California State University Risk Management Authority

# CSURMA AORMA Committee Meeting Agenda
## "This is an Open Public Meeting"

In accordance with the requirements of the Bagley-Keene Open Meeting Act, notice of this meeting must be posted in publicly accessible places, including the Internet, at least ten (10) days in advance of the meeting.

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 requires routine provision of identification to building security. However, CSURMA does not require any member of the public to register his or her name or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

| | | | |
|---|---|---|---|
| **Date & Time:** | May 7, 2026 – 1:30 PM to 4:00 PM | | |
| **Primary Location:** | CSU Chancellor's Office, Munitz Room<br>401 Golden Shore<br>Long Beach, CA 90802 | **Zoom Chat:**<br>**Teleconference:**<br>**Meeting Number:**<br>**Passcode:** | alliantinsurance.zoom.us/j/93559317720<br>1-669-900-6833<br>935 5931 7720<br>099567 |

***A** = Action Item / **I** = Informational Item*

## A. Call to Order

| | | | |
|---|---|---|---|
| **1.** | **Approval of the Agenda**<br>The Committee will be asked to approve the agenda for today's meeting. | **A** | *p. 5* |

## B. Public Comments

## C. Consent Calendar

The Committee is asked to take action on the consent calendar items as a group, except that a member may request that an item be withdrawn from the Consent Calendar for discussion and action.

| | | | |
|---|---|---|---|
| **1.** | **Approval of Minutes – December 4, 2025**<br>The Committee will be asked to approve the minutes from their last meeting. | **A** | *p. 6* |

## D. Standing Committee Reports

| | | | |
|---|---|---|---|
| **1.** | **CSURMA AORMA Benefits Committee Update**<br>The Committee will receive a verbal report of the CSURMA AORMA Benefits Committee's recent activities. | **A** | *p. 17* |

## E. Closed Session

**Pursuant to Cal. Gov. Code Sec. 11126(e)(1) & 11126(f)(1) –** Action may be taken per Government Code Section 11126(e)(1) & 11126(f)(1). The matters below may be discussed. The Committee may take action or provide direction to Staff regarding the matters. ****Denotes New Claims

**1** Jomar Elpusan v. Associated Students, CSU Long Beach ****

**INFORMATION ONLY**

**1** Leigh Cardinal v CSU Chico State Enterprises
**2** Mary Sidney v. CSU Chico State Enterprises ****
**3** Jermarcus Turner v CSU Chico State Enterprises
**4** Teresa Gipson v CSU Fresno Auxiliary
**5** Richard Huizar v. CSU Fresno Athletic Corporation
**6** Kyle Muell v. CSU Fresno Foundation
**7** Alicia Espinoza v. Associated Students, Inc. CSU Fullerton
**8** Karen Carranza v. The University Corporation (Northridge)
**9** Angelique Neisinger v. Cal Poly Pomona Foundation, Inc ****
**10** Ashlee Green v. University Enterprises, Inc. (Sacramento) ****
**11** Ralph Feuer v. San Diego State University Research Foundation
**12** Imperial Valley Computer Manufacturing LLC v. San Diego State University Research Foundation ****
**13** Terence Shepheard v. San Diego State University Research Foundation ****
**14** Shanice Robinson V. Associated Students of San Francisco State University ****
**15** Quoc Le v The Student Union of San Jose State University
**16** Shannon Wright v. Spartan Shops, Inc. ****
**17** Layla Sears Et. Al v. CSU San Marcos Corporation ****



A Public Entity Joint Powers Authority

c/o Alliant Insurance Services, Inc. • 560 Mission Street, 6th Floor, San Francisco, CA 94105 • Phone: 415-403-1400 Fax: 415-402-0773

**SETTLED/CLOSED**

1 Savannah Fuentes v. California State University, Fresno Association, Inc.
2 Saleah Schaub v. CSU Fullerton Auxiliary Services Corp
3 Josiah Ben-Oni v Associated Students of CSU Sacramento
4 Christopher Vallejo v CSU San Bernardino University Enterprise Corp
5 Lars Larsen v CSU San Diego/Research Foundation/Aztec Shops

## F. General Administration

| | | | |
|---|---|---|---|
| 1. | **Excess Insurance Renewals and Underwriter Meetings Report**<br>The Committee will receive a report on the renewals of the excess insurance policies. Renewal of the insurance programs is delegated to the Treasurer and Secretary-Auditor under Policy and Procedure No. 15. | I | *p. 38* |
| 2. | **PRISM Workers' Compensation Renewal**<br>The Committee will be asked to take action to set the primary workers' compensation rates. | A | *p. 39* |
| 3. | **Cal Poly Brughelli Ranch, LLC – New Member Request**<br>The Committee will be asked to discuss and if appropriate approve liability coverage for Cal Poly Partners' wholly owned subsidiary. | A | *p. 43* |
| 4. | **Employers Group - Contract Extension**<br>The Committee will be asked to discuss and if appropriate approve renewal of the Employers Group agreement. | A | *p. 44* |
| 5. | **FY 2026/27 CSURMA Operating Budget**<br>The Committee will be asked to review the FY 2026/27 CSURMA Operating Budget. | A | *p. 59* |
| 6. | **CSURMA AORMA Policies and Procedures Biennial Review**<br>The Committee will be asked to review the AORMA Policies and Procedures and approve revisions as appropriate. | A | *p. 77* |





c/o Alliant Insurance Services, Inc. • 560 Mission Street, 6th Floor, San Francisco, CA 94105 • Phone: 415-403-1400 Fax: 415-402-0773

7. **CSURMA AORMA Committee Election Results** — A — *p. 147*
   The Committee will hear the results of the at-large member election and will be asked to elect the three AORMA Committee officers, each to serve a two-year term from July 1, 2026, through June 30, 2028.

8. **2027 AOA Conference Support** — A — *p. 149*
   The Committee will be asked to discuss the support of the AOA Conference as well as recommended Risk Management sessions.

## G. Information Item

1. **FY 2025/26 AORMA Long Range Action Plan** — I — *p. 151*
   The Committee will be updated on the progress of each project on the Long-Range Action plan.

2. **CSURMA Meeting Calendars** — I — *p. 154*
   The Committee will review the current CSURMA Meeting Calendars.

3. **CSURMA Administrative Service Calendar** — I — *p. 157*
   The Committee will review the CSURMA Administrative Service Calendar.

4. **CSURMA AORMA Committee & Staff Contact List** — I — *p. 164*
   The Committee will review the contact list, making revisions as appropriate.

## H. Adjournment

The next CSURMA AORMA Committee meetings are scheduled for September 9 and 10, 2026 at the Alliant Insurance Services, Inc. (Golden Gate Conference Room) 560 Mission Street, 6th Floor, San Francisco, CA. If you have questions regarding the agenda, please contact:

Mimi Long at mlong@alliant.com / (415) 403-1423
Tevea Him at thim@alliant.com / (415) 403-1416

**Agenda Item A1**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# 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.

**Agenda Item C1**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# APPROVAL OF MINUTES – DECEMBER 4, 2025

**ISSUE:** The Committee will be asked to review and approve the minutes of its last meeting on December 4, 2025.

**RECOMMENDATION:** It is recommended that the Committee approve the minutes of its December 4, 2025 meeting, including corrections as necessary.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

a. CSURMA AORMA Committee Meeting Minutes – December 4, 2025

csurma · aorma
California State University Risk Management Authority
Auxiliary Organizations Risk Management Alliance

DRAFT

# MINUTES OF THE CSURMA AORMA COMMITTEE MEETING DECEMBER 4, 2025 @ 10:00 AM

**VIA ZOOM**

---

**MEMBERS PRESENT**
Keith Crawford, Associated Students of CSU, Chico
Ian Hannah, Sonoma State University Foundation
Rosa Hernandez, Forty-Niner Shops, Inc. & Associated Students, Inc.
Chuck Kissel, CSU Fullerton Auxiliary Services Corporation
Leslie Levinson, San Diego State University Research Foundation
Bill Olmsted, University Union Operation of CSUS, Inc.
Cecilia Ortiz, University Student Union, Inc. at CSUN
Barnaby Peake, Associated Students, Inc., CSU Los Angeles
Raven Tyson, Associated Students, San Diego State University

**MEMBERS ABSENT**
Jennifer Puccinelli, Santos Manuel Student Union of CSU, San Bernardino

**STAFF, GUESTS, AND CONSULTANTS**
Katie Brant, Sedgwick CMS
Smey Chum, CSU Office of the Chancellor, Financial Services
Daniel Howell, Alliant Insurance Services, Inc.
William Hsu, CSU Office of the Chancellor, Office of General Counsel
Deanna Jacona, Hudson Claims Consulting
Amy Lightner, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.
Brian Montagnese, Sedgwick CMS
Jullia Perancullo, CSU Office of the Chancellor, Financial Services
Jaime Thompson, CSU Office of the Chancellor, Office of General Counsel

## A. CALL TO ORDER

The meeting was called to order by the Chair, Chuck Kissel, at 10:00 AM.

## A1. Approval of the Agenda

A motion was made to approve the agenda.

Motion: Bill Olmsted
Second: Barnaby Peake

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

## B. PUBLIC COMMENTS

## C. CONSENT CALENDAR

### C1. Approval of Minutes – September 3-4, 2025

A motion was made to approve all items on the consent calendar.

Motion: Bill Olmsted
Second: Rosa Hernandez

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | | X | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

## D. STANDING COMMITTEE REPORTS

**D1. CSURMA AORMA Benefits Committee Update**

No formal report was presented. It was noted that the Alliant Benefits Team will host a breakfast session during the AOA Conference, and all attendees are invited to participate.

## E. CLOSED SESSION

1. William Cochran v. SJSU Research Foundation (WC)
2. Muell v. CSU Fresno Foundation
3. Saleah Schaub v. CSU Fullerton Auxiliary Services Corp

A motion was made to enter closed session at 10:04 AM.

Motion: Raven Tyson
Second: Rosa Hernandez

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

The Committee reconvened in open session at 10:35 AM. The Chair reported that action was taken on William Cochran v. SJSU Research Foundation during closed session.

## F. GENERAL ADMINISTRATION

**F1. FY 2025/26 CSURMA AORMA Long-Range Action Plan**

The Committee received a report on the items included in the FY 2025/26 Long Range Action Plan:

LRP-1: Resolve the Evidence of Auto Liability Insurance issue with the DMV (carried over from FY 2024/25)
LRP-2: Launch the Automated COI Tracking Platform through Evident ID

LRP-3: Evaluate the layers of Workers' Compensation Reinsurance purchased through PRISM
LRP-4: Analyze the Property Program's water damage claims
LRP-5: Survey the Auxiliary Organizations for all major exposure and operational changes

Regarding LRP-2, this project is currently on hold while the CSU Chancellor's Office-appointed working group evaluates options for a systemwide automated certificate of insurance (COI) tracking system. The Program Administrator has been directed to distribute the working group's initial presentation, which outlines the proposed actions and next steps.

Regarding LRP-5, it was recommended that the Program Administrator review the CSU Auxiliary Control Self-Assessment. This is a newly issued risk management survey from the CSU Office of Audit and Advisory Services that was completed by all CSU Auxiliary Organizations. Given the scope of the assessment, it may include overlapping information that could be beneficial for CSURMA's use.

A motion was made to approve the FY 2025/26 Long Range Action Plan as presented.

Motion: Rosa Hernandez
Second: Barnaby Peake

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

**F2. Workers' Compensation Program Member Allocation for FY 2026/27**

The Committee reviewed the AORMA Workers' Compensation Program Member Allocation for FY 2026/27. Total program costs were allocated to members in accordance with the approved allocation formula outlined in Policy and Procedure W-1.

A motion was made to approve the FY 2026/27 Workers' Compensation Program Member Allocation and to authorize the Program Administrator to revise individual member allocations should members provide updated payroll information.

Motion: Bill Olmsted
Second: Raven Tyson

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

**F3. Liability Program Member Allocation for FY 2026/27**

The Committee reviewed the final member allocation and the associated allocation factors for the FY 2026/27 Liability Program Member Allocation. Total program costs were assigned to members in accordance with the allocation formula outlined in Policy and Procedure L-8.

A motion was made to approve the FY 2026/27 Liability Program Member Allocation, including the allocation factors, and to authorize the Program Administrator to revise individual member allocations should members provide updated exposure or rating information.

Motion: Cecilia Ortiz
Second: Barnaby Peake

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

**F4. Property Program Member Allocation for FY 2026/27**

The Committee reviewed the final member allocation and the allocation factors for the FY 2026/27 Property Program Member Allocation. Total program costs were distributed to members in accordance with the approved allocation methodology outlined in Policy and Procedure P-1.

A motion was made to approve the FY 2026/27 Property Program Member Allocation, including the allocation factors, and to authorize the Program Administrator to revise individual member allocations should members provide updated exposure or rating information.

Motion: Leslie Levinson
Second: Bill Olmsted

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

**F5. Crime Program Member Allocation for FY 2026/27**

The Committee reviewed the final member allocation and the allocation factors for the FY 2026/27 Crime Program Member Allocation. Total program costs were allocated to members based on the approved allocation formula outlined in Policy and Procedure C-1.

A motion was made to approve the FY 2026/27 Crime Program Member Allocation as presented.

Motion: Keith Crawford
Second: Barnaby Peake

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

**F6. Workers' Compensation Coverage for Volunteers**

The Committee reviewed the AORMA Workers' Compensation Program volunteer claims. Policy and Procedure W-5 confirms that Workers' Compensation Program members may elect to provide workers' compensation coverage for their volunteers. The policy further specifies that volunteer losses may be reviewed annually to ensure the rating integrity of the program.

The Committee directed the Program Administrator to research and provide a conclusion regarding whether an AORMA Workers' Compensation Program member can adopt a board resolution to extend coverage to only certain volunteers, rather than all volunteers.

Upon resolution of the question regarding the separation of volunteers, the Program Administrator is further directed to distribute guidance to all AORMA Workers' Compensation Program members on volunteer coverage options which may allow for selective coverage, along with recommended actions to implement such coverage.

**F7. AORMA Property Program - Water Damage Repeat Claims and Deductible Options**

The Program Administrator reviewed AORMA Property Program claims over the past 10 years and identified several members who have experienced repeat water damage losses at the same locations or involving the same building systems, potentially indicating underlying maintenance or infrastructure issues. Currently, AORMA applies a standard property deductible with no mechanism to address repeat losses.

To reduce recurring claims and encourage timely corrective action, the Chair directed the Rating Plans Task Group to review the issue and provide a formal recommendation to the AORMA Committee on addressing repeat water damage claims.

**F8. Policy and Procedure A-10, Resolution of Coverage Disputes**

AORMA currently does not have a policy addressing the resolution of claims and coverage disputes. While CSURMA maintains a similar policy for campuses, no equivalent guidance exists for auxiliary organizations, creating potential inconsistencies in how disputes are evaluated and resolved.

As part of ongoing efforts to align AORMA governance with CSURMA standards, while addressing auxiliary-specific considerations, the Program Administrator drafted a new Policy and Procedure. The proposed policy is modeled after the CSURMA policy, with revisions tailored to AORMA operations and member needs. It defines the dispute process, clarifies roles, and promotes consistent, transparent decision-making.

A motion was made to approve to adopt Policy and Procedure A-10, establishing a formal process and outlining responsibilities for handling claims and coverage disputes within the AORMA programs.

Motion: Leslie Levinson
Second: Cecilia Ortiz

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

**F9. AORMA Programs Participation Agreements**

The AORMA Participation Agreement has been amended to include all four AORMA coverage programs that include a risk pool and to clarify Program Participant responsibilities. Members of the AORMA Property and Crime Programs have not previously signed a participation agreement, as none existed for those programs. The amended agreement is intended to become effective July 1, 2026.

The Program Administrator conducted a comprehensive review to ensure consistency across all programs and alignment with CSURMA standards. The revised agreement consolidates all four coverage programs into a single document and strengthens language regarding Program Participant responsibilities, including cooperation in claims investigations and coverage determinations. Amendments also update definitions, modernize terminology, and improve clarity. Pending Committee approval, the amended agreement will be forwarded to the CSURMA Executive Committee before distribution.

A motion was made to approve and adopt the amended AORMA Participation Agreement and authorize its distribution to all Program Participants for execution.

Motion: Keith Crawford
Second: Bill Olmsted

| NAME | AYE | ABSTAIN | NAY | ABSENT |
|---|---|---|---|---|
| Keith Crawford | X | | | |
| Ian Hannah | X | | | |
| Rosa Hernandez | X | | | |
| Chuck Kissel | X | | | |
| Leslie Levinson | X | | | |
| Bill Olmsted | X | | | |
| Cecilia Ortiz | X | | | |
| Barnaby Peake | X | | | |
| Jennifer Puccinelli | | | | X |
| Raven Tyson | X | | | |

Motion carried.

**F10. Appointment of the Rating Plans Task Group**

Policy and Procedure A-5 requires the AORMA Committee to review coverage program allocation formulas every three years. The next review by the Rating Plans Task Group (RPTG) is scheduled for July 2026 and will cover the Liability, Workers' Compensation, Property, Crime, and Unemployment Insurance Programs. All recommended changes will become effective July 1, 2027. The proposed timeline includes RPTG meetings in July and August 2026, Committee review in September 2026, and distribution of updated pricing to members in January 2027.

The Chair appointed Chuck Kissel as Chair of the Rating Plans Task Group (RPTG), with Cecilia Ortiz, Keith Crawford, Rosa Hernandez, and Barnaby Peake serving as members.

**F11. Assessment to be Paid in FY 26/27 for CSU Institute**

The California State University Institute was dissolved effective June 30, 2025. Policy and Procedure A-4, Dividends and Assessments, states that assessments remain valid for members who participated in the program during the assessed period, even if they have since left the program. However, because the Institute is no longer in existence, it was recommended that its assessment be waived. The assessment allocated to the CSU Institute is $769.

The Committee did not approve waiving the CSU Institute assessment.

The Committee directed the Program Administrator to research successor agreements for terminated CSU Auxiliary Organizations in relation to any potential future assessments.

**G. INFORMATIONAL ITEMS**

**G1. Professional Development**
**G2. CSURMA AORMA Meeting Calendar**
**G3. CSURMA AORMA Program Administrator's Contact Lists**
**G4. AORMA's Travel Reimbursement Policy**
**G5. AORMA Committee Roster**
**G6. CSURMA Administrative Service Calendar**

The Committee reviewed the informational items, but there was no discussion.

**H. ADJOURNMENT**

The meeting was adjourned at 12:09 PM.

**Agenda Item D1**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# CSURMA AORMA BENEFITS COMMITTEE UPDATE

**ISSUE:** The Committee Members will hear a verbal report on the recent activities of the AORMA Benefits Committee.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** AORMA Committee and the Executive Committee approved the formation of CSURMA AORMA Benefits Program in October, 2017.

**PUBLICATION:** None.

**ATTACHMENT(S):**

a. CSURMA AORMA Benefit Program

# AORMA Benefits Update

May 7, 2026

Chloe Smith, Benefit Consultant

Alliant Insurance Services

# Agenda

## Agenda

- Market Update
- CSURMA AORMA Program
- Appendix
  - CSURMA AORMA Membership

# Market Update

# Healthcare Trends & Influences

## Increase Costs

>9% **Projected Trend** for 2026*

**Cancer, circulatory and musculoskeletal** conditions drive 54% of all high-cost claimant spending*

High-cost claims **increased faster** than overall claims*

## Primary Care

**Shortage** of Primary Care Physicians by 2037

## Delay of Care

**One** in **three** adults confidently admits to delaying healthcare services

## Prescription Drugs

**Weight loss drugs** are expected to become a $100B market by 2030, with over 30 million GLP-1 users in the U.S. (about 9% of the population)

## Artificial Intelligence

**Upcoding** diagnosis and procedures captured to increase billings for Hospital Systems

**Hyper-Personalized**, Data-Driven Care Navigation

## Uncertain Regulatory Landscape

Litigation

OBBBA

Cost Pressures & Risk

# Rising Healthcare Costs: What is PRISM Doing About It?



The PRISMHealth Program and the healthcare market as a whole are facing significant headwinds driving upward pressure on cost. Below are some of the initiatives PRISM is deploying to contain costs:

- Implementing new Pharmacy Benefit Manager (PBM) for the **Anthem** plans
  - Improved pricing, formulary management, clinical programs, and contract language
  - Proven prescription drug inflation trend management
- Implementing new Chronic Condition and Weight Management Vendor
  - The Digbi Health program will deploy clinically validated resources to help lower costs for **Anthem** members with Diabetes, Hypertension, Hyperlipidemia, Obesity, and Gastro-intestinal issues.
- Implementing changes for managing cost of GLP-1 medications
- Implementing a navigation platform for CSURMA **Anthem** members – Anthem Total Health Select

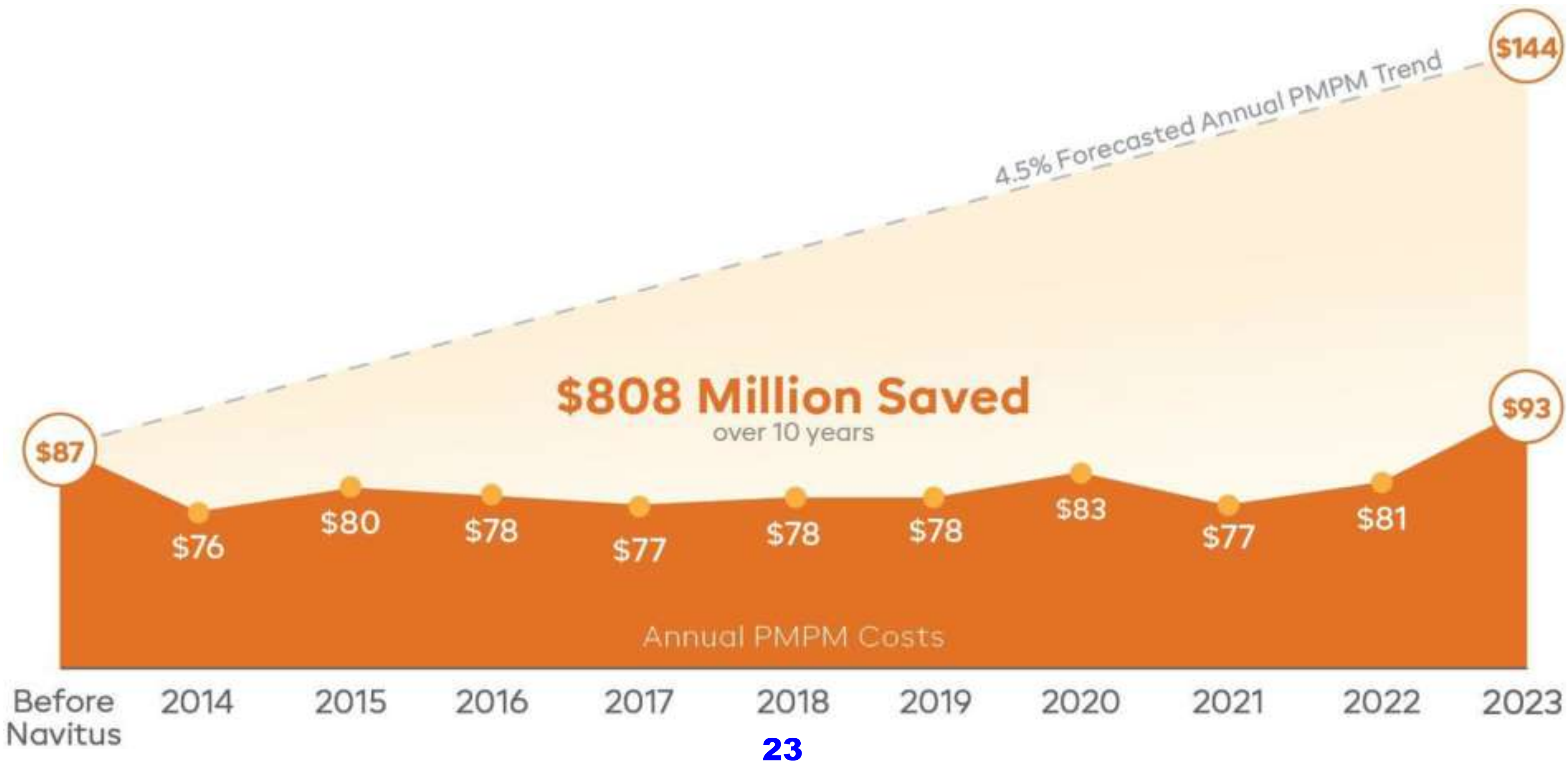
# Navitus Case Study



## Financials – Trend Management

NAVITUS

- A PBM's job is to manage costs over time.  Navitus  illustrated that they have a proven track record managing trend for a similar JPA to PRISMHealth:  Self Insured Schools of California (SISC)



# Important Milestones CalPERS & CSURMA

- **March 17 (CalPERS)**
  - Pharmacy Benefits Transition Update
  - Health Open Enrollment Results
- **May 18(CalPERS)**
  - Health Plan Renewal Negotiation Strategy (Closed Session)
- **June 16 (CalPERS)**
  - Preliminary 2027 HMO and PPO Plan Premiums (Closed/Open Session)
- **July 15-17 Board Offsite (CalPERS)**
  - Approval of 2027 Health Plan Rates
  - IMPORTANT DEADLINE: CalPERS requires 60-day notice from the date the final renewal rates are released of your intent to leave – estimated deadline 8/15 – 8/20
- **September 15 (CalPERS)**
  - Update on Health Benefit Program Proposal proposals for 2028 (Closed Session)
- **November 17 (CalPERS)**
  - Health Benefit Plans Annual Report (HBPAR)
  - Health Benefits Program Proposals for the 2028 Plan Year
- **September/October (CSURMA)**
  - CSURMA AORMA plan education and Open Enrollment
  - All enrollments/changes due by October 31





Source: Pension & Health Benefits Committee, November 18, 2025

# CSURMA AORMA Program

# CSURMA AORMA Program

| PRISM Medical Program | PRISM Dental Program | PRISM Vision Program |
| --- | --- | --- |
| 45,000 participants | 103,775 participants | 105,825 participants |

## Pooled Renewals

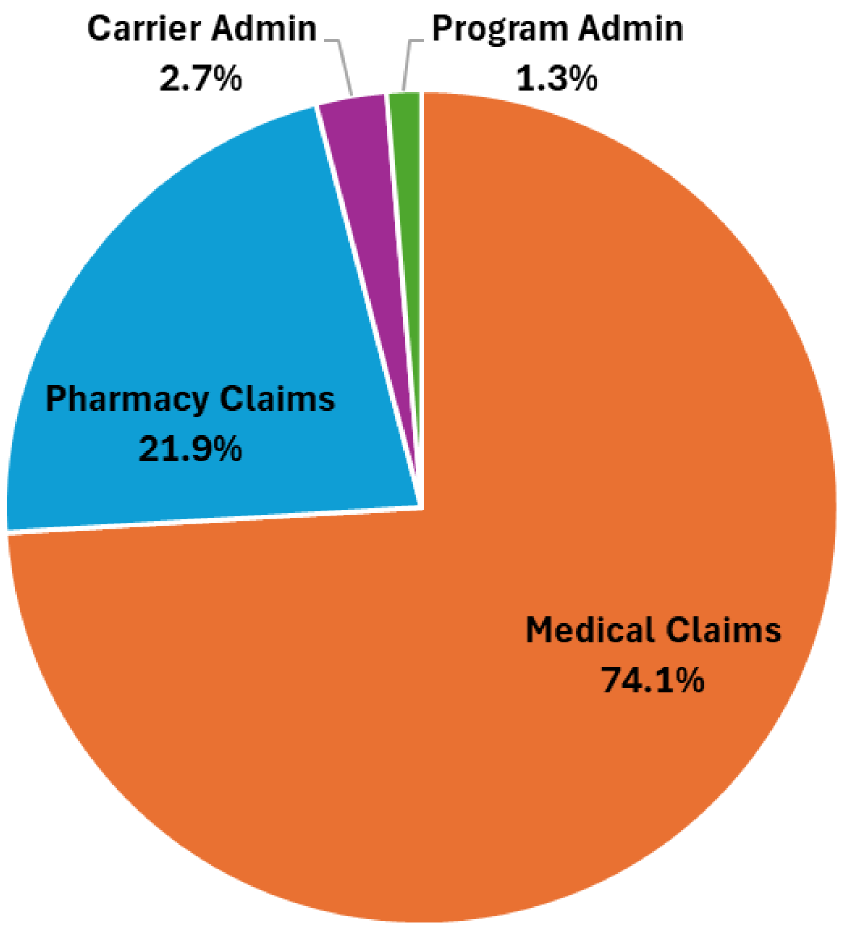
- CSURMA-AORMA gets the pooled PRISM Medical Renewal, subject to performance based adjustments
- CSURMA-AORMA gets the pooled PRISM Dental Renewal, subject to performance based adjustments
- CSURMA-AORMA gets the pooled PRISM Vision Renewal

# PRISMHealth Value (CSURMA's Health Plan)

PRISMHealth is one of the largest health insurance purchasing coalitions in the State with over 45,000 subscribers & 93,000 members

## Key Objectives for PRISMHealth:

- Deliver the lowest fixed administration cost components pc
- Reduce year to year premium volatility
- Offer flexibility in products, network and plan design
- Offer meaningful programs that increase access to care and chronic conditions
- Deliver a better healthcare experience for employees and
- Deliver renewals that outperform the marketplace



# CSURMA Benefits Program Offering

Alliant Insurance Services

**Benefit Plans Offered include:**

- Medical (Kaiser and Anthem PPO, EPO, HMO, HDHP)
- Dental (Delta HMO and PPO)
- VSP Vision
- Hartford Life & Disability (basic and supplemental/free EAP)
- Anthem EAP (includes 10 hours onsite or virtual employee seminars)
- Talkspace Behavior Health – digital therapy
- MetLife Voluntary Pet Insurance
- CHUBB Voluntary Long-Term-Care Insurance

**Optional resources including:**

- Flexible Spending Account Administration
- Cobra Administration
- GotZoom Student Loan Relief program
- Online Benefits Administration
  - Employee Self-Service Administration or HR Administration

# Historical Renewal Initiatives and Outcomes

Alliant Insurance Services

| 2022 | 2023 | 2024 | 2025 | 2026 |
|---|---|---|---|---|
| • Medical – No Change<br>• Dental – No Change<br>• Vision – No Change<br>• Life & Disability – No Change | • Medical – No Change<br>• Dental – No Change<br>• Vision – No Change<br>• Life & Disability – No Change<br>• **New Program Resources & Voluntary Benefits:**<br>  • Added Anthem EAP | • Medical – No Change<br>• Dental – No Change<br>• Vision – No Change<br>• Life & Disability – No Change<br>• **New Program Resources & Voluntary Benefits:**<br>  • Talkspace Buy up options added for psychiatry and self-guided app for auxiliaries who offer Talkspace<br>  • Added MetLife Pet insurance as a voluntary benefit effective 1/1/2024 | • Medical – No Change<br>• Dental – No Change<br>• Vision – No Change<br>• Life & Disability – No Change<br>• **New Program Resources & Voluntary Benefits:**<br>  • Added CHUBB voluntary Long-Term Care effective 1/1/2025 | • Medical – No Change<br>• Dental – AB1048 Updates – Removed waiting procedural waiting periods, removed missing tooth clause & congenitally missing tooth clause.<br>• Vision – No Change<br>• Life & Disability – No Change<br>• **New Program Resources & Voluntary Benefits:**<br>  • Added Anthem Total Health Select 1/1/2026<br>  • New Pharmacy Benefit manager – Navitus 1/1/2026<br>  • New chronic condition and weight management partner implemented for Anthem members – Digbi Health 1/1/2026 |
| Benefits Renewal Result<br>**-$1,555,873 (-8.6%)** | Benefits Renewal Result<br>**$1,441,433 (+8.3%)** | Benefits Renewal Result<br>**$2,125,088 (+11.4%)** | Benefits Renewal Result<br>**$1,163,435 (+5.5%)** | Benefits Renewal Result<br>**$2,936,411 (+13.2%)** |



***Average 5-year Renewal = +5.96%***

# CSURMA AORMA Medical Renewal History

Alliant Insurance Services

**CSURMA AORMA 5 Year Medical Renewal History:**
**(+6.9%) increase in rates**

| Medical | 2022 | 2023 | 2024 | 2025 | 2026 | 5-Year Average |
|---|---|---|---|---|---|---|
| **CSURMA** | **-8.8%** | **9.7%** | **13.0%** | **5.7%** | **14.8%** | **6.9%** |
| *Kaiser* | *-8.8%* | *9.7%* | *13.0%* | *5.7%* | *14.8%* | *6.9%* |
| *Anthem* | *-8.8%* | *9.7%* | *13.0%* | *5.7%* | *14.8%* | *6.9%* |
| **PRISM Health** | -1.7% | 8.9% | 12.3% | 4.7% | 14.2% | 7.7% |
| **California PPO (Trend)** | 7.0% | 8.0% | 8.0% | 8.0% | 8.0% | 7.8% |
| **PERS Choice/Platinum PPO[1,2]** | 11.5% | 14.5% | 12.2% | 9.8% | 13.2% | 12.2% |

[1]2022 PERS Choice plan PPO terminated in 2022 and members moved to PERS Platinum (formerly called PERS Care), thus 2022 rate change represents movement from PERS Choice to the higher cost, richer benefit PERS Platinum plan, statewide rates.

