims requiring action by the AORMA Committee. The narrative will include at least the following information:

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

B. A Watch List for the following claims:

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

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

## **5. RESPONSIBILITIES OF LEGAL COUNSEL**

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

## **6. LIABILITY LITIGATION MANAGEMENT**

**A. Correspondence and Pleadings**

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

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

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

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

**B. Case Analysis and Litigation Budget**

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

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

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

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

1. The ongoing strategy for defense or resolution of the case, including a factual analysis of issues related to liability and damages;
2. A description of planned discovery with a time table for completion;
3. A brief synopsis of the discovery completed since the last report;
4. Court dates including, but not necessarily limited to, mandatory settlement conferences, trial setting conferences, arbitration and trial dates, hearings on discovery, etc.;
5. New settlement demands; and
6. Any anticipated changes in the litigation budget.

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

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

#### **C. Further Evaluations and Reserves**

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

#### **D. Settlement Conferences**

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

1. The TPA shall notify the MEMBER regarding the settlement conference and provide a comprehensive case review and/or documentation for review.

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

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

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

**F. Trials**

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

**G. Special Situations and Circumstances**

Should any MEMBER send or receive correspondence or documentation on a case in litigation, a copy of all such correspondence or documentation must be sent to the TPA. Expenses incurred by LEGAL COUNSEL (or approved alternate representative) for duties outlined in Paragraphs 1.B, 1.C and 1.D shall be reimbursed by AORMA and allocated directly to the case file. All travel expenses shall be in accordance with the CSURMA's travel policy.

**H. Audit of Defense Firms**

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

**7. LIABILITY CLAIMS SETTLEMENT**

**A. Claim Settlement Authority**

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

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

The TPA has authority to settle claims up to, and including, \$25,000 in indemnity payment per CLAIM.

**2. \$25,001 to POOLED LAYER LIMIT – AORMA COMMITTEE**

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

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

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

**B. Liability Claims Settlement Responsibility**

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

**C. Member Appeal Process**

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

**Second Level Appeal** - If a Member wishes to appeal the AORMA COMMITTEE's decision, the MEMBER will notify the CSURMA Secretary-Auditor in writing within

five business days of receipt of the AORMA Committee's decision. The CSURMA EXECUTIVE COMMITTEE will then review the appeal at its next meeting or sooner. The CSURMA EXECUTIVE COMMITTEE's decision will be the final determination.

**DEFINITIONS:**

1. **AORMA** - The Auxiliary Organizations Risk Management Alliance, a member of the California State University Risk Management Authority, a California Joint Powers Authority  
An insurance purchasing program for use exclusively by auxiliary organization members of the CSURMA.
2. **AORMA COMMITTEE** - A Committee of the CSURMA providing management and oversight to the Auxiliary Organizations Risk Management Alliance. Comprised of the Chair, the Vice Chair, eight “At Large” members, and two non-voting members.
3. ~~**AORMA** - The Auxiliary Organizations Risk Management Alliance, a member of the California State University Risk Management Authority, a California Joint Powers Authority.~~
4. ~~**CLAIM** - An act or related series of acts causing injury to persons or damage to property.~~
5. **CSURMA** - The California State University Risk Management Authority, a Joint Powers Authority comprised of the California State University and its Auxiliary Organizations.
6. **CSURMA EXECUTIVE COMMITTEE** - The California State University Risk Management Authority Executive Committee.
7. **LEGAL COUNSEL** - Any attorney selected to represent an AORMA member. Legal Counsel is selected from the approved legal counsel list maintained by the TPA.
8. ~~**LOSS** - Loss means the total amount of damages, including any punitive or exemplary damages when not against public policy and attorney fees awarded in favor of third parties, the Insured is legally obligated to pay because of a wrongful act(s). Loss also includes related claims expenses, back pay, and front pay. Loss will be established after a contested claim or by a compromise settlement that have previously been agreed to in writing. Loss will be reduced by any recoveries or salvages that have been paid or collected. Loss does not include any damages, costs, or expenses incurred by any Insured in making physical changes, modifications, alternations, or improvements as part of an accommodation or any cause of action of any person pursuant to the Individuals with Disabilities Education Act, American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act or any similar federal, state or local law.~~
9. **MEMBER** - Any Auxiliary Organization participating in AORMA.
10. **MEMORANDUM OF COVERAGE** - A governing document of AORMA. Outlines the AORMA program definitions, coverages, exclusions and provisions.
11. **PARTICIPATION AGREEMENT** - A governing document of AORMA. Outlines the roles and responsibilities of AORMA and its membership.
12. **POOLED LAYER LIMIT** - The Self-Insured Retention Liability Fund’s maximum limit of liability. Currently, the pooled layer limit is ~~\$350,000~~ **\$500,000** for ~~employment practices liability claims,~~ and **\$250,000** for all ~~other~~ liability claims.
13. **PROGRAM DIRECTOR** – The Program Director is under the direction of the AORMA and is responsible for the day-to-day administration and management of AORMA programs.
14. **TPA** - A Third Party Claims (TPA) claims administrator whose responsibilities include claim handling, litigation management and excess liability carrier reporting.

**REVIEW OF POLICY AND PROCEDURE L-3**  
**LEGAL COUNSEL SELECTION**

**ISSUE:** The following recommended changes have been included in Policy and Procedure L-3 – Legal Counsel Selection:

1. The title of the CSURMA Secretary has been updated to CSURMA Secretary-Auditor.
2. The second paragraph on Page 2 was restated to accurately state its intent.
3. Civil Code was added to Section 2860 so that reference is clearly stated.
4. The statement, “the TPA will involve the AORMA COMMITTEE Chair as appropriate to assist in resolving the claim or clarifying the issue” was removed as the AORMA Committee and AORMA Committee officers are available assist the TPA as necessary.
5. The definition of AORMA was updated to the current definition.
6. The definition of Maximum Allowable Hourly Rate was revised to remove the statement that AORMA has two separate rates – one for EPL claims and one for all other.

**RECOMMENDATION:** Staff recommends that the committee review and approve the changes to Policy and Procedure L-3, adding revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Effective September, 2013, the AORMA Committee agreed to begin reviewing its policies and procedures every other year. Policy and Procedure L-3 was last reviewed on May 10, 2012.

**PUBLICATION:** The revised policy and procedure will be posted on the CSURMA website.

**ATTACHMENT(S):**

- a. Revised – Policy and Procedure L-3 – Legal Counsel Selection

**CSURMA AORMA**

**POLICY AND PROCEDURE NO. L-3**

**SUBJECT: LEGAL COUNSEL SELECTION**

**ADOPTED: DECEMBER 7, 2006**

**AMENDED: OCTOBER 8, 2009  
SEPTEMBER 16, 2010  
MAY 10, 2012  
OCTOBER 23, 2014**

**EFFECTIVE: JANUARY 1, 2007**

**POLICY & PROCEDURE NO.: (FORMERLY) 3C-LIAB**

*Should there be any discrepancy between this document and either the LIABILITY MEMORANDUM OF COVERAGE or PARTICIPATION AGREEMENT between the AORMA and the MEMBER, the LIABILITY MEMORANDUM OF COVERAGE and the PARTICIPATION AGREEMENT will govern.*

**POLICY**

1. The TPA shall appoint all LEGAL COUNSEL to represent AORMA and its MEMBERS in defense of a covered liability claim. All appointed LEGAL COUNSEL shall be selected from the AORMA APPROVED LEGAL COUNSEL LIST and subject to the MAXIMUM ALLOWABLE HOURLY RATE for LEGAL COUNSEL. The TPA will send to LEGAL COUNSEL an engagement letter which the LEGAL COUNSEL will be asked to acknowledge and accept.
2. The CSURMA Secretary-Auditor approves the selection of defense counsel to be added to the AORMA APPROVED LEGAL COUNSEL LIST.
3. To avoid any appearance of a conflict of interest, actual or potential, any attorney who has advised a MEMBER in any capacity (such as serving as general or labor counsel) shall not be engaged as LEGAL COUNSEL for a matter on which that attorney previously advised the MEMBER without prior approval of the CSURMA Secretary-Auditor.

**PROCEDURE**

The TPA shall maintain and update the AORMA APPROVED LEGAL COUNSEL LIST of attorneys (not firms) to which claims will be assigned. The TPA shall at least every 36 months survey LEGAL COUNSEL ~~C~~ompensation and recommend to AORMA a fair and equitable MAXIMUM ALLOWABLE HOURLY RATE for LEGAL COUNSEL which will address partner rates, associate rates and blended rates. The AORMA ~~COMMITTEE~~Committee shall consider and take action at a regularly scheduled meeting to establish the MAXIMUM ALLOWABLE HOURLY RATE. However, if LEGAL COUNSEL is handling the defense of any University case, then LEGAL COUNSEL will be retained at the University's hourly rate.

MEMBERS shall have the right to recommend LEGAL COUNSEL from the AORMA APPROVED LEGAL COUNSEL LIST; however, the CSURMA Secretary-Auditor shall make the final selection of LEGAL COUNSEL.

If the MEMBER disapproves of the selection of LEGAL COUNSEL for a particular matter, the MEMBER may submit an appeal in writing to the AORMA COMMITTEE. The following ~~information should be considered by the MEMBER prior to submitting~~ may be considered on the an appeal:

1. The AORMA APPROVED LEGAL COUNSEL listing.
2. Any MEMBER wishing to recommend LEGAL COUNSEL for inclusion on the AORMA APPROVED LEGAL COUNSEL LIST may do so by submitting background information on the individual attorney to the TPA. The TPA will then review the information and, if appropriate, request that the CSURMA Secretary-Auditor -approve inclusion of the attorney on the AORMA APPROVED LEGAL COUNSEL LIST.-
3. Due to the potential conflict of interest, attorneys who serve regularly as general counsel, in-house counsel or labor counsel for that MEMBER may not defend that MEMBER unless prior written approval is granted by the CSURMA Secretary-Auditor.
4. Except as permitted by Paragraph Nos. 6, 7, and 8 below, the CSURMA Secretary-Auditor and the TPA shall have the sole responsibility to select and engage LEGAL COUNSEL to represent members of AORMA as to any matters tendered by a MEMBER through AORMA for DEFENSE and INDEMNITY. A MEMBER may request selection of LEGAL COUNSEL from the AORMA APPROVED LEGAL COUNSEL LIST for a specific claim.
5. The TPA shall assign claims to LEGAL COUNSEL within five days after receipt of notice from the MEMBER that a Summons and Complaint has been received by the TPA.
6. If there is a conflict of interest between AORMA and a MEMBER (which would be a conflict of interest between an insured and its insurer within the meaning of California Civil Code Section 2860) then that MEMBER has the same rights to select and engage INDEPENDENT COUNSEL as would an insured under Civil Code Section 2860. AORMA also has all of the rights reserved to an insurer under Civil Code Section 2860, and all of the provisions of Civil Code Section 2860 shall apply as if AORMA was an insurer and the MEMBER was an insured.
7. A MEMBER may recommend LEGAL COUNSEL to defend an action if all of the following conditions apply:

- a. Recommended LEGAL COUNSEL is selected from the AORMA APPROVED LEGAL COUNSEL LIST;
- b. The CSURMA Secretary-Auditor approves the recommendation. (The recommendation will be approved by the CSURMA Secretary-Auditor unless the MEMBER's selection is found to be imprudent, i.e., LEGAL COUNSEL proposed by the MEMBER does not have sufficient experience, expertise or other qualifications required to competently undertake the defense assignment).
- c. One or more of the following circumstances exists:
  - (i) The MEMBER has significant exposure to a claim which the AORMA Committee has either denied coverage for, or has reserved its rights to deny coverage for, but which claims there may not be a conflict of interest between AORMA and MEMBER of the kind referred to in Paragraph No. 6 above. If the MEMBER chooses to avail itself of the privilege of selecting LEGAL COUNSEL under this No. 7 ~~c-(i-)~~, the MEMBER shall affirmatively waive its rights under No. 6 above.
  - (ii) The case involves legal or factual issues which merit handling by LEGAL COUNSEL with specialized expertise.
  - (iii) The case involves unusual ancillary factors, which justify retaining LEGAL COUNSEL having special sensitivity in dealing with those factors.
8. The MEMBER always may select and engage, *at its own expense*, MONITORING COUNSEL in addition to the LEGAL COUNSEL. However, the LEGAL COUNSEL selected by the CSURMA Secretary-Auditor or the TPA shall manage and control the litigation.
9. AORMA will pay for INDEPENDENT COUNSEL and LEGAL COUNSEL selected and engaged pursuant to Paragraph Nos. 6 and 7 above. AORMA *will not pay for* MONITORING COUNSEL engaged pursuant to Paragraph 8, above.
10. In conjunction with LEGAL COUNSEL, selected pursuant to No. 6, above, the AORMA Committee and the TPA shall have the right to manage and control the conduct of the litigation. INDEPENDENT COUNSEL selected pursuant to No. 6, above, may participate in the defense of the litigation but shall not interfere with AORMA's right of control.
11. If a MEMBER has concerns regarding the selected LEGAL COUNSEL, they must communicate with the CSURMA Secretary-Auditor prior to initiating the Member Appeal Process as described below.

**NOTIFICATION**

The TPA shall notify the MEMBER of LEGAL COUNSEL assigned to a claim, and confirm by sending the MEMBER a copy of the TPA's engagement letter. Before AORMA will pay any costs for LEGAL COUNSEL fees, selected LEGAL COUNSEL must confirm IN WRITING to the TPA that the engagement is between LEGAL COUNSEL and AORMA, not LEGAL COUNSEL and MEMBER.

## **MEMBER APPEAL PROCESS**

### **First Level Appeal**

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

### **Second Level Appeal**

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

~~The TPA will involve the AORMA COMMITTEE Chair as appropriate to assist in resolving the claim or clarifying the issue.~~

**DEFINITIONS:**

1. **APPROVED LEGAL COUNSEL LIST** - A list of pre-approved attorneys approved by the CSURMA Secretary-Auditor and the TPA to handle defense and litigation of AORMA member claims.
2. **AORMA** – Auxiliary Organizations Risk Management Alliance, ~~an insurance purchasing program of the a group of programs under the~~ California State University Risk Management Authority, ~~a California Joint Powers Authority.~~
3. **AORMA COMMITTEE** - A Committee of the CSURMA providing management and oversight to the Auxiliary Organizations Risk Management Alliance. The AORMA COMMITTEE is comprised of the Chair, the Vice Chair, eight “At Large” members, and two non-voting members.
4. **CSURMA** - The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its Auxiliary Organizations.
5. **DEFENSE** - Legal costs incurred as the result of defending a covered claim. These may include claimant’s and defense counsel’s attorney fees.
6. **EXECUTIVE COMMITTEE** – The CSURMA Executive Committee.
7. **INDEMNITY** - Compensation for an incurred injury, loss or damage
8. **INDEPENDENT COUNSEL** – Legal Counsel selected if a potential conflict of interest exists between AORMA and a MEMBER. INDEPENDENT COUNSEL may participate in the defense of the litigation but shall not interfere with LEGAL COUNSEL’S right of control.
9. **IN WRITING** - The required manner for reporting a claim to the AORMA TPA. Notification in writing includes email correspondence, faxed transmissions, and original, hard copy notifications.
10. **LEGAL COUNSEL** - Any attorney selected to represent an AORMA member. Legal Counsel is selected from the approved legal counsel list maintained by the TPA.
11. **MAXIMUM ALLOWABLE HOURLY RATE** – The maximum hourly fee for which AORMA will pay for an attorney to defend a covered claim. ~~There are two separate maximum allowable hourly rates—one for Employment Practices liability claims, and one for all other claims.~~—The TPA will survey the legal counsel marketplace to determine the maximum allowable hourly rate for AORMA in accordance with this Policy and Procedure.
12. **MEMBER** – Any Auxiliary Organization participating in AORMA.
13. **MEMORANDUM OF COVERAGE** - A governing document of AORMA. This document outlines the AORMA program definitions, coverages, exclusions and provisions.
14. **MONITORING COUNSEL** – Legal Counsel hired by the Member to monitor.
15. **PARTICIPATION AGREEMENT** – The participation Agreement, which is a governing document, outlines the roles and responsibilities of AORMA and its membership.
16. **THIRD PARTY CLAIMS ADMINISTRATOR (TPA)** - A claims administrator whose responsibilities include claim handling, litigation management, and excess liability carrier reporting.

**REVIEW OF POLICY AND PROCEDURE L-4**  
**EMPLOYEE DRIVING STANDARDS**

**ISSUE:** The following recommended changes have been included in Policy and Procedure L-4 – Liability Claims Administration and Litigation Management:

1. Throughout the policy and procedure “Self-Insured Retention (SIR) Liability Fund” was changed to “Liability Coverage Program” to be consistent with the program’s name as noted on the participation agreement and the memorandum of coverage.
2. The Issue and Discussion sections were deleted as they do not discuss the policy but rather add background information.
3. Throughout the policy and procedure “Driving Eligibility Standards” is used consistently, rather than “standards”, “minimum requirements” or “policy guidelines and standards”.
4. The wording “any AORMA member who fails to adhere to these standards will be subject to having its participation in the SIR liability program terminated” has been deleted. The CSURMA JPA Agreement already includes the requirements for terminating a member from a program.
5. The reference to 15 passenger vans was removed, as the CSU prohibits the use of these types of vehicles.
6. Violation Points and Non-Occasional Drivers are shown in “all caps” throughout the document as definitions are included.
7. It is noted that occasional drivers still need to have a driver’s license but are not required to comply with the violation points standard.
8. Throughout the policy and procedure Member has replaced “AORMA Member” and “Auxiliary Organization”.
9. Item 6 – New Employees and Volunteers was removed as it is a recommendation not a policy.
10. AORMA’s standard Member Appeal Process was added.

11. Because the driving eligibility standards are not unduly restrictive, the waiver process was deleted.

12. Some definition were deleted that were not necessary within the policy and procedure.

**RECOMMENDATION:** Staff recommends that the committee review and approve the changes to Policy and Procedure L-4, adding revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Effective September, 2013, the AORMA Committee agreed to begin reviewing its policies and procedures every other year. Policy and Procedure L-4 was last reviewed on June 17, 2010.

**PUBLICATION:** The revised policy and procedure will be posted on the CSURMA website.

**ATTACHMENT(S):**

- a. Revised – Policy and Procedure L-4 – Employee Driving Standards



**CSURMA AORMA**

**POLICY AND PROCEDURE NO. L-4**

**SUBJECT:** EMPLOYEE DRIVING STANDARDS

**ADOPTED:** JULY 1, 2002

**AMENDED:** JANUARY 10, 2007  
NOVEMBER 5, 2007  
OCTOBER 8, 2009  
JUNE 17, 2010  
OCTOBER 23, 2014

*This policy and procedure may limit your coverage. Please review carefully. Non-compliance may result in denial of or reduction in coverage under the Auxiliary Organizations Risk Management Alliance (AORMA) ~~Self-Insured Retention (SIR) Liability Fund~~Liability Coverage Program.*

~~ISSUE: This policy and procedure addresses necessary measures aimed at reducing losses related to vehicle operation.~~

~~DISCUSSION: Employees and volunteers whose duties necessitate driving vehicles in the course of employment need to maintain certain acceptable standards. The privilege of driving is granted through the issuance of a license by the Department of Motor Vehicles. Certain proficiencies and physical requirements must be proven prior to the granting of such license. Failure to meet these requirements results in revocation or non-issuance of such a state license.~~

~~In addition, insurance companies have established certain standards for drivers in order to meet insurability requirements at standard premium rates. Because of employees' or volunteers' bad driving records, a financial burden will be placed on the auxiliary organization in the form of increased insurance costs.~~

**POLICY:** Each ~~AORMA member~~MEMBER shall institute and enforce the employee and volunteer driving eligibility standards as set forth in this policy and procedure. Employees and volunteers failing to meet these driving eligibility standards will be excluded from coverage under the ~~AORMA self-insured retention (SIR) layer~~ auto liability coverage within the liability coverage program. ~~Any AORMA member who fails to adhere to these standards will be subject to having its participation in the SIR liability program terminated.~~ In addition, ~~to the extent if~~ AORMA is required to make payments ~~on behalf of~~for any covered loss ~~(as that term is defined in AORMA's Memorandum of Liability Coverage)~~ as a result of any ~~liability program member's~~ MEMBER's failure to comply with these driving eligibility standards, AORMA will be entitled to recover the total amount of those payments from the ~~offending liability program member~~MEMBER together with interest at the legal rate.

