



CSURMA EXECUTIVE 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.

- 1. Teleconference Location - CSU Chancellor’s Office, 401 Golden Shore, Long Beach, CA

Meeting Date: May 5, 2017
Time: 8:30 AM to 10:30 AM

Primary Location: CSU Chancellor’s Office
401 Golden Shore, Anacapa Room
Long Beach, CA 90802

Legend: **A** = Action
I = Information

A. CALL TO ORDER

- 1. Approval of the Agenda A p. 4

B. PUBLIC COMMENTS

C. CONSENT CALENDAR A

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is asked to take action on the consent calendar items as a group, except that a member may request that an item be withdrawn from the Consent Calendar for discussion and action.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 – March 9 and 10, 2017 p. 5
The Committee will be asked to approve the minutes from their last meetings.
- 2. Financial Report
 - a. Financial Statements at March 31, 2017 p. 25
The Committee will be asked to (1) review and accept the unaudited Financial Statement as March 31, 2017, (2) discuss and if appropriate approve a loan extension.
 - b. Treasurer’s Quarterly Investment Report p. 40
The Committee will be asked to review and accept the Treasurer’s Quarterly Investment Report.
- 3. FY 2017/2018 CSURMA Operating Budget p. 47
The Committee will be asked to approve the FY 2016/17 budget and recommend adoption by the Board of Directors.
- 4. CSURMA October 2017 Meeting Date Proposed Change p. 85
The Committee will be asked to discuss the proposed meeting date changes

5. **JPA Operations Management Review** p. 87
The Committee will be asked to approve the Consultant’s proposal to conduct the JPA operations review in 2017.

D. GENERAL ADMINISTRATION

1. **CSURMA Accounting Team** I p. 95
The Committee will be introduced to Sedong John who has been assigned to the position of Director, Systemwide Accounting & Reporting and will replace Kelly Cox as the director of accounting for CSURMA
2. **FY 2017/2018 Long Range Action Plan** A p. 97
The Committee will be asked to review and approve the FY 17/18 Long Range Action Plan, with revisions as appropriate.
3. **Excess Insurance Renewals Update and Writer Meeting Report** A p. 102
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-JPA.
4. **CSURMA Workers’ Compensation Renewal Options** A p. 105
The Committee will be asked to review and approve the extension of the EIA’s PWC program for FY 18/19.
5. **Captive Evaluation and Development** I p. 107
The Committee will hear an update on the use of a captive structure.
6. **Risk Management Innovation Grant Program** A p. 108
The Committee will be asked to review and if appropriate approve grant awards.
7. **CSURMA Policy & Procedure No. 21. Risk Management Innovation Grants** A p. 172
The Committee will be asked to approve revisions to P&P # 21 to reflect the change in focus from campus projects to systemwide projects.
8. **Risk Management Information System (RMIS) / Claims Management Information System (CMIS)** A p. 177
The Committee will be asked to delegate authority to the CSURMA Secretary-Auditor to execute a replacement iVOS service agreement with Ventiv subject to the review of CSURMA counsel.

E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS

1. **AIME Programs Update** I p. 178
The Committee will receive a verbal report on the AIME program.
2. **AORMA Programs Update** I p. 179
The Committee will receive a verbal report on the AORMA programs.

F. CLOSED SESSION Pursuant to Cal. Gov. Code Sec. 11126(e)(1) & 11126(f)(1) – A
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.

1. Benjamin v. CSU (Sonoma State)
2. SLO Landslide (property loss)
3. SF Science Building Coverage Claim.

G. INFORMATION ITEMS

- | | |
|--|----------|
| 1. Alliant Service Team Update | I p. 180 |
| 2. CSURMA Administrative Service Calendar | I p. 182 |
| 3. 2017 CSURMA Meeting Calendar | I p. 189 |
| 4. CSURMA Executive Committee and Staff Contact List | I p. 191 |

H. ADJOURNMENT

*The next CSURMA Executive Committee meeting is scheduled for September 8, 2017 at Sacramento, CA
 If you have questions regarding the agenda package, please contact
 Mimi Long at mlong@alliant.com / (415) 403-1423 or Tevea Him at thim@alliant.com / (415) 403-1416*

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.

APPROVAL OF MINUTES – MARCH 9 AND 10, 2017

ISSUE: The Executive Committee will be asked to review and approve the draft minutes of its March 9, 2017 and March 10, 2017 meetings.

RECOMMENDATION: It is recommended that the Executive Committee approve the minutes from its March 9, 2017 and March 10, 2017 meetings, including revisions as necessary.

FISCAL IMPACT: None.

BACKGROUND: The minutes reflect the actions taken by the Executive Committee at its last meetings.

PUBLICATION: All CSURMA Executive Committee meeting minutes are posted on the CSURMA website once they are approved.

ATTACHMENT(S):

- a. CSURMA EC Meeting Minutes - March 9, 2017
- b. CSURMA EC LRP Meeting Minutes - March 10, 2017

**MINUTES OF THE
CSURMA EXECUTIVE COMMITTEE MEETING**

MARCH 9, 2017

**ALLIANT INSURANCE SERVICES
701 B Street, 6th Floor • San Diego, CA**

2:30 PM

MEMBERS PRESENT

Scott Apel, California State University Long Beach
Lisa Chavez (Vice-Chair), California State University Los Angeles
Thom Davis, California State University, Bakersfield
Robert Eaton (Treasurer), California State University, Office of the Chancellor (*via Teleconference*)
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation
Kevin Saunders, California State University, Monterey Bay
Jody Van Leuven, California State University, San Bernardino

MEMBERS ABSENT

Mike Lee (Chair), California State University, Sacramento

STAFF, GUESTS & CONSULTANTS

Mary Ek – CSU, Office of the Chancellor
Zachary Gifford (CSURMA Secretary/Auditor), CSU Office of the Chancellor
Jacki Graf - Alliant Insurance Services, Inc.
Tevea Him – Alliant Insurance Services, Inc.
Daniel Howell - Alliant Insurance Services, Inc.
William Hsu – CSU, Office of General Counsel (*via Teleconference*)
Rob Leong - Alliant Insurance Services, Inc.
Mimi Long - Alliant Insurance Services, Inc.

A. CALL TO ORDER

The meeting was called to order by the Vice-Chair, Lisa Chavez at 2:30 PM. Robert Eaton expressed his desire to abstain from voting on all motions.

A1. Approval of the Agenda

A motion was made to approve the agenda as presented.

MOTION: Frank Mumford
SECOND: Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

B. PUBLIC COMMENTS

There were no comments from the public.

C. CONSENT CALENDAR

- C1. Approval of Minutes – January 8, 2017
- C2a Financial Report: Draft Financial Statement at December 31, 2016
- C2b. Financial Report: Treasurer’s Quarterly Investment Report at December 31, 2016
- C3. FY 2016/2017 Midterm Budget Amendments and Adoption of Resolution No. 01-17 (EC)
- C4. CSU EHS Professionals Conference

A motion was made to approve the items within the consent calendar.

MOTION: Frank Mumford
 SECOND: Jody Van Leuven

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

D. GENERAL ADMINISTRATION

D1. Annual Review of the CSURMA’s Data Security Policies

As explained by Daniel Howell, the Executive Committee resolved to annually review CSURMA’s data security policies. The Executive Committee is being asked to review the iVOS and Blackbaud user policies. CSURMA uses many electronic data systems, but iVOS and Blackbaud are the only electronic data systems maintained by CSURMA and for which CSURMA is responsible for the security of the electronic data.

The Committee reviewed the data security policies and accepted them as presented with no additional changes.

D2. Annual Review of the Applicable Integrated CSU Administrative Manual Policies

Daniel Howell noted that the Executive Committee resolved to annually review applicable sections of the Integrated CSU Administrative Manual (ICSUAM) and any updates thereto.

Staff reviewed all sections of the Integrated CSU Administrative Manual and determined that the following sections continue to be relevant and beneficial to the operation of CSURMA:

- Section 1101.....Delegation of Authority to Obligate the University
- Section 1301.....Hospitality, Payment or Reimbursement of Expenses
- Section 3000..... General Accounting
- Section 6000..... Financing, Treasury, and Risk Management
- Section 7100..... Identity Access Management
- Section 8000..... Information Security
- Section 13175..... Auxiliary Organizations External Auditor Firms Qualifications
- Section 13680..... Placement and Control of Receipts for Campus Activates and Programs

The Committee accepted the ICSUAM sections and recommended no additional changes.

D3. CSURMA Master Investment Policy and Related Investment Policies and Adoption of Resolution No. 02-17 (EC)

Daniel Howell stated that the Treasurer of CSURMA is directed to adopt the CSURMA Investment Policy and related policies, as the Master Investment Policy of the CSURMA. As noted within Resolution 02-14 (BOD), the Executive Committee will annually review the Master Investment Policy and approve amendments as necessary. The Treasurer is not recommending changes to the investment policy at this time.

A motion was made to adopt Resolution No.02-17 (EC) – CSURMA Master Investment Policy and Related Investment Policies.

MOTION: Frank Mumford
SECOND: Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

D4. Chancellor’s Office Services Budget Proposal for FY 2017/2018

Daniel Howell notes that CSURMA obtains services from the Chancellor’s Office under three memoranda of understanding. Each year, the CSURMA Executive Committee considers the services and budget proposals as a part of the budget adoption process. The Committee reviewed the cost proposals for FY 2017/18. **Financial Services Administration & Accounting** increased its costs from \$350,000 to \$367,500 which takes into account salary increases as well as other estimated adjustments in cost recovery. **Office of General Counsel** is requesting a 3% increase in overhead funding. The 3% increase is based on an assumption regarding the salary increases which may be approved FY 17/18. The total overhead funding for FY 17/18 would be \$473,743. (\$108,150 for CSURMA General Counsel services, and \$365,593 for Campus Liability Claims services. \$5,000 for annual training funds would remain the same.) **Systemwide Risk Management** is requesting an increase of \$121,500 to an annual fee of \$1,034,500 in order to account for the filling of the Systemwide EH&S Manager position. Also, \$100,000 is earmarked for Public Safety/Policy Services.

A motion was made to approve the proposed Chancellor’s Office service proposals and to include the costs in the CSURMA budget for FY 17/18.

MOTION: Kevin Saunders
 SECOND: Frank Mumford

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

D5. Underwriter Meetings Report

Robert Eaton, Zachary Gifford, Daniel Howell and Amy Lightner met with CSURMA’s program underwriters in New York and Bermuda on February 20-24, 2017. Over the five day period there were 11 meetings with over 20 market participants. The meetings focused on CSURMA’s BRIP, Excess Liability, SAFECLIP, SPLIP, and Medical Malpractice coverage programs. Important discussions included:

- Review of the rates, losses and coverages for the Builder’s Risk Insurance Program (BRPIP);
- Potential for CSURMA to retain more risk on the very well performing SAFECLIP and SPLIP Programs;
- Meeting with CSURMA’s lead excess liability underwriters for the AORMA first layer reinsurance program (Markel);
- Meeting with the lead underwriter for the first joint excess layer, Ironshore;
- Meeting with AWAC who set the first layer following form pricing that carries up the coverage tower; and,
- Discussion of the impact of the move of CSURMA’s SPLIP, SAFECLIP and Medical Malpractice coverage underwriting from Hiscox to Ascot in Bermuda for the upcoming renewals.

In February 2017 Ironshore consolidated its public entity liability underwriting in its home office. CSURMA leadership has a direct relationship with senior management. Howell is determining the impact this move may have on upcoming renewals and plan accordingly.

D6. FY 2017/2018 Operating Budget

Rob Leong summarized the updates to CSURMA’s FY 2017/18 operating budget. Major features of the proposed **Campus Programs** budget include:

- Increase in Total Operating Revenues from \$72,064,962 to \$73,503,528.
- Decrease in Total Operating Expenses from \$97,537,384 to \$83,877,001.
- Decrease in Non-Operating Revenue \$2,127,765 to \$2,096,464.
- Reduce Net Operating Deficit from \$23,344,657 to \$8,277,009.
- Retained Earnings is estimated to be reduced from \$35,522,548 to \$27,245,539 at June 30, 2018.

The preceding does not include projected Dividend Distributions during FY 2017/18, which, if any, will increase expenditures and decrease fund reserves. The proposed budget will also be amended to include \$40,000 for Theater Safety Inspections by UCOP and to increase Systemwide Risk Management costs to \$1,034,500. The AORMA Committee recommended the inclusion of their approved dividends to be paid in FY 17/18.

A motion was made to recommend approval of the proposed budget, with the amendments proposed, for FY 2017/18 to the Board of Directors for adoption.

MOTION: Frank Mumford
 SECOND: Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

D7. CSURMA Policy and Procedure No. 26 – Allocation of Property Program Loss Limits

The Master Property Program insures all of the state university’s real property (buildings and related structures) through a combination of reinsurance and excess insurance policies. The program is blanket insurance, insuring all state-owned structures for all twenty-three campuses and the Chancellor’s Office. The program provides a single coverage limit of \$1 billion per loss event, with a \$1 million deductible per loss, \$2,000,000 deductible aggregate, and \$100,000 maintenance deductible thereafter. The program insures damage caused by floods per the policy terms. Participating campuses in the Campus Property Risk Pool are covered within the deductible from \$100,000 per loss to \$1,000,000 per loss.

Because the coverage limits are finite, Policy and Procedure No. 26 addresses the method of members’ sharing of the available coverage should the limits of coverage be exhausted by a single loss event which exceeds the “per loss” limit and/or any applicable “aggregate” limit of the reinsurance or excess insurance policies.

The Committee reviewed Policy and Procedure No. 26.

A motion was made to approve and adopt Policy and Procedure No. 26 – Allocation of Property Program Loss Limits as presented.

MOTION: Kevin Saunders
 SECOND: Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

D8. Risk Management Innovation Grant Program

The Committee reviewed and discussed the four Risk Management Innovation Grant applications submitted for approval.

1. SJSU submitted an application in October, 2016 for data encryption software for laptop computers. The final decision was tabled to this meeting so that Systemwide Risk Management could collaborate with Systemwide IT. William Perry and Ed Hudson note that the CSU campuses already has access to WinMagic data encryption software. \$10,000 was requested.
2. Fullerton submitted an application for a cloud-based web and mobile EH&S data management framework for tracking chemicals, radioactive isotopes and biological agents used on campus for instructional and research purposes. The Committee felt it was important to survey the other campuses first to see what types of tracking systems were already being used. \$9,000 was requested.
3. The Emergency Managers Affinity Group submitted an application for a systemwide integration of the VEOCI Emergency Management software to expand interoperability between Campuses and Chancellor’s Office during a major disaster or incident. \$49,800 was requested.
4. Los Angeles submitted an application for electrical safety hazards training and safe work practices. \$2,843.50 was requested.

A motion was made to deny application #1, table application #2 until the May, 2017 meeting in order to ascertain what other chemical tracking systems are being used, approve #3 and approve #4.

MOTION: Kevin Saunders
 SECOND: Thom Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez		X		

Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven		X		

MOTION CARRIED

D9. Agility Recovery

The current contract with Agility Recovery will expire on June 30, 2017. Two renewal options have been proposed – a one-year contract for \$6,589 per month (\$79,068 per year) and a two-year contract for \$5,990 per month (\$71,880 per year).

A motion was made to approve a one-year renewal with Agility Recovery for the period July 1, 2017 to June 30, 2018.

MOTION: Scott Apel
 SECOND: Jody Van Leuven

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

D10. Praesidium Proposal

The contract with Praesidium for Prevention of Sexual Abuse of Minors will expire on June 30, 2017. Praesidium has provided a renewal proposal which includes the following:

1. Three-year contract (7/1/17 to 6/30/20)
2. All Praesidium products and services remain available to the campuses and auxiliaries at the same discount rates
3. CSURMA funds \$140,000 (or \$46,667 per year), which includes:

- a. \$69,000 (\$3,000 per campus credits over the lifetime of the contract)
- b. Six on-site leadership training workshops (two per year, valued at \$9,000 total)
- c. Two California-based Certified Praesidium Guardian Workshops over the life of the contract (valued at \$62,000)

The proposed three-year contract includes a fiscal impact of \$140,000 (\$46,667 per year). The proposed pricing of \$46,667 is lower than the pricing for FY 16/17 which was \$60,000. The services above and beyond what is listed above would be paid by the campus or auxiliary organization and would not be paid by CSURMA.

A motion was made to approve the renewal proposal as presented above and to delegate authority to the CSURMA Secretary-Auditor to finalize the renewal contract.

MOTION: Thom Davis
 SECOND: Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

D11. Workers’ Compensation Experience Modification Calculation for FY 2018/2019

In accordance with the rating plan adopted by the Board of Directors, the Campus Workers’ Compensation program employs an Experience Modification Factor (X-Mod) to provide incentives for members to actively manage their claims, and thereby improve the cost of claims over time. Recently, a few campuses have avoided utilizing compromise & release settlements (C&Rs) on some claims because of its consequential impact in their X-Mod. Accordingly, staff recommends a refinement to the X-Mod calculation to address the disincentive for members to negotiate claim settlements, while perpetuating incentives for members to manage claims.

The Committee reviewed Staff’s recommended refinement to the X-Mod formula. The Committee felt additional work was needed on the formula.

Lisa Chavez appointed a Workers’ Compensation Experience Calculation Task Group to include Lisa Chavez, Kevin Saunders, Thom Davis and Scott Apel. The Task Group will work with Staff to finalize the modifications to the X-Mod formula and to recommend changes at the September, 2017 Executive Committee meeting.

D12. Campus Liability Coverage Deductible Selections

Campuses have the opportunity to select a new liability deductible for the next three coverage periods beginning FY 2017/18. The proposed liability costs have been calculated at present campus deductibles and sent to the Campus Vice Presidents for Business, Finance and Administration with a copy to the Campus Risk Managers on November 17, 2016. The letter included the campus’ respective cost for each deductible option, along with an analysis and recommendation by staff. The letter also invited the campuses to call upon staff to meet on campus or via WebEx to further review deductible options and staff’s recommendation. All campuses except SFSU have submitted their Liability Deductible Selection. SFSU is pending review by its new VP & CFO.

D13. Review of the CSURMA’s Conflict of Interest Code

CSURMA is required to review and approve its Conflict of Interest Code every even numbered year. The FPPC rejected CSURMA’s last filing because it did not include within each Disclosure Category, the statement, “investments and business positions in and income including the receipt of loans, gifts, and travel payment from sources of ...”

The Conflict of Interest Code has been updated to include these changes.

A motion was made to approve the revisions to the CSURMA Conflict of Interest Code.

MOTION: Frank Mumford

SECOND: Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS

E1. AIME Programs Update

Jody Van Leuven provided a brief report of the activities of the AIME Committee.

E2. AORMA Programs Update

Frank Mumford provided a brief report of the activities of the AORMA Committee.

F. CLOSED SESSION

1. Sargent v. CSU (Sonoma)
2. Benjamin v. CSU (Sonoma)
3. CalPERS Appeal
4. San Francisco State (Science Building) Coverage Claim

A motion was made to enter closed session at 3:56 PM.

MOTION: Jody Van Leuven
SECOND: Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

The Committee left closed session at 4:35 PM. The Vice-Chair reported that no action was taken during closed session.

G. INFORMATION ITEMS

The Committee reviewed and discussed the information items.

- G1. Service Provider Performance Evaluation of CSURMA Vendors**
- G2. 2017 CSURMA Meeting Calendar**
- G3. CSURMA Administrative Service Calendar**
- G4. CSURMA Executive Committee & Staff Contact List**

H. ADJOURNMENT

A motion was made to adjourn the meeting at 4:39 PM.

MOTION: Lisa Chavez



California State University Risk Management Authority

DRAFT

SECOND: Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

**MINUTES OF THE CSURMA EXECUTIVE COMMITTEE
LONG RANGE ACTION PLANNING MEETING**

MARCH 10, 2017

**ALLIANT INSURANCE SERVICES
701 B Street, 6th Floor • San Diego, CA**

8:30 AM

MEMBERS PRESENT

Scott Apel, California State University, Long Beach
Lisa Chavez (Vice-Chair), California State University, Los Angeles
Thom Davis, California State University, Bakersfield
Robert Eaton (Treasurer), CSU, Office of the Chancellor (*via Teleconference*)
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation
Kevin Saunders, California State University, Monterey Bay
Jody Van Leuven, California State University, San Bernardino

MEMBERS ABSENT

Mike Lee (Chair), California State University, Sacramento

STAFF, GUESTS & CONSULTANTS

Mary Ek, CSU, Office of the Chancellor
Zachary Gifford (CSURMA Secretary/Auditor), CSU, Office of the Chancellor
Jacki Graf, Alliant Insurance Services, Inc.
Daniel Howell, Alliant Insurance Services, Inc.
William Hsu, CSU, Office of General Counsel (*via Teleconference*)
Alice Kim, CSU, Chancellor's Office (*via Teleconference, joined at 12:30 pm*)
Rob Leong, Alliant Insurance Services, Inc.
Mimi Long, Alliant Insurance Services, Inc.
Lilian Vanvieldt, Alliant Insurance Services, Inc.
Matt Stanley, Witt O'Brien's
Frank Castro-Wehr, Witt O'Brien's

CALL TO ORDER

The meeting was called to order by the Vice-Chair, Lisa Chavez at 8:30 AM.

1. Review of CSURMA FY 2016/2017 Long Range Action Plan

The Committee reviewed the items on the current FY 16/17 Long Range Action Plan and directed Staff as follows:

- **Item 1** Master Out of State On-line Education Surety. Remove this item but provide assistance to the campuses as appropriate in obtaining a bond.

- **Item 2** Special Events Resource Guide. Extend the deployment date to the Fall of 2017.
- **Item 3** Benchmarking and Trend Analysis and **Item 4** Insurance Policy Database. Combine these items into one LRP item and prepare reports for the Committee's review.
- **Item 5** Captive Insurer. Keep this on the FY 17/18 LRP.
- **Item 6** Loan Policy and Investment Options. To be discussed later in the day.
- **Item 7** On-Campus Visits with Vice Presidents. Keep this on the FY 17/18 LRP. The Committee proposed a 20 minutes presentation at the CABO meeting on June 8, 2017 in Long Beach.
- **Item 8** CSURMA Communications and Outreach Plan. Remove.
- **Item 9** Master Enabling Agreement for Transportation. Remove as this item has been completed and is awaiting legal counsel's final review.

2. CSAC-EIA Member Services and Resources Presentation

The CSAC EIA's Chief Member Services Officer, Rick Brush, presented information on EIA's services and capabilities. Brush handed out the Menu of Services & Partner Programs brochure for the Committee members to review. EIA is able to leverage its size in order to negotiate risk management services at extremely competitive prices. The Committee also reviewed the CSAC EIA annual report for CSURMA which estimates that CSURMA has saved \$4.4 million in FY 16/17 by joining CSAC EIA.

The Committee directed Staff to add an item to the FY 17/18 LRP – Accessing and Communicating EIA Resources.

3. Campus Risk Pools Funding Status

Rob Leong explained that Staff prepared an analysis of the pooled programs' funding position relative to the actuary's projection for CSURMA's minimum funding requirements and expected cash expenditures for program administration through June 30, 2017. The Executive Committee, at its March meeting, reviews the pooled programs' funding position and determines if there are sufficient funds to meet anticipated needs, including a confidence margin for unexpected expenditures, if an assessment is necessary, or if there is ample surplus to consider a release of dividends to the members which would be discussed at the September meeting based on the independent actuary's updated study valued at June 30. The Committee reviewed the Estimated Funding Charts as well as the Target Surplus Funding Analysis. Leong noted that these exhibits were updated based on the December 31, 2016, financial statements, including the budget amendments, and the actuary's recommendations for outstanding liabilities. Leong explained that the Estimated Outstanding Liabilities fluctuate primarily due to the actuary's calculation of the risk pool's outstanding liabilities. The outstanding liabilities do include a risk margin. If the outstanding liability decrease, generally, the assets will decrease as well due to claims closures. Assets will also be reduced by the release of dividends. The number in the exhibits are estimates only; the Committee will review a revised report at the September meeting.

The next item, was discussed out of agenda order.

9. CSURMA Workers’ Compensation Renewal Options

Lilian Vanvieldt presented the CSAC EIA renewal workers’ compensation options. CSURMA committed that both the campus and AORMA programs would renew for FY 17/18 in return for a guaranteed rate on the primary layer and reduced cost from EIA’s captive investment pool. The EIA has proposed a new two year proposal that would provide additional savings. The Committee reviewed the proposed pricing for FY 17/18.

CSURMA Workers’ Compensation Program Cost Options for FY 17/18

A	Funding at a discounted 70% confidence level *	\$36,080,994
B	CSAC EIA renewal cost at current rate agreement	\$33,629,066
C	Anticipated savings compared to funding at a discounted 70% confidence level (A-B)	\$2,451,928
D	Revised CSAC EIA renewal costs for new two-year commitment	\$32,442,899
E	Additional savings (B-D)	\$1,186,167
F	Total savings (C+E)	\$3,638,095

** Based on Aon Actuarial Study Dated August, 2016, excluding excess cost.*

The CSAC EIA proposal will lock in a cost near CSURMA’s discounted expected cost of \$31,607,261, thereby confirming the potential dividend in advance. Daniel Howell noted that the final costs are based on rates that are applied to the actual CSU payroll.

Vanvieldt recused herself from the meeting so the Committee could discuss and consider CSAC EIA’s revised two-year rate proposal.

Howell noted that CSURMA paid a significant additional audit premium due payroll increases that were not included in the deposit calculation. Howell argues that the employee exposure did not increase at the same rate as the catch-up payroll increase of July 1, 2016 Howell recommends negotiating a +/- 5% payroll cap on the audited payroll. If payroll increases more than 5%, CSU would pay the difference. This 5% payroll cap would not apply to the auxiliaries. Howell will need to substantiate his assertion that the payroll increases are mostly due to pay raises rather than new employees.

A motion was made to delegate authority to the CSURMA Secretary-Auditor to lock in a two-year rate guarantee with a +/- 5% payroll cap on the audit; however, if CSAC EIA does not agree to the 5% rate cap, the Secretary-Auditor will renew with the two-year rate guarantee as presented.

MOTION: Kevin Saunders
 SECOND: Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

4. