



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

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

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

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

Meeting Date: Monday, June 29, 2015
Time: 11:00 a.m. (Teleconference)

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

A. CALL TO ORDER

B. PUBLIC COMMENTS

C. GENERAL ADMINISTRATION

1. **Approval of the Agenda Order** **A p. 3**
The committee will be asked to approve today's meeting agenda order
2. **Approval of Meeting Minutes – April 20, 2015** **A p. 4**
The Committee will be asked to approve the minutes from its last meeting
3. **Risk Reduction Innovation Matching Grant Incentive Program – Grant Criteria** **A p. 12**
The Committee will be asked to review and approve the projects listed for bulletin posting.
4. **Keeping Minors Safe While on Campus Manual** **A p. 14**
The Committee approve the first two topics for the manual and discuss the progress and timeline for completion

- 5. Real Property Acquisitions Checklist** **I** p. 15
The Committee will review the Real Property Acquisitions checklist prepared by Alliant Risk Control Consulting

D. INFORMATION ITEMS

- 1. Employers Group – Utilization Report** p. 25
- 2. Alliant Loss Control Services – Utilization Report** p. 27
- 3. FY 14/15 AORMA Long Range Action Plan** p. 29
- 4. CSURMA AORMA 2015 Meeting Calendar** p. 33
- 5. CSURMA AORMA Committee Contact List** p. 36

E. ADJOURNMENT

The next MSLCTC meeting is scheduled for October 05, 2015 at 11:00am via teleconference. Please contact Mimi Long mlong@alliant.com or Tevea Him thim@alliant.com with questions.

APPROVAL OF THE AGENDA ORDER

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

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

Agenda Item C2
CSURMA AORMA Member Services, Loss
Control & Training Committee
Meeting Date: June 29, 2015

APPROVAL OF MEETING MINUTES – APRIL 20, 2015

ISSUE: The Committee will be asked to review and approve the draft minutes from the April 20, 2015, Members Services, Loss Control and Training Committee meeting.

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. MSLCTC Meeting Minutes – April 20, 2015

**MINUTES OF THE CSURMA AORMA
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE
APRIL 20, 2015**

**TELECONFERENCE MEETING
11:00 AM**

MEMBERS PRESENT

Arnecia Bryant, Loker University Student Union
Melinda Coil, SDSU Research Foundation
Leslie Davis, University Union Operation of CSUS, Inc.
Raven Tyson, Associated Students of San Diego State University
Kristin Kelly, Student Union of San Jose State

MEMBERS ABSENT

Dennis Miller, Cal Poly Pomona Foundation
Debbie Adishian-Astone, CSU Fresno Association

STAFF, GUESTS AND CONSULTANTS

Melissa Diaz, Alliant Insurance Services, Inc.
Brent Escoubas, Alliant Insurance Services, Inc.
Tevea Him, Alliant Insurance Services, Inc.
David Krevella, CSU Chancellor's Office
Nicole Lane, CSU Fresno Association
Mimi Long, Alliant Insurance Services, Inc.

A. CALL TO ORDER

The meeting was called to order by Melinda Coil, the MSLCTC Chair, at 11:11 AM.

B. PUBLIC COMMENTS

There were no public comments.

C. GENERAL ADMINISTRATION

C1. Approval of the Agenda Order

A motion was made to approve the agenda as presented.

MOTION: Raven Tyson

SECOND: Leslie Davis

NAME	AYES	ABSTAIN	NAYS	ABSENT
Debbie Adishian-Astone				X
Arnecia Bryant	X			
Melinda Coil	X			
Leslie Davis	X			
Kristin Kelly	X			
Dennis Miller				X
Raven Tyson	X			

MOTION CARRIED

C2. Approval of Meeting Minutes – November 17, 2014

Arnecia Bryant noted that the minutes should be amended as follows: Loker University Student Union ~~University~~. Staff will make this change.

A motion was made to approve the November 17, 2014, MSLCTC meeting minutes with the one revision as stated above.

MOTION: Kristin Kelly

SECOND: Leslie Davis

NAME	AYES	ABSTAIN	NAYS	ABSENT
Debbie Adishian-Astone				X
Arnecia Bryant	X			
Melinda Coil	X			
Leslie Davis	X			
Kristin Kelly	X			
Dennis Miller				X
Raven Tyson	X			

MOTION CARRIED

C3. FY 15/16 MSLCTC Expense Items within the CSURMA Budget

The Committee members reviewed the Loss Control costs, Workshops and Training costs, as well as the Risk Reduction Program costs within the FY 15/16 CSURMA Budget, which have been allocated to the different AORMA programs.

	FY 14/15	FY 15/16	
<i>Loss Control</i>			
Alliant Loss Control Services	102,000	87,000	#1
TargetSolutions	80,750	80,750	#1
Employers Group - HR Services	28,899	28,899	#1
SkillSoft / LawRoom	5,300	12,187	#2
<i>Workshops and Training</i>			
AOA Sponsorship	18,000	2,886	#2
Fitting the Pieces Conference	12,533	12,026	#2
Minors on Campus (Praesidium)	8,826	8,304	#2
Theater Safety (UC)	5,884	8,304	#2
<i>Risk Reduction Program - Safety</i>			
<i>Contingency</i>	40,000	40,000	#1
Total:	302,192	280,356	

#1 Costs are allocated to only the Liability and Workers' Compensation Programs

#2 Costs are allocation to all AORMA Programs - Liability, Workers' Compensation, Crime, Property and Unemployment Insurance

The final FY 15/16 CSURMA budget will be approved by the CSURMA Board of Directors on April 27th. Mimi Long agreed to check on the AOA Sponsorship expense for FY 15/16. Only \$2,886 has been allocated to AORMA.