**DRIVING ELIGIBILITY STANDARDS MINIMUM REQUIREMENTS**

## CSURMA AORMA

## POLICY AND PROCEDURE NO. L-4

1. Employees and volunteers must possess a valid California driver's license or equivalent to legally operate the class of vehicle(s) they operate in their employment. ~~For employees and volunteers whose employment duties include driving 15 passenger vans, the employee or volunteer will possess a valid Class B driver's license.~~
2. ~~Employees or volunteers driving~~Drivers on auxiliary organization business will have no more than 3 (three) ~~violation points~~VIOLATION POINTS in a 12 (twelve) month period or no more than 5 (five) points in an 18 (eighteen) month period. Employees or volunteers accumulating 4 VIOLATION POINTS within a 12 (twelve) month period or six ~~violation points~~VIOLATION POINTS within an 18 (eighteen) month periods will be excluded from the ~~SIR layer of Automobile Liability coverage~~ within the AORMA LIABILITY COVERAGE PROGRAM. These provisions apply regardless of whether or not the driving that resulted in acquiring the ~~violation points~~VIOLATION POINTS was or was not in the course of employment.

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

1. ~~All AORMA members~~MEMBERS will enroll all ~~“non-occasional drivers”~~NON-OCCASIONAL DRIVERS in the Department of Motor Vehicles' (DMV) Employer Pull Notice program, ~~as described in the information attached to this Policy & Procedure.~~ NON-OCCASIONAL DRIVERS“Non-occasional driver” is defined to be either an employee whose job requires that he or she drive more than once a week or an employee or volunteer whose primary duty is driving-related. The ~~AORMA member~~MEMBER shall be required to confirm annually that this practice is being complied with. Occasional drivers are exempt from the Item 2 of the DRIVER EL above. Some examples of an “occasional driver” are as follows:
  - a. An employee or volunteer driving once a week or less to the store for office supplies
  - b. An employee or volunteer driving a golf cart on campus, regardless of how often;
  - c. An employee or volunteer driving a rented vehicle while out of town at a business-related conference
2. All NON-OCCASIONAL DRIVER employees and volunteers will be informed of the policy guidelines and driving eligibility standards.
3. ~~Driving standards should be enforced consistently and fairly among ALL employees and volunteers working in classifications where driving is required.~~
4. Names of all NON-OCCASIONAL DRIVERS~~employees or volunteers~~ not meeting the driving eligibility standards will be provided to the Program Administrator within 15 calendar days upon the ~~auxiliary organization's~~MEMBER's receipt of the ~~Department of Motor Vehicles~~DMV employers' notification of point assignment, resulting in an employee's or volunteer's failure to comply with the driving eligibility standards. ~~Failure to notify the Program Administrator within 15 calendar days will result in exclusion from the SIR layer of Automobile Liability coverage.~~—The Program Administrator will acknowledge exclusion from coverage of such employee by the issuance of an amendatory

**CSURMA AORMA**

**POLICY AND PROCEDURE NO. L-4**

endorsement. The employee or volunteer shall be considered uninsured as of the date of such an endorsement from the Program Administrator. The Program Administrator ~~must~~ should be notified ~~upon when~~ the ~~auxiliary organization's~~ MEMBER determination determines that when an the employee's or volunteer's ~~status has~~ driving record is in compliance with the ~~changed in such a manner as to comply with AORMA's~~ the minimum requirements driving eligibility standards.

5. The Program Administrator will, upon receipt of such notice as described in #4 above, issue an endorsement reinstating coverage for such employee or volunteer. ~~The effective date of coverage will be determined by the Program Administrator in accordance with the minimum eligibility standards.~~

~~6. **New Employees and Volunteers** - It is recommended that the auxiliary organization require applicants for positions requiring driving on the auxiliary organization's behalf to provide a current DMV driving report prior to employment.~~

~~7.6.~~ **Use of Personal Vehicles on Auxiliary Organization Business** - If an employee or volunteer is permitted to use a personal vehicle in the course and scope of ~~"auxiliary organization business"~~ (see ~~Definitions page 5~~), AUXILIARY ORGANIZATION BUSINESS, the ~~auxiliary~~ MEMBER shall verify that the employee or volunteer ~~has and~~ maintains personal automobile liability insurance and that the employee's or volunteer's personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12. A sample form ~~that can be used to accomplish this~~ is attached to this policy and procedure.

**MEMBER APPEAL PROCESS:**

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

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

~~8. **Requirement Waivers and Appeal Process** – An auxiliary organization will request a waiver from the strict application of the limitations contained in Item 2 of the Minimum Requirements outlined above. The request should be in writing, addressed to the Programs Committee, which shall promptly hear and consider the request.~~

~~The request will be granted only upon a showing that exceptional circumstances warrant granting a waiver. If a waiver is granted, the committee will condition the grant upon such conditions as it deems appropriate, including participation in driver education or other programs aimed at enhancing driver safety. The decision whether to grant, deny or grant subject to conditions should be addressed to the sound discretion of the committee, which will consider relevant factors, including the potential exposure of the AORMA SIR Liability Fund for claims based on unsafe driving.~~

~~9. The applicant auxiliary organization or any member of the AORMA SIR Liability Fund can appeal the decision of the AORMA Liability and Other Programs Committee to the AORMA Committee. The notice of an appeal should be filed with the AORMA Committee within 30 days from the date of the committee's decision, and the appeal shall be scheduled for and heard at the next regularly scheduled meeting of the AORMA Committee.~~

~~The applicant auxiliary organization, or any member of the AORMA SIR Liability Fund, can appeal the decision of the AORMA Committee to the CSURMA Executive Committee. The notice of an appeal shall be filed with the CSURMA Executive Committee within 30 days from the date of the AORMA Committee's decision, and the appeal shall be scheduled for and heard at the next regularly scheduled meeting of the CSURMA Executive Committee. The decision of the CSURMA Executive Committee shall be final. During the pendency of the waiver application proceedings, the auxiliary organization employee for whom the waiver is sought shall be excluded from coverage under the AORMA SIR Liability Fund, unless the auxiliary organization is notified in writing to the contrary by the AORMA Committee.~~

**DEFINITIONS:**

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

**AUXILIARY ORGANIZATIONS RISK MANAGEMENT ALLIANCE (AORMA)** – An insurance purchasing program for use exclusively by auxiliary organization members of the CSURMA.

**AUXILIARY ORGANIZATIONS RISK MANAGEMENT ALLIANCE (AORMA) COMMITTEE** – A Committee of the CSURMA providing management and oversight to the Auxiliary Organizations Risk Management Alliance. The AORMA Committee is comprised of the Chair, the Vice Chair, eight “At Large” members, and two non-voting members.

~~**AORMA LIABILITY & OTHER PROGRAMS COMMITTEE** – A standing committee of the AORMA Committee.~~

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

~~**DMV** – The State of California Department of Motor Vehicles.~~

~~**EMPLOYEE** – Any present employee of the named Member.~~

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

**EXECUTIVE COMMITTEE** – The CSURMA Executive Committee.

~~**IN WRITING** – The required manner for reporting a claim to the AORMA TPA. Written notice includes email correspondence, faxed transmissions and original, hard copy notifications and should only be directed to the TPA.~~

**MEMBER** – Any Auxiliary Organization participating in AORMA.

**NON-OCCASIONAL DRIVER** – An auxiliary organization employee or volunteer ~~is one~~ whose job requires that he or she drive more than once a week or ~~an employee~~ whose primary duty is driving-related.

**SIR LAYER OF AUTOMOBILE LIABILITY COVERAGE** – The automobile liability coverage provided by the AORMA SIR Liability Fund. This does not include excess liability coverage provided by purchased insurance.

~~**THIRD PARTY CLAIMS ADMINISTRATOR (TPA)** – Third Party Claims Administrator whose responsibilities include claim handling, litigation management, and excess liability carrier reporting.~~

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

~~**VOLUNTEER** – Any authorized individual acting as a volunteer.~~



**CSURMA AORMA**

**POLICY AND PROCEDURE NO. L-4**

**AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLES ON AUXILIARY BUSINESS**

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

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

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

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

**II. APPROVAL**

*Use of a privately owned vehicle Auxiliary Organization business approved.*

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
-------------------------------	-------	---------------

**III. RENEWAL**

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

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

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

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
----------------------	-------------------------------	---------------

**REVIEW OF POLICY AND PROCEDURE L-6**  
**REQUIREMENT THAT PARTICIPANT ACCIDENT INSURANCE BE**  
**PURCHASED FOR ALL CHILD CARE AND CAMP OPERATIONS**  
**INVOLVING MINORS**

**ISSUE:** Policy and Procedure L-6 – Requirement that Participant Accident Insurance be Purchased for all Child Care and Camp Operations Involving Minors has been updated to include definitions for AORMA, Member and Participant Accident Insurance.

**RECOMMENDATION:** Staff recommends that the committee review and approve the changes to Policy and Procedure L-6, adding revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Effective September, 2013, the AORMA Committee agreed to begin reviewing its policies and procedures every other year. Policy and Procedure L-6 was last reviewed on June 17, 2010.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Revised – Policy and Procedure L-6 - Requirement that Participant Accident Insurance be Purchased for all Child Care and Camp Operations Involving Minors



**CSURMA AORMA**

**POLICY AND PROCEDURE NO. L-6**

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

**ADOPTED:** JUNE 17, 2010

**AMENDED:** OCTOBER 23, 2014

**EFFECTIVE:** JUNE 17, 2010

**PURPOSE:**

The purpose of this Policy and Procedure is to describe the conditions under which ~~Auxiliary Organizations~~ a MEMBER must purchase ~~Participant Accident Insurance~~ PARTICIPANT ACCIDENT INSURANCE.

Coverage provided under the CSURMA AORMA Self-Insured Liability program is governed solely by the Liability Memorandum of Coverage and excess insurance policies providing coverage under that program. This Policy and Procedure shall not be construed to broaden or restrict coverage in any way. Rather, this Policy and Procedure is intended to guide Auxiliary Organizations as respects coverage.

**POLICY:**

It is the policy of the ~~CSURMA AORMA Self-Insured Liability Program~~ AORMA that ~~Auxiliary Organizations~~ MEMBERS will protect the CSURMA program assets by purchasing a separate ~~Participant Accident Insurance~~ PARTICIPANT ACCIDENT INSURANCE policy for all child care and camp operations involving minors.

**PROCEDURE:**

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



**DEFINITIONS:**

- 1. AORMA** – Auxiliary Organizations Risk Management Alliance, an insurance purchasing program of the California State University Risk Management Authority, a California Joint Powers Authority.
- 2. MEMBER** – Any auxiliary organization participating in AORMA.
- 3. PARTICIPANT ACCIDENT INSURANCE** – This coverage pays for medical and dental expenses incurred by a participant in a MEMBER sponsored activity as a result of bodily injury sustained without regard to negligence. The MEMBER has no requirement of legal liability in order for coverage to exist.

**APPROVAL OF POLICY AND PROCEDURE NO. 22**  
**CLAIMS HANDLING GUIDELINES**

**ISSUE:** CSURMA has developed claims process Policy and Procedure (P&P) documents for AORMA's self-insured programs. These P&P's go beyond the coverage documents to describe such things as:

- Claim Reporting
- Roles and responsibilities
- Handling of disputes

For insured programs, we have followed traditional insurance industry practices and resolved complex matters on a case by case basis. The Program Administrator has developed the attached draft Policy and Procedure No. 22 – Claims Handling Guidelines. It is worded broadly and allows that more specific policies and procedures may be adopted for programs.

**RECOMMENDATION:** It is recommended that the AORMA Committee review and discuss the proposed policy and procedure and provide a recommendation to the Executive Committee which is expected to place the P&P before the Board of Directors at their October 24, 2014 meeting.

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

**BACKGROUND:** CSURMA uses P&P's to define essential principles and processes of its core functions.

**PUBLICATION:** None at this time. Upon adoption, it would be communicated to the membership and posted to the CSURMA web site.

**ATTACHMENT(S):**

- a. Draft Policy and Procedure No. 22 – Claims Handling Guidelines

**CSURMA**

**POLICY AND PROCEDURE NO. 22**

---

**ADOPTED:** October 24, 2014

**EFFECTIVE:** October 24, 2014

**SUBJECT:** Claims Handling Guidelines

---

**PURPOSE:**

CSURMA operates various insured and self-insured coverage programs. This policy and procedure advises in a general manner how claims will be resolved, and how to address a coverage dispute.

**POLICY:**

It is the policy of CSURMA that claims presented under applicable CSURMA programs will be resolved in a timely and professional manner and that Members will have the opportunity to present information supporting their recovery position should a disagreement arise. This Policy and Procedure No. 22 will apply except where a Policy and Procedure more specific to a coverage program has been duly adopted. If there is a conflict between coverage documents and this Policy and Procedure No. 22, the coverage documents will take precedence and be determinative of how the coverage matter is to be decided.

**PROCEDURE:**

1. Notice of a Claim - Members will provide notice of a claim to the designated claims representative of CSURMA as provided in the coverage documents. Notice will include the required information and CSURMA claims representatives will work with the Member to gather the information required to present the claim. CSURMA's claims representative will advise the Member of the assigned claims adjuster and maintain contact through disposition of the claim.
2. Claim Process – CSURMA's claim representative will:
  - a. Advise the Member of the status of the claim
  - b. Assist the member in presenting the claim for payment, including identification of professionals who may assist the member in presenting the claim.
  - c. Respond timely and provide appropriate documentation during the claim process.
  - d. The claim process will vary from program to program as provided in the coverage document or in a policy and procedure specific to the program.

## **CSURMA**

## **POLICY AND PROCEDURE NO. 22**

---

The Member will:

- e. Cooperate with the CSURMA claims representative and insurance company adjusters to assist in completing the claim process.
- f. Notify CSURMA claims representative and insurance company adjusters of questions or concerns relative to the claims adjustment process.
3. Coverage Determinations – CSURMA’s claims representative will advise the Member of issues that may prevent or reduce coverage of a claim. For claims arising under insured coverage programs, the adjuster will perform the claim adjusting process in compliance with the applicable coverage documents and laws of the State of California.
4. Coverage Disputes – When a dispute arises, the Member will advise CSURMA’s claims representative of the dispute and seek to resolve the matter as provided in the governing coverage documents or policy and procedure. If a coverage dispute cannot be resolved, it will be referred to the CSURMA Executive Committee, which will take action in open or closed session, and advise the Member of the decision. In no event will a member take action against CSURMA, its representatives or insurers except upon review and consent by CSURMA’s general legal counsel.

**REVIEW OF POLICY AND PROCEDURE A-5**  
**CALENDAR OF REPORTS, AUDITS, FILINGS AND REVIEWS**

**ISSUE:** Policy and Procedure A-5 – Calendar of Reports, Audits, Filings and Reviews has been amended to include the requirement that AORMA review its Member Allocation Formulas every three years. The policy and procedure states that the Programs Committee will conduct the initial review and that the AORMA committee will approve all revisions prior to the allocations being utilized.

**RECOMMENDATION:** Staff recommends that the committee review and approve the changes to Policy and Procedure A-5, which revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Effective September, 2013, the AORMA Committee agreed to begin reviewing its policies and procedures every other year. Policy and Procedure A-5 was last reviewed on March 20, 2014.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Revised – Policy and Procedure A-5 - Calendar of Reports, Audits, Filings and Reviews



**CSURMA AORMA**

**POLICY AND PROCEDURE NO. A-5**

**SUBJECT:** CALENDAR OF REPORTS, AUDITS, FILINGS AND REVIEWS

**ADOPTED:** OCTOBER 29, 2009

**EFFECTIVE:** OCTOBER 29, 2009

**AMENDED:** SEPTEMBER 12, 2013  
NOVEMBER 6, 2013  
MARCH 20, 2014  
**OCTOBER 23, 2014**

---

**PURPOSE:**

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

**POLICY:**

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

**Reports and Audits:**

1. Actuarial Study. Annually, an actuarial study will be performed on both the workers' compensation and liability programs to ascertain (1) the necessary funding for the upcoming fiscal year and (2) the outstanding liabilities for the prior fiscal years as detailed in CSURMA Policy & Procedure #4.
2. Claims Administration Audits for both the Liability and Workers' Compensation Program. These audits will be performed by an independent outside auditor in accordance with CSURMA Policy and Procedure #5. The AORMA Liability Program shall be audited in every odd numbered calendar year. The AORMA Workers' Compensation Program shall be audited in every even number calendar year.
3. Financial Audit. This audit will be performed annually by an independent outside auditor.

**State of California Regulatory Required Filings:**

1. Form 700 - Statement of Economic Interests. All designated and alternate AORMA Committee members will annually file with the FPPC the Form 700 - Statement of Economic Interests by April 1. All designated and alternate AORMA Committee members will also file with the FPPC the Form 700 upon becoming or retiring as a Committee designated or alternate member.

### **Policy and Procedure Review Schedule:**

1. Every year during the annual AORMA Committee Long Range Planning meeting, the AORMA Policy and Procedure Review Schedule will be evaluated and approved.
2. In the absence of other reasons to review a policy and procedure more frequently, all policies and procedures will be reviewed at least every two years.

---

### **Member Allocation Formula Review**

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

**APPROVAL OF POLICY AND PROCEDURE A-8**  
**CSURMA AORMA CLOSED SESSION GUIDELINES**

**ISSUE:** Policy and Procedure A-8 states that an AORMA Committee member may be asked to recuse himself/herself from closed session discussions in the event the AORMA Committee determines potential conflicts of interest may exist. Whether recusal is necessary shall be determined on a case-by-case basis depending on the existent circumstances and facts.

**RECOMMENDATION:** Staff recommends that the committee review and approve Policy and Procedure A-8, adding revisions as appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** None

**PUBLICATION:** The revised policy and procedure will be posted on the CSURMA website.

**ATTACHMENT(S):**

- a. Policy and Procedure A-8 – CSURMA AORMA Closed Session Guidelines



## **CSURMA AORMA**

## **POLICY AND PROCEDURE NO. A-8**

---

**SUBJECT:** CSURMA AORMA CLOSED SESSION GUIDELINES

**ADOPTED:** OCTOBER 23, 2014

**EFFECTIVE:** OCTOBER 23, 2014

---

### **POLICY:**

CSURMA's AORMA Committee conducts its meetings in compliance with the Bagley-Keene Open Meeting Act. Under specified situations, the Act allows governing bodies to meet in closed session to confer with or receive advice from its staff, consultants and legal counsel regarding pending matters when discussion in open session concerning those matters may prejudice the position of CSURMA.

An AORMA Committee member may be asked by the AORMA Committee to recuse and excuse himself/herself from closed session discussions in the event it determines that an actual or potential conflict of interest exists. By way of illustration and example, such a conflict might arise if the AORMA Committee was asked to decide whether coverage should be extended to a MEMBER auxiliary organization and an AORMA Committee member was also a representative of the MEMBER auxiliary organization. Whether recusal is necessary shall be determined on a case-by-case basis depending on the existent circumstances and facts.

### **PROCEDURE:**

Before or during a closed session, the AORMA Committee, upon its own initiative or advice from the CSURMA's General Legal Counsel, Claims Administrator and/or Program Administrator, may request that an AORMA Committee member recuse and excuse himself/herself from the closed session discussion where an actual or potential conflict of interest may exist. If the request is declined, the AORMA Committee shall adjourn the closed session until such time as the issue is resolved.

### **DEFINITIONS:**

**AORMA** – The Auxiliary Organizations Risk Management Alliance, a group of programs under the California State University Risk Management Authority.

**MEMBER** – Any auxiliary organization participating in AORMA.

## **AOA AND AORMA RELATIONSHIP RESOLUTION**

**ISSUE:** The AOA Executive Committee approved at its August 15, 2014 meeting revisions to the AOA CSURMA Relationship Policy and the AOA Risk Management and Insurance Programs Committee Operating Guidelines. The policy/guideline includes statements which are not stated anywhere in AORMA's policies or procedures. In response, Staff issued a resolution for the committee's consideration. The resolution confirms that;

1. Membership in the AOA shall be a qualifying condition for obtaining any CSURMA AORMA auxiliary organization pooled insurance coverage program.
2. AORMA is designated by the AOA as the Risk Management and Insurance Programs standing committee to the AOA Executive Committee to advise upon and coordinate risk management and insurance, including employee benefit programs, made available through CSURMA AORMA.
3. The AORMA Committee Chair shall serve as a voting member of the AOA Executive Committee.

**RECOMMENDATION:** Staff recommends approving the Resolution to be consistent with AOA policies and guidelines.

**FISCAL IMPACT:** None.

**BACKGROUND:** Noted below are the statements which are not included in AORMA's policies or procedures.

### **AOA CSURMA Relationship Policy:**

The participants in CSURMA are the individual auxiliary organizations participating therein, each of whom must maintain AOA membership. Distinct from this, the AOA itself also participates in CSURMA's liability insurance program.

Effective July 1, 2003, participation in the CSURMA auxiliary organization coverage programs requires membership in AOA.

The Auxiliary Organizations Risk Management Alliance (AORMA) of the CSU Risk Management Authority (CSURMA) is designated as Risk Management and Insurance Programs standing committee to the AOA Executive Committee to advise upon and coordinate risk management and insurance, including employee benefit programs, made available through the CSURMA to AOA members. The Chair of this committee shall serve as a voting member of the AOA Executive Committee. The committee shall develop a guidelines statement for approval by the AOA Executive Committee. The statement shall express the appropriate charge of the committee and provide for subcommittees, membership criteria, and a process for nominating and electing committee and subcommittee members.

**AOA Risk Management and Insurance Programs Committee Operating Guidelines:**

The Auxiliary Organizations Risk Management Alliance (AORMA) Committee of the CSU Risk Management Authority (CSURMA) has been designated the AOA Risk Management and Insurance Programs Committee – a standing committee of the AOA. As such, it advises the AOA Executive Committee and coordinates risk management and insurance made available through CSURMA to AOA members. Since the AORMA Committee provides oversight and advice to the CSURMA Executive Committee on CSURMA programs and policies affecting member auxiliary organizations, it is ideally suited to serve in a parallel capacity to the AOA Executive Committee as the Risk Management and Insurance Programs Committee.

These operating guidelines are intended to be consistent with and in furtherance of CSURMA Bylaws, policy and procedures.

**PUBLICATION:** None at this time.

**ATTACHMENT(S):**

- a. Resolution No. 01-14 – AOA AORMA Relationship
- b. AOA CSURMA Relationship Policy
- c. AOA Risk Management and Insurance Programs Committee Operating Guidelines

**CALIFORNIA STATE UNIVERSITY RISK  
MANAGEMENT AUTHORITY**

**AUXILIARY ORGANIZATIONS RISK MANAGEMENT ALLIANCE**

**RESOLUTION NO. 01-14  
Auxiliary Organization Association (AOA) and  
Auxiliary Organizations Risk Management Alliance (AORMA)  
Relationship**

The Committee Members of the Auxiliary Organizations Risk Management Alliance finds and determines as follows:

(a) The California State University Risk Management Authority (CSURMA) was formed to structure a comprehensive, systematic risk management program for the CSU and its recognized auxiliary organizations.

(b) The CSURMA now provides an array of insurance coverage programs for member auxiliary organizations including Primary Liability, Excess Liability, Workers' Compensation, Property, and Crime, plus additional special coverage programs to meet specialized needs.

(c) The Joint Exercise of Powers Agreement (JPA) creating the CSURMA as well as the CSURMA Bylaws provide for a standing Auxiliary Organization Risk Management Alliance (AORMA) composed of representatives of member auxiliary organizations elected to provide oversight and advise CSURMA programs and policies affecting member auxiliary organizations.

(d) The AORMA has sought to further enhance CSURMA programs and to strengthen the relationship of the CSURMA with all auxiliary organizations through the Auxiliary Organizations Association (AOA), a nonprofit, public benefit corporation providing support, networking, advice and professional development opportunities to member auxiliary organizations and wishes to formalize policies and procedures that will guide this relationship.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the California State University Risk Management Authority Auxiliary Organization Risk Management Alliance as follows:

(1) Membership in the AOA shall be a qualifying condition for obtaining any CSURMA AORMA auxiliary organization pooled insurance coverage program.

(2) AORMA is designated by the AOA as the Risk Management and Insurance Programs standing committee to the AOA Executive Committee to advise upon and coordinate risk management and insurance, including employee benefit programs, made available through CSURMA AORMA.

(3) The AORMA Committee Chair shall serve as a voting member of the AOA Executive Committee.

\* \* \* \* \*

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed at a meeting of the Auxiliary Organizations Risk Management Alliance Committee held on the 23<sup>rd</sup> day of October 2014 which was approved by the following vote:

AYES, and in favor thereof, members:

NOES, members:

ABSTAIN, members:

ABSENT, members:

---

AORMA Committee Chair, Robert de Wit

ATTEST:

---

CSURMA Secretary-Auditor, Robert Eaton

**AOA  
CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY  
(CSURMA)  
RELATIONSHIP POLICY**

**Background**

On November 13, 1996 the California State University's Board of Trustees approved formation of the California State University Risk Management Authority (CSURMA) by authorizing the Chancellor to execute an agreement permitting the CSU to form a Joint Powers Authority (JPA) with its Auxiliaries to provide insurance. This policy was approved by the Executive Committee on October 12, 2001, and updated in 2009 at the recommendation of the Risk Management & Insurance Committee.

At its meeting of January 11, 2003, the AOA Executive Committee approved by Minute Action, a relationship framework with the CSU Risk Management Authority (CSURMA) to establish for AOA members effective risk management and insurance programs. This Policy Statement parallels a policy and practices resolution adopted by the CSURMA Executive Committee.

Participation in CSURMA is voluntary and an auxiliary organization is not obligated by any statute or regulation to join the CSURMA.

The types of program coverage traditionally purchased by auxiliaries (liability, excess liability, crime, property, auto physical damage, workers' compensation, participant accident insurance, etc.) are addressed by CSURMA's governing body for the auxiliary programs, the Auxiliary Organizations Risk Management Alliance (AORMA).

The benefits of an auxiliary organization's participation in CSURMA include:

- Market clout of a cohesive group to negotiate the best terms and conditions for all auxiliaries;
- Economies of scale to reduce the cost to provide coverage through group purchase and self-insurance programs;
- Cost stability resulting from individual losses being averaged over a larger premium base;
- Coverage stability resulting from members having market clout to maintain broad coverage;
- Customized programs designed to meet the member's needs; and
- A forum for the auxiliaries and the CSU to develop strategies that streamline and integrate the risk management practices of the CSU system.
- Dividends are paid to members upon approval of the AORMA Committee from surplus contributions and investment income based on an independent actuary's calculations.

CSURMA is a vehicle for arranging group purchase and self-insurance coverage for risk management programs made available to auxiliary organizations.

The Auxiliary Organizations Association commends CSURMA for its past performance and its worthwhile services to individual auxiliary organizations, and looks forward to a positive working relationship with CSURMA in the future.

The participants in CSURMA are the individual auxiliary organizations participating therein, each of whom must maintain AOA membership. Distinct from this, the AOA itself also participates in CSURMA's liability insurance program.

### **Policy**

Effective July 1, 2003, participation in the CSURMA auxiliary organization coverage programs requires membership in AOA.

The Auxiliary Organizations Risk Management Alliance (AORMA) of the CSU Risk Management Authority (CSURMA) is designated as Risk Management and Insurance Programs standing committee to the AOA Executive Committee to advise upon and coordinate risk management and insurance, including employee benefit programs, made available through the CSURMA to AOA members. The Chair of this committee shall serve as a voting member of the AOA Executive Committee. The committee shall develop a guidelines statement for approval by the AOA Executive Committee. The statement shall express the appropriate charge of the committee and provide for subcommittees, membership criteria, and a process for nominating and electing committee and subcommittee members.

### **Promoting CSURMA Programs**

AOA, through its designated standing committee, will actively sponsor presentations and information that promote CSURMA auxiliary organization coverage programs to AOA members.

***Approved by AOA Executive Committee on January 11, 2003 and consolidated with the October 12, 2001 Framework Policy in 2009. Updated August 2014.***

**AOA  
RISK MANAGEMENT AND INSURANCE PROGRAMS COMMITTEE  
OPERATING GUIDELINES**

The Auxiliary Organizations Risk Management Alliance (AORMA) Committee of the CSURMA Risk Management Authority (CSURMA) has been designated the AOA *Risk Management and Insurance Programs Committee* – a standing committee of the AOA. As such, it advises the AOA Executive Committee and coordinates risk management and insurance made available through CSURMA to AOA members. Since the AORMA Committee provides oversight and advice to the CSURMA Executive Committee on CSURMA programs and policies affecting member auxiliary organizations, it is ideally suited to serve in a parallel capacity to the AOA Executive Committee as the *Risk Management and Insurance Programs Committee*.

These operating guidelines are intended to be consistent with and in furtherance of CSURMA Bylaws, policy and procedures.

**Meetings**

Meetings will be held as required by the CSURMA Bylaws.

**Membership**

The AORMA Committee members will be elected from among the participating auxiliaries under CSURMA Bylaws and policies. The Chair of the Committee shall be elected from among the Committee members, and shall serve as a voting member of the AOA Executive Committee.

Each year a nominations list for Committee membership will be forwarded to the AOA Executive Committee for review and comment. The review will emphasize broad representation of participating auxiliaries.

**Subcommittees**

There shall be AORMA standing subcommittees as outlined in CSURMA Policy #A -2, and as described on the CSURMA website at [www.csurma.org](http://www.csurma.org). These subcommittees will be charged with review and recommendation of potential programs that provide benefit to participating organizations through group purchasing. The Chair of the AORMA Committee shall appoint the membership of these subcommittees.

Other subcommittees shall be assigned by the Chair, as authorized by CSURMA policies.

**Role Of The Chair**

- Coordinate and conduct meetings.
- Develop and coordinate committee work.

- Serve on the AOA Executive Committee.
- Present an annual report to the Executive Committee and to the AOA membership.
- Encourage membership on the committee.

**Role Of The Vice Chair**

- Serve as Chair in the absence of the Chair.

**THESE GUIDELINES WILL BE AMENDED FROM TIME TO TIME TO REMAIN CONSISTENT WITH CSURMA POLICIES AND PROCEDURES. ANY PROPOSED AMENDMENTS WILL BE FORWARDED TO THE EXECUTIVE COMMITTEE FOR APPROVAL.**

*Approved by the Executive Committee in 2009. Updated in August 2014.*

**REVISION TO AORMA'S LIABILITY PROGRAM**  
**MEMORANDUM OF COVERAGE**

**ISSUE:** HSU, Sponsored Programs Foundation, occasionally needs to rent off-road vehicles for sponsored programs. Similar to RV's and limousines, the auto rental agency does not allow the renter to purchase the physical damage coverage when renting the vehicle.

**RECOMMENDATION:** Staff recommends that the Committee review the revision to the Domestic Hired Automobile Physical Damage endorsement on the Liability Memorandum of Coverage, and direct Staff as appropriate.

**FISCAL IMPACT:** None at this time. However, this change does expand the coverage under the Domestic Hired Automobile Physical Damage endorsement which could result in additional claims being paid under this coverage enhancement.

**BACKGROUND:** Staff is presenting a revision to the Domestic Hired Automobile Physical Damage endorsement which adds to exclusion N, the following:

CSURMA AORMA will not cover loss due to off-road operation of the rented **auto**, **except when the off-road operation is authorized by a Covered Party and is used for an appropriate business operation.**

The following exclusion will remain on the MOC, which would require that the vehicle be legally rented as an off-road vehicle. The vehicle could not be illegally driven off-road.

CSURMA AORMA will not pay for loss arising out of any violation of the rental car agreement.

**PUBLICATION:** All changes to the MOC will be posted on the CSURMA website.

**ATTACHMENT(S):**

- a. Domestic Hired Automobile Physical Damage endorsement (revised)



**CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY  
AUXILIARY ORGANIZATIONS RISK MANAGEMENT ALLIANCE  
(CSURMA AORMA)  
LIABILITY PROGRAM  
MEMORANDUM OF COVERAGE**

**DOMESTIC HIRED AUTOMOBILE PHYSICAL DAMAGE  
AMENDATORY ENDORSEMENT - #1**

***THIS ENDORSEMENT CHANGES THE MEMORANDUM OF COVERAGE  
PLEASE READ IT CAREFULLY***

**The term “auto(s)” as used in this endorsement means a land motor vehicle designed for travel on public roads, but does not refer to those types of automobiles excluded under Exclusion # 1 below or to mobile equipment.**

**The term “loss” as used in this endorsement means direct and accidental loss or damage.**

**SECTION I - COVERED AUTOS**

Domestic Hired Autos Only – Only “autos” the **Covered Party** may hire, lease, rent or borrow for no more than thirty (30) consecutive days by execution of a contract within the coverage territory. This does not include any **automobile** a **Covered Party** may lease, hire, rent or borrow from any of **Member employees** or **members** of their household.

**SECTION 2 - PHYSICAL DAMAGE COVERAGE**

**A. Coverage Extensions**

1. CSURMA AORMA will pay for “loss” to a covered auto or its equipment under Comprehensive and Collision coverage.
2. The coverage provided by this Endorsement is excess over any other collectible coverage
3. For **Hired Auto** Physical Damage, CSURMA AORMA will pay expenses for which a **Covered Party** becomes legally responsible to pay for loss of use of a vehicle rented or hired without a driver under a written rental contract or agreement. However, the most CSURMA AORMA will pay for any expenses for loss of use is \$60 per day, to a maximum of \$1,800.

CSURMA AORMA will pay up to the limits shown in the Declarations for towing and labor costs incurred each time a covered auto of the private passenger type is disabled. However, the labor must be performed at the place of disablement.

**B. Limit of Coverage**

1. The most CSURMA AORMA will pay for “loss” in any one “accident” is the lesser of:
  - (1) The actual cash value of the damaged or stolen property at the time of the “loss”; or
  - (2) The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality.

**C. Deductible**

For each covered auto, CSURMA AORMA’s obligation to pay for repair, return or replace damaged or stolen property will be reduced by the applicable deductible of \$1,000.

**D. Coverage Territory**

Under this Endorsement, CSURMA AORMA will cover accidents and losses occurring:

1. During the Memorandum period shown in the Declarations Page.
2. Within the coverage territory.

The coverage territory is:

- a. The United States of America;
- b. The territories and possessions of the United States of America; and Puerto Rico.

**SECTION 3 – EXCLUSIONS**

- A. CSURMA AORMA will not pay for loss to any expensive, exotic or antique automobile, 15- passenger vans; semi-trailer trucks; motorcycles, mopeds, or motorbikes. Antique automobile is defined as any vehicle over twenty (20) years old or any vehicle that has not been manufactured for ten (10) years or more. Examples of excluded expensive or exotic automobiles include but are not limited to those manufactured by Aston Martin, Bentley, Bricklin, Daimler, DeLorean, Excalibur, Ferrari, Jensen, Lamborghini, Lotus, Maaserati, Porsche and Rolls Royce. However, selected models of BMW, Mercedes-Benz, Cadillac and Lincoln are covered.
- B. CSURMA AORMA will not pay for loss to any covered auto while used in any professional or organized racing or demolition contest or stunt activity, or while practicing for such contest or activity. CSURMA AORMA will also not pay for loss to any covered auto while that covered auto is being prepared for such contest or activity.
- C. CSURMA AORMA will not pay for loss caused by or resulting from any of the following unless caused by other loss that is covered by this coverage:

1. Wear and tear, freezing or mechanical or electrical breakdown; or
  2. Blowouts, punctures or other road damage to tires.
- D. CSURMA AORMA will not pay for loss to any of the following:
1. Tapes, records, discs, or other similar audio, visual data electronic devices designed for use with audio, visual or data electronic equipment.
  2. Any device designed or used to detect speed measuring equipment such as radar or laser detectors and any jamming apparatus intended to elude or disrupt speed measuring equipment.
  3. Any electronic equipment, without regard to whether the equipment is permanently installed, that receives or transmits audio, visual, or data signals and that is not designed solely for the reproduction of sound.
  4. Any accessories used with the electronic equipment described in Paragraph c. above Exclusions 2.c. and 2.d. do not apply to:
    - a. Equipment designed solely for the reproduction of sound and accessories, provided such equipment is permanently installed in the covered auto at the time of the loss or such equipment is removable from a housing unit which is permanently installed in the covered auto at the time of loss, and such equipment is designed to be solely operated by use of the power from the auto's electrical system, in or upon the covered auto
    - b. Any other electronic equipment that is:
      - 1) Necessary for the normal operation of the covered auto or the monitoring of the covered auto's operating system
      - 2) An integral part of the same unit housing any sound reproducing equipment described above in i. above and permanently installed in the opening of the dash or console of the covered auto normally used by the manufacturer for installation of a radio.
- E. CSURMA AORMA will not pay for loss to a covered auto due to diminution of value.
- F. CSURMA AORMA will not recognize any assignment or grant any coverage for the benefit of any person or organization holding, storing or transporting property for a fee regardless of any other provisions of this Endorsement.
- G. CSURMA AORMA will not pay for loss arising out of any violation of the rental car agreement.
- H. CSURMA AORMA will not cover damage to **autos** that are hired, rented or borrowed for more than thirty (30) consecutive days.
- I. CSURMA AORMA will not pay for loss or theft of personal belongings.
- J. CSURMA AORMA will not pay for loss caused by or resulting from the use of **auto** by **Member** volunteers.
- K. CSURMA AORMA will not pay for damages resulting from any **Covered Party's** personal liability.
- L. CSURMA AORMA will not pay for depreciation of the rental **auto** caused by loss or damage including but not limited to "diminished value".
- M. CSURMA AORMA will not pay for loss due to intentional acts, or due to the driver(s) being under the influence of alcohol, intoxicants, or drugs, or due to contraband or illegal activities.