# CSURMA AORMA Ancillary Renewal History



### CSURMA AORMA 5 Year Vision Renewal History:
No change in rates - 0%

| VSP (PRISM) | 2022 | 2023 | 2024 | 2025 | 2026 | 5-Year Average |
|---|---|---|---|---|---|---|
| **Vision** | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

### CSURMA AORMA 5 Year Dental Renewal History:
No change in rates - 0% DHMO, (-0.8%) reduction in rates PPO

| Dental (PRISM) | 2022 | 2023 | 2024 | 2025 | 2026 | 5-Year Average |
|---|---|---|---|---|---|---|
| **DHMO** | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| **DPPO** | -3.8% | -1.7% | -1.8% | 3.9% | -0.4% | -0.8% |

### CSURMA AORMA 5 Year Life/Disability Renewal History:
No change in rates - 0%

| Hartford (Direct) | 2022 | 2023 | 2024 | 2025 | 2026 | 5-Year Average |
|---|---|---|---|---|---|---|
| **Life and Disability** | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

# CSURMA Benefit Program Resources

Alliant Insurance Services

| Resources | Program Details | Who's it available to? |
|---|---|---|
| HR Workplace Services (HRWS) | Founded in 2009, dedicated team for Alliant with 20+ years of HR and related industry experience.<br>Advisory Services: HR Q&A support, Handbook Review, optional buy-up options including handbook creation,<br>non-discrimination testing and more.<br>Comprehensive Services: Learning Management Services, HR educational video vault, policies, checklists, weekly legislative updates, compliance calendar, and more. | **Provided by Alliant, available to CSURMA Medical HR Teams - No cost to employer** |
| Alliant Medicare Solutions | White glove concierge approach to Medicare with agents licensed in all 50 states. Providing Medicare education and enrollment support. | **Provided by Alliant, available to CSURMA members employees and families - no cost** |
| CHUBB Voluntary Long-Term Care | Direct bill voluntary long-term care with enrollment call center for participating auxiliaries. | **Available to CSURMA members participating in any of the benefits programs - no cost to employer** |
| MetLife Voluntary Pet Insurance | Direct bill Voluntary Pet Insurance with customizable plan design. | **Available to CSURMA members participating in any of the benefits programs - no cost to employer** |
| Anthem EAP | Counseling, financial counseling, legal support, critical incident support, and more. | **Available to CSURMA members participating in any of the benefits programs - employer paid** |
| TalkSpace | Online therapy platform. | **Available to CSURMA members participating in any of the benefits programs - employer paid** |
| Hartford Mental Wellbeing | Counseling, will preparation, funeral planning, financial support, and more. | **Available to CSURMA members participating in Life & Long-Term Disability - no additional cost** |

# CSURMA AORMA Plan Membership

# CSURMA AORMA Participating Auxiliaries

## Medical/Ancillary

Associated Students Inc., CSULB
Associated Students Inc. (SJSU)
Associated Students of San Diego State
Aztec Shops, LTD (SDSU)
Cal State Fullerton University Auxiliary Services Corp.
Cal State Los Angeles University Auxiliary Services Inc.
Cal State University Dominguez Hills Foundation
California State University San Marcos Corporation CSUSM
CSU Sacramento University Enterprises, Inc.
CSULB Research Foundation
Forty-Niner Shops, Inc. (CSULB)
University Corporation at Monterey Bay
Associated Students of CSU Chico

## Ancillary Only

Associated Students Inc. at CSLA
Spartan Shops, Inc. (SJSU)
Associated Students Inc. (CSUSB)
Associated Students Inc., Incorporated of California State University Stanislaus
Associated Students of CSU Fullerton
CSU Bakersfield Auxiliary for Sponsored Plans Administration
CSU Bakersfield Foundation
CSUDH Associated Students Inc.
CSUDH Donald P. & Katherine B. Loker Univ. Student Union Inc.
Santos Manuel Student Union (CSUSB)
Student Union at Cal State LA
Student Union of San Jose State University
The University Corporation (CSUN)
University Student Union of CSU Stanislaus
Associated Students Inc. (CSUN)
Associated Students Inc. (SFSU)
Associated Students Inc., Cal Poly Pomona
Towers Foundation (SJSU)
Associated Students Inc., CSU Fresno
Auxiliary at Fresno – Bulldog Foundation
CI University Auxiliary Services, Inc
(formerly Univ GlenCorp at Channel Islands)
CSU Fresno Association
CSU Fresno Foundation
Fresno State Programs for Children
SJSU Research Foundation
The Agricultural Foundation of CSU Fresno

# CSURMA AORMA Medical Plan Membership

| Anthem Enrollment | 2023 | 2024 | 2025 | 2026 | #Δ |
|---|---|---|---|---|---|
| **Anthem EPO** | | | | | |
| Actives | 40 | 41 | 48 | 56 | 8 |
| Non-Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| *Subtotal* | *40* | *41* | *48* | *56* | *8* |
| **PRISM Anthem HMO Select $15** | | | | | |
| Actives | 22 | 18 | 16 | 22 | 6 |
| Non-Medicare Retirees | 1 | 1 | 0 | 0 | 0 |
| Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| *Subtotal* | *23* | *19* | *16* | *22* | *6* |
| **PRISM Anthem HMO Full $20** | | | | | |
| Actives | 206 | 217 | 239 | 259 | 20 |
| Non-Medicare Retirees | 14 | 14 | 12 | 9 | -3 |
| Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| *Subtotal* | *220* | *231* | *251* | *268* | *17* |
| **PRISM Anthem PPO 80** | | | | | |
| Actives | 152 | 145 | 154 | 172 | 18 |
| Non-Medicare Retirees | 20 | 22 | 20 | 22 | 2 |
| Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| *Subtotal* | *172* | *167* | *174* | *194* | *20* |
| **PRISM Anthem PPO 90** | | | | | |
| Actives | 85 | 64 | 70 | 73 | 3 |
| Non-Medicare Retirees | 0 | 0 | 0 | 1 | 1 |
| Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| *Subtotal* | *85* | *64* | *70* | *74* | *4* |
| **PRISM Anthem HDHP I** | | | | | |
| Actives | 1 | 2 | 2 | 3 | 1 |
| Non-Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| *Subtotal* | *1* | *2* | *2* | *3* | *1* |
| **PPO Medicare COB EGWP** | | | | | |
| Actives | 0 | 0 | 0 | 0 | 0 |
| Non-Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| Medicare Retirees | 85 | 87 | 97 | 97 | 0 |
| *Subtotal* | *85* | *87* | *97* | *97* | 35 |
| **Anthem Total** | **626** | **611** | **658** | **714** | **56** |

| Kaiser Enrollment | 2023 | 2024 | 2025 | 2026 | #Δ |
|---|---|---|---|---|---|
| **PRISM Kaiser 15 Traditional** | | | | | |
| Actives | 432 | 454 | 430 | 465 | 35 |
| Non-Medicare Retirees | 22 | 20 | 16 | 19 | 3 |
| Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| *Subtotal* | *454* | *474* | *446* | *484* | *38* |
| **PRISM Kaiser 20 Traditional** | | | | | |
| Actives | 146 | 156 | 197 | 210 | 13 |
| Non-Medicare Retirees | 5 | 0 | 5 | 6 | 1 |
| Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| *Subtotal* | *151* | *156* | *202* | *216* | *14* |
| **KPSA** | | | | | |
| Actives | 0 | 0 | 0 | 0 | 0 |
| Non-Medicare Retirees | 0 | 0 | 0 | 0 | 0 |
| Medicare Retirees | 84 | 90 | 94 | 95 | 1 |
| *Subtotal* | *84* | *90* | *94* | *95* | *1* |
| **Kaiser Total** | **689** | **720** | **742** | **795** | **53** |
| | **2023** | **2024** | **2025** | **2026** | **#Δ** |
| **Medical Grand Total** | **1,315** | **1,331** | **1,400** | **1,509** | **109** |

# CSURMA AORMA Ancillary Plan Membership

## Dental

| PRISM Delta Dental DHMO | 2023 | 2024 | 2025 | 2026 | #Δ |
|---|---|---|---|---|---|
| Option 10A | 214 | 232 | 248 | 221 | -27 |
| Option 11A | 0 | 0 | 0 | 0 | 0 |
| Option 12A | 0 | 0 | 0 | 0 | 0 |
| **Total** | **214** | **232** | **248** | **221** | **16** |

| PRISM Delta Dental Premier PPO | 2023 | 2024 | 2025 | 2026 | #Δ |
|---|---|---|---|---|---|
| Option A | 162 | 167 | 173 | 188 | 15 |
| Option B | 1,072 | 1,124 | 993 | 1,232 | 239 |
| Option C | 358 | 351 | 611 | 388 | -223 |
| **Total** | **1,592** | **1,642** | **1,777** | **1,808** | **31** |

| | 2023 | 2024 | 2025 | 2026 | #Δ |
|---|---|---|---|---|---|
| **Dental Grand Total** | **1,806** | **1,874** | **2,025** | **2,029** | **4** |

## Vision

| PRISM VSP Vision | 2023 | 2024 | 2025 | 2026 | #Δ |
|---|---|---|---|---|---|
| Option A - Signature Enhanced Plan B | 133 | 139 | 166 | 174 | 8 |
| Option B - Signature Plan C | 1,055 | 1,135 | 1,377 | 1,372 | -5 |
| Option C - Choice A with Tints | 423 | 419 | 296 | 329 | 33 |
| Option D - Choice Plan C with Tints & CVC | 298 | 334 | 324 | 347 | 23 |
| **Total** | **1,909** | **2,027** | **2,163** | **2,222** | **59** |

## Life and Disability

| The Hartford Life and Disability | 2023 | 2024 | 2025 | 2026 | #Δ |
|---|---|---|---|---|---|
| Basic Life / AD&D | 1,535 | 1,567 | 1,671 | 1,673 | 2 |
| Retiree Life | 4 | 4 | 4 | 4 | 0 |
| Dependent Life | 19 | 18 | 18 | 18 | 0 |
| Voluntary Life | 197 | 202 | 215 | 230 | 15 |
| Long Term Disability | 1,087 | 1,097 | 1,193 | 1,231 | 38 |
| Short Term Disability | 77 | 80 | 66 | 0 | -66 |

Dental and Vision enrollment counts updated with February 2026 BCC Census Data
Life and Disability enrollment counts updated with January 2026 Hartford Premium Report Data

**Agenda Item F1**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# EXCESS INSURANCE RENEWALS AND UNDERWRITER MEETINGS REPORT

**ISSUE**: Most CSURMA coverage programs renew on July 1. In preparation, the Chancellor's Office and Program Administrators will begin marketing the programs and negotiating terms in early 2026, including conducting meetings with underwriting partners.

**RECOMMENDATION**: No action is requested at this time. The Executive Committee may provide direction or take action based on the information presented.

**FISCAL IMPACT**: The cost of the insurance programs will be included in the proposed budget as projected in the rates published to the CSURMA Board and AORMA Committee.

**BACKGROUND**: CSURMA representatives will meet with CSURMA's various program underwriters, in person when able and via zoom, in the lead up to the renewals and will report out details of those meetings. CSURMA will be represented by Robert Eaton, CSU Assistant Vice Chancellor, Financing, Treasury and Risk Management, Zachary Gifford, Senior Director of Systemwide Risk Management, Daniel Howell, CSURMA Program Director, and Amy Lightner, CSURMA Program Administrator.

Key objectives of the underwriter meetings include:

- Demonstrating CSU leadership's commitment to risk management
- Providing updates on CSU's financial and operational outlook
- Assessing insurance market conditions and potential impacts on program placements
- Discussing significant or emerging claims matters
- Reviewing technical aspects of placements and renewal expectations

**PUBLICATION**: This item is included in the agenda packet for informational purposes only. No additional publication is anticipated.

**ATTACHMENT(S)**: None.

# PRISM WORKERS' COMPENSATION RENEWAL

**ISSUE:** Last year, CSURMA accepted PRISM's terms to renew both the University and AORMA Workers' Compensation Programs for a two-year term (FY 2025/26 and FY 2026/27) in exchange for reduced rates. PRISM has now provided estimated pricing for the following options:

1. A new two-year commitment (FY 2026/27 and FY 2027/28).

2. Excess coverage pricing beginning FY 2027/28 that would allow CSURMA to self-insure the $125,000 primary layer, with PRISM continuing to provide excess reinsurance and commercial excess insurance above that level.

**RECOMMENDATION:** The Committee is asked to review and discuss the two options below and provide its recommendation to the Executive Committee.

<u>PRISM renewal options:</u>

1. Accept a new two-year commitment with PRISM (FY 2026/27 and FY 2027/28) in exchange for lower rates.

2. Complete the second year of the current agreement at a higher rate, allowing CSURMA, beginning FY 2027/28, to:

    - Retain the first $125,000 of each claim, and
    - Utilize PRISM for excess reinsurance and commercial excess insurance above the retained limit.

**FISCAL IMPACT:** See Exhibit A below. If a new two-year commitment is accepted, rates are expected to decrease by:

- 10% for the University program
- 8% for the AORMA program

PRISM's current reinsurance costs are included in the CSURMA FY 26/27 Budget.

## Exhibit A

### FY 26/27 CSURMA Workers' Compensation - University

| PRISM | 2nd Year - Current Rate Commitment 25/26 and 26/27 | | 1st Year - New Rate Commitment 26/27 and 27/28 | | % Diff |
|---|---|---|---|---|---|
| PRISM Primary | 20,851,200 | | 18,622,984 | | |
| PRISM Excess | 7,906,618 | | 6,972,884 | | |
| Safety National | 3,476,240 | | 3,476,240 | | |
| **Total PRISM Costs** | **32,234,057** | | **29,072,107** | | **-10%** |
| **CSURMA** | **Expected Premium** | **70% Premium** | **Expected Premium** | **70% Premium** | |
| Pooled Layer (Primary & Excess) | 23,500,099 | 25,026,787 | 23,500,099 | 25,026,787 | |
| Safety National | 3,476,240 | 3,476,240 | 3,476,240 | 3,476,240 | |
| **Total CSURMA Costs** | **26,976,338** | **28,503,027** | **26,976,338** | **28,503,027** | |
| **Cost Savings / Cost Increase** | **5,257,719** | **3,731,031** | **2,095,769** | **569,080** | |

### FY 26/27 CSURMA Workers' Compensation - AORMA

| PRISM | 2nd Year - Current Rate Commitment 25/26 and 26/27 | | 1st Year - New Rate Commitment 26/27 and 27/28 | | % Diff |
|---|---|---|---|---|---|
| PRISM Primary | 1,491,685 | | 1,332,280 | | |
| PRISM Excess | 570,114 | | 502,786 | | |
| Safety National | 704,612 | | 704,612 | | |
| **Total PRISM Costs** | **2,766,411** | | **2,539,678** | | **-8%** |
| **CSURMA** | **Expected Premium** | **70% Premium** | **Expected Premium** | **70% Premium** | |
| Pooled Layer (Primary & Excess) | 2,158,003 | 2,395,542 | 2,158,003 | 2,395,542 | |
| Safety National | 704,612 | 704,612 | 704,612 | 704,612 | |
| **Total CSURMA Costs** | **2,862,615** | **3,100,154** | **2,862,615** | **3,100,154** | |
| **(Cost Savings) / Cost Increase** | **($96,204)** | **($333,743)** | **($322,937)** | **($560,476)** | |

**BACKGROUND:** CSURMA has participated in the PRISM Primary Workers' Compensation Program since January 1, 2015. PRISM currently provides primary reinsurance, excess reinsurance, and commercial excess insurance for both the CSURMA University and AORMA Workers' Compensation Programs, as summarized below.

**University Program**

- Primary Reinsurance: $125,000 per occurrence
- Excess Reinsurance: $2,375,000 excess of $125,000

- Commercial Excess Insurance: Statutory limits excess of $2,500,000 (workers' compensation) and $2,500,000 excess of $2,500,000 (employer's liability)

**AORMA Program**

- Primary Reinsurance: $125,000 per occurrence
- Excess Reinsurance: $625,000 excess of $125,000
- Commercial Excess Insurance: Statutory limits excess of $750,000 (workers' compensation) and $4,250,000 excess of $750,000 (employer's liability)

**PUBLICATION:** None at this time.

**ATTACHMENT(S):**

a. Comparison of CSURMA Self-Funding and PRISM Costs for the $125,000 Primary Layer

## PRISM Primary Layer ($125K per claim) Cost Analysis

### PRISM Primary Layer ($125K per claim) Developed Claims Capped at $125K

| **Campus** | **FY 14/15** *#1* | **FY 15/16** | **FY 16/17** | **FY 17/18** | **FY 18/19** | **FY 19/20** | **FY 20/21** | **FY 21/22** | **FY 22/23** | **FY 23/24** | **FY 24/25** | **All Yrs** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PRISM Primary Premium | 7,967,887 | 15,922,984 | 17,767,027 | 17,305,338 | 17,864,551 | 19,886,695 | 18,469,154 | 19,126,060 | 19,329,086 | 19,156,360 | 19,032,731 | 191,827,873 |
| Incurred Claims Capped at $125K - Developed* | *7,617,380* | 13,633,525 | 13,771,194 | 16,326,137 | 15,337,061 | 12,326,207 | 10,683,288 | 16,378,704 | 16,433,172 | 16,101,843 | 19,984,971 | 158,593,482 |
| **PRISM Reinsurance Costs XS of Capped Claims - Developed** | **$350,507** | **$2,289,459** | **$3,995,833** | **$979,201** | **$2,527,490** | **$7,560,488** | **$7,785,866** | **$2,747,356** | **$2,895,914** | **$3,054,517** | **-$952,240** | **$33,234,391** |

| **AORMA** | **FY 14/15** *#1* | **FY 15/16** | **FY 16/17** | **FY 17/18** | **FY 18/19** | **FY 19/20** | **FY 20/21** | **FY 21/22** | **FY 22/23** | **FY 23/24** | **FY 24/25** | **All Yrs** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PRISM Primary Premium | 787,493 | 1,621,830 | 1,822,169 | 2,448,197 | 2,216,151 | 2,111,306 | 1,422,960 | 1,705,152 | 1,764,802 | 1,449,074 | 1,437,347 | 18,786,481 |
| Incurred Claims Capped at $125K - Developed** | *696,513* | 1,324,650 | 1,566,259 | 1,375,137 | 781,876 | 1,178,083 | 723,965 | 1,030,690 | 1,357,338 | 1,408,936 | 2,517,581 | 13,961,028 |
| **PRISM Reinsurance Costs XS of Capped Claims - Developed** | **$90,980** | **$297,180** | **$255,910** | **$1,073,060** | **$1,434,275** | **$933,223** | **$698,995** | **$674,462** | **$407,464** | **$40,138** | **-$1,080,234** | **$4,825,453** |

| **Campus + AORMA** | **FY 14/15** *#1* | **FY 15/16** | **FY 16/17** | **FY 17/18** | **FY 18/19** | **FY 19/20** | **FY 20/21** | **FY 21/22** | **FY 22/23** | **FY 23/24** | **FY 24/25** | **All Yrs** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PRISM Primary Premium | 8,755,380 | 17,544,814 | 19,589,196 | 19,753,535 | 20,080,702 | 21,998,001 | 19,892,114 | 20,831,212 | 21,093,888 | 20,605,434 | 20,470,078 | 210,614,354 |
| Incurred Claims Capped at $125K - Developed | 8,313,893 | 14,958,175 | 15,337,453 | 17,701,274 | 16,118,937 | 13,504,290 | 11,407,253 | 17,409,394 | 17,790,510 | 17,510,779 | 22,502,552 | 172,554,510 |
| **PRISM Reinsurance Costs XS of Capped Claims - Developed** | **$441,487** | **$2,586,639** | **$4,251,743** | **$2,052,261** | **$3,961,765** | **$8,493,711** | **$8,484,861** | **$3,421,818** | **$3,303,378** | **$3,094,655** | **-$2,032,474** | **$38,059,844** |

** CSU Pinnacle Study (Exhibit A Page 2 - Column 6)*

*** AORMA Pinnacle Study (Exhibit B Page 3 - Column 6)*

### PRISM Primary Layer ($125K per claim) Cost Analysis with Development + Trend

| **Campus + AORMA** | **FY 14/15** *#1* | **FY 15/16** | **FY 16/17** | **FY 17/18** | **FY 18/19** | **FY 19/20** | **FY 20/21** | **FY 21/22** | **FY 22/23** | **FY 23/24** | **FY 24/25** | **All Yrs** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PRISM Primary Premium | 8,755,380 | 17,544,814 | 19,589,196 | 19,753,535 | 20,080,702 | 21,998,001 | 19,892,114 | 20,831,212 | 21,093,888 | 20,605,434 | 20,470,078 | 210,614,354 |
| Incurred Claims Capped at $125K | 8,139,697 | 14,645,037 | 14,872,791 | 16,953,967 | 15,316,011 | 12,606,138 | 10,463,012 | 15,335,912 | 14,816,907 | 13,133,675 | 10,642,079 | 146,925,226 |
| Developed Claims Capped at $125K | 8,313,893 | 14,958,175 | 15,337,453 | 17,701,274 | 16,118,937 | 13,504,290 | 11,407,253 | 17,409,394 | 17,790,510 | 17,510,779 | 22,502,552 | 172,554,510 |
| Loss Cost Trend Factor to 12/31/25*** | 1.283 | 1.256 | 1.230 | 1.205 | 1.180 | 1.156 | 1.132 | 1.109 | 1.086 | 1.064 | 1.042 | |
| Trended and Developed Claims Capped at $125K | 10,662,941 | 18,790,795 | 18,871,818 | 21,333,345 | 19,027,634 | 15,613,997 | 12,918,657 | 19,311,406 | 19,329,143 | 18,634,752 | 23,455,455 | 197,949,942 |
| **PRISM Reinsurance Costs XS of Capped Claims - Developed + Trend** | **-$1,907,561** | **-$1,245,981** | **$717,378** | **-$1,579,810** | **$1,053,068** | **$6,384,004** | **$6,973,457** | **$1,519,806** | **$1,764,745** | **$1,970,682** | **-$2,985,377** | **$12,664,412** |
| | | | | | | | | | | | **Excluding Covid Years (2019 & 2020)** | **-$693,049** |

*** AORMA Pinnacle Study (Exhibit B Page 3 - Column 12)

### PRISM Primary Layer ($125K per claim) Cost Analysis with Development + Trend + Rate Changes

| **Campus + AORMA** | **FY 14/15** *#1* | **FY 15/16** | **FY 16/17** | **FY 17/18** | **FY 18/19** | **FY 19/20** | **FY 20/21** | **FY 21/22** | **FY 22/23** | **FY 23/24** | **FY 24/25** | **All Yrs** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PRISM Primary Premium | 8,755,380 | 17,544,814 | 19,589,196 | 19,753,535 | 20,080,702 | 21,998,001 | 19,892,114 | 20,831,212 | 21,093,888 | 20,605,434 | 20,470,078 | 210,614,354 |
| Historical Rate Change | | -3.7% | 4.3% | -5.6% | -1.6% | 8.7% | -9.6% | -1.5% | -6.2% | -6.3% | -1.9% | |
| Cumultative Rate Change | -22.1% | -22.1% | -19.1% | -22.5% | -17.8% | -16.5% | -23.2% | -15.0% | -13.7% | -8.1% | -1.9% | |
| On-Leveled Premium | 6,820,290 | 13,667,108 | 15,845,339 | 15,317,618 | 16,500,927 | 18,375,430 | 15,285,063 | 17,701,216 | 18,195,121 | 18,941,512 | 20,071,694 | 176,721,318 |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| On-Leveled Premium | 6,820,290 | 13,667,108 | 15,845,339 | 15,317,618 | 16,500,927 | 18,375,430 | 15,285,063 | 17,701,216 | 18,195,121 | 18,941,512 | 20,071,694 | 176,721,318 |
| Trended and Developed Claims Capped at $125K | 10,662,941 | 18,790,795 | 18,871,818 | 21,333,345 | 19,027,634 | 15,613,997 | 12,918,657 | 19,311,406 | 19,329,143 | 18,634,752 | 23,455,455 | 197,949,942 |
| Developed, Trended, & On-Leveled ULR | 156.3% | 137.5% | 119.1% | 139.3% | 115.3% | 85.0% | 84.5% | 109.1% | 106.2% | 98.4% | 116.9% | **112.0%** |
| **Trended, Developed, & On-Leveled PRISM Reinsurance Costs** | **-$3,842,650** | **-$5,123,686** | **-$3,026,479** | **-$6,015,727** | **-$2,526,707** | **$2,761,433** | **$2,366,406** | **-$1,610,190** | **-$1,134,022** | **$306,760** | **-$3,383,761** | **-$21,228,624** |

**Agenda Item F3**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# CAL POLY BRUGHELLI RANCH, LLC – NEW MEMBER REQUEST

**ISSUE**: Cal Poly Partners (San Luis Obispo) has received a donation of the Brughelli Ranch. In order to separate the potential risks associated with the Ranch, Cal Poly Partners has created Cal Poly Brughelli Ranch, LLC, a wholly owned subsidiary of Cal Poly Corporation, dba Cal Poly Partners.

The Committee will be asked to approve Cal Poly Brughelli Ranch, LLC as a named insured on the AORMA Liability Memorandum of Coverage (MOC). All rating exposures for the Ranch will be added to Cal Poly Partners' rating exposures.

**RECOMMENDATION**: The Program Administrator recommends that the Committee discuss the Ranch donation, as well as the newly created LLC, and, if appropriate, approve the addition of the LLC to the Liability Program MOC.

**FISCAL IMPACT**: To be determined. Rating exposure information is currently being gathered.

**BACKGROUND**: Brughelli Ranch is located at 485 Buckley Road in San Luis Obispo County and includes 387.57 acres of farm and grazing land. For the next five years, the priority will be short-term commercial leases to cover all costs associated with operating the ranch as a self-supporting operation until long-term academic uses can be established. In the future, the goal will be to prioritize the land for grant-related activity with federal, state, local, and industry partners, with commercial infill.

As the Ranch is located near the SLO County Airport, PFAS has migrated into the Ranch's groundwater. CSURMA's coverage programs do provide some pollution coverage; however, because this is a known exposure, coverage is excluded. The donor did provide Cal Poly Partners with a ten-year pollution policy to address this known PFAS exposure.

**PUBLICATION**: Cal Poly Partners will be notified of the Committee's decision.

**ATTACHMENT(S)**: None.

# EMPLOYERS GROUP CONTRACT EXTENSION

**ISSUE:** The current contract with Employers Group for HR consulting services is due to expire on June 30, 2026. The AORMA Committee is asked to consider extending this contract.

**RECOMMENDATION:** The AOA HR Committee reviewed the services provided by Employers Group and supports renewal of the contract for a one-year term. A one-year renewal is recommended to allow time for:

- Increased awareness and utilization of available services, including an upcoming presentation by Employers Group; and
- Further evaluation of whether the services provide sufficient value to members.

Following the one-year period, the Committee may reassess the program and consider alternative service providers or enhancements, if needed.

**FISCAL IMPACT:** Employers Group has proposed a three-year term from July 1, 2026 to June 30, 2029, which includes an annual opt-out provision with 60 days' notice, allowing the agreement to function effectively as a one-, two-, or three-year commitment.

The current cost is $530 per auxiliary ($26,500 annually). Employers Group has also proposed a 3.8% increase to $550 per auxiliary ($27,500 annually) under the new agreement structure.

**BACKGROUND:** Feedback from the AOA HR Committee indicates mixed utilization and perceived value of Employers Group services:

- Many auxiliaries are not actively using the service, and usage is generally limited to basic support (e.g., helpline and training modules).
- More advanced services (e.g., surveys and trainings) are viewed as valuable but costly.
- Members noted a decline in communication and proactive outreach, which previously contributed to higher engagement.
- When utilized, services are typically used for routine guidance rather than strategic HR support.

- There is interest in clarifying which services are included versus additional costs and identifying opportunities to improve utilization.

Employers Group has indicated that increasing engagement remains a priority, including through proactive outreach, helpline and reference library support, and expanded consulting and training services. An upcoming presentation to the HR Committee is expected to help increase awareness and utilization.

Employers Group has also provided an updated utilization report and member roster, as well as a summary of services available under the agreement, to support the Committee's evaluation.

Additional feedback indicates that more proactive, solution-oriented support is highly valued by members, highlighting an opportunity for Employers Group to strengthen engagement and service delivery.

**PUBLICATION:** If the agreement is renewed, members will be notified of the continuation of services and any efforts to enhance utilization and engagement.

**ATTACHMENT(S):**

a. EG–AORMA Service Agreement Proposal
b. Employers Group Utilization Report
c. Membership Information

# Sponsored Membership Sales Agreement
# 7/1/2026 – 6/30/2029

This three-year Sponsored Membership Sales Agreement ("Agreement") is between Employers Group, Inc. ("EG"), a California nonprofit mutual benefit corporation, and California State University Risk Management Authority("CSURMA") for the benefit of the Auxiliary Organizations who are members of CSURMA's Auxiliary Organization Risk Management Alliance ("CSURMA AORMA").

## I. Nature of Agreement

This Agreement provides for EG's sale of sponsored, non-voting, annual EG memberships ("memberships") to CSURMA for distribution to members of CSURMA AORMA ("CSURMA AORMA sponsored members") subject to all of the terms and conditions specified herein. Upon activation, holders of these memberships will be entitled to all rights and benefits as EG members, except for the right to vote on matters submitted to a vote of EG members, for the duration of the memberships. This is a nonexclusive Agreement, and the parties acknowledge that it does not preclude them from entering into other sponsored membership sales or other agreements with anyone.

The effective date of the Agreement shall be July 1, 2026. The Agreement shall renew on July 1, 2027 and on July 1, 2028 under the same terms unless written notification from one party to the other of intention to not renew is provided no less than sixty (60) days (i.e. May 1st) prior to each year's renewal date.

## II. Purchase and Renewal

A. Pricing and Payment

(1) Contract Preferred Rate

a. The applicable membership preferred annual rate will be $550 each for the sponsored new or renewal memberships initiated by CSURMA based on a minimum of 50 active, sponsored memberships.

b. CSURMA will pay for memberships based on an annual invoice provided by EG, reflecting all entities to be included in the membership and reflecting the corresponding current per-member dues rate. EG will support the invoicing and payment process with its ServiceOne call center during normal business hours (8:00AM-5:00PM PST) for live assistance.

(i) EG represents and warrants that it is compliant with and maintains certification of Payment Card Industry ("PCI") compliance standards regarding data security and that it is subject to independent third-party quarterly scans that audit for all known methods hackers use to access private information, in addition to vulnerabilities that would allow malicious software or “malware” to gain access to EG’s network devices. If during the term of this Agreement, EG undergoes, or has reason to believe that it will undergo, an adverse change in its certification or compliance status with PCI DSS standards and/or other material payment card industry standards, it will promptly notify CSURMA of that fact.

(ii) At the request of CSURMA, EG will promptly provide CSURMA with evidence that is reasonably satisfactory to CSURMA that EG is compliant with current PCI DSS security standards.

(iii) EG will maintain and protect in accordance with all applicable laws and PCI regulations the security of all cardholder data when providing or performing any service under this Agreement.

## III. Terms of Membership

A. Activation

Memberships for CSURMA sponsored members will be activated upon EG’s receipt of both the applicable annual membership dues payment and requisite new member information (“activated membership”). EG will not recognize or serve any CSURMA sponsored member until they have an activated membership.

B. New Member Induction

EG will work directly with CSURMA to contact and assign a Senior EG Client Service Specialist to each CSURMA sponsored member. The EG Client Service Specialist will provide comprehensive inductions (on-boarding) as well as regular member service updates, both of which will consist of customized strategic or informational emails, educational programs, personal calls, virtual meetings and (as appropriate and logistically feasible), on-site meetings, and other initiatives for the benefit of each member. CSURMA is not responsible for, and will not reimburse EG for, any out-of-pocket costs incurred by EG relating to the new member induction.

C. Auxiliary Restructuring

CSURMA will be responsible for informing EG of any structural changes within an auxiliary that may affect the auxiliary’s membership status. This could include the dissolution of an auxiliary, the merger of auxiliaries, the creation of a new auxiliary, etc. CSURMA will inform EG of these changes in a reasonable time frame and will provide information on the entities involved and any name change or designation that might be used as part of EG’s member tracking or communication.

D. Duration

CSURMA acknowledges that activated memberships for CSURMA sponsored members are annual memberships and are provided for a full year from activation. Within the annual period of the agreement, memberships are transferable. CSURMA may cancel at any time, with or without cause, the membership of a CSURMA sponsored member. If CSURMA cancels a CSURMA sponsored member's membership for any reason other than termination of this agreement **(Section V.B.2), EG will deactivate the membership within two business days.** CSURMA understands that this does not preclude EG from directly and independently pursuing dropped members for regular membership. If a membership is deactivated during the annual term of the Agreement, CSURMA maintains the right to transfer that membership to another CSURMA sponsored member for the duration of the existing annual term. No refunds will be provided.

E. Member Services

Each auxiliary organization provided a membership through the CSURMA sponsorship will have access to the full suite of EG membership benefits, which include:

- Unlimited designated users with access to all resources
- Unlimited access for all authorized users to immediate HR consultations by phone or email through EG's Helpline
- Unlimited access for all authorized users to all the resources of a staffed HR library
- Unlimited 24/7 access for all authorized users to the EG website featuring the Professional HR Management Suite, including -
  - Federal and 50-state HR topic analysis
  - State Law Chart Builder
  - FLSA and CA Exemption Audit Tool
  - Job Description Builder/Manager with 2,000 jobs
  - Checklists and Forms – over 400 topics
  - Sample Policies
  - Compensation Data on over 2,400 classifications
  - HR Podcasts
  - Daily HR News Updates
- On-Line Training Library consisting of over 600 modules accessible through a Learning Management System (LMS) and assignable to any employees at any time
- Annual Employee Opinion Survey - customizable, benchmarked against normative data and addressing up to 14 assessment dimensions
- Annual review of employee handbook and narrative summary report
- Opportunity to send supervisors and managers through a 32-hour Virtual Leadership Academy at reduced cost
- Predictive Index Behavioral Assessments and Personal (webinar) Review Session for HR and/or executive team
- No cost and low-cost webinars on critical, late-breaking employee relations and compliance issues

- Weekly email updates on critical HR news
- Access to special discounts and services including background screening, recruiting, UI Claims Management, employee perks., etc.