C4. FY 15/16 Alliant Risk Control Consulting – Renewal Contract Proposal

Mimi Long noted that the current contract with Alliant Risk Control Consulting is due to expire on June 30, 2015. ARCC has proposed a one-year contract effective July 1, 2015 to June 30, 2016 with an annual fee of \$87,000. This will include approximately 60 annual safety days. The safety days may be used for any risk management or safety related topic.

The following section has been added to the contract in compliance with Policy and Procedure W-3.

ARCC will review the workers' compensation losses for those AORMA members with an experience modification factor of between 1.10 and 1.25 and provide recommendations as how to best reduce future losses. For those AORMA members with an experience modification in excess of 1.25, ARCC will meet with the AORMA member and assist in creating an experience modification reduction plan.

The sections within the contract regarding the Risk Reduction Matching Grant Program have been deleted as the grant program guidelines have been revised and no longer include ARCC’s mandatory project recommendation or oversight.

A motion was made to recommend approval to the AORMA Committee of the one-year ARCC contract effective July 1, 2015 to June 30, 2016.

MOTION: Raven Tyson

SECOND: Leslie Davis

NAME	AYES	ABSTAIN	NAYS	ABSENT
Debbie Adishian-Astone				X
Arnecia Bryant	X			
Melinda Coil	X			
Leslie Davis	X			
Kristin Kelly	X			
Dennis Miller				X
Raven Tyson	X			

MOTION CARRIED

C5. TargetSolutions Contract Extension and Discussion of Future Utilization of SkillSoft / LawRoom

Mimi Long noted that the current contract with TargetSolutions for on-line safety training is due to expire on June 30, 2015. TargetSolutions offered a one-year extension of the existing contract. Prior to the meeting David Krevella, from the Chancellor’s Office, updated the Committee on IT’s progress in uploading the auxiliary staff into the AORMA hub which is necessary in order for the auxiliary organizations to utilize the campus online training platform. Campus IT staff has begun the process, but the majority of campuses have not completed the upload. Because of this, it does not appear that the auxiliary’s use of SkillPort / LawRoom effective July 1, 2015, is a realistic goal. Therefore, Staff is recommending that the MSLCTC recommend renewal of the TargetSolutions contract for one additional year.

The TargetSolutions’ utilization report at February, 2015, indicates that AORMA members completed 7,930 TargetSolutions courses and 6,883 custom activities. Krevella noted that custom activities are available on the PeopleSoft platform. Raven Tyson volunteered to have ASI’s custom training reviewed by Chancellor’s Office IT to verify that it can be uploaded onto the PeopleSoft platform.

A motion was made to recommend approval of the one-year extension of the TargetSolutions contract to the AORMA Committee.

MOTION: Leslie Davis
SECOND: Raven Tyson

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnecia Bryant	X			
Debbie Adishian-Astone				X
Dennis Miller				X
Kristin Kelly	X			
Leslie Davis	X			
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C6. Risk Reduction Innovation Matching Grant Incentive Program

The Committee reviewed the grant application submitted by Spartan Shops, Inc., SJSU for non-slip shoes for their dining, catering and real estate divisions. As stated within Policy and Procedure A-6, the goal of the Risk Reduction Innovation Matching Grant Program is to encourage Members to enhance existing risk reduction efforts and to inspire ingenious safety ideas that all Member may eventually adopt. The Committee did not approve the grant because it did not appear to fit within the revised grant criteria.

The Committee asked staff to send out a bulletin that describes the types of grant projects that may be approved and the types of projects that have not been approved.

C7. Keeping Minors Safe While on Campus Manual

The Committee discussed the first two topics for the manual which will be completed and available for review at the June 29th meeting.

A motion was made to approve (1) Traveling with Minors, and (2) Overnight Trips with Minors as the first two projects.

MOTION: Leslie Davis
SECOND: Arnecia Bryant

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnecia Bryant	X			
Debbie Adishian-Astone				X
Dennis Miller				X
Kristin Kelly	X			
Leslie Davis	X			

NAME	AYES	ABSTAIN	NAYS	ABSENT
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

C8. Real Property Acquisitions Checklist

The Committee reviewed the Real Property Acquisitions checklist prepared by Alliant Risk Control Consulting. The checklist will be reviewed and approved by the AORMA Committee at its next meeting.

C9. CSURMA Vendor Survey

The Committee reviewed the CSURMA Vendor Survey. The entire report is available on the CSURMA website.

C10. Discussion and Recommendation for New MSLCTC Chair for FY 15/16

Mimi Long noted that annually, the AORMA Committee Chair will appoint a new Chair of the Member Services, Loss Control and Training Committee. The Chair of the MSLCTC must also be an AORMA Committee member. Every spring, the membership of the MSLCTC will recommend to the AORMA Committee Chair a nominee for the Chair position. The following MSLCTC members are also members of the AORMA Committee and therefore qualified to serve as the MSLCTC Chair:

Melinda Coil, San Diego State University Research Foundation
Leslie Davis, University Union Operation of CSUS, Inc.

