

- | | | | |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|
| 5. | 2015 AOA Conference Risk Management Sessions
<i>The Committee will review the risk management AOA conference sessions</i> | I | <i>p. 24</i> |
| 6. | AOA and AORMA Relationship
<i>The Committee will discuss the relationship between AORMA and AOA</i> | I | <i>p. 30</i> |
| 7. | CSU Auxiliary Organization – Revised Campus Visit Presentation
<i>The Committee will review the revised campus visit presentation</i> | I | <i>p. 36</i> |
| 8. | Prevention of Sexual Misconduct and Abuse of Minors
<i>The Committee will receive an update on the progress of the services for prevention of sexual misconduct and abuse of minors through the contract with Praesidium</i> | I | <i>p. 37</i> |
| 9. | Alliant Risk Control Consulting – Scope of Services
<i>The Committee will be asked to discuss the current ARCC services provided and interest in expansion of scope of services</i> | I | <i>p. 41</i> |
| 10. | Review of FY 15/16 AORMA Liability and Workers’ Compensation Program Actuarial Reports
<i>The Committee will hear a report from the CSURMA Actuary</i> | I | <i>p. 51</i> |
| 11. | Estimated Pool Layer Funding Exhibit
<i>The Committee will review the estimated fund balance at June 30, 2014 for both the liability and workers’ compensation programs</i> | I | <i>p. 53</i> |
| 12. | Target Surplus Funding and Dividend Calculation
<i>The Committee will review the Target Surplus Funding and Dividend Calculations based on June 30, 2014 financials</i> | I | <i>p. 62</i> |
| 13. | Employment Practices Liability Member Deductibles for FY 15/16
<i>The Committee will review the mandatory minimum EPL deductibles for FY 15/16 per Policy & Procedure L-7</i> | I | <i>p. 71</i> |
| 14. | AORMA Historical Premium Payments, Dividends and Loss Ratios report
<i>The Committee will review the AORMA Historical Premium Payments, Dividends and Loss Ratios</i> | I | <i>p. 84</i> |
| 15. | Evaluation of Primary Reinsurance Program for Workers’ Compensation
<i>The Committee will discuss the option of joining CSAC-EIA rather than maintaining the \$500,000 AORMA pooled layer</i> | I | <i>p. 88</i> |

- 16. **Review of the Draft Liability Program Member Allocation Formula for FY 15/16** I p. 90
The Committee will discuss the revised Liability Program Member Allocation Formula for FY 15/16
- 17. **On-Line Safety Training through SkillSoft** I p. 93
The Committee will her an update regarding AORMA's on-line training options for the future
- 18. **Discussion of AORMA's Continuity Plan** I p. 94
The Committee will discuss the plan for filling all of the Committee seats for the FY 15/16 term
- 19. **CSURMA Website** I p. 97
The Committee will review the enhancements to the CSURMA website
- 20. **Development of the Long Range Action Plan Items for FY 14/15** I p. 99
The Committee will discuss the items to be included on AORMA's long range plan for FY 14/15

D. ADJOURNMENT

The next meeting is scheduled for September 11, 2014 at 9:00 a.m. in Newport Beach

INTRODUCTION OF NEW COMMITTEE MEMBER

ISSUE: Mark Day, Executive Director, Santos Manuel Student Union, was elected as the new AORMA Committee member for the two-year term beginning on July 1, 2014.

RECOMMENDATION: The Committee is being asked to welcome the new AORMA members.

FISCAL IMPACT: Travel Expenses for AORMA committee members are included in the CSURMA AORMA annual budget.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Committee membership roster effective July 1, 2014

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

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

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

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

Programs Committee

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

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

CSURMA JPA ADMINISTRATION
ALLIANT SERVICE TEAM ASSIGNMENTS AND ADDITIONS

ISSUE: Following the July 1 renewal season, the CSURMA Service Team at Alliant reviews our results and evaluates changes that will continue to improve our service. Based on this we have implemented the following additions and changes:

- AORMA Team Addition – Melissa Diaz. With the support of the AORMA Officers Committee, we have added Melissa Diaz to the service team. Melissa will work with Mimi on assigned AORMA projects and focus on member communications and outreach. She will spend a significant amount of her time conducting in-person campus visits along with Daniel Howell and Mimi Long as appropriate.
- Consolidation of CSURMA Administrative Services – We are combining the administrative services so that all the meeting planning, agenda coordination, and operational compliance, can be led via a single team. Mimi Long will lead this team, supported by Tevea Him.
- CSURMA Technology Services – Melissa Diaz has been assigned the responsibility for the CSURMA website improvement project the results of which will be demonstrated at today’s meeting. Myron Leavell will continue to support the board tablet administration and will support Melissa in the administration of the CSURMA website, as required.

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.





PUBLICATION: The updated CSURMA Administration Team Organization Chart has been posted to the CSURMA web site.

ATTACHMENT(S):

- a. CSURMA Administration Team Organization Chart.

CSURMA CORE SERVICE TEAM – ORGANIZATIONAL CHART – AS OF JULY 01, 2014



	CSURMA Core Service Team
	Claims Consulting
	Workers' Comp / Risk Analysis
	Special projects / Peer review

REVIEW OF FY 13/14 AORMA LONG RANGE ACTION PLAN

ISSUE: The AORMA Committee will be asked to review the items on the FY 13/14 Long Range Action Plan and move any open items to the FY 14/15 Long Range Action Plan.

RECOMMENDATION: It is recommended that the committee members review the FY 13/14 Long Range Action Plan, taking action as appropriate.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. FY 13/14 AORMA Long Range Action Plan

CSURMA AORMA FY 13/14 - 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
	PC	The PC did not approve the recommended revisions to policy and procedure WC-1 at its July 2, 2014 meeting. The approval item has been tabled until the December 11, 2014 meeting.	December 11, 2014	
	AORMA Committee	Approval of the revisions to policy and procedure WC-1.	March, 2015	

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
PROGRAMS COMMITTEE				
P-1	WORKERS' COMPENSATION PROGRAM RATES			
	PC	Discuss actuary's comments regarding AORMA six workers' compensation class codes. Review WCIRB rates as a replacement for the AORMA combined rates.	December 12, 2013	Completed
	Staff (Alliant)	Code all losses on the workers' compensation loss run @12/31/13 using the new WCIRB class code and AORMA class code.	June, 2014	Completed
P-2	PROPERTY AND CRIME PROGRAMS – MEMBER ALLOCATION FORMULAS (for FY 14/15 term)			
	PC	Discuss current rating and allocation methodology	January 3, 2013	Completed
	PC	Review alternative rating and allocation methodologies (first review)	April 18, 2013	Completed
	PC	Review alternative rating and allocation methodologies (second review)	June 6, 2013	Completed
	PC	Review alternative rating and allocation methodologies (third review)	June 27, 2013	Completed
	AORMA Officers	Review alternative rating and allocation methodologies and make recommendations to the PC	July 10, 2013	Completed
	PC	Review and approve final revised rating and allocation methodology	August 8, 2013	Completed
	AORMA Committee	Review and approve final revised rating and allocation methodology	September 11, 2013	Completed
	PC	Review and recommend approval of Policy and Procedures P-1 and C-1	October 3, 2013	Completed
	AORMA Committee	Review and approve Policy and Procedures P-1 and C-1	November 6, 2013	Completed and Approved
	PC	Review revisions to the FY 14/15 MOC for the Property and Crime Programs	February 6, 2014	Completed
	Staff (Alliant)	Notify AO's of their new premium allocation	January 31, 2014	Completed
	AORMA Committee	Approval of revisions to the FY 14/15 MOC for the Property and Crime Programs	March 20, 2014	Completed

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
PROGRAMS COMMITTEE				
P-3	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	Review modifications to the liability program member allocation formula.	September 10, 2014	
	PC	Approval of FY 15/16 liability program member allocation formula	October, 2014	
	AORMA Committee	Approval of FY 15/16 liability program member allocation formula	December, 2014	

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE				
M-1 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	Completed
	MSLCTC	Review grant applications received; approve participants	August, 2013	Completed
	MSLCTC	Review Policy and Procedure A-6 and update the grant criteria and qualifications as appropriate	November 18, 2013	Completed
	Staff	Review loss runs and recommend three to five risk reduction grant project for FY 14/15	January, 2014	Completed
	MSLCTC	Review grant project ideas for FY 14/15. Approve grant for FY 14/15	February 3, 2014	Project Revised
	AORMA Committee	Approval of revisions to Policy and Procedure A-6, if required	March 20, 2014	Completed
M-2 AORMA SMART PHONE APPLICATION				
	MSLCTC	Review of AORMA Smartphone App	November 18, 2013	Completed
	AORMA Chair	Announcement of AORMA Smartphone App at AoA Conference	January, 2014	Project Terminated
M-3 SHOES FOR CREWS				
	MSLCTC	Discuss Shoes for Crews AORMA program	November 18, 2013	Completed
	Staff	Announce the formation of the Shoes for Crews program and distribute information to the AORMA members	February 3, 2014	Completed

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
MEMBER SERVICES, LOSS CONTROL AND TRAINING COMMITTEE				
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
	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
	AOA HR Committee	David Kervella from the CSU Office of the Chancellor will provide a demonstration of the new Campus on-line training platform provided by SkillSoft and LawRoom.	July 26, 2013	Completed
	CSU Systemwide Professional Development Staff	Design an access hub for AORMA members to preview platform.	September, 2013	Completed
	AORMA Members	Preview on-line training platform and provide recommendation to the MSLCTC for future utilization.	January, 2014 – November, 2014	Still in process
	MSLCTC	Approval of the final survey tool for the SkillSoft previewers to complete.	September 29, 2014	
	MSLCTC	Provide recommendation to the AORMA Committee regarding renewal of the current TargetSolutions contract or utilization of SkillSoft / LawRoom effective July 1, 2015.	December 4, 2014	
	AORMA Officers	General announcement at the 2015 AOA Conference if the on-line training provider is going to change effective July 1, 2015	February, 2015	

CSURMA AORMA FY 13/14 - LONG RANGE ACTION PLAN

#	RESPONSIBLE ENTITY	ACTION/RESPONSIBILITY	DEADLINE	STATUS
M-5 PRAESIDIUM CONTRACT – MANAGING THE RISK OF MINORS ON CAMPUS				
	MSLCTC	Review and evaluate services offered through Praesidium and provide a recommendation to the AORMA Committee for approval	November 18, 2013	Completed
	AORMA Committee	Approve services provided by Praesidium. This contract is now being reviewed by the CSURMA EC.	December 5, 2013	Forwarded to CSURMA EC for approval
	AORMA Committee	Discuss decision made by the CSURMA EC at its meeting on January 12, 2014.	March 20, 2014	Completed
	CSURMA EC	Approval of the Praesidium contract.	May 9, 2014	Completed
	CSU Systemwide RM	Approval of Praesidium’s Resources and Standards	August, 2014	Completed
	Staff	General announcement to all Campus and Auxiliary staff	September, 2014	
M-6 PROCEDURES AND PRACTICES AUDIT OF AUXILIARY’S HUMAN RESOURCES AND PAYROLL FUNCTIONS				
	MSLCTC	Discuss the idea of contracting with an outside vendor who could audit an auxiliary’s human resources and payroll procedures and practices	November 18, 2013	Completed
	AOA HR Committee	Discuss the idea of contracting with an outside vendor who could audit an auxiliary’s human resources and payroll procedures and practices	January, 2014	Project Terminated

AORMA OFFICERS' RETREAT RECAP

ISSUE: The AORMA Committee Chair will provide a brief overview of the items discussed during the AORMA Officers' Retreat.

RECOMMENDATION: This item is for information only; no action is being requested as this time.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Agenda Table of Contents from the AORMA Officers' Retreat
- b. Draft minutes from the AORMA Officers' Retreat



CSURMA AORMA COMMITTEE MEETING AGENDA
“This is an Open Public Meeting”

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

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

Tuesday, July 15, 2014
 11:00 a.m. – 5:00 p.m.

Wednesday, July 16, 2014
 8:00 a.m. – 12:00 p.m.

Sonoma Valley Inn and Conference Center
 Mission B Conference Room
 550 Second Street West
 Sonoma, CA 94576

A.	TOPICS FOR DISCUSSION	Page:
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	b. CSURMA Executive Committee – FY 14/15	10
2.	Alliant Loss Control Services	<i>Verbal</i>
	a. Creation of Loss Control Handbook for Camps	
	b. ADA compliance for auxiliary owned rental properties	
3.	EPL defense proposal by Richard Bromley	<i>Hand-out</i>
4.	CSURMA AORMA – Effectiveness of communication to the membership	13
5.	Explanation of current and proposed liability allocation formula	14
6.	Requirement that members shall be recused from closed session deliberations relative to coverage questions and settlement of matters affecting that member’s entity	<i>Verbal</i>
	a. Policy and Procedure L-2 – Liability Claims Administration and Litigation Management	16
7.	Discussion of prospective AORMA committee and standing committee members	<i>Verbal</i>
8.	AOA Conference – Session Topics	25

- 9. Annual Member Report for Campus Visits *Verbal*
 - a. Campus Visit Presentation 26
- 10. Ideas for Creation or Modification of AORMA Programs and/or Services *Verbal*

B. APPENDICES

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 - g. Policy & Procedure L-2 – Liability Claims Administration and Litigation Management 105
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 - i. Policy & Procedure L-4 – Employee Driving Standards 119
 - j. Policy & Procedure L-5 – Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations 124
 - k. Policy & Procedure L-6 – Requirement to Purchase PAI for all Activities Involving Minors 126
 - l. Policy & Procedure L-7 – Employment Practices Deductible 127
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 - h. W-2 - Contribution Payments 148
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 - k. W-5 - Workers' Compensation Coverage Claims Settlement Authority 164
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4.	Crime Program	
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	b. Total funding report for FY 14/15	177
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	d. C- 1 – Crime Program Member Allocation Formula	180
5.	Unemployment Insurance Program	
	a. UI -1 - Formula for Determining Unemployment Insurance Program Annual Contributions	185
6.	Target Surplus Funding Policy / Dividends	
	a. Policy & Procedure A-3 – Target Surplus Funding Policy	187
	b. Target surplus funding report	191
	c. History of dividends declared	193
	d. Policy & Procedure A-4 – Dividends and Assessments	195
7.	AORMA Committee and Standing Committees: Structure and Succession Planning	
	a. AORMA Committee and Standing Committee Roster and Org Chart @ July 1, 2014	198
	b. Policy & Procedure A-1 – AORMA Committee Composition, Elections and Term Limits	201
	c. Policy & Procedure A-2 – AORMA Committee and Standing Committee Roles and Responsibilities	204
8.	AORMA Policies and Procedures	
	a. Schedule for review of AORMA’s policies and procedures	210
9.	CSURMA Financial Statement @ March 31, 2014	211
10.	CSURMA Financial Audit @ June 30, 2013	222
11.	CSURMA AORMA Policies and Procedures	
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	b. Policy & Procedure A-6 – Risk Reduction Matching Grant Program	261
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**MINUTES OF THE CSURMA AORMA
OFFICERS RETREAT**

JULY 15 – 16, 2014

**SONOMA VALLEY INN AND CONFERENCE CENTER
Mission B Conference Room
550 Second Street West
Sonoma, CA 94576**

MEMBERS PRESENT

Dwayne Brummett, Associated Students, Cal Poly San Luis Obispo
Robert De Wit, Forty-Niner Shops, Inc., CSU Long Beach
Kurt Borsting, Associated Students, Inc., CSU Fullerton
Frank Mumford, CSU Fullerton Auxiliary Services Corporation

STAFF, GUESTS AND CONSULTANTS

Zachary Gifford, CSU Office of the Chancellor
Daniel Howell, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.
Brent Escoubas, Alliant Insurance Services, Inc.

The AORMA Officers meet on July 15 and 16, 2014, to discuss the long term goals of AORMA. The following action items have been recommended:

Call to Order

Dwayne Brummett called the meeting to order at 11:09 am on July 15, 2014.

Topics for Discussion

Items to include on the FY 14/15 AORMA Long Range Action Plan:

1. Creation of a new handbook that describes when a member may need to purchase additional insurance, how much insurance is enough, and which risks are outside the AORMA programs.
2. Creation of a real property acquisitions checklist; it may include ADA requirements.
3. Creation of a Minors on Campus handbook in conjunction with Praesidium.

4. Evaluate the need for a workplace grievances hotline; assess how it differs from what the auxiliary organization and campus may already have available.
5. Survey members for bond financed P3 housing. Review loss of rents product for lack of occupancy due to economic conditions.
6. Creation of a program to offer earthquake coverage to condo owner's at member property developments where the HOA does not purchase earthquake coverage.
7. Update member communication plan to include;
 - a. Quarterly AORMA update letters from the Chair – distribute to all members using the AOA distribution list
 - b. Distribution of all AOA EC – AORMA updates to all AOA members
 - c. “Teasers” on all AORMA bulletins which encourage the members w/ a link to the CSURMA website rather than including the content in the email or an attachment
 - d. Addition of an additional campus visit resource (Melissa Diaz) and offering to present to the Auxiliary's board of directors
 - e. Update and improve the member presentation
 - f. Use of AOA distribution list for all AORMA communications in order to reach a wider audience (members can self-select the types of communication to receive)
 - g. Add a CSURMA link in the AOA website and add an AOA link in the CSURMA website
8. AOA Annual Conference – Risk Management Sessions;
 - a. Keep Your Eyes Open for This ... a virtual safety tour.
 - b. What's Covered and What's Not.
 - c. Insurance Requirement in Contracts
 - d. Minors on Campus
 - e. Club Sports Resource Guide
 - f. What all Managers need to Know about Human Resources (ask Liliana to present)
 - g. AORMA breakfast presentation – AORMA Pub Trivia (no more than 10 questions)
9. Explore using the AOA distribution list rather than maintaining an AORMA rolodex.
10. Create a closed session policy and procedure applicable to all lines of coverage.
11. Create a policy and procedure requiring a rate plan review every three years.
12. Create an arena / stadium survey.
13. Create an I-9 reporting AORMA bulletin; work with Michele Goetz from SDSURF.