The EG team of internal subject matter experts (accessible to all auxiliaries) includes specialists covering:

- Leaves of Absence
- Terminations
- Wage & Hour/Classifications
- Employee Discipline
- Performance Management
- State and Federal Laws - and Updates
- Best Practices
- Compensation Practices
- Affirmative Action
- Unemployment Claims Management
- Training and Development
- Organizational Development
- C-Level Support
- Much More…

F. Annual All-Auxiliary Opinion Survey

In addition to full access to all EG member benefits and resources listed above, effective with the July 1, 2026 renewal, and continuing on an annual basis throughout the duration of this agreement, at the request of CSURMA, EG will conduct an all-auxiliary survey addressing a topic agreed upon by CSURMA and EG. This can change on an annual basis and can focus on Employee Engagement, Organizational Direction, Community Engagement, Best Practices, Compensation and Benefits (not to replicate or compete with the biannual AOA survey), Strategic Planning, etc.

EG will be responsible for developing, deploying and providing individual and aggregated results to each auxiliary. The survey will be available to every auxiliary with the expectation that (if appropriate) it will be provided to all employees (including student workers). Planning, in partnership with CSURMA and the auxiliaries, will take place in the fourth quarter of each year, with the survey open through the month of February and all individual (per-participating auxiliary) and aggregated reports provided by the end of April. Additionally, EG will conduct a live, webinar presentation of the results of the surveys each April.

G. Compliance

CSURMA sponsored members must comply with all existing EG member rules. EG may terminate CSURMA sponsored members or otherwise enforce its member rules against sponsored members to the fullest extent allowed, including termination of membership.

## IV. Cross-Marketing

A. EG Services

CSURMA AORMA representatives will work together with EG personnel under the guidance of the CSURMA AORMA executive management team to provide information about the needs of CSURMA AORMA sponsored members for EG services. To aid that process, EG will provide CSURMA AORMA representatives with information programs about EG service lines, products, and benefits so they can better assess the needs of CSURMA AORMA sponsored members. Such programs may be conducted in-person, by webinar or phone as may be appropriate for the level of participation, proximity, and other practical or logistical considerations. Subject to availability and reasonable scheduling, EG will be permitted to use CSURMA AORMA offices to host educational and training programs, new member receptions, legal updates, executive roundtables, and other pre-approved marketing efforts and activities.

B. CSURMA AORMA Services

Subject to availability and reasonable scheduling, EG Client Service Specialists will provide sales support to CSURMA, including participation in presentations, follow-up with potential clients, and other pre-approved marketing efforts and activities.

## V. General Terms

A. Notice

Any notice required to be given pursuant to this Agreement shall be either sent by email or fax and overnight delivery by any private mail carrier as follows:

CSURMA
c/o CSU Office of the Chancellor
Zachary Gifford
CSURMA Auditor-Secretary
401 Golden Shore, 5th Floor
Long Beach, CA90802-4210
Email: zgifford@calstate.edu
Phone: (562) 951-4580 Fax: (562) 951-4859

Employers Group, Inc.
William C. Stephens
Director of Client Service (Officer of the Company)
400 North Continental Blvd.. 6th Floor
El Segundo, CA 90245
Email: bstephens@employersgroup.com
Phone: (805) 807-9922

B. Term and Termination

(1) Termination. Either party shall have the right to terminate this Agreement for any reason and without penalty, upon sixty (60) days prior written notice to the other party. Termination shall be effective on the sixty-first day after the requisite notice is provided ("termination date"). Upon termination of the Agreement, each party agrees to return all restricted property belonging to the other and not to further use such restricted property except as necessary to fulfill any contractual obligations which may survive termination. If this Agreement is terminated during the course of an existing annual term, EG shall continue to provide all membership benefits and services for the duration of the existing annual term. No refunds will be provided.

C. Restricted Property

(1) Use. CSURMA and EG will not use the content, courseware, trademarks, service marks, logos or other intellectual property ("restricted property") of each other without that party's prior written consent and approval. The terms of that consent will be specified in writing when provided, except that the use of any restricted property will not be deemed to transfer any rights in the restricted property other than the right to use it in accordance with the written instructions of the owner of the restricted property.

(2) Warranty. CSURMA and EG each warrant, solely with respect to their own respective restricted property, that they possess all copyright, trademark, patent, trade secret and similar property and other rights in their own respective restricted property which they have made available for use to the other party under this Agreement, whether fully original or comprised of preexisting materials, necessary for them to fulfill their obligations under this Agreement, and that there is no pending or threatened litigation, including court, administrative or arbitration proceedings, which, if decided adversely to them or their licensors, would interfere in any material manner with any right to use the restricted property under this Agreement. Each party to this Agreement will defend, indemnify and hold the other harmless from any and all fees, costs, liabilities and expenses, including all reasonable legal fees and expenses that arise from breach of this warranty, provided that the party invoking this provision gives prompt notice to the party upon whom claim is made. The parties involved shall consult and cooperate in the settlement of any such claim or action. Any party being defended under this provision may, at its sole cost, appear separately in the defense of the claim or action.

D. Assignment

The parties may not assign or subcontract this Agreement or any interest therein, without the other party's express written consent.

E. Governing Law and Venue

This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules. The parties agree that any legal proceedings arising out of or relating to this Agreement shall be conducted solely and exclusively in Los Angeles County, California, or, if in federal court, in the United States District Court, Central District of California.

F. Cumulative Remedies

All remedies available to either party for breach of this Agreement are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

G. Waiver

No term or provision hereof shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the duly authorized representative of the party which is claimed to have waived or consented.

H. Entire Agreement

The Agreement contains the entire understanding of the parties regarding its subject matter. All previous agreements or understandings concerning the subject matter of this Agreement, if any, whether written or oral, separate or contained in another agreement, are superseded. No amendment or modification of this Agreement shall be valid and binding on the parties unless made in writing, specifically referencing this Agreement, and signed by the parties' duly authorized representatives.

I. Severability

Should any term or provision herein be deemed invalid, void or unenforceable either in its entirety or in a particular application, the remainder of this Agreement shall nonetheless remain in full force and effect.

J. Successors

This Agreement shall be binding upon and inure to the benefit of the respective parties and their permitted assigns and successors in interest.

K. Indemnification

To the fullest extent allowable by law**,** EG shall indemnify, defend and hold harmless CSURMA, CSURMA AORMA and its Members and each of their officers, employees, elected and appointed officials, and volunteers (the "Indemnified Parties") from and against all claims, demands, causes of action, lawsuits (whether at law, equity or both), proceedings, liabilities, losses, damages, expense costs (including without limitation attorney's fees and costs and expert witness fees), judgments, penalties and liens or every nature resulting from injury to or death sustained by any person (including Contractor's employees), or damage to property of any kind, or any other injury or damage whatsoever, which injury, death or damage arises out of or is in any way connected with EG's performance of work hereunder, or its failure to comply with any of its obligations contained in this Contract, or its failure to comply with any current or prospective law, regardless of EG's fault or negligence, including any of the same resulting from the alleged or actual negligent act or omission of an Indemnified Party, except that said indemnity shall not be applicable to injury, death or damage to property arising from the sole negligence or willful misconduct of CSURMA, CSURMA AORMA, its officers, agents or servants.

This indemnification obligation shall survive this Contract and shall not be limited by any term of any insurance policy required under this Contract.

L. No Recovery of Attorneys' Fees

Should any court action or any other legal or administrative proceeding be filed by either party under this Agreement, each such party shall pay its own attorneys' fees and costs.

M. Counterparts

This Agreement may be executed in one or more counterparts and the several executed counterparts will be considered but one document.

N. Third Party Rights

This Agreement does not and shall not be construed to give any third party rights, except that CSURMA AORMA sponsored members shall be entitled to enjoy the benefits of their memberships for their duration as specified in Section III C.

O. Construction

This Agreement shall not be construed against either party as the preparer, but shall be construed as if both parties hereto jointly prepared it and any uncertainty or ambiguity shall not be interpreted against any one party as the preparer.

P. No Conflict of Interest

Each Party represents and warrants that it is not bound by any contract or agreement, nor will it enter into any contract or agreement during the term of this Agreement, which would prohibit its performance of this Agreement.

Q. Insurance Requirements

EG shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the provision of the services hereunder by EG, its agents, representatives, or employees.

*Minimum Scope of Insurance* - Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).
3) Workers' Compensation insurance as required by the State of California and Employers' Liability insurance.
4) Errors & Omissions Liability insurance appropriate to the consultant's profession.

*Minimum Limits of Insurance* - EG shall maintain limits no less than:

| | |
|---|---|
| General Liability: (Including operations, products and completed operations, as applicable.) | **$2,000,000**per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| Automobile Liability: | **$1,000,000**per accident for bodily injury and property damage. |
| Workers' Compensation | As required by the State of California |
| Employers' Liability: | **$1,000,000**each accident, **$1,000,000** policy limit bodily injury by disease, **$1,000,000** each employee bodily injury by disease. |
| Errors & Omissions Liability: | **$2,000,000** per occurrence. |

*Deductibles and Self-Insured Retentions*- Any deductibles or self-insured retentions must be declared to and approved by CSURMA AORMA.

*Waiver of Subrogation* - EG hereby agrees to waive subrogation which any insurer of EG may acquire from EG by virtue of payment of any loss. EG agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

*Other Insurance Provisions* - The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. CSURMA, CSURMA AORMA, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of services or operations performed by or on behalf of EG; or automobiles owned, leased, hired or borrowed by the EG.
2. For any claims related to the services provided, the EG's insurance coverage shall be primary insurance as respects CSURMA, CSURMA AORMA, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by CSURMA, CSURMA AORMA, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

   If any coverage, such as, Errors & Omissions coverage is written on a claims-made form:

   a) The retroactive date must be shown, and must be before the date of the contract or the beginning of contract work.
   b) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
   c) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, EG must purchase an extended period coverage for a minimum of five (5) years after completion of contract work.
   d) A copy of the claims reporting requirements must be submitted to CSURMA for review.

*Acceptability of Insurers* - Insurance is to be placed with insurers with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to CSURMA. Exception may be made for the California State Compensation Insurance Fund when not specifically rated.

*Verification of Coverage* - EG shall furnish CSURMA with endorsements effecting coverages required by this clause. The endorsements are to be signed by a person authorized by that Insurer to bind coverage on its behalf. All endorsements are to be received and approved by CSURMA before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements.

IN WITNESS WHEREOF, the parties have read, had the opportunity to discuss, and caused this Agreement to be executed and do each hereby warrant and represent that their respective signatory whose signature appears below has been and is on the date of this Agreement duly authorized by all necessary and appropriate corporate or its entity action to execute this Agreement.

| CSURMA | Employers Group |
|---|---|
| By: ______________________________ Zachary Gifford | By:___________________________ William C. Stephens |
| Title: CSURMA – Auditor-Secretary | Title: Director of Client Service (Officer of the Company |
| Date: | Date: April 20, 2026 |

**AORMA - HR Consulting**
**Employers Group**
**Utilization Report - As of 4/15/2026**

| Type of Activety | Activity - as of 11/4/2022 | Activity - as of 4/20/2023 | Activity - as of 7/1/2024 | Activity - as of 7/1/2025 | Activity - as of 9/12/2025 | Activity - as of 4/15/2026 | Notes |
|---|---|---|---|---|---|---|---|
| Helpline Calls | 1,475 | 1,513 | 1,646 | 1,740 | 1,755 | 1,799 | 4/15/2026 - 52 Auxiliaries have called. |
| Resource Library | 622 | 635 | 698 | 724 | 733 | 751 | Most reference library requests continue to be for salary data. |
| LMS Activated | | 1 | 2 | 2 | 2 | 2 | LMS with 600-course library introduced to auxiliaries in December 2022. |
| Comp/Benefits Survey Participation/Purchase | 25 | 25 | 25 | 25 | 25 | 25 | Surveys suspended as of 2021 and all data now included on website and through reference library. |
| Roundtable/Webinar Attendance | 312 | 312 | 318 | 318 | 318 | 322 | |
| Public Workshop Trainings* | 47 | 49 | 78 | 86 | 86 | 88 | 32-hour Virtual Leadership Academy |
| Registration - Workplace/Employment Law Update | 166 | 177 | 189 | 199 | 199 | 199 | |
| Inquiry/Proposed – On-Site Training* | 66 | 66 | 66 | 66 | 66 | 66 | |
| Contracted - On-Site Training | 60 | 60 | 60 | 60 | 60 | 60 | Includes one virtual training |
| Inquiry/Proposed - On-Line training | 13 | 13 | 13 | 13 | 13 | 13 | Now available through the LMS povided as a member service. |
| Contracted - On-Line Training | 8 | 8 | 8 | 8 | 8 | 8 | |
| Inquiry/Proposed Affirmative Action Planning* | 41 | 42 | 45 | 48 | 49 | 51 | Effective January 2023, AAP services provided through affiliate partner |
| Contracted - Affirmative Action Planning | 32 | 33 | 36 | 39 | 39 | 41 | |
| Contracted - Affirmative Action Plan Audit Support | 1 | 1 | 1 | 1 | 1 | 1 | |
| Employee Handbook Reviews | 6 | 7 | 11 | 14 | 16 | 18 | Member service - offered annually at no cost |
| Inquiry/Proposed – Employee Handbook* | 8 | 8 | 8 | 8 | 8 | 8 | |
| New Employee Handbooks Developed | 1 | 1 | 1 | 1 | 1 | 1 | |
| Inquiry/Proposed – E.O.S.* | 20 | 21 | 21 | 21 | 21 | 21 | |
| Contracted - EOS | 17 | 18 | 19 | 19 | 19 | 20 | 13 done as member service. 7 for fee (extra support) |
| Inquiry/Proposed – Consulting* | 26 | 28 | 28 | 29 | 29 | 30 | |
| Contracted - Consulting | 15 | 17 | 17 | 18 | 18 | 19 | |
| Inquiry/Proposal - Unemployment Insurance Managem | 3 | 3 | 3 | 3 | 3 | 3 | |
| Contracted - Unemployment Insurance Management | 1 | 1 | 1 | 1 | 1 | 1 | |
| Inquiry/Proposal - Comp.Benenfits Planning | 43 | 44 | 46 | 48 | 49 | 51 | |
| Contracted - Research, Comp/Benefits Planning | 30 | 30 | 32 | 33 | 33 | 34 | |
| Predictive Index Behavioral Assessment | 1 | 1 | 1 | 1 | 1 | 1 | In demo and planning stage with one auxiliary |
| Other (Books, CD ROMs, Posters, etc. | 7 | 8 | 8 | 8 | 8 | 8 | |

# WHAT DO YOU GET WITH YOUR

# EMPLOYERS GROUP MEMBERSHIP?

- Unlimited Helpline Access*
- On-Call Subject Matter Experts*
- Web-Access HR Topic Analysis*
- Web-Access Forms and Notices*
- Web-Access Exemption Tool*
- Web-Access Training Tools*
- Web-Access Job Description Tool*
- Weekly HR News Updates*
- HR Compliance Assessment*
- Employment Posters
- Unlimited Resource Library Access*
- LMS – Online Training 600 courses*
- Employee Engagement Survey*
- Compensation Market Data*
- Predictive Index Behavioral Assessments*
- Annual Employment Law Update
- EEO/Affirmative Action Planning
- Webinars – SHRM and HRCI Credit
- Leadership/Harassment Training
- Much More!

***Included as a member benefit**

## Contact Us…

| | | |
|---|---|---|
| EG WEBSITE LOG-IN: | www.employersgroup.com<br>Log-in/Password | <br>Email address/Member ID# |
| ON-LINE TRAINING LIBRARY:<br>*(600 courses)* | Web:<br>Admin: | Training Library<br>TBD |
| TRAINING: | Bill Stephens, Director of Client Service<br>(805) 807-9922 | <br>bstephens@employersgroup.com |
| ENGAGEMENT SURVEY: | www.employersgroup.com/oeos.html<br>**Veretta Yancey,** Research Services<br>(213) 765-3937 | <br><br>vyancey@employersgroup.com |
| **EG HELPLINE**: | (800) 748-8484 (Option 1) | ID# |
| EG REFERENCE LIBRARY: | **Robert Campbell**<br>(800) 748-8484 x 3430 | <br>rcampbell@employersgroup.com |
| AFFIRMATIVE ACTION PLANS: | **Michelle Young**, EEO Compliance Services Manager<br>(617) 532-6941 | <br>mbartlett@fpsolutions.com |
| EG RESEARCH AND SURVEYS: | ResearchServices@Employersgroup.com<br>(800) 748-8484 | |
| EG CUSTOMER SERVICE:<br>*Course Registrations, Posters, Renewals, Billing, Questions etc.* | **Greg Coffin**, ServiceOne Supervisor<br>(213) 765-3953 | <br>gcoffin@employersgroup.com |
| EG -AOA CLIENT SERVICE CONTACT:<br>*Membership, Consulting, PI, Handbooks, UI, etc.* | **Bill Stephens**, Director of Client Service<br>(805) 807-9922 | <br>bstephens@employersgroup.com |

**Agenda Item F5**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# REVISED
# FY 2026/27 CSURMA OPERATING BUDGET

**ISSUE:** CSURMA's next fiscal year begins on July 1, 2026. The FY 2026/27 operating budget is scheduled for approval by the Board of Directors at today's meeting. The Chancellor's Office Enterprise Accounting Services and the Program Administrators collaborated to develop the draft FY 2026/27 budget, which is being presented to the Executive Committee for review and recommendation of approval by the Board.

**Major features of the proposed Campus budget include:**

- 16% increase in total operating revenues
- 8% increase in total operating expenses
- Net surplus of $12,974,391
- 19% increase in retained earnings

**Major features of the proposed AORMA budget include:**

- 28% increase in total operating revenues
- 19% increase in total operating expenses
- Net surplus of $1,258,681
- 24% increase in retained earnings

**RECOMMENDATION:** The AORMA Committee is asked to review the draft FY 2026/27 budget and recommend adoption to the Executive Committee and Board of Directors, with any modifications as appropriate.

**FISCAL IMPACT:** The proposed budget is projected to generate a net surplus of $14,560,732. Retained earnings are projected to increase from $23,326,965 to $37,887,698 as of June 30, 2027.

**BACKGROUND:** The proposed budget is detailed by program in the draft document included in the agenda packet.

**PUBLICATION:** Upon approval by the Board of Directors, the adopted budget will be posted to the CSURMA website.

**ATTACHMENT(S):**

a. Draft FY 2026/27 CSURMA Budget – Version F
b. Administrative Costs Exhibit

# CSURMA

## Cash Flow Budget of Revenues and Expenses
## Fiscal Year July 1, 2026 to June 30, 2027

## OPERATING BUDGET

## AORMA

## Draft F

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2026 to June 30, 2027

OPERATING BUDGET

**TOTAL: AORMA PROGRAMS**

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **Operating Revenues** | | | | | | | | |
| Contributions | 25,420,996 | 25,963,215 | 27,691,953 | 28,704,134 | 3,283,138 | 13% | 2,740,919 | 11% |
| Reinsurance Premiums | -12,126,090 | -13,430,606 | -11,893,787 | -12,706,161 | -580,071 | 5% | 724,445 | -5% |
| **Total Operating Revenues** | **13,294,906** | **12,532,609** | **15,798,166** | **15,997,973** | **2,703,067** | **20%** | **3,465,364** | **28%** |
| **Operating Expenses** | | | | | | | | |
| Direct Program Expenses | | | | | | | | |
| Claims Payments & Legal Expenses | 15,868,348 | 7,286,994 | 8,503,145 | 8,353,075 | -7,515,273 | -47% | 1,066,081 | 15% |
| Deductible Recoveries | -173,887 | -200,000 | -64,000 | -200,000 | -26,113 | 15% | 0 | 0% |
| Claims Administrators | 369,082 | 475,420 | 396,991 | 497,251 | 128,169 | 35% | 21,831 | 5% |
| Management Information System | 24,804 | 32,990 | 19,149 | 4,080 | -20,724 | -84% | -28,910 | -88% |
| Program Administrators | 1,518,752 | 1,556,720 | 1,556,720 | 1,595,636 | 76,884 | 5% | 38,916 | 2% |
| Brokerage Commissions & Fees | 864,372 | 989,983 | 930,965 | 1,065,875 | 201,503 | 23% | 75,892 | 8% |
| Insurance Premiums (net of brokerage) | 5,137,338 | 4,884,817 | 5,005,510 | 5,110,836 | -26,502 | -1% | 226,019 | 5% |
| Taxes, Assessments & Fees | 19,014 | 86,998 | 18,000 | 20,000 | 986 | 5% | -66,998 | -77% |
| Actuarial Services | 12,435 | 12,770 | 13,922 | 13,000 | 565 | 5% | 230 | 2% |
| Claims Audit | 0 | 6,500 | 6,500 | 0 | 0 | 0% | -6,500 | -100% |
| Coverage Counsel | 0 | 5,000 | 0 | 0 | 0 | 0% | -5,000 | -100% |
| Program Legal | 0 | 2,500 | 0 | 2,500 | 2,500 | 0% | 0 | 0% |
| Miscellaneous Program Services | 0 | 1,508 | 1,686 | 1,498 | 1,498 | 0% | -10 | -1% |
| Workshop/Training Expenses | 62,774 | 132,262 | 132,363 | 151,426 | 88,652 | 141% | 19,164 | 14% |
| Loss Control Expenses | 154,235 | 234,176 | 171,672 | 237,043 | 82,809 | 54% | 2,868 | 1% |
| *Depreciation and Amortization* | 0 | | | | 0 | 0% | 0 | 0% |
| Appraisals | 24,738 | 0 | 0 | 0 | -24,738 | -100% | 0 | 0% |
| Excess/Reinsurance Recoveries | -11,057,138 | -1,656,790 | -1,756,418 | -1,970,333 | 9,086,805 | -82% | -313,543 | 19% |
| Program Committee (AIME & AORMA Only) | 7,812 | 15,000 | 8,704 | 10,000 | 2,188 | 28% | -5,000 | -33% |
| Dividend Distributions | -561,725 | -1,794,085 | -462,144 | -462,144 | 99,581 | -18% | 1,331,941 | -74% |
| *Chg in claims and loss adjustment exp* | 2,137,618 | | | | -2,137,618 | -100% | 0 | 0% |
| **Total Direct Program Expenses** | **14,408,572** | **12,072,763** | **14,482,765** | **14,429,744** | **21,172** | **0%** | **2,356,981** | **20%** |

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2026 to June 30, 2027

OPERATING BUDGET

## TOTAL: AORMA PROGRAMS

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **General & Administrative Expenses** | | | | | | | | |
| Financial Audit | 4,393 | 6,016 | 5,333 | 4,481 | 88 | 2% | -1,535 | -26% |
| Executive Committee & Board Expenses | 626 | 1,504 | 1,504 | 1,494 | 868 | 139% | -10 | -1% |
| JPA Insurance | 12,808 | 12,164 | 12,164 | 14,605 | 1,798 | 14% | 2,441 | 20% |
| Memberships, Associations & Dues | 2,755 | 10,638 | 10,638 | 10,564 | 7,809 | 283% | -74 | -1% |
| Chancellor's Office Overhead Costs | 372,034 | 418,357 | 418,357 | 494,157 | 122,123 | 33% | 75,800 | 18% |
| JPA Accreditation | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 |
| JPA Legal | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0 |
| Miscellaneous Expenses | 2,147 | 6,475 | 4,627 | 6,751 | 4,604 | 214% | 276 | 4% |
| **Total General & Administrative Expenses** | **394,763** | **455,154** | **452,623** | **532,052** | **137,289** | **35%** | **76,898** | **17%** |
| **Total Operating Expenses** | **14,803,335** | **12,527,917** | **14,935,388** | **14,961,796** | **158,461** | **1%** | **2,433,879** | **19%** |
| **Non-Operating Revenues** | | | | | | | | |
| Investment Income | 1,038,811 | 172,444 | 574,813 | 399,640 | -639,170 | -62% | 227,196 | 132% |
| Miscellaneous Fee Revenue | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Interest Expense | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Transfer In (Out) | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| **Total Non-Operating Revenues** | **1,038,811** | **172,444** | **574,813** | **399,640** | **-639,170** | **-62%** | **227,196** | **132%** |
| **Net Surplus (Deficit)** | **-469,618** | **177,136** | **1,437,591** | **1,435,818** | **1,905,436** | | **1,258,681** | |
| **Beginning Retained Earnings** | **8,010,763** | **8,207,777** | **7,541,143** | **8,978,734** | **967,971** | **12%** | **770,958** | **9%** |
| **Ending Retained Earnings** | **7,541,145** | **8,384,913** | **8,978,734** | **10,414,552** | **2,873,407** | **38%** | **2,029,639** | **24%** |

**CSURMA** **OPERATING BUDGET**
**Cash Flow Budget of Revenues and Expenses**
**Fiscal Year July 1, 2026 to June 30, 2027**

**AORMA LIABILITY PROGRAM**
(Fund 21) M

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **Operating Revenues** | | | | | | | | |
| Contributions | 8,390,002 | 11,787,359 | 11,729,274 | 13,552,994 | 5,162,992 | 62% | 1,765,635 | 15% |
| Reinsurance Premiums | -3,578,770 | -4,419,039 | -4,062,444 | -4,874,933 | -1,296,164 | 36% | -455,894 | 10% |
| **Total Operating Revenues** | **4,811,233** | **7,368,320** | **7,666,830** | **8,678,061** | **3,866,829** | **80%** | **1,309,741** | **18%** |
| **Operating Expenses** | | | | | | | | |
| Direct Program Expenses | | | | | | | | |
| Claims Payments & Legal Expenses | 12,907,545 | 3,444,937 | 4,266,473 | 3,999,417 | -8,908,128 | -69% | 554,480 | 16% |
| Deductible Recoveries | -173,887 | -200,000 | -64,000 | -200,000 | -26,113 | 15% | 0 | 0% |
| Claims Administrators | 17,500 | 18,000 | 17,000 | 19,000 | 1,500 | 9% | 1,000 | 6% |
| Management Information System | 5,523 | 8,175 | 8,094 | 0 | -5,523 | -100% | -8,175 | -100% |
| Program Administrators | 713,812 | 731,658 | 731,658 | 749,949 | 36,137 | 5% | 18,291 | 2% |
| Brokerage Commissions & Fees | 587,630 | 702,477 | 649,938 | 775,150 | 187,520 | 32% | 72,673 | 10% |
| Insurance Premiums (net of brokerage) | 1,447,000 | 1,774,200 | 1,675,761 | 1,992,320 | 545,320 | 38% | 218,120 | 12% |
| Taxes, Assessments & Fees | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Actuarial Services | 5,220 | 5,220 | 5,220 | 5,500 | 280 | 5% | 280 | 5% |
| Claims Audit | 0 | 6,500 | 6,500 | 0 | 0 | 0% | -6,500 | -100% |
| Coverage Counsel | 0 | 5,000 | 0 | 0 | 0 | 0% | -5,000 | -100% |
| Program Legal | 0 | 2,500 | 0 | 2,500 | 2,500 | 0% | 0 | 0% |
| Miscellaneous Program Services | 0 | 685 | 1,016 | 707 | 707 | 0% | 23 | 3% |
| Workshop/Training Expenses | 22,930 | 75,472 | 73,031 | 86,643 | 63,713 | 278% | 11,171 | 15% |
| Loss Control Expenses | 86,287 | 185,824 | 123,076 | 179,813 | 93,526 | 108% | -6,011 | -3% |
| *Depreciation and Amortization* | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Appraisals | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Excess/Reinsurance Recoveries | -9,840,978 | 0 | 0 | 0 | 9,840,978 | -100% | 0 | 0% |
| Program Committee (AIME & AORMA Only) | 2,679 | 6,810 | 3,000 | 4,722 | 2,043 | 76% | -2,088 | -31% |
| Dividend Distributions | -2,700,000 | -2,700,000 | -962,144 | -962,144 | 1,737,856 | -64% | 1,737,856 | -64% |
| *Chg in claims and loss adjustment exp* | 2,407,762 | | | | -2,407,762 | -100% | 0 | 0% |
| **Total Direct Program Expenses** | **5,489,022** | **4,067,458** | **6,534,623** | **6,653,576** | **1,164,553** | **21%** | **2,586,118** | **64%** |

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2026 to June 30, 2027

OPERATING BUDGET

## AORMA LIABILITY PROGRAM

(Fund 21) M

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **General & Administrative Expenses** | | | | | | | | |
| Financial Audit | 1,507 | 2,731 | 2,048 | 2,116 | 609 | 40% | -616 | -23% |
| Executive Committee & Board Expenses | 215 | 683 | 683 | 705 | 491 | 229% | 22 | 3% |
| JPA Insurance | 4,392 | 5,522 | 5,522 | 6,896 | 2,504 | 57% | 1,374 | 25% |
| Memberships, Associations & Dues | 0 | 4,830 | 4,830 | 4,988 | 4,988 | 0% | 158 | 3% |
| Chancellor's Office Overhead Costs | 127,586 | 189,935 | 189,935 | 233,322 | 105,736 | 83% | 43,387 | 23% |
| JPA Accreditation | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| JPA Legal | 0 | | | | 0 | 0% | 0 | 0% |
| Miscellaneous Expenses | 844 | 2,939 | 1,016 | 3,188 | 2,344 | 278% | 248 | 8% |
| **Total General & Administrative Expenses** | **134,543** | **206,641** | **204,034** | **251,215** | **116,671** | **87%** | **44,574** | **22%** |
| **Total Operating Expenses** | **5,623,566** | **4,274,099** | **6,738,656** | **6,904,790** | **1,281,224** | **23%** | **2,630,692** | **62%** |
| **Non-Operating Revenues** | | | | | | | | |
| Investment Income | 410,170 | 72,167 | 240,556 | 124,765 | -285,404 | -70% | 52,598 | 73% |
| Miscellaneous Fee Revenue | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Interest Expense | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Transfer In (Out) | 0 | | | | 0 | 0% | 0 | 0% |
| **Total Non-Operating Revenues** | **410,170** | **72,167** | **240,556** | **124,765** | **-285,404** | **-70%** | **52,598** | **73%** |
| **Net Surplus (Deficit)** | **-402,164** | **3,166,388** | **1,168,730** | **1,898,036** | **2,300,200** | | **-1,268,352** | |
| **Beginning Retained Earnings** | **-1,073,721** | **-2,133,507** | **-1,475,885** | **-307,155** | **766,566** | | **1,826,352** | |
| **Ending Retained Earnings** | **-1,475,885** | **1,032,881** | **-307,155** | **1,590,881** | **3,066,766** | | **558,000** | |

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2026 to June 30, 2027

OPERATING BUDGET

## AORMA WORKERS' COMPENSATION PROGRAM

(Fund 22) N

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **Operating Revenues** | | | | | | | | |
| Contributions | 3,683,689 | 2,265,731 | 3,922,505 | 3,501,308 | -182,381 | -5% | 1,235,577 | 55% |
| Reinsurance Premiums | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| **Total Operating Revenues** | **3,683,689** | **2,265,731** | **3,922,505** | **3,501,308** | **-182,381** | **-5%** | **1,235,577** | **55%** |
| **Operating Expenses** | | | | | | | | |
| Direct Program Expenses | | | | | | | | |
| Claims Payments & Legal Expenses | 1,290,356 | 1,701,746 | 1,945,008 | 1,975,802 | 685,446 | 53% | 274,056 | 16% |
| Deductible Recoveries | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Claims Administrators | 332,030 | 341,991 | 341,991 | 352,251 | 20,221 | 6% | 10,260 | 3% |
| Management Information System | 13,068 | 17,791 | 4,000 | 4,080 | -8,989 | -69% | -13,712 | -77% |
| Program Administrators | 440,438 | 451,449 | 451,449 | 462,734 | 22,296 | 5% | 11,285 | 2% |
| Brokerage Commissions & Fees | 279 | 0 | 151 | 0 | -279 | -100% | 0 | 0% |
| Insurance Premiums (net of brokerage) | 3,129,687 | 2,494,838 | 2,741,893 | 2,494,838 | -634,849 | -20% | 0 | 0% |
| Taxes, Assessments & Fees | 19,014 | 86,998 | 18,000 | 20,000 | 986 | 5% | -66,998 | -77% |
| Actuarial Services | 6,192 | 5,550 | 6,702 | 5,500 | -692 | -11% | -50 | -1% |
| Claims Audit | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Coverage Counsel | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Legal | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Miscellaneous Program Services | 0 | 132 | 641 | 183 | 183 | 0% | 51 | 39% |
| Workshop/Training Expenses | 8,963 | 9,702 | 13,862 | 15,925 | 6,962 | 78% | 6,223 | 64% |
| Loss Control Expenses | 36,129 | 25,502 | 25,502 | 34,143 | -1,986 | -5% | 8,642 | 34% |
| *Depreciation and Amortization* | 0 | | | | 0 | 0% | 0 | 0% |
| Appraisals | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Excess/Reinsurance Recoveries | -1,216,161 | -1,656,790 | -1,756,418 | -1,970,333 | -754,172 | 62% | -313,543 | 19% |
| Program Committee (AIME & AORMA Only) | 1,122 | 1,309 | 1,200 | 1,220 | 98 | 9% | -89 | -7% |
| Dividend Distributions | 2,138,275 | 905,915 | 500,000 | 500,000 | -1,638,275 | -77% | -405,915 | -45% |
| *Chg in claims and loss adjustment exp* | -270,144 | | | | 270,144 | -100% | 0 | 0% |
| **Total Direct Program Expenses** | **5,929,247** | **4,386,133** | **4,293,981** | **3,896,343** | **-2,032,904** | **-34%** | **-489,790** | **-11%** |