A motion was made to recommend to the AORMA Committee chair that Melinda Coil be appointed as the MSLCTC Chair for the July 1, 2015 to June 30, 2016 term.

MOTION: Arnechia Bryant

SECOND: Kristin Kelly

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnechia Bryant	X			
Debbie Adishian-Astone				X
Dennis Miller				X
Kristin Kelly	X			
Leslie Davis	X			
Melinda Coil		X		
Raven Tyson	X			

MOTION CARRIED

D. INFORMATION ITEMS

The committee reviewed the information item.

- D1. AORMA Loss Data Reports**
- D2. Employers Group – Utilization Report**
- D3. Praesidium, Inc. – Utilization Report**
- D4. FY 14/15 Long Range Action Plan**
- D5. 2015 CSURMA AORMA Meeting Calendar**
- D6. AORMA Committee and Standing Committees - Roster**

E. ADJOURNMENT

A motion was made to adjourn at meeting at 12:24 pm.

MOTION: Arnechia Bryant
SECOND: Leslie Davis

NAME	AYES	ABSTAIN	NAYS	ABSENT
Arnechia Bryant	X			
Debbie Adishian-Astone				X
Dennis Miller				X
Kristin Kelly	X			
Leslie Davis	X			
Melinda Coil	X			
Raven Tyson	X			

MOTION CARRIED

**RISK REDUCTION INNOVATION MATCHING GRANT INCENTIVE
PROGRAM – GRANT CRITERIA BULLETIN**

ISSUE: The MSLCT Committee has asked Staff to send out a bulletin describing the types of grant projects that may be approved. Policy and Procedure A-6 – Risk Reduction Innovation Matching Grant Incentive Program has been revised to be more innovative in nature. The revised program description is below.

The Risk Reduction Innovation Matching Grant Program (Program) makes funds available to AORMA Members (Members). It funds original and inventive training programs, the purchase of cutting edge safety equipment, innovative modernization of the Member's premises or any other unique or creative safety related project that may lead to a documentable reduction in claims costs. The purpose of this type of *matching grant program* is to encourage Members to enhance existing risk reduction efforts and to inspire ingenious safety ideas that the other Members may employ.

Before the Grant Program was modified, grants were approved for back support belts and hydraulic table lifts. These would not now fit within the new criteria. The types of programs that may fit within the revised criteria are as follows:

1. Smart phone custom training modules
2. Smart phone custom checklists
3. Security camera to reduce slip, trip and falls

RECOMMENDATION: Before the bulletin is sent out to the Members describing the types of projects that may get approved, Staff would like the Committee to approve and provide suggestions.

FISCAL IMPACT: None at this point. \$40,000 is set aside in the FY 15/16 budget for grants.

BACKGROUND: The MSLCTC has reviewed grants for the following items. The back support belts and the hydraulic table lifts were approved. The remaining grant projects were not approved because they appear to be standard upgrades and/or maintenance.

1. Slip-resistant tape

2. Chair and table dollies
3. Hydraulic table lifts
4. Aquatics safety equipment
5. Aquatics safety training
6. Anti-fatigue mats
7. Back support belts
8. Custom rubber floor mat cleaning and drying station
9. Lighter weight chairs and tables for catering
10. Non-slip shoes
11. Cut resistant gloves
12. Extension cord covers
13. 3-speed cargo tricycle
14. Ropes course safety equipment and upgrades
15. New staff safety training
16. Gravity fed ice bin with trench drain
17. Crowd control barriers

PUBLICATION: A bulletin will be sent out with suggested grant projects that may be approved.

ATTACHMENT(S): None.

Agenda Item C4
CSURMA AORMA Member Services, Loss
Control & Training Committee
Meeting Date: June 29, 2015

KEEPING MINORS SAFE WHILE ON CAMPUS MANUAL

ISSUE: At its April 20, 2015, the Committee approved the first two sections of the Keeping Minors Safe manual. The Committee will be asked to discuss these two sections at today's meeting.

RECOMMENDATION: Staff recommends that the Committee discuss, and if appropriate, approve the first two sections of the Keeping Minors Safe manual.

FISCAL IMPACT: None at this time.

BACKGROUND: During the 2014 AORMA Officers Retreat, the idea of creating a Keeping Minors Safe While on Campus Manual was discussed. The AORMA Committee ultimately approved the creation of this manual as a part of their Long Range Action Plan for FY 2014/2015.

PUBLICATION: All approved manual sections will be uploaded onto the CSURMA website.

ATTACHMENT(S): *The attachments will be provided separately as a handout.*

REAL PROPERTY ACQUISITIONS CHECKLIST

ISSUE: Attached is the final version of the Real Property Acquisitions Checklist. The AORMA Committee reviewed the checklist at their last meeting and suggested that the CSU seismic requirements be added.

RECOMMENDATION: Prior to the checklist being uploaded onto the CSURMA website, Staff recommends that the Committee review the checklist for any additional modifications.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Real Property Acquisitions Checklist

Real Property Acquisition Loss Control Checklist

The following checklist will help identify items that have an important bearing on the safety of the building and to protect contents from damage. It is not intended as an all-inclusive list of protection against earthquakes, severe storms, flooding, or wildfires, but contains basic elements for loss resistance.

