



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 publicly accessible places, including the Internet, at least ten (10) days in advance of the meeting.

Meeting Date: April 18, 2013
Time: 2:00 p.m. (Teleconference)

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

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

1. Kurt Borsting: ASI., CSU Fullerton, 800 N. State College Blvd., Fullerton
2. Guy Dalpe: Cesar Chavez Student Center, SFSU, 1650 Holloway Avenue Room C-134, San Francisco
3. Gigi Kiama: University Corporation at CSUMB, 100 Campus Center, Bldg. 201, Seaside
4. Haleh Minakary: Cal Poly Pomona Foundation, CSU Pomona, 3801 W. Temple Ave., Bldg. 55, Pomona
5. Mark Day: Santos Manuel Student Union, CSU San Bernardino, 5500 University Parkway, San Bernardino

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 the agenda for today’s meeting
2. **Approval of Minutes – January 3, 2013** A p. 4
The Committee will be asked to approve the minutes from its last meetings
3. **2013 Workers’ Compensation Payroll Desk Audits** A p. 17
The Committee will be asked to review and approve the 2013 Workers’ Compensation payroll desk audits
4. **Review of the Draft FY 14/15 Property Program Rating and Allocation Method** A p. 25
The Committee will be asked to discuss the current rating and allocation method and also to discuss alternative rating and allocation plans
5. **Review of the Draft FY 14/15 Crime Program Rating and Allocation Method** A p. 27
The Committee will be asked to review the draft FY 14/15 Crime Program member cost allocation and to discuss alternative rating and allocation plans

- 6. **Earthquake Insurance Program Discussion** A p. 29
The Committee will be asked to discuss options for a CSURMA Earthquake Insurance Program and to give direction to staff as appropriate

- 7. **New California Ventures, LLC** I p. 30
The Committee will be asked whether to allow The Fresno State Foundation to extend its Liability Coverage to cover its wholly owned “for-profit” corporation – New California Ventures, LLC

- 8. **Review of the CSURMA Approved Budget for FY 12/13** I p. 31
The Committee will be asked to review the administrative costs for each AORMA Program

- D. INFORMATION ITEMS**

- 1. **FY 12/13 Long Range Action Plan** I p. 56
- 2. **CSURMA AORMA 2013 Meeting Calendar** I p. 63
- 3. **CSURMA AORMA Program Administrator’s Contact Lists** I p. 66
- 4. **AORMA Committee Members - Effective 7/1/12** I p. 74

- E. ADJOURNMENT**

The next meeting is scheduled for August 1, 2013 at 2:00 p.m. as a teleconference meeting.

APPROVAL OF THE AGENDA ORDER

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

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

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S): None

APPROVAL OF MEETING MINUTES – JANUARY 3, 2013

ISSUE: The Committee will be asked to review and approve the draft minutes from the January 3, 2013, Programs Committee meeting.

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

FISCAL IMPACT: None

BACKGROUND: None

PUBLICATION: None

ATTACHMENT(S):

- a. Meeting Minutes – January 3, 2013

**MINUTES OF THE CSURMA AORMA
PROGRAMS COMMITTEE MEETING**

JANUARY 3, 2013

**TELECONFERENCE MEETING
2:00 PM**

MEMBERS PRESENT

Guy Dalpe, Cesar Chaves Student Center (San Francisco State University)
Kurt Borsting, Associated Students, Inc. (CSU Fullerton)
Gigi Kiama, University Corporation (CSU Monterey Bay) – *arrived at 2:10 PM*
Haleh Minakary, The Cal Poly Pomona Foundation, Inc. (Cal Poly Pomona)
Mark Day, Santos Manuel Student Union (CSU San Bernardino)

STAFF, GUESTS AND CONSULTANTS

John Melikian, Staff Counsel, California State University, Fresno Auxiliary Corporations
Daniel Howell, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.

A. CALL TO ORDER

The meeting was called to order by Guy Dalpe at 2:04 PM.

B. PUBLIC COMMENTS

There were no public comments.

C. GENERAL ADMINISTRATION

C1. Approval of the Agenda

A motion was made to approve the agenda as presented.

First: Mark Day
Second: Haleh Minakary

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			

Gigi Kiama				X
Haleh Minakary	X			
Mark Day	X			

C2. Approval of Minutes – October 25, 2012

A motion was made to approve the minutes as presented.

First: Kurt Borsting
Second: Haleh Minakary

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama				X
Haleh Minakary	X			
Mark Day	X			

So that John Melikian would be able to join the teleconference, Guy Dalpe suggested that the committee discuss item C14 and then immediately after, discuss item C13.

C14. New California Ventures, LLC

John Melikian joined the teleconference and provided the committee with additional information regarding New California Ventures, LLC. The Fresno State Foundation formed the “New California Ventures, LLC” a wholly owned “for-profit” corporation. This LLC was formed to provide further support for research initiatives at Fresno State, and to allow start-up companies to utilize business services from the Lyles Center for Innovation and Entrepreneurship in exchange for a contribution of equity from the start-up company to the LLC (this equity could not otherwise be accepted by the University).

The Foundation delegated authority to the Foundation’s Investment Committee to act as the members of the LLC who conduct and oversee the LLC’s operations. The LLC does not have any employees. It will secure its management and accounting services from the CSU Fresno Association, Inc. through a management services agreement.

John explained that the New California Ventures was set up as an LLC as a means of providing a layer of protection between the start-up companies and the Fresno Foundation. As a separate legal entity, the LLC will have to respect the legal separation required by law. All investments in the start-up companies will be reported back to the Fresno Foundation. John Melikian will be present at all Fresno Foundation board meetings and LLC board meetings.

At this point John Melikian left the teleconference meeting. The committee expressed their concern with extending coverage to a “for-profit” entity. Daniel Howell felt that the LLC was a very safe risk. The only type of claim against the LLC that he could imagine would be if an investor claimed that the “start-up” company failed due to the LLC’s lack of funding. The LLC could not be held liable for the acts of the “start-up” company simply because it invested in the company. The LLC would be an investment company only. It would not provide any oversight or management control over any of the “start-up” companies.

The committee felt uncomfortable making the ultimate decision as to whether the Fresno Foundation could extend its liability coverage to New California Ventures, LLC. Therefore, the committee directed staff to design an application for New California Ventures, LLC to complete. Once the application was completed it would be reviewed by CSURMA legal counsel and Alliant’s liability underwriter prior to the final review and approval by the Programs Committee.

A motion was made to allow New California Ventures, LLC to complete the liability application designed by staff.

First: Kurt Borsting
Second: Mark Day

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C13. Policy & Procedure L-5 – Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations

Mimi Explained that at its meeting in December 2012, the AORMA Committee was asked to approve the revisions to Policy & Procedure L-5 which would allow the Fresno Foundation to begin the process of extending coverage to its new wholly owned for-profit corporation New California Ventures, LLC. This request was not approved by the AORMA Committee. The AORMA Committee referred this item to the Programs Committee. The AORMA Committee felt they did not have enough information to approve the request.

Policy & Procedure L-5 – Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations allows AORMA’s liability coverage to be extended to cover student groups, alumni organizations and/or booster clubs if an AORMA Member maintains direct control over the events, activities and operations of the non-auxiliary organization. As the Policy & Procedure currently reads, liability coverage could not be extended to any **other** type of organization. Policy & Procedure L-5 has been revised to allow coverage to be extended to

“other related entities” in addition to the student groups, alumni organizations and/or booster clubs as long as they comply with the Policy & Procedure requirements as noted below:

1. The AORMA Member must exercise substantial control over the other related entity
2. The AORMA Member must have substantial financial control of the other related entity
3. A risk analysis has been performed by the AORMA Member
4. The AORMA Member will participate in the planning and oversight of all events and activities of the other related entity
5. The other related entity will complete an AORMA Liability Program application which will be reviewed by the Programs Committee
6. Coverage will not be extended to the other related entity until the Programs Committee approves the extension

The committee reviewed the proposed revisions to Policy and Procedure L-5 and recommended the following additional changes:

1. Change Item 1.d from “The AORMA Liability application will be completed” to “A liability application will be completed.”
2. Remove from Item 1.e the reference to the AORMA Liability application and reference only a liability application.
3. Add to the Policy and Procedure a clause stating that Legal Counsel and the AORMA Liability Underwriter will review the completed application and make a recommendation to the Programs Committee prior to the final approval process by the Programs Committee.
4. The committee also asked staff to review the termination or cancellation clause that would be applicable to the entity receiving the extended liability coverage.

A motion was made to accept the “red-line and strike-out” revisions suggested by Staff and to revise Policy and Procedure L-5 to include the additional revisions noted above and to recommend approval to the AORMA Committee.

First: Kurt Borsting
Second: Gigi Kiama

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C3. Approval of FY 13/14 Liability Program Member Cost Allocations

Mimi Long explained that the AORMA Committee approved the total FY 13/14 Liability Program funding of \$3,665,132 at its September, 2012 meeting. The Programs Committee must now review and approve the allocation of the total program costs to the AORMA members. Costs are allocated to the members based on their exposure information and their loss experience. As noted on the attached Total Funding exhibit, the program costs have increased from \$3,601,724 to \$3,665,132. This is a total percentage increase of 2%. The percentage increase for any one auxiliary was between 1% and 8%. The higher percentage increases were due to claims activity.

A motion was made to approve the FY 13/14 Liability Program Member Cost Allocation as presented.