- N. CSURMA AORMA will not cover loss due to off-road operation of the rented **auto**, except when the off-road operation is authorized by a **Covered Party** and is used for an appropriate business operation.
- O. CSURMA AORMA will not pay for confiscation by authorities.
- P. CSURMA AORMA will not pay for **autos** that do not meet the definition of covered **autos**.
- Q. CSURMA AORMA will not pay for losses reported more than forty-five (45) days from the date of loss.

*All other terms and conditions in the Memorandum remain unchanged.*

**EVALUATION OF PRIMARY COVERAGE PROGRAM  
 FOR WORKERS' COMPENSATION THROUGH CSAC EIA**

**ISSUE:** CSURMA has generally taken the approach of retaining risk when it could do so at a lower cost than risk transfer. From July 1, 2008 to June 30, 2011, the CSURMA Executive Committee authorized the purchase of a primary reinsurance program for the Campus Workers' Compensation Risk Pool since the risk transfer was less expensive than the projected actuarial cost. After June 30, 2011, the cost of risk transfer exceeded the CSURMA actuary's projection of the cost to retain the risk, so the reinsurance program was discontinued.

In March 2014, staff received interest from the CSAC Excess Insurance Authority (EIA) to offer a primary coverage program to both the Campus WC Risk Pool and the AORMA WC Program. Several meetings have taken place to determine the viability of CSURMA participation in the EIA program, and operational hurdles have been address so that participation would be transparent to the campuses and auxiliary organizations. The financial terms of EIA's proposal are summarized below:

**Table 1  
 EIA Proposed Coverage Program Compared to CSURMA Actuarial Cost\***

18 months	Campus	AORMA	Total
<b>CSURMA Agreed</b>			
<b>Actuarial Funding:</b>	<b>\$ 42,336,525</b>	<b>\$ 4,781,875</b>	<b>\$ 47,118,400</b>
CSAC EIA Primary:	\$ 22,237,435	\$ 2,287,055	\$ 24,524,490
CSAC EIA EWC:	\$ 13,981,931	\$ 1,438,001	\$ 15,419,932
<b>CSAC EIA Total:</b>	<b>\$ 36,219,366</b>	<b>\$ 3,725,056</b>	<b>\$ 39,944,422</b>

\*actuarial cost from Aon studies valued at June 30, 2014

Due to financial considerations, the AORMA WC program can only participate in this risk transfer if the Campus WC Risk Pool also participates. Representatives from EIA will be present at today's meeting to discuss the proposed program.

**RECOMMENDATION:** It is recommended that the AORMA Committee consider the attached presentation and proposals and take action on whether to recommend that the Executive Committee and Board delegate authority to the CSURMA Chair and Secretary Auditor to effect the AORMA WC Program's participation in the EIA program.

**FISCAL IMPACT:** The cost of a primary reinsurance program would be paid from AORMA Workers' Compensation Program deposits that would otherwise be used to self-insure the claims. If claims develop as projected by the CSURMA actuary, the proposed EIA program would result in a lower cost to CSURMA. If CSURMA's claims are less than the actuary's projection or if EIA has negative experience in their excess workers' compensation program, the cost of the proposed EIA program may be higher than CSURMA's actuarial projection.

**BACKGROUND:** In general, it is less costly to self-insure first dollar claims with high frequency. These savings are achieved by avoidance of the frictional costs of insurance transactions. In the case of workers' compensation claims, the frictional costs are reduced since claims are adjusted on statutory rules and regulations and the payments are processed with electronic feeds. As a result, large self-insureds can benefit from locking in their claims costs by purchasing primary layer coverage when a reinsurer can offer pricing that is close to or improves on the self-insured cost. Reinsurers may be able to offer better pricing options when their investment income outlook is strong since the claims will be paid over many years.

At the direction of the Executive Committee, Chancellor's Office and CSURMA Staff has met with representatives of the Excess Insurance Authority (EIA). EIA is a statewide joint powers authority (JPA) insurance pool dating from the 1970's and is the largest governmental entity insurance pool in the nation. The documents attached to this item offer more details on EIA's proposal.

**PUBLICATION:** No publication is expected from consideration of this item at today's meeting.

**ATTACHMENT(S):**

- a. CSAC EIA Presentation
- b. CSAC EIA Primary WC Proposal
- c. CSAC EIA Excess WC Proposal
- d. CSAC EIA Claims Handling



**CSAC Excess Insurance Authority**  
Leader in Member-Directed Risk Management

# **CSURMA**

## **Workers' Compensation Program**

### **CSAC EIA EWC Options**

**October 2014**



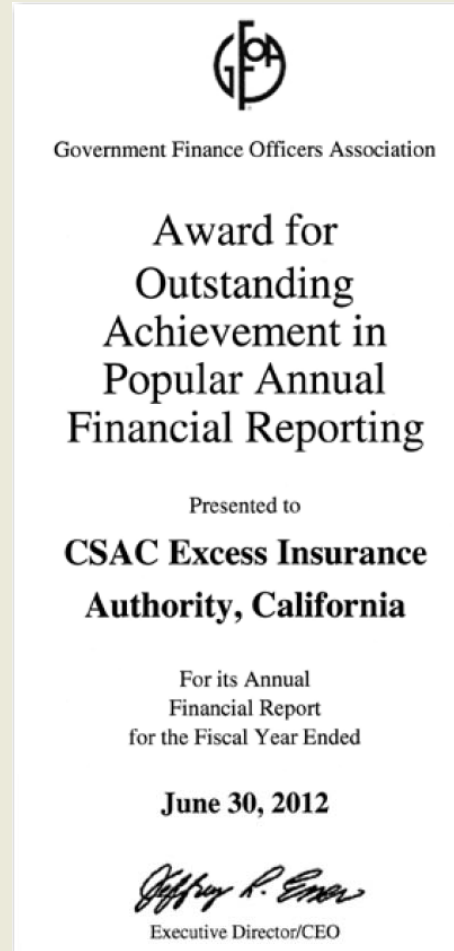
1



# Who is the CSAC EIA?



**2011 - 2013**



**2004 - 2013**



**2010 - 2016**



**Certificate of  
Achievement for  
Excellence in  
Financial Reporting  
1994 - 2013**



**1989 - 2016**



# Status at June 30, 2014

Member Contributions	\$574 million
Total Assets	\$593 million
Net Assets	\$113.3 million

## Membership

- County members 54
- Public Entity members 254
  - Covering 1,800 agencies in 1 or more programs



# Member Involvement

## Board of Directors

- 61 Members
- 57 Alternates

## Committees

- 15 Active Committees
- 141 Members
- 25 Alternates





# CSURMA & CSAC EIA

- Original discussion in March 2014 regarding CSAC EIA Primary and Excess Comp programs
  - Indication of cost 2-8% above Expected/Discounted cost of CSU Program
  - Concern with joining another Pool
  - Claims Handling?
- Three specific meetings since on EIA and its financial / governance structure and proposed terms
- Specific meeting on claims handling
  - Outline of process presented after the claims meeting



# CSURMA Actuarial Data

Updated Actuarial Report received in August 2014, from Aon.  
 See Report pages 18 (Campus) and page 8/9 (AORMA).  
 Based on current Campus SIR of \$2.5M and AORMA SIR of \$500K.

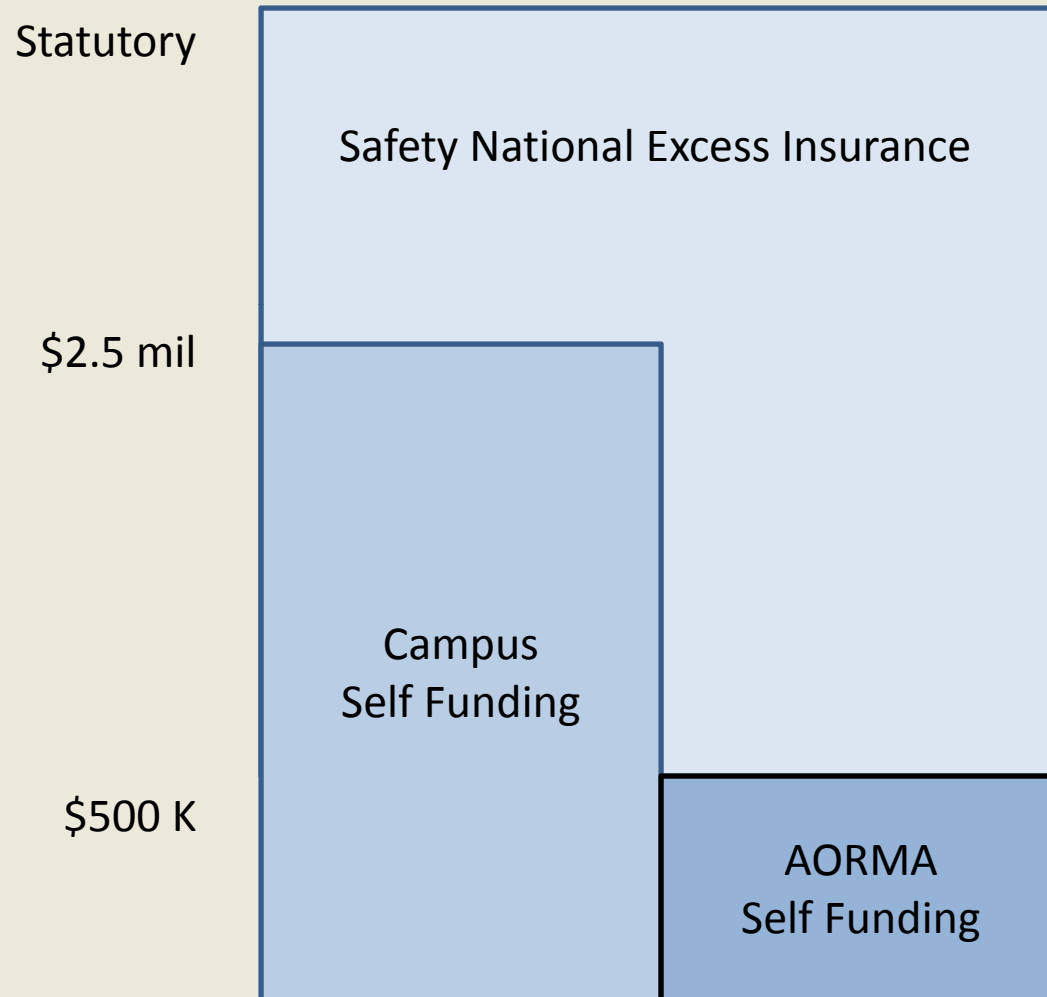
		1/1/15 - 7/1/15	7/1/15 - 7/1/16	18 month
Discounted				
Expected	Campus	\$ 11,876,000	\$ 25,320,000	\$ 37,196,000
	AORMA	\$ 1,258,500	\$ 2,567,000	\$ 3,825,500
	Total:	\$ 13,134,500	\$ 27,887,000	\$ 41,021,500
Discounted				
70%	Campus	\$ 12,469,500	\$ 26,586,000	\$ 39,055,500
	80% AORMA	\$ 1,573,125	\$ 3,208,750	\$ 4,781,875
	Total:	\$ 14,042,625	\$ 29,794,750	\$ 43,837,375
Undiscounted				
70%	Campus	\$ 13,517,175	\$ 28,819,350	\$ 42,336,525
	80% AORMA	\$ 1,700,000	\$ 3,467,500	\$ 5,167,500
	Total:	\$ 15,217,175	\$ 32,286,850	\$ 47,504,025

Highlighted amounts are the agreed funding amounts for each Program.  
 Total agreed funding (from last meeting) of \$47,118,400



# CSURMA / CSAC EIA

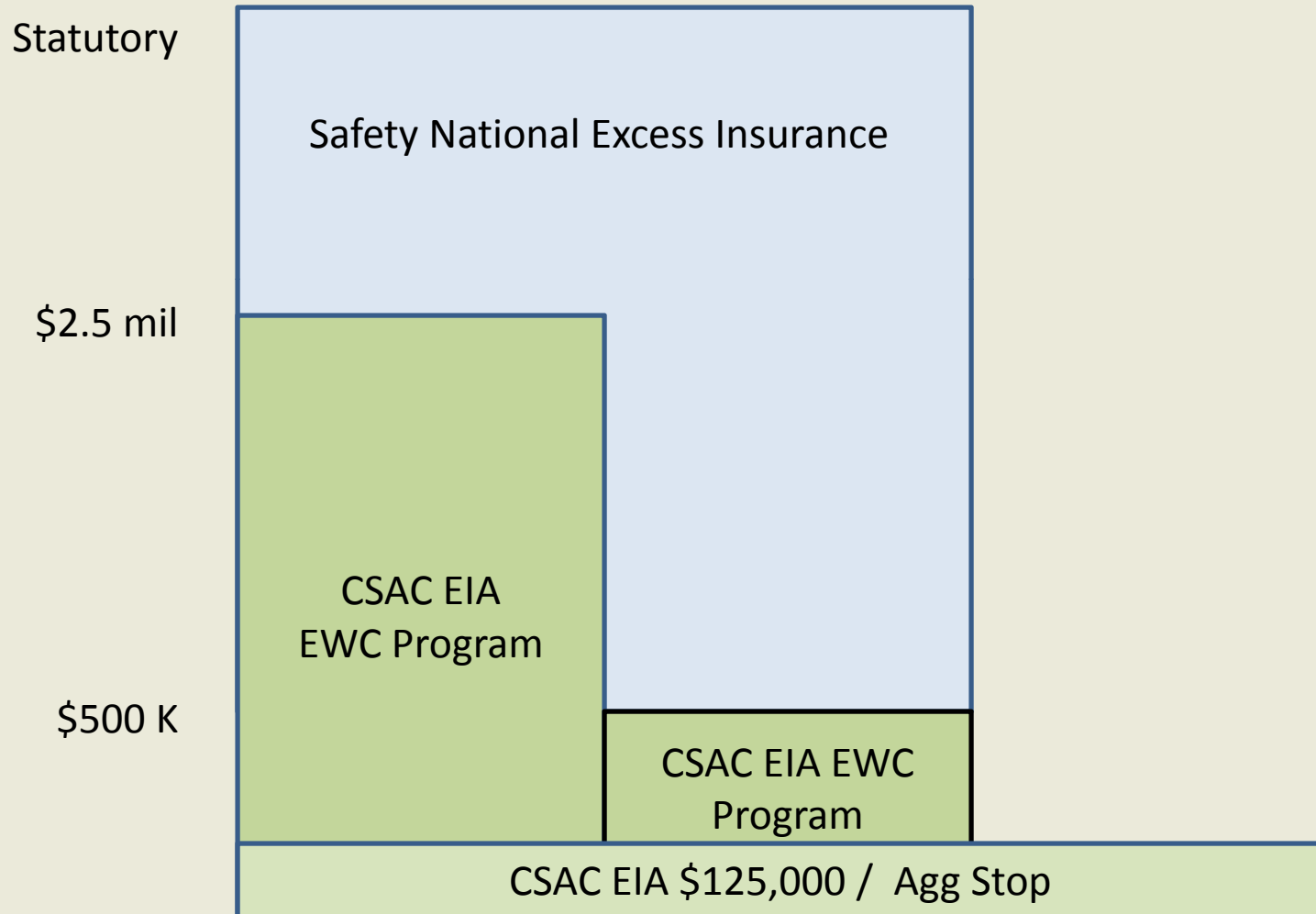
## Current Structure





# CSURMA / CSAC EIA

## Proposed Structure





# CSURMA / CSAC EIA

## EIA Structure – Two Layers

CSAC EIA EWC Program  
\$2,375,000 Excess of \$125,000 per accident  
(Corridor Deductible applies before  
reinsurance applies)

\$125,000 / Annual Aggregate – Corridor applies before reinsurance



# CSURMA / CSAC EIA Cost Comparison

18 months	Campus	AORMA	Total
Agreed Actuarial Funding:	\$ 42,336,525	\$ 4,781,875	\$ 47,118,400
CSAC EIA Primary:	\$ 22,237,435	\$ 2,287,055	\$ 24,524,490
CSAC EIA EWC:	\$ 13,981,931	\$ 1,438,001	\$ 15,419,932
CSAC EIA Total:	\$ 36,219,366	\$ 3,725,056	\$ 39,944,422

- Over \$7.1M savings compared with agreed funding
- Almost \$1.1M savings vs. Discounted Expected Funding Levels for both Programs
- Firm reinsurance terms; Subject to CSAC EIA Underwriting and Executive Committee approvals



# CSAC EIA

## Rating Methodology

- EIA Excess Workers' Compensation (EWC) Program has base rates promulgated by their independent actuary every year for three categories (County, City/other, and Education)
- For the layer below \$1M, the rating model has an Experience Modification Factor applied to the initial rate based on loss experience
- CSURMA program premium has been specifically negotiated with AmTrust given the size of the program.
- Primary Agg Stop/Corridor layer outside of the EWC Program – negotiated specific for CSURMA with AmTrust.



# CSAC EIA

## EWC Dividend / Assessment

- CSURMA Corridor amount is approximately 11% of overall CSAC EIA EWC Program (\$3.7M vs. \$34.8M of overall program with CSURMA included).
- Dividends and Assessments are calculated using 10 years of prior EWC Program premiums in the EWC Pool and/or Corridor Deductible Layers:
  - So, as an example, if the CSURMA were to stay in the program for the next 3.5 years, and an assessment or dividend is declared in August of 2018, the CSURMA would receive 4.5% of the dividend or pay 4.5% of the assessment (CSURMA applicable premium for 3.5 years of \$12.95M vs. 10 yr EIA EWC applicable premium of \$284.8M for 10 yrs of 08 – 18). This assumes that all applicable premiums for the next 3.5 years are unchanged.



