



1. Jose Flores v. Cal Poly Corporation
2. Albert Houston v. Fullerton ASC
3. William Nguyen v. SJSU Student Union, Inc
4. Arce v CSUN ASI
5. Diane Adams v Sacramento State ASI
6. Grajeda v Cal Poly Pomona Foundation
7. Donnelly v San Marco Research Services Corp
8. Ratchford v. CSU San Diego Research Foundation
9. Apodaca v. ASI and CSU (San Marcos)
10. HSU Appeal re: CalPERS
11. CNA v. California State University Fullerton Auxiliary Services

**F. GENERAL ADMINISTRATION**

- |    |  |          |       |
|----|--|----------|-------|
| 1. | <b>AORMA’s Long Range Action Plan for FY 17/18</b><br><i>The Committee will be asked to approve the long range action plan for fiscal year 17/18, with revisions as appropriate.</i>           | <b>I</b> | p. 33 |
| 2. | <b>Unemployment Insurance Program Claims Administrator</b><br><i>The Committee will be asked to discuss and approve the claims administration contract for the UIP effective July 1, 2018.</i> | <b>A</b> | p. 36 |
| 3. | <b>Development of CSURMA Earthquake Coverage Program</b><br><i>The Committee will hear a report regarding the purchase of the earthquake coverage with a parametric trigger.</i>               | <b>I</b> | p. 40 |

**G. INFORMATION ITEMS**

- |    |  |        |
|----|--|--------|
| 1. | Praesidium Contract                                | p. 76  |
| 2. | CSURMA AORMA 2017 Meeting Calendar                 | p. 98  |
| 3. | CSURMA AORMA Program Administrator’s Contact Lists | p. 100 |
| 4. | AORMA’s Travel Reimbursement Policy                | p. 113 |
| 5. | AORMA Committee Members - Effective 7/01/17        | p. 116 |
| 6. | CSURMA Administrative Service Calendar             | p. 118 |

**H. ADJOURNMENT**

*The next AORMA Committee meeting is scheduled for December 7, 2017 at 10:00 AM. Please contact Mimi Long [mlong@alliant.com](mailto:mlong@alliant.com) or Tevea Him [thim@alliant.com](mailto:thim@alliant.com) with questions.*

**APPROVAL OF THE AGENDA**

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

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

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

## **PROGRAMS COMMITTEE REPORT**

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

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

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Agenda table of contents from Programs Committee meeting on September 28, 2017.



# PROGRAMS COMMITTEE MEETING

## “This is an Open Public Meeting”

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

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

1. Teleconference Location - CSU Chancellor’s Office, 401 Golden Shore, Long Beach
2. Gigi Kiama: University Corporation at CSUMB, 8 Upper Ragsdale Drive, Monterey
3. Bill Olmsted: University Union Operation of CSUS, Inc., 6000 J Street, Sacramento
4. Jason Porth: The University Corporation, San Francisco State, 1600 Holloway Avenue, ADM 361, San Francisco
5. Jun Reina: Capital Public Radio, Inc., CSU Sacramento, 7055 Folsom Boulevard, Sacramento
6. Russel Statham: CSU, Dominguez Hills Foundation, 1000 E. Victoria Street, Carson, CA
7. Raven Tyson: Associated Students of San Diego State University, 5500 Campanile Drive, Sacramento

**Meeting Date:** September 28, 2017  
**Time:** 1:00 PM

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

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

**A. CALL TO ORDER**

1. **Approval of the Agenda Order** A p. 3  
*The Committee will be asked to approve today’s meeting agenda order*

**B. PUBLIC COMMENTS**

**C. GENERAL ADMINISTRATION**

1. **Approval of Meeting Minutes – June 22, 2017** A p. 4  
*The Committee will be asked to review and approve the minutes from the last Programs Committee meeting on*
2. **Employment Practices Liability Member Deductibles for FY 18/19** A p. 12  
*The Committee will be asked to review and approve the EPL deductible calculation for FY 18/19*
3. **Liability and Workers’ Compensation Dividends** A p. 23  
*The Committee will be asked to approve the allocation of the dividends to be paid in July, 2018*

- 4. **Workers' Compensation Program Volunteer Claims** A p. 37  
*As per Policy and Procedure W-5, the Committee will be asked to review the workers' compensation claims submitted by volunteer staff*
  - 5. **2018 Meeting Dates for the CSURMA AORMA Programs Committee** A p. 47  
*The Committee will be asked to approve the meeting dates for 2018*
- D. INFORMATION ITEMS**
- 1. **2017 CSURMA AORMA Meeting Calendar** I p. 48
  - 2. **FY 16/17 AORMA Long Range Action Plan** I p. 50
  - 3. **AORMA Committee and Standing Committee Roster** I p. 53
- E. ADJOURNMENT**

**The next Programs Committee meeting is scheduled for November 30, 2017 in the offices of Alliant Insurance Services, Inc., 100 Pine Street, 11<sup>th</sup> Floor, San Francisco, CA.**

*If you have questions regarding the agenda package, please contact*

*Mimi Long at [mlong@alliant.com](mailto:mlong@alliant.com) / (415) 403-1423 or Tevea Him at [thim@alliant.com](mailto:thim@alliant.com) / (415) 403-1416*

## **AOA EXECUTIVE COMMITTEE REPORT**

**ISSUE:** The AORMA Chair attends the AOA Executive Committee meetings and reports on recent AORMA activities. The Committee will hear a brief verbal overview of the AOA Executive Committee meeting.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

**APPROVAL OF MINUTES**  
**SEPTEMBER 6, 2017 AND SEPTEMBER 7, 2017**

**ISSUE:** The Committee will be asked to review and approve the draft minutes of its September 6, 2017 and September 7, 2017 meetings.

**RECOMMENDATION:** It is recommended that the Committee approve the minutes of its September 6, 2017 and September 7, 2017 meetings, including corrections as necessary.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA AORMA Committee LRP Meeting Minutes – September 6, 2017
- b. CSURMA AORMA Committee Meeting Minutes – September 7, 2017

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

**SEPTEMBER 6, 2017**

**ALLIANT INSURANCE SERVICES**

**2180 HARVARD STREET, SUITE 460 • SACRAMENTO, CA**

**10:00 AM**

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**MEMBERS PRESENT**

Gigi Kiama, The University Corporation at Monterey Bay  
Trina Knight, University Enterprises, Inc., CSU Sacramento  
Starr Lee, Cal Poly Corporation at San Luis Obispo  
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation  
Dave Nakamura, Humboldt State University Center  
Bella Newberg University Auxiliary and Research Services Corporation, San Marcos  
Bill Olmsted, University Union Operation of CSU Sacramento  
Todd Summer, Aztec Shops, Inc. San Diego

**MEMBERS ABSENT**

Dwayne Brummett, Associated Students, Inc. at San Luis Obispo

**STAFF, GUESTS AND CONSULTANTS**

Andrew Gaspari, Alliant Insurance Services, Inc.  
Zachary Gifford, CSU Office of the Chancellor – Systemwide Risk Management  
Tevea Him, Alliant Insurance Services, Inc.  
Daniel Howell, Alliant Insurance Services, Inc.  
Mimi Long, Alliant Insurance Services, Inc.  
John Owen, Alliant Risk Control Consulting.  
Michael Simmons, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Frank Mumford at 10:05 AM.

**A1. INTRODUCTION OF NEW COMMITTEE MEMBERS, STAFF AND  
CONSULTANTS**

All Committee Members and guests introduced themselves. Frank Mumford noted that Trina Knight, Human Resources Director, University Enterprises CSUS, Bill Olmsted, Associate Executive Director, University Union Operations of CSUS and Todd Summer, CFO, Aztec Shops of San Diego State as new AORMA Committee members.

Daniel Howell explained that Andrew Gaspari recently joined the CSURMA team at Alliant Insurance Services, Inc.

## **B. PUBLIC COMMENTS**

There were no comments from members of the public.

## **C. GENERAL ADMINISTRATION**

### **C1. Review of FY 16/17 AORMA Long Range Action Plan**

Mimi Long provided a brief overview of the items on the current AORMA Long Range Action Plan.

### **C2. AORMA Officers' Retreat Recap**

Frank Mumford provided a brief overview of the AORMA Officers Retreat which occurred in July, 2017.

### **C3. 2018 AOA Conference Risk Management Sessions**

Mimi Long noted that the below session have been confirmed by the AOA conference planning committee for the 2018 AOA Conference.

1. Workers' Compensation - Joint session between HR and Commercial Services
2. Foreign Travel
3. Abuse Prevention Policies ... Is it time for a tune-up?
4. Contract requirements and safety concerns for recreation centers

The exact content of the presentations are still being determined. John Owen suggested that Staff survey all of the CSU Campuses and Auxiliary Organizations to see what kind of rec center safety procedures have already been established. Daniel Howell suggested integrating the AORMA Recommended Facilities Use Agreement in the future rec center safety guidelines. Howell also suggested contacting the excess reinsurers / insurers to see what concerns they might what CSU to address.

### **C4. AORMA Liability and Workers' Compensation Program Actuarial Reports Valued at June 30, 2017**

The actuarial report was made available for the Committee's review. Mike Simmons provided a basic overview of the basic terms within the actuarial reports. The Committee reviewed several key findings and exhibits. Staff noted that 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 18/19 as well as evaluating potential dividends. As shown within Table 1 below, the workers' compensation program estimated outstanding liabilities at June 30, 2017,

have decreased dramatically due to the reinsurance agreement with CSAC EIA. Effective January 1, 2015, the AORMA workers' compensation program is fully reinsured; therefore, all outstanding liabilities between January 1, 2015 and June 30, 2017 are retained by CSAC EIA. The liability program estimated outstanding liabilities also decreased due to the updated actuarial trending. It was explained to the Committee that the estimated outstanding liabilities include reserves on open claims as well as the IBNR (incurred but not reported). The IBNR includes an estimate for the incidents that have occurred but have not been report yet as well as changes to the reserves as additional claim information becomes known.

<b>Table 1</b>			
<b>Estimated Outstanding Losses at an "expected" confidence level, undiscounted for investment income, including unallocated loss adjustment expenses</b>			
<b>Liability</b>		<b>Workers' Compensation</b>	
At June 30, 2016	\$1,493,749	At June 30, 2016	\$5,942,753
At June 30, 2017	\$1,447,703	At June 30, 2017	\$3,875,940
<b>Change</b>	<b>-3%</b>	<b>Change</b>	<b>-35%</b>

The Committee also reviewed the projected ultimate net limited losses for the FY 18/19 year. As shown in Table 2, the rate for the workers' compensation program will decrease slightly. The reduction to the liability program projected funding and loss rate as shown in Table 3 is due to the updated projection of losses within the \$500,000 pooled layer. Even though AORMA has experienced several catastrophic claims which pierced the reinsurance layer, necessitating an increase to the pooled layer limit and the reinsurance premium, the actuary believes a lower loss rate is sufficient to fund losses within the pooled layer for FY 18/19.

<b>Table 2</b>					
<b>Workers' Compensation</b>					
<b>Projected Ultimate Net Limited Losses, Discounted</b>					
<b>Term</b>	<b>Funding</b>	<b>Rate</b>	<b>Term</b>	<b>Funding</b>	<b>Rate</b>
<b>80% Confidence Level</b>			<b>70% Confidence Level</b>		
FY 17/18 (\$500,000 SIR)	\$3,468,000	1.05	FY 17/18 (\$500,000 SIR)	\$3,162,000	0.96
FY 18/19 (\$750,000 SIR)	\$3,428,000	1.02	FY 18/19 (\$750,000 SIR)	\$3,098,000	0.92
<b>Change</b>	<b>-1%</b>	<b>-3%</b>	<b>Change</b>	<b>-2%</b>	<b>-4%</b>
<i>FY 18/19 (\$500,000 SIR) *</i>	<i>\$3,256,000</i>	<i>0.97</i>	<i>FY 18/19 (\$500,000 SIR) *</i>	<i>\$2,994,400</i>	<i>0.87</i>

\* The FY 18/19 funding with a \$500,000 SIR is for comparison purposes only. The pooled layer has increased to \$750,000. The loss rate change, using the rate for the \$500,000 SIR, is an 8% reduction for the 80% CL funding and a 9% reduction for the 70% CL funding.

<b>Table 3</b>		
<b>Liability</b>		
<b>Projected Ultimate Net Limited Losses, Discounted</b>		
<b>Term</b>	<b>Funding</b>	<b>Rate</b>
<b>80% Confidence Level</b>		
FY 17/18	\$2,166,071	0.48
FY 18/19	\$1,939,584	0.43

Change	-10%	-10%
<b>70% Confidence Level</b>		
FY 17/18	\$1,770,848	0.39
FY 18/19	\$1,585,685	0.35
<b>Change</b>	<b>-10%</b>	<b>-10%</b>

No action was taken. Action will be taken at tomorrow’s meeting.

**C5. Special Funding Task Group**

Daniel Howell explained that at its last meeting in July, the AORMA Officers discussed the importance of an annual discussion of AORMA’s historical funding philosophy. As members term-off of the AORMA Committee, and executive staff retire from the Auxiliary Organizations, institutional knowledge is lost. Committee members don’t remember the difficult days before the creation of CSURMA. The AORMA liability and workers’ compensation programs have historically been conservatively funded at an 80% confidence level. Currently, because both programs are adequately funded, the Committee has begun approving funding at less than an 80% confidence level. This reflects the Committee’s desire to keep surplus at the current level. The goal of the conservative funding, and conservative return of dividends, has been to preserve surplus in the funds in order reduce the possibility of assessments. Because of the nature of a self-insured pooled, a few consecutive bad years, could reduce surplus by several million dollars. The workers’ compensation program now has a \$750,000 pooled layer. Three catastrophic claims could reduce surplus by \$2,250,000. Similarly, the liability program has a \$500,000 pooled layer. Three bad claims could reduce surplus by \$1,500,000.

Howell explained that the AORMA Committee follows CAJPA’s accreditation standards. CAJPA is a statewide association formed in 1981 to provide guidelines and standards for California JPAs. The CAJPA accreditation standards are designed to ensure quality and professional standards for all risk management pools regardless of size, scope of operation, or membership structure. The process involves a detailed program study and evaluation. CAJPA established several ratio standards to evaluate the program’s surplus. AORMA adopted three of the ratios.

The Committee reviewed proposed changes to Policy and Procedure A-3 and recommended that not only would the AORMA Committee be required to annually discuss its historical funding philosophy but it would be required to document the discussion as well.

No action was taken. Action will be taken at tomorrow’s meeting to approve changes to Policy and Procedure A-3.

The next item was discussed out of order.

**C7. Target Surplus Funding Report and Dividend Calculation**

Mike Simmons presented the findings from his target surplus funding analysis. Staff prepared this analysis to provide guidance to the Committee for development of annual funding, dividends and assessment decisions. The Committee has adopted three benchmark ratios which measure the program's financial stability.

1. Gross Premium to Surplus Ratio
2. Surplus to Pool Retention Ratio
3. Outstanding Reserves to Surplus Ratio

The gross premium to surplus ratio is a measure of how the programs surplus is leveraged against possible pricing inaccuracies. A favorable goal is anything below 150%. The ratio on the liability program is 37% and on the workers' compensation program 71%. Simmons noted that a typical insurance industry ratio would be great at 3 to 1; however, self-insured pools need to be more conservative. Therefore, AORMA selected half of the insurance industry standard – 1.5 to 1. AORMA is in a very positive position, which is significantly lower than the 1.5 to 1 threshold. The surplus to pool retention ratio is a measure of the maximum amount that surplus could decline due to a single loss. A favorable goal is 5 to 10 time the maximum program retention. The ratio on the liability program is 14 time the maximum retention and on the workers' compensation programs, it's 9 times. The outstanding reserves to surplus ratio is a measure of how the surplus is leveraged against possible reserve inaccuracies. A favorable goal is anything below 150%. The ratio on the liability program is 20% and on the workers' compensation program, it's 58%.

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

The Committee will take action at tomorrow's meeting.

#### **C6. Estimated Pool Layer Funding Exhibit**

The Committee reviewed 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 6/30/17, as well as historical estimated fund balance and dividend information. These reports along with the Target Surplus Funding report helps the Committee determine the appropriate dividend amounts to declare.

#### **C8. CSAC-EIA Workers' Compensation Program Costs and Member Services and Resources**

The Committee reviewed and discussed a report which compared the costs for the CSAC EIA reinsurance program vs. funding for the AORMA workers' compensation program using a 70% confidence level. The reinsurance contract began effective January 1, 2015. The CSAC EIA pricing for FY 14/15, FY 15/16 and FY 16/17 was lower than what AORMA could self-insure the program with funding at a 70% confidence level.

The AORMA pooled program rate decreased for FY 17/18; however, the CSAC EIA rate increased by 13%. Staff will review the allocation of CSAC EIA total program premium for FY 17/18 between the Campus and AORMA program. It may be that AORMA's rate should be lower, which would mean the Campus rate would have to increase.

Staff will bring this item back for discussion in October.

### **C9. AORMA Workers' Compensation Program Members**

Mimi Long explained there are currently 54 AORMA members with employees. All of those members are members of the workers' compensation program except;

1. San Diego State University Research Foundation (SDSURF)
2. California State University, Fresno Foundation
3. Associated Students, Inc. of California State University, Fresno
4. Fresno State Program for Children, Inc.
5. The Agricultural Foundation of California State University, Fresno

SDSURF currently has a large deductible workers' compensation program, which requires that they post collateral in the form of a letter of credit. Making the transition from a deductible program to a fully funded program is problematic. Currently, RF pays its claims on a cash basis. The AORMA program is funded on an accrual basis. Therefore, moving to the AORMA program would require the RF to fully fund the upcoming fiscal year while paying off the past years. The RF will continue paying extra until all workers' compensation claims (prior to joining AORMA) are closed. The RF currently has \$1.3 MM in outstanding workers' compensation liabilities. The Committee discussed the option of providing a loan to the RF to pay down the outstanding liabilities. A viable option would need to be presented to the RF by April, due to the letter of credit deadline. The EC would need to approve a loan option as well.

Staff was directed to meet with SDSURF as well as the Fresno auxiliaries to see if AORMA can offer an option which is attractive and fiscally prudent.

### **C10. On-Line Training Via SkillPort / Termination of TargetSolutions**

Mimi Long informed the Committee that all of the campuses have integrated their auxiliary organization staff into the SkillPort training platform. SPD has received the historical completion data from Target Solutions and is in the process of clarifying and identifying the employees and uploading the data onto the SkillPort platform. SPD anticipates that the process

could take months as employee identification “code” are not always consistent. Zachary Gifford let the Committee know that Systemwide Professional Development just sent out an RFP on the online training provider, which is currently SkillPort.

**C11. Alliant Risk Control Consulting**

John Owen joined Alliant Risk Control Services (ARCC) as Brent Escoubas’ replacement. John is the primary contact for AORMA; however, in order to enhance services, the ARCC team of consultants has been expanded to include three other team members. Owen provided a brief presentation regarding ARCC’s changes and planned activities for the AORMA members. 95 auxiliary staff members attended the five webinars that were presented in August. The webinars were recorded and Staff will post the links on the CSURMA website.

**C12. Parametric Earthquake Insurance Coverage**

Daniel Howell discussed the Parametric Earthquake Insurance coverage proposal which the University is reviewing. The CSU currently buys very little earthquake insurance, due to high deductible and very expensive premium. The Parametric EQ Insurance offers a total limit of \$25MM for a three-year period. The limit would be proportional to each campus TIV. The two largest earthquake areas, the Bay Area and LA Metro, each have a \$25MM total limit across area campuses. The coverage would include a pre-defined trigger and a table of the payout factors. There is no requirement to provide loss adjustment information. The \$25MM limit would service to provide immediate cash flow as well as satisfying any FEMA requirements. The premium estimate is \$1.67MM for the University. An additional 10%, or \$167,000, in premium is estimated to add coverage for the auxiliaries. The premium would be added to the property program and allocated to the members. The exact allocation formula would need to be determined.

A motion was made to approve the delegation of authority to the Executive Committee and the Chancellor’s Office to purchase the coverage if it is determined to be prudent.

Motion: Starr Lee  
Second: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett				X
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**C13. Student Clubs Insurance Program**

Daniel Howell explained the California State University system is home to thousands of student organizations representing a variety of student interests and planned events. As student clubs are considered separate entities from both the auxiliary organizations and the campuses, insurance coverage for these organization is not included under either the Campus or AORMA insurance programs.

Staff has been directed to explore the formation of a Student Organization insurance program, similar to the Club Sports program. Staff will add Student Clubs Insurance Program onto the FY 17/18 LRP.

**C14. Recreation Center Standard Guidelines for Safety**

John Owen discussed creating a set of recreation center standard guidelines for safety. Some of the first steps would be to ascertain what safety guidelines have already been adopted / created by members, and if there are standard industry safety guidelines that AORMA can adopt as good practices. After the initial, review of existing guidelines, AORMA can decide if there is a need to hire an outside professional firm to create and maintain the safety manual. Staff was directed to add this project to the FY 17/18 long range action plan.