**CSURMA** **OPERATING BUDGET**
**Cash Flow Budget of Revenues and Expenses**
**Fiscal Year July 1, 2026 to June 30, 2027**

## AORMA WORKERS' COMPENSATION PROGRAM

(Fund 22) N

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **General & Administrative Expenses** | | | | | | | | |
| Financial Audit | 631 | 525 | 525 | 547 | -84 | -13% | 22 | 4% |
| Executive Committee & Board Expenses | 90 | 131 | 131 | 182 | 92 | 103% | 51 | 39% |
| JPA Insurance | 1,839 | 1,061 | 1,061 | 1,782 | -58 | -3% | 720 | 68% |
| Memberships, Associations & Dues | 2,755 | 928 | 928 | 1,289 | -1,466 | -53% | 360 | 39% |
| Chancellor's Office Overhead Costs | 53,422 | 36,509 | 36,509 | 60,277 | 6,855 | 13% | 23,768 | 65% |
| JPA Accreditation | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| JPA Legal | 0 | 0 | 0 | | 0 | 0% | 0 | 0% |
| Miscellaneous Expenses | 527 | 565 | 641 | 823 | 296 | 56% | 258 | 46% |
| **Total General & Administrative Expenses** | **59,264** | **39,720** | **39,796** | **64,899** | **5,636** | **10%** | **25,179** | **63%** |
| **Total Operating Expenses** | **5,988,510** | **4,425,852** | **4,333,777** | **3,961,242** | **-2,027,268** | **-34%** | **-464,610** | **-10%** |
| **Non-Operating Revenues** | | | | | | | | |
| Investment Income | 258,945 | 57,567 | 191,889 | 153,968 | -104,976 | -41% | 96,402 | 167% |
| Miscellaneous Fee Revenue | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Interest Expense | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Transfer In (Out) | 0 | | | | 0 | 0% | 0 | 0% |
| **Total Non-Operating Revenues** | **258,945** | **57,567** | **191,889** | **153,968** | **-104,976** | **-41%** | **96,402** | **167%** |
| **Net Surplus (Deficit)** | **-2,045,877** | **-2,102,555** | **-219,383** | **-305,966** | **1,739,911** | | **1,796,589** | |
| **Beginning Retained Earnings** | **5,942,772** | **5,690,269** | **3,896,895** | **3,677,512** | **-2,265,260** | | **-2,012,757** | |
| **Ending Retained Earnings** | **3,896,895** | **3,587,714** | **3,677,512** | **3,371,546** | **-525,349** | | **-216,168** | |

**CSURMA**
**Cash Flow Budget of Revenues and Expenses**
**Fiscal Year July 1, 2026 to June 30, 2027**

**OPERATING BUDGET**

## AORMA PROPERTY PROGRAM

(Fund 23) O

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **Operating Revenues** | | | | | | | | |
| Contributions | 11,795,074 | 10,126,487 | 10,222,787 | 9,626,088 | -2,168,986 | -18% | -500,399 | -5% |
| Reinsurance Premiums | -8,547,320 | -9,011,567 | -7,831,343 | -7,831,228 | 716,092 | -8% | 1,180,339 | -13% |
| **Total Operating Revenues** | **3,247,754** | **1,114,920** | **2,391,444** | **1,794,860** | **-1,452,894** | **-45%** | **679,940** | **61%** |
| **Operating Expenses** | | | | | | | | |
| Direct Program Expenses | | | | | | | | |
| Claims Payments & Legal Expenses | 178,159 | 629,542 | 618,350 | 629,542 | 451,383 | 253% | 0 | 0% |
| Deductible Recoveries | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Claims Administrators | 0 | 99,429 | 22,000 | 110,000 | 110,000 | 0% | 10,571 | 11% |
| Management Information System | 6,212 | 7,023 | 7,055 | 0 | -6,212 | -100% | -7,023 | -100% |
| Program Administrators | 288,563 | 295,777 | 295,777 | 303,171 | 14,608 | 5% | 7,394 | 2% |
| Brokerage Commissions & Fees | 249,535 | 256,992 | 253,945 | 260,285 | 10,750 | 4% | 3,293 | 1% |
| Insurance Premiums (net of brokerage) | 310,733 | 341,806 | 337,937 | 349,706 | 38,973 | 13% | 7,900 | 2% |
| Taxes, Assessments & Fees | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Actuarial Services | 1,024 | 2,000 | 2,000 | 2,000 | 976 | 95% | 0 | 0% |
| Claims Audit | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Coverage Counsel | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Legal | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Miscellaneous Program Services | 0 | 588 | 0 | 502 | 502 | 0% | -86 | -15% |
| Workshop/Training Expenses | 28,577 | 43,360 | 41,862 | 43,782 | 15,205 | 53% | 422 | 1% |
| Loss Control Expenses | 31,819 | 22,850 | 23,094 | 23,087 | -8,732 | -27% | 237 | 1% |
| *Depreciation and Amortization* | 0 | | | | 0 | 0% | 0 | 0% |
| Appraisals | 24,738 | 0 | 0 | 0 | -24,738 | -100% | 0 | 0% |
| Excess/Reinsurance Recoveries | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Committee (AIME & AORMA Only) | 3,577 | 5,850 | 3,500 | 3,354 | -223 | -6% | -2,497 | -43% |
| Dividend Distributions | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| *Chg in claims and loss adjustment exp* | 0 | | | | 0 | 0% | 0 | 0% |
| **Total Direct Program Expenses** | **1,122,935** | **1,705,218** | **1,605,521** | **1,725,428** | **602,494** | **54%** | **20,210** | **1%** |

**CSURMA** **OPERATING BUDGET**
**Cash Flow Budget of Revenues and Expenses**
**Fiscal Year July 1, 2026 to June 30, 2027**

**AORMA PROPERTY PROGRAM**
(Fund 23) O

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **General & Administrative Expenses** | | | | | | | | |
| Financial Audit | 2,011 | 2,346 | 2,346 | 1,503 | -509 | -25% | -844 | -36% |
| Executive Committee & Board Expenses | 286 | 587 | 587 | 501 | 214 | 75% | -86 | -15% |
| JPA Insurance | 5,864 | 4,744 | 4,744 | 4,898 | -966 | -16% | 154 | 3% |
| Memberships, Associations & Dues | 0 | 4,149 | 4,149 | 3,543 | 3,543 | 0% | -606 | -15% |
| Chancellor's Office Overhead Costs | 170,330 | 163,173 | 163,173 | 165,718 | -4,612 | -3% | 2,546 | 2% |
| JPA Accreditation | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| JPA Legal | 0 | | | | 0 | 0% | 0 | 0% |
| Miscellaneous Expenses | 219 | 2,525 | 2,525 | 2,264 | 2,045 | 935% | -261 | -10% |
| **Total General & Administrative Expenses** | **178,710** | **177,525** | **177,525** | **178,427** | **-284** | **0%** | **902** | **1%** |
| **Total Operating Expenses** | **1,301,645** | **1,882,743** | **1,783,045** | **1,903,855** | **602,210** | **46%** | **21,112** | **1%** |
| **Non-Operating Revenues** | | | | | | | | |
| Investment Income | 92,445 | 13,894 | 46,315 | 38,034 | -54,411 | -59% | 24,139 | 174% |
| Miscellaneous Fee Revenue | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Interest Expense | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Transfer In (Out) | 0 | | | | 0 | 0% | 0 | 0% |
| **Total Non-Operating Revenues** | **92,445** | **13,894** | **46,315** | **38,034** | **-54,411** | **-59%** | **24,139** | **174%** |
| **Net Surplus (Deficit)** | **2,038,554** | **-753,928** | **654,714** | **-70,961** | **-2,109,515** | | **682,967** | |
| **Beginning Retained Earnings** | **1,006,764** | **2,516,575** | **3,045,318** | **3,700,032** | **2,693,268** | | **1,183,457** | |
| **Ending Retained Earnings** | **3,045,318** | **1,762,646** | **3,700,032** | **3,629,071** | **583,752** | | **1,866,424** | |

## AORMA CRIME PROGRAM

(Fund 24) P

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **Operating Revenues** | | | | | | | | |
| Contributions | 477,984 | 497,437 | 496,761 | 526,252 | 48,268 | 10% | 28,815 | 6% |
| Reinsurance Premiums | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| **Total Operating Revenues** | **477,984** | **497,437** | **496,761** | **526,252** | **48,268** | **10%** | **28,815** | **6%** |
| **Operating Expenses** | | | | | | | | |
| Direct Program Expenses | | | | | | | | |
| Claims Payments & Legal Expenses | 0 | 150,000 | 75,000 | 150,000 | 150,000 | 0% | 0 | 0% |
| Deductible Recoveries | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Claims Administrators | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Management Information System | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Administrators | 30,376 | 31,134 | 31,134 | 31,913 | 1,537 | 5% | 779 | 3% |
| Brokerage Commissions & Fees | 26,859 | 30,441 | 26,852 | 30,441 | 3,582 | 13% | 0 | 0% |
| Insurance Premiums | 249,919 | 273,973 | 249,919 | 273,973 | 24,054 | 10% | 0 | 0% |
| Taxes, Assessments & Fees | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Actuarial Services | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Claims Audit | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Coverage Counsel | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Legal | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Miscellaneous Program Services | 0 | 29 | 29 | 27 | 27 | 0% | -1 | -5% |
| Workshop/Training Expenses | 1,225 | 2,130 | 2,034 | 2,394 | 1,168 | 95% | 264 | 12% |
| Loss Control Expenses | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| *Depreciation and Amortization* | 0 | | | | 0 | 0% | 0 | 0% |
| Appraisals | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Excess/Reinsurance Recoveries | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Committee (AIME & AORMA Only) | 153 | 287 | 274 | 183 | 30 | 20% | -104 | -36% |
| Dividend Distributions | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| *Chg in claims and loss adjustment exp* | 0 | | | | 0 | 0% | 0 | 0% |
| **Total Direct Program Expenses** | **308,533** | **487,994** | **385,242** | **488,931** | **180,399** | **58%** | **937** | **0%** |

**CSURMA**
**Cash Flow Budget of Revenues and Expenses**
**Fiscal Year July 1, 2026 to June 30, 2027**

**OPERATING BUDGET**

**AORMA CRIME PROGRAM**
(Fund 24) P

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| **General & Administrative Expenses** | | | | | | | | |
| Financial Audit | 86 | 115 | 115 | 82 | -4 | -5% | -33 | -29% |
| Executive Committee & Board Expenses | 12 | 29 | 29 | 27 | 15 | 123% | -1 | -5% |
| JPA Insurance | 251 | 233 | 233 | 268 | 16 | 7% | 35 | 15% |
| Memberships, Associations & Dues | 0 | 204 | 204 | 194 | 194 | 0% | -10 | -5% |
| Chancellor's Office Overhead Costs | 7,303 | 8,015 | 8,015 | 9,060 | 1,757 | 24% | 1,044 | 13% |
| JPA Accreditation | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| JPA Legal | 0 | | | | 0 | 0% | 0 | 0% |
| Miscellaneous Expenses | 45 | 124 | 124 | 124 | 79 | 177% | 0 | 0% |
| **Total General & Administrative Expenses** | **7,697** | **8,720** | **8,720** | **9,754** | **2,057** | **27%** | **1,034** | **12%** |
| **Total Operating Expenses** | **316,230** | **496,715** | **393,963** | **498,686** | **182,456** | **58%** | **1,971** | **0%** |
| **Non-Operating Revenues** | | | | | | | | |
| Investment Income | 21,660 | 11,974 | 39,914 | 34,972 | 13,313 | 61% | 22,998 | 192% |
| Miscellaneous Fee Revenue | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Interest Expense | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Transfer In (Out) | 0 | | | | 0 | 0% | 0 | 0% |
| **Total Non-Operating Revenues** | **21,660** | **11,974** | **39,914** | **34,972** | **13,313** | **61%** | **22,998** | **192%** |
| **Net Surplus (Deficit)** | **183,414** | **12,697** | **142,712** | **62,538** | **-120,876** | | **49,842** | |
| **Beginning Retained Earnings** | **829,812** | **851,780** | **1,013,226** | **1,155,938** | **326,126** | | **304,158** | |
| **Ending Retained Earnings** | **1,013,226** | **864,477** | **1,155,938** | **1,218,477** | **205,251** | | **354,000** | |

**CSURMA** **OPERATING BUDGET**
**Cash Flow Budget of Revenues and Expenses**
**Fiscal Year July 1, 2026 to June 30, 2027**

**AORMA UNEMPLOYMENT INSURANCE PROGRAM**
(Fund 25) Q

| | FY 24/25 Actual | FY 25/26 Adopted | FY 25/26 Anticipated | FY 26/27 Proposed | Actual to Proposed $ Diff | Actual to Proposed % Diff | Adopted to Proposed $ Diff | Adopted to Proposed % Diff |
|---|---|---|---|---|---|---|---|---|
| Operating Revenues | | | | | | | | |
| Contributions | 1,074,247 | 1,286,201 | 1,320,626 | 1,497,492 | 423,245 | 39% | 211,291 | 16% |
| Reinsurance Premiums | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| **Total Operating Revenues** | **1,074,247** | **1,286,201** | **1,320,626** | **1,497,492** | **423,245** | **39%** | **211,291** | **16%** |
| Operating Expenses | | | | | | | | |
| Direct Program Expenses | | | | | | | | |
| Claims Payments & Legal Expenses | 1,492,289 | 1,360,769 | 1,598,314 | 1,598,314 | 106,025 | 7% | 237,545 | 17% |
| Deductible Recoveries | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Claims Administrators | 19,552 | 16,000 | 16,000 | 16,000 | -3,552 | -18% | 0 | 0% |
| Management Information System | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Administrators | 45,563 | 46,702 | 46,702 | 47,869 | 2,306 | 5% | 1,167 | 2% |
| Brokerage Commissions & Fees | 70 | 73 | 78 | 0 | -70 | -100% | -73 | -100% |
| Insurance Premiums (net of brokerage) | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Taxes, Assessments & Fees | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Actuarial Services | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Claims Audit | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Coverage Counsel | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Legal | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Miscellaneous Program Services | 0 | 75 | 0 | 78 | 78 | 0% | 3 | 5% |
| Workshop/Training Expenses | 1,080 | 1,598 | 1,574 | 2,683 | 1,603 | 148% | 1,085 | 68% |
| Loss Control Expenses | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| *Depreciation and Amortization* | 0 | | | | 0 | 0% | 0 | 0% |
| Appraisals | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Excess/Reinsurance Recoveries | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Program Committee (AIME & AORMA Only) | 281 | 743 | 730 | 522 | 240 | 85% | -221 | -30% |
| Dividend Distributions | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| *Chg in claims and loss adjustment exp* | 0 | | | | 0 | 0% | 0 | 0% |
| **Total Direct Program Expenses** | **1,558,836** | **1,425,960** | **1,663,398** | **1,665,466** | **106,630** | **7%** | **239,506** | **17%** |

**CSURMA**
**Cash Flow Budget of Revenues and Expenses**
**Fiscal Year July 1, 2026 to June 30, 2027**

## AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25) Q

| | FY 24/25 | FY 25/26 | FY 25/26 | FY 26/27 | Actual to Proposed | | Adopted to Proposed | |
|---|---|---|---|---|---|---|---|---|
| | **Actual** | **Adopted** | **Anticipated** | **Proposed** | **$ Diff** | **% Diff** | **$ Diff** | **% Diff** |
| General & Administrative Expenses | | | | | | | | |
| Financial Audit | 158 | 298 | 298 | 234 | 76 | 48% | -64 | -22% |
| Executive Committee & Board Expenses | 23 | 75 | 75 | 78 | 55 | 246% | 3 | 5% |
| JPA Insurance | 461 | 603 | 603 | 762 | 301 | 65% | 159 | 26% |
| Memberships, Associations & Dues | 0 | 527 | 527 | 551 | 551 | 0% | 24 | 5% |
| Chancellor's Office Overhead Costs | 13,394 | 20,725 | 20,725 | 25,780 | 12,386 | 92% | 5,055 | 24% |
| JPA Accreditation | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| JPA Legal | 0 | | | | 0 | 0% | 0 | 0% |
| Miscellaneous Expenses | 513 | 321 | 321 | 352 | -160 | -31% | 31 | 10% |
| **Total General & Administrative Expenses** | **14,548** | **22,548** | **22,548** | **27,757** | **13,209** | **91%** | **5,209** | **23%** |
| Total Operating Expenses | **1,573,384** | **1,448,508** | **1,685,946** | **1,693,223** | **119,838** | **8%** | **244,715** | **17%** |
| Non-Operating Revenues | | | | | | | | |
| Investment Income | 255,591 | 16,842 | 56,139 | 47,901 | -207,691 | -81% | 31,059 | 184% |
| Miscellaneous Fee Revenue | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Interest Expense | 0 | 0 | 0 | 0 | 0 | 0% | 0 | 0% |
| Transfer In (Out) | 0 | | | | 0 | 0% | 0 | 0% |
| **Total Non-Operating Revenues** | **255,591** | **16,842** | **56,139** | **47,901** | **-207,691** | **-81%** | **31,059** | **184%** |
| **Net Surplus (Deficit)** | **-243,546** | **-145,465** | **-309,181** | **-147,830** | **95,716** | | **-2,365** | |
| **Beginning Retained Earnings** | **1,305,136** | **1,282,660** | **1,061,589** | **752,408** | **-552,728** | | **-530,252** | |
| **Ending Retained Earnings** | **1,061,590** | **1,137,194** | **752,408** | **604,578** | **-457,012** | | **-532,617** | |

| FY 26/27 | | Campus Liability (Fund 10) | Campus WC (Fund 11) | Campus IDL/NDI/UI (Fund 12) | Campus Property (Fund 13) | Campus AIME (Fund 14) | Campus AL (Fund 15) | AORMA Liability (Fund 21) | AORMA WC (Fund 22) | AORMA Property (Fund 23) | AORMA Crime (Fund 24) | AORMA UIP (Fund 25) | PIP (Fund 20) | OCIP (Fund 18) | CSIP (Fund 17) | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Contributions** | 60,399,542 | 37,722,012 | 14,949,918 | 45,307,055 | 4,520,025 | 3,078,149 | 13,552,994 | 3,501,308 | 9,626,088 | 526,252 | 1,497,492 | 757,018 | 0 | 588,278 | 196,026,131 |
| | **Contributions w/o Campus Auto Liability** | 60,399,542 | 37,722,012 | 14,949,918 | 45,307,055 | 4,520,025 | 0 | 13,552,994 | 3,501,308 | 9,626,088 | 526,252 | 1,497,492 | 0 | 0 | 588,278 | 192,190,964 |
| **FY 26/27** | **Contributions (%) used to allocated expenses** | **31%** | **20%** | **8%** | **24%** | **2%** | **0%** | **7%** | **2%** | **5%** | **0%** | **1%** | **0%** | **0%** | **0%** | **100%** |
| **0** | AIME Committee | | | | | 0 | | | | | | | | | | 0 |
| **10,000** | AORMA Committee | | | | | | | 4,722 | 1,220 | 3,354 | 183 | 522 | | | | 10,000 |
| **10,000** | **Program Committee** | 0 | 0 | 0 | 0 | 0 | 0 | 4,722 | 1,220 | 3,354 | 183 | 522 | 0 | 0 | 0 | **10,000** |
| 20,000 | WC Office of Self-Insured Plans (AORMA) | | | | | | | | **20,000** | | | | | | | 20,000 |
| 160,000 | State Personnel Board | **160,000** | | | | | | | | | | | | | | 160,000 |
| **180,000** | **Taxes, Assessments & Fees** | **160,000** | **0** | **0** | **0** | **0** | **0** | **0** | **20,000** | **0** | **0** | **0** | **0** | **0** | **0** | **180,000** |
| **0** | **Coverage Counsel** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| **10,000** | **Misc Program Services (Website)** | 3,152 | 1,969 | 780 | 2,365 | 236 | | 707 | 183 | 502 | 27 | 78 | | | | **10,000** |
| **46,000** | CMIS (Ventiv) Liab Claims Software | 46,000 | | | | | | | | | | | | | | 46,000 |
| **0** | RMIS (Ventiv) Exp 6/01/26 | | | | | | | | | | | | | | | 0 |
| **240,000** | eDiscovery Software OGC (EC approved 5/03/24) Continuous | 240,000 | | | | | | | | | | | | | | 240,000 |
| 83,892 | Sedgwick viaOne / OSHA Basic and Advanced | | **79,813** | | | | | | **4,080** | | | | | | | 83,892 |
| **369,892** | **Management Information Systems** | **286,000** | **79,813** | **0** | **0** | **0** | **0** | **0** | **4,080** | **0** | **0** | **0** | **0** | **0** | **0** | **369,892** |
| | | | | | | | | | | | | | | | | 0 |
| 31,500 | Actuarial Services | **5,500** | **5,500** | **0** | **2,000** | **5,500** | | **5,500** | **5,500** | **2,000** | | | | | | 31,500 |
| 0 | Claims Audit | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | | | | 0 |
| 0 | Appraisals | | | | **0** | | | | | **0** | | | | | | 0 |
| 3,275,455 | Program Administration | **319,166** | **873,506** | **201,578** | **268,771** | **16,798** | | **749,949** | **462,734** | **303,171** | **31,913** | **47,869** | | | | **3,275,455** |
| 4,728,598 | Claims Administrator *(Update Claims Admin Tab)* | | **3,571,598** | **100,000** | **310,000** | **240,000** | | **19,000** | **352,251** | **110,000** | | **17,749** | | | **8,000** | **4,728,598** |
| **0** | CSU / UC WC Summit | | 0 | | | | | | | | | | | | | 0 |
| **15,000** | OGC Training | 4,728 | 2,953 | 1,170 | 3,547 | 354 | | 1,061 | 274 | 754 | 41 | 117 | | | | 15,000 |
| **30,000** | CO SPD - Compliance Training CAMPUS | 11,441 | 7,145 | 2,832 | 8,582 | | | | | | | | | | | 30,000 |
| **40,000** | CO SPD - Skillsoft Online Training CAMPUS | 15,254 | 9,527 | 3,776 | 11,443 | | | | | | | | | | | 40,000 |
| **75,000** | CO SPD - Compliance Training & Skillsoft AORMA | | | | | | | 37,361 | 9,652 | 26,536 | 1,451 | | | | | 75,000 |
| **0** | Systemwide LMS Position (EC approved 3/04/22) | | 0 | | | | | | 0 | | | | | | | 0 |
| **10,000** | Alta WC Training | | 10,000 | | | | | | | | | | | | | 10,000 |
| 42,500 | Professional Devel / P&P #12 & A-9 | **17,500** | | | | | | **25,000** | | | | | | | | 42,500 |
| **0** | CSU Concussion Management Training | | | | | | | 0 | | | | | | | | 0 |
| **7,500** | Youth Protection Summit | 7,500 | | | | | | | | | | | | | | 7,500 |
| **15,000** | SW Emergency Mgmt Training & Exercises (EC approved 5/05/22) | 15,000 | | | | | | | | | | | | | | 15,000 |

| FY 26/27 | | Campus Liability (Fund 10) | Campus WC (Fund 11) | Campus IDL/NDI/UI (Fund 12) | Campus Property (Fund 13) | Campus AIME (Fund 14) | Campus AL (Fund 15) | AORMA Liability (Fund 21) | AORMA WC (Fund 22) | AORMA Property (Fund 23) | AORMA Crime (Fund 24) | AORMA UIP (Fund 25) | PIP (Fund 20) | OCIP (Fund 18) | CSIP (Fund 17) | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Contributions** | 60,399,542 | 37,722,012 | 14,949,918 | 45,307,055 | 4,520,025 | 3,078,149 | 13,552,994 | 3,501,308 | 9,626,088 | 526,252 | 1,497,492 | 757,018 | 0 | 588,278 | 196,026,131 |
| | **Contributions w/o Campus Auto Liability** | 60,399,542 | 37,722,012 | 14,949,918 | 45,307,055 | 4,520,025 | 0 | 13,552,994 | 3,501,308 | 9,626,088 | 526,252 | 1,497,492 | 0 | 0 | 588,278 | 192,190,964 |
| **FY 26/27** | **Contributions (%) used to allocated expenses** | **31%** | **20%** | **8%** | **24%** | **2%** | **0%** | **7%** | **2%** | **5%** | **0%** | **1%** | **0%** | **0%** | **0%** | **100%** |
| **0** | AIME Committee | | | | | 0 | | | | | | | | | | 0 |
| **10,000** | AORMA Committee | | | | | | | 4,722 | 1,220 | 3,354 | 183 | 522 | | | | 10,000 |
| **10,000** | **Program Committee** | 0 | 0 | 0 | 0 | 0 | 0 | 4,722 | 1,220 | 3,354 | 183 | 522 | 0 | 0 | 0 | **10,000** |
| 20,000 | WC Office of Self-Insured Plans (AORMA) | | | | | | | | **20,000** | | | | | | | 20,000 |
| 160,000 | State Personnel Board | **160,000** | | | | | | | | | | | | | | 160,000 |
| **180,000** | **Taxes, Assessments & Fees** | **160,000** | **0** | **0** | **0** | **0** | **0** | **0** | **20,000** | **0** | **0** | **0** | **0** | **0** | **0** | **180,000** |
| **0** | **Coverage Counsel** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| **5,500** | Misc Continuity of Ops (was The Culture People) | 5,500 | | | | | | | | | | | | | | 5,500 |
| **30,000** | AOA Conference | | | | | | | 14,165 | 3,659 | 10,061 | 550 | 1,565 | | | | 30,000 |
| **0** | WERSC Training (odd fiscal years - 25/26) | 0 | 0 | 0 | 0 | | | | | | | | | | | 0 |
| **125,000** | FTPT Conference (even fiscal years - 26/27) | 40,356 | 25,204 | 9,989 | 30,272 | | | 9,055 | 2,339 | 6,432 | 352 | 1,001 | | | | 125,000 |
| **395,500** | **Workshop / Training Expenses** | **117,280** | **54,830** | **17,767** | **53,844** | **354** | **0** | **86,643** | **15,925** | **43,782** | **2,394** | **2,683** | **0** | **0** | **0** | **395,500** |
| **50,000** | Misc Continuity of Ops (was Witt O'Brien's) | 50,000 | | | | | | | | | | | | | | 50,000 |
| **100,000** | Praesidium (EC approved 3/02/23) Exp 6/30/26 | 52,441 | 32,752 | | | | | 11,767 | 3,040 | | | | | | | 100,000 |
| **91,347** | Agility Recovery (EC approved 5/02/25) Exp 7/15/26 | | | | 75,340 | | | | | 16,007 | | | | | | 91,347 |
| **7,080** | Agility Recovery (Swanton Ranch) Exp 10/13/25 | | | | | | | | | 7,080 | | | | | | 7,080 |
| **0** | Marine Operation Safety Peer Review (EC approved 10/28/22) | 0 | | | | | | 0 | | | | | | | | 0 |
| **100,000** | CalOSHA Repeat Violations (EC approved 3/04/21) | | 100,000 | | | | | | | | | | | | | 100,000 |
| **463,864** | UC RSS subscription (EC approved 12/04/20) Exp 5/01/26 | 463,864 | | | | | | | | | | | | | | 463,864 |
| **50,000** | UC Lab Safety Training Consortium - Continuous | 50,000 | | | | | | | | | | | | | | 50,000 |
| **260,000** | Evident ID (EC approved 5/02/25) | 212,351 | | | | | | 47,649 | | | | | | | | 260,000 |
| **125,000** | Alliant Risk Control Consulting (AORMA approved 5/01/25) Exp 6/30/28 | | | | | | | 99,337 | 25,663 | | | | | | | 125,000 |
| **34,500** | Black Swan Solutions (EC approved 1/07/24) Exp 6/30/27 | 34,500 | | | | | | | | | | | | | | 34,500 |
| **26,500** | Employers Group (AORMA approved 5/04/23) Exp 6/30/26 | | | | | | | 21,059 | 5,441 | | | | | | | 26,500 |
| **150,000** | Risk Reduction Funding Grants | 92,334 | 57,666 | | | | | | | | | | | | | 150,000 |
| **77,899** | Grant - EHS $150k for SW Student Training (EC approved 10/23/20) | 47,951 | 29,948 | | | | | | | | | | | | | 77,899 |
| **69,717** | Grant - Hazmat & Lab Safety Training ($75K EC approved 9/06/19) | 42,915 | 26,802 | | | | | | | | | | | | | 69,717 |
| **0** | South Tech System (Conflict of Interest Code) | 0 | | | | | | 0 | | | | | | | | 0 |
| **0** | Fall Protection Project | 0 | | | | | | | | | | | | | | 0 |
| **0** | Security Awareness Trng (SAT) | 0 | | | | | | | | | | | | | | 0 |
| **10,643** | Campus Safety, Health and Environmental Mgmt Assoc Fee | | 10,643 | | | | | | | | | | | | | 10,643 |
| **66,400** | AXA Assistance (EC approved 3/05/20) - Continuous | 66,400 | | | | | | | | | | | | | | 66,400 |
| **90,188** | Terra Dotta, LLC (FTIP) (EC approved 3/05/20) Exp 8/15/24 + 3 | 90,188 | | | | | | | | | | | | | | 90,188 |

| | | Campus Liability (Fund 10) | Campus WC (Fund 11) | Campus IDL/NDI/UI (Fund 12) | Campus Property (Fund 13) | Campus AIME (Fund 14) | Campus AL (Fund 15) | AORMA Liability (Fund 21) | AORMA WC (Fund 22) | AORMA Property (Fund 23) | AORMA Crime (Fund 24) | AORMA UIP (Fund 25) | PIP (Fund 20) | OCIP (Fund 18) | CSIP (Fund 17) | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Contributions** | 60,399,542 | 37,722,012 | 14,949,918 | 45,307,055 | 4,520,025 | 3,078,149 | 13,552,994 | 3,501,308 | 9,626,088 | 526,252 | 1,497,492 | 757,018 | 0 | 588,278 | 196,026,131 |
| | **Contributions w/o Campus Auto Liability** | 60,399,542 | 37,722,012 | 14,949,918 | 45,307,055 | 4,520,025 | 0 | 13,552,994 | 3,501,308 | 9,626,088 | 526,252 | 1,497,492 | 0 | 0 | 588,278 | 192,190,964 |
| **FY 26/27** | **Contributions (%) used to allocated expenses** | **31%** | **20%** | **8%** | **24%** | **2%** | **0%** | **7%** | **2%** | **5%** | **0%** | **1%** | **0%** | **0%** | **0%** | **100%** |
| 0 | AIME Committee | | | | | 0 | | | | | | | | | | 0 |
| 10,000 | AORMA Committee | | | | | | | 4,722 | 1,220 | 3,354 | 183 | 522 | | | | 10,000 |
| **10,000** | **Program Committee** | 0 | 0 | 0 | 0 | 0 | 0 | 4,722 | 1,220 | 3,354 | 183 | 522 | 0 | 0 | 0 | **10,000** |
| 20,000 | WC Office of Self-Insured Plans (AORMA) | | | | | | | | **20,000** | | | | | | | 20,000 |
| 160,000 | State Personnel Board | **160,000** | | | | | | | | | | | | | | 160,000 |
| **180,000** | **Taxes, Assessments & Fees** | **160,000** | **0** | **0** | **0** | **0** | **0** | **0** | **20,000** | **0** | **0** | **0** | **0** | **0** | **0** | **180,000** |
| **0** | **Coverage Counsel** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | **0** |
| **116,435** | VEOCI - Emergency Mgmt Software (EC approved 9/07/18) | 116,435 | | | | | | | | | | | | | | 116,435 |
| **64,680** | Descartes Visual Compliance (EC approved 9/6/24) Exp 12/31/28 | 64,680 | | | | | | | | | | | | | | 64,680 |
| **1,954,253** | **Loss Control Expenses** | **1,384,059** | **257,811** | **0** | **75,340** | **0** | **0** | **179,813** | **34,143** | **23,087** | **0** | **0** | **0** | **0** | **0** | **1,954,253** |

**Agenda Item F6**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# CSURMA AORMA POLICIES AND PROCEDURES BIENNIAL REVIEW

**ISSUE:** Policy and Procedure (P&P) A-5 states that, in the absence of other reasons to review more frequently, all Policies and Procedures must be reviewed at least every two years.

**RECOMMENDATION:** The Committee is asked to review the attached Policies and Procedures. The Program Administrator recommends revisions to the following:

- **L-4:** Employee Driving Standards
- **L-5:** Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations
- **L-7:** Employment Practices Liability Deductible

Additionally, the Program Administrator recommends that **Policy and Procedure W-3** be reviewed at the September 2026 Committee meeting. Sedgwick will be introducing an optional online claim reporting process, which will be incorporated into P&P W-3 after Members have received appropriate training.

**FISCAL IMPACT:** No fiscal impact is anticipated as a result of actions taken at this meeting.

**BACKGROUND:** AORMA maintains 24 Policies and Procedures. To streamline the review process, the policies are divided across a two-year cycle. This year, all Liability and Workers' Compensation policies were reviewed. In 2025, Administrative, Crime, Property, and Unemployment Insurance policies were reviewed.

Below is a summary of the recommended revisions:

- **L-4, Employee Driving Standards:** The definition of Violation Points has been updated to remove a non-functioning DMV link. A reference to the DMV's Negligent Operator Treatment System has been added.

- **L-5, Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations:** As auxiliary organizations increasingly establish wholly owned subsidiaries to manage risk, the policy language has been revised to explicitly include wholly owned nonprofit corporations as eligible entities for coverage extension.