# Dividend / Assessment Calculation

	Retained / Pool Premium	CSU Pool Premium
2008/09	23,406,286	
2009/10	19,333,449	
2010/11	16,851,829	
2011/12	17,812,736	
2012/13	39,502,703	
2013/14	30,520,270	
2014/15	32,958,288	\$ 1,850,000
2015/16	34,800,000	\$ 3,700,000
2016/17	34,800,000	\$ 3,700,000
2017/18	34,800,000	\$ 3,700,000
	\$ 284,785,562	\$ 12,950,000
	Percentage	4.55%



# CSU / AORMA & CSAC EIA

- **Other advantages:**
  - Both layers of placement fully reinsured
  - Joining forces with larger program – over \$22 Bil Payroll in EIA EWC Program
  - Maintain control over losses
  - Renewal of current excess layer may include EIA school business; increase size/leverage of placement
  - More risk financing options with larger program
  - Access to CSAC EIA risk management / loss control services



# Loss Prevention Resources & Services

## Loss Prevention Platform

DMV Electronic Pull  
Notice Services  
Policy Compliance  
Tracking  
Reporting & Analytics  
Event/Credential  
Manager  
Community Resource  
Center

## Resources

Video Resource Library  
On Site & Telephonic  
Consultation  
Specialist Referrals  
Policy/Procedure  
Development & Review  
Subsidy Program  
Drug & Alcohol Testing  
Consortium  
Topic Specific Resource  
Pages

## Training

On Site Custom  
Programs  
On-line Training  
On-Demand Playback  
of Recorded Sessions  
Professional Webinars  
Hosted Programs  
Regional Training  
Programs  
Participation in Safety  
Training Days & Fairs



# Next Steps

## **Steps for CSURMA to Participate at 1/1/15**

- CSURMA Board action to delegate authority to execute participation documents. (Oct 24, 2014)
- CSAC EIA Underwriting Committee final approval (Oct 2014) and Executive Committee (Nov 2014)
- CSU Chancellor's Office Review and approval (November 2014)
- Execution of agreements by CSURMA Chair and Secretary-Auditor (December 2014)
- Coverage commences January 1, 2015



# CSAC EIA Contact Information

Mike Fleming, Chief Executive Officer

916-850-7300

[m Fleming@csac-eia.org](mailto:m Fleming@csac-eia.org)

Gina Dean, Chief Operating Officer

916-850-7300

[gdean@csac-eia.org](mailto:gdean@csac-eia.org)

Brian Kelley, Underwriting Manager

916-850-7300

[bkelly@csac-eia.org](mailto:bkelly@csac-eia.org)

**WORKERS' COMPENSATION & EMPLOYERS LIABILITY  
PRIMARY CORRIDOR LAYER  
PROPOSAL**

<b>COVERED PARTY</b>	California State University Risk Management Authority <ul style="list-style-type: none"> <li>• California State University (CSU)</li> <li>• Auxiliary Organizations Risk Management Alliance (AORMA)</li> </ul>
<b>COVERAGE TERM</b>	January 1, 2015 to January 1, 2016  MOC to be canceled at 7/1/15 and replaced with new MOC for the period 7/1/15 to 7/1/16
<b>COMPANIES AFFORDING COVERAGE</b>	CSAC Excess Insurance Authority (CSAC EIA) with reinsurance provided by AmTrust
<b>COVERAGE PROVIDED</b>	Workers' Compensation and Employers' Liability Aggregate Stop Loss. Coverage per the CSAC EIA Excess Workers' Compensation Memorandum of Coverage including: <ul style="list-style-type: none"> <li>• Employers' Liability</li> <li>• Other States</li> <li>• Volunteers and Board Members (subject to Board resolution)</li> <li>• United States Longshore &amp; Harbor Workers' Act</li> <li>• Jones Act</li> </ul>
<b>LIMITS OF INDEMNITY</b>	<p><b><u>CSU</u></b></p> <p>\$ 125,000 Workers' Compensation each Occurrence</p> <p>\$ 125,000 Employers' Liability each Occurrence</p> <p><b><u>AORMA</u></b></p> <p>\$ 125,000 Workers' Compensation each Occurrence</p> <p>\$ 125,000 Employers' Liability each Occurrence</p> <ul style="list-style-type: none"> <li>• Limits excess of \$125,000 to be provided by the CSAC EIA Excess Workers' Compensation Program</li> <li>• Limits eroded by allocated claims expenses</li> </ul>
<b>CSU / AORMA Retention:</b>	\$ 0 (nil), after exhaustion of the Corridor Retention <ul style="list-style-type: none"> <li>• Corridor exhausted by allocated claims expenses</li> <li>• Corridor amounts apply prior to any reinsurance protection</li> </ul>

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

**WORKERS' COMPENSATION & EMPLOYERS LIABILITY  
PRIMARY CORRIDOR LAYER  
PROPOSAL**

	provided by AmTrust
<b>MAJOR EXCLUSIONS (Including but not limited to)</b>	<p>Per the CSAC EIA Excess Workers' Compensation Memorandum of Coverage, including:</p> <p>Workers' Compensation Exclusions</p> <ul style="list-style-type: none"> <li>• Punitive or exemplary damages, fines or penalties</li> <li>• Labor Code 4850 benefits (optional buy-back available)</li> <li>• Labor Code 4856 benefits</li> <li>• Any payments in excess of the benefits regularly provided by the Workers' Compensation law</li> </ul> <p>Employer's Liability Exclusions</p> <ul style="list-style-type: none"> <li>• Contractual liability</li> <li>• Injury/disease to an employee employed in violation of the law with knowledge by the Covered Party</li> <li>• Workers' Compensation and similar laws</li> <li>• Injury/disease intentionally caused or aggravated by the Covered Party</li> <li>• Employment practices (harassment, discrimination, termination, etc.)</li> <li>• Fines or penalties, punitive or exemplary damages</li> <li>• Failure to comply with workers' compensation law</li> <li>• Rejection of workers' compensation law</li> </ul>
<b>PREMIUM AUDIT</b>	Premiums are auditable and adjustable at June 30, 2015 and June 30, 2016 based on actual payroll
<b>CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Claims review by AmTrust</li> <li>• Subject to approval from CSAC EIA Underwriting and Executive Committees</li> <li>• Premium/quote contemplates both CSU and AORMA binding</li> <li>• Online "read only" access to CSU claims system by AmTrust</li> <li>• Annual financial claims audit requirement</li> </ul>
<b>CLAIMS HANDLING</b>	<ul style="list-style-type: none"> <li>• CSU to have full control of claims &amp; settlements up to \$125K</li> <li>• Bordereaux reimbursements for claims up to \$125K upon exhaustion of Aggregate Stop loss Retention</li> <li>• Excess reporting/monitoring for losses at \$62,500 total incurred</li> </ul> <p>SEE CLAIM DOCUMENT FOR FULL DETAILS OF AGREED</p>

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

**WORKERS' COMPENSATION & EMPLOYERS LIABILITY  
PRIMARY CORRIDOR LAYER  
PROPOSAL**

	<b>PROCESS</b>	
<b>ESTIMATED ANNUAL PAYROLL</b>	\$ 3,208,659,700	Estimated annual payroll
<b>ESTIMATED PREMIUM (Annual)</b>	<p><b>CSU</b></p> <p>\$ 3,395,300      Deposit Premium  11,169,217      Corridor Premium  90,674      CSAC EIA Administration Fee  169,765      Alliant Broker Fee  <u>                  </u>  <b>\$ 14,824,956</b>      <b>Total Estimated Deposit Premium</b></p> <p><b>AORMA</b></p> <p>\$ 349,197      Deposit Premium  1,148,721      Corridor Premium  9,326      CSAC EIA Administration Fee  17,460      Alliant Broker Fee  <u>                  </u>  <b>\$ 1,524,704</b>      <b>Total Estimated Deposit Premium</b></p> <p><b>\$ 16,349,660</b>      <b>Total Estimated Deposit Premium</b></p>	
<b>ESTIMATED PREMIUM (18 Month Prorated)</b>	<p><b>CSU</b></p> <p>\$ 5,092,950      Deposit Premium  16,753,825      Corridor Premium  136,012      CSAC EIA Administration Fee  254,648      Alliant Broker Fee  <u>                  </u>  <b>\$ 22,237,435</b>      <b>Total Estimated Deposit Premium</b></p> <p><b>AORMA</b></p> <p>\$ 523,795      Deposit Premium  1,723,082      Corridor Premium  13,988      CSAC EIA Administration Fee  26,190      Alliant Broker Fee  <u>                  </u>  <b>\$ 2,287,055</b>      <b>Total Estimated Deposit Premium</b></p> <p><b>\$ 24,524,490</b>      <b>Total Estimated Deposit Premium</b></p> <p>• Premiums/fees for the period 1/1/15 to 1/1/16 will be due at 2/1/15</p>	

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

**WORKERS' COMPENSATION & EMPLOYERS LIABILITY  
PRIMARY CORRIDOR LAYER  
PROPOSAL**

	<ul style="list-style-type: none"> <li>Premium/fees for cancelation/re-write at 7/1/15 will be due at 8/1/15</li> </ul> <p>Premiums and Corridor Amounts auditable based on final payroll</p>
<b>BROKER</b>	<p><b>ALLIANT INSURANCE SERVICES, INC.</b> Gordon DesCombes, Executive Vice President Nazie Arshi, Senior Vice President Tom E. Corbett, Senior Vice President Lilian A. Vanvieldt, Senior Vice President Rhiannon Cabral, CSAC Program Specialist</p>
<b>INDICATION DATE</b>	October 10, 2014

<b>Provider</b>	<b>California Status</b>	<b>A.M. Best's Guide Rating</b>	<b>Standard &amp; Poor's Rating</b>
<b>CSAC Excess Insurance Authority</b>	Not Applicable	Not Applicable	Not Applicable
<b>With reinsurance provided by AmTrust</b>	Not Applicable (reinsurance)	A (Excellent) Financial Size Category IX (\$250,000,000 to \$500,000,000)	Not Applicable

*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.ALLIANTINSURANCE.COM](http://WWW.ALLIANTINSURANCE.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, ATTENTION: CHIEF OPERATING OFFICER, 1301 DOVE STREET, SUITE 200, NEWPORT BEACH, CA 92660.*

*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 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)*

*TO LEARN MORE ABOUT COMPANIES DOING BUSINESS IN CALIFORNIA, VISIT THE CALIFORNIA DEPARTMENT OF*

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**



CSAC EXCESS  
INSURANCE AUTHORITY  
A Public Agency



**WORKERS' COMPENSATION & EMPLOYERS LIABILITY  
PRIMARY CORRIDOR LAYER  
PROPOSAL**

INSURANCE WEBSITE AT [WWW.INSURANCE.CA.GOV](http://WWW.INSURANCE.CA.GOV)

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

Alliant Insurance Services, Inc. • 1301 Dove Street • Suite 200 • Newport Beach, CA 92660  
PHONE (949) 756-0271 • [www.alliantinsurance.com](http://www.alliantinsurance.com) • License No. 0C36861

Page 5 of 5

## EXCESS WORKERS' COMPENSATION PROGRAM PROPOSAL

<b>COVERED PARTY</b>	California State University Risk Management Authority <ul style="list-style-type: none"> <li>• California State University (CSU)</li> <li>• Auxiliary Organizations Risk Management Alliance (AORMA)</li> </ul>
<b>COVERAGE TERM</b>	January 1, 2015 to January 1, 2016  MOC to be canceled at 7/1/15 and replaced with new MOC for the period 7/1/15 to 7/1/16
<b>COMPANIES AFFORDING COVERAGE</b>	CSAC Excess Insurance Authority (CSAC EIA) with reinsurance provided by AmTrust
<b>COVERAGE PROVIDED</b>	Per the CSAC EIA Excess Workers' Compensation Memorandum of Coverage including: <ul style="list-style-type: none"> <li>• Employers' Liability</li> <li>• Other States</li> <li>• Volunteers and Board Members (subject to Board resolution)</li> <li>• United States Longshore &amp; Harbor Workers' Act</li> <li>• Jones Act</li> </ul>
<b>LIMITS OF INDEMNITY</b>	<p><b><u>CSU</u></b>  \$ 2,375,000 Workers' Compensation  \$ 2,375,000 Employers' Liability</p> <p><b><u>AORMA</u></b>  \$ 375,000 Workers' Compensation  \$ 375,000 Employers' Liability</p> <ul style="list-style-type: none"> <li>• Limits excess of the SIR shown below</li> <li>• Limits eroded by allocated claims expense</li> </ul>
<b>SELF-INSURED RETENTION</b>	\$ 125,000 Each occurrence  Self-insured retention is eroded by allocated claims expense

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

## EXCESS WORKERS' COMPENSATION PROGRAM PROPOSAL

<p><b>MAJOR EXCLUSIONS (Including but not limited to)</b></p>	<p>Per the CSAC EIA Excess Workers' Compensation Memorandum of Coverage, including:</p> <p>Workers' Compensation Exclusions</p> <ul style="list-style-type: none"> <li>• Punitive or exemplary damages, fines or penalties</li> <li>• Labor Code 4850 benefits (optional buy-back available)</li> <li>• Labor Code 4856 benefits</li> <li>• Any payments in excess of the benefits regularly provided by the Workers' Compensation law</li> </ul> <p>Employer's Liability Exclusions</p> <ul style="list-style-type: none"> <li>• Contractual liability</li> <li>• Injury/disease to an employee employed in violation of the law with knowledge by the Covered Party</li> <li>• Workers' Compensation and similar laws</li> <li>• Injury/disease intentionally caused or aggravated by the Covered Party</li> <li>• Employment practices (harassment, discrimination, termination, etc.)</li> <li>• Fines or penalties, punitive or exemplary damages</li> <li>• Failure to comply with workers' compensation law</li> <li>• Rejection of workers' compensation law</li> </ul>
<p><b>PREMIUM AUDIT</b></p>	<p>Premiums are auditable and adjustable at June 30, 2015 and June 30, 2016 based on actual payroll</p>
<p><b>CONDITIONS</b></p>	<ul style="list-style-type: none"> <li>• Same Claim conditions found in Primary apply here</li> <li>• Premium/quote contemplates both CSU and AORMA binding</li> <li>• Subject to approval by CSAC EIA Underwriting and Executive Committees</li> <li>• Premium does not include cost for claim audit requirement</li> <li>• Annual financial claims audit requirement</li> <li>• Membership Conditions:             <ul style="list-style-type: none"> <li>• Receipt of the executed Joint Powers Agreement (JPA) prior to binding</li> <li>• Receipt of the executed Excess Workers' Compensation Memorandum of Understanding prior to binding</li> <li>• Receipt of executed of Designated Representative form prior to binding</li> </ul> </li> </ul>

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

## EXCESS WORKERS' COMPENSATION PROGRAM PROPOSAL

<b>ESTIMATED ANNUAL PAYROLL</b>	\$ 3,208,659,700 Estimated annual payroll																												
<b>ESTIMATED PREMIUM (Annual)</b>	<p><b>CSU</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">\$ 3,361,549</td><td>Corridor Premium</td></tr> <tr><td>5,203,322</td><td>Pool Deposit Premium</td></tr> <tr><td>517,830</td><td>CSAC EIA Administration Fee</td></tr> <tr><td>46,374</td><td>CSAC EIA Public Entity Fee</td></tr> <tr><td>192,002</td><td>Alliant Broker Fee</td></tr> <tr><td>317</td><td>CSAC EIA One-Time Development Fee</td></tr> <tr><td><b>\$ 9,321,394</b></td><td><b>Total Estimated Deposit Premium</b></td></tr> </table> <p><b>AORMA</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">\$ 345,726</td><td>Corridor Premium</td></tr> <tr><td>535,146</td><td>Pool Deposit Premium</td></tr> <tr><td>53,257</td><td>CSAC EIA Administration Fee</td></tr> <tr><td>4,769</td><td>CSAC EIA Public Entity Fee</td></tr> <tr><td>19,747</td><td>Alliant Broker Fee</td></tr> <tr><td>33</td><td>CSAC EIA One-Time Development Fee</td></tr> <tr><td><b>\$ 958,678</b></td><td><b>Total Estimated Deposit Premium</b></td></tr> </table> <p><b>\$ 10,280,072 Total Estimated Deposit Premium</b></p>	\$ 3,361,549	Corridor Premium	5,203,322	Pool Deposit Premium	517,830	CSAC EIA Administration Fee	46,374	CSAC EIA Public Entity Fee	192,002	Alliant Broker Fee	317	CSAC EIA One-Time Development Fee	<b>\$ 9,321,394</b>	<b>Total Estimated Deposit Premium</b>	\$ 345,726	Corridor Premium	535,146	Pool Deposit Premium	53,257	CSAC EIA Administration Fee	4,769	CSAC EIA Public Entity Fee	19,747	Alliant Broker Fee	33	CSAC EIA One-Time Development Fee	<b>\$ 958,678</b>	<b>Total Estimated Deposit Premium</b>
\$ 3,361,549	Corridor Premium																												
5,203,322	Pool Deposit Premium																												
517,830	CSAC EIA Administration Fee																												
46,374	CSAC EIA Public Entity Fee																												
192,002	Alliant Broker Fee																												
317	CSAC EIA One-Time Development Fee																												
<b>\$ 9,321,394</b>	<b>Total Estimated Deposit Premium</b>																												
\$ 345,726	Corridor Premium																												
535,146	Pool Deposit Premium																												
53,257	CSAC EIA Administration Fee																												
4,769	CSAC EIA Public Entity Fee																												
19,747	Alliant Broker Fee																												
33	CSAC EIA One-Time Development Fee																												
<b>\$ 958,678</b>	<b>Total Estimated Deposit Premium</b>																												
<b>ESTIMATED PREMIUM (18 Month Prorated)</b>	<p><b>CSU</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">\$ 5,042,324</td><td>Corridor Premium</td></tr> <tr><td>7,804,982</td><td>Pool Deposit Premium</td></tr> <tr><td>776,745</td><td>CSAC EIA Administration Fee</td></tr> <tr><td>69,560</td><td>CSAC EIA Public Entity Fee</td></tr> <tr><td>288,003</td><td>Alliant Broker Fee</td></tr> <tr><td>317</td><td>CSAC EIA One-Time Development Fee</td></tr> <tr><td><b>\$ 13,981,931</b></td><td><b>Total Estimated Deposit Premium</b></td></tr> </table> <p><b>AORMA</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">\$ 518,588</td><td>Corridor Premium</td></tr> <tr><td>802,720</td><td>Pool Deposit Premium</td></tr> <tr><td>79,886</td><td>CSAC EIA Administration Fee</td></tr> <tr><td>7,154</td><td>CSAC EIA Public Entity Fee</td></tr> <tr><td>29,620</td><td>Alliant Broker Fee</td></tr> <tr><td>33</td><td>CSAC EIA One-Time Development Fee</td></tr> </table>	\$ 5,042,324	Corridor Premium	7,804,982	Pool Deposit Premium	776,745	CSAC EIA Administration Fee	69,560	CSAC EIA Public Entity Fee	288,003	Alliant Broker Fee	317	CSAC EIA One-Time Development Fee	<b>\$ 13,981,931</b>	<b>Total Estimated Deposit Premium</b>	\$ 518,588	Corridor Premium	802,720	Pool Deposit Premium	79,886	CSAC EIA Administration Fee	7,154	CSAC EIA Public Entity Fee	29,620	Alliant Broker Fee	33	CSAC EIA One-Time Development Fee		
\$ 5,042,324	Corridor Premium																												
7,804,982	Pool Deposit Premium																												
776,745	CSAC EIA Administration Fee																												
69,560	CSAC EIA Public Entity Fee																												
288,003	Alliant Broker Fee																												
317	CSAC EIA One-Time Development Fee																												
<b>\$ 13,981,931</b>	<b>Total Estimated Deposit Premium</b>																												
\$ 518,588	Corridor Premium																												
802,720	Pool Deposit Premium																												
79,886	CSAC EIA Administration Fee																												
7,154	CSAC EIA Public Entity Fee																												
29,620	Alliant Broker Fee																												
33	CSAC EIA One-Time Development Fee																												

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

**EXCESS WORKERS' COMPENSATION PROGRAM  
PROPOSAL**

	<p><b>\$ 1,438,001 Total Estimated Deposit Premium</b></p> <p><b>\$ 15,419,932 Total Estimated Deposit Premium</b></p> <ul style="list-style-type: none"> <li>• Premiums/fees for the period 1/1/15 to 1/1/16 will be due at 2/1/15</li> <li>• Premium/fees for cancelation/re-write at 7/1/15 will be due at 8/1/15</li> </ul> <p>Premium and Corridor Amounts auditable based on final payroll</p>
<b>BROKER</b>	<p><b>ALLIANT INSURANCE SERVICES, INC.</b>  Gordon DesCombes, Executive Vice President  Nazie Arshi, Senior Vice President  Tom E. Corbett, Senior Vice President  Lilian A. Vanvieldt, Senior Vice President  Rhiannon Cabral, CSAC Program Specialist</p>
<b>INDICATION DATE</b>	October 10, 2014

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

## EXCESS WORKERS' COMPENSATION PROGRAM PROPOSAL

Provider	California Status	A.M. Best's Guide Rating	Standard & Poor's Rating
<b>CSAC Excess Insurance Authority</b>	Not Applicable	Not Applicable	Not Applicable
<b>With reinsurance provided by Wesco Insurance Company (AmTrust)</b>	Not Applicable (reinsurance)	A (Excellent) Financial Size Category IX (\$250,000,000 to \$500,000,000)	Not Applicable

*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.ALLIANTINSURANCE.COM](http://WWW.ALLIANTINSURANCE.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, ATTENTION: CHIEF OPERATING OFFICER, 1301 DOVE STREET, SUITE 200, NEWPORT BEACH, CA 92660.*

*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 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)*

*TO LEARN MORE ABOUT COMPANIES DOING BUSINESS IN CALIFORNIA, VISIT THE CALIFORNIA DEPARTMENT OF INSURANCE WEBSITE AT [WWW.INSURANCE.CA.GOV](http://WWW.INSURANCE.CA.GOV)*

**NOTE: THIS PROPOSAL IS FOR INFORMATIONAL PURPOSES ONLY AND DOES NOT AMEND, EXTEND OR ALTER THE POLICY FORM IN ANY WAY. PLEASE REFER TO THE POLICY FORM FOR COMPLETE COVERAGE AND EXCLUSION INFORMATION**

To: Mike Fleming, CEO, CSAC EIA

From: Jack Blyskal, CCO, CSAC EIA

Re: CSURMA possibly joining the EWC

Mike,

As we discussed yesterday, we are exploring the possibility that CSURMA will join the EWC, possibly as of January 1, 2015. It is expected they will join with an SIR of \$25,000. You asked me to determine the impact of this account on EWC staffing, and any issues we would need to address, and how those might be accommodated.