**C15. Unemployment Insurance Program Member Excess Funds**

Mimi Long discussed the treatment of excess funds within the unemployment insurance program and how those funds should be documented within the Member's financial audit.

The Policy and Procedure UI-1 states the following:

At the end of each fiscal year, the AORMA UIP Fund Balance Report will be distributed to each MEMBER. The Fund Balance Report will include actual paid claims for the fiscal year rather than estimates. If the MEMBER's fund balance exceeds the minimum fund balance required (two times annual average losses) then the MEMBER can request that the excess funds be returned.

Currently, Members can requests that the excess funds be returned at any time throughout the year.

For those MEMBERS involved in federally sponsored programs, the funds in excess of the minimum required fund balance can be retained on account with CSURMA to be used to lower contributions for the upcoming or current fiscal year. If the MEMBER chooses to receive a refund of the funds in excess of the minimum required fund balance, then the MEMBER will be required to calculate the percentage of its payroll and salary

that is attributable to federally sponsored programs to determine what percentage of the refund will need to be returned to the federal government.

Long asked for direction from the Committee as to whether or not CSURMA AORMA should provide advice to the Members as to how those excess funds should be shown in the Member’s financial statement. The Committee didn’t feel it was appropriate for AORMA to provide financial advice and that each UIP members should review and discuss the fund balance report with their own Controller. Staff was directed to send an annual reminder to Members in Mid-July that an UIP Fund Balance Report ending June 30 will be sent out in September.

**C16. AORMA Historical Premium Payments, Dividends and Loss Ratios Report**

The Committee reviewed the AORMA Historical Premium Payments, Dividends and Loss Ratio report.

**C17. Employment Practices Liability Member Deductibles for FY 18/19**

The Committee reviewed the minimum EPL deductible calculation for FY 17/18. Mimi Long noted that seven auxiliary organizations are subject to an EPL deductible higher than the minimum of \$25,000. According to Policy & Procedure L-7, the Programs Committee is responsible for approving the EPL deductible calculation; therefore, this calculation is being presented for the Committee’s review only.

Below are the proposed FY 18/19 EPL deductibles.

Auxiliary Organization	FY 18/19
CSU, Fresno Foundation	\$75,000
CSU, Long Beach Research Foundation	\$50,000
The Cal Poly Pomona Foundation, Inc.	\$100,000
University Enterprises, Inc., CSU Sacramento	\$50,000
Associated Students, SDSU	\$50,000
SDSU Research Foundation	\$100,000
San Jose State University Research Foundation	\$100,000

**C18. Discussion of AORMA’s Continuity Plan**

The Committee discussed AORMA’s continuity plan as well as the current and upcoming open seats.

**C12. Development of the Long Range Action Plan Items for FY 17/18**

The AORMA Committee Members discussed the long range goals for AORMA. Based on today’s decisions, Staff will prepare the FY 17/18 long range action plan document which will be presented for approval at the next AORMA Committee meeting.

1. Workers' Compensation Program Growth
2. Student Clubs Insurance Program
3. Evaluation of Participation in the CSU Captive Vehicle
4. Development of Recreation Center Good Practices
5. Formation of AORMA Benefits Program
6. Preparation and Distribution of the CSURMA 20<sup>th</sup> Anniversary Report
7. Disseminate Availability of CSAC EIA Risk Management / Safety Services

The Committee also discussed Executive Order 1109 which lifts the ban on alcohol sales at athletic events. The policy has changed to allow the sale and advertising of alcoholic beverages as long as it is done legally and within guidelines that promote responsible use. Good practices for the sale of alcohol on campuses was suggested as a topic for the next CSURMA bulletin.

#### **D. ADJOURNMENT**

The meeting was adjourned at 3:22 PM.

**MINUTES OF THE CSURMA AORMA  
COMMITTEE MEETING**

**SEPTEMBER 07, 2017**

**ALLIANT INSURANCE SERVICES**

**2180 HARVARD STREET, SUITE 460 • SACRAMENTO, CA**

**9:00 AM**

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**MEMBERS PRESENT**

Dwayne Brummett, Associated Students, Inc. at San Luis Obispo  
Gigi Kiama, The University Corporation at Monterey Bay  
Trina Knight, University Enterprises, Inc., CSU Sacramento  
Starr Lee, Cal Poly Corporation at San Luis Obispo  
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation  
Dave Nakamura, Humboldt State University Center (*left the meeting at 10:30 AM*)  
Bella Newberg University Auxiliary and Research Services Corporation, San Marcos  
Bill Olmsted, University Union Operation of CSU Sacramento  
Todd Summer, Aztec Shops, Inc. San Diego

**MEMBERS ABSENT**

None

**STAFF, GUESTS AND CONSULTANTS**

Andrew Gaspari, Alliant Insurance Services, Inc.  
Zachary Gifford, CSU Office of the Chancellor – Systemwide Risk Management  
Tevea Him, Alliant Insurance Services, Inc.  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, General Counsel (*via Teleconference*)  
Mimi Long, Alliant Insurance Services, Inc.  
Brandon Schlenker, Carl Warren and Company  
Yumi Augustus, Carl Warren and Company

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Frank Mumford at 9:13 AM.

**A1. Approval of the Agenda**

A motion was made to approve the agenda.

Motion: Dwayne Brummett

Second: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**A2. INTRODUCTION OF NEW STAFF AND CONSULTANTS**

The Committee was introduced to Yumi Augustus from Carl Warren & Company who is the new Senior Claims Examiner assigned to the AORMA Liability Program.

**B. PUBLIC COMMENTS**

There were no comments from the public.

**C. STANDING COMMITTEE REPORTS**

**C1. Programs Committee Report**

Gigi Kiama provided a brief report of the Program Committee’s recent activities.

**C2. AOA Executive Committee Report**

Frank Mumford provided a brief report of the Committee’s recent activities.

**D. CONSENT CALENDAR**

- D1. Approval of Minutes – May 4, 2017**
- D2. AORMA Liability and Workers’ Compensation Program Actuarial Reports Valued at June 30, 2017**
- D3. Adoption of CSURMA AORMA 2018 Meeting Calendar**

A motion was made to approve or accept all items on the Consent Calendar.

Motion: Dave Nakamura

Second: Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**E. CLOSED SESSION**

A motion was made to enter closed session at 9:18 am

Motion: Starr Lee  
Second: Bella Newberg

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

1. Arce v CSUN ASI
2. Diane Adams v Sacramento State Associated Students, Inc (Aquatic Center)
3. Grajeda v Cal Poly Pomona Foundation
4. Ming Xu v CSU Dominguez Hills Foundation
5. Schwemley v CSUS Union
6. Laurie Donnelly v CSU San Marcos Research Services Corp
7. Lynda Ratchford v CSU San Diego Research Foundation
8. Sargent v Sonoma State University
9. HSU Appeal re: CalPERS

10. Apodaca v CSU (San Marcos), ASI

The Committee left closed session at 10:28 AM and the chair reported that action was taken on Diane Adams v. Sacramento State Associated Students, Inc. (Aquatic Center), Grajeda v. Cal Poly Pomona Foundation, and Laurie Donnelly v. CSU San Marcos Research Services Corporation during closed session.

**F. GENERAL ADMINISTRATION**

**F1. Insurance Renewals Report**

Daniel Howell provided a brief overview of the major renewals.

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

The Committee discussed the Target Surplus Funding Analysis which was presented and discussed at yesterday’s meeting. Daniel Howell recommended a dividend of 25% of the maximum dividend available.

A motion was made to approve a dividend, for distribution in July, 2018, in the amount of \$1,118,476 from the Liability Program which is 25% of the maximum dividend available.

Motion: Starr Lee  
Second: Bill Olmsted

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

Daniel Howell noted that due to losses piercing the excess workers’ compensation layer, the pooled layer was increased from \$500,000 to \$750,000. Staff is concerned that the excess commercial market may demand a \$1,000,000 pooled layer in the very near future. Based on this information, Howell recommended using \$5,000,000 (five times the \$1,000,000 potential pooled layer) as the “indicated minimum surplus” rather than \$3,750,000 which is based on the current pooled layer of \$750,000. The “target surplus goal” is \$6,356,127. By returning 20% of

the maximum dividend available, or \$531,921, the Program still maintains an surplus in excess of the “target surplus goal” while using \$5,000,000 as the “indicated minimum surplus”.

A motion was made to approve a dividend, for distribution in July, 2018, in the amount of \$531,921 from the Workers’ Compensation Program which is 20% of the maximum dividend available.

Motion: Todd Summer  
Second: Gigi Kiama

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura	X			
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F3a. Review and Approval of the FY 18/19 – Total Funding - Liability Program**

The Committee reviewed the three Liability Program funding options for FY 18/19 below in Table 1, which show the pooled layer funding options at a 70%, 75% and 80% confidence level along with the costs for the claims administration, program administration and excess insurance.

Prior to FY 14/15, the liability program was funded at an 80% confidence level. Beginning FY 14/15, the AORMA Committee decided to begin funding the program at a 70% confidence level. This decision was made because the program was sufficiently funded and a significant increase in surplus was not required.

Dave Nakamura left the meeting at this point.

**Table 1**

<b>Liability Program</b>			
<b>70% Confidence Level (Discounted)</b>			
<b>Expense Item</b>	<b>Current Program Costs 70% CL</b>	<b>Proposed Program Costs 70% CL</b>	<b>% Change</b>
Pool Layer Funding	1,770,878	1,585,685	-10.46%
Claims Administration	15,000	15,000	0.00%
Program Administration	815,000	815,000	0.00%
Reinsurance / Excess Insurance	1,589,271	1,748,198	10.00%
<b>Total Costs</b>	<b>4,190,149</b>	<b>4,163,883</b>	<b>-0.63%</b>
<b>75% Confidence Level (Discounted)</b>			
<b>Expense Item</b>	<b>Current Program Costs 70% CL</b>	<b>Proposed Program Costs 75% CL</b>	<b>% Change</b>
Pool Layer Funding	1,770,878	1,764,006	-0.39%
Claims Administration	15,000	15,000	0.00%
Program Administration	815,000	815,000	0.00%
Reinsurance / Excess Insurance	1,589,271	1,748,198	10.00%
<b>Total Costs</b>	<b>4,190,149</b>	<b>4,342,204</b>	<b>3.63%</b>
<b>80% Confidence Level (Discounted)</b>			
<b>Expense Item</b>	<b>Current Program Costs 70% CL</b>	<b>Proposed Program Costs 80% CL</b>	<b>% Change</b>
Pool Layer Funding	1,770,878	1,939,584	9.53%
Claims Administration	15,000	15,000	0.00%
Program Administration	815,000	815,000	0.00%
Reinsurance / Excess Insurance	1,589,271	1,748,198	10.00%
<b>Total Costs</b>	<b>4,190,149</b>	<b>4,517,782</b>	<b>7.82%</b>
<i>The current program is funded at a 70% confidence level and is discounted for investment value. The discount rate is calculated based on a 2% yield on investments.</i>			

A motion was made to approve the FY 18/19 Liability Program total funding of \$4,342,204 which includes the pooled layer funding at a 75% confidence level.

Motion: Dwayne Brummett  
Second: Bella Newberg

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura				X
Dwayne Brummett	X			
Frank Mumford	X			

Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F3b. Review and Approval of the FY 18/19 – Total Funding - Workers’ Compensation Program**

The Committee reviewed the Workers’ Compensation Program funding option for FY 18/19 shown below, which shows the pooled layer funding requirement at a 70% confidence level along with the costs for the claims administration, program administration and excess insurance. The pooled layer funding requirement has been increased from \$500,000 to \$750,000 due to the excess market requirement. AORMA’s loss experience has increased to a level that necessitates a \$750,000 retention.

<b>Workers' Compensation Program</b>			
<b>70% Confidence Level - \$750,000 Pooled Layer</b>			
<b>Expense Item</b>	<b>Current Program Costs 70% CL / Discounted</b>	<b>Proposed Program Costs 70% CL / Discounted</b>	<b>% Change</b>
Pooled Layer Funding	3,486,735	3,714,050	6.52%
Claim Administration	224,160	230,885	3.00%
Program Administration	607,000	625,210	3.00%
Excess Insurance	508,482	565,181	11.15%
Estimated Audit Premium	232,415	TBD	
<b>Total Costs</b>	<b>5,058,792</b>	<b>5,135,326</b>	<b>1.51%</b>

The Committee reviewed the actuary’s rate of .92 compared to total AORMA workers’ compensation program rate of 1.27 and the CSAC EIA program rate of 1.39. Because the total estimated FY 18/19 payroll has not been finalized yet, Staff suggesting approving the costs for the Claims Administration, JPA Program Administration and Excess Insurance as presented and the rate of .92 for the Pooled Layer Funding. Therefore, Staff will apply the rate to the updated payroll to finalize the pooled layer funding for FY 18/19.

A motion was made to approve FY 18/19 workers’ compensation program costs for the Claims Administration, JPA Program Administration and Excess Insurance as presented above and the rate of .92 for the Pooled Layer Funding.

Motion: Starr Lee  
Second: Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura				X
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F3c. Review and Approval of the FY 18/19 – Total Funding - Property Program**

The Committee reviewed the FY 18/19 Property Program costs of \$2,134,679 which is a 7% increase over the FY 17/18 program costs.

Property Program			
Expense Item	Current Program Costs	Proposed Program Costs	% Change
Pooled Layer Funding	250,000	250,000	0%
Excess Insurance	1,422,435	1,564,679	10%
Program Administration	320,000	320,000	0%
<b>Total Costs</b>	<b>1,992,435</b>	<b>2,134,679</b>	<b>7%</b>

A motion was made to approve the FY 18/19 Total Property Program costs of \$2,134,679.

Motion: Trina Knight  
Second: Bill Olmstead

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura				X
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F3d. Review and Approval of the FY 18/19 – Total Funding - Crime Program**

The Committee reviewed the FY 18/19 Crime Program costs of \$232,000 which is a 1% increase compared to the FY 17/18 program costs. The Crime Program has an annual aggregate of \$100,000. At June 30, 2017, the Crime Program fund balance was \$412,604; therefore, Staff recommended that the Committee waive the pooled layer funding for FY 18/19.

Crime Program			
Expense Item	Current Program Costs	Proposed Program Costs	% Change
Pooled Layer Funding	-	-	0%
Excess Insurance	197,413	200,000	1%
Program Administration	32,000	32,000	0%
<b>Total Costs</b>	<b>229,413</b>	<b>232,000</b>	<b>1%</b>

A motion was made to approve the FY 18/19 Crime Program costs of \$232,000.

Motion: Bella Newberg  
Second: Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura				X
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F4. AORMA Liability Program Memorandum of Coverage**

Mimi Long noted that the AORMA Liability Program Memorandum of Coverage (MOC) has been revised as follows:

1. The Unmanned Aerial Vehicle coverage has been deleted. Separate stand-alone coverage for the CSU’s (including Auxiliary Organizations) owned, leased and borrowed drones has been purchased. Coverage has a \$50,000,000 per occurrence limit and no deductible.

- 2. The definition of Media Wrongful Act was expanded to be as broad as what is currently available in the standard market.
- 3. A few definition were moved because they were not in alphabetical order.

Mimi Long stated that Marylin Kelley had completed an extremely thorough review of the broadcaster’s professional liability policies currently available in the commercial market as compared to AORMA’s coverage. Kelley recommended making a few enhancements to the AORMA Liability Program MOC in order to broaden the coverage slightly.

A motion was made to approve the revisions to the Memorandum of Coverage as noted above.

Motion: Bill Olmsted  
Second: Bella Newberg

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura				X
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F5. AORMA Liability Program Claims Administration Audit Report**

Brandon Schlenker, from Carl Warren and Company, summarized the results of the claims administration audit of Bickmore Risk Services, the third-party claims administrator for the AORMA Liability Program. Bickmore finds the overall performance of Carl Warren at 95%, indicating a Commendable performance level (down from 97% in 2015). Schlenker notes that Bickmore will continue to work on improving its Litigation/Recovery Management.

A motion was made to accept the Liability Claims audit report.

Motion: Todd Summer  
Second: Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			

Bill Olmsted	X			
Dave Nakamura				X
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F6. Maximum Allowable Hourly Rate for Legal Counsel**

Policy and Procedure L-3 – Legal Counsel Selection, stipulates that Carl Warren and Company (AORMA’s liability third party claims administrator) will survey legal counsel compensation, at least every 36 months, and recommend to the AORMA Committee a fair and equitable maximum allowable hourly rate. Carl Warren and Company believes that they have an acceptable list of employment attorneys at who are willing to work at a rate of \$225 per hour. Currently, most non-employment attorneys are billing \$185 per hour.

Recently, Members have been involved in litigation that required attorneys with legal specialties. These attorneys often will not work at a rate of \$225 per hour. The AORMA Committee was ask to discuss the option of allowing a higher maximum hourly rate for attorneys hired for specialty litigation. What is considered “specialty litigation” would be at the discretion of the CSURMA Secretary-Auditor and CSURMA Legal Counsel. If the Committee approves a higher maximum hourly rate, it would apply only to current open litigation and future litigation. The Committee reviewed the proposed changes to Policy and Procedure L-3 – Legal Counsel Selection.

A motion was made to approve a maximum hourly rate of \$275 for specialty legal counsel and to approve the revisions to Policy and Procedure L-3.

Motion: Starr Lee  
Second: Bella Newberg

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura				X
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F7. Policy and Procedure A-3 - Target Surplus Funding Policy**

The Committee reviewed the suggested changes to Policy and Procedure A-3.

A motion was made to approve the suggested revisions to Policy and Procedure A-3, as well as to add additional language noting that the historical funding discussion will be documented.

Motion: Dwayne Brummett  
Second: Trina Knight

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura				X
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F8. Policy and Procedure A-2 – AORMA Committee and Standing Committee Roles and Responsibilities**

The Committee reviewed the suggested changes to Policy and Procedure A-2. The three two-year term limits from the Standing Committees has been removed, and the following wording was added to address Standing Committee members who do not regularly attend meetings:

Any Standing Committee member who is not present, either in person or via teleconference, at two or more Standing Committee meetings in any one fiscal year, may be removed from the Standing Committee upon a majority vote of the AORMA Officers unless that AORMA Officer is the subject of the vote and then that AORMA Officer will be recused.

A motion was made to approve the revisions to Policy and Procedure A-2.

Motion: Dwayne Brummett  
Second: Trina Knight

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura		X		
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

**F9. Auxiliary Organization Employee Benefits Program**

The Auxiliary Organizations Association (AOA) has a joint marketing employee benefits program, under the supervision of the “AOA Benefits User Group” (AOA BUG) consisting of representatives from participating organizations. The AOA BUG conducted an insurance brokerage services RFP in Spring 2017 and selected Alliant Insurance Services as the program’s insurance broker. One of the strategies the program may take is to join the CSAC Excess Insurance Authority’s benefits program via CSURMA. As a group of auxiliary organizations, the AOA BUG would not be able to access CSAC EIA; however, as a member of CSURMA, AORMA is able to access CSAC EIA; therefore, Staff recommends forming an AORMA benefits program.

A motion was made recommend approval to the Executive Committee to form a new AORMA Benefits Program.

Motion: Todd Summer  
Second: Bella Newberg

NAME	AYE	ABSTAIN	NAY	ABSENT
Bella Newberg	X			
Bill Olmsted	X			
Dave Nakamura		X		
Dwayne Brummett	X			
Frank Mumford	X			
Gigi Kiama	X			
Starr Lee	X			
Todd Summer	X			
Trina Knight	X			

**MOTION CARRIED**

The final approval will be sought from the CSURMA Board of Directors at their October 27, 2017 meeting.

**G. INFORMATION ITEMS**

The Committee reviewed the following information items. Frank Mumford noted that Gigi Kiama has stepped down from the AORMA Committee but will remain on the Programs Committee.

- G1. Praesidium Contract**
- G2. CSURMA AORMA 2017 Meeting Calendar**
- G3. CSURMA AORMA Program Administrator's Contact Lists**
- G4. AORMA's Travel Reimbursement Policy**
- G5. AORMA Committee Members - Effective 7/01/17**
- G6. CSURMA Administrative Service Calendar**

**H. ADJOURNMENT**

The meeting was adjourned at 11:32 AM.