Disclaimer

This form is designed to be a guide to loss control and safety issues when acquiring real property. Not all elements of loss are included in this form. The information provided is not intended to include all potential risk or controls. Use of this form does not warrant that all loss and/or claims will be avoided if the program information is followed. By using information in this form, the authors, in no way intends to relieve the Client of its own duties and obligations, nor is Alliant Risk Control Services undertaking, on behalf of or for the benefit of Client or others, that the Client's property or operations are safe, healthful, or in compliance with any law, rule or regulation. Client's remain responsible for its own efforts to reduce risks and should consult their own legal counsel for appropriate guidance.

Real Property Acquisition Loss Control Checklist

General Property Information

Date: _____
Property Name: _____
Property Address: _____
Building Occupancies: _____
Year Built _____
Sq.Ft. _____
Number of Stories _____
Building Construction Type _____
Physical Condition _____

Please read the following questions and record answers using a "Y" for "Yes", "N" for "No" or "U" for "Unknown" or Comment in the section."

Property Characteristics	Yes	No	Unknown/Comment
Automatic Fire Sprinkler System			
Fire or Smoke Detection			
Burglary Protection			
Electrical Updates within last 15 years			
Roof replaced within 10 years			
<u>Areas of Occupancy</u>			
Architectural "as built" plans available			
Neighboring exposure within 50 feet			
Hazardous operations within 200 feet of property			
Subterranean Floor (including parking)			
Elevator			
Historic Issues			
Asbestos			
Lead (paint, pipes)			
Phase I assessment and other environmental reports available			
Neighboring buildings in good condition, well maintained			

Real Property Acquisition Loss Control Checklist

Property Characteristics	Yes	No	Unknown/Comment
Evidence of vandalism, tagging, break-in, etc.			
Any history of loss, (fire, water damage)			
Exterior lighting adequate, (parking, sidewalk, building access)			
Existing warranties, (roof, mechanical, elevator, etc.)			
Flood Zone verified			
History of nearby wildfire			
Wildland within 100 feet of building			
Is the nearest fire hydrant more than 500 feet away			
Fire truck access to the property and all sides of the building			
Is the building subject freezing weather			
HVAC and mechanical system reports available			
Piping replacement or updates within 15 years			
Copies of building service, maintenance and other contracts			

Real Property Acquisition Loss Control Checklist

ADA Characteristics

This portion of the assessment is designed to help evaluate if existing conditions of the building meet basic ADA guidelines. Ideally, the layout of the building should allow people with disabilities to obtain access, materials or services without assistance.

ADA Characteristics	Yes	No	NA/Unk/Comment
Reports showing compliance with ADA?			
Does the building have an accessible entrance?			
Is there an accessible entrance that provides direct access to the main floor, lobby and elevator?			
Slopes of accessible ramps not greater than 1:12			
Do public spaces have at least one accessible route?			
Are there ramps, lifts, or elevators to all public levels?			
Are accessible routes at least 36 inches wide?			
Accessible parking spaces available closest to accessible entrance?			
Do doors into public spaces have at least a 32-inch clear opening?			
If emergency systems are provided, do they have both flashing lights and audible signals?			
If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?			
<u>Handrails</u> as appropriate			

Real Property Acquisition Loss Control Checklist

Earthquake Risk Assessment

It is recommended that all acquisitions follow the CSU Seismic Policy Manual.

Newly leased or licensed space may be occupied only if it satisfies the seismic safety requirements of this Standard at the time the lease or license is executed, which can be established by one of the following:

1. A determination that a *Waiver Letter* can be issued, see Section 8.2.A, or
2. A *FEMA 154 Evaluation Report* that indicates the building is not expected to pose a seismic safety risk, see Section 8.2.B, or
3. A *Certificate of Applicable Code* indicates the building was designed to modern Code requirements and does not have characteristics known to be hazardous, see Section 8.2.C, or
4. An *Independent Review Report* that states that the building has an earthquake damageability Level of IV or better, as defined in the table *Earthquake Performance Levels for Existing Buildings*, see Attachment D of the CSU Seismic Policy Manual.

Acquire by Purchase or Title Transfer

Whenever a building is acquired by purchase or other title transfer (e.g. exchange, gift), the due diligence examination of the property shall include a signed and stamped independent review report from a structural engineer licensed in the State of California or the state in which the property is located that meets the requirements of Section 8.2.C, *Independent Review Report*, below. See also *Earthquake Performance Levels for Existing Buildings* in **Attachment D**.

Prior to acquisition of a building(s), CSU shall evaluate the building(s) and report on its seismic damageability. By Standard, a newly acquired building that has an evaluation of Level IV or better seismic performance may be occupied or continue to be occupied. A building with a Level V rating may be occupied or continue to be occupied only if the comprehensive and feasible budget and retrofit plan is in place at acquisition to retrofit it to achieve a Level IV within five years. A building with Level VI or poorer ratings must be seismically retrofitted to achieve a Level IV or better rating before it may be occupied. If the hazard classification depends on the seismic performance of adjacent structures, then mitigation can be achieved either by modification of the adjacent building hazard, or by protecting the subject building from the consequences of the adjacent building's seismic performance. Any retrofit work undertaken as part of a purchase to meet an assigned Level must be independently peer reviewed by CSU's structural engineer. The peer review shall be of the retrofit or modification design prior to construction and continue through completion of construction for conformance with the asserted Level. See also *Earthquake Performance Levels for Existing Buildings* given in Attachment D.