Our current program structure, and staffing supporting same, considers minimum EWC SIRs of \$125,000. As this account will join the program with a significantly lower SIR, we recommend that full settlement authority be granted to the Member up to \$125,000. As needed their TPA, Sedgewick, could contact our Senior Specialist on complex claim issues within that layer, but would not need to come to staff or CRC for settlement authority. Appropriate handling within this layer could be monitored through loss runs. Additionally, I recommend this account be placed on an annual audit schedule to review appropriate fiscal handling within their authority level along with normal audit elements.

Assuming this authority is granted, we can handle this account like any other account with a \$125,000 SIR. Claims would be "excess reportable" at \$62,500 and staff providing authority, directly or through CRC, above \$125,000. (We will need to have CRC "bless" that staff authority is above \$125,000, not above the SIR of \$25,000. Also, normally with Members reporting claims which are below 80% of their retention, the claims are set up and then closed. As this Member will be fully in the pooled layer at the time of reporting I recommend these claims all remain open.) Based on the 10-year history, the Member would average 90 claims per year in the \$25,000-\$62,500 range which would not have direct staff oversight.

Based on the 10-year experience provided by Max, there would be approximately 64 new claims which would be excess reportable annually. (For the January 1-June 30 period, this would total approximately 32 claims.) That volume should be able to be subsumed with the existing staff through June 30, 2015. However, with expected program growth, potential other new members, and account growth for CSU, staffing additions of at least one should be considered for July, 2015.

EIA staff will need to be educated that the Reinsurer attachment for this account is \$2,500,000, and appropriate reporting standards will be needed (half the attachment?). Also, training will be needed on the difference between AROMA and CSU, as AROMA attaches to Safety National at \$500,000 (reportable at \$250,000?). Hopefully these account differences can be identified in the system for appropriate tracking.

For claims between \$25,000 and \$125,000, for which the entity will have settlement authority, we propose a bordereau reporting, probably quarterly, from which the EWC will reimburse the Member for claims paid. (Payments above \$125,000 will be handled per normal excess claim reimbursement protocol and practice.) We will provide a template for the bordereau report, in Excel format, to meet our needs for reimbursement, as well as to use this data for CSR completion. Also, there should be some language in the MOU or other contract in which the Member agrees to reimburse the EIA for any payments found to be covered inappropriately, such as penalties or extended benefits (Ed Code or 4850, others?).

Cc: Kathy McLean  
Jen Hamelin

**SERVICE ANIMALS AND BIKE/SKATEBOARD SURVEY  
INFORMATION**

**ISSUE:** The Program Administrator includes a memorandum from Zachary Gifford regarding the Service Animals and use of Bicycles and Skateboards.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Service Animals and Bike/Skateboard Survey Information

*Risk Management*  
401 Golden Shore, 5th Floor  
Long Beach, CA 90802-4210

[www.calstate.edu](http://www.calstate.edu)

## Memorandum

**Date:** September 26, 2014  
**To:** Campus Risk Managers  
**From:** Zachary Gifford, Associate Director – Systemwide Risk Management  
**Subject:** Service Animals & Bike/Skateboard survey information

Systemwide Risk Management surveyed campuses about their existing campus policies regarding service-animals and use of bicycles and skateboards.

Not surprisingly, we discovered there were a variety of approaches, breadth of policy, enforcement, etc. As a result of our inquiry and research into the issues we felt it prudent to share what we learned with you, so that you can share with the appropriate campus stakeholders.

### Animals vs. Service Animals vs. Assistance Animals

Many campuses have both an “Animal” policy and a “Service Animal” policy.

Many campuses prohibit all animals to be brought into any campus building except:

- Police dogs
- Service animals (but some exclude assistance animals)
- Service animals in training (some require that trainer be licensed)
- Animals for research
- Animals for classroom or other demonstrations (must have administrative approval).

NOTE! Service animal and assistance animal issues affect students, visitors, but also employees. The law distinguishes between service animals and assistance animals. Assistance animals are sometimes also referred to as emotional assistance, therapy or comfort animals.

Service animals are subject to various federal and state laws, most notably the federal Americans with Disabilities Act. In general, individuals with an accepted disability have the right to request that they have a service animal on campus as an accommodation. Your response to any such request will almost always require an individualized assessment of the situation.

#### **CSU Campuses**

Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

**145**

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

Assistance animals are not subject to the federal Americans with Disabilities Act. They are, however, subject to the federal Fair Housing Act. In general, what this means is that individuals with an accepted disability have the right to request an assistance animal as an accommodation if it involves their housing. This rule applies only to housing. This rule does not apply to non-housing situations, *e.g.*, classrooms. In general, in non-housing situations, a campus has the discretion to allow or not allow assistance animals. In deciding whether to allow assistance animals in a non-housing situation, a campus should carefully consider the future implications of that decision.

The distinction between a service animal and an assistance animal is sometimes a difficult one to make. The same is true with respect to deciding how to respond to a request for accommodation involving them. One of the articles discussing those issues can be found at <http://www.calstate.edu/gc/documents/AcomodatingServ-AssistanceAnimals.pdf>. If you have any questions about how to respond to a request for accommodation, you are strongly encouraged to consult with your campus counsel before responding or taking any action.

A couple of campuses specifically address other types of animals in their policies, while considering the safety and health of the faculty, staff and students to be of the utmost priority:

- **Non-service domestic animals** (not allowed in campus buildings, must be under direct control of owner, restrained by a leash or in a carrier, must be licensed and inoculated w fecal matter removed and disposed of by owner)
- **Feral animals** (if not a risk or hazard, may occupy campus grounds)
- **Wild animals, including marine animals** (if not a risk or hazard, or causing property damage or a public nuisance, and that do not involve human intervention, may inhabit the campus)
- **Unattended or loose animals** (may be without proper shelter or water or causing a nuisance) – should specify who and how these animals will be removed.

Our conclusion is that understanding the various regulations originating from various regulatory agencies/entities which are subject to great flux over time, that a good practice when developing or reviewing an existing policy is that said development or review is done collaboratively with legal counsel, human resources, academic affairs, environmental health & safety, risk management and student affairs.

### **Bicycles/Skateboards**

It appears clear the core focus on existing campus policy is that of pedestrian safety. The authority to develop policy appears seated with California Vehicle Code Section 21113 and Education Code Sections 89030 and 89031, and California Code of Regulations, Title 5, Section 42353.1.

Many campuses prohibit all non-motorized transportation:

- Inside buildings
- On Lawn or landscaped areas
- In Pedestrian-only quad areas
- Through breezeways, under eaves or paths intended exclusively for pedestrians
- Exceeding 5 miles per hour in primarily pedestrian areas

Some campuses prohibit “Skateboards” altogether, while allowing other personal forms of transport. Others allow skateboards for transportation purposes only with the following caveats:

- No stunts, tricks, destroying property, or continuously riding in one location
- Be courteous and safe
- No skating during busy or quiet hours
- Always give pedestrians the right of way
- Skate only on paved campus walkways, not in parking lots or roadways

Unlike the issue related to service animals, it appears campuses have great discretion and the necessary authority to develop a policy that best fits their campus needs and culture. As with service animals, when developing or reviewing existing policy, a good practice is to collaborate with the applicable departments. For bicycles and skateboards, this may include Campus Police, student affairs, risk management, legal counsel, etc.

**CSURMA AORMA 2014 AND 2015 MEETING CALENDARS**

**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 – 2014 Meeting Calendar
- b. CSURMA AORMA – 2015 Draft Meeting Calendar



California State University Risk Management Authority  
 Auxiliary Organizations Risk Management Alliance

## 2014 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2014	FEBRUARY, 2014	MARCH, 2014
12-15 AOA Conference: Sacramento	3 MSLCTC: Teleconference, 11:00 a.m. 6 PC: Teleconference, 2:00 p.m. 18 Liab claim review: Teleconference, 10:00 AM  <b>Only the AORMA Chair and Vice Chair attend the liab claim review</b>	3 <b>MSLCTC: Teleconference, 11:00 a.m.</b> 6 <b>PC: Teleconference, 1:00 p.m.</b> 20 AORMA: Newport Beach, 10:00 a.m. 20 EC: Newport Beach: 2:30 p.m. 21 EC LRP: Newport Beach, 8:00 a.m. 21 AOA EC: Pasadena: 8:30 a.m.  <b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>  <b>Only the AORMA Chair attends to AOA EC meeting</b>
APRIL, 2014	MAY, 2014	JUNE, 2014
3 <b>PC: Teleconference, 1:00 p.m.</b> 7 MSLCTC: Teleconference, 11:00 a.m. 8 Liab claim review: Teleconference, 10:00 AM 10 PC: Teleconference, 2:00 p.m.  <b>Only the AORMA Chair and Vice Chair attend the liab claim review</b>	1 <b>PC: Teleconference, 1:00 p.m.</b> 8 AORMA: Long Beach, 10:00 a.m. 9 EC: Long Beach, 8:00 a.m. 9 BOD: Long Beach, 10:30 a.m. 26 MSLCTC: Teleconference, 11:00 a.m. 27 MSLCTC: Teleconference, 11:00 a.m.  <b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>  <b>All AORMA Committee members attend the BOD</b>	5 <b>PC: Teleconference, 1:00 p.m.</b> 20 AOA EC: Long Beach 26 PC: Teleconference, 1:00 p.m.

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



California State University Risk Management Authority  
Auxiliary Organizations Risk Management Alliance

## 2014 CSURMA • AORMA MEETING CALENDAR

JULY, 2014		AUGUST, 2014		SEPTEMBER, 2014	
02	<b>PC: Teleconference, 1:00 p.m.</b>	13	Liab claim review: Telecon, 10:00 a.m.	10	AORMA New Committee Member Orientation: Newport Beach, 9:00 a.m.
15/16	AORMA Officers Retreat, Sonoma	15	AOA EC: San Diego	10	AORMA LRP: Newport Beach, 10:00 a.m.
28	MSLCTC: Teleconference, 11:00 a.m.	24	PC: Teleconference, 1:00 p.m.	11	AORMA: Newport Beach, 9:00 a.m.
31	<del>PC: Teleconference, 1:00 p.m.</del>		<b>Only the AORMA Chair and Vice Chair attend the liab claim review</b>	12	EC: Newport Beach, 8:30 a.m.
	<b>Only the AORMA Chair, Vice Chair, Past Chair and Ex Officio attend the AORMA Officers Retreat</b>		<b>Only the AORMA Chair attends to AOA EC meeting</b>	25	<b>PC: Teleconference, 1:00 p.m.</b>
				29	<b>MSLCTC: Teleconference, 11:00 a.m.</b>
					<b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>
OCTOBER, 2014		NOVEMBER, 2014		DECEMBER, 2014	
23	AORMA: Long Beach, 10:00 a.m.	4	<b>PC: Teleconference, 1:00 p.m.</b>	4	AORMA: TBD, 10:00 a.m.
24	EC: Long Beach, 9:00 a.m.	12	Liab claim review: Teleconference, 10:00 AM	5	EC: TBD, 8:30 a.m.
24	BOD: Long Beach, 10:30 a.m.	17	MSLCTC: Teleconference, 11:00 a.m.	11	PC: Teleconference, <b>1:00 p.m.</b>
	<b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>	21	AOA EC: Pasadena		<b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>
	<b>All AORMA Committee members attend the BOD</b>		<b>Only the AORMA Chair and Vice Chair attend the liab claim review</b>		
			<b>Only the AORMA Chair attends to AOA EC meeting</b>		

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



California State University Risk Management Authority  
 Auxiliary Organizations Risk Management Alliance

## 2015 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2015	FEBRUARY, 2015	MARCH, 2015
	8 EC: Pasadena: 3:00 p.m. 8-11 AOA Conference: Pasadena	19 AORMA: Newport Beach: 10:00 a.m. 19 EC: Newport Beach: 2:30 p.m. 20 EC LRP: Newport Beach: 8:00 a.m.
APRIL, 2015	MAY, 2015	JUNE, 2015
23 BOD Orientation: Teleconference: 2:00 p.m. 27 BOD: San Diego: 4:00 p.m. 28-29 Fitting the Pieces Conference: San Diego	7 AORMA: Long Beach; 10:00 a.m 8 EC: Long Beach: 8:00 a.m	

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



## 2015 CSURMA • AORMA MEETING CALENDAR

JULY, 2015	AUGUST, 2015	SEPTEMBER, 2015
15/16 AORMA Officers Retreat, Sonoma		9 AORMA New Member Orientation: 9 AORMA LRP: Newport Beach: 10:00 a.m. 10 AORMA: Newport Beach: 9:00 a.m. 10 EC Orientation: Newport Beach: 4:00 pm 11 EC: Newport Beach: 8:30 a.m.
OCTOBER, 2015	NOVEMBER, 2015	DECEMBER, 2015
22 AORMA: Long Beach: 10:00 a.m. 22 BOD Orientation: Teleconference: 2:00 p.m. 23 EC: Long Beach: 9:00 a.m. 23 BOD: Long Beach: 10:30 a.m.		3 AORMA: Long Beach: 10:00 a.m. 4 EC: Long Beach: 8:30 a.m.

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

## **FY 2014 AORMA SERVICE CALENDAR**

**ISSUE:** Attached for the Committee's review is the AORMA Service. This calendar includes all of the AORMA activities that occur on a regular basis as documented in AORMA's policies and procedures, contracts or meeting agendas. This calendar will be kept up-to-date and will be included in each agenda packet.

**RECOMMENDATION:** It is recommended that the Committee Members review the Service Calendar and report any changes or corrections to Staff.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** The AORMA Service Calendar will be included in each agenda packet and will reside on the CSURMA website.

**ATTACHMENT(S):**

- a. AORMA Service Calendar



# CSURMA AORMA SERVICE CALENDAR 2014

DRAFT  
10/10/2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
<b>JANUARY 2014</b>				
01/02/14	FORM 700 - JPA ADMIN finalizes current year member listing	Alliant Staff	Tevea Him	Completed
01/04/14	AORMA MSLCTC 02/03/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
01/07/14	Announce the new Vice Chair as well as open seats on the AORMA Committee	Nominations Committee	Mimi Long	Completed
01/07/14	AORMA PC 02/06/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
01/13/14	AORMA MSLCTC 02/03/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
01/15/14	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
01/16/14	AORMA PC 02/06/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
01/24/14	AORMA MSLCTC 02/03/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
01/27/14	AORMA PC 02/06/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
01/31/14	Final premium / rate letter to all AORMA members	Alliant Staff	Mimi Long	Completed
<b>01/12/14</b>	<b>Exeuctive Committee Meeting - Agenda Items</b>	CSURMA Meeting	Alliant Staff	Completed
<b>FEBRUARY 2014</b>				
02/01/14	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff		Completed
02/03/14	AORMA MSLCTC Meeting	Alliant Staff	Mimi Long	Completed
02/06/14	AORMA PC Meeting			Completed
02/14/14	Send out watch list for the liability claims review on February 18, 2014	Liability TPA		Completed
02/15/14	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff		Completed
02/17/14	AORMA MSLCTC 02/03/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
02/18/14	AORMA 03/20/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
02/18/14	AORMA liability claims review	Liability TPA		Completed
02/19/14	AORMA 03/20/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
02/20/14	AORMA PC 02/06/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
02/27/14	AORMA 03/20/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
02/28/14	Schedule the AORMA liability claims audit (every odd year)	Alliant Staff	Mimi Long	N/A
02/28/14	Schedule the AORMA workers' compensation claims audit (every even year)	Alliant Staff	Mimi Long	Completed
02/28/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31	Alliant Staff	Tevea Him	Completed
<b>02/03/14</b>	<b>MSLCT Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	2014 MSLCTC Meeting Dates FY 14/15 Risk Reduction Matching Grant Projects AORMA Smart Phone Application Shoes for Crews Program Praesidium – Prevention and Management of Child Sexual Abuse in Higher Education On-Line Safety Training Approval to Reimburse Presenter, Elizabeth A. Larson, for her Travel Expenses to the AOA Conference Procedures and Practices Audit of the Auxiliary Organization's HR and Payroll Function			
<b>02/06/14</b>	<b>Programs Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	Property Program Memorandum of Coverage Crime Program Memorandum of Coverage Workers' Compensation Program – Volunteer Claims Programs Committee Meeting Dates			