First: Kurt Borsting
Second: Gigi Kiama

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C4. Approval of FY 13/14 Workers’ Compensation Program Cost Allocations

Mimi Long explained that the AORMA Committee approved the FY 13/14 Workers’ Compensation Program funding of \$4,444,743 at its September, 2012 meeting. The Programs Committee must now review and approve the allocation of the total program costs to the AORMA members. Costs have been allocated to the members based on their proposed payroll for FY 13/14 and their loss experience. Staff continues to use the new rating formula based on adjusted rates using the six AORMA Workers’ Compensation Classification Codes. The final premiums allocated to the members are collared with minimum and maximum decreases or increases over the prior year’s rate. The program costs have increased from \$4,179,683 to \$4,444,743. This is a total percentage increase of 6%.

Mimi explained that the actuary reviews the WCIRB “loss rates” against AORMA’s “loss rates” rates for the six AORMA workers’ compensation class codes. The actuary’s loss rates are not reliable on their own because there are not enough AORMA workers’ compensation losses within each class code to establish loss trending. Therefore, a blended rate using the actuary’s loss rate and the WCIRB composite rate was established for the six AORMA workers’ compensation class codes. Staff was able to cap the maximum increase to any one rate to 11%.

The committee compared the FY 12/13 and FY 13/14 actuary loss rates which demonstrates how the AORMA Actuarial Loss Rates are still unreliable due to the fact that AORMA members have not had enough losses in each of the six new class codes to make loss trending practical for the upcoming fiscal year.

Mimi explained that the final premium allocations are collared with a maximum rate **increase** of 30%. The maximum rate **decrease** was eliminated because only two members were subject to the collar - University Student Union of California State University, Stanislaus and The Donald P. and Katherine B. Loker University Student Union, Inc. Removing the collar only resulted in an additional \$1,835 in premium which would need to be spread amongst the remaining workers' compensation program members.

Only three members were subject to the maximum rate increase of 30% of the prior year's rate. The Forty-Niner Shops, Inc., CSU Long Beach (\$16,359), University Enterprises, Inc., CSU Sacramento (\$166,794), and Associated Students, Inc., San Francisco State University (\$26,954). This means that \$210,107 is being spread to the remaining workers' compensation program members.

A motion was made to approve the FY 13/14 Workers' Compensation Program Member Cost Allocation.

First: Mark Day
Second: Kurt Borsting

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C5. Approval of the FY 13/14 Liability Program Dividend

Mimi Long explained that the AORMA Committee approved the total liability program dividend of 25% of the maximum dividend available or \$1,061,712 at its meeting in September, 2012. The Programs Committee must now approve the member allocation. The allocation formula is very simple calculation. Dividends are allocated to those members currently participating in the liability program (and are participating on July 1, 2013) based on each member's total percentage of contributions during fiscal years 07/08, 08/09, 09/10, 10/11 and 11/12.

A motion was made to approve the Liability Program dividend allocation for a July, 2013 distribution.

First: Haleh Minakary
Second: Kurt Borsting

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C6. Approval of the FY 13/14 Workers’ Compensation Program Dividend

Mimi Long explained that the AORMA Committee approved the total workers’ compensation program dividend of 25% of the maximum dividend available or \$640,445 at its meeting in September, 2012. The Programs Committee must now approve the member allocation. The allocation formula is very simple calculation. Dividends are allocated to those members currently participating in the liability program (and are participating on July 1, 2013) based on each member’s total percentage of contributions during fiscal years 07/08, 08/09, 09/10, 10/11 and 11/12.

A motion was made to approve the Workers’ Compensation Program dividend allocation for a July, 2013 distribution.

First: Haleh Minakary
Second: Mark Day

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C7. Review of the Current Workers’ Compensation Program Rating and Allocation Method; Discussion Regarding the Formation of a One-Rate Workers’ Compensation Program

Mimi Long explained that the AORMA Committee asked the Programs Committee to explore the development of a “one-rate” workers’ compensation rating plan. Since July 1, 2010, AORMA has utilized the six AORMA workers’ compensation class codes. Rates for these class

codes are calculated annually based on the WCIRB composite rates blended with AORMA’s actuarial rates. The FY 13/14 blended rates are noted below.

AORMA Class Code	Pure Rate	Class Code Description
1001	0.629	Clerical
1002	1.101	Off campus non-manual activities
1004	2.079	Retail
1005	2.433	Sports activities and day care centers
1006	3.831	Food service
1007	2.986	Manual labor

The advantages of a one-rate workers’ compensation rating plan is that (1) the CSURMA AORMA actuary already calculates a single workers’ compensation rate based on historical loss information, (2) members would not have to allocate their payroll into the six different class codes, (3) payroll audits would be unnecessary because there would be no question that payroll was allocated to the correct class code.

The committee discussed the disadvantages of a one-rate plan. The FY 13/14 workers’ compensation plan rate is 1.48. This rate is significantly higher than some of the Members’ collared rates. The one-rate plan would result in a significant increase in premium for some members. The workers’ compensation program would need to become even more loss sensitive, resulting in greater swings in premium year over year. Because the rating plan would result in such great swings in premium, this may cause members to leave the program.

The committee reviewed three different exhibits which demonstrate the impact of moving to a one rate plan. Option #1 showed the premiums for each member based on the approved rates for each of AORMA’s six class codes. Option #2 applied the program rate of 1.48 to each member’s payroll. The member’s exp mod was not included in Option #2. Option #3 included an increased rate of 1.62 for all members and included the member’s exp mod.

The committee felt that the disadvantages of a one-rate workers’ compensation program far outweighed the advantages. The committee suggested maintaining the six new AORMA classification codes and letting the program mature before examining an alternative rating plan.

A motion was made to terminate further discussions regarding a one-rate workers’ compensation allocation formula.

First: Kurt Borsting
Second: Gigi Kiama

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C8. Review of the Current Property Program Rating and Allocation Method; Discussion of Alternative Rating and Allocation Plans

Mimi Long explained that the property program rating allocation is currently based on the Member’s prior year’s premium, losses, total insurable values and deductible size. The long term goal for the program was that all members would use the same basic rate as a starting point and that rates would be individually modified based on the member’s losses and deductible choice. Currently, the majority of members utilize the basic AORMA property rate. However, there are a few members who have a rate that is substantially lower than the program rate.

For FY 14/15, Staff would like to present to the committee for review and approval an alternative rating plan that utilizes one standard property rate and is modified only by losses and deductible size. Staff will include a three to five year collar for the members with a significantly lower rate. The goal of the program would be to completely remove the collars within a few years.

Mimi confirmed that the new rating allocation method would closely resemble the allocation formula utilized by the campuses.

The committee directed staff to bring to the next meeting two different property allocation formulas. The first formula would have one basic rate for all member property. The second formula would have two basic rates – one for real property and one for contents.

C9. Approval of the FY 13/14 Crime Program Member Cost Allocation; Discussion of Alternative Rating and Allocation Plans

Mimi Long explained that the AORMA Committee approved the total FY 13/14 Crime Program funding of \$351,104 at its meeting in September, 2013. The Programs Committee must now review and approve the allocation of the total program costs. Costs are allocated to the members based their prior year’s premium, number of employees, total expenditures and loss information. Collars are included in the calculation to keep the premium fluctuation to a minimum. Staff prepared two allocation options. Option #1 includes a minimum increase of 12% and maximum increase of 40%, it also adds in a \$100 minimum premium. Option #2 does not include a reduction for any one member, has a 40% maximum increase with no minimum premium.

Mimi further explained that the allocation formula will be reviewed and revised for the FY 14/15 term. The committee will review draft allocation formulas at its next meeting.

A motion was made to approve Crime Program Rating Allocation - Option #1 which includes a 12% minimum increase, a 40% maximum increase and a \$100 minimum premium.

First: Kurt Borsting
Second: Gigi Kiama

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C10. Review and Approval of AORMA’s Workers’ Compensation Payroll Rules to Follow

Staff was asked by the Programs Committee to review the AORMA Worker’s Compensation Rules to Follow and provide comments or suggestions for change. Mimi Long explained that Rules 1 through 7 are basically the same as the rules published by the WCIRB.

Rules 8 through 12 differ from the WCIRB. The WCIRB does not allow employees engaged in activities within more than one class code to split their payroll. The WCIRB requires that the entire payroll be allocated to the higher rated class code. Staff worked with the AORMA Workers’ Compensation Committee and the AOA HR Committee to establish the AORMA Class Codes and Rules to Follow. The committee members wanted to have the ability to deviate from the WCIRB payroll requirement because many auxiliaries have employees that engage in activities within more than one class code and those auxiliaries already have in place a method of accurately allocating payroll of a single employee within difference class codes.

The committee members also recognized that some auxiliaries may not have a method to easily allocate a single employee’s payroll. It was therefore decided, and the Rules to Follow should state that the activity where 75% or more time is spent should become the prevailing allocation class code, provided that neither task is considered hazardous.

Some employees are asked engage in hazardous and non-hazardous activities for the same operation. Mimi noted the two examples that were discussed during the workers’ compensation payroll desk audits. (1) A Research Foundation student employee who is assisting with an off-site research project which is not physical in nature (class code 1002) is asked to collect plant samples (class code 1007). (2) A clerical student employee (class code 1001) who is also a camp counselor for a week long summer sports camp (1005). The Rules to Follow state that the if the more hazardous task hours are less than 20% of the employee’s hours, then that employee’s hours could be allocated to the less hazardous activity.