14. Create an AORMA bulletin describing the changes to the FY 14/15 liability program memorandum of coverage

Other discussion items:

1. The Committee discussed planning for bringing in new committee participants at all levels of AORMA so that AORMA remains responsive to the members and has developed future leaders. Staff was directed to track likely committee openings and potential candidates.
2. Brent Escoubas is working with Chico Research Foundation on an operational loss control review. When the project is completed he will evaluate the parts that can be of interest to other members and issue an AORMA bulletin
3. Include a cover letter from the AORMA Chair when sending out the AORMA renewal applications
4. Utilize WebEx when conducting a closed session teleconference to verify who is on the call
5. Review of Nixon Peabody's employment litigation services to AORMA in follow up to recent proposal.
6. For FY 15/16, Genesis may insist on a larger pooled layer. Self-funding at \$350,000, and \$400,000 and \$500,000 will be requested from the actuary.
7. Discuss joining CSAC-EIA for AORMA's primary workers' compensation layer in conjunction with Campus Risk Pool.

2015 AOA CONFERENCE RISK MANAGEMENT SESSIONS

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

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

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

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

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

FISCAL IMPACT: To be determined; Staff does not anticipate any fees associated with these presentations; however, Dennis Walsh, the Who Wants to be an Employment Practices Millionaire presenter, has not confirmed that he will provide the presentation free of charge.

BACKGROUND: During the 2014 AORMA Officers' Retreat, the following conference sessions were also proposed.

1. Club Sports Resource Guide
2. What all Managers need to Know about Human Resources

PUBLICATION: The session descriptions will be published in the 2015 AOA Annual Conference Program.

ATTACHMENT(S):

- a. 2015 AOA Annual Conference – Session Description

Block #1
Monday, 10:45 to 12:00

The Fascinating World of Insurance, Indemnification and Contracts

Description: Is your organization maximizing the benefit of free insurance? This session will show you how to protect your organization in written agreements. We will review principles of indemnification and how to draft insurance requirements in contracts.

Presenters:

1. **Zachary Gifford** - Associate Director, Systemwide Risk Management and Public Safety for the California State University – Office of the Chancellor.

Zachary's core responsibility is overseeing the property and casualty, workers' compensation and environmental health and safety programs. Zachary has been with the CSU since April 2008 and has over 22 years of claims handling and risk management experience.

2. **Daniel Howell** - Senior Executive Vice President and Managing Director, Alliant Insurance Services, Inc.

Daniel Howell is the Senior Executive Vice President and Managing Director for the Public Entity Group of Alliant Insurance Services. For the past 25 years, Daniel has worked with public entities, including universities and not-for-profit organizations. He leads Alliant's Higher Education Practice and has developed and administered several risk pooling groups. Daniel's client responsibilities at Alliant include serving as the Program Director for the CSURMA, including the AORMA program. Daniel is an active member of the State Bar of California and holds the CPCU and ARM-P designations

Block #2
Monday, 3:30 to 4:45

AORMA ... What's Covered and What's Not!

Description: When organizing an event or finalizing a contract, do you ever wonder what AORMA's insurance programs really coverage. Do you ever wonder if additional insurance is necessary? This session will help you determine when additional insurance should be purchased.

Presenters:

1. **Mimi Long**, Assistant Vice President – Public Entity Group, Alliant Insurance Brokerage Services, Inc. and JPA Program Administrator for CSURMA

Mimi joined the Alliant Insurance Services Public Entity Group in 2010 as the CSURMA AORMA JPA Program Administrator. She provides risk management consultation for the CSU Auxiliary Organizations within the AORMA risk pool. She works closely with the CSURMA AORMA standing committees in evaluating loss control and loss mitigation strategies, and in evaluating coverage enhancements and risk pool policy amendments,

as well as establishing and maintaining the member premium allocation formulas, dividend calculations and overall funding requirements. Mimi has over 18 years of experience working in the insurance industry and is experienced in all coverage lines of insurance and in JPA program administration.

2. **Melissa Diaz**, Risk Advisor – Public Entity Group, Alliant Insurance Brokerage Services, Inc. and JPA Program Administrator for CSURMA AORMA

Melissa joined the Alliant Insurance Services team as a Risk Advisor with the Specialty Group in early 2013. She has 12 years of risk management experience. Her areas of expertise within the Public Entity sector include Higher Education, K-12 schools, Nonprofits, Cities and Counties, State Governments and Airports. Melissa provides JPA administration to CSURMA AORMA.

Block #3

Tuesday, 10:45 – 12:00

Who Wants to be an Employment Practices Millionaire

Description: Employment Practice claims cost AORMA more than any other type of claim. Unlike other “unlucky” losses, in many employment practices claims we see missed opportunities to avoid litigation or at least mitigate the loss. During this session the participants will learn about a wide range of employment practices issues such as sexual harassment, discrimination, whistle blower laws in a fun and interactive manner!

Presenters:

1. **Dennis J. Walsh, Esq.** – Walsh & Associates, APC

Dennis has been practicing law in California for 31 years. He has his own firm, Walsh & Associates, APC where he and his associates represent public entities in constitutional and civil rights litigation, tort liability, employment litigation and educational law matters. Dennis has successfully defended various public agencies at trial in these practice areas. He has argued before the California Appellate Courts and the California Supreme Court on school issues. He has handled several lawsuits and trials that have received national media attention as well. He frequently speaks on these issues as well as provides training and education on handling various employment issues.

2. **Mauri McGuire**, Service & Retention Leader – Carl Warren & Company

Mauri provides the third party claims administration for AORMA’s liability program. She joined Carl Warren & Company in 2005 and provides the liability claims administration and supervision of all of AORMA’s liability claims. Mauri has over 18 years of experience working in the insurance industry and specifically in the investigation, damage analysis and oversight of complex liability claims litigation.

Block #4
Tuesday, 3:30 to 4:45

Keep Your Eyes Open for This ... a Virtual Safety Tour

Description: During this session, you will participate in a virtual safety tour which will help you spot dangerous conditions that could be lurking in your work environment. This session will help you provide a safe working environment free from physical safety hazards.

Presenter:

1. **Brent Escoubas**, Vice President - Alliant Risk Control Consulting

Brent joined Alliant Insurance Services in 2008 and brings over 16 years of experience working with international insurance carriers and brokerage services. Brent is adept at providing service customized to clients needs including: property risk control, fire protection, crime prevention, safety compliance and safety culture development. Brent currently oversees loss control services for the CSU Auxiliary Organizations. He provides onsite training, customized risk solutions, regulatory compliance and risk evaluations.

Block #5
Wednesday, 9:00 – 10:15

Keeping Minors Safe While on Campus

Description: This presentation will provide an advanced understanding of how to keep minors safe while on campus and to recognize how abuse can occur within an organization. This session will discuss which models work best and how to overcome some of the common challenges within the university environment.

Presenters:

1. **Aaron Lundberg**, Vice President of Account Services and COO, Praesidium, Inc.

Aaron Lundberg specializes in the study and prevention of sexual abuse in organizational settings. With a BA in Psychology and an MS in Social Work, Mr. Lundberg has conducted extensive research in the etiology, scope, and prevention of abuse in organizations. Mr. Lundberg has assessed, analyzed and consulted on hundreds of cases of sexual abuse within a wide range of organizations. He has trained thousands of direct care workers, supervisors, administrators, and parents in preventing the sexual abuse of children and vulnerable adults.

This is an HR Session

AORMA ... it's a Spellbinding Topic!

Description: Attend this session if you are interested in learning more about the basics of AORMA ... What exactly is AORMA? How is it governed and who makes the decisions? What coverage programs are available? How are the insurance programs rated? Where do AORMA claims originate? Which AORMA risk management or loss control service may help you prevent or mitigate future claims? Come learn about the training available to you.

Presenters:

1. **Mimi Long**, Assistant Vice President – Public Entity Group, Alliant Insurance Brokerage Services, Inc. and JPA Program Administrator for CSURMA

Mimi joined the Alliant Insurance Services Public Entity Group in 2010 as the CSURMA AORMA JPA Program Administrator. She provides risk management consultation for the CSU Auxiliary Organizations within the AORMA risk pool. She works closely with the CSURMA AORMA standing committees in evaluating loss control and loss mitigation strategies, and in evaluating coverage enhancements and risk pool policy amendments, as well as establishing and maintaining the member premium allocation formulas, dividend calculations and overall funding requirements. Mimi has over 18 years of experience working in the insurance industry and is experienced in all coverage lines of insurance and in JPA program administration.

2. **Melissa Diaz**, Risk Advisor – Public Entity Group, Alliant Insurance Brokerage Services, Inc. and JPA Program Administrator for CSURMA AORMA

Melissa joined the Alliant Insurance Services team as a Risk Advisor with the Specialty Group in early 2013. She has 12 years of risk management experience. Her areas of expertise within the Public Entity sector include Higher Education, K-12 schools, Nonprofits, Cities and Counties, State Governments and Airports. Melissa provides JPA administration to CSURMA AORMA.

AOA AND AORMA RELATIONSHIP

ISSUE: The AOA Executive Committee approved at its August 15, 2014 meeting revisions to the AOA CSURMA Relationship Policy and the AOA Risk Management and Insurance Programs Committee Operating Guidelines. The policy/guideline includes statements which are not stated anywhere in AORMA's policies or procedures.

RECOMMENDATION: During FY 14/15, staff recommends revising AORMA's policies and procedures to be consistent with AOA policies and guidelines.

FISCAL IMPACT: None.

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

AOA CSURMA Relationship Policy:

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

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

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

AOA Risk Management and Insurance Programs Committee Operating Guidelines:

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

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

PUBLICATION: None at this time.

ATTACHMENT(S):

- a. AOA CSURMA Relationship Policy
- b. AOA Risk Management and Insurance Programs Committee Operating Guidelines

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

Background

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

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

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

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

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

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

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

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

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

Policy

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

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

Promoting CSURMA Programs

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

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

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

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

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

Meetings

Meetings will be held as required by the CSURMA Bylaws.

Membership

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

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

Subcommittees

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

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

Role Of The Chair

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

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

Role Of The Vice Chair

- Serve as Chair in the absence of the Chair.

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

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

**CSU AUXILIARY ORGANIZATION – REVISED CAMPUS VISIT
PRESENTATION**

ISSUE: Every year, Staff will update the Campus Visit – Member Presentation to include new and updated information. The Committee will view the revised presentation during this meeting.

RECOMMENDATION: Staff recommends the committee view the presentation and provide feedback.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: The basic member presentation will be added to the CSURMA website.

ATTACHMENT(S): None. The presentation will be viewed during the meeting.

PREVENTION OF SEXUAL MISCONDUCT AND ABUSE OF MINORS

ISSUE: The contract with Praesidium for prevention of sexual misconduct and abuse of minors while on or off office campus has been signed by both parties and is scheduled to go live on September 30, 2015. This item is intended to update the committee on the timeline for finalization of online self-assessment tool through Praesidium. Staff may, however, request approval for additional contract costs associated with uploading of content onto CSU's SkillPort platform.

RECOMMENDATION: It is recommended that the AORMA Committee review and discuss the program and take action or provide direction as appropriate.

FISCAL IMPACT: Praesidium may propose a supplementary cost for the additional work involved in uploading their training onto CSU's SkillPort platform. These costs are unknown at this time, but should be available for review at the meeting.

BACKGROUND: The online self-assessment resources and standards have been reviewed and approved for use by CSU Systemwide Risk Management. Praesidium is now uploading the resources and standards and customizing their on-line self-assessment tool for use by the CSURMA members. The draft self-assessment tool will be ready for CSURMA's review by September 15th. Staff will work with CSU Systemwide Risk Management and Praesidium to finalize the announcement materials as well as the webinar invitations. Webinars, which explain how the self-assessment tool operates, have been scheduled for;

- ✓ Thursday, October 9th at 10:00 AM
- ✓ Wednesday, October 15th at 1:00 PM
- ✓ Monday, October 20th at 11:00 AM

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

Praesidium will start by loading three different training courses onto CSU's SkillPort platform. Praesidium will suggest the best training options which will be reviewed and approved by CSU

Systemwide Risk Management. Auxiliary Organization staff that may not be able to access SkillPort can still view the training via Praesidium's platform.

PUBLICATION: Webinars will be scheduled to walk members through the on-line self-assessment and corresponding training platform. E-mail announcements will also be sent to all CSURMA members outlining the new risk management service available. The website will be updated to include the announcement and any other relevant information.

ATTACHMENT(S):

- a. Draft Announcement of Praesidium's Self-Assessment Tool.



Know Your Score!™ Self Assessment for The California State University

The Self-Assessment Online Tool helps each program at your University that serves minors to identify program-specific strengths and potential gaps in eight operations: Policies, Screening and Selection, Training, Monitoring and Supervision, Consumer Participation, Internal Feedback Systems, Responding, and Administrative Practices. These operations comprise to form Praesidium’s Safety Equation®.

What it is

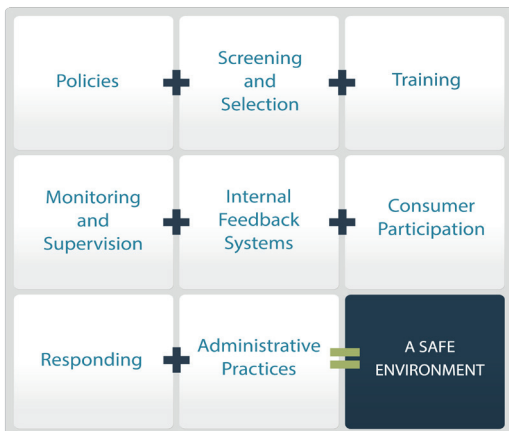
In-depth questionnaire about existing policies and procedures in a program that serves minors.

What it does

Self-Assessment identifies potential gaps in the abuse risk management practices of programs at your University.

Why you need it

Completed Self-Assessment provides programs with a blue print and sample resources to address identified exposures.



The Praesidium Safety Equation®

Praesidium’s Safety Equation® identifies eight organizational operations that provide opportunities to decrease the risk of abuse by employees, volunteers, or other program participants. Using current research and root-cause analyses of thousands of cases of abuse across a diverse range of organizations, Praesidium has identified best practices in each operation and created products and services that help organizations implement these practices.

Overview of how Self-Assessment works



Risk Manager or Program Director completes Online Self-Assessment.



Assessment results based on a 100 point scale that provides the Risk Manager or Program Director information on where gaps exist. Graphical summary of results that can be viewed by program or by standard to evaluate how policies and practices align with best practices.



The completed Self-Assessment generates a detailed blueprint of steps each program can take to implement best practice standards for the protection of minors and provides a big-picture snapshot to University administration of all programs serving minors.

Sample Self-Assessment Report



Standards with Partial or No Score		Score
Resources (if available) are suggested below each operation		
Policies		Score
P2	Our program's policies prohibit the abuse or mistreatment of one child by another child.	0 / 5
P4	Our program's policies define appropriate and inappropriate verbal interactions with children.	10 / 15
P5	Our program's policies specify how to manage risk when an employee is alone with a child.	5 / 15
Resources		Total Score for Policies 80 / 110 (73%)
<ul style="list-style-type: none"> - II Appropriate and Inappropriate Verbal Interactions With Minor - III Sample Off-Site Interactions Outside of Regularly Scheduled Activities - IV Electronic Communications 		



Click for Sample Policies

Contact us today at 800.743.6354 to see how we can help

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 Account Manager
 CCollins@PraesidiumInc.com

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 PraesidiumInc.com

ALLIANT RISK CONTROL CONSULTING
SCOPE OF SERVICES

ISSUE: The AORMA Officers met on July 15th and discussed the types of work and projects being requested by the members through the AORMA contract with Alliant Risk Control Consulting. The committee will be asked to discuss the current scope of services and decide if a more rigid schedule of services should be put into place or if the contract should be expanded to include additional hours.

RECOMMENDATION: The committee will be asked to provide direction to ARCC and Staff with respect to the current scope of services provided by ARCC and the projects and services being requested by the members.

FISCAL IMPACT: To be determined based on the committee's decision and direction.

BACKGROUND: ARCC has been asked to oversee the following special projects:

1. Chico Research Foundation – Risk Management review of all programs
2. Creation of a facilities set-up checklist for special events
3. Creation of a real property acquisition checklist included ADA requirements
4. Creation of a Minors on Campus handbook, in conjunction with Praesidium

PUBLICATION: None.

ATTACHMENT(S):

- a. ARCC Contract FY 14/15
- b. ARCC Contract FY 10/11

Proposed Scope of AORMA Loss Control Services for 2014-2015

Alliant Risk Control Consulting (ARCC) proposed July 1, 2014 through June 30, 2015 loss control services for Auxiliary Organization Risk Management Alliance (AORMA) members within California State University Risk Management Authority (CSURMA):

1. Safety Days

ARCC proposes to develop and present up to 60 Safety Days to the AORMA members:

- a. Cost = \$1,450 per day X 60 days = \$87,000 annually
- b. Partial days will be charged in hourly increments at a rate of \$181.25 an hour.
- c. All safety days include travel expenses and training materials. *
- d. Any credits from unused prior year's contract will be applied to the current contract.
- e. In the event AORMA exhausts all existing funds (including previous years) during the policy period, rates will be billed monthly as described in Items a. and b.

Safety Days may be used for any Risk Management or safety-related topic. Topics may be customized to each Auxiliary and may include live training, fact sheets, industrial hygiene, webinars, written programs or applicable risk management topics.

The Safety Days will also be used to assist in managing, coordinating and improving the AORMA Risk Reduction Matching Grant Program structure. ARCC will work with AORMA to accomplish the following items:

- a. Conduct a loss analysis to determine the members with the highest loss ratios as related to workers' compensation and general liability. The loss analysis will review claims over a five year period.
- b. Based on the loss analysis, ARCC will select locations will be visited. The onsite visit will include a physical walkthrough, policy file review, Cal/OSHA compliance and stakeholder interviews.
- c. A risk report will be developed with recommendations based upon ARCC's findings. The report will provide policy and training recommendations as well as the development of a benchmarking tool to help members monitor improvement.
- d. ARCC will provide recommended Risk Reduction Matching Grant Projects (Grant Project), as appropriate, in the risk reports. The recommended Grant Projects will be submitted and approved by the MSLCTC prior to distribution of funds and will be issued in accordance with Policy and Procedure A-6 – Risk Reduction Matching Grant Program. Grant Project recommendations may include physical improvements as well as consulting and/or training.