- **L-7, Employment Practices Liability Deductible:** Members are encouraged to report incident-only claims to comply with AORMA reporting requirements. However, EPL setup fees alone are not considered claims for purposes of calculating the minimum EPL member deductible.

**PUBLICATION:** All updated Policies and Procedures will be posted on the CSURMA website.

**ATTACHMENT(S):**

a. L-1 - Claims Reporting
b. L-2 - Liability Claims Administration and Litigation Management
c. L-3 - Legal Counsel Selection
d. L-4 - Employee Driving Standards *(revisions recommended)*
e. L-5 - Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations *(revisions recommended)*
f. L-6 - Requirement That PAI be Purchased for All Child Care and Camp Operations Involving Minors
g. L-7 - Employment Practices Deductible Options *(revisions recommended)*
h. L-8 - Liability Program Member Allocation Formula
i. W-1 - Workers' Compensation Member Allocation Formula
j. W-2 - Requirement of Members to Maintain Experience Modification Factor of 1.25 or Less
k. W-3 - Claims Handling Procedures and Guidelines *(will be presented again in September for final review)*
l. W-4 - Workers' Compensation Coverage Claims Settlement Authority
m. W-5 - Volunteer Coverage

**Subject:** Liability Claims Reporting

**Adopted:** December 7, 2006

**Effective:** January 1, 2007

**Amended**: October 8, 2009, December 4, 2014, May 5, 2016, March 8, 2018, May 2, 2024

---

*Should there be any discrepancy between this document and either the **Memorandum of Coverage** or **Participation Agreement** between the **AORMA Committee** and the **Member**, the **Memorandum of Coverage** and/or the **Participation Agreement** will govern.*

**POLICY:**

It is the policy of the California State University Risk Management Authority (**CSURMA**) Auxiliary Organization Risk Management Alliance (**AORMA) Committee** that all **Members** comply with the following conditions of the **AORMA** Liability Program **Memorandum of Coverage**.

1. Duties in the Event of an Accident, Occurrence, Offense, Claim, Suit or Proceeding: The following provisions are precedent to coverage under the **AORMA** Liability Program **Memorandum of Coverage**. The **Member**'s failure to comply with any of these provisions will be cause for a reduction in or denial of coverage by **CSURMA AORMA**.

   A. In the event of any occurrence or offense which may result in a claim, suit or proceeding against a **Member**, written notice (includes e-mail correspondence, fax transmissions and original hard copy notifications) shall be given by the **Member** to the Third-Party Claims Administrator (TPA**)** as soon as practicable.

   B. When the **Member** submits the first claim report, the following information shall be included, if available and applicable:

      1) How, when and where the occurrence or offense took place;
      2) The names and addresses of any injured persons and witnesses;
      3) The nature and location of any injury or damage arising out of the occurrence or offense;
      4) Incident reports;
      5) Investigation reports;
      6) Police reports;
      7) Claim notice(s) and response(s);

8) Medical reports;
9) Request for Assignment of "Non-Approved" Legal Counsel (See **AORMA** Legal Counsel Selection Policy & Procedure).

C. The **Member** and any other involved Covered Party shall provide immediate notice of any Pleadings, Summons, Complaints, and any other legal papers received by the **Member** or other involved Covered Party to the TPA and authorize **CSURMA AORMA** to obtain records and other information.

1) Late Reporting Penalties. If an Occurrence, offense, claim, suit or proceeding is not reported by the **Member** to the TPA within the timeframes set below, the following late reporting schedule will apply:

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

D. The **Member** and any other involved Covered Party will cooperate with **CSURMA AORMA** in the investigation or settlement of the claim, suit or proceeding and defense against and assist **CSURMA AORMA**, in the enforcement of any right against any person or organization which may be liable to the **Member** because of injury to which this coverage may also apply.

2. No Voluntary Payments: Except as stated below, no **Member** will, except at that **Member**'s own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without consent of **CSURMA AORMA**.

With respect to Employment Practices Liability, in no event shall any payments be made by **CSURMA AORMA** for any costs incurred to defend a covered claim more than thirty (30) days prior to written notification of any occurrence, offense, claim or suit to the TPA.

Moreover, no settlement of any claim shall be paid by **CSURMA AORMA** without prior written authorization of the TPA.

**MEMBER APPEAL PROCESS:**

**First Level Appeal**

If a **Member** wishes to appeal a decision resulting from the enforcement of this Policy and Procedure, the **Member** must present an appeal in writing to the **AORMA Committee** within thirty (30) days of the disputed decision. The **AORMA Committee** will review the appeal at its next regularly scheduled meeting and inform the **Member** within five (5) business days of its final decision.

**Second Level Appeal**

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

**DEFINITIONS:**

1. **AORMA Committee -** The governing body of AORMA.

2. **AORMA -** "Auxiliary Organization Risk Management Alliance" or "AORMA" refers to those Coverage Programs and associated services which are directed primarily at serving the Auxiliary Organization Members.

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

4. **Member –** The **Member** is a signatory to the **CSURMA** Joint Powers Authority.

5. **Memorandum of Coverage** – The Memorandum of Coverage is a governing document which outlines the coverage program's definitions, coverages, exclusions, and provisions. The Memorandum of Coverage does not provide insurance, but instead provides for risk pooling, in which participating members share risk of loss. The Memorandum of Coverage is a negotiated agreement among the **Members** of CSURMA AORMA.

**Subject:** Liability Claims Administration and Litigation Management

**Adopted:** December 7, 2006

**Effective:** January 1, 2007

**Amended:** October 8, 2009, September 16, 2010, May 10, 2012, October 23, 2014, May 7, 2015, March 10, 2016, March 8, 2018, May 7, 2020, September 6, 2023, May 2, 2024

**Policy & Procedure:** Formerly 3B-liab

---

*Should there be any discrepancy between this document and either the **Memorandum of Coverage** or **Participation Agreement** between the **AORMA Committee** and the **Member**, the **Memorandum of Coverage** and/or the **Participation Agreement** will govern.*

**POLICY:**

1. It is the policy of the California State University Risk Management Authority (**CSURMA**) Auxiliary Organization Risk Management Alliance (**AORMA**) **Committee** that liability claims be handled in the most efficient and cost-effective manner possible. To that end, the **AORMA Committee** has retained the services of a Third Party Claims Administrator (**TPA**) who has been designated the primary contact and control point for all liability claims management.

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

3. It is the policy of the **AORMA Committee** that prior to a final settlement, the **TPA** will discuss the proposed terms of the settlement with the **Member**.

4. It is the policy of the **AORMA Committee** that (1) **Legal Counsel** engaged to defend a **Member** shall be selected pursuant to **AORMA** Policy & Procedure L-3 - **Legal Counsel** Selection and that (2) such **Legal Counsel** shall be responsive to **TPA** and that (3) failure of **Legal Counsel** to be responsive to **TPA** may result in replacement of **Legal Counsel**.

5. It is the policy of the **AORMA Committee** that the **TPA** will analyze all **Claims** for potential liability apportionment between the Campus and the **Member** or two or more **Member**s and will provide notification to the **Program Director**.

**PROCEDURE**:

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

1. Liability Claims Administration

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

2. Responsibilities of The Member

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

3. Responsibilities of The AORMA Committee

   A. The **AORMA Committee** shall meet as needed to review open claims.

   B. The responsibilities of the **AORMA Committee** shall include, but are not limited to:

      1) Review claims with the **TPA** as necessary.
      2) Review the specific handling of reported losses.
      3) Review adequacy of reserve levels in conjunction with the **Program Director** and **TPA**.
      4) Make decisions regarding rejection of coverage for claims, or the handling of claims under a reservation of rights, based on the **Memorandum of Coverage**.
      5) Make recommendations to individual **Members** concerning the settlement or litigation of claims.
      6) Report to the **CSURMA Executive Committee** on claims related matters as appropriate.

4. Responsibilities of The Liability Third Party Claims Administrator (TPA)

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

B. The **TPA** shall perform an analysis of all **Claims** and lawsuits for potential liability apportionment between either the Campus and the **Member** or between two or more **Members**.

1) If the **TPA** believes there may be a basis for apportionment between the Campus and the **Member**, the **TPA** will notify the **Program Director**. The **Program Director** will submit the matter to the **Member** Executive Director and the Campus Vice President of Administration and Finance, or their designees, to determine whether apportionment is appropriate and, if so, what apportionment percentages should apply. In the event they are unable to reach agreement regarding apportionment and/or apportionment percentages, the matter will be submitted for decision to the **CSURMA** Secretary-Auditor who will review the matter with the Executive Vice-Chancellor/Chief Financial Officer of the California State University. The decision of the **CSURMA** Secretary-Auditor shall be final, non-appealable and binding.

2) If the **TPA** believes there may be a basis for apportionment between two or more **Members**, the **TPA** will notify the **Program Director**. The **Program Director** will submit the matter to the Executive Directors of the **Members**, or their designees, to determine whether apportionment is appropriate and, if so, what apportionment percentages should apply. In the event they are unable to reach agreement regarding apportionment and/or apportionment percentages, the matter will be submitted for decision to the **CSURMA** Secretary-Auditor who will review the matter with the Executive Vice-Chancellor/Chief Financial Officer of the California State University. The decision of the **CSURMA** Secretary-Auditor shall be final, non-appealable and binding.

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

D. The **TPA** shall forward copies of its claim summary reports to the **Member** and the **Program Director**. In the event that a lawsuit or a **Claim** involves the **Member** Executive Director, the Campus Vice President of Administration & Finance or his/her designee shall manage the claim with the **TPA**.

E. At least ten days prior to every **AORMA Committee** meeting, the **TPA** will provide to the **Program Director** a detailed listing of all claims requiring action by the **AORMA Committee**. The narrative will include at least the following information:

1) Date of Loss

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

The **TPA** will also establish, and forward to the **Program Director**, a Watch List for the following claims:

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

F. The **TPA** may attend the **AORMA Committee** meetings in order to request settlement authority, discuss coverage issues and provide updates on those claims on the Watch List.

G. Within fifteen (15) days after the end of each quarter, the **TPA** will review all claims which include a **Member** deductible. For all closed claims or open claims with paid claims-related expenses and/or indemnity costs totaling $25,000 or more, the **TPA** will prepare and forward to the **Program Director**, the **Member** deductible receivables invoice seeking reimbursement for all claims-related expenses and indemnity costs paid by the **TPA** within the **Member**'s deductible.

H. Within fifteen (15) days after the end of each quarter, the **TPA** will review all open and closed claims for reinsurance receivables. For all receivables of $50,000 or more, the **TPA** will prepare and forward to the **Program Director** a copy of its reinsurance receivables invoice(s) showing the amount owed to **CSURMA** from the reinsurers for indemnity and claims-related expenses paid by the **TPA** with **AORMA** Liability Program funds.

5. Responsibilities of Legal Counsel

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

6. Liability Litigation Management

**A.** Correspondence and Pleadings

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

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

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

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

**B.** Case Analysis and Litigation Budget

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

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

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

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

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

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

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

**C.** Further Evaluations and Reserves

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

**D.** Settlement Conferences

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

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

2) The **TPA** shall attend all settlement conferences as outlined in the Claims Administration Service Agreement and, if time permits, shall review the case with the **AORMA Committee** prior to the settlement conference or at the next regularly scheduled **AORMA Committee** meeting.

3) **Legal Counsel** shall not settle any litigation by way of any monetary offering without the prior approval of the **TPA**, in accordance with the Claims Settlement Authority noted in Item 7 below.

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

Appearances shall be made by the selected **Legal Counsel** as outlined in the Claims Administration Services Agreement.

**F.** Trials

Appearances shall be made by **Legal Counsel**. Trials shall be attended by **Legal Counsel** (or designated representative of the **Member**), and after notification to the **Program Director**.

**G.** Special Situations and Circumstances

Should any **Member** send or receive correspondence or documentation on a case in litigation, a copy of all such correspondence or documentation must be sent to the **TPA**.

Expenses incurred by **Legal Counsel** (or approved alternate representative) for duties outlined in Sections 5 and 6shall be reimbursed by **AORMA** and allocated directly to the case file. All travel expenses shall be in accordance with the **CSURMA**'s travel policy.

**H.** Audit of Defense Firms

The **TPA** reserves the right to order an independent legal billing audit if in his or her discretion, the **Legal Counsel** billings do not comply with **AORMA**'s Liability

Litigation Management guidelines or are excessive and/or unwarranted. Payment of any **Legal Counsel** billings shall not constitute a waiver of **AORMA**'s right to seek reimbursement of any excessive or unwarranted billings disclosed by an independent legal billing audit. If an independent legal billing audit is ordered, The **AORMA** Committee, with input from the **TPA**, shall determine who shall pay for the independent legal billing audit.

7. Liability Claims Settlement

A. Claim Settlement Authority

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

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

The **TPA** has authority to settle each **Occurrence** up to, and including, $25,000 in indemnity payment or $25,000 per claimant if more than one claimant is a party to the **Occurrence**. Prior to the final settlement, the **TPA** will discuss the proposed terms of the settlement with the **Member**.

2) $25,001 to **Pooled Layer Limit** – **AORMA Committee**

The **AORMA Committee** has authority to authorize claims settlement up to the **Pooled Layer Limit** per **Occurrence**.

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

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

B. Liability Claims Settlement Responsibility

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

C. Member Appeal Process

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

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

**DEFINITIONS:**

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

2. **AORMA Committee -** The governing body of **AORMA**.

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

4. **CSURMA Executive Committee -** The California State University Risk Management Authority Executive Committee.

5. **Legal Counsel -** Any attorney selected to represent an **AORMA** member. **Legal Counsel** is selected from the approved **Legal Counsel** list maintained by the **TPA**.

6. **Member -** Any Auxiliary Organization participating in **AORMA**.

7. **Memorandum of Coverage** – The **AORMA** Liability Program **Memorandum of Coverage** is a governing document which outlines the **AORMA** Liability Program's definitions, coverages, exclusions and provisions. The **AORMA** Liability Program **Memorandum of Coverage** does not provide insurance, but instead provides for pooled-insurance. The **Memorandum of Coverage** is a negotiated agreement among the **Member**s of **CSURMA AORMA**.

8. **Occurrence** - As defined within the **AORMA** Liability Program **Memorandum of Coverage**.

9. **Participation Agreement -** A governing document of **AORMA**. Outlines the roles and responsibilities of **AORMA** and its membership.

10. **Pooled Layer Limit -** The Self-Insured Retention Liability Fund's maximum limit of liability.

11. **Program Director** – The **Program Director** is under the direction of the **AORMA** and is responsible for the day-to-day administration and management of **AORMA** programs.

12. **TPA -** A Third Party Claims (**TPA**) claims administrator whose responsibilities include claim handling, litigation management and excess liability carrier reporting.

## CSURMA AORMA POLICY AND PROCEDURE NO. L-3

**Subject:** Legal Counsel Selection

**Adopted:** December 7, 2006

**Effective:** January 1, 2007

**Amended:** October 8, 2009, September 16, 2010, May 10, 2012, October 23, 2014, May 5, 2016, September 7, 2017, May 2, 2019, May 4, 2023, May 2, 2024, May 1, 2025

**Policy & Procedure:** (Formerly) 3c-Liab

---

*Should there be any discrepancy between this document and either the **Memorandum of Coverage** or **Participation Agreement** between the **AORMA Committee** and the **Member**, the **Memorandum of Coverage** and/or the **Participation Agreement** will govern.*

**POLICY:**

1. The Third-Party Claims Administrator (**TPA**) shall appoint all **Legal Counsel** to represent the California State University Risk Management (**CSURMA**) Auxiliary Organization Risk Management Alliance (**AORMA**) Members in defense of a covered liability claim. All appointed **Legal Counsel** shall be selected from the **AORMA Approved Legal Counsel List** and subject to the **Maximum Allowable Hourly Rate** for **Legal Counsel**. The **TPA** will send to **Legal Counsel** an engagement letter which the **Legal Counsel** will be asked to acknowledge and accept.

2. The **CSURMA** Secretary-Auditor approves the selection of **Legal Counsel** to be added to the **AORMA Approved Legal Counsel List**.

3. To avoid any appearance of a conflict of interest, actual or potential, any attorney who has advised a **Member** in any capacity (such as serving as general or labor counsel) shall not be engaged as **Legal Counsel** for a matter on which that attorney previously advised the **Member** without prior approval of the **CSURMA** Secretary-Auditor.

**PROCEDURE:**

1. The **TPA** shall maintain and update the **AORMA Approved Legal Counsel List** of attorneys (not firms) to which claims will be assigned.

2. The **TPA** in consultation with CSURMA Legal Counsel has authority to authorize an hourly rate up to $360 per hour for **Legal Counsel**. Any rate that exceeds $360 per hour requires approval by the AORMA Committee.

3. The **TPA** shall at least every 36 months survey **Legal Counsel** compensation and recommend to the **AORMA Committee** a fair and equitable **Maximum Allowable Hourly Rate** for **Legal Counsel**. The **AORMA Committee** shall consider and take action at a regularly scheduled meeting to establish the **Maximum Allowable Hourly Rate**.

4. If **Legal Counsel** is handling the defense of any University case, then **Legal Counsel** will be retained at the University's hourly rate.

5. **Members** shall have the right to recommend **Legal Counsel** from the **AORMA Approved Legal Counsel List**; however, the **CSURMA** Secretary-Auditor shall make the final selection of **Legal Counsel**. If the **Member** disapproves of the selection of **Legal Counsel** for a particular matter, the **Member** may submit an appeal in writing to the **AORMA Committee**.

6. Any **Member** wishing to recommend **Legal Counsel** for inclusion on the **AORMA Approved Legal Counsel List** may do so by submitting background information on the individual attorney to the **TPA**. The **TPA** will then review the information and, if appropriate, request that the **CSURMA** Secretary-Auditor approve inclusion of the attorney on the **AORMA Approved Legal Counsel List**.

7. Due to the potential conflict of interest, attorneys who serve regularly as general counsel, in-house counsel or labor counsel for that **Member** may not defend that **Member** unless prior written approval is granted by the **CSURMA** Secretary-Auditor.

8. Except as permitted by Paragraph Nos. 10, 11 and 12 below, the **CSURMA** Secretary-Auditor and the **TPA** shall have the sole responsibility to select and engage **Legal Counsel** to represent **Members** of **AORMA** as to any matters tendered by a **Member** through **AORMA** for Defense and Indemnity. A **Member** may request selection of **Legal Counsel** from the **AORMA Approved Legal Counsel List** for a specific claim.

9. The **TPA** shall assign claims to **Legal Counsel** within five days after receipt of notice from the **Member** that a Summons and Complaint has been received by the **TPA**.

10. If there is a conflict of interest between **AORMA** and a **Member** (which would be a conflict of interest between an insured and its insurer within the meaning of California Civil Code Section 2860) then that **Member** has the same rights to select and engage **Independent Counsel** as would an insured under Civil Code Section 2860. **AORMA** also has all of the rights reserved to an insurer under Civil Code Section 2860, and all of the

provisions of Civil Code Section 2860 shall apply as if **AORMA** was an insurer and the **Member** was an insured.

11. A **Member** may recommend **Legal Counsel** to defend an action if all of the following conditions apply:

    A. Recommended **Legal Counsel** is selected from the **AORMA Approved Legal Counsel List**;

    B. The **CSURMA** Secretary-Auditor approves the recommendation. (The recommendation will be approved by the **CSURMA** Secretary-Auditor unless the **Member**'s selection is found to be imprudent, i.e., **Legal Counsel** proposed by the **Member** does not have sufficient experience, expertise or other qualifications required to competently undertake the **Defense** assignment).

    C. One or more of the following circumstances exists:

        1) The **Member** has significant exposure to a claim which the **AORMA Committee** has either denied coverage for, or has reserved its rights to deny coverage for, but which claims there may not be a conflict of interest between **AORMA** and **Member** of the kind referred to in Paragraph No. 10 above. If the **Member** chooses to avail itself of the privilege of selecting **Legal Counsel** under this No. 11.C.1), the **Member** shall affirmatively waive its rights under No. 10 above.

        2) The case involves legal or factual issues which merit handling by **Legal Counsel** with specialized expertise.

        3) The case involves unusual ancillary factors, which justify retaining **Legal Counsel** having special sensitivity in dealing with those factors.

12. The **Member** may always select and engage, *at its own expense*, **Monitoring Counsel** in addition to the **Legal Counsel**. However, the **Legal Counsel** selected by the **CSURMA** Secretary-Auditor or the **TPA** shall manage and control the litigation.

13. **AORMA** will pay for **Independent Counsel** and **Legal Counsel** selected and engaged pursuant to Paragraph Nos. 10 and 11 above. **AORMA** *will not pay for* **Monitoring Counsel** engaged pursuant to Paragraph 12, above.

14. In conjunction with **Legal Counsel**, selected pursuant to No. 10, above, the **AORMA Committee** and the **TPA** shall have the right to manage and control the conduct of the

litigation. **Independent Counsel** selected pursuant to No. 10, above, may participate in the defense of the litigation but shall not interfere with **AORMA**'s right of control.

15. If a **Member** has concerns regarding the selected **Legal Counsel**, they must communicate with the **CSURMA** Secretary-Auditor prior to initiating the **Member** Appeal Process as described below.

**NOTIFICATION:**

The **TPA** shall notify the **Member** of **Legal Counsel** assigned to a claim, and confirm by sending the **Member** a copy of the **TPA**'s engagement letter. Before **AORMA** will pay any costs for **Legal Counsel** fees, selected **Legal Counsel** must confirm **in Writing** to the **TPA** that the engagement is between **Legal Counsel** and **AORMA**, not **Legal Counsel** and **Member**.

**MEMBER APPEAL PROCESS:**

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

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

**DEFINITIONS:**

1. **Approved Legal Counsel List -** A list of pre-approved attorneys approved by the **CSURMA** Secretary-Auditor and the TPA to handle defense and litigation of **AORMA Member** claims.

2. **AORMA** – "Auxiliary Organization Risk Management Alliance" or "AORMA" refers to those Coverage Programs and associated services which are directed primarily at serving the Auxiliary Organization Members.
3. **AORMA Committee -** The governing body of **AORMA**.

4. **CSURMA -** The California State University Risk Management Authority, a California Joint Powers Authority, comprised of the California State University and its auxiliary organizations.
5. defense **-** Legal costs incurred as the result of defending a covered claim. These may include claimant's and defense counsel's attorney fees.

6. **Executive Committee –** The **CSURMA** Executive Committee.

7. **Indemnity -** Compensation for an incurred injury, loss or damage

8. **Independent Counsel – Legal Counsel** selected if a potential conflict of interest exists between **AORMA** and a **Member**. **Independent Counsel** may participate in the defense of the litigation but shall not interfere with **Legal Counsel**'s right of control.

9. **Legal Counsel -** Any attorney selected to represent an **AORMA** member. **Legal Counsel** is selected from the **Approved Legal Counsel List** maintained by the TPA.

10. **Maximum Allowable Hourly Rate –** The maximum hourly fee for which **AORMA** will pay an attorney to defend a covered claim. The **TPA** will survey the **Legal Counsel** marketplace to determine the **Maximum Allowable Hourly Rate** for **AORMA** in accordance with this Policy and Procedure. If the **Maximum Allowable Hourly Rate** is increased, it will be applicable only to current litigation and open claims. The change to the **Maximum Allowable Hourly Rate** does not apply retroactively to closed claims.

11. **Member –** The **Member** is a signatory to the **CSURMA** Joint Powers Authority.

12. **Memorandum of Coverage** – The **AORMA** Liability Program **Memorandum of Coverage** is a governing document which outlines the **AORMA** Liability Program's definitions, coverages, exclusions and provisions. The **AORMA** Liability Program **Memorandum of Coverage** does not provide insurance, but instead provides for risk

pooling, in which participating **Members** share risk of loss. The **Memorandum of Coverage** is a negotiated agreement among the **Members** of **CSURMA AORMA**.

13. **Monitoring Counsel – Legal Counsel** hired by the **Member** to monitor.

14. **Participation Agreement** – A governing document of **CSURMA AORMA** which outlines the roles and responsibilities of **AORMA** and its **Members**.

15. **TPA -** Third party liability claim administrator whose responsibilities include claim handling, litigation management, and excess liability carrier reporting.

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

**Subject:** Employee Driving Standards

**Adopted:** July 1, 2002

**Effective:** July 1, 2002

**Amended:** January 10, 2007, November 5, 2007, October 8, 2009, June 17, 2010, October 23, 2014, May 5, 2016, May 7, 2020, May 5, 2022, December 7, 2023, May 2, 2024, May 7, 2026

*Should there be any discrepancy between this document and either the **Memorandum of Coverage** or **Participation Agreement** between the **AORMA Committee** and the **Member**, the **Memorandum of Coverage** and/or the **Participation Agreement** will govern.*

**POLICY:**

Each **Member** of the California State University Risk Management Authority (**CSURMA**) Auxiliary Organization Risk Management Alliance (**AORMA**) **Liability Coverage Program** shall institute and enforce the employee and volunteer driving eligibility standards as set forth in this policy and procedure. Employees and volunteers failing to meet these driving eligibility standards will be excluded from automobile liability coverage within the self-insured pooled layer of the **AORMA Liability Coverage Program**, but not the Reinsurance and/or Excess Liability Insurance. In addition, if **CSURMA AORMA** is required to make payments for any covered loss as a result of any **Member**'s failure to comply with these driving eligibility standards, **CSURMA AORMA** will be entitled to recover the total amount of those payments from the **Member** together with interest at the legal rate.

**DRIVING ELIGIBILITY STANDARDS:**

1. Employees and volunteers must possess a valid California driver's license or equivalent to legally operate the class of vehicle(s) they operate in their employment.

2. Employees or volunteers driving on **Auxiliary Organization Business** will have no more than 3 (three) **Violation Points** in a 12 (twelve) month period or no more than 5 (five) **Violation Points** in an 18 (eighteen) month period. Employees or volunteers accumulating 4 **Violation Points** within a 12 (twelve) month period or six **Violation Points** within an 18 (eighteen) month period will be excluded from the automobile liability coverage within the self-insured risk pool layer of the **AORMA Liability Coverage Program**, but not the Reinsurance and/or Excess Liability Insurance. These provisions apply regardless of whether or not the driving that resulted in acquiring the **Violation Points** was or was not in the course of employment.

**PROCEDURE:**

The following steps should be taken to enforce the policy:

1. **Member** will enroll all **Regular Drivers** in the Department of Motor Vehicles (**DMV**) **Employer Pull Notice program**. **Regular Drivers** is defined to be either an employee or volunteer whose job requires that they drive more than once a week or an employee or volunteer whose primary duty is driving-related. The **Member** shall annually confirm compliance with this requirement. **Occasional Drivers** are exempt from Item 2 of the **Driving Eligibility Standards**. Some examples of an **Occasional Drivers** are as follows:

    A. An employee or volunteer driving once a week or less to the store for office supplies,

    B. An employee or volunteer driving a golf cart on campus, regardless of how often,

    C. An employee or volunteer driving a rented vehicle while out of town at a business-related conference.

2. All **Regular Drivers** will be informed of the **Driving Eligibility Standards**.

3. **Use of Personal Vehicles on Auxiliary Organization Business -** If an employee or volunteer uses a personal vehicle in the course and scope of **Auxiliary Organization Business**, the employee or volunteer shall certify that they maintain personal automobile liability insurance meeting state-required minimums and that the personal vehicle used is in a safe mechanical condition.

**MEMBER APPEAL PROCESS:**

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

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

**DEFINITIONS:**

1. **Auxiliary Organization Business –** Performance by an employee, with the permission of the employer of those duties required by the employer for employment. This does not include employee travel to or from the place of employment**.**

2. **AORMA –** "Auxiliary Organization Risk Management Alliance" or "AORMA" refers to those Coverage Programs and associated services which are directed primarily at serving the Auxiliary Organization Members.

3. **AORMA Committee** – The governing body of **AORMA**.

4. **AORMA Liability Coverage Program** – The **AORMA** Liability Program which is detailed in the Liability Program **Memorandum of Coverage**.

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

6. **Employer Pull Notice Program –** A program administered by the DMV which alerts an employer anytime an employee registered in the Program has any negativity of his or her driving record.

7. **Executive Committee** – The **CSURMA Executive Committee**.

8. **Member** – The Member is a signatory to the **CSURMA** Joint Powers Authority.

9. **Memorandum of Coverage** – The **AORMA** Liability Program **Memorandum of Coverage** is a governing document which outlines the **AORMA** Liability Program's definitions, coverages, exclusions, and provisions. The **AORMA** Liability Program **Memorandum of Coverage** does not provide insurance, but instead provides for risk pooling, in which **Members** share risk of loss. The **Memorandum of Coverage** is a negotiated agreement among the Members of **CSURMA AORMA**.

10. **Regular Driver** – An auxiliary organization employee or volunteer whose job requires that they drive more than once a week or whose primary duty is driving-related.

11. **Violation Point** – As defined by the Department of Motor Vehicles' ~~Code Violations at http://www.dmv.ca.gov/dl/vioptct.htm.~~Negligent Operator Treatment System (NOTS)

12. **Occasional Driver –** An auxiliary organization employee or volunteer who drives (1) once a week or less, (2) a golf cart on campus, regardless of how often.

13. **Participation Agreement** – A governing document of **CSURMA AORMA** which outlines the roles and responsibilities of **AORMA** and its Members.

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

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

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

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

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

### II. APPROVAL

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

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

### III. RENEWAL

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

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

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

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

| | |
|---|---|
| **Subject:** | Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations |
| **Adopted:** | August 19, 2003 |
| **Effective:** | July 1, 2003 |
| **Amended:** | November 20, 2003, October 8, 2009, December 6, 2012, March 21, 2013, March 19, 2015, May 2, 2019, May 2, 2023, May 7, 2026 |
| **Policy & Procedure:** | (Formerly) 5-AORMA |

*Should there be any discrepancy between this document and either the* ***Memorandum of Coverage*** *or* ***Participation Agreement*** *between the* ***AORMA Committee*** *and the* ***Member****, the* ***Memorandum of Coverage*** *and/or the* ***Participation Agreement*** *will govern.*

## PURPOSE:

The purpose of this Policy and Procedure is to describe the conditions under which Auxiliary Organizations **Member** may extend Liability coverage to wholly-owned nonprofit corporation subsidiaries, student groups, alumni organizations, booster clubs and other related entities.

Coverage provided under the California State University Risk Management Authority (**CSURMA**) Auxiliary Organization Risk Management Alliance (**AORMA**) **Liability Program** is governed solely by the **Liability Memorandum of Coverage** and excess insurance policies providing coverage under that program. This Policy and Procedure shall not be construed to broaden or restrict coverage in any way. Rather, this Policy and Procedure is intended to guide **Members** as respects coverage.

## POLICY:

It is the policy of the **AORMA Committee** that the **Members** of the **AORMA Liability Program** will protect **CSURMA** program assets by fully implementing the guidelines found in the Insurance Requirements in Contracts Manual prepared by **CSURMA**'s Program Administrator. It is understood that from time-to-time, **Members** may request to extend coverage available under the **AORMA Liability Program** ~~for~~ to wholly-owned nonprofit corporation subsidiaries, certain student group activities, booster club activities, alumni organization activities or operations of other related entities that benefit the **Member** Auxiliary Organization, and this extension of coverage may be acceptable provided that the **Member** Auxiliary Organization exercises substantial control over the activities or organizations to which coverage is extended.

It is the intention of this Policy and Procedure that the Auxiliary Organizations Association (**AOA**) and the Auxiliaries Multiple Employer **VEBA** be considered Member organizations for purposes of insurance coverage through the **CSURMA AORMA Liability Program**.

**PROCEDURES:**

**Members** are expected to adhere to the following procedures:

**Members** shall fully implement the guidelines of the Insurance Requirements in Contracts Manual prepared by the **CSURMA** Program Administrator. This means that **Members** will require third party contractors and vendors to provide appropriate indemnification, insurance, and documentation of coverage.

1. To extend liability coverage to wholly-owned nonprofit corporation subsidiaries, student groups, alumni organizations, booster groups or other related entities, the following conditions must be met:

   A. The **Member** must exercise substantial control over all events, activities, and operations. By this, it means that the **Member** is directly involved in all planning of the activities and exercises management control.

   B. The **Member** will hold substantial financial control.

   C. A risk analysis has been performed by the **Member** to determine that the extension of coverage does not generate unnecessarily high risks.

   D. The **Member** will participate in the planning and oversight of activities or events so that risk is minimized. The requirements for drivers described in Policy and Procedure **AORMA** # L-4 will be applicable to those groups to whom coverage is extended. Special Events coverage shall be purchased when the coverage extension is deemed to generate significant additional risk.

   E. The **Member** will provide the **CSURMA AORMA** Program Administrator with appropriate underwriting information.

   F. The underwriting information will be reviewed by the **CSURMA AORMA** Program Administrator and may also be reviewed by the Systemwide Director of Risk Management and/or **CSURMA**'s legal counsel who will provide the **AORMA Committee** with a recommendation as to whether coverage should be extended.

G. The **AORMA Committee** will make the final determination if the **Member**'s coverage can be extended.

H. After approval of the coverage extension, the wholly-owned nonprofit corporation subsidiary, student group, alumni association, booster club or other related entity will be listed on the Declarations Page of the **CSURMA AORMA Liability Program Memorandum of Coverage**.

**MEMBER APPEAL PROCESS:**

If a **Member** wishes to appeal any decision regarding the application of ~~the~~ this ~~Dividend/Assessment~~ Policy and Procedure, the **Member** must present an appeal in writing to the **CSURMA** Secretary-Auditor within 30 days of the disputed decision. The Secretary-Auditor shall place the **Member** appeal on the **AORMA Committee** agenda at its next regularly scheduled meeting. The **AORMA Committee** will review the appeal at its next regularly scheduled meeting and inform the **Member** of the final decision within five (5) business days of its decision.

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

**DEFINITIONS:**

1. **AORMA Committee -** The governing body of AORMA.

2. **AORMA -** "Auxiliary Organization Risk Management Alliance" or "AORMA" refers to those Coverage Programs and associated services which are directed primarily at serving the Auxiliary Organization Members.

3. **AORMA Liability Program** – The **AORMA** Liability Program which is detailed in the Liability Program **Memorandum of Coverage**.

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

5. **Executive Committee** – The Executive Committee of the CSURMA's Board of Directors.

6. **Liability Memorandum of Coverage** – The **AORMA** Liability Program **Memorandum of Coverage** is a governing document which outlines the **AORMA** Liability Program's definitions, coverages, exclusions, and provisions. The **AORMA** Liability Program **Memorandum of Coverage** does not provide insurance, but instead provides pooled insurance. The **Memorandum of Coverage** is a negotiated agreement among the **Member**s of **CSURMA AORMA.**

7. **Member –** The **Member** is a signatory to the **CSURMA** Joint Powers Authority.

8. **Participation Agreement** – A governing document of **CSURMA AORMA** which outlines the roles and responsibilities of **AORMA** and its **Member**s.

csurma

## CSURMA AORMA — POLICY AND PROCEDURE NO. L-6

| | |
|---|---|
| **Subject:** | Requirement That Participant Accident Insurance Be Purchased for All Childcare and Camp Operations Involving Minors |
| **Adopted:** | June 17, 2010 |
| **Effective:** | June 17, 2010 |
| **Amended:** | October 23, 2014, May 5, 2016, May 2, 2024 |

*Should there be any discrepancy between this document and either the* ***Memorandum of Coverage*** *or* ***Participation Agreement*** *between the* ***AORMA Committee*** *and the* ***Member****, the* ***Memorandum of Coverage*** *and/or the* ***Participation Agreement*** *will govern.*

**POLICY:**

It is the policy of the California State University Risk Management Authority (**CSURMA**) Auxiliary Organization Risk Management Alliance (**AORMA**) **Committee** that **Members** will protect the **CSURMA** program assets by purchasing a separate **Participant Accident Insurance** policy for all childcare and camp operations involving minors.

**PROCEDURE:**

**Members** will purchase **Participant Accident Insurance** for all childcare and camp operations involving minors. The each accident limit shall be no less than $10,000; however, higher limits may be purchased. The coverage may be purchased on a primary or excess basis.

**MEMBER APPEAL PROCESS:**

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

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

**DEFINITIONS:**

1. **AORMA** – Auxiliary Organizations Risk Management Alliance is the group of programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

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

3. **Member** – The Member is a signatory to the CSURMA Joint Powers Authority.

4. **Memorandum of Coverage** – The AORMA Liability Program Memorandum of Coverage is a governing document which outlines the AORMA Liability Program's definitions, coverages, exclusions and provisions. The AORMA Liability Program Memorandum of Coverage does not provide insurance, but instead provides for pooled-insurance. The Memorandum of Coverage is a negotiated agreement among the Members of CSURMA AORMA.

5. **Participant Accident Insurance** – This coverage pays for medical and dental expenses incurred by a participant in a Member sponsored activity as a result of bodily injury sustained without regard to negligence. The Member has no requirement of legal liability in order for coverage to exist.

6. **Participation Agreement** – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its Members.

# CSURMA AORMA POLICY AND PROCEDURE NO. L-7

**Subject:** Employment Practices Liability Deductible (EPL) Options

**Adopted:** May 12, 2011

**Effective:** July 1, 201

**Amended:** July 1, 2011, December 6, 2012, December 5, 2013, March 19, 2015, September 6, 2018, May 2, 2024, May 7, 2026

---

**POLICY:**

1. It is the policy of the California State University Risk Management Authority (**CSURMA)** Auxiliary Organization Risk Manage Alliance (**AORMA**) **Committee** that annually a minimum Employment Practices Liability (**EPL)** deductible will be determined for each **Member**. The formula for determining the minimum **EPL** deductible is based on number and cost of **EPL** claims paid, at June 30, for the last five fiscal years. If a **Member** has more than one **EPL** claim payment within the last five fiscal years, then the total amount paid within those five years for all claims exceeding $25,000 will be applied to the following schedule:

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

An **EPL** incident reported to the third-party administrator as an "incident only", meaning no demand, charge, notice of claim, or other action has been made or initiated, shall not be considered an **EPL** claim if the only **EPL Expense Payments** incurred are the third-party administrator's file setup fee.

**EPL Expense Payments** made in a fiscal year subsequent to the fiscal year in which the final **EPL Loss Payment** was made will be considered to have been made in the same fiscal year as the final **EPL Loss Payment**.

Annually, based on the formula above, the Program Administrator will determine the minimum **EPL** deductible for each **Member**.

To assist **Member**s in budget forecasting, the minimum **EPL** deductible will be limited to one **EPL** deductible level increase per year, regardless of the minimum **EPL** deductible calculated based on the schedule above.

2. Each **Member** will have the option of electing an **EPL** deductible in excess of the minimum deductible.

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

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

**PROCEDURE:**

1. Annually, based on the formula above, the Program Administrator will determine the minimum **EPL** deductible for each **Member**.

2. The Program Administrator will provide the **Member**s with the costs for each of the different **EPL** deductibles options.

3. If the **Member** chooses an **EPL** deductible higher than the minimum **EPL** deductible as approved by the **AORMA** Committee for that **Member**, then the **Member** will be required to sign the attached Consent to Change Employment Practices Liability Deductible letter.

4. A **Member** may appeal its minimum **EPL** deductible to the AORMA Committee in writing prior to the commencement of the coverage year, and the **AORMA Committee** will make a final decision.

**DEFINITIONS:**

1. **AORMA –** "Auxiliary Organization Risk Management Alliance" or "AORMA" shall mean those Coverage Programs and associated services which are directed primarily at serving the Auxiliary Organization Members.

2. **AORMA Committee** – The governing body of **AORMA**.

3. **AORMA Liability Coverage Program** – The **AORMA** Liability Program which is detailed in the Liability Program Memorandum of Coverage.

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

5. **EPL Expense Payment -** Allocated loss adjustment expenses that are assignable to the claim. This may include but is not limited to fees to attorneys, experts, investigators, court reporters as well as third-party claims administrators incurred in defense of an **EPL** claim.

6. **EPL Loss Payment -** Compensatory damages which the Member is legally obligated to pay because of a claim.

7. **EPL -** Employment Practices Liability.

8. **Member -** The Member is a signatory to the **CSURMA** Joint Powers Authority.

# Consent to Change Employment Practices Liability Deductible

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

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

### Claims Reporting Provisions

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

### Late Reporting Penalties

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

### Defense Coverage Provisions

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

### Claims Settlement Provisions

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

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

**☐ $50,000 / ☐ $75,000 / ☐ $100,000**

| | |
|---|---|
| **Auxiliary Organization** | **Signed** |

| | | |
|---|---|---|
| **Name** | **Title** | **Date** |

## CSURMA AORMA — POLICY & PROCEDURE NO. L-8

| | |
|---|---|
| **Subject:** | Liability Program Member Allocation Formula |
| **Adopted:** | September 8, 2016 |
| **Effective:** | September 8, 2016 |
| **Amended:** | May 4, 2017, May 2, 2019, September 10, 2020, May 2, 2024 |

*Should there be any discrepancy between this document and either the **Memorandum of Coverage** or **Participation Agreement** between the **AORMA Committee** and the **Member**, the **Memorandum of Coverage** and/or the **Participation Agreement** will govern.*

**POLICY:**

It shall be the policy of the California State University Risk Management Authority (**CSURMA**) Auxiliary Organization Risk Management Alliance (**AORMA**) **Committee** to determine each **Member**'s allocation of the total **AORMA Liability Program** costs as outlined in the Liability Program Member Allocation Formula shown below. If a **Member**'s operations change significantly during the coverage term, the **Member**'s allocation of the total **AORMA Liability Program** contributions may be revised according to the Liability Program Member Allocation Formula. However, the Program Administrator must receive notification of the significant change in operations during the current coverage term.

**PROCEDURE**:

Annually, in September, the **AORMA Committee** will approve the total **AORMA Liability Program** costs for the upcoming fiscal year and will accept the actuarial reports used as general guidelines within the **AORMA Liability Program** Member Allocation Formula. In December, the **AORMA Committee** will review and approve the final Liability Program Member Allocation, including all allocation criteria.

1. **LIABILITY PROGRAM MEMBER ALLOCATION FORMULA:**

   A. **Basic Rates:** Four basic rates are included in the allocation formula for the following loss exposures. The exposure basis for each loss exposure is multiplied separately by the corresponding basic rate and then added together. *Result – basic premium for pooled layer w/o loss rating.*

| Loss Exposure | Rating Basis |
|---|---|
| Automobile Liability (AL) | Number of owned autos |
| Premises Liability (PL) | Total square footage owned, occupied, operated, or maintained |
| Other Liability (OL) | Total expenditures for five years |
| Employment Practices Liability (EPL) | Total payroll |

B. **Loss Rating:** Loss rating discount or surcharge (as calculated by actuary) is multiplied by the basic premium for pooled layer. *Result – Basic premium for pooled layer w/ loss rating.*

C. **Excess Premium:** Each **Member**'s percentage of the total basic premium for pooled layer w/o loss rating is multiplied by the total excess premium, subject to a minimum and maximum. *Result – excess premium.*

D. **Administrative Costs:** Each **Member**'s percentage of the total basic premium for pooled layer w/o loss rating is multiplied by the total program administrative costs, subject to a minimum and maximum. *Result – administrative costs.*

E. **Final Premium:** Basic premium for pooled layer w/ loss rating + excess costs + administrative costs = final premium

F. **Minimum Premium:** The final premium w/o deductible credit is compared to the approved minimum premium. The minimum premium is applied as appropriate.

G. **Employment Practices Liability Deductible:** The **EPL** basic premium is reduced by the **EPL** deductible credits. The total savings is applied to the final premium w/o deductible credits.

2. **SIGNIFICANT MID-TERM CHANGE IN OPERATIONS:**

If a **Member**'s operations change significantly during the coverage term (July 1 to June 30) the **Member**'s allocation of the total **AORMA Liability Program** contributions may be revised using updated rating exposures. The **Member**'s revised allocation of the total **AORMA Liability Program** contributions may result in a refund to the **Member** or additional contributions due to **CSURMA AORMA**.

**Procedure:**

A. The **Member** will submit updated rating exposure information to the Program Administrator, noting how the exposures have changed due to the significant mid-term change in operations. The **Member** will be asked to submit back-up documentation for the following rating exposures:

- Total square footage owned, occupied, operated or maintained
- Total expenditures for five years
- Total payroll
- Total number of owned autos

B. Using the updated rating exposures, the Program Administrator will re-calculate the **Member**'s allocation of the total **AORMA Liability Program** contributions.

C. The **AORMA Committee** will be asked to approve the **Member**'s revised allocation of the total **AORMA Liability Program** contributions at its next scheduled committee meeting. The **Member** may attend the meeting, as desired, to discuss its significant change in operations.

D. Once approved by the **AORMA Committee**, the Program Administrator will process the **Member's** refund or the additional contributions due **CSURMA AORMA**.

## MEMBER APPEAL PROCESS:

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

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

**DEFINITIONS:**

1. **AORMA –** Auxiliary Organizations Risk Management Alliance is the group of Programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

2. **AORMA Committee** – The governing body of **AORMA**.

3. **AORMA Liability Program** – The **AORMA** Liability Program which is detailed in the Liability Program **Memorandum of Coverage**.

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

5. **Executive Committee** – The Executive Committee of the CSURMA's Board of Directors.

6. **Member –** The **Member** is a signatory to the **CSURMA** Joint Powers Authority.

7. **Memorandum of Coverage** – The Memorandum of Coverage is a governing document which outlines the program's definitions, coverages, exclusions, and provisions. The Memorandum of Coverage does not provide insurance, but instead provides for pooled insurance. The Memorandum of Coverage is a negotiated agreement among the Members of CSURMA AORMA.

8. **Participation Agreement** – A governing document of **CSURMA AORMA** which outlines the roles and responsibilities of **AORMA** and its **Member**s.

## CSURMA AORMA — POLICY AND PROCEDURE NO. W - 1

**Subject:** Workers' Compensation Member Allocation Formula

**Adopted:** May 15, 2008

**Effective:** May 15, 2008

**Amended:** December 8, 2009, September 10, 2015, May 5, 2016, March 9, 2017, May 4, 2017, May 2, 2019, September 10, 2020 (Change Effective July 1, 2021), May 5, 2022, May 2, 2024

---

*Should there be any discrepancy between this document and either the **Memorandum of Coverage** or **Participation Agreement** between the **AORMA Committee** and the **Member**, the **Memorandum of Coverage** and/or the **Participation Agreement** will govern.*

**PURPOSE:**

It shall be the policy of the California State University Risk Management Authority (**CSURMA**) Auxiliary Organizations Risk Management Alliance (**AORMA**) **Committee** to determine each **Member**'s allocation of the workers' compensation **Total Program Funding** as outlined in the Workers' Compensation Member Allocation Formula noted below:

**PROCEDURE:**

Annually, in September, the **AORMA Committee** will approve the **Total Program Funding** for the workers' compensation program for the upcoming fiscal year.

Annually, in December, the **AORMA Committee** will approve the Workers' Compensation Member Allocation Formula:

1. **ALLOCATION FORMULA:**

   A. The **Member**'s **Experience Modification Factor** is applied separately to each of the **AORMA Basic Rates**. Result – **Member**'s modified rates.

   B. **Member**'s modified rates are applied separately to the **Member**'s estimated payroll, separated by class code, for the upcoming fiscal year. Result – Member's final modified deposit premium.

   C. The minimum premium is applied if the **Member**'s final modified deposit premium is less than the approved minimum premium.

2. **ANNUAL PAYROLL AUDIT:**

The **Member**'s final payroll separated by **AORMA** class code will be requested at the end of each program year. The **Member**'s final workers' compensation premium will be calculated by multiplying the **Member**'s actual payroll per class code by the **Member**'s modified rates. The **Member** will receive either a refund or additional deposit billing based on how their audited contribution compares with their initial deposit. **Members** will allocate their payroll to each of the **AORMA** class codes as outlined in the (1) **AORMA** Workers' Compensation Explanation of Classification Codes and (2) **AORMA** Workers' Compensation Payroll Rules to Follow publications. For those **Members** involved in federal sponsored programs, the refund will be retained on account with **CSURMA** to be used to lower contributions for the upcoming fiscal year. If the **Member** chooses to receive the refund, then the **Member** will be required to calculate the percentage of its payroll and salary that is attributable to federal sponsored programs to determine what percentage of the return premium will need to be returned to the federal government.

If the final audit is not received by the deadline, then the Program Administrator may increase that **Members** payrolls by the average payroll increase for all **Members** for the prior two years.

**MEMBER APPEAL PROCESS:**

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

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

**DEFINITIONS:**

1. **AORMA –** Auxiliary Organizations Risk Management Alliance is a group of **Programs** that operate within the California State University Risk Management Authority representing the auxiliary organizations.

2. **AORMA Committee** – The governing body of **AORMA**.

3. **AORMA Basic Rates** – The **AORMA Basic Rates** will be approved annually by the **AORMA Committee**. The **WCIRB** class code rates shown below will be utilized when determining the **AORMA Basic Rates**. A normalization factor will be added to the WCIRB class code rates in order to achieve the **Total Program Funding** required as approved by the **AORMA Committee**.

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

5. **CSURMA Executive Committee** – The California State University Risk Management Authority Executive Committee.

6. **Experience Modification Factor (EMF)** – The experience rating system is a merit rating system intended to provide **Members** a direct financial incentive to reduce work-related accidents. The experience rating system objectively distributes the cost of the workers' compensation program more equitably among the **Members**. An **EMF** less than 100% reflects better than average experience. The actuary will determine each **Member**'s EMF based on the current published **WCIRB** method. The **EMF** will be capped at a maximum change of +20% from the prior **EMF**. The **EMF** will not include a maximum decrease cap.

7. **Member –** The Member is a signatory to the **CSURMA** Joint Powers Authority as well as the **AORMA** Workers' Compensation Program Participation Agreement.

8. **Memorandum of Coverage** – The Memorandum of Coverage is a governing document which outlines the program's definitions, coverages, exclusions, and provisions. The Memorandum of Coverage does not provide insurance, but instead provides for pooled insurance. The Memorandum of Coverage is a negotiated agreement among the Members of CSURMA AORMA.

9. **Participation Agreement** – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its Members.

10. **Participation Agreement** – A governing document of **CSURMA AORMA** which outlines the roles and responsibilities of **AORMA** and its **Members**.

11. **Total Program Funding -** The **Total Program Funding** costs will include (1) the pooled layer funding requirement, as recommended by the actuary, (2) administrative costs and (3) excess insurance or reinsurance costs.

**CSURMA AORMA** **POLICY AND PROCEDURE NO. W-2**

| | |
|---|---|
| **Subject:** | Requirement of Members to Maintain Experience Modification Factor of 1.25 Or Less |
| **Adopted:** | September 9, 2003 |
| **Effective:** | September 9, 2003 |
| **Amended:** | December 8, 2009, March 20, 2014, May 5, 2016, March 8, 2018, May 2, 2019, May 6, 2021, May 2, 2024 |
| **Policy & Procedure:** | Formerly W-3 |

*Should there be any discrepancy between this document and either the **Memorandum of Coverage** or **Participation Agreement** between the **AORMA Committee** and the **Member**, the **Memorandum of Coverage** and/or the **Participation Agreement** will govern.*

**POLICY:**

It is the policy of the California State University Risk Management Authority (CSURMA) Auxiliary Organizations Risk Management Alliance (**AORMA) Committee** that **Members** of the **AORMA** Workers' Compensation Program shall work to maintain an Experience Modification Factor (**EMF)** of 1.25 or less.

**PURPOSE:**

The **AORMA** Workers' Compensation Program is dedicated toward reducing **Member** costs through a combination of effective loss prevention, claims mitigation, claims management and administrative efficiencies. The long-term viability of the **AORMA** Workers' Compensation Program requires that a **Member** with an **EMF** in excess of 1.25 to work with the Program Administrator to review its workers' compensation losses, and if appropriate, develop and implement a plan to reduce that **Member**'s **EMF** to 1.25 or less.

**PROCEDURE:**

Using loss data valued at June 30, the Program Administrator shall by October 1 of each year, calculate the **EMF** for each **Member**. By January 31, the Program Administrator will notify each **Member** of their updated **EMF**.

1. For **Member**s with **EMFs** ranging from 1.10 to 1.25, if appropriate, the Program Administrator will offer to assist the **Member** in evaluating how best to avoid having their **EMF** exceed 1.25.

2. For **Members** with **EMFs** exceeding 1.25, if appropriate, the Program Administrator will assist the **Member** in creating a plan to reduce its **EMF**. The **EMF** reduction plan may be presented to the **AORMA Committee** for review and approval.

**MEMBER APPEAL PROCESS:**

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

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

**DEFINITIONS:**

1. **AORMA -** The Auxiliary Organizations Risk Management Alliance is a group of programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

2. **AORMA Committee -** The governing body of **AORMA**.

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

4. **Experience Modification Factor (EMF)** - The experience rating system is a merit rating system intended to provide **Member**s a direct financial incentive to reduce work-related accidents. The experience rating system objectively distributes the cost of the workers' compensation program more equitably among the **Members**. An **EMF** less than 100% reflects better than average experience. The actuary will determine each **Member**'s **EMF** based on the current published **WCIRB** method. The **EMF** will be capped at a maximum change of +20% from the prior EMF. The **EMF** will not include a maximum decrease cap.

5. **Member –** The **Member** is a signatory to the **CSURMA** Joint Powers Authority.

6. **Memorandum of Coverage** – The **AORMA** Workers' Compensation Program **Memorandum of Coverage** is a governing document which outlines the **AORMA** Workers' Compensation Program's definitions, coverages, exclusions, and provisions. The **AORMA** Workers' Compensation Program **Memorandum of Coverage** does not provide insurance, but instead provides for pooled-insurance. The **Memorandum of Coverage** is a negotiated agreement among the **Members** of **CSURMA AORMA**.

7. **Participation Agreement** – A governing document of **CSURMA AORMA** which outlines the roles and responsibilities of **AORMA** and its **Members**.

csurma

## CSURMA AORMA POLICY AND PROCEDURE NO. W-3

**Subject:** Workers' Compensation Claims Handling Procedures and Guidelines

**Adopted:** December 8, 2009

**Effective:** December 8, 2009

**Amended:** September 16, 2010, March 20, 2014, September 8, 2016, March 8, 2018, May 2, 2024

**Policy & Procedure:** Formerly W-4

---

*Should there be any discrepancy between this document and either the* ***Memorandum of Coverage*** *or* ***Participation Agreement*** *between the* ***AORMA Committee*** *and the* ***Member****, the* ***Memorandum of Coverage*** *and/or the* ***Participation Agreement*** *will govern.*

**PURPOSE:**

The purpose of this Policy & Procedure is to describe the roles and responsibilities of the Workers' Compensation Third Party Claims Administrator (**TPA**) and the participants in the California State University Risk Management Authority (**CSURMA**) Auxiliary Organizations Risk Management Alliance (**AORMA**) in the reporting and handling of claims.

**POLICY:**

It shall be the policy of the **AORMA Committee** to ensure that Workers' Compensation claims are administered by the following general guidelines.

**PROCEDURE:**

1. In the event of a Workers' Compensation occurrence likely to involve **AORMA**, written notice regarding the occurrence shall be given by the **Member** to the **TPA** no later than five (5) calendar days from the date of the **Member**'s knowledge. Such notice shall include the Employer's First Report of Occupational Injury or Illness (**Form 5020**). The form should include the circumstances of the occurrence, and the names and addresses of any injured parties, and witnesses. The five (5) day requirement to report injuries is a Labor Code requirement.
2. The following will serve as the **AORMA** Workers' Compensation Program procedures and guidelines and are based upon the current contract with **TPA**.

***Claim Reporting Procedures***
The auxiliaries report all claims to **TPA** via e-mail or fax within five calendar days of notice as required by California Statute by completion of a Form **Form 5020**. The Claims Supervisor assigns new losses to appropriate handler for contact and investigation. After an initial investigation, the Claims Examiner makes a determination as to the appropriate claim type.

Indemnity claims will be managed by the Claims Examiner. Medical First Aid Only claims will be managed by the Claims Support Associate. Medical First Aid Only claims are defined as claims estimated at less than $3,000 in medical costs, no anticipated permanent disability and with no loss of work.

Record Only claims in the Juris (Sedgwick claims system) are considered “Incident Only” claims. This claim type does not have a claims status attached to it. It is neither open nor closed. It serves as a reporting function only.

All new indemnity claims will be reviewed by the Claims Supervisor within 5 (five) working days of receipt by **TPA** or within 5 (five) days of conversion to indemnity claim.

***Initial Investigation***
The Claims Examiner will conduct a thorough investigation to determine compensability immediately upon receipt of the claim. The Claims Examiner makes all the initial contacts necessary to make this determination and will follow the question format provided by **TPA** management which outlines the information to be requested for each of the contacts. The Claims Examiner **TPA** will contact the Auxiliary Organization Workers’ Compensation Claim Coordinator (**Coordinator**), the injured employee, and the injured employee’s supervisor and physician. Physician contact is not necessary if (1) a Doctor’s First Report of Occupation Injury or Illness (**Form 5021**) is in the file, (2) there is no lost time, and (3) there are no disputes.

***3-Point Contact – Employee, Employer and Physician***
The Claims Examiner will make 3-Point Contact on all “pending” claims within one business day after receiving notice of the claim. Communication with the injured employee will be available in the employee’s primary language or with translation upon request.

Notice of claim is defined as:

- Notice of a pending claim in Juris.
- Phone call, fax or e-mail from the **Coordinator** (**Form 5020**)
- Doctor’s First Report of Occupational Injury or Illness (**Form 5021**)
- Notice of Representation (no contact with injured employee)
- Application of Adjudication of Claim (no contact with injured employee)
- **DWC-1** Claim Form

If the **TPA** receives the first notice of claim, **TPA** will notify the **Coordinator** of the details of the claim, request additional information from the **Coordinator** as needed and set up the claim in Juris. The **Coordinator** will complete the Form **Form 5020**.

If it is determined after initial contact that a claim is a First Aid, the claim will be closed. If later a bill is received, the file will be reopened for payment of the bill and closed.

If the Claims Examiner/Claims Support Assistant is unable to complete all the initial contacts, the Claims Examiner will continue contact attempts for three days. Should the contact attempts be unsuccessful a "Call Me Card" or e-mail will be sent to contact the respective party. All attempts at communication will be documented in Notepad. Documentation of a "Call Me Card" will be stored in Correspondence**.** Assistance from the **Coordinator** must be requested if contact with the injured employee cannot be made after three unsuccessful attempts. The work and home telephone number of the injured employee is a required field for a "pending" claim and therefore needs to be made available to the Claims Examiner. Alternative contact numbers, email addresses or a mailing address can be requested if the Claims Examiner is unable to make contact.

***No claim will be accepted without completion of the 3-point contact unless there is concurrence from the Coordinator.***

3-Point Contact will be documented in Juris on the day the contact occurs.

The Claims Supervisor review of all new claims at five days will ensure that contact is completed and documented. If contact is complete, the Claims Supervisor will so note in Notepad. If contact is not complete, the Claims Supervisor will document in Notepad the contacts that need completion and require that the Claims Examiner continue contacts until all have been completed. The Claims Supervisor will keep the file on close diary until all contacts are made.

***Acceptance/Denial Issues***

If the Claims Examiner determines that a claim should be denied, the Claims Examiner will notify the **Coordinator** of the investigation results and recommendation to deny benefits prior to notifying the injured employee. All recommendations for denials must be approved by the Claims Supervisor and documented in Notepad. All denied claims will have a reason for the denial entered in the claim system.

If the injured worker does not pursue a claim, **TPA** will not delete the claim. The Claims Examiner/Claims Support Assistant will notify the employee in writing of Sedgwick's confirmation and understanding that the employee does not wish to pursue the claim. The claim will be coded with an appropriate claim type (e.g., Record Only, Medical Only, Indemnity, etc.)

The Claims Examiner has fourteen (14) days to determine if a claim will be delayed. Medical treatment will continue to be provided during the ninety (90) day discovery period up to a limit of $10,000, per labor code statute, or until the case is denied.

The Claims Examiner has up to ninety (90) days to make a compensability decision. The ninety (90) days starts with the employer's knowledge of injury.

***Initial Documents***

The **DWC-1**, **Form 5020** and **Form 5021** forms are required documents in the claim file. If the **DWC-1** is not in the file, evidence of attempts to solicit the **DWC-1** form must be in the file. All are required in every claim file prior to closure.

If the Claims Examiner/Claims Support Assistant does not have the **DWC-1** form when completing set-up of the claim, a claim form will be forwarded to the employee's home address immediately upon receipt of the notice of injury unless it is noted that a **DWC-1** claim form was not provided by the **Coordinator**.

If the **DWC-1** is not received within sixty days, the Claims Examiner/Claims Support Assistant will notify the **Coordinator** via email. This process applies to accepted claims only.

A copy of the **Form 5020, DWC-1**, and **Form 5021** will be clearly documented in **SIR** (Scanned Information Retrieval system). If a **Form 5021** has not been submitted, the file must contain a copy of a request for the **Form 5021**. The **Form 5021** request will be saved to the claim in Juris Correspondence.

A claim must not be closed without these documents, or proof that the **DWC-1** was provided to the employee, in the claim file.

***Medical Releases***

**TPA** will request Medical Releases within five (5) working days of file make-up on all files. If the signed release is not returned within fourteen (14) days, and the injury has not resolved (such as in a Medical Only claim), the Claims Examiner/Claims Support Assistant will contact the **Coordinator** and request assistance. The process applies to Indemnity files as well as Medical Only files where treatment is continuing beyond the fourteen days.

Upon receipt of the medical release, **TPA** will order appropriate medical records as needed.

***Medical Direction and Control***

The Claims Examiner/Claims Support Assistant is responsible for coordinating the provision of prompt, appropriate and effective medical treatment for auxiliary employees. The Claims Examiner/Claims Support Assistant will exercise all reasonable efforts to obtain current physician reports in accordance with **CCR 9785** (California Code of Regulations concerning treating physicians) on all claims where medical treatment is active.

Within fourteen (14) calendar days of notification of change of treating physician, the Claims Examiner/Claims Support Assistant will send the complete medical file with **CCR 9785** notification to the treating physician.

If the injured employee is absent from work, notification of the auxiliary organization's return to work policy, and the injured worker's job description, if necessary, will be sent to the treating physician. Notification will be by letter and available in Correspondence.

A copy of **CCR 9785** will be sent to the treating physician within five (5) working days upon any request made by the workers' compensation auxiliary **Coordinator**.

The Claims Examiner will request updated medical reports on Future Medical (**FM**) claims where treatment is being sought. On non-active **FM** claims, the Claims Examiner will document a strategy for administrative closure.

The Claims Examiner will document requests for authorization of treatment procedures in the Juris Notepad. The Claims Examiner/Claims Support Assistant will respond to requests for authorization of treatment and surgery on accepted cases in accordance with Utilization Review guidelines and requirements.

The treatment plan will be documented in Juris Notepad including the next treatment date. The Claims Examiner/Claims Support Assistant will document any medication, by name, which has been authorized by the physician for the employee in Juris Notepad. Updates will be requested as medication changes.

No agreement to utilize an **AME** will be made without the approval of the Claims Examiner. In litigated cases, the Claims Examiner will notify the defense attorney of this requirement.

All bills will be paid or objected to within thirty (30) calendar days from date-stamp receipt.

***Documentation***

**TPA** will caption all Juris Notepad entries using appropriate Juris system-defined headings. All entries will contain documentation with appropriate detail, identify the issues of the claim, and describe the plan of action being taken to resolve these issues. An Action Plan will be documented in Juris Notepad every ninety (90) days on Indemnity files and every one hundred eighty (180) days on Future Medical files.

Medically authorized restrictions will be documented in the Juris Notepad and updated every time the restrictions are modified by the physician.

Medical records that are received via medical release or subpoena must be summarized in Juris Notepad.

***Diary***

**Claims Examiner Diary**

Every active indemnity file will be reviewed at least once every thirty (30) days. Diary activity will include contact with unrepresented injured employees, at minimum, every sixty (60) days. Claims with ongoing temporary disability benefits will be reviewed every fourteen (14) calendar days. Review includes a phone call to the treating physician to determine return to work capability. Documentation of the review and verification of disability will appear in Notepad.

Future medical diary is no less than one hundred eighty (180) days as warranted by activity on the claim. Future Medical cases are defined as claims where the only benefit obligations are the payment of awarded permanent disability and undisputed future medical care.

***Follow-up telephone contact will be made with unrepresented injured employees who are losing time from work every fourteen (14) calendar days. Follow-up telephone contact with all other unrepresented injured employees must occur at a minimum every sixty (60) days (Future Medical file excluded).***

**Claims Support Assistant Diary**

Medical Only claims will be reviewed at minimum at sixty days. At ninety (90) days, the Claims Support Assistant will review for conversion to Indemnity or closure.

**Supervisor Diary**

Claims Supervisor will review all new indemnity claims five (5) days after receipt. The Claims Supervisor will re-set a diary on each new claim as appropriate depending on the severity of the issues or medical treatment but no less than one hundred eighty (180) days. Delayed claims will be reviewed at forty-five (45) and eighty (80) days within the first ninety (90) days. Acceptance after delay and denials will be reviewed and approved by the manager. These reviews will be documented under the Management Review heading in the claim Notepad.

Supervisors will effectively manage assignments of Claims Examiner/Claims Support Assistant personnel to ensure caseloads are meeting the claims handling standards. An inventory count by claim type will be kept for each Claims Examiner's caseload on a monthly basis.

***Temporary Disability***

Temporary disability is paid every two weeks.

Verification of the employee's disability is the responsibility of the Claims Examiner. The Claims Examiner must verify with the treating physician that the employee is unable to work his/her customary job duties, or able to return to work either in a modified position, or at his/her regular job duties.

The Claims Examiner should contact the physician, if necessary, and/or confirm through medical reporting medical verification of disability every two weeks to coincide with the temporary disability check issuance. Potential for return to work must be discussed and documented. Restrictions will be clarified and discussed with the **Coordinator** for return to work possibilities.

***Litigation***
**TPA** is to utilize approved auxiliary organization defense counsel in every case. The Claims Examiner will make the selection of counsel on each claim in coordination with the **Coordinator**. **TPA** recommends use of defense counsel as required by its defense counsel referral criteria. However, referrals will be made at the request of the **Coordinator** as well. **TPA** requires that defense counsel adhere to **AORMA**'s Defense Counsel Guidelines. These guidelines will be included with each litigation referral.

**TPA** will notify the **Coordinator** upon receipt of an Application for Adjudication of Claim within five (5) working days. **TPA** will assign claims to Counsel within five days after receipt of notice of approval from the **Coordinator**. **TPA** will notify the **Coordinator** by telephone or email of assignment to Counsel on a claim, and confirm by sending the **Coordinator** a copy of the letter to the selected Counsel confirming engagement.

Case analysis is to be provided by counsel within thirty days of referral. A copy of the initial case analysis will be sent to the **Coordinator** and documented in the Juris Notepad. The Claims Examiner will follow up with the defense attorney if a case analysis is not received within thirty (30) calendar days from date of referral. Subsequent reports will be sent to **TPA** and the **Coordinator** depending on the activity of the claim, but no less frequently than ninety (90) days.