# CSURMA AORMA SERVICE CALENDAR 2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	FY 15/16 Liability Program Member Allocation Formula			
<b>MARCH 2014</b>				
03/01/14	AORMA Excess Workers' Compensation Renewal Specs	Alliant Staff	Hsan	Completed
03/01/14	AORMA ID Fraud Renewal Specs	Alliant Staff	Van	
03/01/14	AORMA Re-Insurance Renewal Specs	Alliant Staff	Mimi	Completed
03/01/14	FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea	Completed
03/08/14	AORMA MSLCTC 04/07/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
03/10/14	AORMA 03/20/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
03/11/14	AORMA PC 04/10/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
03/11/14	Prepare AORMA summary for AOA Executive Committee meeting on March 21, 2014	AORMA Chair/Alliant Staff		Completed
03/14/14	Completion of the claims audit of the Liability program (every odd-numbered year)	Liability Claims Auditor		N/A
03/15/14	FORM 700 - Follow up No. 4 - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	Alliant Staff	Tevea	Completed
03/17/14	AORMA MSLCTC 04/07/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
03/20/14	AORMA Committee Meeting			Completed
03/20/14	AORMA PC 04/10/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
03/20/14	Forward slate of nominees to fill the open seats on the AORMA Committee to the AOA Executive Committee for review and comment	Alliant Staff		Completed
03/28/14	AORMA MSLCTC 04/07/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
03/31/14	AORMA PC 04/10/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
03/31/14	Begin the claims audit of the Workers' Compensation program (every even-numbered year)	WC Claims Consultant	Mimi	Completed
03/31/14	Completion of the Form 700 – Statement of Economic Interest	BOD and Alliant Staff	Tevea	Completed
<b>03/03/14</b>	<b>MSLCT Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	FY 13/14 Risk Reduction Matching Grant Projects Procedures and Practices Audit of the Auxiliary Organization's HR and Payroll Function			
<b>03/06/14</b>	<b>Programs Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	Revisions to Policy and Procedure W-2 – Contribution Payments Revisions to Policy and Procedure W-3 – Requirement to Maintain Experience Modification Factor of 1.25 or Less  Revisions to Policy and Procedure W-4 – Claims Handling Procedures and Guidelines Revisions to Policy and Procedure W-5 – Claims Settlement Authority Deletion of Policy and Procedure W-7 – Workers' Compensation Safety Program Award – Safety Superstar Revisions to Policy and Procedure W-8 – Workers' Compensation Program Payroll Reporting Responsibilities			
<b>03/20/14</b>	<b>AORMA Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	Alliant Loss Control Services Contract Review and Approval of FY 13/14 CSURMA Budget – Midterm Adjustments Review and Approval of FY 14/15 CSURMA Budget Chancellor's Office Services Budget Proposal for FY 14/15 Property Program Memorandum of Coverage Crime Program Memorandum of Coverage Liability Insurance Program Auxiliaries Multiple Employer Veba Revisions to Policy and Procedure A-1 – Composition, Election and Term Limits			

# CSURMA AORMA SERVICE CALENDAR 2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	Revisions to Policy and Procedure A-5 – Calendar of Reports, Audits, Filings and Reviews Revisions to Policy and Procedure A-6 - Risk Reduction Matching Grant Incentive Program Revisions to Policy and Procedure W-2 – Contribution Payments Revisions to Policy and Procedure W-3 – Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less Revisions to Policy and Procedure W-4 – Claims Handling Procedures and Guidelines Revisions to Policy and Procedure W-5 – Workers’ Compensation Coverage Claims Settlement Authority Workers’ Compensation Program W-6 – Volunteer Claims Deletion of Policy and Procedure W-7 – Workers’ Compensation Safety Program Award – Safety Superstar Revisions to Policy and Procedure W-8 – Workers’ Compensation Program Payroll Reporting Responsibilities Review of the Slate of Nominees for the AORMA Committee Delegation of the Authority to Renew Insurance Programs Review of Auxiliary Service Provider Report			
<b>03/20/14</b>	<b><i>Exeuctive Committee Meeting - Agenda Items</i></b>	CSURMA Meeting	Alliant Staff	Completed
<b>03/21/14</b>	<b><i>CSURMA Executive Committee Long Range Planning Meeting</i></b>	CSURMA Meeting	Alliant Staff	Completed
<b>APRIL 2014</b>				
04/01/14	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	Mimi/Tevea	Completed
04/01/14	FORM 700 - JPA ADMIN sends all forms received to FPPC for processing	Alliant Staff	Tevea	Completed
04/01/14	Send out ballot for AORMA Committee term beginning on July 1, 2014	Alliant Staff	Tevea	Completed
04/03/14	AORMA 03/20/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
04/04/14	Send out watch list for the liability claims review on April 8, 2014	Liability TPA	Tevea	Completed
04/07/14	AORMA MSLCTC Meeting	Alliant Staff	Mimi Long	Completed
04/08/14	AORMA 05/08/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
04/08/14	AORMA liability claims review (Every Odd Year)	Liability TPA	Mimi	Completed
04/09/14	AORMA 05/08/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
04/10/14	AORMA PC Meeting	Alliant Staff	Mimi Long	Completed
04/17/14	AORMA 05/08/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
04/21/14	AORMA MSLCTC 04/07/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
04/24/14	AORMA PC 04/10/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
04/28/14	AORMA 05/08/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
04/30/14	Receive back all AORMA Committee ballots for the term beginning on July 1, 2014	Alliant Staff	Tevea	Completed
<b>04/03/14</b>	<b><i>Programs Committee Meeting - Agenda Items</i></b>	AORMA Meeting	Alliant Staff	Completed
	FY 15/16 Liability Program Member Allocation Formula			
<b>04/07/14</b>	<b><i>MSLCT Committee Meeting - Agenda Items</i></b>	AORMA Meeting	Alliant Staff	Completed
	Policy and Procedure A-6 – Risk Reduction Matching Grant Incentive Program Alliant Risk Control Consulting Contract – July 1, 2013 to June 30, 2014 FY 14/17 Alliant Risk Control Consulting – Renewal Contract Proposal Employers Group – Renewal Contract TargetSolutions Contract / SkillSoft Platform Praesidium, Inc. – Contract for Services			

## CSURMA AORMA SERVICE CALENDAR 2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	Vendor Survey			
<b>MAY 2014</b>				
05/01/14	Campus Risk Pool Administrator confirms replacement appointees with campus president, reports changes to JPA ADMIN, JPA ADMIN sends entering and leaving office notices to FILER, Campus Risk Pool Administrator conducts BOD orientation	Alliant Staff	Mimi/Tevea	Completed
05/06/14	AORMA PC 06/05/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
05/08/14	AORMA Committee Meeting	Alliant Staff	Mimi Long	Completed
05/15/14	AORMA PC 06/05/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
05/15/14	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea	pending
05/22/14	AORMA 05/08/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
05/26/14	AORMA PC 06/05/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
05/27/14	AORMA MSLCTC Teleconference	Alliant Staff	Mimi Long	Canceled
05/30/14	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2014	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/14	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2014	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/14	Alliant Staff	Tevea Him	Completed
05/30/14	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2014	Alliant Staff	Tevea Him	Completed
05/30/14	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2014	Alliant Staff	Mimi Long	Completed
<b>05/01/14</b>	<b>Programs Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	Discussion and Recommendation for New Programs Committee Chair for the Term of July 1, 2014 to July 1, 2015 FY 15/16 Liability Program Member Allocation Formula			
<b>05/08/14</b>	<b>AORMA Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	Alliant Risk Control Consulting Renewal Contract for FY 14/15 Employers Group Renewal Contract for FY 14/17 AORMA Committee Election Results Update of Excess Insurance Renewals Revisions to Policy and Procedure A-2 – Committee Roles and Responsibilities Revisions to Policy and Procedure UI-1 – Formula for Determining UIP Annual Deposit Vendor Survey Results			
<b>05/09/14</b>	<b>Executive Committee Meeting - Agenda Items</b>	CSURMA Meeting	Alliant Staff	Completed
<b>05/09/14</b>	<b>Board of Directors Meeting - Agenda Items</b>	CSURMA Meeting	Alliant Staff	Completed
<b>05/27/14</b>	<b>MSLCT Committee Meeting - Agenda Items</b>	AORMA Meeting		Canceled
<b>JUNE 2014</b>				
06/01/14	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi	Completed
06/01/14	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea	Pending
06/02/14	AORMA PC 07/02/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed

# CSURMA AORMA SERVICE CALENDAR 2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
06/05/14	AORMA PC Meeting	Alliant Staff	Mimi Long	Completed
06/11/14	AORMA PC 07/02/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
06/15/14	AORMA Officers Retreat 07/15/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
06/19/14	AORMA PC 06/05/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
06/20/14	AOA EC Meeting - Long Beach	AORMA Chair	AORMA Chair	Completed
06/22/14	AORMA PC 07/02/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
06/24/14	AORMA Officers Retreat 07/15/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
06/28/14	AORMA MSLCTC 07/28/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
06/30/14	<b>PC:</b> Code all losses on the workers' compensation loss run @12/31/13 using the new WCIRB class code and AORMA class code.	Staff (Alliant)	Mimi Long	Completed
<b>06/05/14</b>	<b>Programs Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	Actuarial Proposal for Additional Scope of Services for FY 15/16 Liability Program FY 15/16 Liability Program Member Allocation Formula – ISO Rating Comparison AORMA Liability Program Memorandum of Coverage Revisions New Programs Committee Members			
<b>06/30/14</b>	<b>AORMA Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	Actuarial Proposal for Additional Scope of Services for FY 15/16 Liability Program AORMA Liability Program Memorandum of Coverage Revisions			
<b>JULY 2014</b>				
07/01/14	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	Completed
07/01/14	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff	Van Rin	Completed
07/02/14	AORMA PC Meeting	Alliant Staff	Mimi Long	Completed
07/04/14	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff		Completed
07/05/14	AORMA Officers Retreat 07/15/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
07/05/14	Request a review of the claims activity within the UIP – claims activity variations of more than 10% above or below pricing levels used will resulting in a pricing adjustment	Alliant Staff	Mimi Long	Completed
07/05/14	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff	Mimi Long	Completed
07/07/14	AORMA MSLCTC 07/28/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
07/07/14	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea	Completed
07/14/14	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff		
07/15/14	AORMA Officers Retreat – Sonoma	AORMA Officers	Mimi Long	Completed
07/15/14	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting	Van Rin	Completed
07/16/14	AORMA PC 07/02/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
07/18/14	AORMA MSLCTC 07/28/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
07/21/14	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff		
07/28/14	AORMA MSLCTC Meeting	Alliant Staff	Mimi Long	Completed
07/28/14	FORM 700 - FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]	Alliant Staff	Tevea	Completed
07/29/14	AORMA Officers Retreat 07/15/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
07/31/14	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff	Van Rin	Completed
07/31/14	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff	Hsan Htein	
07/31/14	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate	Liability TPA	Mimi Long	

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
07/02/14	<b>Programs Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	New Programs Committee Member(s) Policy and Procedure W-1 – Workers’ Compensation Member Allocation Formula			
07/15/14	<b>AORMA Officers Retreat - Agenda Items</b>	AORMA Officers	Alliant Staff	Completed
	<p><b>PC:</b> Review alternative Liability member allocation formula Long Range Action Plan</p> <ul style="list-style-type: none"> <li>a. AORMA Committee – FY 13/14</li> <li>b. CSURMA Executive Committee – FY 14/15</li> </ul> <p>Alliant Loss Control Services</p> <ul style="list-style-type: none"> <li>a. Creation of Loss Control Handbook for Camps</li> <li>b. ADA compliance for auxiliary owned rental properties</li> </ul> <p>EPL defense proposal by Richard Bromley CSURMA AORMA – Effectiveness of communication to the membership Explanation of current and proposed liability allocation formula Requirement that members shall be recused from closed session deliberations relative to coverage questions and settlement of matters affecting that member’s entity</p> <ul style="list-style-type: none"> <li>a. Policy and Procedure L-2 – Liability Claims Administration and Litigation Management</li> </ul> <p>Discussion of prospective AORMA committee and standing committee members AOA Conference – Session Topics Annual Member Report for Campus Visits</p> <ul style="list-style-type: none"> <li>a. Campus Visit Presentation</li> </ul> <p>Ideas for Creation or Modification of AORMA Programs and/or Services Liability Program</p> <ul style="list-style-type: none"> <li>a. List of member EPL deductibles</li> <li>b. Estimated fund balances @ March 31, 2014</li> <li>c. Total funding report for FY 14/15</li> <li>d. Liability loss ratios</li> <li>e. Loss exhibit</li> <li>f. Policy &amp; Procedure L-1 – Claims Reporting</li> <li>g. Policy &amp; Procedure L-2 – Liability Claims Administration and Litigation Management</li> <li>h. Policy &amp; Procedure L-3 – Legal Counsel Selection</li> <li>i. Policy &amp; Procedure L-4 – Employee Driving Standards</li> <li>j. Policy &amp; Procedure L-5 – Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations</li> <li>k. Policy &amp; Procedure L-6 – Requirement to Purchase PAI for all Activities Involving Minors</li> <li>l. Policy &amp; Procedure L-7 – Employment Practices Deductible</li> </ul> <p>Workers’ Compensation Program</p> <ul style="list-style-type: none"> <li>a. Explanation of allocation formula</li> <li>b. Estimated fund balances @ March 31, 2014</li> <li>c. Total funding report for FY 14/15</li> <li>d. Workers’ compensation loss ratios</li> <li>e. Loss exhibit</li> <li>f. W-1 - Workers' Compensation Deposit Development Plan (current)</li> <li>g. W-1 - Workers’ Compensation Deposit Development Plan (proposed)</li> <li>h. W-2 - Contribution Payments</li> </ul>			

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	<ul style="list-style-type: none"> <li>i. W-3 - Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less</li> <li>j. W-4 - Claims Handling Procedures and Guidelines</li> <li>k. W-5 - Workers' Compensation Coverage Claims Settlement Authority</li> <li>l. W-6 - Volunteer Coverage</li> <li>m. W-8 - Workers' Compensation Program Payroll Reporting Responsibilities</li> </ul> <p>Property Program</p> <ul style="list-style-type: none"> <li>a. Explanation of allocation formula</li> <li>b. Total funding report for FY 14/15</li> <li>c. P-1 – Property Program Member Allocation Formula</li> </ul> <p>Crime Program</p> <ul style="list-style-type: none"> <li>a. Explanation of allocation formula</li> <li>b. Total funding report for FY 14/15</li> <li>c. Loss exhibit</li> <li>d. C- 1 – Crime Program Member Allocation Formula</li> </ul> <p>Unemployment Insurance Program</p> <ul style="list-style-type: none"> <li>a. UI -1 - Formula for Determining Unemployment Insurance Program Annual Contributions</li> </ul> <p>Target Surplus Funding Policy / Dividends</p> <ul style="list-style-type: none"> <li>a. Policy &amp; Procedure A-3 – Target Surplus Funding Policy</li> <li>b. Target surplus funding report</li> <li>c. History of dividends declared</li> <li>d. Policy &amp; Procedure A-4 – Dividends and Assessments</li> </ul> <p>AORMA Committee and Standing Committees: Structure and Succession Planning</p> <ul style="list-style-type: none"> <li>a. AORMA Committee and Standing Committee Roster and Org Chart @ July 1, 2014</li> <li>b. Policy &amp; Procedure A-1 – AORMA Committee Composition, Elections and Term Limits</li> <li>c. Policy &amp; Procedure A-2 – AORMA Committee and Standing Committee Roles and Responsibilities</li> </ul> <p>AORMA Policies and Procedures</p> <ul style="list-style-type: none"> <li>a. Schedule for review of AORMA’s policies and procedures</li> </ul> <p>CSURMA Financial Statement @ March 31, 2014</p> <p>CSURMA Financial Audit @ June 30, 2013</p> <p>CSURMA AORMA Policies and Procedures</p> <ul style="list-style-type: none"> <li>a. Policy &amp; Procedure A-5 – Annual Calendar of Reports, Audits and Filings</li> <li>b. Policy &amp; Procedure A-6 – Risk Reduction Matching Grant Program</li> <li>c. Policy &amp; Procedure A-7 – Travel Reimbursement Policy</li> </ul> <p>CSURMA Joint Powers Authority Agreement</p> <p>CSURMA Bylaws</p> <p>AORMA Participation Agreement</p>			
<b>07/28/14</b>	<b><i>MSLCT Committee Meeting - Agenda Items</i></b>	AORMA Meeting	Alliant Staff	Completed
	<ul style="list-style-type: none"> <li>Alliant Risk Control Consulting Update</li> <li>SkillSoft Analysis Survey Tool</li> <li>Praesidium, Inc. – Contract for Services</li> <li>Vendor Survey</li> </ul>			
<b>AUGUST 2014</b>				

# CSURMA AORMA SERVICE CALENDAR 2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
08/01/14	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary		Completed
08/01/14	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long	Completed
08/11/14	AORMA LRP 09/10/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
08/11/14	AORMA MSLCTC 07/28/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
08/11/14	AORMA NMO 09/10/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
08/12/14	AORMA 09/10/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
08/12/14	AORMA 09/11/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
08/12/14	AORMA NMO 09/10/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
08/13/14	AORMA 09/11/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed
08/14/14	AORMA PC 07/31/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
08/15/14	AOA EC Meeting - San Diego	Alliant Staff	Mimi Long	Completed
08/20/14	AORMA LRP 09/10/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
08/20/14	AORMA NMO 09/10/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
08/21/14	AORMA 09/11/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
08/30/14	AORMA MSLCTC 09/29/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
08/31/14	AORMA LRP 09/10/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
08/31/14	AORMA MNO 09/10/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
08/31/14	AORMA NMO 09/10/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
08/31/14	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff		
08/31/14	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff		
08/31/14	Complete CSURMA's portion of the Public Self-Insurer's Annual Report for CSURMA – then forward to Sedgwick for TPA completion	Alliant Staff		
08/31/14	Complete Target Surplus Funding Report	Alliant Staff		
08/31/14	Completion of Financial Audit	CSU Accounting		
08/31/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Alliant Staff		
<b>08/21/14</b>	<b>Programs Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Scheduled to 9/25/14
<b>SEPTEMBER 2014</b>				
09/01/14	AORMA 09/11/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
09/04/14	AORMA PC 08/21/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
09/08/14	AORMA MSLCTC 09/29/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
09/10/14	AORMA Long Range Plan meeting	Alliant Staff	Mimi Long	Completed
09/10/14	AORMA New Committee Member Orientation meeting	Alliant Staff	Mimi Long	Completed
09/10/14	Completion of the AORMA UIP Financial Statement	Alliant Staff		
09/11/14	AORMA Committee Meeting	Alliant Staff	Mimi Long	Completed
09/14/14	AORMA PC 08/21/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	Completed
09/15/14	AORMA PC 08/21/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
09/15/14	Prepare invoices or checks for the Workers' Compensation payroll audit	CSU Accounting		
09/19/14	AORMA MSLCTC 09/29/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	Completed
09/23/14	AORMA 10/23/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	Completed
09/23/14	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.)	Sedgwick		
09/24/14	AORMA 09/10/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
09/24/14	AORMA 10/23/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	Completed