*ARCC will not conduct additional work requiring billed rates over and beyond the contract without prior approval from the AORMA committee. In the event, industrial hygiene services, laboratory analysis or other special equipment will be needed beyond

the typical scope of a safety day; rates will be presented to the AORMA committee for approval.

2. Safety Assessment Priority

Priority will be given to members that have leading workers' compensation and general liability losses within AORMA as well as members with special projects and requests (such as new exposures, equipment and specialized training).

3. First Aid and CPR Training

ARCC has partnered with "Onsite Training" to provide cost effective First Aid, CPR, AED and BBP training to AORMA members. Onsite Training is authorized to teach classes following the guidelines of the Red Cross, AHA and EMS. Members may choose to use safety day funds towards First Aid/CPR Training.

4. Videos, Newsletters, Factsheets and Webinars

Members will receive invites to Alliant Risk Controls periodic safety and property webinars as well as email newsletters, custom videos and factsheets based upon various safety, risk management and insurance topics.

5. Summary

Safety Days (approximately 60 days) = \$87,000, annually

6. Insurance

ARCC shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by ARCC, its agents, representatives, or employees. Coverage shall be at least as broad as:

- a. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if ARCC has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- c. Workers' Compensation Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

- d. Professional Liability (Errors and Omissions) Insurance appropriate to ARCC's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If ARCC maintains higher limits than the minimums shown above, CSURMA requires and shall be entitled to coverage for the higher limits maintained by the ARCC. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CSURMA.

7. Other Insurance Provisions

- a. Additional Insured Status - California State University Risk Management Authority, members of Auxiliary Organizations Risk Management Alliance, their officers, directors, members and agents are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the ARCC including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the ARCC's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).
- b. Primary Coverage - For any claims related to this contract, ARCC's insurance coverage shall be primary. Any insurance or self-insurance maintained by CSURMA AORMA shall be excess of ARCC's insurance and shall not contribute with it.
- c. Notice of Cancellation - Each insurance policy required above shall state that coverage shall not be canceled, except with notice to CSURMA.
- d. Waiver of Subrogation - ARCC hereby grants to CSURMA a waiver of any right to subrogation which any insurer of said ARCC may acquire against CSURMA by virtue of the payment of any loss under such insurance. ARCC agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not CSURMA has received a waiver of subrogation endorsement from the insurer.
- e. Deductibles and Self-Insured Retentions - Any deductibles or self-insured retentions must be declared to and approved by CSURMA. CSURMA may require the ARCC to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
- f. Acceptability of Insurers - Insurance is to be placed with Insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to CSURMA.
- g. Claims Made Policies - If any of the required policies provide coverage on a claims-made basis:
 - 1) The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - 2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - 3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the ARCC must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

- h. Verification of Coverage - ARCC shall furnish CSURMA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by CSURMA before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the ARCC's obligation to provide them. CSURMA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- i. Subcontractors - ARCC shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and ARCC shall ensure that CSURMA is an additional insured on insurance required from subcontractors.
- j. Special Risks or Circumstances - CSURMA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

8. Indemnification

ARCC agrees to indemnify, defend and hold harmless the California State University Risk Management Authority, members of Auxiliary Organizations Risk Management Alliance, their officers, directors, members and agents with regard to any and all claims, penalties, liabilities, damages, actions, causes of action and expenses of any nature (including but not limited to legal costs and attorney's fees) arising out of or relating to any negligence or willful misconduct by ARCC in performing under this agreement.

9. Termination

Either ARCC or CSURMA may terminate, with or without cause, this agreement at any time by giving the other party thirty (30) days written notice.

 Notice to Proceed

Alliant Insurance Services, Inc.	Client (Authorized Representative)
BY:	BY:
Name: Tim Leech	Name: ROBERT EATON
Title: First Vice President	Title: SECRETARY - AUDITOR
Date: 6.1.2014	Date: 6/20/14

This contract has been reviewed and approved by CSURMA legal counsel.

 William Hsu – CSURMA Legal Counsel

JUNE 20, 2014

 Date

Proposed Scope of Loss Control Services for 2010-2011
May 5, 2010

Alliant Loss Control Service's (ALCS) proposed 2010-2011 loss control services for Auxiliary Organization Risk Management Alliance (AORMA) members:

1. Safety Days and On-Line Training

- a. ALCS proposes to develop and present up to 25 Safety Days to auxiliary organization members
 - ii. Cost = \$1,545 per day X 25 days = \$38,625
 - iii. Half-day Safety Days charged at \$1,300 per half day due to travel costs
 - iv. Credits from unused 2009/10 Safety Days will be applied (if applicable)

2. Aquatics Risk Management Training (Course description Attachment1)

- i. Course outline located in Attachment
 - i. Cost = \$5,750 per session X 2 = \$11,500
 - ii. 4 hour training session, at two sites
 - iii. One session in Northern California, One Session in Southern California
 - iv. One session will have video recording and will be posted on Target Safety Site

3. Workshop: Repetitive Motion, Stress and Injury Reduction (Attachment 2)

- i. Cost = \$3,995 per session x 4 = \$15,980
- ii. One 4 hour training session, up to 4 member sites
- iii. Session would include participation in field ergonomic assessment and training for ergMaps online ergonomic assessment tool/
- iv. One session will have video recording and will be posted on Target Safety Site

4. On-Line Ergonomic Workstation Evaluation Service (ergMaps)

- i. \$25 per workstation (with a minimum of 200 workstations)
- ii. Cost = \$25 X 200 = \$5,000

5. Workshop: Liability and Property Inspections (Attachment 3)

- a. ALCS will train key AORMA staff in how to conduct liability and property inspections. The course will last approximately 4 hours and involve class room instruction and an actual inspection of a selected AORMA properties.
 - i. Cost = \$3,100 X 4 = \$12,400



6. Content and Implementation of Online Internet Training

- a. Consultation and related service coordination with Target Safety (or other online vendors).
 - i. Up to 10 Hours of consultation
 - ii. Cost = \$150 hour X 10 = \$1,500

7. Summary

- i. Safety Days (25 days) = \$38,625
 - ii. Aquatics Risk Management = \$11,500
 - iii. Repetitive Motion/Stress Workshop = \$15,980
 - iv. Ergonomic Evaluations = \$5,000
 - v. Liab/Property Workshop = \$12,400
 - vi. Online Training = \$1,500
- Total = \$85,005**

Notice to Proceed

Alliant Insurance Services, Inc.	Client (Authorized Representative)
BY: 	BY: 
Name: Lynda Lane	Name: Charlene Minnick
Title: Senior Vice President	Title: CSURMA - AORMA Secy
Date: 05-05-2010	Date: 10-26-2010

Attachment 1

Aquatics Risk Management Course Description

Course Length: 4 Hours

Alliant Loss Control Services (ALCS) proposes two four-hour workshops, one in Southern California (such as California State University Fullerton) and Northern California (such as California State University Hayward) for Auxiliary Organization Risk Management Alliance (AORMA).

Scope of Work

Topics for each four hour training workshop will include:

- Identifying Goals and Objectives
- Organizing an Aquatics Assessment Team
- Identifying and Measuring Aquatic Risks
- Training Staff
- Record Keeping
- Conducting Performance and Safety Audits
- Preventing Recreational Water Illnesses
- Head First Diving Injuries
- Protecting Against Suction Entrapment and Compliance with Recent Laws
- Facility Use Agreements
- Developing a Group Use Policy
- Small Breakout Group Exercise – Lessons Learned from Case Studies

Participants will receive helpful checklists and templates that can be adapted to their own risk management programs.

Instructor Background

Judith Sperling is the former aquatics director for UCLA Recreation and is now their current Assistant Director – Risk Management, Training and Development. She has 39 years of experience, 25 of which is full time. A sole proprietor consultant specializing in aquatic operation and management and risk management, Judith Sperling specializes in site inspection, emergency response development and program evaluation, risk management assessment, accident investigation, pool operator training, staff audits, and document development.

Attachment 2

Repetitive Motion, Stress and Injury Reduction Course Description

Course Length: 3.5 Hours

Alliant Loss Control Services (ALCS) proposes four Repetitive Motion workshops, two in Southern California and two in Northern California for Auxiliary Organization Risk Management Alliance (AORMA).

Scope of Work:

Topics for each workshop include:

- Ergonomics standards and guidelines.
- Critical program elements
- Muscular-skeletal disorders (MSDs)
- Direct and indirect costs associated with ergonomic related injuries.
- How to define and recognize the most common symptoms of stress facing
 - Best practices for managing and reducing these stressors
- Strategies for changing the negative ways you respond to workplace stress
- Injury Reduction through the eyes of an ergonomist.
- ROI after implementing a proactive ergonomics approach.
- Web-based products and how they make a safety program proactive.

This workshop will also demonstrate how to integrate proactive web-based injury prevention products with ergonomics programs so that participants can individually assess and take care of every employee by identifying the root causes of discomfort before they become injuries.

Participants will be provided with electronic templates, checklists, and other resources for ergonomics and injury reduction. . There will be case studies with breakout groups learning how to properly plan a special event using risk management best practices.

This course will be taught by a Certified Ergonomist with over 20 years of experience.

Attachment 3

Liability and Property Inspections Course Description

Length: 4 hours

Alliant Loss Control Services (ALCS) proposes four Liability and Property Inspection workshops, two in Southern California and two in Northern California for Auxiliary Organization Risk Management Alliance (AORMA).

The course will show participants how to identify opportunities to reduce the frequency and severity of loss by evaluating physical conditions, facility usage and human factors in the areas of general liability and property protection.

Who should attend: decision-makers, operation managers, safety and risk management staff, and maintenance and supervisory staff that perform regular safety, fire and liability inspections. This program will cover the following topics:

- Overview of General Liability Risk
- Common Industry References and Best Practices
- Managing Vendors and Contractors
- Organizing the Inspection
- Preventing Slips, Trips And Falls
- Workplace Security
- Fire Hazards
- Life Safety Issues
- Swimming Pools
- Parks
- Signage
- Documentation and Recommendations

Participants will also be provided with electronic templates, checklists, and other resources for conducting general liability evaluations. There will be case studies with breakout groups learning how to properly inspect a property for general liability risk using best risk management practices.

**REVIEW OF FY 15/16 AORMA LIABILITY AND WORKERS'
COMPENSATION PROGRAM ACTUARIAL REPORTS**

ISSUE: CSURMA's retains the services of an independent actuary to evaluate the liabilities of its major self-insured programs. The complete reports for the AORMA Liability Program and Workers' Compensation Program are included separately with the agenda packet. Staff has highlighted key findings. The information provided by the actuary is used to establish fiscal year-end financial reports and as the starting point in consideration of rates and funding for FY 15/16 as well as potential for dividends or assessments.

The actuary's findings and recommendations include:

AORMA Liability Program:

1. The Projected Ultimate Limited Losses for FY 15/16 (\$1,627,550) decreased 3% compared to FY 14/15 (\$1,675,550). The numbers shown are discounted and at a 70% confidence level.
2. The Outstanding Losses @ 6/30/14 (\$3,128,608) increased 1% compared to the Outstanding Losses @ 6/30/13 (\$3,094,446). The numbers shown are Undiscounted and at an expected confidence level.

AORMA Workers' Compensation Program:

1. The Projected Ultimate Limited Losses for FY 15/16 (\$3,208,750) increased 3% compared to FY 14/15 (\$3,108,750). The numbers shown are discounted and at a 80% confidence level.
2. The Outstanding Losses @ 6/30/14 (\$9,069,576) increased 10% compared to the Outstanding Losses @ 6/30/13 (\$8,219,524). The numbers shown are undiscounted and at an expected confidence level.

RECOMMENDATION: This item is for information only; action will be taken at tomorrow's meeting.

FISCAL IMPACT: The overall program costs will be reviewed and approved separately. The action recommended at tomorrow's meeting will have the direct effect of establishing liabilities reported in CSURMA's financial statements and the overall funding recommendations for the FY 15/16 Liability and Workers' Compensation Programs.

BACKGROUND: Staff will be present at today's meeting to review and comment on the findings in the reports.

PUBLICATION: None.

ATTACHMENT(S):

- a. AORMA Liability Program Actuarial Study – Dated July 31, 2014 (Provided as a separate handout)
- b. AORMA Workers' Compensation Actuarial Study – Dated July 31, 2014 (Provided as a separate handout)

ESTIMATED POOL LAYER FUNDING EXHIBIT

ISSUE: The committee will review the estimated fund balance exhibits for both the Liability and Workers' Compensation Programs. These reports show a comparison of the program assets, outstanding liabilities and estimated fund balances at 6/30/14, as well as historical estimated fund balance and dividend information.

RECOMMENDATION: None; this item is for information only.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: These reports may be included as attachments to the September Update Letter that will be sent to all of the auxiliary organization executive directors.

ATTACHMENT(S):

- a. Estimated Fund Balance @ June 30, 2014 (Liability and Workers' Compensation Programs)
- b. Historical Estimated Fund Balance @ June 30
- c. Historical Maximum Dividend Available vs. Dividend Declared

Liability

Estimated Fund Balance @ June 30, 2014



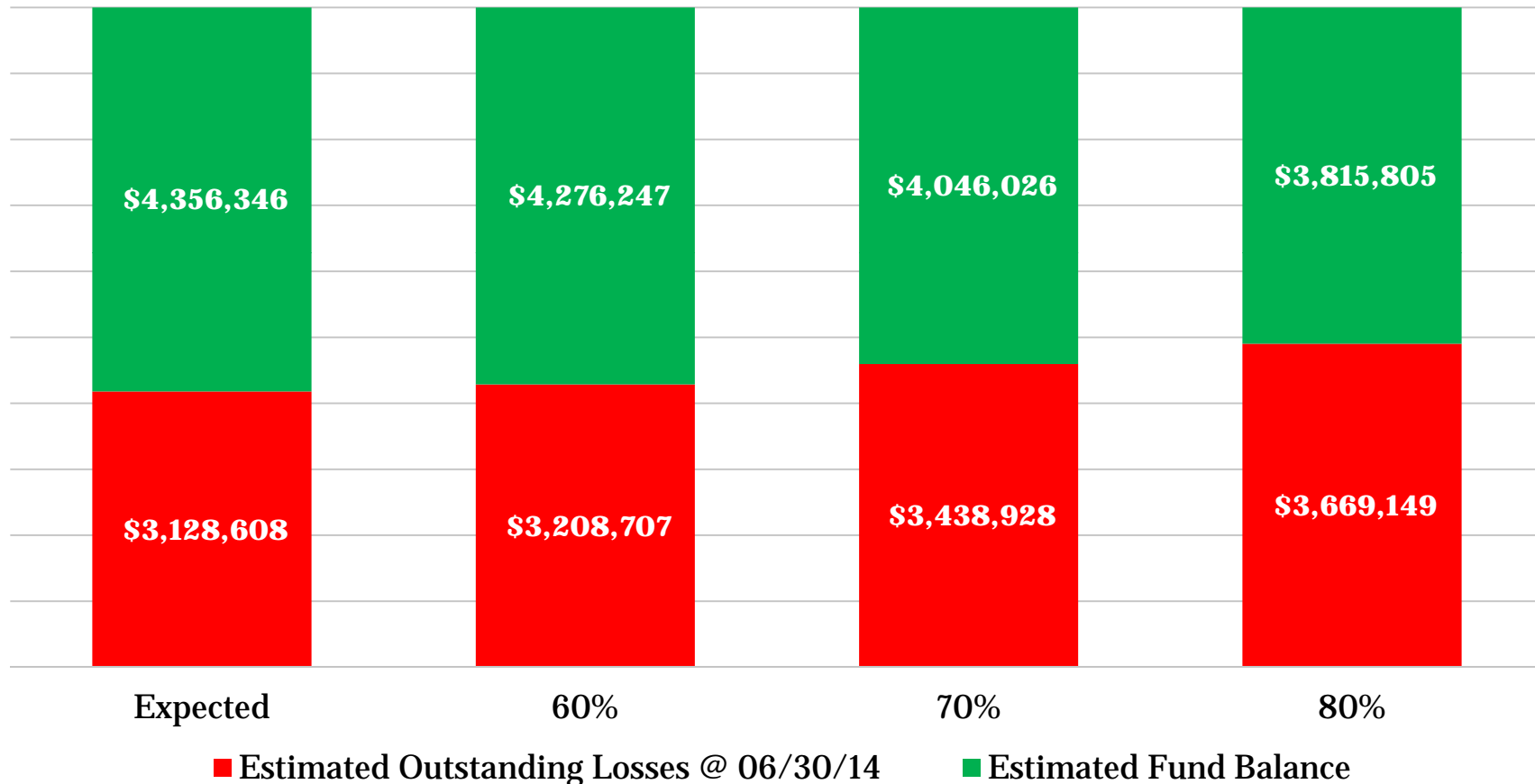
Confidence Level	Program Assets <i>(Minus Dividend and Other Liabilities)</i>	Estimated Outstanding Losses <i>(@06/30/14 Undiscounted Including ULAE)</i>	Estimated Fund Balance
Expected	\$7,484,954	\$3,128,608	\$4,356,346
60%	\$7,484,954	\$3,208,707	\$4,276,247
70%	\$7,484,954	\$3,438,928	\$4,046,026
80%	\$7,484,954	\$3,669,149	\$3,815,805

The Program Assets have been reduced by the dividend of \$978,346 payable in July 2014, misc liabilities of \$118,152.