The committee discussed whether 20% of an employee’s hours within a hazardous activity should still be considered “incidental”. The committee members felt that 20% was reasonable.

Mimi explained that Rule 10 applies to non-hazardous activities only and it states that if an auxiliary does not have such a method to split an employee’s hours, then **“wherever 75% or more time is spent”** should become the prevailing allocation. Mimi recommended that this section be changed to, **“wherever more time is spent.”**

The committee agreed that Rule 10 should be amended to read, “If the auxiliary does not have such a method and cannot easily split hours, then wherever ~~75% or~~ more time is spent should become the prevailing allocation, if neither task is considered hazardous. An accurate description of job duties for personnel whose time is allocated in this fashion should be kept to allow outside verification of the justification for the allocation.”

A motion was made to approve the above change to the AORMA Workers’ Compensation Payroll Rules to Follow.

First: Kurt Borsting
Second: Gigi Kiama

MOTION CARRIED

NAME	AYE	ABSTAIN	NAY	ABSENT
Kurt Borsting	X			
Guy Dalpe	X			
Gigi Kiama	X			
Haleh Minakary	X			
Mark Day	X			

C11. Earthquake Insurance Program Discussion

Mimi Long explained that the next step in designing the CSURMA AORMA Earthquake Program is to send out estimated program pricing to all Member’s who responded to the original EQ survey. The committee reviewed the estimated member program pricing on a separate exhibit. When sending out the estimates, Staff will ask the Members to determine if they would still be interested in participating in the EQ program if their premium was as estimated. The committee will discuss the results at its meeting in April, 2013. Roughly 20 members responded to the survey with reported values of some \$1,200,000,000. A traditional earthquake coverage program for the portfolio of properties included in the survey would cost between \$2.3MM and \$4MM. Utilizing known alternative structures could save perhaps 25%, but would require shifting risk to the membership and/or a multi-year approach to be effective.

C12. Review of the CSURMA Approved Budget for FY 12/13

Due to time constraints, the committee asked that this item be brought back to the committee at its next meeting in April, 2013.

D. INFORMATION ITEMS

The following information items were reviewed by the Committee:

- D1. FY 12/13 Long Range Action Plan**
- D2. CSURMA AORMA 2013 Meeting Calendar**
- D3. CSURMA AORMA Program Administrator's Contact Lists**
- D4. AORMA Committee Members - Effective 7/1/13**

E. ADJOURNMENT

The meeting was adjourned at 4:54 PM.

2013 WORKERS' COMPENSATION PAYROLL DESK AUDITS

ISSUE: Annually, staff performs “desk” payroll audits of twelve (12) Workers’ Compensation program members. Staff will audit any member who has an experience modification factor in excess of 1.00 (unless they were audited the previous year), any members with an experience modification factor in excess of 1.25 (even if they were audited the previous year) and a random selection of members.

Staff reviewed the following member information:

- Loss information as provided by the Third Party Claims Administrator (Sedgwick)
- Estimated payroll
- Exposure information as documented on the AORMA Liability Program application

If a member had a loss within a class code but no payroll was allocated to that class code, then Staff reviewed the claims description, reviewed the auxiliary operation information as shown on the liability application and, as necessary, requested additional information from the member. Explanations of the claims highlighted in yellow are noted below:

Auxiliary 4 - One member had losses within class codes 1005 and 1007 but did not have payroll allocated to either class code. This member explained that the most of their research project payroll is allocated to class code 1002; occasionally, an employee will engage in a physical or manual activity such as collecting plant samples (this activity would be a class code 1007 activity); however, the employees time participating in this more hazardous activity is less than 20% of the employee’s total time, so the member allocated the payroll to class code 1002. The same is true with class code 1005. The member offers a sports camp for one or two weeks in the summer. Their clerical employees will act as the camp counselors; however, this activity accounts for less than 20% of the employee’s time. **Conclusion:** If an employee engages in both hazardous and non-hazardous activities, all of the employee’s payroll can be allocated to the non-hazardous class code if less than 20% of the employee’s time is spent on the hazardous activity.

Auxiliary 6 – Two claims were coded to class code 1005 (Sports / Day Care). This auxiliary does not have a day care operation nor does it operate any sports camps. **Conclusion:** The payroll was classified correctly; based on the description of loss, the losses were allocated to the wrong class code.

Auxiliary 7 – Four claims were coded to class code 1005 (Sports / Day Care). This auxiliary does not have a day care operation nor does it operate any sports camps and therefore no payroll

was reported for class code 1005. These claims resulted from an employee being hit by a skateboarder while walking on campus, two employees were injured while playing a “ball game” during a break and an employee was injured while attending a team building ski / snowboard outing. **Conclusion:** All of these injuries did occur while the employees were working, or participating in a work related activity. Although these injuries appear to be out of the normal scope of the employees’ job duties, they are considered covered workers’ compensation claims.

Auxiliary 8 – Four claims were coded to class code 1004 (Retail Ops). **Conclusion:** This auxiliary only provides the clerical and/or administrative support functions and therefore the payroll can be allocated to class code 1001.

Auxiliary 9 – Four claims were coded to class code 1004 (Retail Ops). This auxiliary does not have any retail operations. **Conclusion:** The payroll was classified correctly. These losses should have been coded to class code 1007 (Manual Labor).

Auxiliary 10 – Two claims were coded to class code 1006 (Food Service). Both of these claims should have been coded to class code 1007 (Manual Labor). **Conclusion:** The payroll was classified correctly. Both losses occurred in a food service area; however, both employees were part of the custodial staff and therefore the losses should have been coded to class code 1007.

RECOMMENDATION: Based on the results of the desk audit, Staff recommends working closely with the Workers’ Compensation third party claims administration staff to make sure that the claims are coded correctly.

FISCAL IMPACT: None

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. 2013 Desk Audit
- b. AORMA Workers’ Compensation – Explanation of Classification Codes
- c. AORMA Workers’ Compensation – Payroll Rules to Follow

2013 Worker's Compensation Payroll Desk Audits

Payroll for FY 13/14							
	Exp Mod	Clerical 1001	1002	Retail Ops 1004	Sports and Day Care 1005	Food Service 1006	Manual Labor 1007
1	0.93	\$ 862,747				\$ 828,920	\$ 298,104
2	1.24	\$ 2,605,000	\$ 1,190,000	\$ 147,000	\$ 201,000	\$ 415,000	\$ 195,000
3	0.92	\$ 8,792,418	\$ 779,985	\$ 1,309,455	\$ 1,714,281	\$ 1,821,559	\$ 356,886
4	1.69	\$ 435,000	\$ 6,253,000				\$ 352,000
5	0.95	\$ 1,750,000		\$ 1,950,000		\$ 3,150,000	\$ 150,000
6	1.24	\$ 3,597,000	\$ 9,768,000	\$ 330,000		\$ 2,574,000	\$ 231,000
7	0.97	\$ 4,822,846	\$ 4,601,834	\$ 990,957		\$ 3,437,720	\$ 1,365,344
8	1.02	\$ 4,872,094	\$ 2,505,038		\$ 634,890	\$ 25,830	
9	1.04	\$ 1,993,392	\$ 1,513,981		\$ 4,006,098	\$ 65,720	\$ 336,579
10	1.32	\$523,615	\$625,215		\$40,031		\$872,161
11	1.21	\$ 1,750,500	\$ 32,000		\$ 750,000	\$ 10,000	\$ 180,000
12	1.73	\$ 303,698	\$ 160,680				\$ 7,210
Number of Claims @ 12/31/12							
	Exp Mod	1001	1002	1004	1005	1006	1007
1	0.93	1				2	4
2	1.24	8	1		1	11	3
3	0.92	26	1	4	4	25	12
4	1.69	23	13		9		17
5	0.95	7		19		51	1
6	1.24	13	6	2	2	98	20
7	0.97	17	4	7	4	122	30
8	1.02	9	4	4 (1)	22	12	2
9	1.04	30	10	2	124	5	41
10	1.32	12	2		1	2	19
11	1.21	14	3		24		
12	1.73	2					
Total Incurred Claims @ 12/31/12							
	Exp Mod	1001	1002	1004	1005	1006	1007
1	0.93	\$0.00				\$3,124.47	\$42,051.73
2	1.24	\$114,423.66	\$49,097.39		\$235,000.00	\$188,801.11	\$120,553.10
3	0.92	\$818,361.67	\$930.50	\$23,467.80	\$2,452.88	\$419,620.39	\$101,781.52
4	1.69	\$255,605.69	\$13,840.30		\$64,036.94		\$99,668.96
5	0.95	\$54,556.79		\$240,971.86		\$30,218.96	\$30,218.96
6	1.24	\$397,101.43	\$3,168.34	\$30,617.49	\$101,675.96	\$1,318,565.15	\$401,363.94
7	0.97	\$89,589.89	\$2,249.42	\$6,481.06	\$4,586.98	\$198,616.78	\$239,967.80
8	1.02	\$3,495.95	\$1,568.59	\$16,959.72	\$18,609.69	\$13,352.57	\$17,500.00
9	1.04	\$123,884.63	\$20,562.54	\$491.20	\$198,481.23	\$15,055.97	\$165,673.46
10	1.32	\$2,018.68	\$213.51		\$0.00	\$1,376.50	\$134,275.43
11	1.21	\$4,442.31	\$10,528.65		\$35,179.79		
12	1.73	\$57,234.02					