## CSURMA AORMA SERVICE CALENDAR 2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
09/25/14	AORMA PC Meeting	Alliant Staff	Mimi Long	Completed
09/25/14	AORMA 09/11/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	Completed
09/29/14	AORMA MSLCTC Teleconference	Alliant Staff	Mimi Long	Completed
09/30/14	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		
09/30/14	Completion of workers' compensation claims audit (every even year)	Alliant Staff	Mimi Long	
09/30/14	Completion of Workers' Compensation payroll desk audits	Alliant Staff		
09/30/14	Send out invoices or checks for the Workers' Compensation payroll audit	Alliant Staff		
N/A this year	Completion of Liability claims audit (every odd year)	Alliant Staff	Mimi Long	
<b>09/10/14</b>	<b>AORMA Committee Long Range Planning Meeting</b>	AORMA Meeting	Alliant Staff	Completed
	Introduction of New Committee Member CSURMA JPA Administration – Alliant Team Assignments and Additions Review of FY 13/14 AORMA Long Range Action Plan AORMA Officers' Retreat Recap 2015 AOA Conference Risk Management Sessions AOA and AORMA Relationship CSU Auxiliary Organization – Revised Campus Visit Presentation Prevention of Sexual Misconduct and Abuse of Minors Alliant Risk Control Consulting – Scope of Services Review of FY 15/16 AORMA Liability and Workers' Compensation Program Actuarial Reports Estimated Pool Layer Funding Exhibit Target Surplus Funding and Dividend Calculation Employment Practices Liability Member Deductibles for FY 15/16 AORMA Historical Premium Payments, Dividends and Loss Ratios report Evaluation of Primary Reinsurance Program for Workers' Compensation Review of the Draft Liability Program Member Allocation Formula for FY 15/16 On-Line Safety Training through SkillSoft Discussion of AORMA's Continuity Plan CSURMA Website Development of the Long Range Action Plan Items for FY 14/15			
<b>09/11/14</b>	<b>AORMA Committee Meeting</b>	AORMA Meeting	Alliant Staff	Completed
	FY 15/16 AORMA Liability and Workers' Compensation Program Actuarial Studies Insurance Renewal Report Target Surplus Funding Report and Dividend Calculation Review and Approval of the FY 15/16 – Liability, WC, Property, & Crime Funding Maximum Allowable Hourly Rate for Legal Counsel AORMA Workers' Compensation Program Claims Administration Audit Report Carl Warren & Company Claims Administration – Extension of Agreement Approval of Policy and Procedure Review Schedule Adoption of CSURMA AORMA 2015 Meeting Calendar 2015 AOA Conference Sponsorship Amount and Attendees Employment Litigation Proposal from Nixon Peabody			
<b>09/12/14</b>	<b>Executive Committee Meeting - Agenda Items</b>	CSURMA Meeting	Alliant Staff	Completed

# CSURMA AORMA SERVICE CALENDAR 2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
09/25/14	<b>Programs Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	New Programs Committee Member – Jun Reina Liability Program Member Allocation Formula Revision to AORMA’s Liability Program Memorandum of Coverage			
09/29/14	<b>MSLCT Committee Meeting - Agenda Items</b>	AORMA Meeting	Alliant Staff	Completed
	Update to Alliant Risk Control Consulting Scope of Services Risk Reduction Matching Grant Program SkillSoft Analysis Survey Tool Prevention of Sexual Misconduct and Abuse of Minors			
<b>OCTOBER 2014</b>				
10/01/14	Request completion of the Liability application	Alliant Staff		
10/01/14	Request estimated Workers’ Compensation payroll	Alliant Staff		
10/02/14	<b>AORMA 10/23/14 Mtg - Get Quorum</b>	Alliant Staff	Tevea Him	Completed
10/13/14	AORMA 10/23/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
10/13/14	<b>AORMA MSLCTC 09/29/14 Mtg - Meeting Minutes completion</b>	Alliant Staff	Mimi Long	Completed
10/15/14	Poll eligible AORMA Committee members to determine which members are willing to be nominated for the Vice Chair position	Nominations Committee		
10/18/14	AORMA MSLCTC 11/17/14 Mtg - Agenda TOC/Prep	Alliant Staff	Mimi Long	
10/23/14	AORMA Committee Meeting	Alliant Staff	Mimi Long	
10/27/14	AORMA MSLCTC 11/17/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
10/31/14	Send out notification of minimum Employment Practices Liability deductibles	Alliant Staff/AORMA Chair		
10/23/14	<b>AORMA Committee Meeting</b>	AORMA Meeting	Alliant Staff	
	Approval of long range action plan Vice Chair election will be held during the AORMA Committee meeting			
10/24/14	<b>Exeuctive Committee Meeting - Agenda Items</b>	CSURMA Meeting	Alliant Staff	
10/24/14	<b>Board of Directors Meeting - Agenda Items</b>	CSURMA Meeting	Alliant Staff	
<b>NOVEMBER 2014</b>				
11/01/14	AOA EC Meeting: Send out AORMA Summary	Alliant Staff		
11/01/14	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		
11/01/14	Prepare AORMA summary for AOA Executive Committee meeting on November 15, 2014	AORMA Chair/Alliant Staff		
11/04/14	<b>AORMA 12/04/14 Mtg - Agenda TOC/Prep</b>	Alliant Staff	Mimi Long	
11/05/14	AORMA 12/04/14 Mtg - TOC to Chancellor's Office	Alliant Staff	Tevea Him	
11/06/14	AORMA 10/23/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
11/07/14	AORMA MSLCTC 11/17/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
11/11/14	<b>AORMA PC 12/11/14 Mtg - Agenda TOC/Prep</b>	Alliant Staff	Mimi Long	



# CSURMA AORMA SERVICE CALENDAR 2014

DRAFT  
10/10/2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
11/12/14	AORMA liability claims review	Liability TPA		
11/13/14	AORMA 12/04/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
11/15/14	Send out Program Manuals	Alliant Staff		
11/17/14	AORMA MSLCTC Meeting	Alliant Staff	Mimi Long	
11/20/14	AORMA PC 12/11/14 Mtg - Get Quorum	Alliant Staff	Tevea Him	
11/21/14	AOA EC Meeting - Pasadena	Alliant Staff		
11/24/14	AORMA 12/04/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
11/30/14	Completion of the Crime program member allocation for FY 14/15	Alliant Staff		
11/30/14	Completion of the Liability and Workers' Compensation dividend allocation for distribution in July, 2014	Alliant Staff		
11/30/14	Completion of the Liability program member allocation for FY 14/15	Alliant Staff		
11/30/14	Completion of the Property program member allocation for FY 14/15	Alliant Staff		
11/30/14	Completion of the Unemployment Insurance Program member allocation for FY 14/15	Alliant Staff		
11/30/14	Completion of the Workers' Compensation program member allocation for FY 14/15	Alliant Staff		
11/30/14	Review volunteer losses within the Workers' Compensation program	Alliant Staff		
11/30/14	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30/13	Alliant Staff		
<b>11/17/14</b>	<b>MSLCT Committee Meeting (Teleconference)</b>	AORMA Meeting	Alliant Staff	
	Approval of meeting dates			
	Approval of MSLCTC long range action plan			
<b>DECEMBER 2014</b>				
12/01/14	AORMA MSLCTC 11/17/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
12/01/14	AORMA PC 12/11/14 Mtg - Agenda Mailing	Alliant Staff	Tevea Him	
12/04/14	AORMA Committee Meeting	Alliant Staff	Mimi Long	
12/11/14	AORMA PC Meeting	Alliant Staff	Mimi Long	
12/15/14	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	Alliant Staff		
12/18/14	AORMA 12/04/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
12/25/14	AORMA PC 12/11/14 Mtg - Meeting Minutes completion	Alliant Staff	Mimi Long	
12/27/14	Prepare AORMA summary for AOA Executive Committee meeting on January 11, 2014	AORMA Chair/Alliant Staff		
<b>12/04/14</b>	<b>AORMA Committee Meeting</b>	AORMA Meeting	Alliant Staff	
	Provide recommendation to the AORMA Committee regarding renewal of the current TargetSolutions contract or utilization of SkillSoft / LawRoom effective July 1, 2015.			
<b>12/05/14</b>	<b>Executive Committee Meeting - Agenda Items</b>	CSURMA Meeting	Alliant Staff	
<b>12/11/14</b>	<b>Program Committee Meeting (Teleconference)</b>	AORMA Meeting	Alliant Staff	
	Review Workers' Compensation payroll desk audits			
	Approval of meeting dates			
	Approval of PC long range action plan			
	Review of approved funding for the Liability, Workers' Compensation, Property and Crime programs			
	Review of the Liability and Workers' Compensation actuarial studies			
	Review of the Target Surplus Funding report			
	Approval of the minimum Employment Practices Liability deductibles			
	Approval of the Liability and Workers' Compensation dividend allocation			



# CSURMA AORMA SERVICE CALENDAR 2014

DRAFT  
10/10/2014

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
	Approval of the Workers' Compensation AORMA class codes rates Approval of the Unemployment Insurance Program member allocation Approval of the Liability program member allocation Approval of the Workers' Compensation program member allocation Approval of the Property program member allocation Approval of the Crime program member allocation Review of all Workers' Compensation member's experience modification factors			

## **CSURMA AORMA PROGRAM ADMINISTRATOR 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>Hsan Htein Van Rin</b>	hhhtein@alliant.com vrin@alliant.com	415-403-1452 415-403-1408	415-874-4810 415-874-4810
<b>General CSURMA Coverage Questions</b>	<b>Robert Leong Van Rin Hsan Htein Daniel Howell</b>	rleong@alliant.com vrin@alliant.com hhhtein@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1452 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 Hsan Htein Daniel Howell Melissa Diaz</b>	mlong@alliant.com vrin@alliant.com hhhtein@alliant.com dhowell@alliant.com mdiaz@alliant.com	415-403-1423 415-403-1408 415-403-1452 415-403-1426 415-403-1444	415-874-4810 415-874-4810 415-874-4810 415-874-4810 415-874-4810
<b>Inland Marine</b>	<b>Van Rin Hsan Htein Mimi Long</b>	vrin@alliant.com hhhtein@alliant.com mlong@alliant.com	415-403-1408 415-403-1452 415-403-1423	415-874-4810 415-874-4810 415-874-4810
<b>Participant Accident Insurance (PAI)</b>	<b>Van Rin</b>	vrin@alliant.com	415-403-1408	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 Hsan Htein Daniel Howell</b>	mlong@alliant.com vrin@alliant.com hhhtein@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1452 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 Michelle Maffei Martin Fox-Foster Elaine Kim</b>	rfrey@alliant.com dwalizada@alliant.com mmaffei@alliant.com martin.fox-foster@alliant.com ekim@alliant.com	415-403-1445 415-403-1453 415-403-1418 415-403-1417 415-403-1458	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>Melissa Diaz Myron Leavell</b>	mdiaz@alliant.com mleavell@alliant.com	415-403-1444 415-403-1404	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
	Mandy Wong	mwong@calstate.edu	562-951-4578	562-951-4865
	Rima Tanuwidjaja	rtanuwidjaja@calstate.edu	562-951-4621	562-951-4856
	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

### Loss Control Consultants – Alliant Risk Control

<b>Alliant Risk Control Consulting</b>	<b>Brent Escoubas</b>	bescoubas@alliant.com	949-260-5013	
--	-----------------------	-----------------------	--------------	--

### Online Training - TargetSolutions

<b>Business Manager</b>	<b>Kelly Zielinski</b>	kelly.zielinski@targetsolutions.com	858-683-7229	858-487-8762
<b>Account Manager</b>	<b>Ashley Cole Clair Miller</b>	ashley.cole@targetsolutions.com claire.miller@targetsolutions.com	858-638-7176 858-976-1629	

### Unemployment Insurance Claims Administrator – Employers Edge

<b>Client Services</b>	<b>Angie Hansen</b>	ahansen@employersedge.com	720-891-4900 x116	720-420-7356
<b>Unemployment Claims Operations, Claim Specialist</b>	<b>Reina Gonzales</b>	rgonzales@employersedge.com	720-891-4900 x139	720-420-7390
<b>Tax Analyst</b>	<b>Larry Blankenship</b>	lblankenship@employersedge.com	720-891-4900 x108	720-420-7430
<b>Appellate Level</b>	<b>Jen Venable Jamie Clark</b>	jvenable@employersedge.com jclark@employersedge.com	720-891-4900 x114 720-891-4900 x122	720-420-7354 720-420-7396
<b>Account Management</b>	<b>Steve Bell</b>	sbell@employersedge.com	720-891-4900 x101	720-420-7431

## CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
<b>Human Resources Consulting – Employers Group</b>				
<b>Helpline</b>	<b>Mark Nelson</b> <b>Kimberly Nwamanna</b>	mnelson@employersgroup.com knwamanna@employersgroup.com	213-765-3952 213-765-3982	
<b>Client Service</b>	<b>Bill Stephens</b>	bstephens@employersgroup.com	805-807-9922	213-226-0216
<b>Reference Library</b>	<b>Robert Campbell</b>	rcampbell@employersgroup.com	800-748-8484 Ext. 3430	
<b>Unemployment Questions</b>	<b>Mark Nelson</b>	mnelson@employersgroup.com	213-765-3952	
<b>Affirmative Action Plans</b>	<b>Suzanne Oliva</b>	soliva@employersgroup.com	213-765-3918	
<b>Leave Management</b>	<b>Kimberly Nwamanna</b>	knwamanna@employersgroup.com	213-765-3982	
<b>Research and Surveys</b>	<b>Juan Garcia</b>	jgarcia@employersgroup.com	213-765-3969	
<b>Employer Advocacy</b>	<b>Ken Tiratira</b>	ktiratira@employersgroup.com	213-765-3915	



## LIABILITY – CLAIMS REPORTING CONTACT

**In the event of a loss, please contact:**

**Mauri McGuire**  
Carl Warren & Company  
P.O. Box 7059  
Ventura, CA 93006

E-mail: [mmcguire@carlwarren.com](mailto:mmcguire@carlwarren.com)  
Tel: 805-650-7020 ext. 1003  
Fax: 805-658-9950

*Express Mail:*  
Carl Warren & Company  
1000 South Hill Road, Suite 215  
Ventura, CA 93003



## **POLLUTION – CLAIMS REPORTING CONTACT**

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

**Report the incident immediately to:**

ACE Environmental Risk  
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**   **OR**   **Michelle Maffei, Senior Claims Advocate**

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

Alliant Insurance Services, Inc.  
E-mail: [mmaffei@alliant.com](mailto:mmaffei@alliant.com)  
Tel: 415-403-1418  
Fax: 415-403-1466  
Cell: 415-693-8864

**After hours claims reporting number:**

**Robert Frey, First Vice President**

Alliant Insurance Services, Inc.  
100 Pine Street, 11<sup>th</sup> 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



## **CYBER LIABILITY – CLAIMS REPORTING CONTACT**

**Report the incident immediately to:**

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

tmbclaims@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: 415-403-1453  
Fax: 415-403-1466  
Cell: 415-693-8714

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

**OR:**

**After hours claims reporting number:**

**Robert Frey, First Vice President**  
Alliant Insurance Services, Inc.

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



## **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: 415-403-1453  
Fax: 415-403-1466  
Cell: 415-693-8714

**OR Diana Walizada, Claims Unit Manager**  
Alliant Insurance Services, Inc.  
E-mail: [mmaffei@alliant.com](mailto:mmaffei@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: 415-403-1453  
Fax: 415-403-1466  
Cell: 415-693-8714

**OR Diana Walizada, Claims Unit Manager**  
Alliant Insurance Services, Inc.  
E-mail: [mmaffei@alliant.com](mailto:mmaffei@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:**

**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  
Cell: 415-693-8714

**OR:**

<b>Diana Walizada, Claims Unit Manager</b>	<b>OR</b>	<b>Michelle Maffei, Senior Claims Advocate</b>
Alliant Insurance Services, Inc.		Alliant Insurance Services, Inc.
E-mail: <a href="mailto:dwalizada@alliant.com">dwalizada@alliant.com</a>		E-mail: <a href="mailto:mmaffei@alliant.com">mmaffei@alliant.com</a>
Tel: 415-403-1453		Tel: 415-403-1418
Fax: 415-403-1466		Fax: 415-403-1466
Cell: 415-693-8714		Cell: 415-693-8864

**AND COPY TO:**

**Cathryn O'Meara**  
McLaren's  
1301 Dove Street, Suite 200  
Newport Beach, CA 92660  
[cathryn.omeara@mclarens.com](mailto:cathryn.omeara@mclarens.com)  
Tel: 949-757-1413  
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: 916-851-8060  
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: 916-851-8058  
Fax: 916-851-8079

### **OR:**

**Biba Olson, Claims Assistant**  
Sedgwick CMS  
P.O. Box 14629  
Lexington, KY 40512-4629

E-mail: [biba.olson@sedgwickcms.com](mailto:biba.olson@sedgwickcms.com)  
Tel: 916-851-8059  
Fax: 916-851-8079



## **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

**CSURMA AORMA COMMITTEE CONTACT LIST**

**ISSUE:** Attached for the Committee's review are 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 7-01-14

**AORMA Committee**  
**Ten voting members - two alternates - twelve members total**  
**Effective at July 1, 2014**

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549
AORMA	Vice Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	Past Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
AORMA	Ex Officio	Kurt Borsting	Director, Titan Student Centers	Fullerton	Associated Students, California State University, Fullerton, Inc.	kborsting@fullerton.edu	657-278-4214
AORMA	At Large	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Research Foundation	Brian.Nowlin@csulb.edu	562-985-4690
AORMA	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	The University Corporation at Monterey Bay	gkiama@csumb.edu	831-582-4301
AORMA	At Large	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AORMA	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@csupomona.edu	909-869-2910
AORMA	At Large	Keith Kompsi	Director, Foundation Financial Services	Fresno	Fresno Association, Inc., CSU Fresno	kkompsi@csufresno.edu	559-278-0838
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904
AORMA	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201
AORMA	At Large	Melinda Coil	Chief Financial Officer	San Diego	San Diego State University Research Foundation	mcoil@foundation.sdsu.edu	619-594-1076

## Member Services, Loss Control & Training Committee

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
MSLCTC	Chair	Melinda Coil	Chief Financial Officer	San Diego	San Diego State University Research Foundation	mcoil@foundation.sdsu.edu	619-594-1076
MSLCTC	At Large	Arnecia Bryant	Associate Director, Operations	Dominguez Hills	The Donald P. and Katherine B. Loker University Student Union, Inc.	abryant@csudh.edu	310-243-3854
MSLCTC	At Large	Debbie Adishian-Astone	Executive Director	Fresno	CSU Fresno Association, Inc.	debbiea@csufresno.edu	559-278-0802
MSLCTC	At Large	Dennis Miller	Director, Employment Services	Pomona	The Cal Poly Pomona Foundation, Inc.	dennismiller@csupomona.edu	909-869-2958
MSLCTC	At Large	Kristin Kelly	Associate Director	San Jose	The Student Union of San Jose State University	kristin.kelly@sjsu.edu	408-924-6315
MSLCTC	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904
MSLCTC	At Large	Raven Tyson	Contracts & Risk Management Coordinator	San Diego	Associated Students of San Diego State University	raven.tyson@sdsu.edu	619-594-3760

## Programs Committee

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
PC	Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
PC	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@csupomona.edu	909-869-2910
PC	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201
PC	At Large	Jun Reina	Chief Operations Officer/ Chief Financial Officer	Sacramento	Capital Public Radio, Inc., CSU Sacramento	jreina@csus.edu	916-278-8925

*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 TRAVEL REIMBURSEMENT POLICY**

**ISSUE:** Reasonable expenses associated with your travel to and from this meeting 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**

---

**SUBJECT:** CSURMA AORMA TRAVEL REIMBURSEMENT  
POLICY

**ADOPTED:** MARCH 21, 2013

**EFFECTIVE:** MARCH 21, 2013

---

### **PURPOSE:**

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

### **POLICY:**

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

### **PROCEDURE:**

1. Reimbursement requests will be reported on the AUTHORIZED TRAVELER's completed State of California – Travel Expense Claim form or the form utilized by the AUTHORIZED TRAVELER'S member auxiliary organization. The claim form should be forwarded to the AUTHORIZED TRAVELER's member auxiliary organization accounting department for reimbursement. The member auxiliary organization's accounting department should then seek reimbursement from CSURMA.
2. The AORMA Committee Member'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 COVERED TRAVELER attended.



**DEFINITIONS:**

**AUTHORIZED TRAVELERS** – 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 P&P No. A-7 as agreed under separate agreement in advance of the travel. Independent consultants shall not be considered **AUTHORIZED TRAVELERS** under this P&P 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 traveler's CSURMA 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 a 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.