Liability Estimated Fund Balance @ June 30, 2014



Program Assets @ 06/30/14 - \$7,484,954

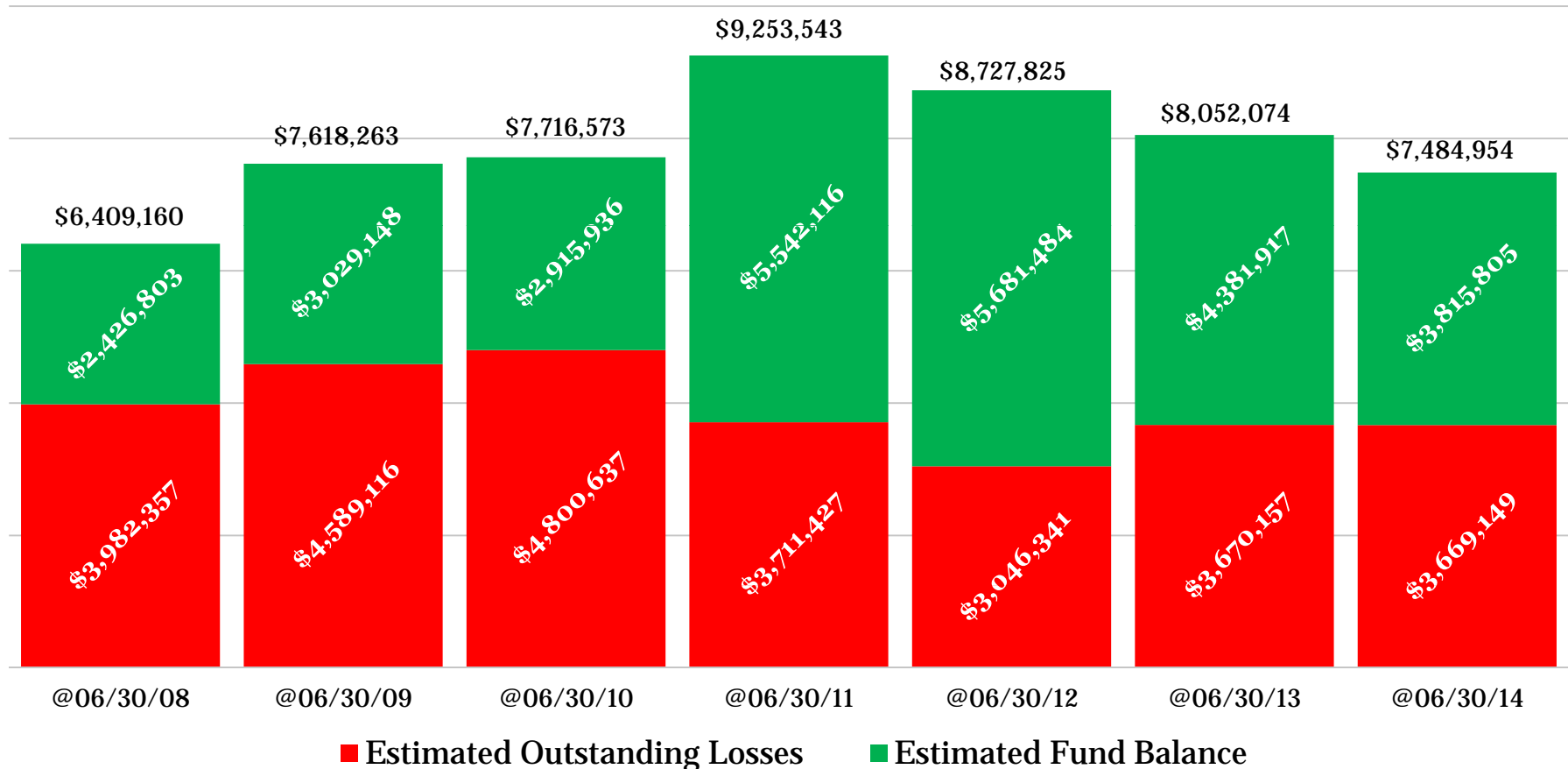


The Program Assets have been reduced by the dividend of \$978,346 payable in July 2014, misc liabilities of \$118,152.

Liability Historical Estimated Fund Balance @ June 30



80% Confidence Level



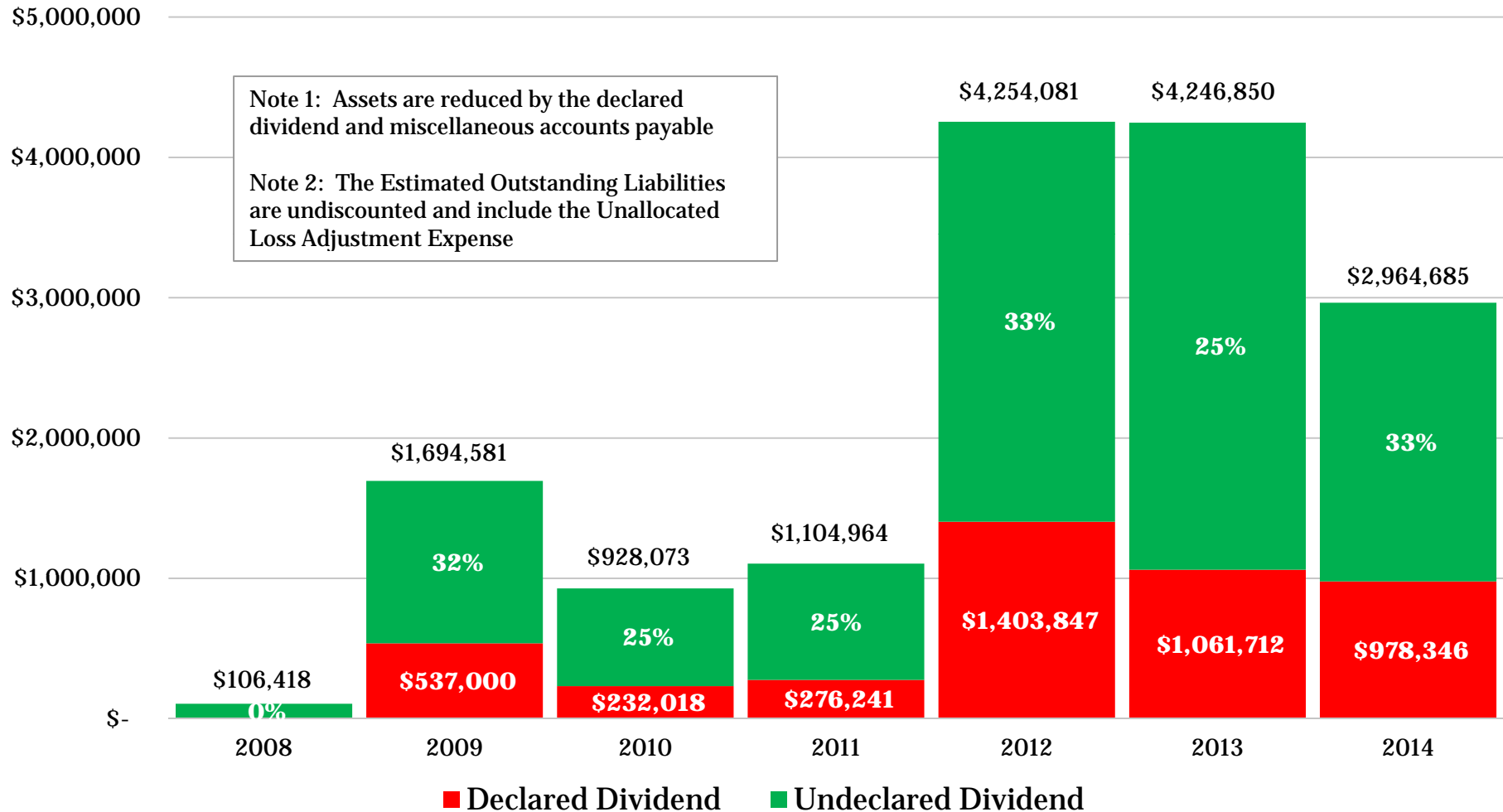
Note 1: Assets are reduced by the declared dividend and miscellaneous accounts payable

Note 2: The Estimated Outstanding Liabilities are undiscounted and include the Unallocated Loss Adjustment Expense

Liability Historical Dividends Paid in July



Maximum Dividend Available vs. Dividend Declared



Workers' Compensation Estimated Fund Balance @ June 30, 2014



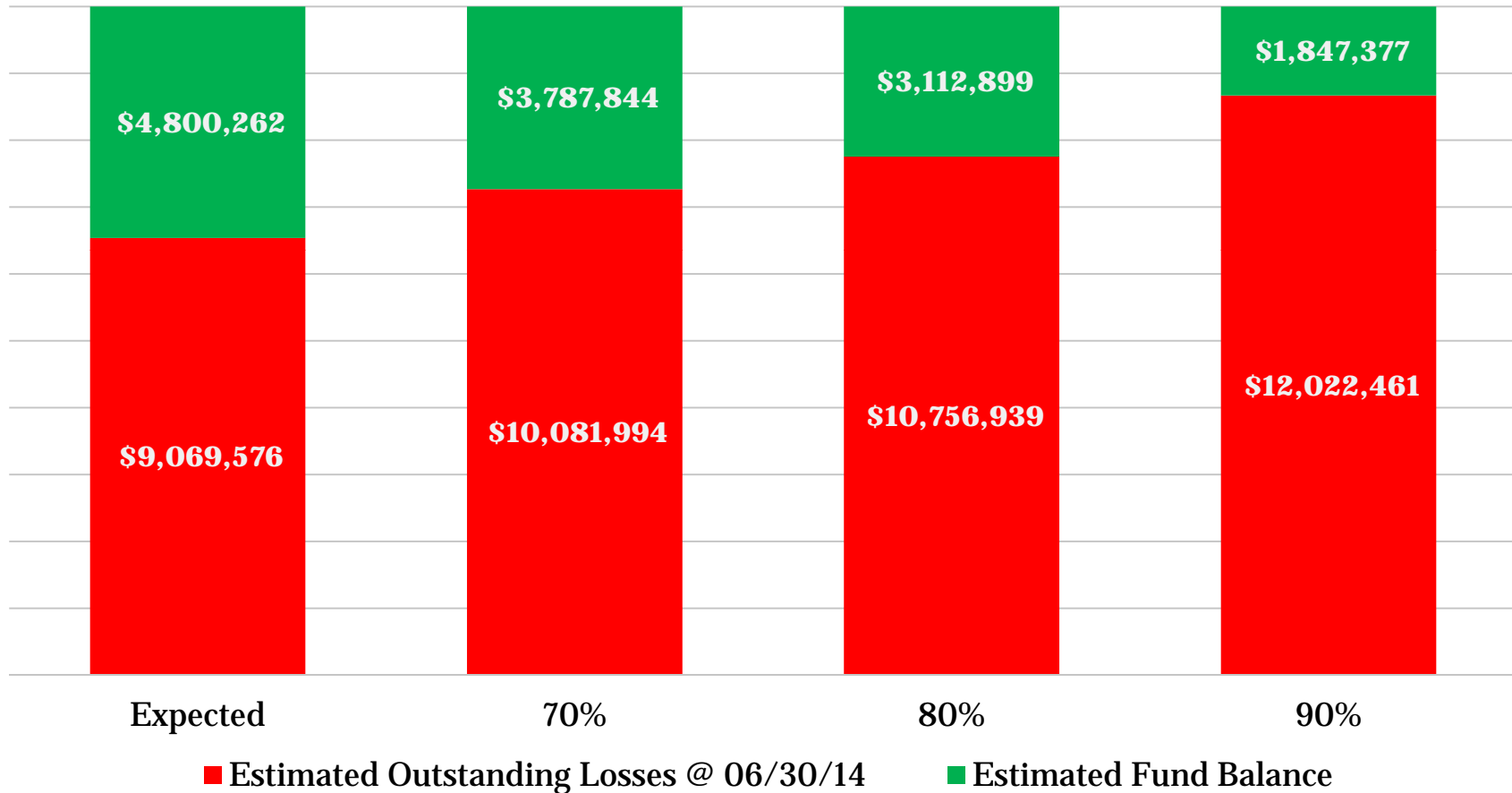
Confidence Level	Program Assets (Minus Dividend and Other Liabilities)	Estimated Outstanding Losses (@ 06/30/14 Undiscounted Including ULAE)	Estimated Fund Balance
Expected	\$13,869,838	\$9,069,576	\$4,800,262
70%	\$13,869,838	\$10,081,994	\$3,787,844
80%	\$13,869,838	\$10,756,939	\$3,112,899
90%	\$13,869,838	\$12,022,461	\$1,847,377

The Program Assets have been reduced by the dividend of \$845,387 payable in July 2014, misc liabilities of \$156,769.

Workers' Compensation Estimated Fund Balance @ June 30, 2014



Program Assets @ 06/30/14 - \$13,869,838

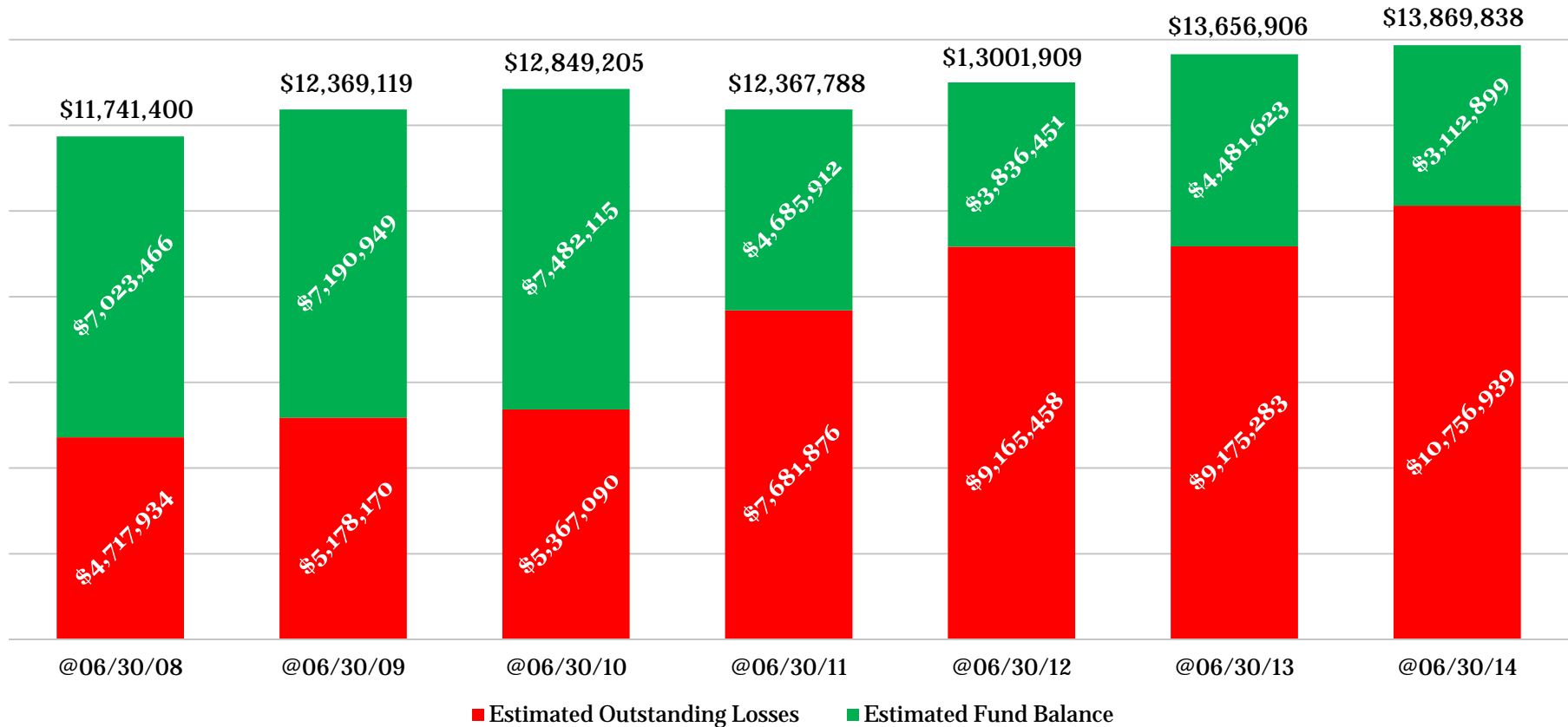


The Program Assets have been reduced by the dividend of \$845,387 payable in July 2014 and misc liabilities of \$156,769.

Workers' Compensation Historical Estimated Fund Balance @ June 30



80% Confidence Level



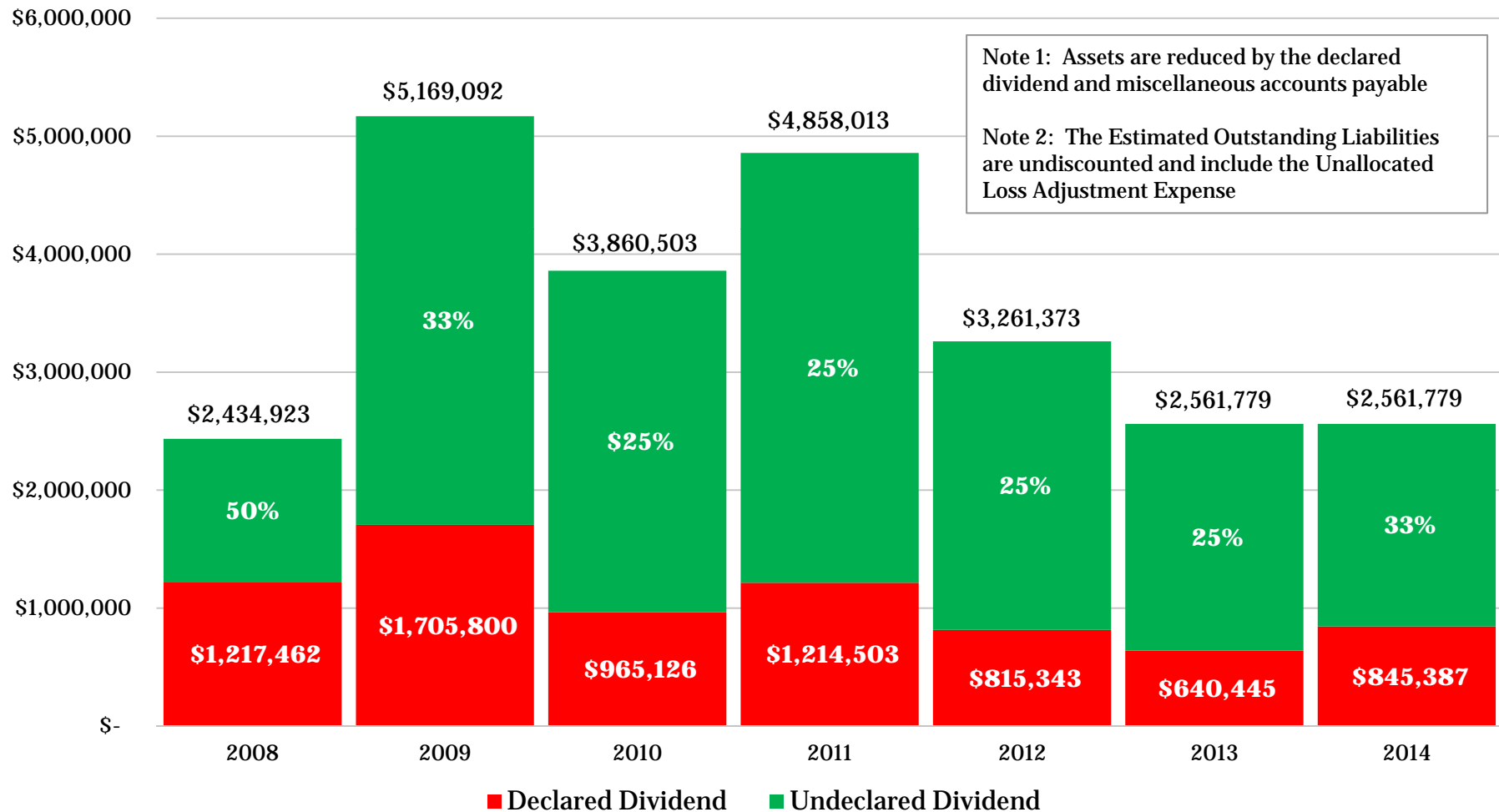
Note 1: Assets are reduced by the declared dividend and miscellaneous accounts payable

Note 2: The Estimated Outstanding Liabilities are undiscounted and include the Unallocated Loss Adjustment Expense

Workers' Compensation Historical Dividends Paid in July



Maximum Dividend Available vs. Dividend Declared



TARGET SURPLUS FUNDING REPORT AND DIVIDEND CALCULATION

ISSUE: Staff will present an analysis of the financial position of the Liability and Workers' Compensation programs based on the surplus funding and dividend calculation formula set forth in Policy & Procedure A-3 Target Surplus Funding Policy. The analysis will show the current surplus fund amounts (at 6/30/14) as well as the estimated amounts available for dividend distribution.