## **AORMA’S LONG RANGE ACTION PLAN FOR FY 17/18**

**ISSUE:** At its September 6, 2017 Long Range Planning meeting, the AORMA Committee reviewed the long range goals of AORMA. The Committee proposed the following items for the FY 17/18 long range action plan:

1. Workers’ Compensation Program Growth
2. Formation of a Student Clubs Insurance Program
3. Determination of AORMA’s participation in the CSU Captive Vehicle
4. Development of Recreation Center Good Practices
5. Formation of the AORMA Benefits Program
6. Preparation and Distribution of the CSURMA 20<sup>th</sup> Anniversary Report
7. Dissemination of the CSAC-EIA Risk Management / Safety Services

**RECOMMENDATION:** The Committee will be asked to approve its FY 17/18 Long Range Action Plan, making revisions as necessary.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

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

**ATTACHMENT(S):**

- a. FY 17 /18 Long Range Action Plan - DRAFT

**FY 2017/18 CSURMA AORMA LONG RANGE ACTION PLAN**

<b>GOAL</b>	<b>ACTION / TASK</b>	<b>RESPONSIBLE ENTITY</b>	<b>DEADLINE</b>	<b>STATUS</b>	
<b>LRP-1 Workers' Compensation Program Growth</b>					
<b>Workers' Compensation Program Growth</b>	1	Obtain underwriting information to finalize coverage and/or funding options for Members	PA	Jan-18	
	2	Present Member funding options to AORMA Committee for approval	PA, AORMA	Feb-18	
	3	Present final quotes to Members	PA	Mar-18	
	4	Provide underwriting information to CSAC EIA for approval	PA	Apr-18	
	5	Bind coverage within the AORMA Workers' Compensation Program	PA	Jun-18	
<b>LRP-2 Formation of Student Clubs Insurance Program</b>					
<b>Student Clubs Insurance Program</b>	1	Identify two or three campuses with very reliable information regarding student clubs	PA	Oct-17	In Process
	2	Create underwriting specifications and program design	PA	Jan-18	
	3	Submit underwriting specifications to various insurers	PA	Feb-18	
	4	Approve the creation of a Student Club Insurance Program	PA, AORMA, EC, BOD	May-18	
	5	Receive coverage proposals	PA	May-18	
	6	Approval to bind coverage	PA, AORMA, EC	Jun-18	
	7	Disseminate information to all Campuses and Auxiliary Members			
	8	Upload information onto the CSURMA website			
<b>LRP-3 Captive Insurer</b>					
<b>Evaluation of participation in the CSU captive vehicle</b>	1	Oversee formation of captive	PA, SRM	Dec-17	In Process
	2	Determine which insurance products can be marketed by the auxiliary organizations	PA, SRM, EC, AORMA	Jul-18	
	3	Design marketing plan	PA, SRM, AORMA	Aug-18	
<b>LRP-4 Recreation Center Good Practices</b>					
<b>Development of Recreation Center Good Practices</b>	1	Survey Campus and Auxiliary members to see what is currently in place	PA	Nov-17	Completed
	2	Research standards and guidelines published by industry experts	PA	Nov-17	In Process
	3	Prepare draft Recreation Center Good Practices for the Programs Committee approval	PA, PC	Jun-18	
	4	Approval of final Recreation Center Good Practices	AORMA	Sep-18	
	5	Disseminate information to all Campus and Auxiliary Members	PA	Oct-18	
	6	Upload information onto the CSURMA website	PA	Oct-18	
<b>LRP-5 AORMA Benefits Program</b>					
<b>Formation of AORMA Benefits</b>	1	Authorize formation of AORMA Benefits Program	AORMA, EC	Sep-17	Completed
	2	Authorize formation of AORMA Benefits Program	BOD	Oct-17	In Process

**FY 2017/18 CSURMA AORMA LONG RANGE ACTION PLAN**

<b>GOAL</b>		<b>ACTION / TASK</b>	<b>RESPONSIBLE ENTITY</b>	<b>DEADLINE</b>	<b>STATUS</b>
<b>Program</b>	<b>3</b>	Secure underwriting information and prepare renewal specifications	PA	Jun-18	
	<b>4</b>	Submit underwriting information for a quote through the CSAC EIA benefits program	PA	Jun-18	
	<b>5</b>	Forward benefits pricing to the existing members as well as those members not participating in the AOA Benefits Program	PA	Nov-18	
<b>LRP-6 CSURMA 20th Anniversary Report</b>					
<b>Preparation and Distribute the CSURMA 20th Anniversary Report</b>	<b>1</b>	Compile all background information and prepare the draft 20th anniversary report	PA	Nov-17	In Process
	<b>2</b>	Seek approval of report from Systemwide Risk Management	PA, SRM	Dec-17	
	<b>3</b>	Review with the Executive Committee	EC	Jan-18	
	<b>4</b>	Distribute report to all Campus and Auxiliary staff as listed on the CSURMA rolodex as well as on the AOA distribution list	PA	Jan-18	
	<b>5</b>	Upload report onto the CSURMA website	PA	Jan-18	
	<b>6</b>	Distribute hard copies at the 2018 AOA Conference	PA	Jan-18	
<b>LRP-7 Dissemination of CSAC EIA Risk Management / Safety Services</b>					
<b>Disseminate CSAC EIA Risk Management / Safety Services</b>	<b>1</b>	Choose three or four CSAC EIA Risk Management / Safety Services that may be relevant to the Members' operations	PA	Oct-17	
	<b>2</b>	Write up a summary of the services and distribute to all Members	PA	Oct-17	
	<b>3</b>	Continue to distribute information on a quarterly basis choosing different services each quarter	PA	Jan-18	
	<b>4</b>	Upload bulletin to the CSURMA website	PA	Continuous	
<b>BOD:</b> CSURMA Board of Directors			<b>EC:</b> CSURMA Executive Committee		
<b>PC:</b> AORMA Programs Committee			<b>OGC:</b> CSU Office of General Counsel		
<b>CABO:</b> CSU Chief Administrators and Business Officers			<b>PA:</b> CSURMA Program Administrator		
<b>CO:</b> Chancellor's Office			<b>SRM:</b> CSU Systemwide Risk Management		
<b>AORMA:</b> AORMA Committee					

**UNEMPLOYMENT INSURANCE PROGRAM CLAIMS  
ADMINISTRATOR**

**ISSUE:** The AORMA Unemployment Insurance Program (UIP) has a five-year contract with the Employers Group (Employers Edge) for the UIP claims administration. The contract will expire on June 30, 2018. A Request for Proposal was sent out to three different claims administrators. The Programs Committee formed the UIP ad hoc Committee to review the responses.

**RECOMMENDATION:** The UIP ad hoc Committee met on Friday, September 22, 2018 and reviewed the three responses. All three companies provide training options, have online access to claim reports, and offer I-9 management services. The Committee did not feel ADP was a viable option as their pricing was not competitive. The UIP members have not been satisfied with the services provided by Employers Edge. The Committee was hesitant to recommend Equifax due to the recent data breach; however, the Committee still felt that Equifax was the best option out of the three companies responding to the RFP.

The UIP ad hoc Committee recommends that the AORMA Committee review the RFP responses and provide direction and approval of a new UIP claims administrator effective July 1, 2018.

**FISCAL IMPACT:** None.

Employers Group (Current 5-Year Contract): .....	\$30,044
Employers Group (One-Year Contract):.....	\$18,960
Employers Group (Three-Year Contract): .....	\$18,280
Employers Group (Five-Year Contract): .....	\$18,000
ADP (One-Year Contract): .....	\$35,088
Equifax (One-Year Contract; plus 3% for years two and three): .....	\$14,000

**BACKGROUND:** See the Claims Administration Response to RFP Comparison attached for additional information.

**PUBLICATION:** When the AORMA Committee approves the renewal contract, all UIP members will be notified.

**ATTACHMENT(S):**

- a. AORMA UIP Claims Administration Response to RFP Comparison
- b. RFP Responses (included as a separate attachment)

**AORMA Unemployment Insurance Program  
Claims Administration – Response to RFP Comparison**

Comparison	Equifax	Employers Group	ADP	
<b>Name</b>	Equifax Workforce Solutions	Employers Group / Employers Edge, LLC	ADP, LLC	
<b>Pricing</b>	\$14,000  3% annual increase for year two and three  <i>(Page 170)</i>	\$18,960 Annual fee \$18,280 Three-year contract \$18,000 Five –year contract  Maximum annual increase of 4% <i>(Page 117)</i>	\$2,250	One-time set-up fee
			\$35,088	Annual fee
			\$1,200	Transporter maintenance fee (Not applicable if members use their own platform and do not require ADP integration.)
<b>Pricing Factors</b>	Claims – 700 Hearings – 20 SUI – 37  <i>(Page 170)</i>	Total claims – 900 Protested claims - 175 Hearings - 20	Up to 919 claims and 18.5% (170) protested Hearings – Unlimited <i>(separate email)</i>  <i>(Page 97)</i>	
<b>Annual Excess Claim Fee</b>	Per claim (over 900) - \$16 Per hearing (unlimited) - \$0 New Member - \$115  <i>(Page 170 and separate email)</i>	Per claim (over 990) - \$12 Per hearing (over 20) - \$225  <i>(Page 117)</i>	Per claim (over 919) - \$35 Protested claims above 23.5%; ADP reserves the right to renegotiate the contract pricing  <i>(Page 97)</i>	

**AORMA Unemployment Insurance Program  
Claims Administration – Response to RFP Comparison - Continued**

<b>Comparison</b>	<b>Equifax</b>	<b>Employers Group</b>	<b>ADP</b>
<b>Contract Term</b>	Three-years  <i>(Page 170)</i>	Options for one, three and five  <i>(Page 117)</i>	One-year
<b>Training</b>	Training will be offered for the roll-out. This typically includes CaseBuilder and Insight Management Reports, and an Unemployment 101 training Live webinars and on-demand recordings are available  <i>(Pages 140, 141 and 160)</i>	Two in-person and four webinars are included annually in pricing.  Additional on-line training and in-person training is available for an additional fee.  <i>(Pages 112 , 115 and 116)</i>	UI basic training workshops via conference call or webinar. On-site training is available for an additional fee.  <i>(Pages 12, 13, 14, 95)</i>
<b>Implementation Timeline and Required Documents</b>	30 to 60 Days  <i>(Page 161)</i>	No additional time	6 Weeks  <i>(Page 16)</i>
<b>I-9 Management</b>	Pricing ranges from \$2.00 to \$2.50 per I-9 depending on volume and services utilized  <i>(Pages 145 and 163)</i>	Pricing includes a \$3,200 one-time set-up fee, a \$200 quarterly software maintenance fee and a \$3.00 per I-9 fee  <i>(Pages 114 and 124)</i>	Available w/in recruiting solutions for an additional fee (not disclosed)  <i>(Page 18)</i>
<b>Reports</b>	On-line access. Web-based reporting system is always accessible.  <i>(Pages 136, 137, 138 147)</i>	On-line access.  <i>(Page 111)</i>	On-line access. Web-based reporting system is always accessible.  <i>(Pages 8, 9, 10, 95)</i>

## **DEVELOPMENT OF CSURMA EARTHQUAKE COVERAGE PROGRAM**

**ISSUE:** CSURMA's long range plan included directing staff to evaluate potential for CSURMA to launch an earthquake insurance program using non-traditional approaches. At the September 6<sup>th</sup> AORMA Committee meeting, the Committee took action to delegate authority to the CSURMA Executive Committee and the Chancellor's Office to purchase the coverage if it is determined to be prudent. Coverage has been bound effective October 1, 2017 at a premium of \$1,550,000, which is a reduction from the indicated pricing of \$1,625,000 to \$1,700,000.

Staff will work with the Programs Committee to design the member allocation formula for the additional EQ insurance costs.

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

**FISCAL IMPACT:** The cost of earthquake coverage will be allocated to the campus and AORMA property funds and premiums for the upcoming FY 18/19 will include a charge for coverage. Approximately, 10% of the total costs (or \$155,000) will be allocated to the AORMA members.

**BACKGROUND:** Please refer to the attached binding term sheet.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Swiss Re binding term sheet

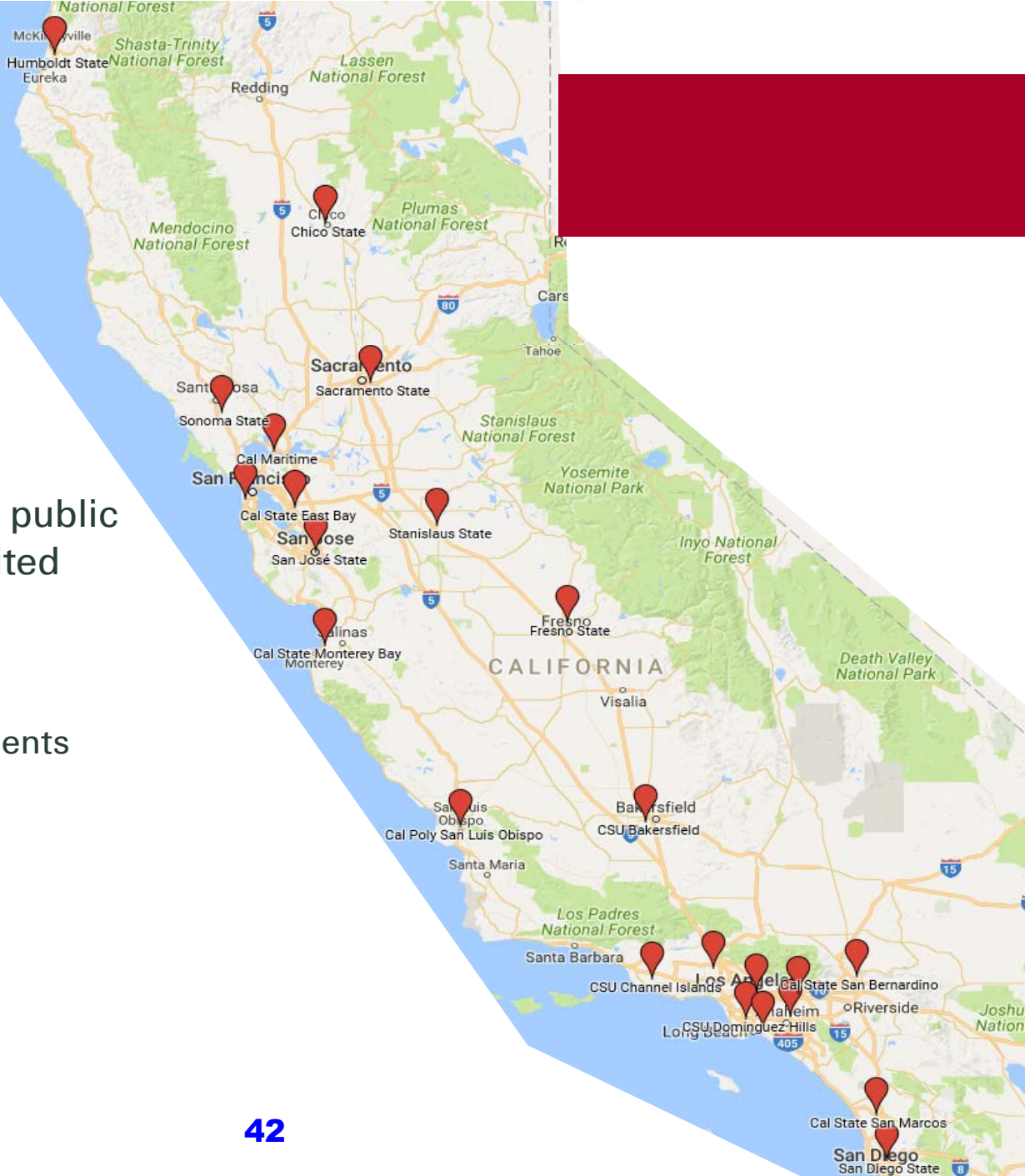
# California State University

Parametric Earthquake Insurance



# CSU detail

- CSU is the largest four-year public university system in the United States
  - Twenty three campuses
  - Enrolling over 478,000 students
  - 24,405 faculty
  - 23,012 staff



## The Challenge and Need?

It is said that the **first ninety days following a disaster** are the most critical in determining the path of our recovery. Having the ability to secure the **necessary financial resources** in the immediate aftermath is paramount to this success. The ability to act quickly and with certainty can make all the difference.

When an earthquake strikes, there is a direct correlation between the ground shake intensity and the losses suffered on the ground. However, **Higher Education entities face liquidity challenges** as there can be a substantial delay from various reimbursement sources. In some circumstances, **expenses may not be covered by either the federal government or traditional insurance coverage.** Access to pre-agreed funds can provide budgetary clarity and stability during challenging times.

Swiss Re has developed parametric index insurance solutions designed to provide a **rapid disbursement of funds** to assist with the **expenses** that Higher Education entities incur immediately after an earthquake.



# Direct vs. Indirect Costs



## Direct

- Lost lives
- Capital/Asset losses
  - Property Damage
  - Infrastructure repair



## Indirect

- Extra Expenses
- Fiscal impact ratings → interest rates
- Lost revenues
- Growth potential
- Spending reduction (ripple effect)

## Non-reimbursed Disaster Expenses: Samples of what FEMA Doesn't Cover

Increased expenses, "clawbacks" and  
loss of business revenue

Communication and  
IT infrastructure  
interruption

Compliance audits by  
FEMA and others can  
result in return of  
received funds

Employee and  
student relocation,  
unavailability of  
transportation &  
facilities

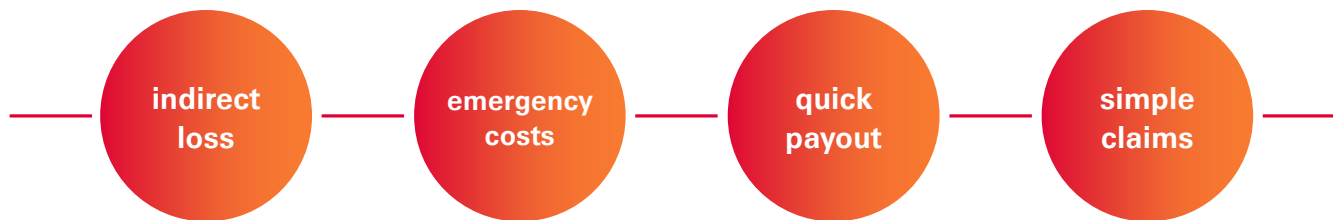
Lost revenue from  
scheduled Events  
including sports  
activities

# Parametric Insurance

# Drivers For Parametric Insurance

- **Key drivers for buyers**

- Protect against indirect economic loss
- Supplement traditional insurance
- Cover underinsured or uninsurable risk
- Quick payout, improves liquidity
- Simple and transparent claims process
- Assist with post-event emergency costs



## What Is A Parametric Insurance Product?\*

- Pre-defined **event triggers** and a table of payout factors are established
- A final **policy is agreed** to containing the details of the transaction and the requirements of the two parties (including trigger and payouts)\*
- If an event occurs that meets or exceeds the pre-defined event trigger, then the product pays according to the **payout table**
- At a subsequent point in time (generally within 12 months of the event), insured **attests** that actual covered losses and expenses are greater than or equal to payout received.



*\*Note: This slide is a very simplistic explanation of the product, the full policy will have all stipulations and details of the contract.*

## Earthquake: Magnitude vs. Intensity Trigger

- **Magnitude:** Earthquake magnitude is a quantitative measure of the amount of energy released by the earthquake at its source. Various magnitude scales exist; the most common are the **Moment Magnitude Scale** (reported by the United States Geological Survey; USGS) and **Richter Magnitude Scale**.
- **Intensity:** The effect of an earthquake on the Earth's surface is called the intensity. The severity of earthquake shaking is assessed using a descriptive scale – the **Modified Mercalli Intensity Scale (MMI)**. MMI communicates the perceived effects of an earthquake on the Earth's surface, humans, objects of nature, and man-made structures on a scale from I (not felt) to XII (total destruction).



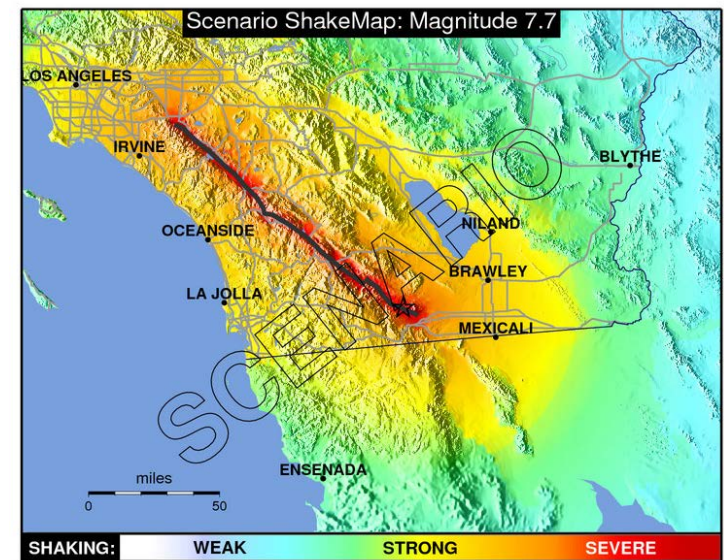
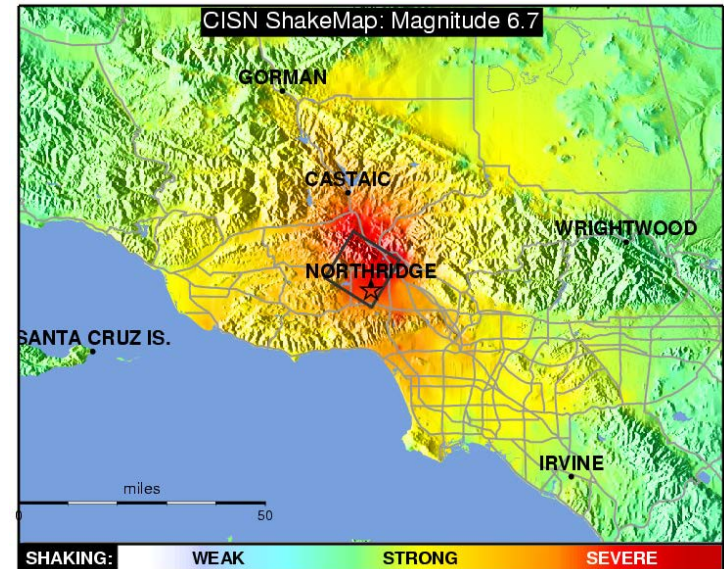
A certain **Magnitude** measured at the Epicenter on an Earthquake unfolds into different **Intensities (MMI)** in affected areas.

# Why an intensity trigger?

It's easy, transparent and tailored to your needs

- A simple earthquake magnitude trigger does not necessarily capture localized impacts.
- A moderate magnitude earthquake directly beneath a campus can cause as much damage as a significant earthquake tens of miles away
- Swiss Re's intensity parametric earthquake products use independent, 3<sup>rd</sup> party sources, to determine ground shaking intensity at your location.
- Intensity metrics are calculated and reported based on seismic networks, peer-reviewed and published calculation methodologies.
- Payout based on the severity of ground shaking at your locations.

Image: Two ShakeMaps for Southern California. The top map is the ShakeMap for the 1994 Mw 6.7 Northridge earthquake, and the bottom is a hypothetical and physically possible Mw 7.7 earthquake near the California/Mexico border. Both cause strong shaking in the Los Angeles area, despite their different locations and intensities.



Source: USGS

## How the Swiss Re QUAKE Parametric Policy Would Respond in an Eligible Event

- Earthquake occurs
- USGS publishes the ShakeMap showing MMI for the affected region
- Using that map we determine what Intensity was experienced at the client's zip codes (centers).
- For each zip code, if MMI measurement is equal to or higher than pre-determined trigger we would pay the Insured using the relevant payout factor associated with the event/zip code combination table, subject to all other terms and conditions of the policy
- Once payout is determined, payment occurs within weeks

**Note: the full policy will have all stipulations and details of the contract.**

# Limit Summary

# Limit Summary by Campus

- Parametric limit assigned to Twenty Three CSU campuses (plus Chancellor's Office).
- Limit by campus proportional to each campus TiV
- Two largest earthquake areas (Bay Area and LA Metro) each have \$25m total limit across area campuses

	TiV	Parametric Limit
<b>Bay Area</b>		<b>25,000,000</b>
CALIFORNIA MARITIME ACADEMY	106,855,494	700,000
CSU EAST BAY	586,759,488	3,700,000
SAN FRANCISCO STATE UNIVERSITY	1,304,702,585	8,300,000
SAN JOSE STATE UNIVERSITY	1,946,807,114	12,300,000
<b>Central Coast</b>		<b>10,000,000</b>
CALIFORNIA POLYTECHNIC STATE UNIVERSITY	1,041,981,978	5,700,000
CSU MONTEREY BAY	793,265,521	4,300,000
<b>LA Metro</b>		<b>25,000,000</b>
CALIFORNIA STATE POLYTECHNIC UNIVERSITY	952,650,519	3,300,000
CSU CHANCELLOR'S OFFICE	65,646,251	200,000
CSU CHANNEL ISLANDS	341,675,315	1,200,000
CSU DOMINGUEZ HILLS	363,248,879	1,200,000
CSU FULLERTON	1,287,337,547	4,400,000
CSU LONG BEACH	1,367,623,912	4,700,000
CSU LOS ANGELES	990,456,510	3,400,000
CSU NORTHRIDGE	1,333,199,633	4,500,000
CSU SAN BERNARDINO	625,409,128	2,100,000
<b>Sacramento Valley</b>		<b>10,000,000</b>
CSU CHICO	809,030,327	2,700,000
CSU SACRAMENTO	1,065,241,002	3,500,000
HUMBOLDT STATE UNIVERSITY	536,162,549	1,800,000
SONOMA STATE UNIVERSITY	608,327,709	2,000,000
<b>San Diego area</b>		<b>15,000,000</b>
CSU SAN MARCOS	417,903,164	2,800,000
SAN DIEGO STATE UNIVERSITY	1,806,044,067	12,200,000
<b>San Joaquin Valley</b>		<b>10,000,000</b>
CSU BAKERSFIELD	294,090,930	1,700,000
CSU FRESNO	1,068,968,331	6,400,000
CSU STANISLAUS	326,711,836	1,900,000

# Illustration of Structure

(sample: greater Los Angeles Metro area)

# Detailed Limits and Payouts

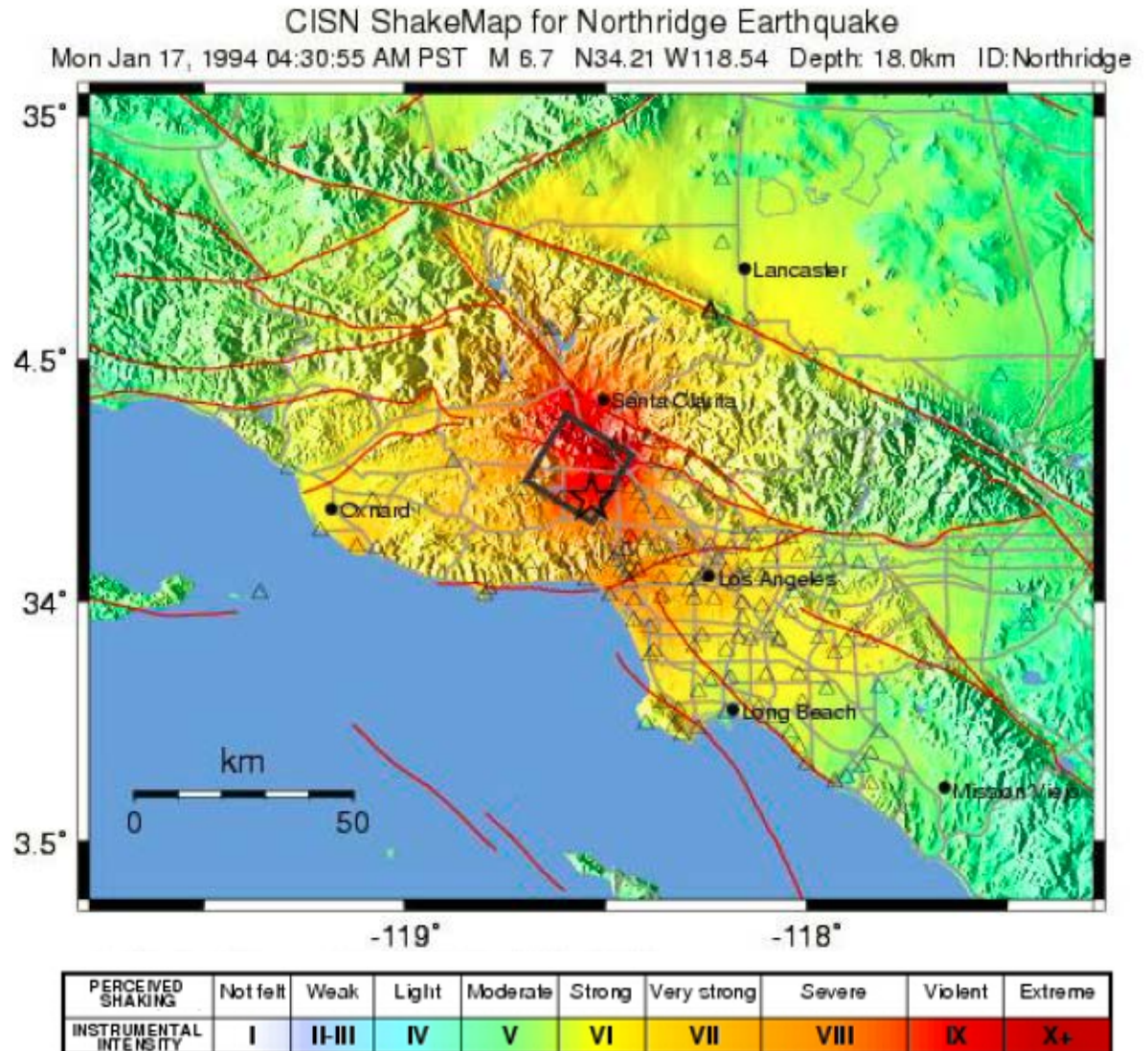
## by zip code: (LA Metro Area)

LA Metro	Sum of Limit	LA Metro	Sum of Limit
<b>CA STATE POLYTECHNIC UNIVERSITY</b>	<b>3,300,000</b>	<b>CSU LONG BEACH</b>	<b>4,700,000</b>
90039	5,000	90803	5,000
91767	10,000	90804	90,000
91768	3,265,000	90813	5,000
92211	5,000	90815	240,000
92860	10,000	90840	4,355,000
93060	5,000	91768	5,000
<b>CSU CHANCELLOR'S OFFICE</b>	<b>200,000</b>	<b>CSU LOS ANGELES</b>	<b>3,400,000</b>
90802	180,000	90017	10,000
90803	10,000	90032	3,390,000
95819	10,000		
<b>CSU CHANNEL ISLANDS</b>	<b>1,200,000</b>	<b>CSU NORTHRIDGE</b>	<b>4,500,000</b>
93012	1,200,000	91321	5,000
		91324	50,000
		91325	10,000
<b>CSU DOMINGUEZ HILLS</b>	<b>1,200,000</b>	91330	4,430,000
90747	1,200,000	91411	5,000
<b>CSU FULLERTON</b>	<b>4,400,000</b>	<b>CSU SAN BERNARDINO</b>	<b>2,100,000</b>
90621	50,000	92211	120,000
92309	5,000	92260	5,000
92618	120,000	92394	5,000
92701	5,000	92407	1,960,000
92831	70,000	92408	5,000
92832	5,000	92553	5,000
92834	4,140,000		
92837	5,000		

MMI Payouts by zip Code
6.50 – 7.49: 25% of the limit
7.50 – 8.49: 50% of the limit
8.5+: 100% of the limit

# Sample ShakeMap

- Northridge: 1994
- Magnitude: Mw 6.7
- MMI: Varies by geographic location (see map illustrating MMI at locations across the region)



**Earthquake Hazards Program**

<http://usgs.github.io/shakemap/>

# Sample Payout

## 1994 Northridge Earthquake

(Mw 6.7)

Confidential

Event Payout: \$5,646,250

LA Metro	Sum of Limit	MMI	Payouts			LA Metro	Sum of Limit	MMI	Payouts		
			MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+				MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+
<b>CA STATE POLYTECHNIC</b>	<b>3,300,000</b>					<b>CSU LONG BEACH</b>	<b>4,700,000</b>				
90039	5,000	7.16	1,250	2,500	5,000	90803	5,000	6.02	1,250	2,500	5,000
91767	10,000	5.55	2,500	5,000	10,000	90804	90,000	5.74	22,500	45,000	90,000
91768	3,265,000	5.73	816,250	1,632,500	3,265,000	90813	5,000	5.49	1,250	2,500	5,000
92211	5,000	<5	1,250	2,500	5,000	90815	240,000	6.09	60,000	120,000	240,000
92860	10,000	5.3	2,500	5,000	10,000	90840	4,355,000	6.09	1,088,750	2,177,500	4,355,000
93060	5,000	6.13	1,250	2,500	5,000	91768	5,000	5.73	1,250	2,500	5,000
<b>CSU CHANCELLOR'S OFFICE</b>	<b>200,000</b>					<b>CSU LOS ANGELES</b>	<b>3,400,000</b>				
90802	180,000	5.71	45,000	90,000	180,000	90017	10,000	6.43	2,500	5,000	10,000
90803	10,000	6.02	2,500	5,000	10,000	90032	3,390,000	6.75	847,500	1,695,000	3,390,000
95819	10,000	<5	2,500	5,000	10,000	<b>CSU NORTHRIDGE</b>	<b>4,500,000</b>				
<b>CSU CHANNEL ISLANDS</b>	<b>1,200,000</b>					91321	5,000	8.97	1,250	2,500	5,000
93012	1,200,000	6.6	300,000	600,000	1,200,000	91324	50,000	8.95	12,500	25,000	50,000
<b>CSU DOMINGUEZ HILLS</b>	<b>1,200,000</b>					91325	10,000	8.93	2,500	5,000	10,000
90747	1,200,000	5.96	300,000	600,000	1,200,000	91330	4,430,000	9.06	1,107,500	2,215,000	4,430,000
<b>CSU FULLERTON</b>	<b>4,400,000</b>					91411	5,000	8.21	1,250	2,500	5,000
90621	50,000	6.02	12,500	25,000	50,000	<b>CSU SAN BERNARDINO</b>	<b>2,100,000</b>				
92309	5,000	<5	1,250	2,500	5,000	92211	120,000	<5	30,000	60,000	120,000
92618	120,000	5.39	30,000	60,000	120,000	92260	5,000	<5	1,250	2,500	5,000
92701	5,000	5.38	1,250	2,500	5,000	92394	5,000	5.14	1,250	2,500	5,000
92831	70,000	6.14	17,500	35,000	70,000	92407	1,960,000	<5	490,000	980,000	1,960,000
92832	5,000	6.2	1,250	2,500	5,000	92408	5,000	5.35	1,250	2,500	5,000
92834	4,140,000	6.2	1,035,000	2,070,000	4,140,000	92553	5,000	5.15	1,250	2,500	5,000
92837	5,000	6.2	1,250	2,500	5,000						

# Full Limit and Payout Details

(by zip code: all campuses)

# Detailed Limits and Payouts by zip code

LA Metro Area	Sum of Limit	Payouts		
		MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+
<b>CA STATE POLYTECHNIC UNIV.</b>	<b>3,300,000</b>			
90039	5,000	1,250	2,500	5,000
91767	10,000	2,500	5,000	10,000
91768	3,265,000	816,250	1,632,500	3,265,000
92211	5,000	1,250	2,500	5,000
92860	10,000	2,500	5,000	10,000
93060	5,000	1,250	2,500	5,000
<b>CSU CHANCELLOR'S OFFICE</b>	<b>200,000</b>			
90802	180,000	45,000	90,000	180,000
90803	10,000	2,500	5,000	10,000
95819	10,000	2,500	5,000	10,000
<b>CSU CHANNEL ISLANDS</b>	<b>1,200,000</b>			
93012	1,200,000	300,000	600,000	1,200,000
<b>CSU DOMINGUEZ HILLS</b>	<b>1,200,000</b>			
90747	1,200,000	300,000	600,000	1,200,000
<b>CSU FULLERTON</b>	<b>4,400,000</b>			
90621	50,000	12,500	25,000	50,000
92309	5,000	1,250	2,500	5,000
92618	120,000	30,000	60,000	120,000
92701	5,000	1,250	2,500	5,000
92831	70,000	17,500	35,000	70,000
92832	5,000	1,250	2,500	5,000
92834	4,140,000	1,035,000	2,070,000	4,140,000
92837	5,000	1,250	2,500	5,000

LA Metro Area	Sum of Limit	Payouts		
		MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+
<b>CSU LONG BEACH</b>	<b>4,700,000</b>			
90803	5,000	1,250	2,500	5,000
90804	90,000	22,500	45,000	90,000
90813	5,000	1,250	2,500	5,000
90815	240,000	60,000	120,000	240,000
90840	4,355,000	1,088,750	2,177,500	4,355,000
91768	5,000	1,250	2,500	5,000
<b>CSU LOS ANGELES</b>	<b>3,400,000</b>			
90017	10,000	2,500	5,000	10,000
90032	3,390,000	847,500	1,695,000	3,390,000
<b>CSU NORTHRIDGE</b>	<b>4,500,000</b>			
91321	5,000	1,250	2,500	5,000
91324	50,000	12,500	25,000	50,000
91325	10,000	2,500	5,000	10,000
91330	4,430,000	1,107,500	2,215,000	4,430,000
91411	5,000	1,250	2,500	5,000
<b>CSU SAN BERNARDINO</b>	<b>2,100,000</b>			
92211	120,000	30,000	60,000	120,000
92260	5,000	1,250	2,500	5,000
92394	5,000	1,250	2,500	5,000
92407	1,960,000	490,000	980,000	1,960,000
92408	5,000	1,250	2,500	5,000
92553	5,000	1,250	2,500	5,000

# Detailed Limits and Payouts by zip code

Bay Area	Sum of Limit	Payouts		
		MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+
<b>CA MARITIME ACADEMY</b>	<b>700,000</b>			
94590	700,000	175,000	350,000	700,000
<b>CSU EAST BAY</b>	<b>3,700,000</b>			
94521	140,000	35,000	70,000	140,000
94542	3,410,000	852,500	1,705,000	3,410,000
94545	150,000	37,500	75,000	150,000
<b>SAN FRANCISCO STATE UNIV.</b>	<b>8,300,000</b>			
94103	100,000	25,000	50,000	100,000
94131	20,000	5,000	10,000	20,000
94132	8,065,000	2,016,250	4,032,500	8,065,000
94601	10,000	2,500	5,000	10,000
94920	100,000	25,000	50,000	100,000
96124	5,000	1,250	2,500	5,000
<b>SAN JOSE STATE UNIV.</b>	<b>12,300,000</b>			
94608	5,000	1,250	2,500	5,000
95039	200,000	50,000	100,000	200,000
95112	240,000	60,000	120,000	240,000
95113	10,000	2,500	5,000	10,000
95172	30,000	7,500	15,000	30,000
95192	11,815,000	2,953,750	5,907,500	11,815,000

Sacramento Valley Area	Sum of Limit	Payouts		
		MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+
<b>CSU CHICO</b>	<b>2,700,000</b>			
95926	20,000	5,000	10,000	20,000
95928	80,000	20,000	40,000	80,000
95929	2,600,000	650,000	1,300,000	2,600,000
<b>CSU SACRAMENTO</b>	<b>3,500,000</b>			
95211	5,000	1,250	2,500	5,000
95383	5,000	1,250	2,500	5,000
95616	5,000	1,250	2,500	5,000
95626	5,000	1,250	2,500	5,000
95670	10,000	2,500	5,000	10,000
95690	5,000	1,250	2,500	5,000
95814	20,000	5,000	10,000	20,000
95816	5,000	1,250	2,500	5,000
95819	3,405,000	851,250	1,702,500	3,405,000
95826	30,000	7,500	15,000	30,000
95971	5,000	1,250	2,500	5,000
<b>HUMBOLDT STATE UNIV.</b>	<b>1,800,000</b>			
95501	20,000	5,000	10,000	20,000
95521	1,765,000	441,250	882,500	1,765,000
95555	5,000	1,250	2,500	5,000
95570	10,000	2,500	5,000	10,000
<b>SONOMA STATE UNIV.</b>	<b>2,000,000</b>			
94542	210,000	52,500	105,000	210,000
94928	1,790,000	447,500	895,000	1,790,000

# Detailed Limits and Payouts by zip code

San Diego Area	Sum of Limit	Payouts		
		MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+
<b>SAN DIEGO STATE UNIV.</b>	<b>12,200,000</b>			
91910	5,000	1,250	2,500	5,000
91948	5,000	1,250	2,500	5,000
91977	5,000	1,250	2,500	5,000
92019	5,000	1,250	2,500	5,000
92025	5,000	1,250	2,500	5,000
92026	5,000	1,250	2,500	5,000
92028	10,000	2,500	5,000	10,000
92037	5,000	1,250	2,500	5,000
92069	5,000	1,250	2,500	5,000
92075	5,000	1,250	2,500	5,000
92082	5,000	1,250	2,500	5,000
92084	5,000	1,250	2,500	5,000
92101	90,000	22,500	45,000	90,000
92102	5,000	1,250	2,500	5,000
92105	110,000	27,500	55,000	110,000
92109	30,000	7,500	15,000	30,000
92110	20,000	5,000	10,000	20,000
92113	5,000	1,250	2,500	5,000
92115	670,000	167,500	335,000	670,000
92117	5,000	1,250	2,500	5,000
92118	5,000	1,250	2,500	5,000
92120	40,000	10,000	20,000	40,000
92123	80,000	20,000	40,000	80,000

San Diego Area	Sum of Limit	Payouts		
		MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+
92126	5,000	1,250	2,500	5,000
92182	10,910,000	2,727,500	5,455,000	10,910,000
92192	10,000	2,500	5,000	10,000
92227	10,000	2,500	5,000	10,000
92231	100,000	25,000	50,000	100,000
92243	5,000	1,250	2,500	5,000
92501	5,000	1,250	2,500	5,000
92590	5,000	1,250	2,500	5,000
94501	20,000	5,000	10,000	20,000
95249	5,000	1,250	2,500	5,000
<b>CSU SAN MARCOS</b>	<b>2,800,000</b>			
92078	180,000	45,000	90,000	180,000
92096	1,280,000	320,000	640,000	1,280,000
93012	140,000	35,000	70,000	140,000
93407	1,020,000	255,000	510,000	1,020,000
95202	180,000	45,000	90,000	180,000

# Detailed Limits and Payouts by zip code

Central Coast Area		Payouts			San Joaquin Valley Area		Payouts		
	Sum of Limit	MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+		Sum of Limit	MMI 6.50-7.49	MMI 7.50-8.49	MMI 8.50+
<b>CALIFORNIA POLYTECHNIC STA</b>	<b>5,700,000</b>				<b>CSU BAKERSFIELD</b>	<b>1,700,000</b>			
93401	30,000	7,500	15,000	30,000	93311	1,680,000	420,000	840,000	1,680,000
93405	20,000	5,000	10,000	20,000	93536	20,000	5,000	10,000	20,000
93407	5,465,000	1,366,250	2,732,500	5,465,000	<b>CSU FRESNO</b>	<b>6,400,000</b>			
93422	5,000	1,250	2,500	5,000	93710	900,000	225,000	450,000	900,000
93445	170,000	42,500	85,000	170,000	93726	40,000	10,000	20,000	40,000
95017	10,000	2,500	5,000	10,000	93740	5,460,000	1,365,000	2,730,000	5,460,000
<b>CSU MONTEREY BAY</b>	<b>4,300,000</b>				<b>CSU STANISLAUS</b>	<b>1,900,000</b>			
93901	20,000	5,000	10,000	20,000	93727	5,000	1,250	2,500	5,000
93930	5,000	1,250	2,500	5,000	95380	70,000	17,500	35,000	70,000
93933	120,000	30,000	60,000	120,000	95382	1,825,000	456,250	912,500	1,825,000
93940	30,000	7,500	15,000	30,000					
93955	4,125,000	1,031,250	2,062,500	4,125,000					

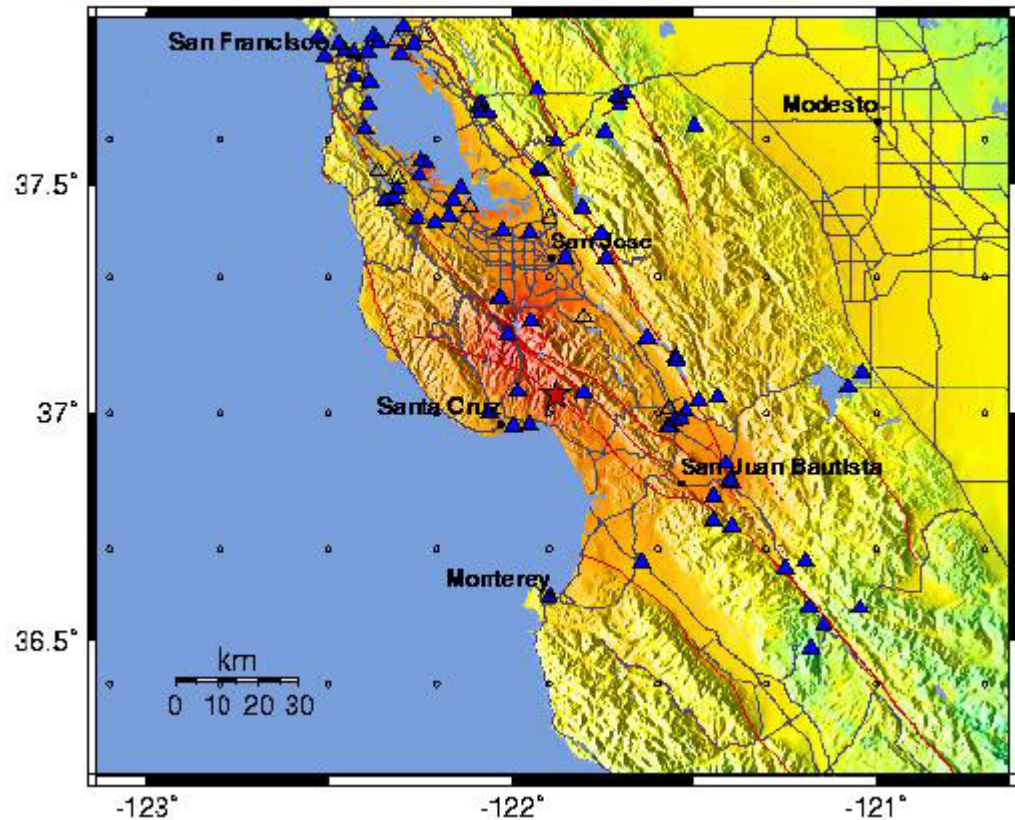
# Additional Payout Examples

# Sample ShakeMap

- Loma Prieta: 1989
- Magnitude: Mw 6.9
- MMI: Varies by geographic location (see map illustrating MMI at locations across the region)

Event Payout: \$3,212,500

CISN Rapid Instrumental Intensity Map for LomaPrieta Earthquake  
 Tue Oct 17, 1989 05:04:00 PM PDT M 6.9 N37.04 W121.88 Depth: 18.0km ID:LomaPrieta



PERCEIVED SHAKING	Not felt	Weak	Light	Moderate	Strong	Very strong	Severe	Violent	Extreme
INSTRUMENTAL INTENSITY	I	II-III	IV	V	VI	VII	VIII	IX	X+



Earthquake Hazards Program

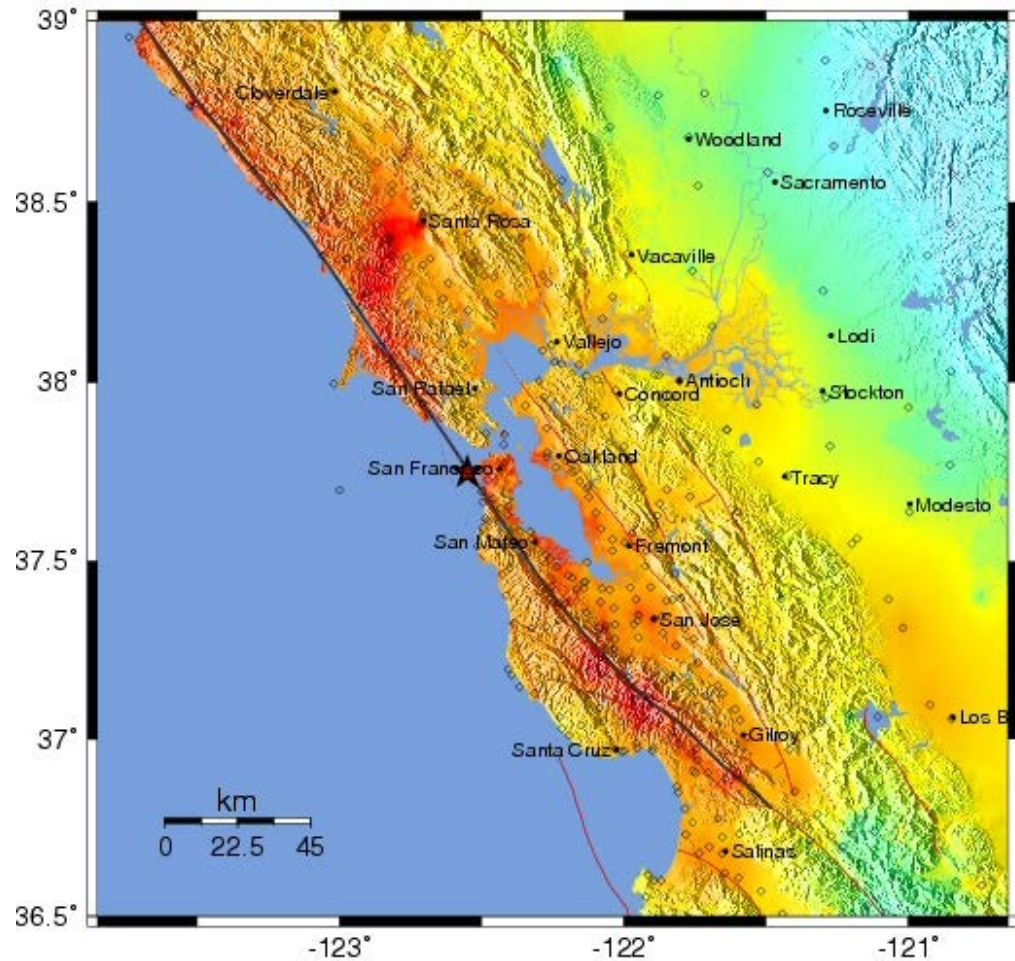
<http://usgs.github.io/shakemap/>

# Sample ShakeMap

1906 Earthquake, M7.8, Depth 10 km, Epicenter N37.75 W122.55

- San Francisco: 1906
- Magnitude: Mw 7.8
- MMI: Varies by geographic location (see map illustrating MMI at locations across the region)

Event Payout: \$17,497,500



PERCEIVED SHAKING	Not felt	Weak	Light	Moderate	Strong	Very strong	Severe	Violent	Extreme
INSTRUMENTAL INTENSITY	I	II-III	IV	V	VI	VII	VIII	IX	X+



Earthquake Hazards Program

<http://usgs.github.io/shakemap/>

# Summary of Terms

# Summary of Proposed Structure For California State University

- Parametric Earthquake Property Insurance Policy
- **Form:** Insurance
- **Effective Date:** 10/1/2017
- **Term:** 3-years
- **Swiss Re Share:** 100%
- **Limit:** \$25,000,000 per occurrence and term aggregate
- **Payout:**
  - Applicable by zip code.
  - Payout amounts vary by zip code in relation to TIV and MMI measured at each zip code (center)
  - See Tables on previous slides
- **Gross Premium:**
  - Annual Premium: \$1,550,000
  - Inclusive of 7.5% brokerage, net of Taxes and Fees

# Key Features of Proposed Solution

- **Broad Scope:** Limits available to all CA locations, large and small
- **Independent Data Provider:** MMI from post-event ShakeMap provided by sound, independent 3<sup>rd</sup> party source (USGS)
- **Timing:** Fast payout to assist with immediate financial needs
- **Insurance Form:** Coverage provided on insurance form. Insured permitted 12 months post event to determine full extent of financial loss and to sign letter attesting actual financial burden at least as great as payment received.
- **Broad Coverage:** Payments can be used for immediate emergency needs, business expenses not covered elsewhere, building damage, etc.
- **Deductible:** None

# Appendix

## Comparison of Traditional Insurance to Parametric Insurance Product

	<b>Traditional Insurance</b>	<b>Parametric / Index based Cover</b>
Trigger	Loss or damage to physical asset	Event occurrence exceeding pre-defined threshold or trigger
Recovery	Reimbursement of actual loss sustained	Pre-agreed payment structure based on event parameters
Basis Risk*	Policy conditions, deductibles and exclusions	Correlation of chosen trigger structure with actual exposure
Loss Assessment and Payment	Months to several years – depending on complexity of loss	Very transparent and settlement usually within 30 days
Term	Usually annual, multi-year difficult	Single or multi-year (up to three years)
Structure	Standard products and contract wordings	Customized product with high structuring flexibility (single trigger, multi-trigger)
Form	Insurance Contract	Insurance Contract

\*Risk that Client's collected payout is not equal to your actual loss.

# Modified Mercalli Intensity Scale

Intensity	Shaking	Description/Damage
I	Not felt	Not felt except by a very few under especially favorable conditions.
II	Weak	Felt only by a few persons at rest, especially on upper floors of buildings.
III	Weak	Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
IV	Light	Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
V	Moderate	Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.
VI	Strong	Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.
VII	Very strong	Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
VIII	Severe	Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.
IX	Violent	Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.
X	Extreme	Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.

PERCEIVED SHAKING	Not felt	Weak	Light	Moderate	Strong	Very strong	Severe	Violent	Extreme
POTENTIAL DAMAGE	none	none	none	Very light	Light	Moderate	Moderate/Heavy	Heavy	Very Heavy
PEAK ACC. (%g)	<0.1	0.1-1.1	1.1-3.4	3.4-8.1	8.1-16	16-31	31-60	60-116	>116
PEAK VEL. (cm/s)	<0.1	0.1-1.1	1.1-3.4	3.4-8.1	8.1-16	16-31	31-60	60-116	>116
INSTRUMENTAL INTENSITY	I	II-III	IV	V	VI	VII	VIII	IX	X+

## USGS ShakeMaps

- ShakeMap is a product of the U.S. Geological Survey Earthquake Hazards Program in conjunction with regional seismic network operators.
- ShakeMap sites provide near-real-time maps of ground motion and shaking intensity following significant earthquakes.
- These maps are used by federal, state, and local organizations, both public and private, for post-earthquake response and recovery, public and scientific information, as well as for preparedness exercises and disaster planning.
- In order to develop the seismic intensity the USGS relies on reporting stations (of which there are many in the State of California) as well as other tools it has found useful to more accurately assess the shake intensity at a given site. See full detail in the link included below.
- **USGS ShakeMap Website:** <http://usgs.github.io/shakemap/introduction.html>



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## **PRAESIDIUM PROPOSAL**

**ISSUE:** At its meeting on May 5, 2017, the CSURMA Executive Committee approved an extension of the contract with Praesidium for prevention of abuse of minors for the term July 1, 2017 to June 30, 2020. The Praesidium products and services are now offered on an “ala carte” basis. Each campus will receive a \$3,000 stipend to be used on any product or service. All Praesidium billings will run through Systemwide Risk Management (SRM) for initial payment. SRM will then seek reimbursement from the Campus or Auxiliary Organization as appropriate.

In addition to the \$3,000 per campus stipend, Praesidium will perform six regional workshops and two guardian certification workshops.

**RECOMMENDATION:** No action is recommended; however, the Committee may provide direction to Staff as appropriate.

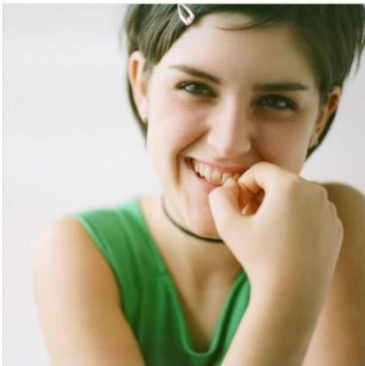
**FISCAL IMPACT:** This item is for discussion only and no fiscal impact is expected. The CSURMA Executive Committee did approve the contract costs of \$140,000 for the six Regional Workshops plus two Guardian Certification Workshops as well as \$3,000 per campus (\$72,000) and these costs have been included in the CSURMA budget.

**BACKGROUND:** See the brochure attached for additional details.

**PUBLICATION:** Information explaining the products and services available through Praesidium has been sent to all members separately.

**ATTACHMENT(S):**

- a. Praesidium / CSURMA Partnership Brochure



Proposal for  
California State University  
Risk Management Authority

February 22, 2017



**25<sup>th</sup>**  
**PRAESIDIUM**  
*Anniversary*

800.743.6354 • 817.261.7864 fax  
[www.PraesidiumInc.com](http://www.PraesidiumInc.com)

Information contained in this proposal is confidential and proprietary to Praesidium, Inc. and should not be disclosed to anyone not a designated recipient or reviewer.

# INTRODUCTION

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## ABOUT PRAESIDIUM

Since 1991, Praesidium’s mission is “to help you protect those in your care from abuse and to help preserve trust in your organization.” Praesidium works with organizations across the world to prevent the sexual abuse of children and vulnerable adults, to prevent false allegations of abuse against innocent employees and volunteers, and to prevent the loss of reputation and revenue for organizations serving vulnerable populations. The founders of Praesidium have over 30 years of experience working in abuse risk management. For the past two decades Praesidium has served more than 4,000 clients and offers a full range of risk management and loss control services. Praesidium’s clients include higher education institutions, public and private schools, churches, camps, youth development organizations, water parks, long-term care facilities, hospitals, luxury resorts, social service programs, sports programs, fitness clubs, and child care centers.

## PRAESIDIUM’S SCIENTIFIC METHODOLOGY

Using root cause analysis, Praesidium developed its own abuse risk management model, The Praesidium Safety Equation.® Root cause analyses of several thousand incidents of abuse across industries demonstrated that risks fell into eight organizational operations: Policies, Selection and Screening, Training, Monitoring and Supervision, Internal Feedback Systems, Consumer Participation, Responding, and Administrative Systems. By implementing best practices in each of these operations, Praesidium determined that risks could be reduced or eliminated.



## RECOMMENDED RENEWAL CONTRACT TERMS

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Building on Praesidium's knowledge and experience and CSURMA's commitment to provide risk mitigation controls to the California State University campuses and auxiliary organizations, Praesidium, CSURMA, and Alliant Insurance Services seek to continue their existing partnership. As part of this process, this proposal is designed to provide additional information on Praesidium, its products and services, optional pricing structures, and continue the discussions regarding rollout and implementation options.

- ✓ Three-year contract (7/1/2017 to 6/30/2020)
- ✓ All Praesidium products and services remain available to the campuses and auxiliaries at the same discounted rates
- ✓ CSURMA funds \$140,000 (or \$46,667 per year), which includes:
  1. \$69,000 (which CSURMA can distribute as \$3,000 per campus credits over the life of the contract)
  2. 6 On-Site Leadership Workshops (2 per year, valued at \$9,000 total)
  3. 2 California-based Certified Praesidium Guardian Workshops over the life of the contract (valued at \$62,000)

A comprehensive list of products, services, and prices is enclosed as Appendix 1 *Praesidium Price Listing*. Each of these items can be combined into additional packages at the system or campus level. Additional discounts are available for most items with packages or bulk purchases.

## OVERVIEW OF PRAESIDIUM PRODUCTS AND SERVICES

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**Praesidium Guardian Certification.** As part of the robust certification process, participants learn best practices in organizational abuse prevention, including specific steps to take to prevent incidents of abuse by employees, volunteers, or program participants, and how to respond effectively if an allegation or incident occurs. Participants also learn how to ensure that your organization stays current and consistent in the implementation of abuse prevention best practices.

### *Who makes a good candidate?*

Good candidates may come from any number of positions in your organization: risk management, human resources, training, legal, program directors, quality assurance, compliance, etc. What's more important is that the selected individual cares deeply about the safety of those in care; be respected by colleagues; be well-organized; and have the time and flexibility to spend up to a few hours a week executing Praesidium Guardian™ responsibilities.

### *What are the benefits?*

Your status as a Certified Praesidium Guardian™ demonstrates to consumers how seriously your organization takes the care of their loved ones, and it demonstrates to insurance carriers that it has in place the highest standards in abuse prevention. In fact, many carriers financially recognize the value of Praesidium's services. And of course, your credential is a valuable career enhancement.

### *The Praesidium Guardian™ experience*

The Praesidium Guardian™ experience has three main components:

1. Online preparation activities;
2. A three-day instructor-led workshop; and
3. A Work and Learn Assignment, an individually designed skills-application exercise.

The online preparation activities include completing approximately 8-10 hours of online courses focusing on Praesidium's proprietary risk management model, the Praesidium Safety Equation™. This content prepares participants for the workshop. The workshop is a highly interactive experience, packed full of engaging activities, group discussions, and actual field work. You will learn best practices in organizational abuse prevention and organizational change strategies to implement and maintain the best practices. The Work and Learn Assignment involves participants completing structured activities in their own organization with guidance from Praesidium—actually applying on the job what they've learned from the workshop. Throughout all components of the certification process—and beyond—participants benefit from access to Praesidium experts and to the online Praesidium Community where they can connect with other Certified Praesidium Guardian™ colleagues from across the nation.

## TRAINING SOLUTIONS

**Armatus® Learn to Protect System.** Adults directly involved in providing services to minors, those who supervise others directly involved with minors, and those who manage or oversee programs serving minors must know how offenders operate, how to recognize warning signs, when and how to intervene to interrupt interactions that may foretell of abuse, mandated reporting requirements, and how to manage high risk situations in their own programs. This training can be provided online where participants must demonstrate mastery and completion can be documented.

At the core of the system is a range of online courses, 25-45 minutes in length, designed to ignite the learning process and provide learners with the tools they need to implement best practices in abuse prevention. *See Appendix 3 for a sample course listing.* Armatus® online courses include actionable learning objectives, research-validated content, engaging graphics, frequent interactivity and a content mastery quiz. In addition to the online courses, learners are supported with a variety of tools including:

- *Action Plans* that are printed and used with the online course. Action Plans summarize the key learning points and prompt learners to take notes throughout the course. They provide a great reference after the course.
- *Coaching Guides* provide supervisors a high-level summary of the course, including learning objectives and key learning points. The coaching guide gives supervisors practical steps they can take to reinforce the learning, with specific things they can say, do, and reinforce.
- *Discussion Guides* are developed for small group and classroom discussions. A facilitator is able reinforce important content and remind learners of what they learned in the online course. The group is able to discuss practical application of the learning for their work group and organization.
- *Mini Minders* (coming soon!) are 30 second to 3 minute learning segments that reinforce or remind learners of content from an Armatus course. These can range from a short interactive segment, to a standalone video clip, a scenario(s) to apply skills, a PDF (Ready Reference or Pocket Card) or an offline worksheet. The goal is to remind learners of and review with them key content that they have previously learned.
- *Guide Posts* (coming soon!) are signs that you can post around your facility to remind learners of key policies, practices, and principles. Guide Posts have QR codes that can be scanned with a smart phone to pop-up a Mini Minder interaction.

Armatus® comes with a robust database that allows organizations to confirm in real time who has completed training, as well as other useful user information such as criminal background check completions. Praesidium also has the internal capability to design, program, and produce online courses to meet the specific needs of high volume usage and maintains a national network of content experts in a wide array of subjects.

**On-Site Leadership Presentations.** To fully integrate Minors on Campus initiatives and create cultural changes at the campus level, senior leadership on each campus should have a fundamental understanding of the scope of the risk, how abuse of minors happens in youth serving programs, and best practice standards designed to reduce the likelihood of an incident and effectively mitigate harm. Leadership should also understand and embrace their responsibilities and contributions to these initiatives. Because this information is best delivered in face-to-face meetings with leadership teams (i.e., Campus Presidents / Provosts, Cabinet Members, Vice Presidents, Department Leaders, etc.), Praesidium recommends a one-hour initial leadership meeting on each campus.

**On-Site Abuse Prevention Training.** To continue the blended learning environment and facilitate a campus-specific application of the key learning points, Praesidium recommends at least one on-site abuse prevention training for all campuses. Target audiences include all individuals who work with minors, including campus and auxiliary employees, staff, faculty, students, interns, volunteers, and chaperones.

Praesidium offers an array of on-site workshops and seminars for front-line employees and volunteers, supervisors, administrators, and board members covering screening and selection, best practices in abuse risk management, how to prevent peer-to-peer sexual abuse, legal issues in abuse risk management, and many others. Workshops can be tailored to meet the needs of each audience.

**Your Boundaries. Your Call!**<sup>TM</sup> This three-part video series teaches children between fifth and twelfth grades how to protect themselves if someone tries to violate their emotional, physical, or behavioral boundaries.

**Educational Webinars and Abuse Prevention Tips/Updates.** Praesidium can conduct regular abuse risk management seminars on a wide range of topics including sexual harassment, social networking, bullying, internal incident investigations, how offenders operate, reputational risk management, creating a culture of safety, quality assurance methods, employee and volunteer screening and selection for abuse risk, and others.

## **RISK ASSESSMENTS AND THE PATH TO ACCREDITATION**

***Know Your Score! Online Self Assessment.*** Individuals complete an online self-assessment, or in-depth questionnaire about existing policies and procedures in their program or organization. The self-assessment (available in generic or customizable versions) allows organizations to quickly and confidentially learn the strength of their policies and practices designed to keep those in their care safe from abuse. The completed self-assessment provides organizations with a blueprint and sample resources to address any potential abuse prevention gaps.

**Comprehensive On-Site Risk Assessment with Praesidium Accreditation.** Praesidium's Safety Analysts conduct a comprehensive risk assessment of all programs offered by the organization including a review of policies, on-site architectural inspections, interviews with employees and volunteers at all levels, interviews with administrators, analysis of claims and incident data, and direct observations of programs in operation. At the conclusion of the assessment, the organization can request The Praesidium Report,<sup>™</sup> which includes detailed findings and custom-tailored risk management recommendations. Upon implementation of the recommendations, the organization is eligible to attain Praesidium Accreditation status for three years and receives three random follow-up mini-audits at no additional costs (although travel may apply); a press release; a statement for parents and consumers; and, an etched-glass Praesidium award.

**On-Site Management Systems Review.** Praesidium's Management Systems Review identifies potential gaps in an organization's risk management practices related to preventing the sexual abuse of children or vulnerable adults by an employee, a volunteer, or by another program participant. Praesidium analyzes the organization's existing policies; interviews representatives from program, human resources, risk management, legal, and training; and reviews past incidents, allegations or litigation related to abuse. At the conclusion of this on-site review, Praesidium shares the findings with key leaders and outlines high level recommendations to address potential exposures.

**Minors on Campus Survey.** Praesidium's heat map process utilizes a minors on campus survey to identify all programs serving minors on campus at a higher education institution and in the community. This brief survey asks some basic questions to identify any program serving minors that an individual or department operates, sponsors, or hosts and is customizable in many respects. Among other things, this survey also identifies the number of minors served and various program characteristics, including risk level and ownership. Praesidium provides a comprehensive analysis of the data, along with recommendations in areas including policy development, training, monitoring and supervision, and relationships with third parties. The survey can also be tailored to accommodate other industries and risks.

## SCREENING SOLUTIONS

**Criminal Background Checks.** Praesidium offers several standard and customizable criminal background check packages plus other a la carte background check services. One of our most popular packages includes comprehensive searches in the industry and includes over 305 million criminal records from county, state, national, and international sources. It includes a Social Security Number Trace and Alias Search, Multi-State Criminal Records Search, National Sex Offender Registry Search, and national and international security searches. And, at no additional charge, Praesidium is also available to discuss additional screening issues with organizations upon receipt of their results.

**Screening and Selection Toolkit.** Less than five percent of offenders have a criminal history. Because criminal background checks can't be relied on to screen out offenders, organizations must use other methods to prevent potentially harmful adults from gaining access to their clients. Praesidium's Screening and Selection Toolkit provides organizations with everything necessary to effectively screen and select employees and volunteers. The Toolkit includes policies, forms (applications, interviewing questions, and reference forms), and guidelines for identifying high-risk and low-risk responses during interviews, reference checks, and on applications. It also identifies six applicant characteristics that are critical for adults working with children and vulnerable adults and a scoring system to evaluate applicants on each characteristic. The complete package includes one-day intensive on-site training that teaches hiring managers how to use the screening and selection toolkit.

## CONSULTATION, REPORTING MECHANISMS, AND CRISIS MANAGEMENT

**Model Policies and Policy Analysis.** Sound policies provide the foundation for a safe environment. They tell an organization's employees and volunteers what is and is not acceptable; they set tolerance levels; and they can protect an organization if it faces litigation. But are your policies doing their job? Do they address such ever-changing issues as whether employees can communicate with clients via email, social networking sites, or after work? Do they set limits on when and how employees or volunteers can demonstrate affection towards clients? Send the organization's policies to us, and we'll advise what works and what needs re-visiting, and why!

**Online Community.** Praesidium's online community allows individuals from across organizations and programs to connect and share their abuse prevention experiences, challenges, and successes. Praesidium's team of experts facilitates and monitors discussions to provide quick tips and initial consultation.

**General Consultation.** Does one of your campuses have concerns about a summer applicant? Does a Risk Manager need advice on how to manage a particular youth program's interactions with minors? Want to discuss their screening and selection practices? Not sure how to respond to a report of suspicious interactions between an employee and a program participant? Praesidium can be available over the phone to

discuss anything that may forewarn of an incident or lead to an abuse claim. Our experts include psychologists, social workers, attorneys, private investigators, policy analysts, doctoral level educators, and human resource professionals, all with extensive experience in organizational abuse risk management.

**Toll-Free Confidential Helpline.** In most cases of abuse in organizations, individuals often report having seen or heard something suspicious, inappropriate, or of concern, yet failed to take action. Praesidium’s consultation services allow your campuses a way to report concerns as well as an open line of communication in the event of an incident or crisis.

**Crisis Management and On-Site Victim’s Assistance.** In the event that a campus has an allegation or incident of suspicious or inappropriate interactions or suspected abuse, a member of Praesidium’s team can be available to provide a range services, including on-site consultation, response coordination, investigation, and victim’s assistance.

## CONTACT

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# Appendix 1

## Praesidium Price Listing

## Praesidium Price Listing<sup>1</sup> for CSURMA Global Contract

*Additional discounts available for most items with packages,  
bulk purchases, or multi-year contracts.*

Praesidium Product or Service	Pricing <sup>1</sup>
Praesidium Guardian Certification <sup>2</sup>	<p>\$4,000 per individual (if attending TX classes)</p> <p style="text-align: center;">-----</p> <p>1 CA class: \$39,000 2 CA classes: \$62,000</p> <p><i>Recommend CPG workshops be split between Northern and Southern California. Recommended CPG class size is 15 attendees.</i></p>
General Consultation	<p>\$2,000 per day on-site \$250 per hour off-site</p>
<p>Regional Workshops</p> <p><i>Half-day presentation, with half-day reserved for consultation</i></p>	<p>\$1,500 per regional workshop Includes a combination of general consultation, leadership strategies, best practices, and table top exercises.</p> <p><i>Recommend workshops be split between Northern and Southern California.</i></p>
Access to Praesidium's Online Community	<i>Pricing requires additional consultation with CSURMA to further define implementation and rollout.</i>
Policy Analysis and Sample Policies	<p>Ranges from \$1,000-\$25,000 <i>Depends on the nature and extent of analysis and samples (i.e., individual program procedure versus campus-wide policy)</i></p>
Armatus® Learn to Protect System <sup>3</sup>	\$8 per course
On-Site Campus Leadership Presentation	\$2,000 per day
On-Site Abuse Prevention Training	\$2,000 per day

Praesidium Product or Service	Pricing <sup>1</sup>
Educational Webinars and Abuse Prevention Tips/Updates <i>Includes regular email tips. Other topic updates, webinars, and additional content for CSU publications may also be available upon further request and discussion.</i>	<i>Praesidium can provide 2 webinars and access to Praesidium's tips/updates at no cost.</i> \$500 for each additional webinar
<i>Know Your Score!</i> Online Self Assessment	\$2,000 per campus, per year Includes: <ul style="list-style-type: none"> <li>• 10 assessments initiated in the <i>KYS!</i> system (regardless of whether an assessment is completed or archived)</li> <li>• <i>KYS!</i> demonstrative and marketing webinars</li> <li>• Existing written sample resources</li> </ul> Additional assessments: \$500 per assessment initiated in the <i>KYS!</i> system (regardless of whether an assessment is completed or archived)
Comprehensive On-Site Risk Assessment with Praesidium Accreditation	\$5,000+ <i>Depends on number of programs and locations</i>
On-Site Management Systems Review	Ranges from \$4,000 to \$10,000 <i>Depends on number of programs and locations. Note that in addition to discussions with leadership, pricing also includes one training for leadership during the on-site portion of the review.</i>
Minors on Campus Survey	Ranges from \$6,000+ <i>Depends on level of customization</i>
Toll-Free Confidential Helpline	\$1,000 one-time initial set up fee \$500 annual maintenance fee \$250 per call
Crisis Management and On-Site Victim's Assistance	\$2,000 per day on-site \$250 per hour for off-site consultation

Criminal Background Checks <sup>4,5</sup>	
<i>À la Carte Pricing</i>	
Employment Credit	\$7.00
Multi State Criminal Database w/Name and Address Locator	\$10.00
7 Year County Criminal Records Search: 1 County	\$7.00
7 Year County Criminal Records Search: All Counties Provided/Developed	\$25.00
County Civil Records Search (upper): 1 County	\$12.00
Statewide Criminal Search: 1 State	\$9.00
Federal Criminal Records Search: 1 State, All Districts	\$9.00
Federal Civil Records Search: 1 State, All Districts	\$12.00
DOJ National Sex Offender Registry Search	\$4.00
Motor Vehicle Records Search	\$4.00
Employment Verification: 1 Position	\$11.00
Education Verification: 1 Degree	\$10.00
Personal Reference: 1 Reference	\$13.00
Professional Reference: 1 Reference	\$14.00
Professional License Verification: 1 License	\$9.00
International Criminal Search: 1 Jurisdiction	\$25 + In country Acquisition Fee
<i>Packaged Pricing</i>	
Screening and Selection Toolkit	Available upon further consultation
	\$6,000
	<i>Price includes one day of on-site training related to screening and selection.</i>

### **ADDITIONAL PRICING NOTES:**

1. Pricing does not include reasonable travel costs and expenses. Reasonable travel costs and expenses will be separately billed.
2. Certified Praesidium Guardian pricing for California-based classes reflects client's responsibility to secure an on-site location for the 3-day workshop and provide on-site catering and hospitality for faculty and attendees. Praesidium anticipates participation of 3-4 faculty members with each CPG on-site workshop.
3. Pricing for Armatus<sup>®</sup> usage may be billed on a monthly or quarterly basis.
4. Third-party record keeper fees may apply and will be passed on at cost when incurred.
5. Criminal records found in the Multi State Database check are subject to verification at the source and additional costs may apply.

**Appendix 2**  
**Armatus® Learn to Protect Course Listing**

<b>CORE COURSES</b>	
<b>Meet Sam</b> * ^	<b>It Happened to Me</b> * ^
<p>Sam molests children. Hear him tell how he gets away with it.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• The three types of offenders</li> <li>• The three things offenders need in order to offend</li> <li>• The types of boundaries offenders often violate</li> </ul>	<p>Anger. Failing grades. Depression. These are just some of the effects of sexual abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• The long-term effects of abuse</li> <li>• Which children are most vulnerable to abuse</li> <li>• Why children don't report abuse</li> <li>• What to do if a child discloses abuse</li> </ul>
<b>Duty to Report: Mandated Reporter</b> * ^	<b>Abuse Risk Management for Volunteers</b> * ^
<p>Adults have a moral responsibility—and in many cases a legal responsibility—to report suspected child abuse or neglect.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Why reporting is critical</li> <li>• What their legal obligation is to report</li> <li>• What types of conduct must be reported</li> <li>• How to report</li> <li>• How to respond if a child discloses abuse or neglect</li> </ul>	<p>Volunteers give their precious time to their organization to serve others. They need to know how to protect those they serve from abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• The facts about sexual abuse</li> <li>• Steps they can take to keep kids safe</li> <li>• How to protect themselves from false allegations of abuse</li> </ul>
<b>Preventing Sexual Activity Between Young Children</b> *	<b>Preventing Sexual Activity Between Adolescents</b>
<p>Statistics show that incidents of sexual acting out between children have increased 300% in recent years.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• How – and where – sexual activity between children typically occurs</li> <li>• Steps to prevent sexual activity between children</li> <li>• How to respond if sexual activity between children occurs</li> </ul>	<p>When adolescents bully or act out sexually with one another, these behaviors not only violate policy, they can become abusive.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• What peer pressure and bullying can do to influence sexual behavior in adolescents</li> <li>• Where sexual behavior between adolescents is likely to occur</li> <li>• Steps they can take to prevent sexual activity between adolescents</li> <li>• How to respond if sexual activity between adolescents occurs</li> </ul>

\* Denotes course available in Spanish  
^ Denotes course available in Canadian-French



<b>CORE COURSES</b>	
<p><b>NEW</b></p> <p><b>Social Media</b></p> <p>Social media increases opportunities for sexual abusers to communicate with their intended victims.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• The different types of abuse risks that organizations face</li> <li>• How to educate parents and youths on healthy social media use</li> <li>• How to protect themselves from false allegations of abuse</li> <li>• How to respond to warning signs and incidents of abuse</li> </ul>	<p><b>Preventing Bullying</b> *</p> <p>Bullying, in some way, is a part of everybody's childhood memories. However, the severity of recent bullying incidents has shown that bullying can no longer be a "normal" part of growing up.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• What bullying is</li> <li>• How bullying happens</li> <li>• The impact of bullying</li> <li>• What they can do to stop bullying</li> <li>• What to do if they are a supervisor</li> </ul>
<p><b>Abuse Prevention Refresher</b> * ^</p> <p>Once employees and volunteers know the basics about preventing abuse in their organization, it's time for real- life application.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• The importance of acting on warning signs, and how to do so</li> <li>• How to keep themselves and co-workers safe from false allegations</li> </ul> <p>How to apply their knowledge to real-life scenarios</p>	

\* Denotes course available in Spanish  
 ^ Denotes course available in Canadian-French

<b>INDUSTRY-SPECIFIC COURSES</b>	
<b><i>Keeping Your School Safe</i></b> *	<b><i>Keeping Your Foster Care Program Safe</i></b>
<p>Parents send their children to school to have fun, meet challenges, make friends, practice skills, and learn. They also expect them to be safe.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• When, where, and by whom child abuse is most likely to occur at school</li> <li>• Specific steps to take to keep children safe at school</li> <li>• How to prevent false allegations of abuse</li> </ul>	<p>Approximately half of the children in foster care have been sexually abused and almost a third are abused again while in care.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Techniques to establish effective relationships with foster parents and children</li> <li>• What to watch for when making home visits</li> <li>• Six tested methods to keep foster children safe</li> </ul>
<b><i>Keeping Your Foster Home Safe</i></b>	<b><i>Keeping Your Church Safe</i></b> * ^
<p>Foster parents open their hearts and homes to provide for those in need. But in some cases, foster parents may also be vulnerable to false allegations of abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Unique risks that exist in foster care homes</li> <li>• How to protect children in care from abuse, including abuse between children</li> <li>• How to protect foster parents from false allegations of abuse</li> </ul>	<p>God has entrusted church staff with something precious to Him – His children.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Five specific actions to keep children safe</li> <li>• The importance of keeping a watchful eye</li> <li>• What to do in the case of suspicious behaviors</li> <li>• How to respond to inappropriate behavior</li> </ul>
<b><i>Keeping Your Camp Safe</i></b> * ^	<b><i>A Day at Day Camp</i></b> * ^
<p>Camp can be a wonderful experience for kids – but not if they are abused by a counselor or a peer.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Abuse risks at a residential camp</li> <li>• Six locations where abuse is most likely to happen at a residential camp</li> <li>• How all employees and volunteers can make a difference</li> </ul>	<p>This course spotlights various activities and associated risks in a typical day at camp.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• How to keep day campers safe from sexual abuse</li> <li>• How to protect themselves from false allegations of abuse</li> <li>• How to identify and manage high-risk situations at day camp</li> <li>• What to do if they see something suspicious or inappropriate</li> </ul>

\* Denotes course available in Spanish  
 ^ Denotes course available in Canadian-French

## INDUSTRY-SPECIFIC COURSES

 <b><i>Athlete Protection</i></b>	 <b><i>Athlete Protection: Swim Edition</i></b>
<p>This course teaches coaches and other adults who work in youth sports how to keep athletes safe.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Types of offenders and how they operate</li> <li>• Scope and effects of abuse in sports and how to maintain a healthy coach-athlete relationship</li> <li>• High-risk situations and how to manage them</li> <li>• How to report abuse and red-flag behaviors</li> <li>• How to protect against false allegations of abuse</li> </ul>	<p>This course teaches coaches and other adults who work with youths in swim clubs and organizations how to keep athletes safe.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Types of offenders and how they operate</li> <li>• Scope and effects of abuse in sports and how to maintain a healthy coach-athlete relationship</li> <li>• High-risk situations and how to manage them</li> <li>• How to report abuse and red-flag behaviors</li> <li>• How to protect against false allegations of abuse</li> </ul>
<b><i>Preventing Elder Abuse and Neglect (USA version)</i></b>	<b><i>Preventing Abuse against Adults with Disabilities (USA version)</i></b>
<p>It's hard to believe that anyone would hurt the elderly. Fortunately, federal and state laws and regulations help protect vulnerable adults from abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Facts about abuse and neglect</li> <li>• How to recognize risk factors, warning signs, and red-flag behaviors</li> <li>• Steps to take to keep residents safe</li> <li>• Steps to protect care givers from false allegations</li> <li>• Steps administrators can take to prevent abuse and neglect</li> </ul>	<p>Providing care to people with disabilities is rewarding and challenging work. However, some caregivers psychologically abuse, physically abuse, steal from those they care for, and some even sexually abuse people in their care.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Facts about abuse of people with disabilities</li> <li>• Characteristics of potential victims</li> <li>• Awareness of potential abusers and high-risk environments</li> <li>• Steps to keep clients safe</li> <li>• How to prevent false allegations</li> </ul>




\* Denotes course available in Spanish

^ Denotes course available in Canadian-French

<b>INDUSTRY-SPECIFIC COURSES</b>	
<b><i>Preventing Elder Abuse and Neglect (Canada version)</i></b> <sup>^</sup>	<b><i>Preventing Abuse against Adults with Disabilities (Canada version)</i></b>
<p>It's hard to believe that anyone would hurt the elderly. Fortunately, federal, provincial, and territorial laws and regulations help protect vulnerable adults from abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Facts about abuse and neglect</li> <li>• How to recognize risk factors, warning signs, and red-flag behaviors</li> <li>• Steps to take to keep residents safe</li> <li>• Steps to protect care givers from false allegations</li> <li>• Steps administrators can take to prevent abuse and neglect</li> </ul>	<p>Providing care to people with disabilities is rewarding and challenging work. However, some caregivers psychologically abuse, physically abuse, steal from those they care for, and some even sexually abuse people in their care.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Facts about abuse of people with disabilities</li> <li>• Characteristics of potential victims</li> <li>• Awareness of potential abusers and high-risk environments</li> <li>• Steps to keep clients safe</li> <li>• How to prevent false allegations</li> </ul>
<div style="position: relative;"> <div style="position: absolute; top: -10px; left: -10px; background-color: #0070c0; color: white; padding: 2px; transform: rotate(-45deg); font-size: 8px;">coming soon</div> <b><i>Preventing Abuse and Exploitation in Pastoral Ministry</i></b> </div>	
<p>When a pastoral relationship becomes sexualized or exploitative, it is harmful to the individuals involved, their families, and to the people in the church.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Effects of sexual abuse and exploitation</li> <li>• Factors that contribute to abuse and exploitation</li> <li>• Types of offenders</li> <li>• Red flags in abuse and exploitation</li> <li>• How to prevent and respond to abuse and exploitation</li> </ul>	

\* Denotes course available in Spanish  
<sup>^</sup> Denotes course available in Canadian-French

## INTERPERSONAL /PERSONAL SAFETY COURSES

 <b>Behavior Management</b>	<b>Bloodborne Pathogens</b>
<p>Teachers, counselors, and caregivers face a daily challenge of influencing and responding to the behavior of the youths in their care. By using basic techniques to teach appropriate behaviors and eliminate negative behaviors, adults can create a positive, productive environment in the organization.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• Behavior management basics</li> <li>• What to do when nothing else works</li> <li>• How to determine if a youth should be removed from the program</li> <li>• Tips for self-management</li> </ul>	<p>Bloodborne pathogens cause diseases that are difficult to treat and cannot be cured. That’s why it is so important to know how to reduce the risk of contracting a bloodborne disease.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• What bloodborne pathogens are</li> <li>• Standards businesses must follow</li> <li>• How bloodborne pathogens might enter one’s body</li> <li>• Common exposures that could occur at an organization</li> <li>• The three most common diseases caused by bloodborne pathogens</li> <li>• How to protect themselves from bloodborne pathogens</li> <li>• What to do if they are exposed to bloodborne pathogens</li> </ul>
 <b>Preventing Sexual Harassment: Employee Edition</b>	 <b>Supervising for a Positive Work Environment</b>
<p>All employees want to work in an environment free of sexual harassment.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• How to recognize different types of harassment</li> <li>• How to determine if a situation is or is not sexual harassment</li> <li>• How to prevent and respond to sexual harassment</li> </ul>	<p>Supervisors play an important role in complying with employment laws and encouraging a positive workplace environment.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> <li>• What constitutes workplace discrimination, harassment, and retaliation</li> <li>• What the law requires of supervisors to prevent, stop, and respond to discrimination, harassment, and retaliation</li> <li>• What supervisors should do if they are accused of discrimination, harassment, or retaliation</li> </ul>

<b>CUSTOM COURSES</b>	
<i>Your Policies</i>	<i>Core and Advanced Courses</i>
<p>Policies allow your organization to define what’s acceptable – and what isn’t. To complete this course, users read the organization’s policies and confirm online that they understand and agree to comply with these policies.</p>	<p>Many of Praesidium’s core and advanced courses can be customized to the needs of your organization. This will allow you to include your company-specific policies, scenarios, case studies, and examples.</p> <p>Inquire with your account manager for availability and pricing.</p>

<b>PRAESIDIUM SAFETY EQUATION® COURSES</b>	
<b>new</b>	<i>The Praesidium Safety Equation Series</i>
<p>The Praesidium Safety Equation® is the foundation for all of Praesidium’s abuse-prevention work. This set of nine courses provides individual focus on each operation of the Safety Equation:</p>	
<ul style="list-style-type: none"> <li>✓ Policies</li> <li>✓ Training</li> <li>✓ Internal Feedback System</li> <li>✓ Responding</li> </ul>	<ul style="list-style-type: none"> <li>✓ Screening and Selection</li> <li>✓ Monitoring and Supervision</li> <li>✓ Consumer Participation</li> <li>✓ Administrative Practices</li> </ul>
<p>Participants learn:</p> <ul style="list-style-type: none"> <li>• How and why Praesidium developed the Safety Equation</li> <li>• How each of the operations help organizations decrease the risk of abuse by employees, volunteers, and program participants</li> <li>• Strategies and best practices for implementation of the Safety Equation</li> </ul>	
<p>Inquire with your account manager for availability and pricing.</p>	

## **CSURMA AORMA 2017 MEETING CALENDAR**

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

**RECOMMENDATION:** No action is requested on this item.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA AORMA – 2017 Meeting Calendar



California State University Risk Management Authority

## 2017 CSURMA MEETING CALENDAR

JANUARY				FEBRUARY				MARCH			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
8	3:00 PM	EC (AOA Conference)	San Diego	23	9:00 AM	PC	San Francisco	9	10:00 AM	AORMA	San Diego
8 - 11		AOA Annual Conference	San Diego					9	2:30 PM	EC	San Diego
11	10:30 AM	AIME	San Diego					10	8:30 AM	EC LRP	San Diego
APRIL				MAY				JUNE			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
				1	10:30 AM	AIME	San Francisco	TBD		AOA EC	TBD
				3	2:00 PM	BOD Orientation	Teleconference	22	1:00 PM	PC	Teleconference
				4	10:00 AM	AORMA	Long Beach				
				5	8:30 AM	EC	Long Beach				
				5	10:30 AM	BOD	Long Beach				
JULY				AUGUST				SEPTEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
17-18	11:00 AM	AORMA Officers Retreat	San Diego	TBD		AOA EC	TBD	6	9:00 AM	AORMA New Member	Sacramento
								6	10:00 AM	AORMA LRP	Sacramento
								7	9:00 AM	AORMA	Sacramento
								7	4:00 PM	EC Orientation	Sacramento
								8	8:30 AM	EC	Sacramento
								28	1:00 PM	PC	Teleconference
OCTOBER				NOVEMBER				DECEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
16	10:30 AM	AIME	San Francisco	TBD		AOA EC	TBD	7	10:00 AM	AORMA	TBD
	2:00 PM	BOD Orientation	Teleconference	30	8:00 AM	PC	San Francisco	8	8:30 AM	EC	TBD
26	3:00 PM	AORMA	Long Beach					7	8:00 AM	PC	San Francisco
27	9:00 AM	EC	Long Beach								
27	10:30 AM	BOD	Long Beach								

*AORMA = Auxiliary Organizations Risk Management Alliance Committee*

*AIME = Athletic Injury Medical Expense Committee*

*AORMA LRP = AORMA Long Range Planning Meeting*

*PC = AORMA Programs Committee*

*AOA = CSU Auxiliary Organizations Association*

*BOD = CSURMA Board of Directors*

*EC = CSURMA Executive Committee*

*EC LRP = EC Long Range Planning Meeting*

**Note: The AOA EC meets the third Friday in the months of March, June, August and November and the Saturday afternoon before the January AOA Conference.**

**CSURMA AORMA PROGRAM ADMINISTRATOR’S CONTACT LISTS**

**ISSUE:** Staff includes an updated AORMA Program Administrator contact list in each agenda.

**RECOMMENDATION:** No action is requested on this item.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. AORMA Program Administrator - Contact List
- b. Claims Reporting Contacts

## CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
<b>JPA Program Administrator – Alliant Insurance Services, Inc.</b>				
<b>Certificate of Insurance Requests</b>	<b>Van Rin</b>	vrin@alliant.com	415-403-1408	415-874-4810
<b>General CSURMA Coverage Questions</b>	<b>Robert Leong Van Rin Amy Lightner Daniel Howell</b>	rleong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
<b>General AORMA Coverage Questions</b>	<b>Mimi Long Van Rin Amy Lightner Daniel Howell</b>	mlong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
<b>Inland Marine</b>	<b>Van Rin Mimi Long</b>	vrin@alliant.com mlong@alliant.com	415-403-1408 415-403-1423	415-874-4810 415-874-4810
<b>Participant Accident Insurance (PAI)</b>	<b>Van Rin Tevea Him</b>	vrin@alliant.com thim@alliant.com	415-403-1408 415-403-1416	415-874-4810 415-874-4810
<b>Special Events Insurance</b>	<b>Van Rin</b>	vrin@alliant.com	415-403-1408	415-874-4810
<b>Foreign Travel Program</b>	<b>Stacey Weeks Van Rin</b>	sweeks@alliant.com vrin@alliant.com	415-403-1448 415-403-1408	415-874-4810 415-874-4810
<b>General Risk Management Questions</b>	<b>Mimi Long Van Rin Amy Lightner Daniel Howell</b>	mlong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
<b>Workers' Compensation Claims Consultant</b>	<b>Jacki Graf</b>	jgraf@alliant.com	415-403-1438	415-874-4810
<b>Alliant Claims Consulting</b>	<b>Robert Frey Diana Walizada Elaine (Kim) Tizon Sheila McClenaghan</b>	rfrey@alliant.com dwalizada@alliant.com elaine.tizon@alliant.com sheila.mcclenaghan@alliant.com	415-403-1445 415-403-1453 415-403-1458 415-403-1492	415-403-1466 415-403-1466 415-403-1466 415-403-1466
<b>Form 700</b>	<b>Tevea Him</b>	thim@alliant.com	415-403-1416	415-402-0773
<b>Website and Technology Questions</b>	<b>Yung Lam Tevea Him Myron Leavell</b>	ylam@alliant.com thim@alliant.com mleavell@alliant.com	415-403-1461 415-403-1416 415-403-1404	415-874-4810 415-874-4810 415-874-4810

### CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
<b>CSU Chancellor's Office</b>				
<b>CSU Chancellor's Office</b>	<b>Leona Ching</b>	lching@calstate.edu	562-951-4580	562-951-4859
	<b>Robert Eaton</b>	reaton@calstate.edu	562-951-4572	562-951-4971
	<b>Zachary Gifford</b>	zgifford@calstate.edu	562-951-4568	562-951-4859
	<b>Martha Guiditta</b>	mguiditta@calstate.edu	562-951-4557	562-951-4859
	<b>Audra Reed</b>	areed@calstate.edu	562-951-4564	562-951-4971
	<b>Steve Relyea</b>	srelyea@calstate.edu	562-951-4600	562-951-4971
<b>CSU Chancellor's Office</b> Office of General Counsel	<b>William Hsu</b>	whsu@calstate.edu	562-951-4500	562-951-4956
	<b>Nada Moeiny</b>	nmoeiny@calstate.edu	562-951-4500	562-951-4956
<b>CSU Chancellor's Office</b> Financial Services Division Systemwide Accounting & Reporting	<b>Sedong John</b>	sjohn@calstate.edu	562-951-4577	562-951-4865
	<b>Alice Kim</b>	akim@calstate.edu	562-951-4627	562-951-4865
	<b>Cindi Le</b>	cle@calstate.edu	562-951-4651	
	<b>Jessica Liu</b>	jliu@calstate.edu	562-951-4621	
<b>Chancellor's Office</b> Systemwide Professional Development	<b>David Kervella</b>	dkervella@calstate.edu	562-951-4403	
	<b>Chris Fondacaro</b>	cfondacaro@calstate.edu	562-951-4403p	

Coverage	Contact	E-Mail Address	Office	Fax
<b>Loss Control Consultants – Alliant Risk Control</b>				
<b>Alliant Risk Control</b> <b>Consulting</b>	<b>John Owen</b> <i>Northern California</i>	jowen@alliant.com	916-643-2736	
	<b>Archie Lazar</b> <i>Southern California</i>	archie.lazar@alliant.com	949-660-5980	
	<b>Kristina Loiselle</b> <i>Southern California</i>	kloiselle@alliant.com	949-260-5042	
	<b>Tim Leech</b> <i>Central California</i>	tleech@alliant.com	949-260-5008	

## CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
<b>Unemployment Insurance Claims Administrator – Employers Edge</b>				
Client Services	Angie Hansen	ahansen@employersedge.com	720-891-4900 x116	720-420-7356
Unemployment Claims Operations, Claim Specialist	Reina Gonzales	rgonzales@employersedge.com	720-891-4900 x139	720-420-7390
Tax Analyst	John Mansfield	jmansfield@employersedge.com	720-891-4900 x128	720-420-7430
Appellate Level	Jen Venable Jamie Clark	jvenable@employersedge.com jclark@employersedge.com	720-891-4900 x114 720-891-4900 x122	720-420-7354 720-420-7396
Account Management	Steve Bell	sbell@employersedge.com	720-891-4900 x101	720-420-7431

Coverage	Contact	E-Mail Address	Office	Fax
<b>Human Resources Consulting – Employers Group</b>				
Helpline	Mark Nelson	mnelson@employersgroup.com	213-765-3952 or 800-748-8484	
Client Service	Bill Stephens	bstephens@employersgroup.com	805-807-9922	213-226-0216
Reference Library	Robert Campbell	rcampbell@employersgroup.com	800-748-8484 Ext. 3430	
Unemployment Questions	Mark Nelson	mnelson@employersgroup.com	213-765-3952	
Affirmative Action Plans	Suzanne Oliva	soliva@employersgroup.com	213-765-3918	
Leave Management	Helpline	helpline@employersgroup.com	800-748-8484	
Research and Surveys	Juan Garcia	jpgarcia@employersgroup.com	213-765-3969	
Employee Opinion Survey	Megan Vallone	mvallone@employersgroup.com	213-765-3920	
Training Services	Somaly Heng	sheng@employersgroup.com	213-765-3962	
Employer Advocacy	Ken Tiratira	ktiratira@employersgroup.com	213-765-3915	



## **LIABILITY – CLAIMS REPORTING CONTACT**

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

**Yumi Augustus**  
**Litigation Manager**  
Carl Warren & Company  
PO Box 2411  
Tustin, CA 92781  
csurma@carlwarren.com

or

yaugustus@carlwarren.com  
Tel: 818-265-6765



## **POLLUTION – CLAIMS REPORTING CONTACT**

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

**Report the incident immediately to:**

ACE Environmental Risk  
casualtyriskenvironmental@acegroup.com  
888-310-9553

**AND:**

**Alliant Insurance Services, Inc.**  
100 Pine Street, 11<sup>th</sup> Floor  
San Francisco, CA 94111-5101

Tel: 877-725-7695  
Fax: 415-403-1466

**OR**

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

**OR**

**Elaine (Kim) Tizon, Claims Advocate**  
Alliant Insurance Services, Inc.  
E-mail: [elaine.tizon@alliant.com](mailto:elaine.tizon@alliant.com)  
Tel: 415-403-1458  
Fax: 415-403-1466  
Cell: 415-609-2133

### **After hours claims reporting number**

**Robert Frey, First Vice President**  
Alliant Insurance Services, Inc.  
E-mail: [rfrey@alliant.com](mailto:rfrey@alliant.com)  
Tel: 415-403-1445  
Fax: 415-403-1466  
Cell: 415-518-8490



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

**Report the incident immediately to:**

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

bbr.claims@beazley.com  
Tel: 646-943-5900  
Fax: 546-378-4039

**AND COPY TO:**

<b>Elaine (Kim) Tizon, Claims Advocate</b>	<b>OR</b>	<b>Diana Walizada, Claims Unit Manager</b>
Alliant Insurance Services, Inc.		Alliant Insurance Services, Inc.
E-mail: elaine.tizon@alliant.com		E-mail: dwalizada@alliant.com
Tel: 415-403-1458		Tel: 415-403-1453
Fax: 415-403-1466		Fax: 415-403-1466
Cell: 415-609-2133		Cell: 415-693-8714

**After hours claims reporting number**

**Robert Frey, First Vice President**  
Alliant Insurance Services, Inc.  
E-mail: rfrey@alliant.com  
Tel: 415-403-1445  
Fax: 415-403-1466  
Cell: 415-518-8490



## **SPECIAL LIABILITY INSURANCE PROGRAM (SLIP) CLAIMS REPORTING CONTACT**

**Report the incident immediately to:**

**Elaine (Kim) Tizon, Claims Advocate OR**

Alliant Insurance Services, Inc.  
E-mail: [elaine.tizon@alliant.com](mailto:elaine.tizon@alliant.com)  
Tel: 415-403-1458  
Fax: 415-403-1466  
Cell: 415-609-2133

**Diana Walizada, Claims Unit Manager**

Alliant Insurance Services, Inc.  
E-mail: [dwalizada@alliant.com](mailto:dwalizada@alliant.com)  
Tel: 415-403-1453  
Fax: 415-403-1466  
Cell: 415-693-8714

**OR:**

**After hours claims reporting number:**

**Robert Frey, First Vice President**

Alliant Insurance Services, Inc.  
E-mail: [rfrey@alliant.com](mailto:rfrey@alliant.com)  
Tel: 415-403-1445  
Fax: 415-403-1466  
Cell: 415-518-8490



## **AUTO PHYSICAL DAMAGE (APD) CLAIMS REPORTING CONTACT**

**Report the incident immediately to:**

**Elaine (Kim) Tizon, Claims Advocate** **OR**

Alliant Insurance Services, Inc.  
E-mail: [elaine.tizon@alliant.com](mailto:elaine.tizon@alliant.com)  
Tel: 415-403-1458  
Fax: 415-403-1466  
Cell: 415-609-2133

**Diana Walizada, Claims Unit Manager**

Alliant Insurance Services, Inc.  
E-mail: [dwalizada@alliant.com](mailto:dwalizada@alliant.com)  
Tel: 415-403-1453  
Fax: 415-403-1466  
Cell: 415-693-8714

**OR:**

**After hours claims reporting number:**

**Robert Frey, First Vice President**

Alliant Insurance Services, Inc.

E-mail: [rfrey@alliant.com](mailto:rfrey@alliant.com)  
Tel: 415-403-1445  
Fax: 415-403-1466  
Cell: 415-518-8490



## **PROPERTY / BOILER & MACHINERY CLAIMS REPORTING CONTRACT**

**Report the incident immediately to Toll Free 877-725-7695:**

**OR**

**Diana Walizada, Claims Unit Manager**

Alliant Insurance Services, Inc.  
100 Pine Street, 11th Floor  
San Francisco, CA 94111-5101  
E-mail: [dwalizada@alliant.com](mailto:dwalizada@alliant.com)  
Tel: 415-403-1453  
Fax: 415-403-1466  
Cell: 415-693-8714

**OR**

**Robert Frey, First Vice President**

Alliant Insurance Services, Inc.  
100 Pine Street, 11th Floor  
San Francisco, CA 94111-5101  
E-mail: [rfrey@alliant.com](mailto:rfrey@alliant.com)  
Tel: 415-403-1445  
Fax: 415-403-1466  
Cell: 415-518-8490

**OR**

**Elaine (Kim) Tizon, Claims Advocate**

Alliant Insurance Services, Inc.  
E-mail: [elaine.tizon@alliant.com](mailto:elaine.tizon@alliant.com)  
Tel: 415-403-1458  
Fax: 415-403-1466  
Cell: 415-609-2133

**AND COPY TO:**

**Sandra Doig**

McLaren's  
180 Montgomery Street, Suite 2100  
San Francisco, CA 94104  
[Sandra.Doig@mclarens.com](mailto:Sandra.Doig@mclarens.com)  
Tel: 415-392-6034  
Fax: 949-757-1692

**After hours claims reporting number:**

**Robert Frey, First Vice President**

Alliant Insurance Services, Inc.  
E-mail: [rfrey@alliant.com](mailto:rfrey@alliant.com)  
Tel: 415-403-1445  
Fax: 415-403-1466  
Cell: 415-518-8490



## **WORKERS' COMPENSATION – CLAIMS REPORTING CONTACT**

In the event of a Workers' Compensation claim, please forward the Workers' Compensation Claim Form (DWC1) and the Employer's Report of Occupational Injury or Illness (Form 5020) to:

**Brian Montagnese - Supervisor**  
Sedgwick CMS  
P.O. Box 14629  
Lexington, KY 40512-4629

E-mail: [brian.montagnese@sedgwickcms.com](mailto:brian.montagnese@sedgwickcms.com)  
Tel: 916-636-4441  
Fax: 916-851-8079

### **YOUR CLAIM WILL BE ASSIGNED TO EITHER:**

**Katie Brandt, Adjuster**  
Sedgwick CMS  
P.O. Box 14629  
Lexington, KY 40512-4629

E-mail: [katie.brant@sedgwickcms.com](mailto:katie.brant@sedgwickcms.com)  
Tel: 916-636-4451  
Fax: 916-851-8079

**OR**

**Biba Olson**  
**Claims Assistant and Medical Only Examiner**  
Sedgwick CMS

E-mail: [biba.olson@sedgwickcms.com](mailto:biba.olson@sedgwickcms.com)  
Tel: 916-636-4439

**Susan Neville**  
**Adjuster, Northridge Auxiliary Only**  
Sedgwick CMS

E-mail: [susan.neville@sedgwickcms.com](mailto:susan.neville@sedgwickcms.com)  
Tel: 916-636-4455



## **PARTICIPANT ACCIDENT INSURANCE (PAI)**

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

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

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



## UNEMPLOYMENT INSURANCE PROGRAM (UIP)

For Unemployment Insurance Program (UIP) claim, please contact Employers Edge directly at:

**Reina Gonzales, Claim Specialist**

Employers Edge  
P.O. Box 351567  
Westminister, CO 80035

Email: [rgonzales@employersedge.com](mailto:rgonzales@employersedge.com)

Tel: (720) 891-4900 x139

**Steve Bell, Account Management**

Employers Edge  
P.O. Box 351567  
Westminister, CO 80035

Email: [s.bell@employersedge.com](mailto:s.bell@employersedge.com)

Tel: (720) 891-4900 x101

## **AORMA'S TRAVEL REIMBURSEMENT POLICY**

**ISSUE:** Reasonable expenses associated with travel to and from the AORMA Committee meetings and CSURMA Board of Directors meetings are reimbursable by CSURMA. Attached is Policy & Procedure A-7 - CSURMA AORMA Travel Reimbursement Policy.

**RECOMMENDATION:** No action is requested on this item.

**FISCAL IMPACT:** None.

**BACKGROUND:** Please contact Mimi Long should you have any questions regarding your travel expenses.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Policy & Procedure A-7 - CSURMA AORMA Travel Reimbursement Policy



## **CSURMA AORMA**

## **POLICY AND PROCEDURE NO. A-7**

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**SUBJECT:** CSURMA AORMA TRAVEL REIMBURSEMENT  
POLICY

**ADOPTED:** MARCH 21, 2013

**AMENDED:** MARCH 19, 2015

MARCH 9, 2017

**EFFECTIVE:** MARCH 21, 2013

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### **PURPOSE:**

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

### **POLICY:**

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

### **PROCEDURE:**

1. Reimbursement requests will be reported on the AUTHORIZED TRAVELER's completed State of California – Travel Expense Claim form or the form utilized by the AUTHORIZED TRAVELER's member auxiliary organization. The claim form should be forwarded to the AUTHORIZED TRAVELER's member auxiliary organization accounting department for reimbursement. The member auxiliary organization's accounting department should then seek reimbursement from CSURMA.
2. The AUTHORIZED TRAVELER's accounting department should send the following documents to CSURMA c/o the Systemwide Office of Risk Management:
  - a) Invoices for all reasonable expenses
  - b) Completed State of California (or AUTHORIZED TRAVELER's member auxiliary organization) – Travel Expense Claim form



- c) Documentation of the purpose of the travel such as a copy of the agenda, presentation, etc. for the COVERED PURPOSE that the AUTHORIZED TRAVELER attended.

**DEFINITIONS:**

**AUTHORIZED TRAVELER** – includes AORMA Committee members and officers, standing committee members and participants in duly established task groups. Other persons traveling on CSURMA AORMA related travel shall be reimbursed pursuant to this Policy and Procedure No. A-7 as agreed under separate agreement in advance of the travel. Independent consultants shall not be considered AUTHORIZED TRAVELERS under this Policy and Procedure No. A-7 and any travel expenses incurred by independent consultants may be reimbursed as provided under separate consulting agreements.

**COVERED EXPENSES** – includes reasonable expenses incurred by the AUTHORIZED TRAVELER as provided under the travel reimbursement policy of the California State University or the AUTHORIZED TRAVELER’s member auxiliary organization travel reimbursement policy requirements.

**COVERED PURPOSES** – covered purposes shall include attendance at meetings of the CSURMA AORMA Committee, standing committees, task group meetings, program presentations, member meetings, and approved professional development trainings. Any other COVERED PURPOSES must be approved for reimbursement by the AORMA Committee. The AORMA Committee Chair or designee is expected to attend the AOA Executive Committee meetings as the representative of the AORMA Committee and therefore reasonable expenses associated with travel to and from as well as participation in the AOA Executive Committee meetings are reimbursable by CSURMA. If there is travel to an event that would otherwise be a COVERED PURPOSE in conjunction with another event the AUTHORIZED TRAVELER would otherwise attend such as the AOA Annual Conference or the CSURMA Fitting the Pieces Together Conference, the AUTHORIZED TRAVELER is eligible for reimbursement of COVERED EXPENSES to attend the COVERED PURPOSE meeting only and there will be no CSURMA reimbursement of the expenses the AUTHORIZED TRAVELER would have normally incurred to attend the AOA Annual Conference or the CSURMA Fitting the Pieces Together Conference.

## **AORMA COMMITTEE MEMBERS**

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

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

**FISCAL IMPACT:** None.

**BACKGROUND:** Contact lists are provided at every meeting.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. AORMA Committee Roster - Effective at July 1, 2017

**AORMA Committee**  
**Ten voting members - two alternates - twelve members total**  
**Effective at July 1, 2017**

Committee	Seat	Member	Position	Campus	Type of Auxiliary	E-Mail	Telephone Number
AORMA	Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA	First Vice Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
AORMA	Second Vice Chair						
AORMA	Seat 1	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@humboldt.edu	707-826-4878
AORMA	Seat 2						
AORMA	Seat 3	Todd Summer	CEO	San Diego	Aztec Shops, Ltd.	todd.summer@sdsu.edu	619-594-7539
AORMA	Seat 4	Bella Newberg	Associate Vice President, Business Dev	San Marcos	California State University San Marcos Corporation	newberg@csusm.edu	760-750-4700
AORMA	Seat 5	Trina Knight	Human Resources Director	Sacramento	University Enterprises, Inc., CSU Sacramento	trinak@csus.edu	916-278-7003
AORMA	Seat 6	Starr Lee	Director of Administration & Legal /Associate Executive Director	Monterey Bay	The University Corporation at Monterey Bay	stlee@csumb.edu	831-582-3000
AORMA	Seat 7	Bill Olmsted	Interim Executive Director	Sacramento	University Union Operation of CSUS, Inc.	olmsted@csus.edu	916-278-6744

*On March 1, 2017, Dwayne Brummett was appointed to complete Guy Dalpe's term. Dwayne's first complete term will be 7/1/17 to 6/30/19.*

*On July 1, 2015, Dave Nakamura was appointed to complete Mark Day's term. Dave's first complete term will be 7/01/16 to 6/30/18.*

*On October 1, 2015, Dave Nirenberg was appointed to complete Melinda Coil's term. Dave's first term will be 7/01/17 to 6/30/19.*

*On December 20, 2016, Bella Newberg was appointed to complete Cheree's Aguilar's term. Bella's first term will be 7/01/17 to 6/30/19.*

*On March 1, 2017, Starr Lee was appointed to complete Leslie Davis' term. Starr's first term will be 7/1/18 to 6/30/20.*

**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	Gigi Kiama	Human Resources Director	Monterey Bay	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
PC	At Large	Bill Olmsted	Interim Executive Director	Sacramento	University Union Operation of CSUS, Inc.	olmsted@csus.edu	916-278-6744
PC	At Large	Jason Porth	Executive Director	San Francisco	The University Corporation, San Francisco State	jporth@sfsu.edu	415-338-6880
PC	At Large	Jun Reina	Chief Operating Officer/ Chief Financial Officer	Sacramento	Capital Public Radio, Inc., CSU Sacramento	jreina@csus.edu	916-278-8925
PC	At Large	Russel Statham	Chief Operating Officer and Chief Financial Officer	Dominguez Hills	California State University, Dominguez Hills Foundation	rdstatham@csudh.edu	310-243-3255
PC	At Large	Raven Tyson	Human Resources & Risk Manager	San Diego	Associated Students of San Diego State University	raven.tyson@sdsu.edu	619-594-3760

*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 ADMINISTRATIVE SERVICE CALENDAR**

**ISSUE:** This item is provided as information to advise the AORMA Committee of the various recurring administrative activities and when they take place over the course of the year. It includes items noting when they appear before the AORMA Committee, Executive Committee and Board of Directors. It is to be provided for information with each agenda packet.

**RECOMMENDATION:** It is recommended that the Committee review the CSURMA Administrative Service Calendar and provide direction to staff as appropriate.

**FISCAL IMPACT:** No direct fiscal impact is expected.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA Administrative Service Calendar

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
<b>JANUARY 2017</b>				
01/01/17	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	Completed
01/01/17	FTIP: Order FTIP loss run and IP loss run valued at 12/31	Alliant Staff	Stacey Weeks/ Robert Leong	Completed
01/02/17	FORM 700 - JPA ADMIN finalizes current year member listing	Alliant Staff	Tevea Him	Completed
01/06/17	Statement of Facts – Roster of Public Agencies - file with Secretary of State	Alliant Staff	Tevea Him	Pending
01/07/17	Announce the new AORMA Committee Vice Chair as well as open seats on the AORMA Committee	Nominations Committee	Mimi Long	Completed
<i>01/08/17</i>	<i>CSURMA AOA CONFERENCE</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	<i>Completed</i>
<i>01/08/17</i>	<i>CSURMA EC Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	<i>Completed</i>
<i>01/11/17</i>	<i>AIME Committee Meeting</i>	<i>Alliant Staff</i>	<i>Stacey Weeks</i>	<i>Completed</i>
01/15/17	FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel	Alliant Staff	Tevea Him	Completed
01/31/17	Final premium / rate letter to all AORMA members	Alliant Staff	Mimi Long	Completed
01/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	Completed
<b>FEBRUARY 2017</b>				
02/01/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
02/01/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31	Alliant Staff	Tevea Him	Completed
02/01/17	UIP - Send EDD Claims Information to Individual Members	Alliant Staff	Tevea Him	Completed
02/01/17	Campus Liability Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	Completed
02/01/17	Campus Workers' Compensation Risk Pool claims audit (every odd year)	Alliant Staff	Jacki Graf	Completed
02/01/17	AORMA Workers' Compensation program claims administration audit (every even year)	Alliant Staff	Jacki Graf	N/A
02/01/17	AIME Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	N/A
02/01/17	AORMA Liability Program claims audit (every odd year)	Alliant Staff	Mimi Long	Completed
02/01/17	FTIP: Prepare loss summaries, review with SRM to determine renewal strategy (market or not, etc)	Alliant Staff	Stacey Weeks/ Robert Leong	Completed
02/15/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
<i>02/23/17</i>	<i>AORMA Program Committee Meeting (Teleconference)</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	<i>Completed</i>
<b>MARCH 2017</b>				
03/01/17	Annual Review of (1) Data Security Policies and (2) the Integrated CSU Administration Manual	Alliant Staff	Mimi Long	Completed
03/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long	Completed
03/01/17	Chancellor's Office Services Budget Proposals	Alliant Staff	Mimi Long	Completed
03/01/17	CSURMA Budget (EC and AORMA Approval)	Alliant Staff	Robert Leong	Completed
03/01/17	Review of the CSURMA Master Investment Policy	Alliant Staff	Mimi Long	Completed
03/01/17	CSURMA Mid-Term Budget Amendments	Alliant Staff	Robert Leong	Completed
03/01/17	FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
03/01/17	Review the Auxiliary Service Provider Report	Alliant Staff	Mimi Long	Completed
03/01/17	Appointment of the Campus Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong	
03/01/17	FTIP: Obtain initial feedback from underwriters on renewal pricing, prepare item for EC and obtain renewal for overall renewal pricing	Alliant Staff	Stacey Weeks/ Robert Leong	Completed

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
03/09/17	<b>AORMA Committee Meeting</b>	Alliant Staff	Mimi Long	Completed
03/09/17	<b>CSURMA EC Meeting</b>	Alliant Staff	Mimi Long	Completed
03/10/17	<b>CSURMA EC LRP Meeting</b>	Alliant Staff	Mimi Long	Completed
03/15/17	FORM 700 - Follow up - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	Alliant Staff	Tevea Him	Completed
03/15/17	Quarterly Risk Management Report	Alliant Staff	Mimi Long	Completed
03/19/17	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	Completed
03/20/17	Forward slate of nominees to fill the open seats on the AORMA Committee	Alliant Staff	Mimi Long	Completed
03/31/17	Completion of the Form 700 – Statement of Economic Interest	BOD and Alliant Staff	Tevea Him	Completed
03/31/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	Completed
<b>APRIL 2017</b>				
04/01/17	Campus Risk Pool Administrator verifies Campus Primary and Alternate representative remain in place by contacting campus representatives ( i.e. ensure no leave of absence, retirement, change in duties, etc.)	Alliant Staff	Tevea Him	Completed
04/01/17	FORM 700 - JPA ADMIN sends all forms received to FPPC for processing	Alliant Staff	Tevea Him	Completed
04/01/17	Send out ballot for AORMA Committee term beginning on July 1, 2017	Alliant Staff	Tevea Him	Completed
04/01/17	FTIP: Announce upcoming FY rates to campuses, continue renewal marketing/negotiations	Alliant Staff	Stacey Weeks/ Robert Leong	Completed
04/30/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	Completed
<b>MAY 2017</b>				
05/01/17	FTIP: Include renewal rates/coverage summary to board of directors, finish underwriter negotiations, bind program with underwriters	Alliant Staff	Stacey Weeks/ Robert Leong	Completed
05/01/17	<b>AIME Committee Meeting</b>	Alliant Staff	Stacey Weeks	Completed
05/01/17	Approval by EC Resolution allowing Treasurer to invest or reinvest funds (annual approval required - see Res 01-15 BOD)	BOD and Alliant Staff	Tevea Him	Completed
05/01/17	Approval of Conflict of Interest Code by BOD every even-number year - File with FPPC as required.	BOD and Alliant Staff	Tevea Him	Completed
05/04/17	<b>AORMA Committee Meeting</b>	Alliant Staff	Mimi Long	Completed
05/04/17	<b>CSURMA BOD NMO Meeting via Teleconference</b>	Alliant Staff	Mimi Long	Completed
05/04/17	Receive back all AORMA Committee ballots for the term beginning on July 1, 2017	Alliant Staff	Tevea Him	Completed
05/05/17	<b>CSURMA EC Meeting</b>	Alliant Staff	Mimi Long	Completed
05/05/17	<b>CSURMA BOD Meeting</b>	Alliant Staff	Mimi Long	Completed
05/11/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	Completed
05/15/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
05/30/17	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/17	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	Completed

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
05/30/17	Send out appointment letters to the newly elected Executive Committee members for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/17	Alliant Staff	Tevea Him	Completed
05/30/17	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2017	Alliant Staff	Tevea Him	Completed
05/30/17	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2017	Alliant Staff	Mimi Long	Completed
<b>JUNE 2017</b>				
06/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long	Completed
06/01/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
06/23/17	<b>AORMA Program Committee Meeting (Teleconference)</b>	Alliant Staff	Mimi Long	<b>Completed</b>
06/30/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	Completed
06/30/17	<i>Expiring Contract: Carl Warren &amp; Company - July 1, 2016 to June 30, 2019, plus two options to June 30, 2020 and June 30, 2021</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO Enterprise Accounting / Financial Services - July 1, 2016 to June 30, 2017</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: UC Office of Risk Services Performing Arts Center of Excellence - November 1, 2013 to June 30, 2017</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: A-G Administrator (AIME) - July 1, 2009 to June 30, 2017</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Alliant Loss Control Services - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO OGC / Legal - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO Risk Management - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Praesidium - July 1, 2017 to June 30, 2020</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Target Safety dba Target Solutions - June 30, 2017</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: Employers Group - July 1, 2017 to June 30, 2020</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Employers Risk - July 1, 2013 to June 30, 2018</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: HSR - July 1, 2015 to June 30, 2019</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: Agility - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Sedgwick - July 1, 2013 to June 30, 2018</i>	Alliant Staff	Mimi Long	N/A
06/30/17	Request COI from all vendor's contract	Alliant Staff	Andrew Gaspari	in process
<b>JULY 2017</b>				
07/01/17	OCIP Renewal (5 year program)	Alliant Staff	Daniel Howell/ Mimi Long	Completed
07/01/17	Financial audit prep with KPMG	Alliant Staff / RM	Van Rin	Completed
07/01/17	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff	Van Rin	Completed
07/04/17	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff	Van Rin	Completed
07/05/17	Request a review of the claims activity within the UIP – claims activity variations of more than 10% above or below pricing levels used will resulting in a pricing adjustment	Alliant Staff	Mimi Long	Completed
07/05/17	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff	Mimi Long	Completed

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
07/07/17	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea Him	Completed
07/14/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
07/15/17	Final FY Payroll - request from Chancellor's Office	Alliant Staff	Robert Leong	Completed
07/15/17	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting	Van Rin	Completed
<b>07/17-18/2017</b>	<b>AORMA Officers Retreat – San Diego, CA</b>	<b>AORMA Officers</b>	<b>Mimi Long</b>	<b>Completed</b>
07/21/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
07/28/17	FORM 700 - FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]	Alliant Staff	Tevea Him	Completed
07/31/17	Actuarial Study - receive draft and forward to RM	Alliant Staff	Robert Leong	Completed
07/31/17	Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report - Present to EC in Sept	Alliant Staff	Robert Leong	Completed
07/31/17	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff	Van Rin	Completed
07/31/17	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff	Tevea Him	Completed
07/31/17	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate (every three years)	Liability TPA	Mimi Long	Completed
07/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	Completed
07/31/17	Appointment of the Campus Programs RPTG - 2019 (FY 2021/2022)	Alliant Staff	Robert Leong	N/A
<b>AUGUST</b>				
08/01/17	FORM 700 - JPA ADMIN sends entering and leaving office notices to AORMA FILERS who will be taking office on AORMA and Standing Committees	Alliant Staff	Tevea Him	Completed
08/01/17	Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate	Alliant Staff	Tevea Him	Completed
08/01/17	Send out letter to regarding Claims Settlement Authority Annual Confirmation	Alliant Staff	Tevea Him	Completed
08/01/17	Send out letter to regarding Foreign Travel Authority Confirmation	Alliant Staff	Tevea Him/ Stacey Weeks	Completed
08/01/17	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary	Mimi Long	Completed
08/01/17	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long	Completed
08/11/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
08/15/17	AOA EC Meeting - San Diego	Alliant Staff	Mimi Long	Completed
08/31/17	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff	Mimi Long	Completed
08/31/17	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff	Mimi Long	Completed
08/31/17	Complete Target Surplus Funding Report	Alliant Staff	Mimi Long	Completed
08/31/17	Completion of Financial Audit	CSU Accounting	Mimi Long	Completed
08/31/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Alliant Staff	Tevea Him	Completed
Begin Task	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.)	Alliant Staff	Mimi Long	Completed
Begin Task	AORMA Workers' Compensation Desk Audit	Alliant Staff	Mimi Long	In Process

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
<b>SEPTEMBER</b>				
09/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)	Carl Warren	Mimi Long	Completed
09/01/17	Stewardship Report	Alliant Staff	Mimi Long	Completed
09/01/17	10/01 - EQ Renewal Anniversary	Alliant Staff	Daniel Howell	
<b>09/06/17</b>	<b>AORMA Long Range Plan meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>09/06/17</b>	<b>AORMA New Committee Member Orientation meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>09/07/17</b>	<b>AORMA Committee Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>09/07/17</b>	<b>CSURMA EC Orientation Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>09/08/17</b>	<b>CSURMA EC Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
<b>09/12/17</b>	<b>CAJPA Fall Conference and Training Seminar -South Lake Tahoe</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
09/14/17	CAJPA Standards review (2017 and every 3 years thereafter)	Alliant Staff	Mimi Long	In Process
09/15/17	Prepare invoices or checks for the Workers' Compensation payroll audit	CSU Accounting	Van Rin	Completed
09/15/17	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell	In Process
<b>09/28/17</b>	<b>AORMA Program Committee Meeting (Teleconference)</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	<b>Completed</b>
09/30/17	CSURMA Quarterly EPL Deductible Recoverys ending September 30 (Begin Task)	Alliant Staff	Van Rin	Completed
09/30/17	Completion of the AORMA Committee (September Letter) updating all AORMA members on the funding and dividends approved for the upcoming fiscal year	Alliant Staff/AORMA Chair	Mimi Long	Completed
<b>OCTOBER</b>				
10/01/17	Request completion of the Liability application	Alliant Staff	Mimi Long	In Process
10/01/17	Request estimated Workers' Compensation payroll	Alliant Staff	Mimi Long	In Process
10/15/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	Completed
<b>10/16/17</b>	<b>AIME Committee Meeting</b>	<b>Alliant Staff</b>	<b>Stacey Weeks</b>	<b>Completed</b>
<b>10/26/17</b>	<b>AORMA Committee Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	
<b>10/26/17</b>	<b>CSURMA BOD NMO Meeting via Teleconference</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	
<b>10/27/17</b>	<b>CSURMA BOD Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	
<b>10/27/17</b>	<b>CSURMA EC Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	
10/31/17	Government Compensation Report (request from CSU Accounting)	Accounting	Tevea Him	In Process
10/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	
<b>NOVEMBER</b>				
11/01/17	FORM 700 - Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process)	Alliant Staff	Tevea Him	Completed
11/28/17	Send campus risk pool renewal budget (Budget)	Alliant Staff	Robert Leong	
11/28/17	Send campus risk pool renewal budget (Early Bird Renewal Letter)	Alliant Staff	Robert Leong	
11/28/17	Campus Risk Pool Deductible - Confirm (every 3 years - 2017, 2020)	Alliant Staff	Robert Leong	Completed
11/30/17	Review volunteer losses within the Workers' Compensation program	Alliant Staff	Mimi Long	Completed
11/30/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30	Alliant Staff	Tevea Him	Completed
<b>11/30/17</b>	<b>AORMA Program Committee Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>	

## CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD
<b>DECEMBER</b>			
12/01/17	2018 Vendor Survey - Review List of Vendors and Work on Recipients	Risk Management	Risk Management
12/01/17	Appointment of the Club Sport Insurance Programs RPTG - Spring 2018 (FY 2018/2019)	Alliant Staff	Robert Leong
12/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)	Carl Warren	Mimi Long
<b>12/07/17</b>	<b>AORMA Committee Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>
<b>12/08/17</b>	<b>CSURMA EC Meeting</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>
12/15/17	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	Alliant Staff	Tevea Him
12/15/17	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell
12/30/17	Financial Audit - mail to Secretary of State and County Auditor	Alliant Staff/Accounting	Tevea Him
12/31/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin
<b>12/31/17</b>	<b>Expiring Contract: Enterprises Rent A Car - January 1, 2016 - December 31, 2016</b>	<b>Alliant Staff</b>	<b>Mimi Long</b>