The Claims Examiner will continue to manage the file, including performing administrative tasks, such as setting medical appointments, appointment letters and medical record requests. These tasks are to be completed by **TPA** staff with few exceptions.

The Claims Examiner will audit all attorney bills for appropriateness of payment.

The Claims Examiner and the **Coordinator** will determine who should attend hearings.

***Mandatory Settlement Conference at WCAB***
Upon notification of the Mandatory Settlement Conference (**MSC**) date, the following procedure will occur:

> In litigated cases, a request for authority will be sent to **AORMA** thirty (30) days prior to defense counsel filing a Declaration of Readiness to proceed, or five (5)

days after receipt of the Declaration of Readiness to proceed from applicant's counsel. Thirty (30) days prior to defense counsel filing a Declaration of Readiness to Proceed, **TPA** will provide **AORMA** and **Member** with a comprehensive case review and/or **SAR** (settlement authorization request).

**TPA** will attend an **MSC** as deemed necessary.

Subrogation will be pursued when appropriate unless otherwise indicated by the **Coordinator**. If any legal action must be filed in any court other than the Workers' Compensation Appeals Board on behalf of the auxiliary organization, **TPA** must have approval from the **CSURMA AORMA** Committee.

***Communications***

**TPA** Supervisor and Claims Examiner for **TPA** will utilize professional, courteous and effective communication skills at all times and will respond to telephone and email inquiries within one (1) working day. All e-mail communications that are pertinent to a particular claim should be placed in the Juris Notepad.

***Index System***

**TPA** will index all disputed or lost time injury claims at claim setup and annually thereafter relying on Sedgwick's account number with the Index System.

***Reserving***

The initial reserve will be set up within five (5) working days of the receipt of the claim. Claims are to be reserved on a "most probable ultimate cost" basis from the date the claim is set up. Reserve amounts will be evaluated and adjusted on a regular basis, but at a minimum, within thirty (30) days of any event or change in medical prognosis that will affect the ultimate outcome of the claim. Reserves should also be reviewed concurrent with Diary and Action Plan review. "Stair-stepping" is to be avoided. All reserve calculations will be clearly reflected in the claim file.

Sedgwick Claims Supervisors will review all reserve changes above the authority of each Claims Examiner.

Reserves will be reviewed with each action plan.

***Investigations***

**TPA** recommends use of outside investigators as required by their claim investigation criteria and best practices. In addition to manager or supervisor approval, assignment of an outside investigator requires prior contact, approval and coordination with the **Coordinator**.

***OSHA Reporting –The members bear the responsibility to complete a manual OSHA log as required by California law.***

***Resolution***

Upon receipt of any permanent and stationary report, the Claims Examiner will determine if the disability described in the report is appropriate for the circumstances of the injury. The Claims Examiner may self-rate if the disability is clear. However, **AORMA** prefers that the Claims Examiner solicit an independent rating prior to issuing advances. Based on what is learned from the rating, additional clarification may be needed from the physician. The Claims Examiner will seek clarification from the physician or object as appropriate.

Upon receipt of the supplemental report with the clarifying information, the Claims Examiner may need to solicit an additional independent rating in order to ensure that the Claims Examiner is confident of the total value of permanent disability. If the dollar amount of the rating and/or the dollar value of the total amount of permanent disability advance to be made exceed(s) $25,000, the Permanent Disability Benefit letter requires approval from a supervisor.

Within five (5) calendar days after the Claims Examiner has determined that the report is appropriate, the Claims Examiner will submit the report to the Disability Evaluation Unit (**DEU**) for a Summary Rating.

A Settlement Authority Request (**SAR**) must be submitted to the Operations Manager at **TPA**, the **CSURMA AORMA** Workers' Compensation Committee or the **CSURMA AORMA** Committee depending on the level of the settlement value requested in accordance with the Claims Settlement Policy and Procedure. This requires timeliness in getting the independent rating in order to avoid penalties for not issuing a timely permanent disability advance.

Upon receipt of the Summary Rating from the Disability Evaluation Unit (**DEU**), the Claims Examiner verify the rating used in the **SAR** and amend the **SAR**, if necessary.

If the claim is litigated, the Claims Examiner must notify the defense attorney that negotiations cannot begin without authority. The Claims Examiner is responsible for getting that authority to the attorney within two (2) working days of receipt of authority. If applicant's attorney files the Declaration of Readiness to Proceed (**DOR**) for settlement purposes, the **SAR** must be submitted within five (5) days of receipt of the notification.

***Settlement Authority***

Various levels of settlement authority have been established as respects this **AORMA** coverage under **AORMA** Policy & Procedure W-5. The **Member** has no authority to settle claims.

All settlement authority requests must be presented using the Settlement Authorization Request (**SAR**) form.

The **SAR** must be complete and thorough. It must include a brief history of the injury, a description of the permanent disability and its dollar value, the medical prognosis and its dollar value, and any other costs that are included in the proposed settlement. It must include a complete outline of all issues and defenses. All ratings, both applicant and defense must be stated. It must state the Claims Examiner opinion regarding settlement versus taking the case to trial.

Managers must approve all requests for authority.

If a response from the authorizing body is not received in thirty (30) days, the Claims Examiner will notify the Claims Consultant via email. If timing is urgent, this will be indicated in the email along with a deadline date, as well as notifying the Claims Consultant by voicemail.

***Return to Work Issues***

The Claims Examiner will provide all information to the **Coordinator** regarding return to work restrictions and permanent modifications immediately upon knowledge.

***Excess Carrier Reporting and Settlement Requirements***

Any claim with a date of injury after May 1, 2004 must be reported by **TPA** to the respective excess carrier immediately, but in no event later than ten (10) calendar days from the date the **Coordinator** is notified or becomes reasonably aware of such accident or disease which may involve the excess carrier or includes any of the following:

a. Injuries to spinal cord (including Cauda Equina), paraplegia, or quadriplegia;
b. Fatality;
c. Amputation of a major extremity;
d. Blindness;
e. Second degree burns on 25% or more of the body or third degree burns on 10% or more of the body
f. Serious head or brain injuries (including skull fracture);
g. Multiple fractures – involving more than one member or any non union of any part of the body;
h. Nerve damage causing paralysis and loss of sensation in arm and hand (brachial plexus nerve damage);
i. Massive internal injuries affecting body organs;
j. Any occurrence which causes serious injury or death to two or more employees
k. Any occurrence, which results in disability exceeding one (1) year.
l. Any occurrence that results in permanent and total disability 100% - (including but not limited to 100% by statute: loss of both eyes/sight, loss of both hands (or the use thereof), "practically total paralysis," brain injury resulting in incurable imbecility or insanity.

m. Any occurrence that involves unusual exposure to the coverage—examples include sexual molestation, HIV, AIDS, rape, class actions and bad faith allegations, or other serious violation, which may involve excess;

Total incurred in excess of 50% of the Self Insured Retention or per Excess reporting requirements. Attachments to the first report will include:

a. Face sheet to include summary of case, pertinent claimant information such as claim number, date of injury, date of birth, date of hire, average weekly wages, **TTD**, **PD** rate. The Claims Examiner must list all the issues and the plan of action recommended in order resolving these issues. Any subrogation aspects must be described and discussed.
b. Reserve breakdown
c. Printout of all payments, sorted by category
d. **AME**, **QME**, **P&S** and/or current medical reports advising status of claim (**AME** = Agreed Medical Evaluator; **QME** = Qualified Medical Evaluator; **P&S**= Permanent and Stationary)
e. Copies of all Applications filed, Workers' Compensation Appeals Board (**WCAB**) Awards & Findings & Awards (**F&As**)
f. Defense attorney evaluation
g. Copies of investigation reports
h. All notices and legal papers relating to the claim or suit
i. Any other pertinent data

Subsequent reports will be made on a quarterly basis (unless excess carrier advises otherwise). Attachments to the subsequent reports will include:

a. Face sheet to include summary of case, pertinent claimant information such as claim number, Date of Injury, Date of Birth, Date of Hire, Average Weekly Wage, Total Temporary Disability and Permanent Disability Rate. The report must provide the status of the case and the steps proposed to resolve all the remaining issues.
b. Reserve breakdown
c. Printout of all payments, sorted by category
d. Current medical report(s)
e. Any of the prior reporting requirements that occur subsequent to the initial excess report.

The Claims Manager and/or Supervisor will review and authorize all excess reports. The reports will be submitted to the Excess carrier with a hard copy of all attachments. The hard copy attachments are to be submitted only to Excess carrier.

The process is the same for interim status reports and final reporting.

Once confirmation is received from Excess carrier, the Claims Examiner will make a copy of the confirmation for the claim file and update the system that confirmation was received from the Excess Carrier.

If the employee files a Serious and Willful claim, defense costs are not reimbursable by the Excess Carrier. Requests for reimbursement must exclude these costs.

***Fraud Claims***
Suspected fraudulent activity (material misrepresentation by the employee) must be reviewed with the Claims Supervisor, the **Coordinator** and the **AORMA** Claims Consultant to determine the merits of the case. The case will also be discussed with the **CSURMA SIU** manager, J.D Wesson, who serves as the Investigation and **SIU** oversight manager for **AORMA** and **CSU**. The case will be prepared for submission to the District Attorney and Department of Insurance once a decision to refer the case to the authorities has been made. Fraud referral activity will be documented on the claim in Juris Management Review Notepad.

***Balance Sheet***
**TPA** will complete a Balance Sheet on all open files at one year from date of injury, annually at the anniversary of claim set up and annually thereafter on each file at **SAR** evaluation and at closing of the claim. The Balance Sheet will be kept in Correspondence or a hard copy in the claims file.

***Escrow Fund***
Changes have been made to the Trustee Account as a result of the transition to Sedgwick's Juris claims system effective July 1, 2016. Sedgwick Claims Management administers benefit payments and expense payments on behalf of **AORMA**. The account utilized is an **AORMA** owned account through Wells Fargo. Sedgwick will issue all payments on claims linked to this account. The Client Banking department located in Memphis, TN will prepare monthly reconciliations.

Checks issued over $50,000.00 require funding verification. Such requests should be forwarded to the **AORMA** Accountant at the **CSU** Chancellor's Office, along with supporting documentation.

**TPA** will submit replenishment requests biweekly.

***Check Issuance***
All checks for claims that are linked to this account are issued by Sedgwick. Joey House, Managing Director Accounting and Financial Service and Kevin Hawkins, Sr. Vice President

Finance are the facsimile signatures that will be used for all checks. There will be no manual checks under any circumstances.

***Reports***
The Claims Manager will provide a monthly report of **TPA** and **AORMA** penalties no later than the $10^{th}$ of each month.

**TPA** will also provide reports to the **Coordinator** for each **Member** as follows:

a. Quarterly claim summary report - inception to date
b. Claim summary report of all claims created in the last quarter
c. Ad hoc reports by client request

**DEFINITIONS:**

1. **AORMA –** Auxiliary Organizations Risk Management Alliance, a group of Programs of the California State University Risk Management Authority representing auxiliary organizations.

2. **AORMA Committee** – The governing body of **AORMA**.

3. **AME** - Agreed Medical Evaluator

4. **CCR 9785 -** California Code of Regulations concerning treating physicians

5. **Coordinator** - Auxiliary Organization Workers' Compensation Claim Coordinator

6. **CSU** – California State University

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

8. **DEU** - Disability Evaluation Unit

9. **DOR** - Declaration of Readiness to Proceed

10. **DWC-1** – State of California, Department of Industrial Relations, Division of Workers' Compensation, Workers' Compensation Claim Form

11. **F&As** - Awards & Findings & Awards

12. **FM** - Future Medical

13. **Form 2020** – The Employer's Report of Occupational Injury or Illness Form

14. **Form 2021** – Doctor's First Report of Occupational Injury or Illness

15. **Member –** The **Member** is a signatory to the **CSURMA** Joint Powers Authority.

16. **Memorandum of Coverage** – The Memorandum of Coverage is a governing document which outlines the program's definitions, coverages, exclusions, and provisions. The Memorandum of Coverage does not provide insurance, but instead provides for pooled insurance. The Memorandum of Coverage is a negotiated agreement among the Members of CSURMA AORMA.

17. **MSC** - Mandatory Settlement Conference

18. **Participation Agreement** – A governing document of CSURMA AORMA which outlines the roles and responsibilities of AORMA and its Members.

19. **P&S** - Permanent and Stationary

20. **QME** - Qualified Medical Evaluator

21. **SAR** - Settlement Authorization Request

22. **SIR** - Scanned Information Retrieval system

23. **SIU** – Workers' Compensation Special Investigations Unit.

24. **TPA** – Workers' Compensation Third Party Claims Administrator

25. **WCAB** - Workers' Compensation Appeals Board

**CSURMA AORMA** **POLICY AND PROCEDURE NO. W-4**

**Subject:** Workers Compensation Coverage Claims Settlement Authority

**Adopted:** October 27, 2005

**Effective:** July 1, 2005

**Amended:** January 8, 2006, December 8, 2009, September 16, 2010, March 20, 2014, May 5, 2016, May 2, 2024

**Policy & Procedure:** Formerly W-5

---

*Should there be any discrepancy between this document and either the* ***Memorandum of Coverage*** *or* ***Participation Agreement*** *between the* ***AORMA Committee*** *and the* ***Member****, the* ***Memorandum of Coverage*** *and/or the* ***Participation Agreement*** *will govern.*

**POLICY:**

It is the policy of California State University Risk Management Authority (**CSURMA)** Auxiliary Organizations Risk Management Alliance (**AORMA**) **Committee** that **Members** of the Workers' Compensation Program shall have the opportunity to participate in the final claim settlement process (i.e. Stipulations with Findings and Award or a Compromise & Release with Findings and Award) as provided for by this policy and procedure. Though Workers' Compensation benefits are mandated and established by State law, the amount and actual settlement of a claim is the responsibility of the **Workers' Compensation Third Party Claims Administrator** (**TPA**) and/or an attorney selected to negotiate such settlement. It shall also be the policy that a **Member** shall have input and be a part of the claim settlement process. Various levels of settlement authority have been established. These levels are as follows:

**WORKERS COMPENSATION CLAIMS SETTLEMENT AUTHORITY:**

1. $0 to $25,000 - The **TPA** shall have authority to settle claims up to and including $25,000 per occurrence. Only the Director for the Claims Administrator will hold this authority.

2. $25,001 to $50,000 – The **CSURMA** Secretary-Auditor has authority to authorize claims settlement up to and including $50,000 per occurrence.

3. $50,001 to Pool Layer Limit – The **AORMA Committee** has authority to authorize claims settlement up to the pool layer limit per occurrence. The excess carrier will be involved in accordance with the carrier policy reporting and settlement requirements.

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

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

**MEMBER APPEAL PROCESS:**

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

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

**DEFINITIONS:**

1. **AORMA:** The Auxiliary Organizations Risk Management Alliance is a group of programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

2. **AORMA Committee:** The governing body of **AORMA**.

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

4. **Member –** The Member is a signatory to the **CSURMA** Joint Powers Authority as well as the **AORMA** Workers' Compensation Program Participation Agreement.

5. **Memorandum of Coverage** – The **AORMA** Workers' Compensation Program **Memorandum of Coverage** is a governing document which outlines the **AORMA** Workers' Compensation Program's definitions, coverages, exclusions, and provisions. The **AORMA** Workers' Compensation Program **Memorandum of Coverage** does not provide insurance, but instead provides for pooled-insurance. The **Memorandum of Coverage** is a negotiated agreement among the **Members** of **CSURMA AORMA**.

6. **Participation Agreement** – A governing document of **CSURMA** which outlines the roles and responsibilities of the Members enrolled in the **AORMA** programs.

7. **TPA** - Third party claims administrator whose responsibilities include claim handling, litigation management and excess liability carrier reporting.

csurma

## CSURMA AORMA POLICY AND PROCEDURE NO. W-5

| | |
|---|---|
| **Subject:** | Volunteer Coverage |
| **Adopted:** | January 12, 2005 |
| **Effective:** | January 1, 2005 |
| **Amended:** | December 8, 2009, March 20, 2014, May 5, 2016, March 8, 2018, May 7, 2020, May 2, 2024 |
| **Policy & Procedure:** | Formerly W-6 |

---

*Should there be any discrepancy between this document and either the* ***Memorandum of Coverage*** *or* ***Participation Agreement*** *between the* ***AORMA Committee*** *and the* ***Member****, the* ***Memorandum of Coverage*** *and/or the* ***Participation Agreement*** *will govern.*

**POLICY:**

It is the policy of the California State University Risk Management (**CSURMA**) Auxiliary Organizations Risk Management Alliance (**AORMA**) **Committee** to adopt the procedures outlined in this document for purposes of determining **AORMA**'s exposure to Workers' Compensation claims of volunteers from each **Member** wishing to provide Workers' Compensation coverage to its volunteers.

**PURPOSE:**

The **AORMA Committee** agrees that coverage can be extended to volunteers per California Labor Code Section 3363.6. This Policy and Procedure describes the process by which an evaluation may take place to determine possible exposures to **AORMA Workers' Compensation Program** by those **Member**s wishing to cover their volunteers as employees within the **AORMA Worker's Compensation Program**.

**BACKGROUND:**

California Labor Code Section 3363.6 provides that a person who performs voluntary service without pay for a private, nonprofit organization, as designated and authorized by the board of directors of the organization, shall, when the board of directors of the organization, in its sole discretion, so declares in writing and prior to the injury, be deemed an employee of the organization for the purposes of Workers' Compensation while performing such service.

Labor Code Section 3363.6 incorporates the following definition: "voluntary service without pay" shall include:

1. The performance of service by a parent, without remuneration in cash, when rendered to a cooperative parent participation nursery school if such service is required as a condition of participation in the organization.

2. The performance of services by a person who receives no remuneration other than meals, transportation, lodging or reimbursement for incidental expenses.

**PROCEDURES:**

The following steps will be taken by **AORMA Workers' Compensation Program Member**s to affect the policy:

1. Each **Member** electing to cover volunteers for Workers' Compensation claims shall provide the Program Administrator with a copy of the **Member**'s board resolution declaring that its volunteers shall be deemed employees for the purposes of Workers' Compensation.

2. **Members** choosing not to cover volunteers shall file a written statement with **AORMA** stating that Workers' Compensation coverage shall not be provided to volunteers. This written statement shall also acknowledge that **AORMA** will not cover the **Member**'s volunteers for Worker's Compensation claims.

3. Beginning in January 2010, the Program Administrator may evaluate the actual losses from volunteers for each **Member** for the prior Program Year and provide a report of **AORMA**'s volunteer exposure to the **AORMA Committee** at its next scheduled meeting for further information and direction as may be needed to ensure the rating integrity of the plan.

**MEMBER APPEAL PROCESS:**

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

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

**DEFINITIONS:**

1. **AORMA:** The Auxiliary Organizations Risk Management Alliance is a group of programs that operate within the California State University Risk Management Authority representing the auxiliary organizations.

2. **AORMA Committee:** The governing body of **AORMA**.

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

4. **Member –** The Member is a signatory to the **CSURMA** Joint Powers Authority as well as the **AORMA** Workers' Compensation Program Participation Agreement.

5. **Memorandum of Coverage** – The **AORMA** Workers' Compensation Program Memorandum of Coverage is a governing document which outlines the AORMA Workers' Compensation Program's definitions, coverages, exclusions, and provisions. The **AORMA** Workers' Compensation Program Memorandum of Coverage does not provide insurance, but instead provides for Risk Pooling. The Memorandum of Coverage is a negotiated agreement among the **Members** of the **CSURMA** and the participants within the **AORMA** Workers' Compensation Program. Risk Pooling shall mean those coverage programs in which participating **Members** share risk of loss.

6. **Participation Agreement** – A governing document of **CSURMA AORMA** which outlines the roles and responsibilities of **AORMA** and its **Members**.

**Agenda Item F7**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# CSURMA AORMA COMMITTEE ELECTION RESULTS

**ISSUE:** Two seats on the AORMA Committee were up for election for the term July 1, 2026 through June 30, 2028. The following individuals were nominated:

**Seat 2:** Jenny Puccinelli, Human Resource and Risk Manager, Santos Manuel Student Union (CSU, San Bernardino)
**Seat 6:** Rosa Hernandez, Chief Human Resources Officer, Beach Shops & Associated Students, Inc. (CSU, Long Beach)

In addition, **Seat 4 is vacant** for the upcoming term.

Ballots were distributed to all AORMA members. Staff will report the election results at today's meeting.

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

**FISCAL IMPACT:** None.

**BACKGROUND:** The AORMA Committee consists of seven at-large members and three Officers. These ten individuals also serve corresponding terms on the CSURMA Board of Directors.

**PUBLICATION:** The election results will be announced at the CSURMA Board meeting.

**ATTACHMENT(S):**

a. AORMA Committee Term of Office

**CSURMA AORMA Committee**
**Terms of Office**

| *Election Date:* | *Apr-23* | *Apr-24* | *Apr-25* | *Apr-26* | |
|---|---|---|---|---|---|
| **Position (election year)** | **FY 23-24** | **FY 24-25** | **FY 25-26** | **FY 26-27** | **Terms Out** |
| Chair - (even year) | Lee / Kissel | Kissel | Kissel | **Olmsted** | 6/30/28 |
| First Vice-Chair - (even year) | Kissel / Olmsted | Olmsted | Olmsted | **Kissel** | 6/30/28 |
| Second Vice-Chair (even year) | Olmsted / Levinson | Levinson | Levinson | **Crawford** | 6/30/28 |
| At Large Seat #1 - (odd year) | Lane | Lane | Avery / Hannah | Hannah | No term limit |
| At Large Seat #2 - (even year) | Marchese / Ceja | Ceja | Ceja / Puccinelli | **Puccinelli** | No term limit |
| At Large Seat #3 - (odd year) | Ortiz | Ortiz | Ortiz | Ortiz | No term limit |
| At Large Seat #4 - (even year) | Tyson | Tyson | Tyson | **Open** | No term limit |
| At Large Seat #5 - (odd year) | Melikian | Melikian | Peake | Peake | No term limit |
| At Large Seat #6 - (even year) | Levinson / Hernandez | Hernandez | Hernandez | **Hernandez** | No term limit |
| At Large Seat #7 - (odd year) | Crawford | Crawford | Crawford | Levinson | No term limit |

**Bold - Up for election / reelection**

# 2027 AOA CONFERENCE SUPPORT

**ISSUE:** The AORMA Committee will be asked to discuss Risk Management Session topics to propose to the AOA Conference Planning Committee.

**RECOMMENDATION:** Staff recommends that the Committee Members approve a sponsorship amount for the 2027 AOA Conference as well as discuss Risk Management sessions.

**FISCAL IMPACT:** Shown below are the historical AOA Conference sponsorship amounts for Alliant and CSURMA AORMA.

| Year | Alliant | AORMA |
|---|---|---|
| 2012 | $15,000 | $15,000 |
| 2013 | $18,000 | $18,000 |
| 2014-17 | $20,000 | $20,000 |
| 2018-19 | $25,000 | $20,000 |
| 2020 | $30,000 | $30,000 |
| 2021 | $20,000 | $20,000 |
| 2022 | $0 – Conference was Cancelled | |
| 2023 | $30,000 | $30,000 |
| 2024 | $30,000 | $30,000 |
| 2025 | $30,000 | $30,000 |
| 2026 | $30,000 | $30,000 |
| 2027 | TBD | TBD |

**BACKGROUND:** Sponsorship levels have changed throughout the years for various reasons. A summary of the changes is shown below.

- The 2013 sponsorship increased from $15,000 to $18,000 to backfill the sponsorship lost due to the termination of the AOUIT trust.

- The 2018, 2019 and 2020 sponsorships increased because the AOA Benefits User Group (BUG) chose Alliant to be its broker of record. When that occurred Wells Fargo, the prior BUG broker of record greatly reduced its AOA Conference sponsorship, and the commercial insurers providing benefits to the BUG terminated their sponsorship as the commercial insurers were replaced by PRISM as the AORMA Benefits Program insurer.

- The 2021 sponsorship was decreased to $20,000 because the conference format was changed to virtual and the leading conference expense, meals, disappeared.

- The 2022 conference was cancelled, and it was agreed that the $30,000 sponsored would be used to fund the 2023 conference.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

# FY 2025/26 AORMA LONG RANGE ACTION PLAN

**ISSUE:** A copy of the Long-Range Action Plan is included in every agenda. Staff will provide a verbal update on the activity of those projects that are still open.

**RECOMMENDATION:** The Committee will hear a report and provide direction to Staff as appropriate.

**FISCAL IMPACT:** No fiscal impact is expected. This item is for information only.

**BACKGROUND:** None.

**PUBLICATION:** The Long-Range Action Plan will be included in every agenda packet.

**ATTACHMENT(S):**

a. FY 2025/26 AORMA Long Range Action Plan

| FY 2025/26 CSURMA AORMA LONG RANGE ACTION PLAN | | | | | |
|---|---|---|---|---|---|
| **Goal** | **#** | **Action / Task** | **Entity** | **Deadline** | **Status** |
| **LRP-1** | **Solve the Evidence of Auto Liability Insurance Issue with the DMV** | | | | |
| | 1 | Research solution. | PA | Sep-23 | Completed |
| | 2 | Receive approval from Great American (AORMA's reinsurer) to use their NAIC number. | PA | Sep-23 | Completed |
| | 3 | Add reinsurer's NAIC number onto the Auto ID Card and send out to all AORMA members. | PA | Oct-23 | Completed |
| | 4 | Continue to review future options in case Great American is replaced as primary reinsurer. | PA | Continuous | On Going |
| | | | | | |
| **LRP-2** | **Launch the Automated COI Tracking Platform** | | | | |
| | 1 | Present proposal to EC for final approval | PA, AORMA | May-25 | Completed |
| | 2 | Introduce Evident ID services to the BOD | PA, BOD | May-25 | Completed |
| | 3 | Begin the implementation process | PA, SRM | TBD | On Hold |
| | 4 | Roll out and monitor services | PA, SRM | TBD | On Hold |
| | | | | | |
| **LRP-3** | **Evaluate the layers of the Workers' Compensation Reinsurance purchased through PRISM** | | | | |
| | 1 | Analyze historical claims activity within each layer of the PRISM reinsurance structure. | PA | Feb-26 | Completed |
| | 2 | Compare total claims paid within the $125,000 layer to the corresponding reinsurance premium purchased for that layer to assess cost-effectiveness. | PA | Feb-26 | Completed |
| | 3 | Prepare and present the analysis and key findings to the AORMA Committee and the Executive Committee. | PA, AORMA, EC | Mar-26 | In Process |
| | 4 | Develop and provide a recommendation based on the findings, identifying whether adjustments to the reinsurance layers are warranted. | PA, AORMA, EC | May-26 | In Process |
| | 5 | Communicate the Committee’s final decision to PRISM and request any necessary revisions to the reinsurance agreement. | PA | May-26 | |
| | 6 | Implement approved changes with an effective date of July 1, 2027. | PA | May-26 | |
| | | | | | |
| **LRP-4** | **Analyze the Property Program's water damage claims** | | | | |
| | 1 | Conduct a detailed review of the past 10 years of AORMA Property Program claims to identify members with repeated water damage losses at the same location or involving the same building systems. | PA | Dec-25 | Ongoing |
| | 2 | Analyze the nature of the repeat losses to determine whether maintenance issues, infrastructure conditions, or operational practices are contributing factors. | PA | Dec-25 | Ongoing |
| | 3 | Present findings to the AORMA Committee and facilitate discussion on whether a higher deductible for repeat water damage losses should be considered. | PA, AORMA | Dec-25 | Ongoing |

| FY 2025/26 CSURMA AORMA LONG RANGE ACTION PLAN | | | | | |
|---|---|---|---|---|---|
| **Goal** | **#** | **Action / Task** | **Entity** | **Deadline** | **Status** |
| | 4 | Request guidance from the Committee on whether staff should proceed with developing a formal policy for applying an increased deductible for repeat-loss locations. | PA, AORMA | Dec-25 | Ongoing |
| | 5 | If directed, prepare draft policy language outlining a tiered or escalating deductible structure for repeat water damage claims at the same location. The Chair directed the RPTG to review the issue and provide a formal recommendation to the AORMA Committee on addressing repeat water damage claims. | PA | Jul-26 | |
| | 6 | Present the draft policy at a future Committee meeting for discussion, revisions as needed, and potential approval and implementation. | PA, AORMA | Sep-26 | |
| | | | | | |
| **LRP-5** | **Survey the Auxiliary Organizations for all major exposure and operational changes** | | | | |
| | 1 | Identify the types of exposure changes too capture—such as new facilities, expanded programs, discontinued operations, significant renovations, large asset acquisitions, changes in occupancy, or new business activities. | PA | Jan-26 | Completed |
| | 2 | Create a structured questionnaire that includes clear, concise questions about property exposures, operational changes, staffing levels, fleet additions, special events, and any new or unique risks that may impact coverage or premiums. | PA | Jan-26 | Completed |
| | 3 | Send the survey to designated risk management contacts at each auxiliary, providing instructions, definitions (e.g., what qualifies as a major exposure change), and a response deadline | PA | Feb-25 | Completed |
| | 4 | Offer assistance to auxiliaries that need help interpreting survey questions, and follow up with reminders to ensure timely and complete participation. | PA | Jun-25 | Ongoing |
| | 5 | Evaluate the submitted information to identify significant changes in exposures or operations, verify accuracy, and determine what updates may be needed for underwriting, allocations, coverage, or loss control planning. | PA | Jun-25 | Ongoing |
| | | | | | |

**BOD**: CSURMA Board of Directors
**PC**: AORMA Programs Committee
**CABO**: CSU Chief Administrators and Business Officers
**CO**: Chancellor's Office
**AORMA**: AORMA Committee

**EC**: CSURMA Executive Committee
**OGC**: CSU Office of General Counsel
**PA**: CSURMA Program Administrator
**SRM**: CSU Systemwide Risk Management
**AOA**: Auxiliary Organizations Association

**Agenda Item G2**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# CSURMA MEETING CALENDARS

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

**RECOMMENDATION:** No action is requested.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

a. CSURMA Meeting Calendars

csurma
California State University Risk Management Authority

DRAFT

# FY 2025/26 CSURMA MEETING CALENDAR

**JULY 2025**

| Date | Time | Committee | Location |
|---|---|---|---|
| 30-31 | 11:00 AM | AORMA Officers Retreat | Yorba Linda |

**AUGUST 2025**

| Date | Time | Committee | Location |
|---|---|---|---|
| | | AOA EC | Zoom |

**SEPTEMBER 2025**

| Date | Time | Committee | Location |
|---|---|---|---|
| 2 | 10:00 AM | NEW AORMA Member Orientation | Zoom |
| 2 | 11:00 AM | NEW EC Member Orientation | Zoom |
| 3 | 2:00 PM | AORMA | Irvine |
| 4 | 9:00 AM | AORMA LRP | Irvine |
| 5 | 8:30 AM | EC | Irvine |

**OCTOBER 2025**

| Date | Time | Committee | Location |
|---|---|---|---|
| 16 | 10:00 AM | New BOD Member Orientation | Zoom |
| 24 | 8:30 AM | EC | Long Beach |
| 24 | 10:30 AM | BOD | Long Beach |
| 27 | 8:30 AM | AIME | Zoom |

**NOVEMBER 2025**

| Date | Time | Committee | Location |
|---|---|---|---|
| | | AOA EC | Zoom |

**DECEMBER 2025**

| Date | Time | Committee | Location |
|---|---|---|---|
| 4 | 10:00 AM | AORMA | Zoom |
| ~~5~~ | ~~8:30 AM~~ | ~~EC~~ | ~~Irvine~~ |

**JANUARY 2026**

| Date | Time | Committee | Location |
|---|---|---|---|
| 26 | 8:30 AM | AIME | Zoom |
| ~~11~~ | ~~3:30 PM~~ | ~~EC (AOA Conference)~~ | ~~Oakland~~ |
| 11-13 | | AOA Annual Conference | Oakland |

**FEBRUARY 2026**

| Date | Time | Committee | Location |
|---|---|---|---|

**MARCH 2026**

| Date | Time | Committee | Location |
|---|---|---|---|
| 5 | 2:30 PM | EC | Irvine |
| 6 | 8:30 AM | EC LRP | Irvine |

**APRIL 2026**

| Date | Time | Committee | Location |
|---|---|---|---|
| 17 | 9:00 AM | AOA EC | San Diego |

**MAY 2026**

| Date | Time | Committee | Location |
|---|---|---|---|
| 7 | 1:30 PM | AORMA | Long Beach |
| 8 | 8:30 AM | EC | Long Beach |
| 8 | 10:00 AM | BOD | Long Beach |
| 18 | 8:30 AM | AIME | Zoom |

**JUNE 2026**

| Date | Time | Committee | Location |
|---|---|---|---|
| 12 | 9:00 AM | AOA EC | Zoom |

*AORMA = Auxiliary Organizations Risk Management Alliance Committee*
*AIME = Athletic Injury Medical Expense Committee*
*AORMA LRP = AORMA Long Range Planning Meeting*
*AOA = CSU Auxiliary Organizations Association*
*BOD = CSURMA Board of Directors*
*EC = CSURMA Executive Committee*
*EC LRP = EC Long Range Planning Meeting*

California State University Risk Management Authority

DRAFT

# FY 2026/27 CSURMA MEETING CALENDAR

## JULY 2026

| Date | Time | Committee | Location |
|---|---|---|---|

## AUGUST 2026

| Date | Time | Committee | Location |
|---|---|---|---|
| 5-6 | 11:00 AM | AORMA Officers Retreat | |
| 14 | 9:00 AM | AOA EC | Zoom |

## SEPTEMBER 2026

| Date | Time | Committee | Location |
|---|---|---|---|
| 8 | 10:00 AM | NEW AORMA Member Orientation | Zoom |
| 8 | 11:00 AM | NEW EC Member Orientation | Zoom |
| 9 | 2:00 PM | AORMA | San Francisco |
| 10 | 9:00 AM | AORMA LRP | San Francisco |
| 11 | 8:30 AM | EC | San Francisco |

## OCTOBER 2026

| Date | Time | Committee | Location |
|---|---|---|---|
| 15 | 10:00 AM | New BOD Member Orientation | Zoom |
| 23 | 8:30 AM | EC | Long Beach |
| 23 | 10:00 AM | BOD | Long Beach |
| 26 | 8:30 AM | AIME | Zoom |

## NOVEMBER 2026

| Date | Time | Committee | Location |
|---|---|---|---|
| 20 | 9:00 AM | AOA EC | Zoom |

## DECEMBER 2026

| Date | Time | Committee | Location |
|---|---|---|---|
| 3 | 10:00 AM | AORMA | San Francisco |
| 4 | 8:30 AM | EC | TBD |

## JANUARY 2027

| Date | Time | Committee | Location |
|---|---|---|---|
| | 8:30 AM | AIME | Zoom |
| 10 | 3:30 PM | EC (AOA Conference) | |
| 10-12 | | AOA Annual Conference | |

## FEBRUARY 2027

| Date | Time | Committee | Location |
|---|---|---|---|

## MARCH 2027

| Date | Time | Committee | Location |
|---|---|---|---|
| 4 | 2:30 PM | EC | Irvine |
| 5 | 8:30 AM | EC LRP | Irvine |

## APRIL 2027

| Date | Time | Committee | Location |
|---|---|---|---|

## MAY 2027

| Date | Time | Committee | Location |
|---|---|---|---|
| 6 | 1:30 PM | AORMA | Long Beach |
| 7 | 8:30 AM | EC | Long Beach |
| 7 | 10:00 AM | BOD | Long Beach |
| | 8:30 AM | AIME | Zoom |

## JUNE 2027

| Date | Time | Committee | Location |
|---|---|---|---|
| TBD | | AOA EC | TBD |

*AORMA = Auxiliary Organizations Risk Management Alliance Committee*
*AIME = Athletic Injury Medical Expense Committee*
*AORMA LRP = AORMA Long Range Planning Meeting*
*AOA = CSU Auxiliary Organizations Association*
*BOD = CSURMA Board of Directors*
*EC = CSURMA Executive Committee*
*EC LRP = EC Long Range Planning Meeting*

**Agenda Item G3**
**CSURMA AORMA Committee**
**Meeting Date: May 7, 2026**

# 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 the Program Administrator as appropriate.

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

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

a. CSURMA Administrative Service Calendar

# CSURMA
# SERVICE CALENDAR

DRAFT

| # | Task | Staff | Status |
|---|---|---|---|
| | **CSURMA Administrative Service Calendar** | | |
| **#** | **Task** | **Staff** | **Status** |
| | **JANUARY 2025** | | |
| 1 | State Filing - Statement of Facts – Roster of Public Agencies - file with Secretary of State | Tevea Him | Completed |
| 2 | State Filing - Joint Powers Authority - file with Secretary of State - As Needed | Tevea Him | Completed |
| 3 | State Filing - Financial Statement to the County Auditor and State Controller | Tevea Him | Completed |
| 4 | Treasurers' Bond | Van Rin | Completed |
| 5 | Announce the new AORMA Committee open seats on the AORMA Committee at the AOA Conference | Mimi Long | Completed |
| 6 | FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS | Tevea Him | Completed |
| 7 | AORMA Member Budget Letter (January Letter) | Mimi Long | Completed |
| | ***AIME Committee Meeting*** | ***Stacey Weeks*** | |
| | **FEBRUARY** | | |
| **#** | **Task** | **Staff** | **Status** |
| 1 | AORMA Liability Program - Reinsurance Recovery / EPL Deductible Recovery at Dec 31st | Mimi Long | Completed |
| | **MARCH** | | |
| **#** | **Task** | **Staff** | **Status** |
| 1 | Executive Committee Nominations<br>*Chair to appoint the EC Nominating Committee at January EC meeting*<br>*EC election at the May BOD meeting* | Mimi Long | Completed |
| 2 | Review of all CSURMA Policies and Procedures (odd in odd years / even in even years) | Mimi Long | Completed |
| 3 | Chancellor's Office Services Budget Proposals | Tevea Him | Completed |
| 4 | CSURMA Budget | Mimi Long | Completed |
| 5 | CSURMA Mid-Term Budget (Review Variance Report w/ EC) | Mimi Long | Completed |
| 6 | CSURMA Master Investment Policy | Tevea Him | Completed |
| 7 | Review and adoption of Applicable Integrated CSU Administrative Manual Policies | Tevea Him | Completed |
| 8 | Review and adoption of CSURMA's Data Security Policies | Tevea Him | Completed |
| 9 | CSU International Programs Funding | Amy Lightner | |
| 10 | Campus Liability, AORMA Liability, AIME and Campus WC - Risk Pool claims audit (every odd year)<br>*Req approval of auditor's proposal at the March, 2027 meeting (no approval required for WC)*<br>*Complete the audit review June - August, 2027*<br>*Present results at September, 2027 EC & AORMA meetings*<br>*Present results at October, 2027 BOD meeting* | Mimi Long | N/A |
| 11 | Campus Risk Pools Funding Status Report (using 12/31 financials) | Mimi Long | Completed |
| 12 | Auxiliary Service Provider Report | LaShaunda Wallace | Completed |
| 13 | Campus Programs RPTG<br>*Appoint RPTG committee at March, 2028 EC meeting;*<br>*Schedule in-person RPTG meeting in July, 2028;*<br>*Schedule follow-up virtual meeting in August, 2028;*<br>*Present Results at September, 2028 EC meeting for FY 2029/2030 rating*<br>*Present Results at October, 2028 BOD meeting* | Mimi Long | N/A |
| 14 | Forward to the AOA EC the slate of nominees to fill the open seats on the AORMA Committee | Mimi Long | In Process |
| 15 | Completion of the Form 700 – Statement of Economic Interest | Tevea Him | Completed |
| 16 | CSURMA Operational Review<br>*Request approval to perform audit at September, 2026 EC meeting*<br>*Present results at March, 2027 EC meeting*<br>*Present results at May, 2027 BOD meeting*<br>*Present results at May, 2027 AORMA Meeting* | Mimi Long | N/A |
| 17 | Property Appraisals, Begin the Process in 2028 | Mimi Long | N/A |
| 18 | ***CSURMA EC Meeting***<br>***CSURMA EC LRP Meeting*** | ***Mimi Long***<br>***Mimi Long*** | |
| | **APRIL** | | |

DRAFT

# CSURMA
# SERVICE CALENDAR

| # | Task | Staff | Status |
|---|---|---|---|
| # | Task | Staff | Status |
| 1 | JPA ADMIN verifies BOD Campus Primary and Alternate representative remain in place by | Tevea Him | Completed |
| 2 | Election for AORMA Committee term beginning on July 1st (election closes April 30) | Tevea Him | Completed |
| 3 | Workers' Compensation Scorecard - Receive report from Sedgwick and distribute | Claims Admin | |
| | **MAY** | | |
| # | Task | Staff | Status |
| 1 | Approval by BOD Resolution allowing Treasurer to invest or reinvest funds (P/O Budget | Tevea Him | In Process |
| 2 | Approval of Conflict of Interest Code by BOD every even-number year - File with FPPC as required | Tevea Him | In Process |
| 3 | Approval of Long Range Action Plan for upcoming fiscal year | Mimi Long | In Process |
| 4 | Campus Risk Pools Funding Status | Mimi Long | In Process |
| 5 | Executive Committee Nominations<br>*Chair to appoint the EC Nominating Committee at January EC meeting*<br>*EC election at the May BOD meeting* | Mimi Long | In Process |
| 6 | Adoption of the CSURMA Operating Budget | Mimi Long | In Process |
| 7 | CSURMA Quarterly Investment Report | Tevea Him | In Process |
| 8 | Announce AORMA Committee members for the new term beginning July 1st | Tevea Him | In Process |
| 9 | Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1st | Tevea Him | |
| 10 | Send out appointment letters to the newly elected Executive Committee members for the term beginning on July 1st | Mimi Long | |
| 11 | CSURMA Operational Review<br>*Request approval to perform audit at September, 2026 EC meeting*<br>*Present results at March, 2027 EC meeting*<br>*Present results at May, 2027 BOD meeting*<br>*Present results at May, 2027 AORMA Meeting* | Tevea Him | |
| | ***AIME Committee Meeting*** | ***Stacey Weeks*** | |
| | ***CSURMA BOD NMO Meeting via Teleconference*** | ***Amy Lightner*** | |
| | ***AORMA Committee Meeting*** | ***Mimi Long*** | |
| | ***CSURMA EC Meeting*** | ***Mimi Long*** | |
| | ***CSURMA BOD Meeting*** | ***Mimi Long*** | |
| | **JUNE** | | |
| # | Task | Staff | Status |
| 1 | AORMA Liability Program - Reinsurance Recovery / EPL Deductible Recovery | Van Rin | |
| 2 | Request COI from all vendor's | L. Wallace | |
| | ***Expiring Contract: Agility - July 15, 2025*** *(Extended to 7/15/26)* | Mimi Long | |
| | ***Expiring Contract: Alliant Loss Control Services - June 30, 2025*** *(Extended to 6/30/28)* | Mimi Long | |
| | ***Expiring Contract: CO Overhead Costs - June 30, 2025*** *(Extended to 6/30/26)* | Mimi Long | |
| | ***Expiring Contract: Employers Group Service Corp - Expires June 30, 2026*** | Mimi Long | |
| | ***Expiring Contract: Praesidium - June 30, 2026*** | Mimi Long | |
| | ***Expiring Contract: Sedgwick - June 30, 2030*** | Mimi Long | |
| | ***Expiring Contract: Witt O'Brien's, LLC - June 30, 2026*** | Mimi Long | |
| | ***Expiring Contract: UC RSS - May 7, 2026*** | Mimi Long | |
| | ***Expiring Contract: Black Swan (Empathia, Inc.) - June 30, 2027*** | Mimi Long | |
| | ***Expiring Contract: Ventiv / iVos - June 30, 2026*** | Mimi Long | |
| | ***Expiring Contract: CO Systemwide Professional Development (AORMA online training) - Continuous*** | Mimi Long | |
| | **JULY** | | |
| # | Task | Staff | Status |
| 1 | OCIP #3 - CGL & WC - Expiration Date: December 31, 2022 - 2027 | Amy Lightner | |
| 2 | Financial audit prep with KPMG | Van Rin | |

| # | Task | Staff | Status |
|---|---|---|---|
| 3 | Send to CSU Accounting the approved dividends and allocation of program costs for invoicing | Van Rin | |
| 4 | Send out AORMA invoice to all members | Van Rin | |
| 5 | Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary | Mimi Long | |
| 6 | Actuary Campus Liability Deductible Credits, based on June 30, 2028 losses. New deductibles 29/30, 30/31, 31/32 | Mimi Long | |
| 7 | Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year | Tevea Him | |
| 8 | Final FY Payroll - request from Chancellor's Office | Mimi Long | |
| 9 | Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution | Van Rin | |
| 10 | Distribute the Liability and Workers' Compensation dividend checks | Van Rin | |
| 11 | Request final audited payroll from all Workers' Compensation program members for expired year | Tevea Him | |
| 12 | Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate, **2027** | Mimi Long | |
| 13 | Workers' Compensation Scorecard - Receive report from Sedgwick and distribute (annual for AORMA) | WC Consult | |
| 14 | Campus Programs RPTG<br>*Appoint RPTG committee at March, 2028 EC meeting;*<br>*Schedule in-person RPTG meeting in July, 2028;*<br>*Schedule follow-up virtual meeting in August, 2028;*<br>*Present Results at September, 2028 EC meeting for FY 2029/2030 rating*<br>*Present Results at October, 2028 BOD meeting* | Mimi Long | N/A |
| 15 | AORMA Programs RPTG<br>*Appoint RPTG committee at December, 2025 AORMA Committee meeting;*<br>*Schedule in-person RPTG meeting in July, 2026;*<br>*Schedule follow-up virtual meeting in August, 2026;*<br>*Present Results at September, 2026 AORMA meeting for FY 2027/2028 rating* | Mimi Long | Scheduled |
| | ***AORMA Officers Retreat*** | ***Mimi Long*** | ***Completed*** |

**AUGUST**

| # | Task | Staff | Status |
|---|---|---|---|
| 1 | Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate | Tevea Him | |
| 2 | Send out letter to regarding Claims Settlement Authority Annual Confirmation | Tevea Him | |
| 3 | Send out letter to regarding Foreign Travel Authority Confirmation | Tevea Him | |
| 4 | CSURMA Quarterly Investment Report for EC Meeting | Tevea Him | |
| 5 | Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll | Mimi Long | |
| 6 | Receipt of Actuarial Studies<br>*Forward to Systemwide Risk Management and Accounting Team* | Mimi Long | |
| 7 | Calculate each member's minimum EPL deductible for the upcoming program term | Tevea Him | |
| 8 | Complete Target Surplus Funding Report | Mimi Long | |
| 9 | UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30 | Tevea Him | |
| 10 | Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.) | Mimi Long | |
| 11 | Campus Programs RPTG<br>*Appoint RPTG committee at March, 2028 EC meeting;*<br>*Schedule in-person RPTG meeting in July, 2028;*<br>*Schedule follow-up virtual meeting in August, 2028;*<br>*Present Results at September, 2028 EC meeting for FY 2029/2030 rating*<br>*Present Results at October, 2028 BOD meeting* | Mimi Long | N/A |
| 12 | AORMA Programs RPTG<br>*Appoint RPTG committee at December, 2025 AORMA Committee meeting;*<br>*Schedule in-person RPTG meeting in July, 2026;*<br>*Schedule follow-up virtual meeting in August, 2026;*<br>*Present Results at September, 2026 AORMA meeting for FY 2027/2028 rating* | Mimi Long | |

# CSURMA
# SERVICE CALENDAR

DRAFT

| # | Task | Staff | Status |
|---|---|---|---|
| | | | |
| | **SEPTEMBER** | | |
| **#** | **Task** | **Staff** | **Status** |
| 1 | Adoption of CSURMA Executive Committee, Board of Directors, and AORMA Committee meeting calendars | Tevea Him | |
| 2 | Actuarial Reports | Mimi Long | |
| 3 | Risk Pools Funding Status Report | Mimi Long | |
| 4 | Proposed Campus, AIME and AORMA Dividends | Mimi Long | |
| 5 | Rates and Gross Funding Campus and AORMA Coverage Programs | Mimi Long | |
| 6 | AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren) | Van Rin | |
| 7 | ***CAJPA Fall Conference and Training Seminar -South Lake Tahoe*** | | |
| 8 | Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report - Present to EC in Sept | Tevea Him | |
| 9 | Prepare invoices or checks for the Workers' Compensation payroll audit | Van Rin | |
| 10 | CSURMA Quarterly EPL Deductible Recoverys ending September 30 (Begin Task) | Van Rin | |
| 11 | Completion of the AORMA Committee (September Letter) updating all AORMA members on the funding and dividends approved for the upcoming fiscal year | Mimi Long | |
| 12 | Annual Exposure Surveys to Members - all aviation, CLIP, Med Mal, watercraft, AORMA renewal app, AORMA Liabilty App | Tevea Him | |
| 13 | Campus Benchmarking Report | Amy Lightner | |
| 14 | Campus Programs RPTG<br>*Appoint RPTG committee at March, 2028 EC meeting;*<br>*Schedule in-person RPTG meeting in July, 2028;*<br>*Schedule follow-up virtual meeting in August, 2028;*<br>*Present Results at September, 2028 EC meeting for FY 2029/2030 rating*<br>*Present Results at October, 2028 BOD meeting* | Mimi Long | |
| 15 | AORMA Programs RPTG<br>*Appoint RPTG committee at December, 2025 AORMA Committee meeting;*<br>*Schedule in-person RPTG meeting in July, 2026;*<br>*Schedule follow-up virtual meeting in August, 2026;*<br>*Present Results at September, 2026 AORMA meeting for FY 2027/2028 rating* | Mimi Long | |
| 16 | CSURMA Operational Review<br>*Request approval to perform audit at September, 2026 EC meeting*<br>*Present results at March, 2027 EC meeting*<br>*Present results at May, 2027 BOD meeting*<br>*Present results at May, 2027 AORMA Meeting* | Mimi Long | |
| 17 | Campus Liability, AORMA Liability, AIME and Campus WC - Risk Pool claims audit (every odd year)<br>*Req approval of auditor's proposal at the March, 2027 meeting (no approval required for WC)*<br>*Complete the audit review June - August, 2027*<br>*Present results at September, 2027 EC & AORMA meetings*<br>*Present results at October, 2027 BOD meeting* | Mimi Long | N/A |
| 18 | AORMA WC - Risk Pool claims audit (every even year)<br>*Complete the audit review June - August, 2026*<br>*Present results at September, 2026 AORMA meetings*<br>*Present results at October, 2026 BOD meeting* | Mimi Long | |
| | ***AORMA Long Range Plan meeting*** | ***Mimi Long*** | |
| | ***AORMA New Committee Member Orientation meeting*** | ***Mimi Long*** | |
| | ***AORMA Committee Meeting*** | ***Mimi Long*** | |
| | ***CSURMA EC Orientation Meeting*** | ***Mimi Long*** | |
| | ***CSURMA EC Meeting*** | ***Mimi Long*** | |
| | **OCTOBER** | | |
| **#** | **Task** | **Staff** | |
| 1 | CSURMA Annual Report (Stewardship) | Mimi Long | |
| 2 | CSURMA Tri-Fold based on June 30 financials | Mimi Long | |

DRAFT

# CSURMA
# SERVICE CALENDAR

| # | Task | Staff | Status |
|---|---|---|---|
| 3 | AORMA Estimated Workers' Compensation payroll | Tevea Him | |
| 4 | Government Compensation Report (request from CSU Accounting) | Tevea Him | |
| 5 | Campus Liability, AORMA Liability, AIME and Campus WC - Risk Pool claims audit (every odd year)<br>*Req approval of auditor's proposal at the March, 2027 meeting (no approval required for WC)*<br>*Complete the audit review June - August, 2027*<br>*Present results at September, 2027 EC & AORMA meetings*<br>*Present results at October, 2027 BOD meeting* | Mimi Long | N/A |
| 6 | AORMA WC - Risk Pool claims audit (every even year)<br>*Complete the audit review June - August, 2026*<br>*Present results at September, 2026 AORMA meetings*<br>*Present results at October, 2026 BOD meeting* | WC Consultant | |
| 7 | Campus Programs RPTG<br>*Appoint RPTG committee at March, 2028 EC meeting;*<br>*Schedule in-person RPTG meeting in July, 2028;*<br>*Schedule follow-up virtual meeting in August, 2028;*<br>*Present Results at September, 2028 EC meeting for FY 2029/2030 rating*<br>*Present Results at October, 2028 BOD meeting* | Mimi Long | N/A |
| | ***AIME Committee Meeting*** | ***Stacey Weeks*** | |
| | ***CSURMA BOD Meeting*** | ***Mimi Long*** | |
| | ***CSURMA EC Meeting*** | ***Mimi Long*** | |

## NOVEMBER

| # | Task | Staff | Status |
|---|---|---|---|
| 1 | Review CAJPA Accrediation Standard for new or reoccuring item | Mimi Long | |
| 2 | 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) | Tevea Him | |
| 3 | Send campus risk pool renewal budget (Early Bird Renewal Letter) | Mimi Long | |
| 4 | Campus Risk Pool Deductible - Effective for FY 2029/2030 | Mimi Long | N/A |
| 5 | Review volunteer losses within the AORMA Workers' Compensation program (review at December meeting) | Tevea Him | |
| 6 | UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30 | Tevea Him | |

## DECEMBER

| # | Task | Staff | Status |
|---|---|---|---|
| 1 | Vendor Survey - Review List of Vendors and Work on Recipients | L. Wallace | |
| 2 | CSURMA Cash Flow Statement at Sept. 30th | Mimi Long | |
| 3 | AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren) | Mimi Long | |
| 4 | Quarterly Risk Management Report for Systemwide Risk Management | Dan Howell | |
| 5 | Financial Audit - mail to Secretary of State and County Auditor | Tevea Him | |
| 6 | CSURMA Quarterly EPL Deductible Recoverys | Van Rin | |
| 7 | AORMA Programs RPTG<br>*Appoint RPTG committee at December, 2028 AORMA Committee meeting;*<br>*Schedule in-person RPTG meeting in July, 2029;*<br>*Schedule follow-up virtual meeting in August, 2029;*<br>*Present Results at September, 2026 AORMA meeting for FY 2030/2031 rating* | Mimi Long | |
| | ***Expiring Contract: Enterprises Rent A Car - Update Rates for the new year*** | Tevea Him | |
| | ***Expiring Contract: Alliant Insurance Services (Brokerage Agreement) - December 31, 2029*** | Mimi Long | |
| | ***Expiring Contract: Alliant Insurance Services (Program Admin Agreement) - December 31, 2029*** | Mimi Long | |
| | ***Expiring Contract: Carl Warren & Company - December 31, 2026*** | Mimi Long | |
| | ***Expiring Contract: HSR (AIME and Club Sports) - December 31, 2027*** | Amy Lightner | |
| | ***AORMA Committee Meeting*** | ***Mimi Long*** | |

# CSURMA
# SERVICE CALENDAR

| # | Task | Staff | Status |
|---|---|---|---|
| | | | |

## CSURMA AORMA COMMITTEE AND STAFF CONTACT LIST

**ISSUE:** Attached for the Committee's review is the AORMA Committee contact list.

**RECOMMENDATION:** It is recommended that members review the list at each meeting for accuracy, making revisions as appropriate. If there are any changes, please contact Tevea Him at thim@alliant.com.

**FISCAL IMPACT:** None.

**BACKGROUND:** This contact list is provided at every meeting.

**PUBLICATION:** None.

**ATTACHMENT(S):**

a. AORMA Committee and Program Administrator Contact List

## AORMA Committee
## Effective at July 1, 2025

| Seat | Member | Position | Campus | Auxiliary Name | E-Mail | Telephone Number |
|---|---|---|---|---|---|---|
| Chair | Chuck Kissel | Executive Director | Fullerton | CSU Fullerton Auxiliary Services Corporation | ckissel@fullerton.edu | 657-278-4101 |
| First Vice Chair | Bill Olmsted | Executive Director | Sacramento | University Union Operation of CSUS, Inc. | olmsted@csus.edu | 916-278-7911 |
| Second Vice Chair | Leslie Levinson | Chief Financial Officer | San Diego | San Diego State University Research Foundation | llevinson@sdsu.edu | 619-594-1076 |
| Seat 1 | Ian Hannah | AVP for Advancement Operations | Sonoma | Sonoma State University Foundation | ian.hannah@sonoma.edu | 707-664-4041 |
| Seat 2 | Jennifer Puccinelli | Human Resource and Risk Manager | San Bernardino | Santos Manuel Student Union of CSU, San Bernardino | JPuccinelli@csusb.edu | 909-537-3882 |
| Seat 3 | Cecilia Ortiz | Executive Director | Northridge | University Student Union, Inc. at CSUN | Cecilia.ortiz@csun.edu | 818-677-3024 |
| Seat 4 | Raven Tyson | Associate Director of Business Operations | San Diego | Associated Students, San Diego State University | rtyson@sdsu.edu | 619-594-3760 |
| Seat 5 | Barnaby Peake | Executive Director | Los Angeles | Associated Students, Inc., CSU Los Angeles | bpeake@calstatela.edu | 323-343-5858 |
| Seat 6 | Rosa Hernandez | Director, Human Resources | Long Beach | Forty-Niner Shops, Inc. & Associated Students, Inc. | rosa.hernandez@csulb.edu | 562-985-7854 |
| Seat 7 | Keith Crawford | Risk Manger | Chico | Associated Students of CSU, Chico | tkcrawford@csuchico.edu | 530-898-3447 |

California State University Risk Management Authority

# CSURMA Service Matrix

| Coverage | Contact | E-Mail Address | Office |
|---|---|---|---|
| **JPA Program Administrator – Alliant Insurance Services, Inc.** | | | |
| Alliant Claims Consulting | Elaine (Kim) Tizon | elaine.tizon@alliant.com | 415-403-1458 |
| | Diana Walizada | dwalizada@alliant.com | 415-403-1453 |
| | Robert Frey | rfrey@alliant.com | 415-403-1445 |
| Certificate of Insurance Requests | La Shaunda Wallace | lashaunda.wallace@alliant.com | 415-403-1489 |
| | Tevea Him | thim@alliant.com | 415-403-1416 |
| CSURMA Budget | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Form 700 | Tevea Him | thim@alliant.com | 415-403-1416 |
| General AORMA Coverage Questions (Auxiliary Organizations only) | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| | Daniel Howell | dhowell@alliant.com | 415-403-1426 |
| General CSURMA Coverage Questions (CAMPUS only) | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| | Daniel Howell | dhowell@alliant.com | 415-403-1426 |
| General Risk Management Questions (AORMA) | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| | Daniel Howell | dhowell@alliant.com | 415-403-1426 |
| General Risk Management Questions (Campus) | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Daniel Howell | dhowell@alliant.com | 415-403-1426 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| Risk Pool Rating Plans (AORMA) | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Risk Pool Rating Plans (Campus) | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Website and Technology Questions | Tevea Him | thim@alliant.com | 415-403-1416 |
| | La Shaunda Wallace | lashaunda.wallace@alliant.com | 415-403-1489 |
| | Myron Leavell | mleavell@alliant.com | 415-403-1404 |
| Workers' Compensation Claims Consultant | Deanna Jacona | deanna@hudsonclaimsconsulting.com | 530-605-7152 |

| Contacts by Coverages | | | |
|---|---|---|---|
| ADWRP (Alliant Deadly Weapon Response Program) | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| AIME | Stacey Weeks | sweeks@alliant.com | 415-403-1448 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| AMVP (Alliant Mobile Vehicle Program) | La Shaunda Wallace | lashaunda.wallace@alliant.com | 415-403-1489 |
| | Yvonne Killian | yvonne.killian@alliant.com | 916-643-2748 |
| Boiler & Machinery Program - AORMA | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Boiler & Machinery Program - Campuses | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| BRIP (Builders Risk Insurance Program) | Shadi Jalali | shadi.jalali@alliant.com | 949-433-8238 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Club Sports / Intramurals | Stacey Weeks | sweeks@alliant.com | 415-403-1448 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| CPL (Contractors Pollution Liability) | Shadi Jalali | shadi.jalali@alliant.com | 949-433-8238 |
| CSU Medical Malpractice Coverage | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| CSU Rocketry Program | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Cyber Liability | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |

California State University Risk Management Authority

# CSURMA Service Matrix

| Coverage | Contact | E-Mail Address | Office |
|---|---|---|---|
| DRIP (Drone Insurance Program) | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| FAAAP (Fine Arts, Artifacts & Archives Program) | PJ Skarlanic | pskarlanic@alliant.com | 415-403-1455 |
| Fidelity-Crime Program | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Foreign Travel Program | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Yvonne Killian | yvonne.killian@alliant.com | 916-643-2748 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| Inland Marine | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Yvonne Killian | yvonne.killian@alliant.com | 916-643-2748 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Non-Owned Aviation Liability | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| OCIP (Owner Controlled Insurance Program) | Pamela Quiroz | pamela.quiroz@alliant.com | 213-443-2469 |
| | Jim Holobaugh | jholobaugh@alliant.com | 214-273-3156 |
| OPPI (Owners's Protective Professional Insurance) | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| PAI (Participant Accident Insurance) | Tevea Him | thim@alliant.com | 415-403-1416 |
| | Van Rin | vrin@alliant.com | 415-403-1408 |
| SAFECLIP (Student Academic Field Experience for Credit Liability Insurance Program) | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| Special Events Insurance | Yvonne Killian | yvonne.killian@alliant.com | 916-643-2748 |
| | Van Rin | vrin@alliant.com | 415-403-1408 |
| SPLIP (Student Professional Liability Insurance Program) | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| Trustee's E&O & Fduciary Liability | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Watercraft | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |
| Workers' Compensation Program - AORMA | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Mimi Long | mlong@alliant.com | 415-403-1423 |
| Workers' Compensation Program - Campus | Van Rin | vrin@alliant.com | 415-403-1408 |
| | Amy Lightner | amy.lighter@alliant.com | 415-403-1457 |

| CSURMA AORMA Benefits Program | | | |
|---|---|---|---|
| General Inquiries | General Inquiries | aormabenefits@alliant.com | |
| Account Manager | Heather McCarthy | Heather.McCarthy@alliant.com | 925-378-6465 |
| Benefits Analyst | Travis Robertson | Travis.Robertson@alliant.com | 949-527-9884 |
| Account Executive | Chloe Smith | chloe.smith@alliant.com | 415-403-1437 |
| Benefits Consultant | Tom Quirk | tom.quirk@alliant.com | 949-660-5952 |
| Benefits Consultant/Senior Vice President | Michael Menerey | mmenerey@alliant.com | 213-270-0972 |

csurma
California State University Risk Management Authority

# CSURMA Service Matrix

| Coverage | Contact | E-Mail Address | Office |
|---|---|---|---|
| **Loss Control Consultants – Alliant Risk Control Consulting** | | | |
| Northern California | John Owen | john.owen@alliant.com | 916-643-2736 |
| *Humboldt, Monterey, Sacramento, San Luis Obispo, Sonoma, Stanislaus, Northridge, San Bernardino* | | | |
| Northern California | Steven Meglio | steven.meglio@alliant.com | 775-461-5166 |
| *Chico, East Bay, San Francisco, and San Jose* | | | |
| North LA and Central California | Tim Leech | tleech@alliant.com | 949-260-5008 |
| *Bakersfield, Channel Islands, Dominguez Hills, Fresno, Los Angeles* | | | |
| Southern California | Kristina Loiselle | kloiselle@alliant.com | 949-260-5042 |
| *Fullerton, Long Beach, Pomona, San Diego, and San Marcos* | | | |

| | | | |
|---|---|---|---|
| **CSU Chancellor's Office** | | | |
| CSU Chancellor's Office | Andrew Theisen | atheisen@calstate.edu | 562-951-4575 |
| | Audra Reed | areed@calstate.edu | 562-951-4564 |
| | Jenny Novak | jnovak@calstate.edu | 562-400-2358 |
| | Leona Ching | lching@calstate.edu | 562-951-4575 |
| | Martha Guiditta | mguiditta@calstate.edu | 562-951-4557 |
| | Marissa Castillo | mcastillo@calstate.edu | 562-951-4806 |
| | Robert Eaton | reaton@calstate.edu | 562-951-4572 |
| | Scott Bourdon | sbourdon@calstate.edu | 562-951-4938 |
| | Steve Relyea | srelyea@calstate.edu | 562-951-4600 |
| | Zachary Gifford | zgifford@calstate.edu | 562-951-4568 |
| Office of General Counsel | William Hsu | whsu@calstate.edu | 562-951-4500 |
| | Robin Webb | rwebb@calstate.edu | 562-951-4500 |
| | Jaime Thompson | jthompson@calstate.edu | 562-951-4500 |
| Financial Services Division<br>Systemwide Accounting & Reporting | Alice Kim | akim@calstate.edu | 562-951-4627 |
| | Jullia Margaureathe Perancullo | jperancullo@calstate.edu | 562-481-2426 |
| | Sherry Pickering | spickering@calstate.edu | 562-951-4531 |
| | Jeni Kitchell | jkitchell@calstate.edu | 562-951-4540 |
| Systemwide Professional Development | David Kervella | dkervella@calstate.edu | 562-951-4403 |
| | Chris Fondacaro | cfondacaro@calstate.edu | 562-951-4403 |

csurma
California State University Risk Management Authority

# CSURMA Service Matrix

| Coverage | Contact | E-Mail Address | Office |
|---|---|---|---|
| **Unemployment Insurance Claims Administrator – Equifax** | | | |
| National Account Executive | Christina Wuestling | christina.wuestling@equifax.com | 314-277-1917 |
| UI Claims Administrator (Primary) | Melinda Leritz | melinda.leritz@equifax.com | 833-946-0624 x7895 |
| UI Claims Administration Manager | Trisha Milton | trisha.milton@equifax.com | 314-214-7883 |
| Equifax Charge Specialist / DE2088 Requests | | | |
| Power of Attorney Issues | | | |

| | | | |
|---|---|---|---|
| **Human Resources Consulting – Employers Group** | | | |
| Helpline | Helpline Team | helpline@employersgroup.com | 800-748-8484 |
| EEO Compliance (Affirmative Action) | Suzanne Oliva | soliva@fpsolutions.com | 213-765-3918 |
| Training/Behavioral Assessments | Bill Stephens | bstephens@employersgroup.com | 213-595-3191 |
| Client Service | Bill Stephens | bstephens@employersgroup.com | 805-877-9922 |
| Employee Opinion Survey | Veretta Yancey | vyancey@employersgroup.com | 213-765-3937 |
| Employer Advocacy | Mark Wilbur | mwilbur@fpsolutions.com | 310-849-9066 |
| Leave Management | Helpline | helpline@employersgroup.com | 800-748-8484 |
| Reference Library | Robert Campbell | rcampbell@employersgroup.com | 800-748-8484 x3430 |
| Compensation, Research and Surveys | Research Services | researchservices@employersgroup.com | 213-765-3969 |
| On-Line Training | Bill Stephens | bstephens@employersgroup.com | 805-807-9922 |
| Employee Handbooks and Policies | Michelle Olson | molson@employersgroup.com | 800-748-8484 |
| Compliance Posters | ServiceOne | serviceone@employersgroup.com | 213-765-3952 |