AORMA Workers' Compensation Explanation of Classification Codes

1001	Formerly	
	8810 Parts of 8742	<p><u>Primarily Clerical, Administrative and Non-manual, Non-instructional</u></p> <ul style="list-style-type: none"> ▪ Office employees (responsibility in an office or confined setting) including clerical, accounting, computer technicians, analysts and operators, newspaper production (using computers – not printing press). ▪ Office machine, computer and telephone - installation and repair ▪ Graphic design, radio, TV or commercial broadcasting stations (those who work in the station, not engineers who climb towers – #1007). ▪ Research that is primarily in an office or confined setting such as statistical analysis (not involving the use of machinery, chemicals or manual/physical labor).
1002	Formerly	
	8868 9151 Parts of: 8742 9101 9156	<p><u>Primarily Professional/Student Activity Functions, Consulting, Certain Aspects of Performing Arts and Off-Site work not physical in nature</u></p> <ul style="list-style-type: none"> ▪ Non-instructional, non-clerical and non-manual positions that require employees to leave campus or worksites on a routine basis such as public relations, outside sales, home site visits, etc. ▪ Offsite work that is not manual labor, such as public relations, lobbying, speakers, counseling, etc. ▪ Consulting – mechanical engineering, electrical engineering, electronic engineering, mining and architects. ▪ Professors, teachers, student teachers, counselors, tutors, advisors; classroom or instructional camps; classroom-related activities, speakers. ▪ Performers, musicians, directors, conductors, etc. ▪ Motion picture or video production.
1004	Formerly	
	8008 8071 Parts of: 9101	<p><u>Retail</u></p> <ul style="list-style-type: none"> ▪ All retail operations including books, groceries, delicatessen (already prepared foods), wearing apparel, bicycles and accessories. Includes Vending or coin operated machines. <i>(Those involved in clerical/administrative support functions for retail operations where not called upon to stock or prepare merchandise and where separated from floor operations may be classified as clerical/administrative – #1001.)</i>

1005	Formerly	
	9053 9059 9092 Parts of: 9182 9156	<u>Sports/Activity/Day Care Centers</u> <ul style="list-style-type: none"> ▪ Exercise or health institutes, swimming pools; swimming, tennis, or racquetball clubs; bowling centers, billiard halls, skating centers. ▪ Day care center workers unless otherwise classified (<i>e.g., day care center cook would be classified as food service; clerical separated and uninvolved in floor activities could be clerical</i>). ▪ Camps ▪ Athletic teams and those associated with the teams: ticket sales and collection, trainers, coaches (not athletic field maintenance – #1007). ▪ Security/patrol functions.
1006	Formerly	
	9079 Parts of: 9101 9053	<u>Food Service</u> <ul style="list-style-type: none"> ▪ Employees involved in the stocking, preparation, delivery, and clean up of food products whether retail, residence hall, restaurant, concession, etc. (<i>Does not include the stocking and sale of pre-packaged foods sold in bookstores or other retail establishments such as convenience stores – unless preparation is involved.</i>)
1007	Formerly	
	0040 9011 Parts of: 8742 9101 9182	<u>Primarily Involves Manual Labor and/or Use of Machinery or Chemicals, or Work is Largely of a Physical Nature</u> <ul style="list-style-type: none"> ▪ Agriculture-related production, care and maintenance: nurseries, orchards, livestock, poultry, crops, landscape, riparian restoration and reforestation activities involving mainly hand tools. ▪ Creameries and dairy production, meat labs, winery operations. ▪ Stables, riding clubs, horse shows, dog shows, animal exhibitions. ▪ Research field work primarily involving physical or manual activity, such as archeology digs, sample gathering of plants, animals, fish, etc., and Lab work primarily involving testing and analysis using chemicals, machinery. Includes testing air, water, soil, metal, concrete and other building materials; quality control of electronic components or machinery. ▪ Maintenance, janitorial, room set-ups, athletic park maintenance (both structure and grounds) and painting. Involves the use of tools, equipment, solvents, cleaning supplies. ▪ Printing (offset) newspapers and other presses (as opposed to copy machine operation). ▪ Radio engineers who work on outside towers and equipment. ▪ Museum curators (if responsible for hanging and displaying artifacts); stagehands and lighting technicians. ▪ Beverage container & paper recycling collection.



Other		If you have activities that you feel do not fit within the categories above, please call or e-mail Mimi Long (415) 403-1423 mlong@alliantinsurance.com to discuss the category to which they should be assigned.
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AORMA Workers' Compensation Payroll Rules to Follow

Revision Date: March 21, 2013

Payroll is defined as gross wages; salaries; commissions; bonuses; vacation; holiday and sick pay; overtime payments; and all substitutes for money earned during the policy period by employees and officers of the employer.

1. The value of meals or lodging is not included as payroll.
2. Overtime is included at the regular hourly wage. If someone working overtime is compensated at 1.5 times regular salary, those hours for Workers' Compensation payroll purposes are at the regular hourly rate.
3. Tips, voluntary or prepaid, received from other than the employer or one acting on behalf of the employer, are not to be included in the payroll. With respect to an employer who operates a club, payments to club employees of funds accumulated from voluntary contributions of club members for services afforded to such members shall be considered tips and not included in the payroll.
4. Except as noted herein, payments to which an employee is entitled only upon the termination of the employment relationship are not to be included in the payroll. Sums, such as accrued vacation and sick pay, commissions and bonuses, paid to an employee at the time the employment relationship is terminated are to be included in the payroll, provided such sums would have been payable to the employee at some future date if the employment relationship had not been terminated.
5. Contributory payments made by the employer in connection with group insurance, stock purchase plans or qualified retirement plans, the exercise of stock options and deferred compensation plans are not to be included in the payroll. Payments by an employer of amounts otherwise required by law to be paid by employees to statutory insurance or pension plans, such as the Federal Social Security Act, are to be included in the payroll.
6. The value of an automobile furnished to an employee is not to be included in the payroll, provided the automobile is used in the conduct of the employer's business. A reimbursement to an employee for the business use of a personal automobile using a stipulated amount shall not be reported as payroll, provided

the payments do not exceed the approved Internal Revenue Service (IRS) standard mileage rate for business use of a personal vehicle. An automobile allowance paid to an employee shall be included in the payroll; however, that portion of the allowance, which the employer can show is reimbursement for actual expenses incurred by the employee in the conduct of the employer's business, shall be excluded from the payroll.

7. Payroll for Executive Officers of the Corporation who are paid, and who are otherwise not employees, is limited to a minimum of \$33,800 and a maximum of \$89,700. Executive Officers are those officers commonly known and styled as President, Vice President, Secretary, Assistant Secretary, Treasurer or Assistant Treasurer, and also includes any other Executive Officers enumerated in and empowered by the charter of the Non Profit Corporation.

Division of Single Employee's Payroll:

8. Because most auxiliaries provide a number of services to a number of different operations, they already have a method of allocating hours of employees between these differing operations.
9. AORMA will accept an allocation of hours of employees between the different departments they are assigned to work with provided the auxiliary has maintained complete and accurate records of those employees with multiple tasks.
10. If the auxiliary does not have such a method and cannot easily split hours, then wherever more time is spent should become the prevailing allocation, if neither task is considered hazardous. An accurate description of job duties for personnel whose time is allocated in this fashion should be kept to allow outside verification of the justification for the allocation.

What about personnel who do hazardous and non-hazardous tasks for the same operation?

11. The most prevalent example is a clerical person who also handles a delicatessen or kitchen duties, when needed. If the more hazardous task hours are potentially 20% or more of the person's hours of service, then that person's hours should be allocated to the more hazardous operation. Twenty percent is not an incidental exposure. If less than 20% then those persons' hours can be allocated to the clerical operation.
12. Payroll for any employee vacation time shall be allocated on the same proportional basis as their actual hours have been allocated.

**REVIEW OF THE DRAFT FY 14/15 PROPERTY PROGRAM RATING
AND ALLOCATION METHOD**

ISSUE: Staff designed two Property Insurance Program – Member Allocations; Option A includes a single rate for real property, personal property and business interruption / rents. Option B includes a separate rate for real property and business interruption / rents and a separate rate for personal property. The allocation factors included are total insurable values, losses and deductible amount. A minimum premium is applied.

Option A:

1. All members start with the same base rate of .1985 (*this rate will change every year based on the projected program costs.*) This rate is applied to the Member's total insurable values (real property, personal property and business interruption / rents) to calculate the base premium.
2. A loss rating surcharge is assigned to each member based on the following criteria:
 - a. Loss ratio under 20% - no surcharge
 - b. Loss ratio between 20% and 40% - 5% surcharge
 - c. Loss ratio between 40% and 60% - 10% surcharge
 - d. Loss ratio between 60% and 80% -15% surcharge
 - e. Loss ratio between 80% and 100% - 20% surcharge
 - f. Loss ratio in excess of 100% - 25% surcharge
3. Deductible credits are included as follows:
 - a. \$10,000 deductible - .98
 - b. \$25,000 deductible - .97
 - c. \$50,000 deductible - .96
 - d. \$100,000 deductible - .94
4. Rate collars are included as follows:
 - a. Minimum rate collar – 80% of the previous year's rate
 - b. Maximum rate collar – 130% of the previous year's rate
5. The minimum premium for each member is \$500

Option B:

1. All members start with two base rates - .19 for real property and business interruption / rents and .23 for personal property (*these rates will change every year based on the projected program costs.*) These rates are applied to the Member's total insurable values to calculate the base premium.
2. The loss rating surcharge, deductible credits, rate collars and the minimum premium are the same as Option A above.