The requirements of this section may be waived if the building is unoccupied, will remain unoccupied after purchase, is to be demolished, will be sold without occupancy, or is a one or two-story, wood-framed single-family residence on a level site.

Real Property Acquisition Loss Control Checklist

The following building characteristics describe the types of building configuration or feature that can make a building *less* vulnerable to earthquake damage. This does not mean, however, that there is a low risk of earthquake damage.

Additional risk may be imposed on a building due to its irregular features, presence of brick veneer, and vulnerable foundation types. Characteristics that could make your building more vulnerable to earthquake damage may not be as important if your building was professionally designed. In that case, the building should have been designed in a way that accounts for the features listed below.

Building EQ Characteristics	Yes	No	Unknown/Comment
Seismic risk assessment (PML) reports and geotechnical soil reports			
Seismic Updates? If yes, list dates and type of updates.			
Does the building have a box-like shape?			
Is the roof free of openings, such as for access doors or skylights, or are the openings minimized to dimensions of less than 12 feet or less than 50 percent of the smallest roof dimension?			
Have light roofing materials been used, such as asphalt shingles and metal panels or tiles?			
Is the building free of large garage doors, first-story parking lots or other large ground-floor openings in multiple-story buildings?			
Does the building's exterior limit or exclude the use of brick or stone veneer?			

The foundation of a structure plays a crucial role in the structure's performance during an earthquake. There are several types of foundation systems. A slab-on-grade is a foundation system built directly on the ground, compared to crawlspace or pier foundations where the floor is elevated above the grade. The slab-on-grade system and a crawlspace that uses a continuous masonry or concrete wall are the most resistant to earthquake damage.

Which system best describes the building foundation system:	Yes	No	Unknown/Comment
Slab-on-grade with integral footing (the footing and slab are a single unit)			
Crawlspace or basement foundation wall system consisting of a continuous concrete or masonry wall system			
Crawlspace or basement foundation wall systems consisting of a wood stud cripple wall or an un-reinforced masonry wall.			
Pier or pile foundation system consisting of wood, concrete, or steel			

Note: A professional civil engineer should always be consulted when any structural improvements are being considered.

Real Property Acquisition Loss Control Checklist

Fire and Life Safety

Refer to the following checklist for additional actions that should be taken to protect employees, customers and visitors, as well as building, contents and inventory regardless of the building's configuration.

Fire and Life Safety Earthquake Considerations	Yes	No	Unknown/Comment
Do the windows, skylights and doors have either tempered glass or safety film applied on the interior side of the glass, to reduce the chances of the glass shattering?			
Are natural gas lines outfitted with flexible connections and an automatic shut off valve?			
Have flexible stainless steel supply lines been installed leading to toilet(s)?			
Were flexible couplings used on the sprinkler systems?			
Are sprinkler systems earthquake braced?			
Are major appliances, such as boilers, furnaces, and water heaters, braced to the wall and/or floor so the appliances will not overturn or shift in the event of an earthquake?			
Are the hangers (usually strips of sheet metal or stiff steel rods) used to support your mechanical and plumbing systems 12 inches or less in length?			
Are suspended ceilings braced to the structure to limit the amount of displacement during an earthquake?			

Real Property Acquisition Loss Control Checklist

ATTACHMENT D

Earthquake Performance Levels for Existing Buildings

(Table revision date: March 23, 2009)

Determination of expected seismic performance based on level of current CBC structural compliance:

Definitions based upon California Building Code (CBC) requirements for seismic evaluation of buildings using performance criteria in CBC Table 3417.5 ²	Rating Level ¹	
	No Peer Review ⁵	Peer Review ⁵
A building evaluated as meeting or exceeding the requirements of CBC Chapter 34 for Risk Category IV performance criteria with BSE-1 and BSE-2 hazard levels replacing BSE-R and BSE-C as given in Chapter 34.	I	I
A building evaluated as meeting or exceeding the requirements of CBC Chapter 34 for Risk Category IV performance criteria.	II	II
A building evaluated as meeting or exceeding the requirements of CBC Chapter 34 for Risk Category I-III performance criteria with BSE-1 and BSE-2 hazard levels replacing BSE-R and BSE-C respectively as given in Chapter 34; alternatively, a building meeting CBC requirements for a new building.	III	II ⁵
A building evaluated as meeting or exceeding the requirements of CBC Chapter 34 for Risk Category I-III performance criteria.	IV	III ⁵
A building evaluated as meeting or exceeding the requirements of CBC Chapter 34 for Risk Category I-III performance criteria only if the BSE-R and BSE-C values are reduced to 2/3 of those specified for the site.	V	IV ⁵
A building evaluated as not meeting the minimum requirements for Level V designation and not requiring a Level VII designation.	VI	VI
A building evaluated as posing an immediate life-safety hazard to its occupants under gravity loads. The building should be evacuated and posted as dangerous until remedial actions are taken to assure the building can support CBC prescribed dead and live loads.	VII	VII

Indications of Implied Risk to Life and Implied Seismic Damageability

Rating Level ^{1,5}	Historic Risk Ratings of ⁶		Implied Risk to Life ³	Implied Seismic Damageability ⁴
	DSA/SSC	UC		
I	I		Negligible	0% to 10%
II	II		Insignificant	0% to 15%
III	III	Good	Slight	5% to 20%
IV	IV	Fair	Small	10% to 30%
V	V	Poor	Serious	20% to 50%
VI	VI	Very Poor	Severe	40% to 100%
VII	VII		Dangerous	100%

Real Property Acquisition Loss Control Checklist

Notes: 1. Earthquake damageability levels are indicated by Roman numerals I through VII. Assignments are to be made following a professional assessment of the building's expected seismic performance as measured by the referenced technical standard and earthquake ground motions. Equivalent Arabic numerals, fractional values, or plus or minus values are not to be used. These assignments were prepared by a task force of state agency technical personnel, including California State University, University of California, Department of General Services, Division of the State Architect, and Administrative Office of the Courts. The ratings apply to structural and non-structural elements of the building as contained in Chapter 34, CBC requirements. These definitions replace those previously used by these agencies.

2. Chapter 34 of the California Building Code, current edition, regulates existing buildings. It uses and references the American Society of Civil Engineers Standard *Seismic Rehabilitation of Existing Buildings, ASCE-41*. All earthquake ground motion criteria are specific to the site of the evaluated building. The CBC definitions for earthquake ground motions to be assessed are paraphrased below for convenience:

- BSE-2, the 2,475-year return period earthquake ground motion, or the 84th percentile of the Maximum Considered Earthquake ground motion for the site.
- BSE-C the 975-year return period earthquake ground motion.
- BSE-1, two-thirds of the BSE-2, nominally, the 475-year return period earthquake ground motion.
- BSE-R the 225-year return period earthquake ground motion. Risk Category is defined in the CBC Table 1604.5. The Risk Category sets the level of required seismic building performance under the CBC. Risk Category IV includes acute care hospitals, fire, rescue and police stations and emergency vehicle garages, designated emergency shelters, emergency operations centers, structures containing highly toxic materials where the quantities exceed the maximum allowed quantities, among others. Occupancy categories I-III include all other building uses that include most state owned buildings.

3. *Implied Risk To Life* is a subjective measure of the threat of a life threatening injury or death that is expected to occur in an average building in each rank following the indicated technical requirements. The terms *negligible* through *dangerous* are not specifically defined, but are linguistic indications of the relative degree of hazard posed to an individual occupant.

4. *Implied Damageability* is the level of damage expected to the average building in each rank following the indicated technical requirements when a BSE-1 level earthquake occurs. Damage is measured as the ratio of the cost to repair the structure divided by the current cost to reconstruct the structure from scratch. Such assessments are to be completed to the requirements of ASTM E-2026, where the damage ratio is the *Scenario Expected Loss (SEL)* in the BSE-1 earthquake ground motion evaluated at Level 1 or higher in order to be considered appropriate.

5. The engineer assessing the Earthquake Performance Level using the noted requirements may conclude that the expected seismic performance is consistent with a rating one-level higher or lower than the one assigned by the Table. An alternative rating may only be assigned if an independent technical peer reviewer concurs in the evaluation. The peer review must be completed consistent with the requirements of CBC Chapter 34. The ratings levels shown in the second column under Peer Review may be assigned when so documented. Note that peer review is unlikely to improve buildings rated as VI or VII because they have fundamental seismic system flaws. The ratings for I and II are unchanged because the performance increment between levels is so large and it is highly unlikely that a revision could be justified

6. Historically the University of California has used the terms *good*, *fair*, *poor* and *very poor* to distinguish the relative seismic performance of buildings. The concordance of values is approximate; the former rating procedures did not specify specific performance levels as is done herein, but were sentence fragments for qualitative performance. For reference the historically used Division of the State Architect and Seismic Safety Commission levels correspond approximately to the new numerical values.

REVIEW OF THE EMPLOYERS GROUP UTILIZATION REPORT

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

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

FISCAL IMPACT: Currently, the annual rate per Auxiliary Organization is \$507. This expense is included within the CSURMA AORMA budget and therefore, has already been collected from each auxiliary member.

BACKGROUND: The term of the current contract is July 1, 2014 to June 30, 2017. The Employers Group has been providing HR consulting services to AORMA members since March 1, 2011.

PUBLICATION: None

ATTACHMENT(S):

- a. Employers Group Utilization Report

**AORMA - HR Consulting
Employers Group
Utilization Report - As of 6/17/2015**

Type of Activity	Activity - As of 7/15/2011	Total Activity - As of 1/23/2013	Total Activity - As of 5/20/2013	Total Activity - As of 8/14/2013	Total Activity - As of 11/1/2013	Total Activity - As of 1/24/2014	Total Activity - As of 3/28/2014	Total Activity - As of 7/15/2014	Total Activity - As of 4/9/2015	Total Activity - As of 6/17/2015	Notes
Helpline Calls	54	388	438	455	479	501	520	532	601	621	6/17/2015 - 44 Auxiliaries have called.
Resource Library	22	130	151	166	185	201	211	229	252	260	
Comp/Benefits Survey Participation	2	4	6	6	6	7	7	7	7	8	
Roundtable/Webinar Attendance	8	29	44	59	67	68	77	92	129	145	Includes roundtables, fee-based and free webinars
Public Workshop Trainings*	4	8	9	10	11	15	15	16	21	22	
Registration - Workplace/Employment Law Update		21	21	21	33	38	38	38	50	50	
Inquiry/Proposed – On-Site Training*	5	14	18	19	30	31	33	35	40	41	
Contracted - On-Site Training	0	11	14	14	23	26	27	28	32	33	Includes on-going coaching program
Inquiry/Proposed - On-Line training		4	5	6	7	7	7	7	7	7	
Contracted - On-Line Training		3	3	4	4	4	4	4	4	4	
Inquiry/Proposed Affirmative Action Planning	2	10	11	12	13	14	15	16	19	20	(Includes one OFCCP audit)
Contracted - Affirmative Action Planning	0	6	7	7	8	9	9	10	13	13	
Contracted - Affirmative Action Plan Audit Support	0	1	1	1	1	1	1	1	1	1	
Inquiry/Proposed – Employee Handbook*	3	3	3	3	4	4	5	5	6	6	3 Contracted
Inquiry/Proposed – E.O.S.*	1	1	1	1	1	1	1	1	3	7	6.17 - Interest in new free EOS.
Contracted - EOS	0	1	1	1	1	1	1	1	1	1	
Inquiry/Proposed – Consulting*	2	8	8	9	10	10	11	15	17	17	
Contracted - Consulting	0	1	1	1	1	4	5	9	11	11	10 comp evals, 1 job description assignment
Inquiry/Proposal - Unemployment Insurance Management	1	3	3	3	3	3	3	3	3	3	
Contracted - Unemployment Insurance Management	0	1	1	1	1	1	1	1	1	1	Not including CSURMA Pooled Program
Inquiry/Proposal - Comp.Benefits Planning	0	7	9	10	11	11	12	12	13	13	
Contracted - Research, Comp/Benefits Planning	0	3	4	5	6	6	7	7	7	8	
Other (Books, CD ROMs, Posters, etc.)	0	2	3	3	3	4	4	4	5	5	

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

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

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

FISCAL IMPACT: The annual fee for the Alliant Loss Control Services contract is \$87,000, which provides the Auxiliary Organizations with 60 safety days annually. The cost of each safety day is \$1,450. This expense item is currently included within the FY 14/15 CSURMA AORMA budget and has been added to the FY 15/16 budget.

BACKGROUND: The current term of this contract is July 1, 2014 to June 30, 2015. The AORMA Committee did approve a new one-year contract for the term July 1, 2015 to June 30, 2016.

PUBLICATION: None

ATTACHMENT(S):

- a. Alliant Loss Control Services – Utilization Report.

FY 14/15 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 14/15 AORMA Long Range Action Plan

CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
AORMA COMMITTEE				
A-1	WORKERS' COMPENSATION POLICIES AND PROCEDURES			
	Staff (Alliant)	Review all workers' compensation policies and procedures and recommend revisions as necessary.	January, 2014	Completed
	PC	Review all workers' compensation policies and procedures and recommend approval to the AORMA Committee, with revisions as appropriate. All workers' compensation policies and procedures have been reviewed.	February 2, 2014	Completed
	AORMA Committee	Review and approve revisions to the workers' compensation policies and procedures.	March 20, 2014	Completed
A-2	CLOSED SESSION POLICY AND PROCEDURE			
	AORMA Committee	Review and approve the new policy and procedure	October 23, 2014	Completed
A-3	MEMBER ALLOCATION FORMULA – RATING PLAN REVIEW POLICY AND PROCEDURE			
	AORMA Committee	Review and approve the new policy and procedure	October 23, 2014	Completed

CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

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

CSURMA AORMA FY 14/15 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE				
M-1	RISK REDUCTION INNOVATIVE MATCHING GRANT PROGRAM			
	MSLCT Committee	Review revisions to grant criteria within policy and procedure A-6; recommend approval to the AORMA Committee	November, 2014	Completed
	AORMA Committee	Review and approve revisions to grant criteria within policy and procedure A-6	December, 2014	Completed
M-2	AORMA INSURANCE HANDBOOK – IS THIS COVERED?			
	Staff	Complete the AORMA – Is This Covered Handbook	January, 2015	Completed
	MSLCT Committee	Review handbook and recommend revisions as appropriate	January, 2015	N/A
	Staff	Present the handbook during the AOA Session – AORMA What’s Covered and What’s Not	February 9, 2015	Completed
	Staff	AORMA Coverage Brochures	Continuous	In Progress
M-3	REAL PROPERTY ACQUISITIONS - CHECKLIST			
	Staff	Complete the AORMA Real Property Acquisitions - Checklist	January, 2015	Completed
	MSLCT Committee	Review checklist and recommend revisions as appropriate	February, 2015	Completed
	AORMA Committee	Review final checklist	March, 2015	
M-4	KEEPING MINORS SAFE WHILE ON CAMPUS - HANDBOOK			
	Staff	Complete the Keeping Minors Safe While on Campus Handbook. The scope of this project was changed by the MSLCTC.	January, 2015	Completed
	MSLCT Committee	Review handbook and recommend revisions as appropriate. The project timeline was changed by the MSLCTC. Each year two or three minor projects will be suggested by the MSLCTC for completion and addition to the handbook. The MSLCTC chose Traveling with Minors and Overnight Wilderness Activities with Minors	February, 2015	Completed
	AORMA Committee	Review final handbook. Review completed sections of the handbook.	June, 2015	

CSURMA AORMA 2015 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 – 2015 Meeting Calendar

2015 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2015	FEBRUARY, 2015	MARCH, 2015
12 AIME: Northridge: 10:30 a.m.	8 EC: Pasadena: 3:00 p.m. 8 MSLCTC: Pasadena: 4:30 p.m. 8-11 AOA Conference: Pasadena 26 PC: Teleconference: 1:00 p.m.	19 AORMA: Newport Beach: 10:00 a.m. 19 EC: Newport Beach: 2:30 p.m. 20 EC LRP: Newport Beach: 8:00 a.m.
APRIL, 2015	MAY, 2015	JUNE, 2015
20 MSLCTC: Teleconference: 10:00 a.m. 23 BOD Orientation: Teleconference: 2:00 p.m. 27 BOD: San Diego: 4:00 p.m. 28-29 Fitting the Pieces Conference: San Diego	7 AORMA: Long Beach; 10:00 a.m 8 EC: Long Beach: 8:00 a.m 14 BOD Orientation: Teleconference: 10:30 a.m 18 AIME: TBD — 10:30 a.m. 27 AIME: Sacramento; 10:00 a.m.	25 PC: Teleconference: 1:00 p.m. 29 MSLCTC: Teleconference: 10:00 a.m.

AORMA = Auxiliary Organizations Risk Management Alliance Committee	PC = AORMA Programs Committee	EC = CSURMA Executive Committee
AIME = Athletic Injury Medical Expense Committee	AORMA LRP = AORMA Long Range Planning Meeting	EC LRP = EC Long Range Planning Meeting
MSLCTC = AORMA Member Services, Loss Control & Training Committee	AOA = CSU Auxiliary Organizations Association	BOD = CSURMA Board of Directors

2015 CSURMA • AORMA MEETING CALENDAR

JULY, 2015	AUGUST, 2015	SEPTEMBER, 2015
7-8 AORMA Officers Retreat, San Francisco		9 AORMA New Member Orientation: 9:00am 9 AORMA LRP: Sacramento : 10:00 a.m. 10 AORMA: Sacramento : 9:00 a.m. 10 EC Orientation: Sacramento : 4:00 pm 11 EC: Sacramento : 8:30 a.m.
OCTOBER, 2015	NOVEMBER, 2015	DECEMBER, 2015
1 PC: Teleconference: 1:00 p.m. 5 MSLCTC: Teleconference: 10:00 a.m. 22 AORMA: Long Beach: 10:00 a.m. 22 BOD Orientation: Teleconference: 2:00 p.m. 23 EC: Long Beach: 9:00 a.m. 23 BOD: Long Beach: 10:30 a.m.	TBD AIME: TBD; 10:30 a.m.	3 AORMA: Long Beach: 10:00 a.m. 4 EC: Long Beach: 8:30 a.m. 10 PC: Teleconference: 1:00 p.m.

AORMA = Auxiliary Organizations Risk Management Alliance Committee	PC = AORMA Programs Committee	EC = CSURMA Executive Committee
AIME = Athletic Injury Medical Expense Committee	AORMA LRP = AORMA Long Range Planning Meeting	EC LRP = EC Long Range Planning Meeting
MSLCTC = AORMA Member Services, Loss Control & Training Committee	AOA = CSU Auxiliary Organizations Association	BOD = CSURMA Board of Directors

CSURMA AORMA COMMITTEE CONTACT LIST

ISSUE: Attached for the Committee's review is the AORMA Committee and Standing Committee Membership Roster Contact List.

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

FISCAL IMPACT: None.

BACKGROUND: Contact lists are provided at every meeting.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Committee Roster - Effective at July 1, 2015

AORMA Committee
Ten voting members - two alternates - twelve members total
Effective at July 1, 2015

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	Vice Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
AORMA	Past Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	rdewit@csulb.edu	562-985-5549
AORMA	Ex Officio	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., Cal Poly San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
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	Cheree Aguilar	Senior Director, Human Resources	San Jose	San Jose State University Research Foundation	cheree.aguilar@sjsu.edu	408-924-1505
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	Jim Reinhart	Executive Director	Sacramento	University Enterprises, Inc. (UEI)	Jim.Reinhart@csus.edu	916-278-7001
AORMA	At Large	Keith Kompsi	Director, Foundation Financial Services	Fresno	Fresno Association, Inc., CSU Fresno	kkompsi@csufresno.edu	559-278-0838
AORMA	At Large	Leslie Davis	Executive Director	Sacramento	University Union Operation of CSUS, Inc.	leslied@saclink.csus.edu	916-278-2904
AORMA	At Large	Melinda Coil	Chief Financial Officer	San Diego	San Diego State University Research Foundation	mcoil@foundation.sdsu.edu	619-594-1076

Member Services, Loss Control & Training Committee

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

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

Programs Committee

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
PC	Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
PC	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Jun Reina	Chief Operations Officer/ Chief Financial Officer	Sacramento	Capital Public Radio, Inc., CSU Sacramento	jreina@csus.edu	916-278-8925
PC	At Large	Jason Porth	Executive Director	San Francisco	The University Corporation, San Francisco State	jporth@sfsu.edu	415-338-6880

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