RECOMMENDATION: This item is for information only. The Committee will take action at tomorrow's meeting.

FISCAL IMPACT: The Committee will recommend the overall funding and dividend distribution amounts for each pooled program.

BACKGROUND: CAJPA, an informational and educational network for California JPA's, has established several surplus ratio standards that have been adopted by CSURMA AORMA in order to establish the target surplus amount for the Liability and Workers' Compensation Programs.

- Gross Premium to Surplus Ratio – at least 1.5 to 1: (Surplus should be at least 66% of the premium for the upcoming FY 15/16.) Should there be any inaccuracies in the pricing, it is desirable to have adequate surplus to borrow against.
- Surplus to Pool Retention Ratio > 5-10 to 1: Should AORMA have multiple significant losses in the same year, it is desirable to have between five and ten times the retention.
- Outstanding Reserves to Surplus Ratio - at least 1.5 to 1: (Surplus should be at least 66% of the reserve amounts for all open claims.) Should there be any inaccuracies in the reserve amount for open claims, it is desirable to have adequate surplus to borrow against.

PUBLICATION: All AORMA members will receive an update in September, 2014 which summarizes the decisions made at this meeting and tomorrow's meeting regarding surplus funds at June 30, 2014 and approved dividends to be released in July, 2015.

ATTACHMENT(S):

- a. Surplus Funding and Dividend Calculation
- b. Policy & Procedure A-3 - Target Surplus Funding Policy

AORMA Workers' Compensation Program Target Surplus Funding Analysis at \$500,000 SIR

Gross Premium 2015/16 (at 80% CL)	\$3,946,750
Maximum Retention per loss:	\$500,000
O/S Reserves at 6/30/14:	\$3,803,264
*Surplus at 6/30/14:	\$4,800,263
Funding above 70% Conf Level:	\$4,489,379
Funding above 80% Conf Level:	\$3,861,899

* Surplus at 6/30/14 reflects the Fund Balance from the 6/30/14 Balance sheet including the \$845,387 FY 14/15 dividend

Ratio	Target	Indicated Minimum Surplus	Projected Ratio
Premium:Surplus	<1.5:1	\$2,631,167	0.82
Surplus:Retention	>5:1	\$2,500,000	9.60
O/S Reserve:Surplus	≤1.5:1	\$2,535,509	0.79

Maximum Dividend Available:	\$2,169,096
Dividend 50%:	\$1,084,548
Recommended Dividend 33%:	\$715,802
Dividend 25%:	\$542,274

Note: 2013 Dividend of \$845,387 was based on 33% of the Maximum Dividend Available

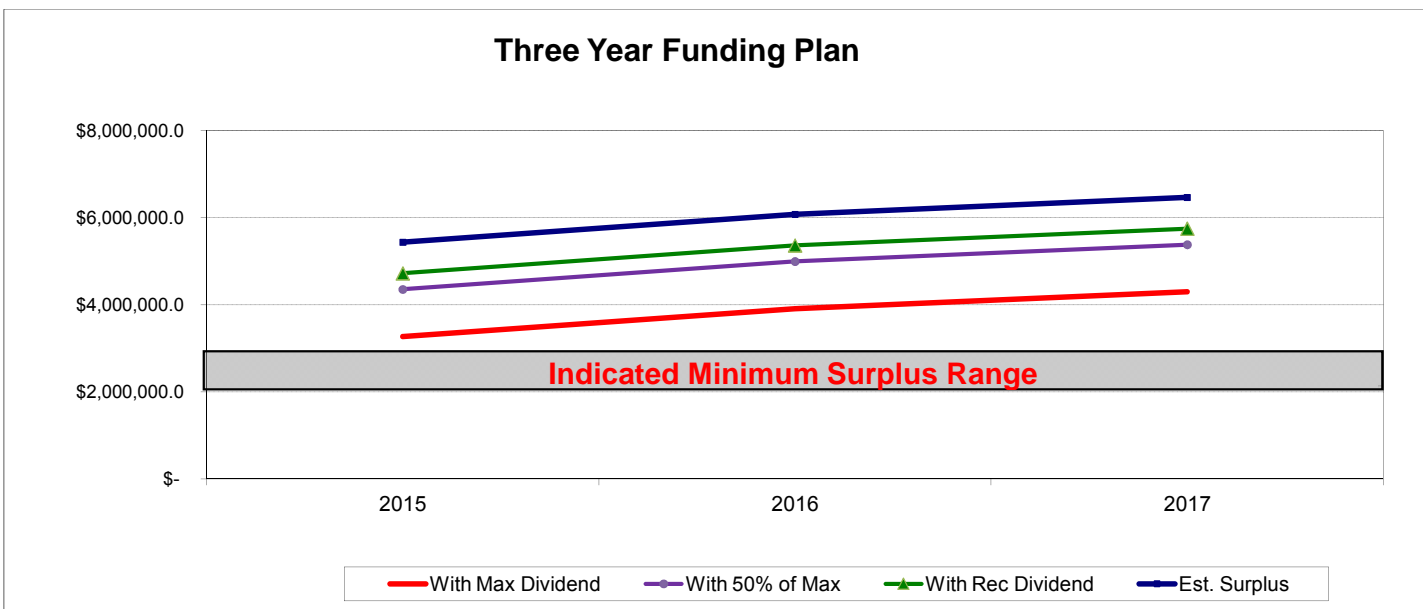
2015/16 Pool Funding Options - Does Not Include ULAE

Confidence levels	Factor	Pool Premium	Surplus
Expected	1.000	2,567,000	-
70%	1.150	2,952,050	385,050
80%	1.250	3,208,750	641,750
90%	1.500	3,850,500	1,283,500

Three Year Funding Plan

	Amount to Add To Surplus	Est. Surplus Balance	With Max Dividend	With Rec Dividend
Estimated Balance at 7/1/14	N/A	4,800,263	N/A	N/A
2015/16 - Collection @ 80% CL	641,750	5,442,013	3,272,917	4,726,211
2016/17 - Collection @ 80% CL	641,750	6,083,763	3,914,667	5,367,961
2017/18 - Collection @ 70% CL	385,050	6,468,813	4,299,717	5,753,011

Three Year Funding Plan



AORMA SIR Liability Fund Program Target Surplus Funding Analysis at \$350,000 SIR

Gross Premium 2015/16 (at 80% CL)	\$3,272,850
Maximum Retention per loss:	\$350,000
O/S Reserves at 6/30/14:	\$1,745,719
*Surplus at 6/30/14:	\$4,356,346
Funding above 70% Conf Level:	\$4,101,214
Funding above 80% Conf Level:	\$3,733,109

* Surplus at 6/30/14 reflects the Fund Balance from the 6/30/14 Balance sheet including the \$978,346 13/14 dividend

Ratio	Target	Indicated Minimum Surplus	Projected Ratio
Premium:Surplus	<1.5:1	\$2,181,900	0.75
Surplus:Retention	>5:1	\$1,750,000	12.45
O/S Reserve:Surplus	≤1.5:1	\$1,163,813	0.40

Maximum Dividend Available:	\$2,174,446
Dividend 50%	\$1,087,223
Recommended Dividend 33%:	\$717,567
Dividend 25%:	\$543,612

Note: 2013 Dividend of \$978,346 was based on 33% of the Maximum Dividend Available

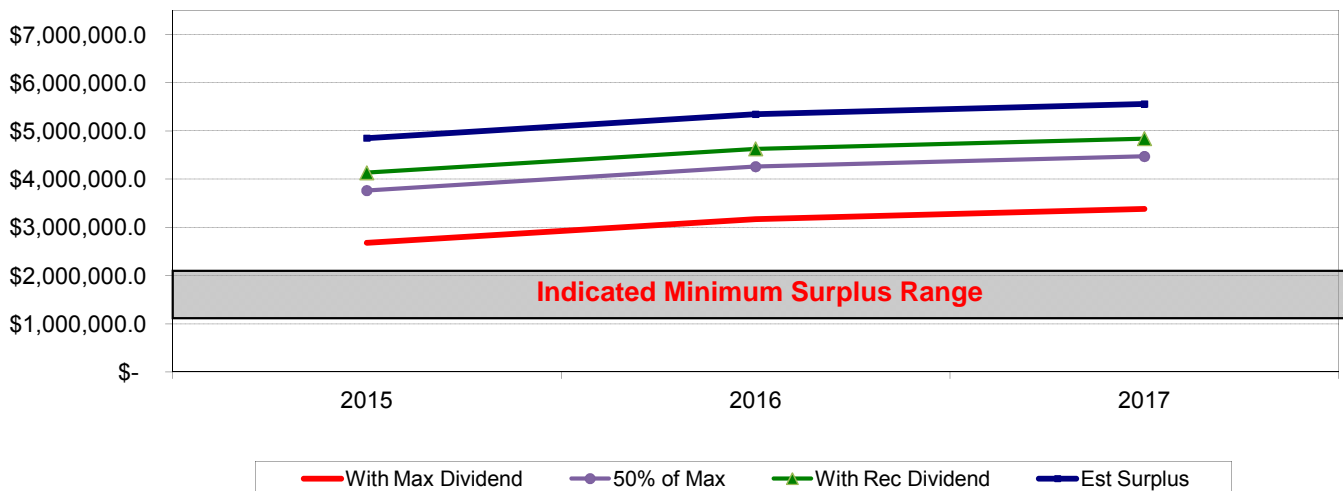
2015/16 Pool Funding Options - Does Not Include ULAE

Confidence levels	Factor	Pool Premium	Surplus
Expected	1.000	1,415,000	-
60%	1.040	1,471,000	56,000
70%	1.150	1,627,250	212,250
80%	1.350	1,910,250	495,250

Three Year Funding Plan

	Amount to Add To Surplus	Est. Surplus Balance	With Max Dividend	With Rec Dividend
Estimated Balance at 7/1/14	N/A	4,356,346	N/A	N/A
2015/16 - Collection @ 80% CL	495,250	4,851,596	2,677,150	4,134,029
2016/17 - Collection @ 80% CL	495,250	5,346,846	3,172,400	4,629,279
2017/18 - Collection @ 70% CL	212,250	5,559,096	3,384,650	4,841,529

Three Year Funding Plan



AORMA SIR Liability Fund Program Target Surplus Funding Analysis at \$500,000 SIR

Gross Premium 2015/16 (at 80% CL)	\$3,336,715
Maximum Retention per loss:	\$500,000
O/S Reserves at 6/30/14:	\$1,745,719
*Surplus at 6/30/14:	\$4,356,346
Funding above 70% Conf Level:	\$4,101,214
Funding above 80% Conf Level:	\$3,733,109

* Surplus at 6/30/14 reflects the Fund Balance from the 6/30/14 Balance sheet including the \$978,346 13/14 dividend

Ratio	Target	Indicated Minimum Surplus	Projected Ratio
Premium:Surplus	<1.5:1	\$2,224,477	0.77
Surplus:Retention	>5:1	\$2,500,000	8.71
O/S Reserve:Surplus	≤1.5:1	\$1,163,813	0.40

Maximum Dividend Available:	\$1,856,346
Dividend 50%	\$928,173
Dividend 33%:	\$612,594
Recommended Dividend 25%	\$464,087

Note: 2013 Dividend of \$978,346 was based on 33% of the Maximum Dividend Available

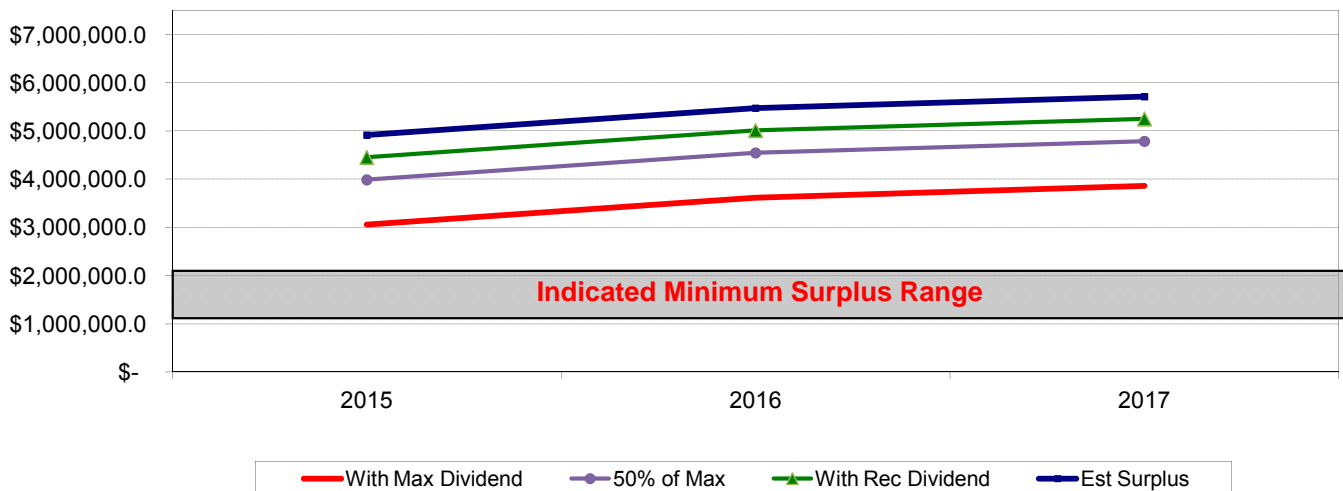
2015/16 Pool Funding Options - Does Not Include ULAE

Confidence levels	Factor	Pool Premium	Surplus
Expected	1.000	1,535,275	-
60%	1.045	1,604,362	69,087
70%	1.156	1,774,778	239,503
80%	1.364	2,094,115	558,840

Three Year Funding Plan

	Amount to Add To Surplus	Est. Surplus Balance	With Max Dividend	With Rec Dividend
Estimated Balance at 7/1/14	N/A	4,356,346	N/A	N/A
2015/16 - Collection @ 80% CL	558,840	4,915,186	3,058,840	4,451,100
2016/17 - Collection @ 80% CL	558,840	5,474,026	3,617,680	5,009,940
2017/18 - Collection @ 70% CL	239,503	5,713,529	3,857,183	5,249,443

Three Year Funding Plan





CSURMA AORMA

POLICY AND PROCEDURE NO. A-3

SUBJECT: TARGET SURPLUS FUNDING POLICY

ADOPTED: JANUARY 10, 2007

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

EFFECTIVE: JANUARY 1, 2007

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

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

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

POLICY

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

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

PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

- 4. Dividends** – Dividends may be available from the amount of surplus exceeding the Target Surplus amount established by the AORMA COMMITTEE. The allocation of any dividend shall be pursuant to the Dividends and Assessments Policy and Procedure detailed in Policy & Procedure AORMA # A-4.
- 5. Assessments** – Assessments may be required when the AORMA COMMITTEE determines that the amount of surplus is not sufficient and can best be remedied by an extraordinary assessment. The allocation of any assessment shall be pursuant to the Dividends and Assessments Policy and Procedure detailed in Policy & Procedure AORMA # A-4.

MEMBER APPEAL PROCESS

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

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

DEFINITIONS:

AORMA COMMITTEE - Auxiliary Organizations Risk Management Alliance Committee, a committee of the CSURMA providing management and oversight to the Auxiliary Organizations Risk Management Alliance. The AORMA COMMITTEE is comprised of the Chair, the Vice Chair, eight “At Large” members, and two non-voting members.

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

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

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

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

IBNR – Incurred but Not Reported losses

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

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

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

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

**EMPLOYMENT PRACTICES LIABILITY
 MEMBER DEDUCTIBLES FOR FY 15/16**

ISSUE: Staff completed the minimum EPL deductible calculation for FY 15/16. Nine auxiliary organizations are subject to a higher EPL deductible. According to Policy & Procedure L-7, the Programs Committee is responsible for approving the EPL deductible calculation; therefore, the calculation and Policy and Procedure are being presented for the committee’s review only.

RECOMMENDATION: Staff recommends that the committee review the EPL deductible schedule, calculation and Policy & Procedure L-7 and then provide direction, if any, to Staff.

FISCAL IMPACT: None at this time.

BACKGROUND: Employment Practices Liability losses continue to be AORMA’s number one loss leader. As a way to reduce EPL loss costs, the AORMA committee approved changes to Policy & Procedure L-7 effective July 1, 2013, which mandates higher EPL deductibles for those auxiliary organizations with a frequency of EPL claims.

