



California State University Risk Management Authority

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MEMORANDUM

Date: December 5, 2019

To: All CSURMA Contacts

From: Daniel Howell, CSURMA Program Director

Re: Retirement and Succession of Robert Leong

All organizations at some time experience the loss of a leader who contributed so much to its success; and, that time has arrived for CSURMA. Robert Leong will retire from Alliant on December 31, 2019 and his last day in the office is December 13th.

Those who attended the recent CSURMA Board of Directors meeting heard many thoughts on Rob's contributions to CSURMA over the past 19 years. He has had a positive impact across every program and has been a "go to" source of knowledge among the campuses, auxiliary organizations and CSURMA staff. I am personally grateful for Rob's unwavering commitment and the talent he has applied to all our benefit.

Fortunately (and as we would expect considering his approach to serving CSURMA), Rob provided ample notice of his intentions and allowed us to plan for his succession. At a general level, Rob's role has been assigned as follows:

- **Campus Risk Pool Budget and Rates** – Susan Leung will assume responsibility for oversight of the Campus Risk Pool budget and rates. This includes analyzing the actuarial studies, administrative costs and rating plans. Note, Mimi Long continues in this capacity for the AORMA programs.
- **Campus Risk Pool Administration and Consulting** – Amy Lightner will serve as Program Administrator of the Campus Risk Pool Programs, including the AIME and FTIP programs. Amy will be the "go to" person for general questions on coverage, contract reviews and other questions.

Mimi Long and Tevea Him will continue to lead general Pool Administration and Van Rin will continue to lead insurance premium and policy management along with CSU Accounting at the Chancellor's Office.

We have updated the attached matrix that includes more detail on CSURMA service resources and contacts. Please contact me with any questions.

Finally, please join me in thanking Rob for his contributions and in wishing him a long, happy and healthy retirement!

A Public Entity Joint Powers Authority

CSURMA SERVICE MATIX AND CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Van Rin Andrew Gaspari	vrin@alliant.com andrew.gaspari@alliant.com	415-403-1408 415-403-1412	415-874-4810 415-874-4810
General CSURMA Coverage Questions (CAMPUS only)	Amy Lightner	amy.lightner@alliant.com	415-403-1457	415-874-4810
	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Daniel Howell	dhowell@alliant.com	415-403-1426	415-874-4810
General CSURMA AORMA Coverage Questions (Auxiliary Organizations only)	Mimi Long	mlong@alliant.com	415-403-1423	415-874-4810
	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Daniel Howell	dhowell@alliant.com	415-403-1426	415-874-4810
AIME	Stacey Weeks	sweeks@alliant.com	415-403-1448	415-874-4810
	Amy Lightner	amy.lightner@alliant.com	415-403-1457	415-874-4810
Inland Marine	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Mimi Long	mlong@alliant.com	415-403-1423	415-874-4810
	Andrew Gaspari	andrew.gaspari@alliant.com	415-403-1412	415-874-4810
Participant Accident Insurance (PAI)	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Tevea Him	thim@alliant.com	415-403-1416	415-874-4810
Special Events Insurance	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Tevea Him	thim@alliant.com	415-403-1416	415-874-4810
Foreign Travel Program	Amy Lightner	amy.lightner@alliant.com	415-403-1457	415-874-4810
	Andrew Gaspari	andrew.gaspari@alliant.com	415-403-1412	415-874-4810
General Risk Management Questions (AORMA)	Mimi Long	mlong@alliant.com	415-403-1423	415-874-4810
	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Daniel Howell	dhowell@alliant.com	415-403-1426	415-874-4810
General Risk Management Questions (Campus)	Amy Lightner	amy.lightner@alliant.com	415-403-1457	415-874-4810
	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Daniel Howell	dhowell@alliant.com	415-403-1426	415-874-4810
Risk Pool Rating Plans (Campus)	Susan Leung	Susan.leung@alliant.com	415-403-1435	415-874-4810
Risk Pool Rating Plans (AORMA)	Mimi Long	mlong@alliant.com	415-403-1423	415-874-4810
CSURMA Budget	Susan Leung	Susan.leung@alliant.com	415-403-1435	415-874-4810
Workers' Compensation Claims Consultant	Jacki Graf	jgraf@alliant.com	415-403-1438	415-874-4810
Alliant Claims Consulting	Robert Frey	rfrey@alliant.com	415-403-1445	415-403-1466
	Diana Walizada	dwalizada@alliant.com	415-403-1453	415-403-1466
	Elaine (Kim) Tizon	elaine.tizon@alliant.com	415-403-1458	415-403-1466
Form 700	Tevea Him	thim@alliant.com	415-403-1416	415-402-0773
Website and Technology Questions	La Shaunda Gaines	lashaunda.gaines@alliant.com	415-403-1489	415-874-4810
	Tevea Him	thim@alliant.com	415-403-1416	415-874-4810
	Myron Leavell	mleavell@alliant.com	415-403-1404	415-874-4810