RECOMMENDATION: This is the first draft of the proposed FY 14/15 Property Program – Member Allocations. Staff recommends that the committee members review the member allocations and suggest revisions as appropriate. The final member allocations will be reviewed by this committee on August 1, 2013.

FISCAL IMPACT: To be determined. Each member's FY 14/15 property premium will change depending on the factors included within the property program member allocation.

BACKGROUND: None.

PUBLICATION: Your recommendations will be discussed in July, 2013, at the officers' retreat.

ATTACHMENT(S):

- a. OPTION A - DRAFT FY 14/15 AORMA Property Insurance Program – Member Allocation (One Rate) – *This will be sent as a separate excel document*
- b. OPTION B – DRAFT FY 14/15 AORMA Property Insurance Program – Member Allocation (Two Rates) – *This will be sent as a separate excel document*

**REVIEW OF THE DRAFT FY 14/15 CRIME PROGRAM RATING
AND ALLOCATION METHOD**

ISSUE: Staff designed a new Crime Insurance Program – Member Allocation formula. The allocation factors included are payroll, expenditures and losses. Minimum premiums are applied.

1. All members are assigned a basic premium based solely on total payroll
2. A loss rating surcharge is assigned to each member based on the following criteria:
 - a. Loss ratio of less than 50% - no surcharge
 - b. Loss ratio between 50% and 100% - 10% surcharge
 - c. Loss ratio in excess of 100% - 20% surcharge
3. Premium collars are included as follows:
 - a. Minimum premium collar – 80% of the previous year’s premium
 - b. Maximum premium collar – 150% of the previous year’s premium
4. Minimum premiums for each member are established based on total expenditures as follows:
 - a. Expenditures less than \$1,000,000 - \$100 minimum premium
 - b. Expenditures between \$1,000,000 and \$3,000,000 - \$500 minimum premium
 - c. Expenditures in excess of \$3,000,000 - \$750 minimum premium
5. Deductibles are assigned based on premium size as follows:
 - a. FY 14/15 premium less than \$5,000 - \$2,500 deductible
 - b. FY 14/15 premium in excess of \$5,000 - \$5,000 deductible

RECOMMENDATION: This is the first draft of the proposed FY 14/15 Crime Program – Member Allocation spreadsheet. Staff recommends that the committee members review the member allocation and suggest revisions as appropriate. The final member allocation spreadsheet will be reviewed by this committee on August 1, 2013.

FISCAL IMPACT: To be determined. Each member’s FY 14/15 crime premium will change depending on the factors included within the crime program member allocation.

BACKGROUND: The ISO standard rating classification for crime coverage is number of employees. Staff felt that payroll rather than employee count was a better rating factor due to the number of part-time employees. Some part-time employees may work 20 hours per week; some may work two hours. Therefore, acquiring an accurate FTE can be a challenge. Many members do not have payroll, as all employees are state employees; therefore, a minimum premium based on expenditures was included. The current member allocation formula is based 50% on number of employees and 50% on expenditures.

PUBLICATION: Your recommendations will be discussed in July, 2013, at the officers' retreat.

ATTACHMENT(S):

- a. The DRAFT FY 14/15 AORMA Crime Insurance Program – Member Allocation *will be sent as a separate excel document*

EARTHQUAKE INSURANCE PROGRAM DISCUSSION

ISSUE: In early February, 2013 estimated pricing for the AORMA Earthquake Insurance Program was sent out to those members who had initially expressed an interest in participating. After receiving the estimated pricing, only one member expressed an interest in pursuing coverage (this member already purchases a stand-alone EQ policy.)

RECOMMENDATION: Staff recommends terminating this project. There is not enough interest at this time to form an EQ Insurance Program.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: If the committee members agree to terminate the project, Staff will contact all of the members who responded to the initial EQ survey letting them know that the project has been terminated.

ATTACHMENT(S): None.

NEW CALIFORNIA VENTURES, LLC

ISSUE: This is for information only. At this time, Genesis, the AORMA Liability Program reinsurer is unable to include “for-profit” entities in the reinsurance agreement. Therefore, New California Ventures, LLC will seek separate coverage.

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

FISCAL IMPACT: None.

BACKGROUND: The Fresno State Foundation formed the “New California Ventures, LLC” a wholly owned “for-profit” corporation. This LLC was formed to provide further support for research initiatives at Fresno State, and to allow start-up companies to utilize business services from the Lyles Center for Innovation and Entrepreneurship in exchange for a contribution of equity from the start-up company to the LLC (this equity could not otherwise be accepted by the University). At its last meeting on January 3, 2013, the Programs Committee heard from John Melikian, Staff Counsel for the CSU Fresno auxiliary corporations, regarding New California Ventures, LLC. As explained by John, the LLC was set up as a means of providing a layer of protection between the start-up companies and the Fresno Foundation.

A request was made to allow New California Ventures, LLC to join the AORMA Liability Program. The Programs Committee agreed to allow the LLC to complete the liability application. Once the application was completed, it would then be reviewed by the AORMA liability underwriter and the CSURMA legal counsel and a recommendation would be given to the Programs Committee as to whether AORMA’s liability coverage should be extended to cover this entity.

PUBLICATION: None; New California Ventures, LLC is aware that AORMA’s liability coverage cannot be extended under the current reinsurance agreement with Genesis. Separate “stand-alone” will be purchased.

ATTACHMENT(S): None.

**REVIEW OF THE CSURMA AORMA FY 12/13 MID-TERM BUDGET
ADJUSTMENTS AND FY 13/14 PROPOSED BUDGET**

ISSUE: At this meeting, Staff will give a verbal update on the FY 12/13 CSURMA Budget (mid-term changes) and the proposed FY 13/14 CSURMA Budget.

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

FISCAL IMPACT: None.

BACKGROUND: At the March 21, 2013, meeting the AORMA Committee reviewed and recommended approval to the CSURMA Executive Committee of the FY 12/13 CSURMA Budget (mid-term changes) and the proposed FY 13/14 CSURMA Budget. The budget will be reviewed again by the CSURMA Executive Committee on May 10, 2013 and approved by the CSURMA Board of Directors on May 10, 2013.

PUBLICATION: None.

ATTACHMENT(S):

- a. FY 12/13 CSURMA Budget (mid-term changes)
- b. FY 13/14 CSURMA Budget

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

DRAFT

TOTAL: AORMA PROGRAMS

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	12,962,681	12,962,681	0
Reinsurance Premiums	-825,000	-825,000	0
Total Operating Revenues	<u>12,137,681</u>	<u>12,137,681</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	5,415,706	5,363,985	-51,721
Deductible Recoveries	-50,000	-50,000	0
Claims Administrators	240,000	240,000	0
Claims Management Information System	0	0	0
Program Administrators	1,212,996	1,212,996	0
Brokerage Commissions & Fees	298,750	298,750	0
Insurance Premiums (net of brokerage)	2,950,336	2,950,336	0
Taxes, Assessments & Fees	35,000	35,000	0
Actuarial Services	11,000	11,000	0
Claims Audit	10,000	10,000	0
Coverage Counsel	6,000	6,000	0
Program Legal	2,500	12,500	10,000
Miscellaneous Program Services	255	255	0
Workshop/Training Expenses	23,042	15,000	-8,042
Loss Control Expenses	240,000	258,125	18,125
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	28,688	28,688	0
Dividend Distributions	2,219,190	2,219,190	0
Total Direct Program Expenses	<u>12,643,463</u>	<u>12,611,825</u>	<u>-31,638</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

DRAFT

TOTAL: AORMA PROGRAMS

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	7,544	7,544	0
Executive Committee & Board Expenses	4,664	4,664	0
JPA Insurance	3,772	3,772	0
Memberships, Associations & Dues	720	720	0
Chancellor's Office Accounting Services	44,578	44,578	0
Chancellor's Office Risk Management Service	153,073	153,073	0
JPA Accreditation	0	0	0
JPA Legal	686	686	0
Miscellaneous Expenses	2,057	2,057	0
Total General & Administrative Expenses	<u>217,093</u>	<u>217,093</u>	<u>0</u>
Total Operating Expenses	<u>12,860,557</u>	<u>12,828,918</u>	<u>-31,638</u>
Non-Operating Revenues			
Investment Income	793,311	812,476	19,166
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>793,311</u>	<u>812,476</u>	<u>19,166</u>
Net Surplus (Deficit)	<u>70,435</u>	<u>121,239</u>	
Beginning Retained Earnings	15,680,497	13,905,612	
Ending Retained Earnings	15,750,932	14,026,851	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

DRAFT

AORMA LIABILITY PROGRAM

(Fund 21)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	3,546,798	3,546,798	0
Reinsurance Premiums	-825,000	-825,000	0
Total Operating Revenues	<u>2,721,798</u>	<u>2,721,798</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	1,375,312	1,167,620	-207,692
Deductible Recoveries	-50,000	-50,000	0
Claims Administrators	15,000	15,000	0
Claims Management Information System	0	0	0
Program Administrators	567,500	567,500	0
Brokerage Commissions & Fees	60,000	60,000	0
Insurance Premiums (net of brokerage)	346,582	346,582	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	5,000	5,000	0
Claims Audit	5,000	5,000	0
Coverage Counsel	5,000	5,000	0
Program Legal	2,500	2,500	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	6,305	4,104	-2,201
Loss Control Expenses	77,068	118,497	41,429
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	8,619	8,619	0
Dividend Distributions	1,403,847	1,403,847	0
Total Direct Program Expenses	<u>3,827,733</u>	<u>3,659,269</u>	<u>-168,463</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

DRAFT

AORMA LIABILITY PROGRAM

(Fund 21)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	2,064	2,064	0
Executive Committee & Board Expenses	1,276	1,276	0
JPA Insurance	1,032	1,032	0
Memberships, Associations & Dues	197	197	0
Chancellor's Office Accounting Services	12,197	12,197	0
Chancellor's Office Risk Management Service	41,883	41,883	0
JPA Accreditation	0	0	0
JPA Legal	188	188	0
Miscellaneous Expenses	563	563	0
Total General & Administrative Expenses	<u>59,400</u>	<u>59,400</u>	<u>0</u>
Total Operating Expenses	<u>3,887,133</u>	<u>3,718,669</u>	<u>-168,463</u>
Non-Operating Revenues			
Investment Income	308,572	316,027	7,455
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>308,572</u>	<u>316,027</u>	<u>7,455</u>
Net Surplus (Deficit)	<u>-856,763</u>	<u>-680,845</u>	
Beginning Retained Earnings	6,159,342	6,159,342	
Ending Retained Earnings	5,302,579	5,478,497	

Includes Cyber Risk Liability

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

DRAFT

AORMA WORKERS' COMPENSATION PROGRAM

(Fund 22)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	4,179,283	4,179,283	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>4,179,283</u>	<u>4,179,283</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	2,048,157	2,204,128	155,971
Deductible Recoveries	0	0	0
Claims Administrators	205,000	205,000	0
Claims Management Information System	0	0	0
Program Administrators	342,596	334,692	-7,904
Brokerage Commissions & Fees	40,000	40,000	0
Insurance Premiums (net of brokerage)	395,000	395,000	0
Taxes, Assessments & Fees	35,000	35,000	0
Actuarial Services	6,000	6,000	0
Claims Audit	5,000	5,000	0
Coverage Counsel	1,000	1,000	0
Program Legal	0	0	0
Miscellaneous Program Services	255	255	0
Workshop/Training Expenses	7,429	4,836	-2,593
Loss Control Expenses	90,811	139,628	48,817
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	9,906	9,906	0
Dividend Distributions	815,343	815,343	0
Total Direct Program Expenses	<u>4,001,497</u>	<u>4,195,788</u>	<u>194,291</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

DRAFT

AORMA WORKERS' COMPENSATION PROGRAM

(Fund 22)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	2,432	2,432	0
Executive Committee & Board Expenses	1,504	1,504	0
JPA Insurance	1,216	1,216	0
Memberships, Associations & Dues	232	232	0
Chancellor's Office Accounting Services	14,372	14,372	0
Chancellor's Office Risk Management Service	49,352	49,352	0
JPA Accreditation	0	0	0
JPA Legal	221	221	0
Miscellaneous Expenses	663	663	0
 Total General & Administrative Expenses	 <u>69,993</u>	 <u>69,993</u>	 <u>0</u>
 Total Operating Expenses	 <u>4,071,490</u>	 <u>4,265,781</u>	 <u>194,291</u>
 Non-Operating Revenues			
Investment Income	389,071	398,471	9,400
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
 Total Non-Operating Revenues	 <u>389,071</u>	 <u>398,471</u>	 <u>9,400</u>
 Net Surplus (Deficit)	 <u>496,864</u>	 <u>311,973</u>	
 Beginning Retained Earnings	 5,119,614	 5,119,614	
Ending Retained Earnings	5,616,478	5,431,587	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

DRAFT

AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	3,028,727	3,028,727	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>3,028,727</u>	<u>3,028,727</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	240,000	240,000	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	236,816	242,548	5,732
Brokerage Commissions & Fees	181,250	181,250	0
Insurance Premiums (net of brokerage)	2,061,673	2,061,673	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	5,384	3,505	-1,879
Loss Control Expenses	65,811	0	-65,811
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	5,707	5,707	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>2,796,640</u>	<u>2,734,683</u>	<u>-61,958</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

DRAFT

AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	<u>Budget</u> <u>Change</u>
General & Administrative Expenses			
Financial Audit	1,763	1,763	0
Executive Committee & Board Expenses	1,090	1,090	0
JPA Insurance	881	881	0
Memberships, Associations & Dues	168	168	0
Chancellor's Office Accounting Services	10,416	10,416	0
Chancellor's Office Risk Management Service	35,765	35,765	0
JPA Accreditation	0	0	0
JPA Legal	160	160	0
Miscellaneous Expenses	481	481	0
Total General & Administrative Expenses	<u>50,724</u>	<u>50,724</u>	<u>0</u>
Total Operating Expenses	<u>2,847,364</u>	<u>2,785,406</u>	<u>-61,958</u>
Non-Operating Revenues			
Investment Income	38,856	39,795	939
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>38,856</u>	<u>39,795</u>	<u>939</u>
Net Surplus (Deficit)	<u>220,219</u>	<u>283,115</u>	
Beginning Retained Earnings	1,484,769	-290,116	
Ending Retained Earnings	1,704,988	-7,001	

* AORMA Property includes Cyber Risk and ID Fraud; AORMA Fidelity is Crime only.

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

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AORMA CRIME PROGRAM *

(Fund 24)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	290,404	290,404	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>290,404</u>	<u>290,404</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	75,000	75,000	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	21,084	23,256	2,172
Brokerage Commissions & Fees *	17,500	17,500	0
Insurance Premiums	147,081	147,081	0
Taxes, Assessments & Fees *	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	516	336	-180
Loss Control Expenses	6,310	0	-6,310
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	394	394	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>267,885</u>	<u>263,567</u>	<u>-4,318</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

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AORMA CRIME PROGRAM *

(Fund 24)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	169	169	0
Executive Committee & Board Expenses	104	104	0
JPA Insurance	85	85	0
Memberships, Associations & Dues	16	16	0
Chancellor's Office Accounting Services	999	999	0
Chancellor's Office Risk Management Service	3,429	3,429	0
JPA Accreditation	0	0	0
JPA Legal	15	15	0
Miscellaneous Expenses	46	46	0
 Total General & Administrative Expenses	 <u>4,864</u>	 <u>4,864</u>	 <u>0</u>
 Total Operating Expenses	 <u>272,749</u>	 <u>268,430</u>	 <u>-4,318</u>
Non-Operating Revenues			
Investment Income	1,030	1,055	25
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
 Total Non-Operating Revenues	 <u>1,030</u>	 <u>1,055</u>	 <u>25</u>
 Net Surplus (Deficit)	 <u>18,685</u>	 <u>23,028</u>	
 Beginning Retained Earnings	 60,671	 60,671	
Ending Retained Earnings	79,356	83,699	

* AORMA Crime separated from AORMA Property beginning July 1, 2011

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

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AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	1,917,469	1,917,469	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>1,917,469</u>	<u>1,917,469</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	1,677,237	1,677,237	0
Deductible Recoveries	0	0	0
Claims Administrators	20,000	20,000	0
Claims Management Information System	0	0	0
Program Administrators	45,000	45,000	0
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	10,000	10,000
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	3,408	2,219	-1,190
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	4,063	4,063	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>1,749,708</u>	<u>1,758,518</u>	<u>8,810</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2012 to June 30, 2013

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AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25)

	<i>Adopted</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> Midyear <u>Amendment</u>	<u>Budget</u> <u>Change</u>
General & Administrative Expenses			
Financial Audit	1,116	1,116	0
Executive Committee & Board Expenses	690	690	0
JPA Insurance	558	558	0
Memberships, Associations & Dues	107	107	0
Chancellor's Office Accounting Services	6,594	6,594	0
Chancellor's Office Risk Management Service	22,643	22,643	0
JPA Accreditation	0	0	0
JPA Legal	101	101	0
Miscellaneous Expenses	304	304	0
Total General & Administrative Expenses	<u>32,113</u>	<u>32,113</u>	<u>0</u>
Total Operating Expenses	<u>1,781,821</u>	<u>1,790,631</u>	<u>8,810</u>
Non-Operating Revenues			
Investment Income	55,782	57,129	1,348
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>55,782</u>	<u>57,129</u>	<u>1,348</u>
Net Surplus (Deficit)	<u>191,430</u>	<u>183,967</u>	
Beginning Retained Earnings	2,856,101	2,856,101	
Ending Retained Earnings	3,047,531	3,040,068	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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TOTAL: AORMA PROGRAMS

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	12,962,681	14,293,685	1,331,004
Reinsurance Premiums	-825,000	-825,000	0
Total Operating Revenues	<u>12,137,681</u>	<u>13,468,685</u>	<u>1,331,004</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	5,363,985	5,614,704	250,719
Deductible Recoveries	-50,000	-50,000	0
Claims Administrators	240,000	252,100	12,100
Claims Management Information System	0	0	0
Program Administrators	1,212,996	1,212,996	0
Brokerage Commissions & Fees	298,750	298,750	0
Insurance Premiums (net of brokerage)	2,950,336	2,950,336	0
Taxes, Assessments & Fees	35,000	35,000	0
Actuarial Services	11,000	11,000	0
Claims Audit	10,000	10,000	0
Coverage Counsel	6,000	6,000	0
Program Legal	12,500	2,500	-10,000
Miscellaneous Program Services	255	255	0
Workshop/Training Expenses	15,000	26,888	11,888
Loss Control Expenses	258,125	273,956	15,831
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	28,688	28,688	0
Dividend Distributions	2,219,190	2,219,190	0
Total Direct Program Expenses	<u>12,611,825</u>	<u>12,892,362</u>	<u>280,537</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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TOTAL: AORMA PROGRAMS

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	7,544	8,694	1,150
Executive Committee & Board Expenses	4,664	5,374	711
JPA Insurance	3,772	4,347	575
Memberships, Associations & Dues	720	830	110
Chancellor's Office Accounting Services	44,578	51,371	6,793
Chancellor's Office Risk Management Service	153,073	176,399	23,327
JPA Accreditation	0	0	0
JPA Legal	686	790	105
Miscellaneous Expenses	2,057	2,371	314
Total General & Administrative Expenses	<u>217,093</u>	<u>250,176</u>	<u>33,083</u>
Total Operating Expenses	<u>12,828,918</u>	<u>13,142,538</u>	<u>313,620</u>
Non-Operating Revenues			
Investment Income	812,476	627,018	-185,458
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>812,476</u>	<u>627,018</u>	<u>-185,458</u>
Net Surplus (Deficit)	<u>121,239</u>	<u>953,165</u>	
Beginning Retained Earnings	13,905,612	14,026,851	
Ending Retained Earnings	14,026,851	14,980,016	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA LIABILITY PROGRAM

(Fund 21)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	3,546,798	3,665,132	118,334
Reinsurance Premiums	-825,000	-825,000	0
Total Operating Revenues	<u>2,721,798</u>	<u>2,840,132</u>	<u>118,334</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	1,167,620	1,318,479	150,859
Deductible Recoveries	-50,000	-50,000	0
Claims Administrators	15,000	15,000	0
Claims Management Information System	0	0	0
Program Administrators	567,500	557,137	-10,363
Brokerage Commissions & Fees	60,000	60,000	0
Insurance Premiums (net of brokerage)	346,582	346,582	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	5,000	5,000	0
Claims Audit	5,000	5,000	0
Coverage Counsel	5,000	5,000	0
Program Legal	2,500	2,500	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	4,104	6,894	2,790
Loss Control Expenses	118,497	123,810	5,313
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	8,619	8,619	0
Dividend Distributions	1,403,847	1,403,847	0
Total Direct Program Expenses	<u>3,659,269</u>	<u>3,807,869</u>	<u>148,600</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA LIABILITY PROGRAM

(Fund 21)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	2,064	2,229	165
Executive Committee & Board Expenses	1,276	1,378	102
JPA Insurance	1,032	1,115	83
Memberships, Associations & Dues	197	213	16
Chancellor's Office Accounting Services	12,197	13,172	975
Chancellor's Office Risk Management Service	41,883	45,232	3,349
JPA Accreditation	0	0	0
JPA Legal	188	203	15
Miscellaneous Expenses	563	608	45
Total General & Administrative Expenses	<u>59,400</u>	<u>64,149</u>	<u>4,749</u>
Total Operating Expenses	<u>3,718,669</u>	<u>3,872,018</u>	<u>153,349</u>
Non-Operating Revenues			
Investment Income	316,027	205,705	-110,322
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>316,027</u>	<u>205,705</u>	<u>-110,322</u>
Net Surplus (Deficit)	<u>-680,845</u>	<u>-826,181</u>	
Beginning Retained Earnings	6,159,342	5,478,497	
Ending Retained Earnings	5,478,497	4,652,316	

Includes Cyber Risk Liability

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA WORKERS' COMPENSATION PROGRAM

(Fund 22)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	4,179,283	4,444,743	265,460
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>4,179,283</u>	<u>4,444,743</u>	<u>265,460</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	2,204,128	2,293,988	89,860
Deductible Recoveries	0	0	0
Claims Administrators	205,000	205,000	0
Claims Management Information System	0	0	0
Program Administrators	334,692	293,581	-41,111
Brokerage Commissions & Fees	40,000	40,000	0
Insurance Premiums (net of brokerage)	395,000	395,000	0
Taxes, Assessments & Fees	35,000	35,000	0
Actuarial Services	6,000	6,000	0
Claims Audit	5,000	5,000	0
Coverage Counsel	1,000	1,000	0
Program Legal	0	0	0
Miscellaneous Program Services	255	255	0
Workshop/Training Expenses	4,836	8,361	3,525
Loss Control Expenses	139,628	150,146	10,518
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	9,906	9,906	0
Dividend Distributions	815,343	815,343	0
Total Direct Program Expenses	<u>4,195,788</u>	<u>4,258,579</u>	<u>62,791</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

AORMA WORKERS' COMPENSATION PROGRAM

(Fund 22)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	2,432	2,703	271
Executive Committee & Board Expenses	1,504	1,671	168
JPA Insurance	1,216	1,352	136
Memberships, Associations & Dues	232	258	26
Chancellor's Office Accounting Services	14,372	15,974	1,602
Chancellor's Office Risk Management Service	49,352	54,853	5,501
JPA Accreditation	0	0	0
JPA Legal	221	246	25
Miscellaneous Expenses	663	737	74
 Total General & Administrative Expenses	 <u>69,993</u>	 <u>77,794</u>	 <u>7,802</u>
 Total Operating Expenses	 <u>4,265,781</u>	 <u>4,336,373</u>	 <u>70,593</u>
 Non-Operating Revenues			
Investment Income	398,471	284,878	-113,593
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
 Total Non-Operating Revenues	 <u>398,471</u>	 <u>284,878</u>	 <u>-113,593</u>
 Net Surplus (Deficit)	 <u>311,973</u>	 <u>393,247</u>	
 Beginning Retained Earnings	 5,119,614	 5,431,587	
Ending Retained Earnings	5,431,587	5,824,834	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	3,028,727	3,539,254	510,527
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>3,028,727</u>	<u>3,539,254</u>	<u>510,527</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	240,000	250,000	10,000
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	242,548	254,983	12,435
Brokerage Commissions & Fees	181,250	181,250	0
Insurance Premiums (net of brokerage)	2,061,673	2,061,673	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	3,505	6,658	3,153
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	5,707	5,707	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>2,734,683</u>	<u>2,760,270</u>	<u>25,588</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget Change
General & Administrative Expenses			
Financial Audit	1,763	2,153	390
Executive Committee & Board Expenses	1,090	1,331	241
JPA Insurance	881	1,076	195
Memberships, Associations & Dues	168	205	37
Chancellor's Office Accounting Services	10,416	12,720	2,304
Chancellor's Office Risk Management Service	35,765	43,678	7,913
JPA Accreditation	0	0	0
JPA Legal	160	196	35
Miscellaneous Expenses	481	587	106
Total General & Administrative Expenses	<u>50,724</u>	<u>61,946</u>	<u>11,222</u>
Total Operating Expenses	<u>2,785,406</u>	<u>2,822,216</u>	<u>36,810</u>
Non-Operating Revenues			
Investment Income	39,795	48,584	8,790
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>39,795</u>	<u>48,584</u>	<u>8,790</u>
Net Surplus (Deficit)	<u>283,115</u>	<u>765,622</u>	
Beginning Retained Earnings	-290,116	-7,001	
Ending Retained Earnings	-7,001	758,622	

* AORMA Property includes Cyber Risk and ID Fraud; AORMA Fidelity is Crime only.

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA CRIME PROGRAM *

(Fund 24)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	290,404	351,104	60,700
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>290,404</u>	<u>351,104</u>	<u>60,700</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	75,000	75,000	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	23,256	25,295	2,039
Brokerage Commissions & Fees *	17,500	17,500	0
Insurance Premiums	147,081	147,081	0
Taxes, Assessments & Fees *	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	336	660	324
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	394	394	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>263,567</u>	<u>265,930</u>	<u>2,363</u>

**CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014**

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AORMA CRIME PROGRAM *

(Fund 24)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	169	214	45
Executive Committee & Board Expenses	104	132	28
JPA Insurance	85	107	22
Memberships, Associations & Dues	16	20	4
Chancellor's Office Accounting Services	999	1,262	263
Chancellor's Office Risk Management Service	3,429	4,333	904
JPA Accreditation	0	0	0
JPA Legal	15	19	4
Miscellaneous Expenses	46	58	12
Total General & Administrative Expenses	<u>4,864</u>	<u>6,145</u>	<u>1,282</u>
Total Operating Expenses	<u>268,430</u>	<u>272,075</u>	<u>3,645</u>
Non-Operating Revenues			
Investment Income	1,055	2,402	1,347
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>1,055</u>	<u>2,402</u>	<u>1,347</u>
Net Surplus (Deficit)	<u>23,028</u>	<u>81,431</u>	
Beginning Retained Earnings	60,671	83,699	
Ending Retained Earnings	83,699	165,130	

* AORMA Crime separated from AORMA Property beginning July 1, 2011

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	1,917,469	2,293,452	375,983
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>1,917,469</u>	<u>2,293,452</u>	<u>375,983</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	1,677,237	1,677,237	0
Deductible Recoveries	0	0	0
Claims Administrators	20,000	32,100	12,100
Claims Management Information System	0	0	0
Program Administrators	45,000	82,000	37,000
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	10,000	0	-10,000
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	2,219	4,314	2,095
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	4,063	4,063	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>1,758,518</u>	<u>1,799,714</u>	<u>41,195</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget Change
General & Administrative Expenses			
Financial Audit	1,116	1,395	279
Executive Committee & Board Expenses	690	862	172
JPA Insurance	558	697	139
Memberships, Associations & Dues	107	133	27
Chancellor's Office Accounting Services	6,594	8,243	1,649
Chancellor's Office Risk Management Service	22,643	28,304	5,661
JPA Accreditation	0	0	0
JPA Legal	101	127	25
Miscellaneous Expenses	304	380	76
Total General & Administrative Expenses	<u>32,113</u>	<u>40,141</u>	<u>8,028</u>
Total Operating Expenses	<u>1,790,631</u>	<u>1,839,855</u>	<u>49,224</u>
Non-Operating Revenues			
Investment Income	57,129	85,449	28,320
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>57,129</u>	<u>85,449</u>	<u>28,320</u>
Net Surplus (Deficit)	<u>183,967</u>	<u>539,046</u>	
Beginning Retained Earnings	2,856,101	3,040,068	
Ending Retained Earnings	3,040,068	3,579,115	

FY 12/13 AORMA LONG RANGE ACTION PLAN

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

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

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

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
AORMA COMMITTEE				
A-5	LEGAL OPINION REGARDING AUXILIARY ORGANIZATION STUDENT UI CLAIMS			
	CSURMA Legal Counsel	Obtain a legal opinion from legal counsel as to how student UI claims should be handled	January 1, 2013	Completed
	Staff (Alliant)	Survey all UIP members to see how they are handling student UI claims	February 1, 2013	Completed
	AORMA Committee	Review legal opinion and survey results	March 21, 2013	Completed
	AORMA Committee	Participate in a more thorough discuss regarding the legal opinion and survey results	May 10, 2013	
	AORMA Committee	Review and approve Policy and Procedure regarding student UI claims	September, 2013	
	Staff (Alliant)	Send out approved Policy and Procedure regarding student UI claims	September, 2013	

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 12/13 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
M-4	ON-LINE SAFETY TRAINING			
	MSLCTC	Continue to monitor on-line safety training through SkillSoft	November 5, 2012	Completed
	MSLCTC	Review optional on-line safety training through SkillSoft; provide recommendation to the AORMA Committee The MSLCTC is not recommending that the on-line training services be changed at this time.	February 4, 2013	Completed
	AORMA Committee	If applicable, approve contract with SkillSoft	March 21, 2013	Project Terminated for FY 12/13
	Staff (Alliant)	If applicable, give notice of contract termination to TargetSolutions (60 days in advance of 7/01 renewal). Will review again in FY 13/14.	April 1, 2013	Project Terminated for FY 12/13

CSURMA AORMA 2013 MEETING CALENDAR

ISSUE: The Program Administrator includes a current copy of the CSURMA AORMA meeting calendar in every agenda

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA AORMA – 2013 Meeting Calendar



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2013 CSURMA • AORMA MEETING CALENDAR

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

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



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2013 CSURMA • AORMA MEETING CALENDAR

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

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

CSURMA AORMA 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
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Hsan Htein Van Rin	hhtein@alliant.com vrin@alliant.com	415-403-1452 415-403-1408	415-874-4810 415-874-4810
General Coverage Questions	Mimi Long Van Rin Hsan Htein Daniel Howell	mlong@alliant.com vrin@alliant.com hhtein@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
Inland Marine	Van Rin Hsan Htein Mimi Long	vrin@alliant.com hhtein@alliant.com mlong@alliant.com	415-403-1408 415-403-1452 415-403-1423	415-874-4810 415-874-4810 415-874-4810
Participant Accident Insurance (PAI)	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
Special Events Insurance	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
Foreign Travel Program	Stacey Weeks Van Rin	sweeks@alliant.com vrin@alliant.com	415-403-1448 415-403-1408	415-874-4810 415-874-4810
General Risk Management Questions	Mimi Long Van Rin Hsan Htein Daniel Howell	mlong@alliant.com vrin@alliant.com hhtein@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
Workers' Compensation Claims Consultant	Jacki Graf	jgraf@alliant.com	415-403-1438	415-874-4810
Form 700	Tevea Him	thim@alliant.com	415-403-1416	
CSU Chancellor's Office				
CSU Chancellor's Office	Charlene Minnick Zachary Gifford Rebecca Skidmore Leona Ching Alice Kim Kelly Cox Mandy Wong Rima Tanuwidjaja	cminnick@calstate.edu zgifford@calstate.edu rskidmore@calstate.edu lching@calstate.edu akim@calstate.edu kcox@calstate.edu mwong@calstate.edu rtanuwidjaja@calstate.edu	562-951-4580 562-951-4568 562-951-4574 562-951-4580 562-951-4627 562-951-4611 562-951-4578 562-951-4621	562-951-4859 562-951-4859 562-951-4859 562-951-4859 562-951-4865 562-951-4865 562-951-4865 562-951-4856

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
Loss Control Consultants				
Alliant Risk Control Consulting	Brent Escoubas	bescoubas@alliant.com	949-260-5013	
TargetSolutions	Kelly Zielinski	kaz@targetsolutions.com	858-683-7229	858-487-8762
TargetSolutions	Liz Farzan	laf@targetsolutions.com	858-592-6880 Ext. 147	
Human Resources Consulting – Employers Group				
Helpline	Mark Nelson Kimberly Nwamanna	mnelson@employersgroup.com knwamanna@employersgroup.com	213-765-3952 213-765-3982	
Client Service	Bill Stephens	bstephens@employersgroup.com	805-807-9922	213-226-0216
Reference Library	Robert Campbell	rcampbell@employersgroup.com	800-748-8484 Ext. 3430	
Unemployment Questions	Ryan Farias	rfarias@employersgroup.com	213-709-4143	
Affirmative Action Plans	Suzanne Oliva	soliva@employersgroup.com	213-765-3918	
Leave Management	Corin Perez	cperez@employersgroup.com	213-765-3929	
Research and Surveys	Juan Garcia	jpgarcia@employersgroup.com	213-765-3969	
Employer Advocacy	Ken Tiratira	ktiratira@employersgroup.com	213-765-3915	



CLAIMS REPORTING CONTACTS

The following are important items of information which should be provided when reporting a claim or occurrence:

1. The date, time and location of the event
2. The person at the agency to contact regarding the claim
3. A description of the circumstances of the event
4. Estimated amount of claim or loss (*if applicable*)
5. A complete copy of any legal documents (*if applicable*)

LIABILITY CLAIMS

In the event of a liability claim (General Liability, Automobile Liability, Errors & Omissions, including Directors & Officers, Employment Practices Liability), please contact:

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

E-mail: 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



PROPERTY, BOILER & MACHINERY, CYBER LIABILITY, CRIME CLAIMS

In the event of a property, boiler & machinery, cyber liability, or crime claim, please contact:

David C. Sutton, Claims Executive

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

E-mail: dsutton@alliant.com
Tel: 415-403-1417
Fax: 415-403-1466
Cell: 415-693-8816

OR:

Michelle Maffei, Senior Claims Advocate

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

E-mail: mmaffei@alliant.com
Tel: 415-403-1418
Fax: 415-403-1466
Cell: 415-693-8864

COPY TO:

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

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



WORKERS' COMPENSATION CLAIMS

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 14479
Lexington, KY 40512-4479

E-mail: 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 14479
Lexington, KY 40512-4479

E-mail: katie.brant@sedgwickcms.com
Tel: 916-851-8058
Fax: 916-851-8079

OR:

Biba Olson, Claims Assistant

Sedgwick CMS
P.O. Box 14479
Lexington, KY 40512-4479

E-mail: biba.olson@sedgwickcms.com
Tel: 916-851-8058
Fax: 916-851-8076



PARTICIPANT ACCIDENT INSURANCE (PAI)

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

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

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



SLIP, SPECIAL EVENTS, AUTO PHYSICAL DAMAGE, INLAND MARINE, MISCELLANEOUS

In the event of a loss, please contact:

David C. Sutton, Claims Executive

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

E-mail: dsutton@alliant.com
Tel: 415-403-1417
Fax: 415-403-1466
Cell: 415-693-8816

OR:

Michelle Maffei, Senior Claims Advocate

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

E-mail: mmaffei@alliant.com
Tel: 415-403-1418
Fax: 415-403-1466
Cell: 415-693-8864

COPY TO:

Robert Frey, Vice President

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

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

AORMA COMMITTEE CONTACT LIST - EFFECTIVE 07/01/12

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

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

FISCAL IMPACT: None.

BACKGROUND: Contact lists are provided at every meeting.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Committee Roster - Effective at 7-01-12

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

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

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

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

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

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

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

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

AORMA Committee Chair serves for a period of four years - Vice Chair, to Chair, to Past President, to Ex-Officio.

Standing Committee Chair serves a one-year term, is appointed by the AORMA Committee Chair, and must be an AORMA Committee member.

AORMA Committee and Standing Committee members may serve a maximum of three consecutive two-year terms (total six years).

Size of Campus: small - less than 10,000 FTE; medium - between 10,000 and 20,000 FTE; large - more than 20,000 FTE