In December 2013, Policy & Procedure L-7 was retroactively amended to July 1, 2013 effective date so that the EPL deductible increases would be limited to one EPL deductible level increase per year, regardless of the minimum EPL deductible calculated based on the schedule within the Policy & Procedure.

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

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

PUBLICATION: After the calculation is approved by the Programs Committee, the members will be notified of their EPL deductible for FY 15/16.

ATTACHMENT(S):

- a. EPL Member Deductible Calculation
- b. EPL Deductible Schedule
- c. Policy & Procedure L-7 – Employment Practices Liability Deductible

AORMA Liability Program - Employment Practices Liability Loss Information
Employment Practices Liability Loss Information
Paid Losses between July 1, 2009 and June 30, 2014

Campus	Auxiliaries	Claim #	Total Incurred	Claims Over \$25,000	
Channel Islands	CSU CHANNEL ISLANDS UNIVERSITY GLEN CORP	Barbabosa, Stephanie	1597956	155,755	155,755
	Number of Claims	1			
	Number of Claims in excess of \$25,000	1			
Chico	CHICO RESEARCH FOUNDATION	Finley, Karen	1881293	1,537	-
	Number of Claims	1			
	Number of Claims in excess of \$25,000	0			
Dominguez Hills	CSU DOMINGUEZ HILLS FOUNDATION	Furtado, Leena	1755087	3,083	-
Dominguez Hills	CSU DOMINGUEZ HILLS FOUNDATION	Quintanilla, Janneth	1846619	6,181	-
	Number of Claims	2			
	Number of Claims in excess of \$25,000	0			
Dominguez Hills	CSU DOMINGUEZ HILLS LOKER STUDENT UNION, INC.	Hampton, Ronnell	1593281	4,547	-
	Number of Claims	1			
	Number of Claims in excess of \$25,000	0			
East Bay	CSU EAST BAY FOUNDATION	Nelson, Page	1492625	99,091	99,091
East Bay	CSU EAST BAY FOUNDATION	Raj, Rovneesh	1496159	1,201	-
East Bay	CSU EAST BAY FOUNDATION	Golebiewska, Teresa	1505817	17,837	-
East Bay	CSU EAST BAY FOUNDATION	Eady, Nancy	1507297	9,695	-
East Bay	CSU EAST BAY FOUNDATION	Campanioni, Carmen	1517494	7,924	-
East Bay	CSU EAST BAY FOUNDATION	Matthews, Cameron	1517601	20,826	-
East Bay	CSU EAST BAY FOUNDATION	Anderson, Cindy	1548055	4,697	-
	Number of Claims	7			
	Number of Claims in excess of \$25,000	1			
Total for claims in excess of \$25,000:					99,091
Minimum EPL deductible for FY 15/16 (w/o one level limitation):					50,000
Minimum EPL deductible for FY 15/16 (w/ one level limitation):					50,000
Minimum EPL deductible for FY 14/15:					50,000
Fresno	CSU FRESNO ASSOCIATION	Hernandez, Ysidro	1888278	583	-
Fresno	CSU FRESNO ASSOCIATION (This loss is excluded from the calculation while it is being reviewed)	Aguayo, Christene	1603788	40,134	
	Number of Claims	2			
	Number of Claims in excess of \$25,000	0			
Fresno	CSU FRESNO FOUNDATION	Beasley, Kristin	1632425	140,464	140,464
Fresno	CSU FRESNO FOUNDATION	Hardy, Natalie	1743848	99,840	99,840
Fresno	CSU FRESNO FOUNDATION	Alvarado, Brandon	1854811	3,192	-
	Number of Claims	3			
	Number of Claims in excess of \$25,000	2			
Total for claims in excess of \$25,000:					240,304

AORMA Liability Program - Employment Practices Liability Loss Information
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Paid Losses between July 1, 2009 and June 30, 2014

Campus	Auxiliaries	Claim #	Total Incurred	Claims Over \$25,000	
		Minimum EPL deductible for FY 15/16 (w/o one level limitation):		75,000	
		Minimum EPL deductible for FY 15/16 (w/ one level limitation):		75,000	
		Minimum EPL deductible for FY 14/15:		50,000	
Fullerton	CSU FULLERTON AUXILIARY SERVICES CORPORATION	Jay, John	1882328	892	-
		Number of Claims	1		
		Number of Claims in excess of \$25,000	0		
Humboldt	CSU HUMBOLDT SPONSORED PROGRAMS FOUNDATION	Davy, Julie	1565127	25,219	25,219
		Number of Claims	1		
		Number of Claims in excess of \$25,000	1		
Long Beach	CSU LONG BEACH ASSOCIATED STUDENTS, INC.	Trapper, John	1758506	378,473	378,473
	CSU LONG BEACH ASSOCIATED STUDENTS, INC.	Edwards, Dave	1758388	463	-
		Number of Claims	2		
		Number of Claims in excess of \$25,000	1		
Long Beach	LONG BEACH RESEARCH FOUNDATION	Nguyen, John	1515384	77,425	77,425
Long Beach	LONG BEACH RESEARCH FOUNDATION	Barrera, Vivian	1581787	123,679	123,679
Long Beach	LONG BEACH RESEARCH FOUNDATION	Bell, Denise	1598220	376	-
Long Beach	LONG BEACH RESEARCH FOUNDATION	Bellock, Justine	1856078	5,550	-
		Number of Claims	4		
		Number of Claims in excess of \$25,000	2		
Total for claims in excess of \$25,000:				201,104	
Minimum EPL deductible for FY 15/16 (w/o one level limitation):				75,000	
Minimum EPL deductible for FY 15/16 (w/ one level limitation):				75,000	
Minimum EPL deductible for FY 14/15:				75,000	
Los Angeles	CSU LOS ANGELES UNIVERSITY AUXILIARY SERVICES	Seow, Hazel	1483401	107,496	107,496
Los Angeles	CSU LOS ANGELES UNIVERSITY AUXILIARY SERVICES	Butler, Jeffrey	1499878	22,824	-
Los Angeles	CSU LOS ANGELES UNIVERSITY AUXILIARY SERVICES	Day-Drake, Celeste	1500354	422	-
Los Angeles	CSU LOS ANGELES UNIVERSITY AUXILIARY SERVICES	Fierros, Patricia	1582137	16,548	-
		Number of Claims	4		
		Number of Claims in excess of \$25,000	1		
Total for claims in excess of \$25,000:				107,496	
Minimum EPL deductible for FY 15/16 (w/o one level limitation):				50,000	
Minimum EPL deductible for FY 15/16 (w/ one level limitation):				50,000	
Minimum EPL deductible for FY 14/15:				50,000	
Northridge	CSU NORTHRIDGE ASSOCIATED STUDENTS, INC.	Neff, Charles	1547624	5,552	-

AORMA Liability Program - Employment Practices Liability Loss Information
Employment Practices Liability Loss Information
Paid Losses between July 1, 2009 and June 30, 2014

Campus	Auxiliaries		Claim #	Total Incurred	Claims Over \$25,000
		Number of Claims	1		
		Number of Claims in excess of \$25,000	0		
Northridge	CSU NORTHRIDGE UNIVERSITY CORP.	Hanson, Alice	1498773	12,412	-
Northridge	CSU NORTHRIDGE UNIVERSITY CORP.	Goodman, LeShonna	1593276	16,252	-
Northridge	CSU NORTHRIDGE UNIVERSITY CORP.	Gutierrez, Emma	1600567	4,579	-
Northridge	CSU NORTHRIDGE UNIVERSITY CORP.	Liss-Monteleone, Jody	1862493	16,914	-
		Number of Claims	4		
		Number of Claims in excess of \$25,000	0		
Pomona	CPSU POMONA FOUNDATION	Kapusta, Acacia	1734312	104,877	104,877
Pomona	CPSU POMONA FOUNDATION	Orozco, Laura	1735120	187,962	187,962
Pomona	CPSU POMONA FOUNDATION	Quezada, Theresa	293884	400	-
Pomona	CPSU POMONA FOUNDATION	Guzman-Johannessen, Gloria	293886	891	-
		Number of Claims	4		
		Number of Claims in excess of \$25,000	2		
Total for claims in excess of \$25,000:					292,839
Minimum EPL deductible for FY 15/16 (w/o one level limitation):					100,000
Minimum EPL deductible for FY 15/16 (w/ one level limitation):					100,000
Minimum EPL deductible for FY 14/15:					75,000
Sacramento	CSU SACRAMENTO CAPITOL PUBLIC RADIO, INC.	Frost, Michael	1734620	12,153	-
		Number of Claims	1		
		Number of Claims in excess of \$25,000	0		
Sacramento	CSU SACRAMENTO UNIVERSITY ENTERPRISES, INC	Scott, Mikki	1613613	81,069	81,069
Sacramento	CSU SACRAMENTO UNIVERSITY ENTERPRISES, INC	Carle, Teresa	1634228	47,673	47,673
Sacramento	CSU SACRAMENTO UNIVERSITY ENTERPRISES, INC	Crowder, Jean	1755960	51,951	51,951
Sacramento	CSU SACRAMENTO UNIVERSITY ENTERPRISES, INC	Talle, Tricia	1879642	548	-
		Number of Claims	4		
		Number of Claims in excess of \$25,000	3		
Total for claims in excess of \$25,000:					180,694
Minimum EPL deductible for FY 15/16 (w/o one level limitation):					75,000
Minimum EPL deductible for FY 15/16 (w/ one level limitation):					75,000
Minimum EPL deductible for FY 14/15:					50,000
San Bernardino	CSU SAN BERNARDINO UNIVERSITY ENTERPRISES CORP	Gonzales, Christina	1515165	335	-
San Bernardino	CSU SAN BERNARDINO UNIVERSITY ENTERPRISES CORP	Scott, Amber	1515165	10,014	-
		Number of Claims	2		
		Number of Claims in excess of \$25,000	0		

AORMA Liability Program - Employment Practices Liability Loss Information
Employment Practices Liability Loss Information
Paid Losses between July 1, 2009 and June 30, 2014

Campus	Auxiliaries		Claim #	Total Incurred	Claims Over \$25,000
San Diego	CSU SAN DIEGO ASSOCIATED STUDENTS	Pallulat, Jill	1812963	65,987	65,987
	Number of Claims		1		
	Number of Claims in excess of \$25,000		1		
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Valencia, Enrique	1459277	73	-
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Kearse, Laudine	1460958	74,379	74,379
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	El-Aton, Felicia	1492624	7,208	-
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Drieslein, Patricia	1524874	515,754	515,754
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Torres, Luz	1542001	65,908	65,908
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Claypool, June	1549214	191,279	191,279
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Walker, Kara	1598936	26,388	26,388
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Arambula, David	1600832	313,777	313,777
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Brown, Robert	1733219	227,298	227,298
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Valdez, Linda	1763201	7,611	-
San Diego	CSU SAN DIEGO RESEARCH FOUNDATION	Wilson, Dominic	1768697	20,140	-
	Number of Claims		11		
	Number of Claims in excess of \$25,000		7		
			Total for claims in excess of \$25,000:		1,414,782
				Minimum EPL deductible for FY 15/16 (w/o one level limitation):	100,000
				Minimum EPL deductible for FY 15/16 (w/ one level limitation):	100,000
				Minimum EPL deductible for FY 14/15:	75,000
San Francisco	CSU SAN FRANCISCO CESAR CHAVEZ STUDENT CENTER	Morales, Noel	1506997	58,542	58,542
	Number of Claims		1		
	Number of Claims in excess of \$25,000		1		
San Francisco	CSU SAN FRANCISCO THE UNIVERSITY CORPORATION	Shafer, Holley	1522876	10,087	-
	Number of Claims		1		
	Number of Claims in excess of \$25,000		0		
San Jose	CSU SAN JOSE RESEARCH FOUNDATION	Gonzales, Sandra	1506767	32,641	32,641
San Jose	CSU SAN JOSE RESEARCH FOUNDATION	Park, Laura	1614600	510,911	510,911
San Jose	CSU SAN JOSE RESEARCH FOUNDATION	Papp, Angela	1879863	44,437	44,437
	Number of Claims		3		
	Number of Claims in excess of \$25,000		3		
				Total for claims in excess of \$25,000:	
				Minimum EPL deductible for FY 15/16 (w/o one level limitation):	100,000
				Minimum EPL deductible for FY 15/16 (w/ one level limitation):	75,000
				Minimum EPL deductible for FY 14/15:	50,000

AORMA Liability Program - Employment Practices Liability Loss Information
Employment Practices Liability Loss Information
Paid Losses between July 1, 2009 and June 30, 2014

Campus	Auxiliaries	Claim #	Total Incurred	Claims Over \$25,000	
San Jose	CSU SAN JOSE SPARTAN SHOPS, INC.	Collins, James	1494425	5,764	-
San Jose	CSU SAN JOSE SPARTAN SHOPS, INC.	Hansen, Susan	1502347	1,391	-
San Jose	CSU SAN JOSE SPARTAN SHOPS, INC.	Khan, Allah	1521031	4,606	-
San Jose	CSU SAN JOSE SPARTAN SHOPS, INC.	Marshall, Jay	1596850	2,981	-
	Number of Claims		4		
	Number of Claims in excess of \$25,000		0		
San Jose	CSU SAN JOSE STUDENT UNION, INC.	Warren, Michael	1565299	3,249	-
	Number of Claims		1		
	Number of Claims in excess of \$25,000		0		
San Luis Obispo	CPSU SAN LUIS OBISPO CAL POLY CORP.	Pierotti, David	1483955	96,818	96,818
San Luis Obispo	CPSU SAN LUIS OBISPO CAL POLY CORP.	Masterson, Michael	1498821	50,214	50,214
San Luis Obispo	CPSU SAN LUIS OBISPO CAL POLY CORP.	Flores, Stephanie	1502492	6,671	-
San Luis Obispo	CPSU SAN LUIS OBISPO CAL POLY CORP.	Chowdhury, Razzakul	1597354	11,163	-
San Luis Obispo	CPSU SAN LUIS OBISPO CAL POLY CORP.	Bosley, Jacob	1601806	889	-
San Luis Obispo	CPSU SAN LUIS OBISPO CAL POLY CORP.	Jackson, Harold	1622290	10,018	-
San Luis Obispo	CPSU SAN LUIS OBISPO CAL POLY CORP.	Pinocchio, Michael	1537083	8,745	-
	Number of Claims		7		
	Number of Claims in excess of \$25,000		2		
Total for claims in excess of \$25,000:					147,033
Minimum EPL deductible for FY 15/16 (w/o one level limitation):					50,000
Minimum EPL deductible for FY 15/16 (w/ one level limitation):					50,000
Minimum EPL deductible for FY 14/15:					50,000
San Marcos	CSU SAN MARCOS RESEARCH SERVICES CORP.	McCulloch, Erika	1503450	473	-
	Number of Claims		1		
	Number of Claims in excess of \$25,000		0		

AORMA Liability Program - EPL Deductible Schedule

Campus	Auxiliary Organization	FY 15/16	FY 14/15	FY 13/14	FY 12/13	FY 11/12	FY 10/11
Bakersfield	Associated Students, California State University, Bakersfield, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Bakersfield	California State University, Bakersfield Auxiliary for Sponsored Programs	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Bakersfield	California State University, Bakersfield Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Bakersfield	California State University, Bakersfield Student Union, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Chancellor's Office	California State University Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Chancellor's Office	California State University Institute	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Channel Islands	Associated Students of California State University, Channel Islands, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Channel Islands	California State University Channel Islands Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Channel Islands	University Glen Corporation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Chico	Associated Students of California State University, Chico	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Chico	Auxiliary Organization Associations	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Chico	The CSU, Chico Research Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Chico	The University Foundation, California State University, Chico	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Dominguez Hills	Associated Students, California State University, Dominguez Hills	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Dominguez Hills	California State University, Dominguez Hills Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Dominguez Hills	Donald P. and Katherine B. Loker University Student Union, Incorporated	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
East Bay	Associated Students, California State University, East Bay	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
East Bay	Cal State East Bay Educational Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
East Bay	California State University, East Bay Foundation, Inc.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
Fresno	Associated Students, Inc. of California State University, Fresno	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fresno	California State University, Fresno Association, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fresno	California State University, Fresno Foundation	\$ 75,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fresno	CSU Fresno Courtyard (Not a separate AO; an operating unit of CSU Fresno Association, Inc.)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fresno	Fresno State Programs for Children, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fresno	The Agricultural Foundation of California State University, Fresno	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fresno	The California State University, Fresno Athletic Corporation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fullerton	Associated Students, California State University, Fullerton, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fullerton	Cal State Fullerton Philanthropic Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fullerton	CSU Fullerton Auxiliary Services Corporation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Fullerton	CSU Fullerton Housing Authority	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Humboldt	Associated Students, Humboldt State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Humboldt	Humboldt State University Advancement Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Humboldt	Humboldt State University Center Board of Directors	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Humboldt	Humboldt State University Sponsored Programs Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Long Beach	Associated Students, California State University, Long Beach	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

AORMA Liability Program - EPL Deductible Schedule

Campus	Auxiliary Organization	FY 15/16	FY 14/15	FY 13/14	FY 12/13	FY 11/12	FY 10/11
Long Beach	California State University, Long Beach Research Foundation	\$ 75,000	\$ 75,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
Long Beach	CSULB 49er Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Los Angeles	Associated Students, California State University, Los Angeles, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Los Angeles	Cal State L.A. University Auxiliary Services, Inc.	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
Los Angeles	California State University, Los Angeles Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Los Angeles	University-Student Union Board, California State University, Los Angeles	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Maritime Academy	California Maritime Academy Foundation, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Maritime Academy	The Associated Students of the California Maritime Academy	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Monterey Bay	Foundation of California State University, Monterey Bay	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Monterey Bay	The University Corporation at Monterey Bay	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Northridge	Associated Students, California State University, Northridge, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Northridge	California State University, Northridge Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Northridge	North Campus University Park Development Corporation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Northridge	The University Corporation, CSU Northridge	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Northridge	University Student Union of California State University, Northridge	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Pomona	Associated Students Inc., California State Polytechnic University, Pomona	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Pomona	The Cal Poly Pomona Foundation, Inc.	\$ 100,000	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 25,000
Sacramento	Associated Students of California State University, Sacramento	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sacramento	Capital Public Radio, Inc., CSU Sacramento	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sacramento	The University Foundation at Sacramento State	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sacramento	University Enterprises, Inc., CSU Sacramento	\$ 75,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sacramento	University Union Operation of CSUS, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Bernardino	Associated Students Inc., California State University, San Bernardino	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Bernardino	CSUSB Philanthropic Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Bernardino	University Enterprises Corporation at CSUSB	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Diego	Associated Students, San Diego State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Diego	Aztec Shops, Ltd., San Diego State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Diego	San Diego State University Research Foundation	\$ 100,000	\$ 75,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
San Diego	The Campanile Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Francisco	Associated Students, Inc., San Francisco State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Francisco	Cesar Chavez Student Center, San Francisco State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Francisco	San Francisco State University Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

AORMA Liability Program - EPL Deductible Schedule							
Campus	Auxiliary Organization	FY 15/16	FY 14/15	FY 13/14	FY 12/13	FY 11/12	FY 10/11
San Francisco	The University Corporation, San Francisco State	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Jose	Associated Student, San Jose State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Jose	San Jose State University Research Foundation	\$ 75,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Jose	Spartan Shops, Inc., San Jose State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Jose	The Student Union of San Jose State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Jose	The Tower Foundation, San Jose State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Luis Obispo	Cal Poly Corporation	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000
San Luis Obispo	California Polytechnic State University Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Marcos	California State University San Marcos Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Marcos	San Marcos University Corporation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Marcos	The Associated Students of California State University, San Marcos	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
San Marcos	University Auxiliary and Research Services Corporation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sonoma	Associated Students of Sonoma State University	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sonoma	Sonoma State Enterprises, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sonoma	Sonoma State University Academic Foundation, Inc.	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Stanislaus	Associated Students, Inc., California State University, Stanislaus	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Stanislaus	California State University, Stanislaus Auxiliary and Business Services	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Stanislaus	California State University, Stanislaus Foundation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Stanislaus	University Student Union of California State University, Stanislaus	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

Blue - represents the mandated minimum EPL deductible per Policy & Procedure L-7

Red - represents the year the member chose to increase its EPL deductible above the minimum. The member must maintain the higher deductible for three years.



CSURMA AORMA

POLICY AND PROCEDURE NO. L-7

**SUBJECT: EMPLOYMENT PRACTICES LIABILITY
DEDUCTIBLE (EPL) OPTIONS**

ADOPTED: MAY 12, 2011

**AMENDED: JULY 1, 2011
DECEMBER 6, 2012
DECEMBER 5, 2013**

POLICY:

1. It is the policy of CSURMA AORMA that annually a minimum EPL deductible will be determined for each Member. The formula for determining the minimum EPL deductible is based on number and cost of EPL claims paid, at June 30, for the last five fiscal years. If a Member has more than one EPL claim payment within the last five fiscal years, then the total amount paid within those five years for all claims exceeding \$25,000 will be applied to the following schedule:

Level 1	Paid losses of \$75,000 or less	\$25,000 deductible
Level 2	Paid losses of \$75,001 to \$175,000	\$50,000 deductible
Level 3	Paid losses of \$175,001 to \$275,000	\$75,000 deductible
Level 4	Paid losses in excess of \$275,001	\$100,000 deductible

Annually, based on the formula above, the JPA Program Administrator will determine the minimum EPL deductible for each Member. To assist Members in budget forecasting, the minimum EPL deductible will be limited to one EPL deductible level increase per year, regardless of the minimum EPL deductible calculated based on the schedule above.

The Programs Committee will review and determine each Member’s minimum EPL deductible for the upcoming fiscal year.

2. Each Member will have the option of electing an EPL deductible in excess of the minimum deductible.
3. Should a Member elect an EPL deductible in excess of the minimum EPL deductible, then that Member will be required to maintain the same EPL deductible for three full program years (July 1st to June 30th) before selecting a new EPL deductible. EPL deductibles can only be changed at the beginning of the coverage term – July 1st of each year. If, however, the formula for determining the minimum EPL deductible results in a deductible level higher than the EPL deductible level elected by the Member, the Member’s EPL deductible will increase to the deductible level determined by the formula. Because the election of higher EPL deductibles can only be changed once per every three full program years, CSURMA AORMA strongly recommends a review of prior years’ claims and consultation with the JPA Program Administrator before making any decisions regarding these higher EPL deductibles.

4. As outlined in Policy and Procedure L-1, Claims Reporting, it is the policy of CSURMA AORMA that written notice of any claim within the AORMA Liability Coverage Program be given to the Third Party Claims Administrator as soon as practicable. Failure to report a claim is cause for a reduction in or denial of coverage by AORMA.

PROCEDURE:

1. Annually, based on the formula above, the JPA Program Administrator will determine the minimum EPL deductible for each Member.
2. The Programs Committee will approve each Member's minimum EPL deductible.
3. The JPA Program Administrator will provide the Members with the costs for each of the different EPL deductibles options.
4. If the Member chooses an EPL deductible higher than the minimum EPL deductible as approved by the Programs Committee for that Member, then the Member will be required to sign the attached Consent to Change Employment Practices Liability Deductible letter.
5. A Member may appeal its minimum EPL deductible to the AORMA Committee in writing prior to the commencement of the coverage year, and the AORMA Committee will make a final decision.



Consent to Change Employment Practices Liability Deductible

I am authorizing CSURMA AORMA to increase the Employment Practices Liability deductible within the CSURMA AORMA Liability Coverage Program for this Auxiliary Organization effective _____.

I understand that I must maintain this same deductible for three full program years (July 1st to June 30th) before selecting a new deductible. I am also aware that the following coverage provisions apply to all Employment Practices Liability claims regardless of the probable size of the claim. The Auxiliary Organization's or the Covered Party's failure to comply with any of these provisions will cause a reduction in, or denial of, coverage by CSURMA AORMA.

CLAIMS REPORTING PROVISIONS

If a Auxiliary Organization or Covered Party becomes aware of an event, occurrence or offense, which **may** result in a claim, suit or proceeding, the event must be reported to the Third Party Claims Administrator (TPA) as soon as practicable. If the event is not reported to the TPA within the timeframe set below; the following late reporting penalties shall apply;

LATE REPORTING PENALTIES

1. If an **occurrence**, offense, claim or suit is reported 1-6 months late as determined by the TPA, a 25% reduction of coverage will apply;
2. If an **occurrence**, offense, claim or suit is reported 7-12 months late as determined by the TPA, a 50% reduction of coverage will apply; or
3. If an **occurrence**, offense, claim or suit is reported more than 12 months late as determined by the TPA, no recovery will be available to the **Member** or other involved **Covered Party**.

DEFENSE COVERAGE PROVISIONS

If an Auxiliary Organization or Covered Party becomes aware of an event, occurrence or offense, which **may** result in a claim, suit or proceeding, CSURMA AORMA will reimburse any costs incurred by the Auxiliary Organization or Covered Party to defend the covered claim **but only if** the event is reported to the TPA within thirty (30) days of becoming aware of the event. CSURMA AORMA will not, however, reimburse any costs incurred more than thirty (30) days prior to notification to the TPA.

CLAIMS SETTLEMENT PROVISIONS

An Auxiliary Organization or Covered Party will not be reimbursed by CSURMA AORMA if the Auxiliary Organization or Covered Party settles a claim without prior written authorization of the Liability Claims Administrator.

I have read the above coverage provisions and I have a thorough understanding of my claims reporting obligations within the CSURMA AORMA Liability Program and consent to a change in my Employment Practices Liability deductible to:

\$50,000 / \$75,000 / \$100,000

Auxiliary Organization

Signed

Name

Title

Date

**AORMA HISTORICAL PREMIUM PAYMENTS, DIVIDENDS
AND LOSS RATIOS**

ISSUE: The attached report documents each member's historical program premiums, dividends and loss ratios.

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None anticipated at this time.

ATTACHMENT(S):

- a. Historical Premium Payments, Dividends Received and Loss Ratios report.

CSURMA AORMA Liability Insurance Program

Member Loss Ratios

Loss Valuation Date - June 30, 2014

		FY 09/10 to FY 13/14					
Campus	Current Named Insured	Gross Premium	Dividend	Net Premium	Total Incurred Claims	No. of Claims	Loss Ratio
Bakersfield	Associated Students, California State University, Bakersfield, Inc.	34,475	5,767	28,708	0	0	0%
Bakersfield	California State University, Bakersfield Auxiliary for Sponsored Programs and Administration	13,612	1,161	12,451	0	0	0%
Bakersfield	California State University, Bakersfield Foundation	107,115	18,147	88,969	0	0	0%
Bakersfield	California State University, Bakersfield Student Union, Inc.	16,349	2,493	13,856	0	0	0%
Chancellor's Office	California State University Foundation	7,893	1,228	6,665	0	0	0%
Chancellor's Office	California State University Institute	10,788	1,839	8,949	0	0	0%
Channel Islands	Associated Students of California State University, Channel Islands, Inc.	8,532	1,299	7,233	0	0	0%
Channel Islands	California State University Channel Islands Foundation	11,414	1,892	9,522	0	0	0%
Channel Islands	University Glen Corporation	120,697	19,102	101,595	158,726	2	156%
Chico	Associated Students of California State University, Chico	685,482	116,036	569,446	20,599	6	4%
Chico	Auxiliary Organization Associations	7,873	1,214	6,659	0	0	0%
Chico	The CSU, Chico Research Foundation	575,041	97,837	477,204	741,097	21	155%
Chico	The University Foundation, California State University, Chico	46,315	7,550	38,766	1,891	1	5%
Dominguez Hills	Associated Students, California State University, Dominguez Hills	31,013	5,158	25,855	225	1	1%
3083	California State University, Dominguez Hills Foundation	145,937	25,090	120,848	9,264	2	8%
Dominguez Hills	Donald P. and Katherine B. Loker University Student Union, Incorporated	91,225	14,880	76,345	8,651	4	11%
East Bay	Associated Students, California State University, East Bay	152,516	23,354	129,161	1,218	1	1%
East Bay	Cal State East Bay Educational Foundation	2,042	0	2,042	0	0	0%
East Bay	California State University, East Bay Foundation, Inc.	235,467	52,885	216,424	14,392	2	7%
Fresno	Associated Students, Inc. of California State University, Fresno	20,767	3,481	17,286	0	0	0%
Fresno	California State University, Fresno Association, Inc.	936,140	162,216	697,441	74,174	11	11%
Fresno	California State University, Fresno Foundation	222,530	36,100	186,430	243,496	3	131%
Fresno	Fresno State Programs for Children, Inc.	46,776	7,805	38,971	0	0	0%
Fresno	The Agricultural Foundation of California State University, Fresno	114,365	19,148	95,217	0	0	0%
Fresno	The California State University, Fresno Athletic Corporation	994,586	160,672	833,915	56,079	15	7%
Fullerton	Associated Students, California State University, Fullerton, Inc.	176,709	28,635	148,074	4,489	5	3%
Fullerton	Cal State Fullerton Philanthropic Foundation	36,103	5,890	30,213	0	0	0%
Fullerton	CSU Fullerton Auxiliary Services Corporation	262,845	42,949	219,896	56,324	7	26%
Fullerton	CSU Fullerton Housing Authority	130,853	18,733	112,120	904	1	1%
Humboldt	Associated Students, Humboldt State University	33,430	5,206	28,223	0	0	0%
Humboldt	Humboldt State University Advancement Foundation	8,320	1,375	6,945	0	0	0%
Humboldt	Humboldt State University Center Board of Directors	307,598	53,445	254,153	2,706	1	1%
Humboldt	Humboldt State University Sponsored Programs Foundation	151,755	22,987	128,769	25,219	1	20%
Long Beach	Associated Students, California State University, Long Beach	404,486	65,099	339,387	378,065	5	111%
Long Beach	California State University, Long Beach Research Foundation	622,352	122,852	584,678	689,635	10	118%
Long Beach	CSULB 49er Foundation	8,411	531	7,880	0	0	0%
Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	214,803	35,532	179,271	18,158	11	10%
Los Angeles	Associated Students, California State University, Los Angeles, Inc.	34,196	5,490	28,706	15,341	2	53%
Los Angeles	Cal State L.A. University Auxiliary Services, Inc.	123,664	22,805	117,409	16,548	1	14%
Los Angeles	California State University, Los Angeles Foundation	20,108	3,228	16,880	0	0	0%
Los Angeles	University-Student Union Board, California State University, Los Angeles	141,367	23,583	117,785	0	0	0%
Maritime Academy	California Maritime Academy Foundation, Inc.	18,562	3,120	15,442	0	0	0%
Maritime Academy	The Associated Students of the California Maritime Academy	17,798	2,872	14,926	0	0	0%
Monterey Bay	Foundation of California State University, Monterey Bay	19,137	1,482	17,655	0	0	0%
Monterey Bay	The University Corporation at Monterey Bay	311,684	56,889	254,794	6,099	2	2%
Northridge	Associated Students, California State University, Northridge, Inc.	76,541	12,219	64,323	39,171	14	61%
Northridge	California State University, Northridge Foundation	58,466	10,012	48,454	0	0	0%

CSURMA AORMA Liability Insurance Program

Member Loss Ratios

Loss Valuation Date - June 30, 2014

Campus	Current Named Insured	FY 09/10 to FY 13/14					
		Gross Premium	Dividend	Net Premium	Total Incurred Claims	No. of Claims	Loss Ratio
Northridge	North Campus University Park Development Corporation	28,692	4,493	24,199	0	0	0%
Northridge	The University Corporation, CSU Northridge	390,698	60,301	330,397	106,632	8	32%
Northridge	University Student Union of California State University, Northridge	410,600	68,283	342,317	246,367	5	72%
Pomona	Associated Students Inc., California State Polytechnic University, Pomona	381,751	60,823	320,928	11,577	4	4%
Pomona	The Cal Poly Pomona Foundation, Inc.	626,841	124,719	590,231	436,636	15	74%
Sacramento	Associated Students of California State University, Sacramento	516,914	84,988	431,926	13,771	12	3%
Sacramento	Capital Public Radio, Inc., CSU Sacramento	39,951	4,887	35,064	12,153	1	35%
Sacramento	The University Foundation at Sacramento State	29,968	5,002	24,966	0	0	0%
Sacramento	University Enterprises, Inc., CSU Sacramento	768,430	110,141	658,289	131,953	5	20%
Sacramento	University Union Operation of CSUS, Inc.	126,390	20,331	106,060	14,348	29	14%
San Bernardino	Associated Students Inc., California State University, San Bernardino	51,845	8,563	43,282	0	0	0%
San Bernardino	CSUSB Philanthropic Foundation	8,411	531	7,880	0	0	0%
San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	73,206	11,787	61,419	373	1	1%
San Bernardino	University Enterprises Corporation at CSUSB	277,282	45,496	231,786	10,349	4	4%
San Diego	Associated Students, San Diego State University	870,740	139,843	730,897	176,149	11	24%
San Diego	Aztec Shops, Ltd., San Diego State University	671,068	106,150	564,918	48,380	19	9%
San Diego	San Diego State University Research Foundation	778,766	150,458	728,885	1,582,821	39	217%
San Diego	The Campanile Foundation	0	0	0	0	0	0%
San Francisco	Associated Students, Inc., San Francisco State University	71,220	11,802	59,418	3,088	2	5%
San Francisco	Cesar Chavez Student Center, San Francisco State University	324,302	50,968	273,334	1,138,914	3	417%
San Francisco	San Francisco State University Foundation	18,571	1,724	16,848	0	0	0%
San Francisco	The University Corporation, San Francisco State	141,252	30,586	110,665	16,772	8	15%
San Jose	Associated Student, San Jose State University	57,978	9,610	48,369	12,500	1	26%
San Jose	San Jose State University Research Foundation	151,195	23,840	127,356	573,000	7	450%
San Jose	Spartan Shops, Inc., San Jose State University	441,658	71,055	370,603	29,912	7	8%
San Jose	The Student Union of San Jose State University	635,844	105,737	530,107	12,780	4	2%
San Jose	The Tower Foundation, San Jose State University	11,757	1,675	10,082	0	0	0%
San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	467,133	76,064	391,068	82,579	4	21%
San Luis Obispo	Cal Poly Corporation	713,940	149,384	669,458	74,522	22	11%
San Luis Obispo	California Polytechnic State University Foundation	7,805	1,060	6,745	0	0	0%
San Marcos	The Associated Students of California State University, San Marcos	51,565	8,617	42,949	0	0	0%
San Marcos	San Marcos University Corporation	149,198	31,115	118,083	9,003	1	8%
San Marcos	California State University San Marcos Foundation	25,316	1,953	23,363	0	0	0%
San Marcos	University Auxiliary and Research Services Corporation	110,871	10,580	100,292	0	0	0%
Sonoma	Associated Students of Sonoma State University	83,424	13,893	69,530	3,743	1	5%
Sonoma	Sonoma State Enterprises, Inc.	185,328	31,740	153,589	580	1	0%
Sonoma	Sonoma State University Academic Foundation, Inc.	78,422	13,076	65,346	0	0	0%
Stanislaus	Associated Students, Inc., California State University, Stanislaus	34,176	5,673	28,503	0	0	0%
Stanislaus	California State University, Stanislaus Auxiliary and Business Services	84,140	14,192	69,947	0	0	0%
Stanislaus	California State University, Stanislaus Foundation	126,021	21,158	104,863	0	0	0%
Stanislaus	University Student Union of California State University, Stanislaus	19,400	3,220	16,180	0	0	0%
Total:		17,860,207	3,026,799	15,186,082	7,331,375	343	48%

CSURMA AORMA Workers' Compensation Insurance Program

Member Loss Ratios

Loss Valuation Date - June 30, 2014

Final Payroll Audit

Campus	Current Named Insured	FY 09/10 to FY 13/14					
		Gross Audited Premium	Dividend	Net Premium	Total Incurred Claims	No. of Claims	Loss Ratio
Bakersfield	California State University, Bakersfield Auxiliary for Sponsored Programs and Administration	45,297	2,093	43,204	1,481	1	3%
Bakersfield	California State University, Bakersfield Foundation	143,958	59,453	84,505	91,555	4	108%
Channel Islands	University Glen Corporation	165,687	15,019	150,668	75,922	10	50%
Chico	Associated Students of California State University, Chico	973,538	265,989	707,549	188,679	199	27%
Chico	The CSU, Chico Research Foundation	627,017	180,426	446,592	54,383	29	12%
Dominguez Hills	Associated Students, California State University, Dominguez Hills	12,682	5,084	7,597	412	1	5%
Dominguez Hills	California State University, Dominguez Hills Foundation	378,722	103,632	275,090	263,149	16	96%
Dominguez Hills	Donald P. and Katherine B. Loker University Student Union, Incorporated	31,721	6,742	24,979	1,423	1	6%
East Bay	Associated Students, California State University, East Bay	155,505	39,765	115,740	9,117	38	8%
East Bay	California State University, East Bay Foundation, Inc.	166,766	20,852	145,913	109,693	12	75%
Fresno	California State University, Fresno Association, Inc.	631,679	215,060	416,619	79,176	66	19%
Fresno	The California State University, Fresno Athletic Corporation	352,804	77,022	275,782	16,779	9	6%
Fullerton	Associated Students, California State University, Fullerton, Inc.	331,236	93,807	237,429	90,639	34	38%
Fullerton	CSU Fullerton Auxiliary Services Corporation	1,027,560	232,179	795,381	364,905	61	46%
Humboldt	Associated Students, Humboldt State University	4,547	97	4,450	0	0	0%
Humboldt	Humboldt State University Center Board of Directors	408,778	107,656	301,122	79,104	85	26%
Humboldt	Humboldt State University Sponsored Programs Foundation	541,320	114,301	427,019	327,053	39	77%
Long Beach	Associated Students, California State University, Long Beach	465,782	124,822	340,960	80,582	46	24%
Long Beach	California State University, Long Beach Research Foundation	562,676	248,765	313,911	197,212	34	63%
Long Beach	Forty-Niner Shops, Inc., CSU Long Beach	597,085	213,157	383,928	516,514	60	135%
Los Angeles	Cal State L.A. University Auxiliary Services, Inc.	738,068	109,444	628,625	261,183	42	42%
Los Angeles	University-Student Union Board, California State University, Los Angeles	163,915	33,869	130,045	40,606	7	31%
Monterey Bay	The University Corporation at Monterey Bay	527,890	108,481	419,410	306,413	25	73%
Northridge	Associated Students, California State University, Northridge, Inc.	242,949	56,980	185,968	66,688	17	36%
Northridge	The University Corporation, CSU Northridge	1,435,714	326,805	1,108,910	857,661	89	77%
Northridge	University Student Union of California State University, Northridge	372,054	89,563	282,491	51,794	32	18%
Pomona	Associated Students Inc., California State Polytechnic University, Pomona	230,882	69,331	161,551	24,125	21	15%
Pomona	The Cal Poly Pomona Foundation, Inc.	1,122,394	381,074	741,320	634,174	166	86%
Sacramento	Associated Students of California State University, Sacramento	328,618	93,859	234,759	64,056	27	27%
Sacramento	University Enterprises, Inc., CSU Sacramento	1,058,206	59,687	998,519	398,688	128	40%
San Bernardino	Associated Students Inc., California State University, San Bernardino	11,779	2,824	8,954	0	0	0%
San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	129,301	27,475	101,826	44,827	24	44%
San Bernardino	University Enterprises Corporation at CSUSB	407,245	68,729	338,516	78,839	54	23%
San Diego	Associated Students, San Diego State University	813,067	181,585	631,483	522,842	114	83%
San Francisco	Associated Students, Inc., San Francisco State University	89,811	27,431	62,380	185,258	10	297%
San Francisco	Cesar Chavez Student Center, San Francisco State University	212,898	69,113	143,785	144,763	22	101%
San Francisco	The University Corporation, San Francisco State	121,069	43,395	77,674	33,289	10	43%
San Jose	Associated Student, San Jose State University	195,188	59,565	135,623	44,413	31	33%
San Jose	San Jose State University Research Foundation	1,235,104	307,413	927,691	147,087	47	16%
San Jose	Spartan Shops, Inc., San Jose State University	572,735	234,732	338,003	206,070	139	61%
San Jose	The Student Union of San Jose State University	151,628	26,479	125,149	13,497	2	11%
San Jose	The Tower Foundation, San Jose State University	117,798	6,651	111,148	731	2	1%
San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	404,681	127,958	276,722	200,611	33	72%
San Luis Obispo	Cal Poly Corporation	1,996,421	600,318	1,396,102	575,553	199	41%
San Marcos	University Auxiliary and Research Services Corporation	268,119	90,662	177,456	73,982	21	42%
Sonoma	Associated Students of Sonoma State University	26,193	3,440	22,753	30,393	1	134%
Stanislaus	Associated Students, Inc., California State University, Stanislaus	18,942	1,301	17,640	0	0	0%
Stanislaus	University Student Union of California State University, Stanislaus	15,595	993	14,603	709	3	5%
Total:		20,632,623	\$ 5,335,080	\$ 15,297,543	\$ 7,556,030	2,011	37%

EVALUATION OF PRIMARY REINSURANCE PROGRAM FOR WORKERS' COMPENSATION

ISSUE: The Executive Committee authorized the purchase of a primary reinsurance program to CSURMA Campus Workers' Compensation Risk Pool for the years FY 08/09, 09/10 and 10/11. After that time, the cost of reinsurance coverage significantly exceeded the CSURMA actuary's projection of the cost to retain the risk. Staff has received interest from the Excess Insurance Authority (EIA) to offer a primary reinsurance program to both the Campus Risk Pool and the AORMA Workers' Compensation Program. It is expected that a conceptual proposal and pricing will be available for discussion at the AORMA long range planning session. If the AORMA Committee finds the conceptual proposal of interest, staff will work with EIA to prepare a formal proposal for the October 23, 2014 meeting.

RECOMMENDATION: It is requested that the AORMA Committee consider the conceptual proposal presented at the meeting and provide direction to staff.

FISCAL IMPACT: The cost of a primary reinsurance program would be paid from AORMA Workers' Compensation Program deposits that would otherwise be used to self-insure the claims to be transferred to the primary reinsurer.

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

At the direction of the Executive Committee, Chancellor's Office and CSURMA, Staff has met with representatives of the EIA. EIA is a statewide JPA insurance pool that has a history of offering products that maximize benefits to members. EIA has received underwriting information from CSURMA and is expected to offer their opinion on what possibilities exist for

the AORMA Workers' Compensation program to benefit from EIA's Primary Workers' Compensation Program.

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

ATTACHMENT(S): None.

**REVIEW OF THE DRAFT LIABILITY PROGRAM MEMBER
ALLOCATION FORMULA FOR FY 15/16**

ISSUE: Due to the complexity of the current liability program rating formula and the need for underwriter subjectivity in finalizing each member's premium, the liability program rating has historically been completed by Phil Lendaris, Alliant's staff underwriter. Each member is rated separately based on the several different ISO rating factors. (These are shown below in the background section.) The Programs Committee has been working on a revised liability program member allocation formula for the FY 15/16 term. The AORMA Committee will review the draft version of the allocation.

RECOMMENDATION: This item is for information only. The Programs Committee will review the allocation formula again when the actuary completes the two additional reports. The additional actuarial work involves providing (1) four separate costs for AORMA's auto liability, EPL, premises liability, and "all other" exposures, and (2) experience modification factors for each member. The Programs Committee will make a final recommendation for the AORMA Committee to review at its October meeting.

FISCAL IMPACT: The overall cost for AORMA will not change; however, each member's percentage of the total liability premium will change. Collars will be kept in place for three to five years to minimize premium fluctuation.

BACKGROUND: The proposed FY 15/16 liability program member allocation formula includes the following allocation factors:

1. Exposure Information – The CSURMA actuary will provide the projected funding amount for the four exposure categories noted below and it will be allocated based on each member's percentage of the total exposure in each category:
 - ✓ All Other Losses
 - ✓ Employment Related Losses
 - ✓ Premises Liability Losses
 - ✓ Auto Liability Losses

The rating exposure basis for the above categories is noted below and is currently being collected from the members via the annual AORMA renewal application.

- a. Revenue (exclusive of investment gains/losses and donations/contributions) – Used to calculate the “all other” premium
 - b. Payroll – Used to calculate employment related losses
 - c. Square Footage – Used to calculate the premise liability, i.e., slip, trip and fall, faulty stairs premium
 - d. Number of Owned Autos – Used to calculate the auto liability premium
2. Size Credit – Similar to the property and crime allocations, a size credit will be included.
 3. Loss Rating – The CSURMA actuary will determine each member’s experience modification factor.
 4. Excess Premium – The excess premium is allocated based on each member’s percentage of the total basic premium (excluding size credit and loss rating). A minimum and maximum is included.
 5. Admin Costs – The admin costs are allocated based on each member’s percentage of the total basic premium (excluding size credit and loss rating). A minimum and maximum is included.
 6. Collars – Premium collars will be included in the calculation for three to five years.
 7. Minimum Premium – A minimum premium is included.

The current member allocation of the total liability program premium is determined based on an ISO rating calculation using the following classification codes:

Class Code	Description	Rating Basis
16723	Rental Stores	Gross Sales
40067	Athletic Programs	Number of Games
41422	Camps - Not For Profit	Number of Camp Days
41668	Clubs - Civic or Social	Square Footage
41716	Day Care Center	Per Person - Average Daily Attendance
48638	Stadiums Operated by Insured	Sales
48925	Swimming Pools	Each Pool
49185	Theaters	Admissions
49452	Vacant Land	Number of Acres
56760	Meat, Fish, Poultry or Seafood Processing	Gross Sales
60010	Apartment Buildings	Number of Units
61216	Bldg or Premises - Not for Profit (LRO)	Square Footage

63010	Dwellings - One Family (LRO)	Number of Dwellings
63216	Exhibition or Convention Bldg.	Square Footage
67509	Schools, Colleges	Square Footage
67511	Schools - Dormitory Facilities	Square Footage
91581	Contractors - Subcontracted Work	Total Costs

PUBLICATION: None.

ATTACHMENT(S): None.

ON-LINE SAFETY TRAINING THROUGH SKILLSOFT

ISSUE: The MSLCTC was assigned the task of overseeing the preview of the campus on-line training platform through SkillSoft and then providing a recommendation to the AORMA Committee regarding future utilization. The current previewers of the SkillSoft platform will be asked to provide feedback for the MSLCTC to discuss at its meeting on November 17th. An analysis survey tool has been created to aid the members in providing meaningful feedback. The MSLCTC will provide a final recommendation to the AORMA Committee at its December meeting.

RECOMMENDATION: This item is for information only; no action is being requested at this time.

FISCAL IMPACT: None at this time.

BACKGROUND: The CSU Chancellor's Office IT staff is working with the Campus IT staff to upload all of the Auxiliary employees into the specially designed SkillSoft hub for auxiliaries. To date only Humboldt State University and the Chancellors Office have completed the onboarding.

PUBLICATION: None at this time.

ATTACHMENT(S): None.

DISCUSSION OF AORMA'S CONTINUITY PLAN

ISSUE: The Committee will discuss the procedures by which members are nominated and elected to serve on the AORMA Committee and the Standing Committees.

AORMA Committee:

- **September** – the AORMA Chair will appoint a Nominations Committee
- **September/October** – the Nominations Committee will poll the eligible AORMA Committee members to determine who will be nominated for the Vice Chair position
- **October** – the Vice Chair is elected
- **December/January** – Announcement of the new Vice Chair and the open AORMA Committee seats
- **April** – Election of the new AORMA Committee members
- **May** – Announcement at the CSURMA Board of Directors meeting of new Vice Chair and Committee Members

Standing Committees:

- **Spring** – Standing committee members will recommend to the AORMA Chair a nominee for the position of chair for each standing committee
- **April/May** – Announcements of the new standing committee chairs

RECOMMENDATION: Staff recommends that the AORMA Chair appoint a Nominations Committee to poll the eligible AORMA Committee members to determine who will be nominated for the AORMA Vice-Chair position for the term July 1, 2015 to June 30, 2016.

Staff also recommends that the committee review the attached roster and discuss the seats that may need to be filled for the July 1, 2015 to June 30, 2017 term.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None at this time.

ATTACHMENT(S):

- a. FY 14/15 AORMA Committee Roster

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

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

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

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

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

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number	Location	Size of Campus	Type of Campus	Term	1st, 2nd or Final Term	Date Appointed
PC	Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044	North	Large	Urban	7/1/14 - 6/30/16	Third	
PC	At Large	Gigi Kiama	Human Resources Manager	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301	North	Small	Rural	7/1/13 - 6/30/15	Third	
PC	At Large	Haleh Minakary	General Business Manager	Pomona	The Cal Poly Pomona Foundation, Inc.	hminakary@cupomona.edu	909-869-2910	South	Medium	Urban	7/1/14 - 6/30/16	Third	
PC	At Large	Mark Day	Executive Director	San Bernardino	Santos Manuel Student Union of California State University, San Bernardino	mday@csusb.edu	909-537-7201	South	Medium	Urban	7/1/14 - 6/30/16	Second	4/28/2011
OPEN SEAT													

*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

CSURMA WEBSITE UPDATE

ISSUE: The csurma.org was re-launched with more functional capabilities for our members. Staff continues to work on improvements and add content, and has developed a new layout of the website. The AORMA Committee will be given a demonstration of enhancements and layout made to the CSURMA website.

RECOMMENDATION: It is recommended that the AORMA Committee provide feedback and direction to Staff on the enhancements and new layout of the website.

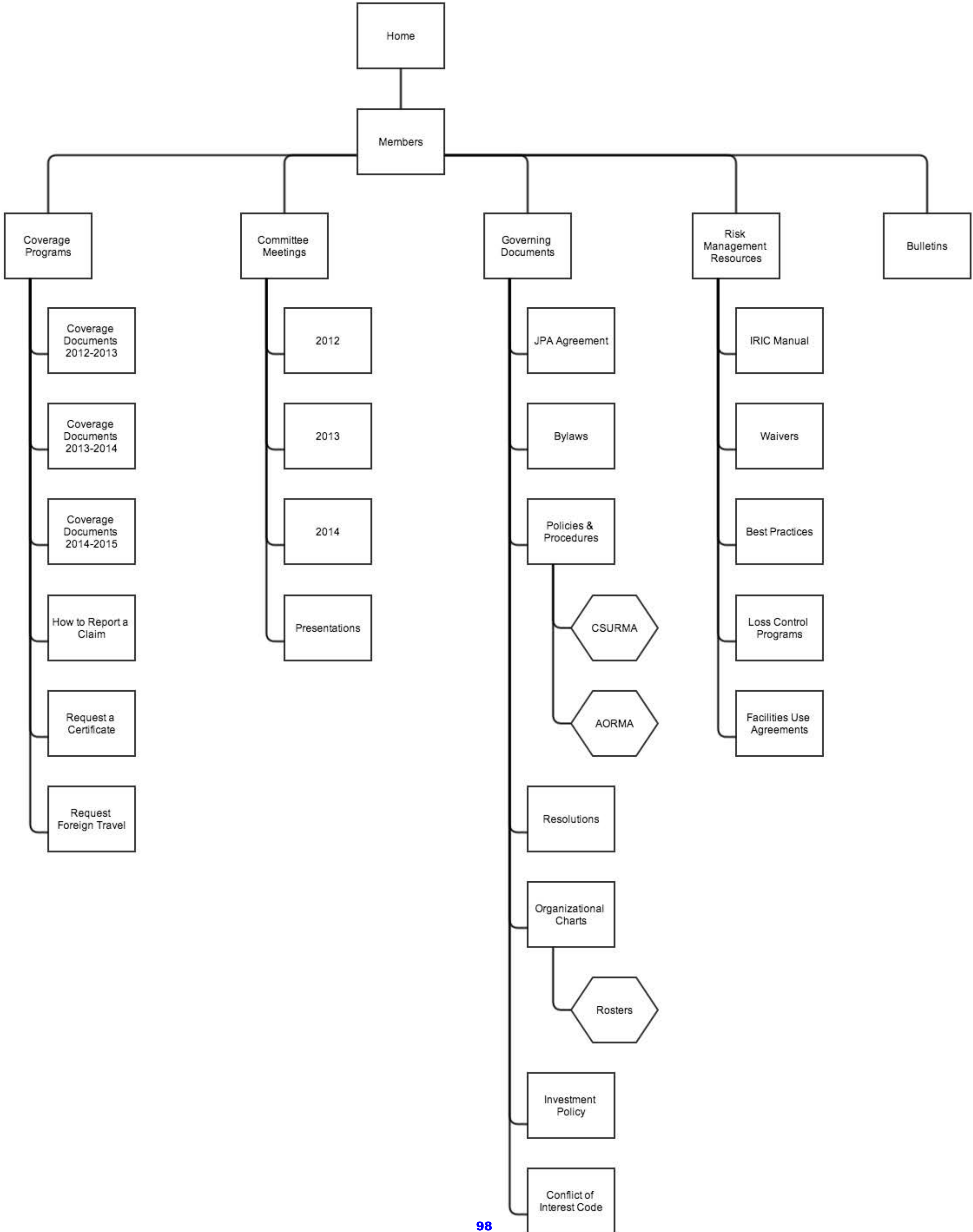
FISCAL IMPACT: None.

BACKGROUND: The CSURMA website was launched in July of 2013 and Staff continues to improve the website as feedback is received. After receiving input and feedback from the members, Staff has re-developed the layout and enhanced the website. Taking into consideration that the website was difficult to navigate and find documents, many items have been moved into different categories or renamed. The goal is to make the site easy for members to search for and find information quickly.

PUBLICATION: In an effort to drive more traffic to the website, general announcements will be distributed and include links to the website, rather than through PDF attachments.

ATTACHMENT(S):

- a. CSURMA website map overview



**DEVELOPMENT OF THE LONG RANGE ACTION PLAN ITEMS
FOR FY 14/15**

ISSUE: During today's meeting, the AORMA Committee Members will discuss the long range goals for AORMA. Based on today's decisions, Staff will prepare the FY 14/15 long range action plan document which will be presented for approval at the October AORMA Committee meeting.

RECOMMENDATION: Staff recommends that the AORMA Committee Members discuss the long range goals for AORMA and direct Staff to complete the long range action plan document for approval.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None at this time.

ATTACHMENT(S): None.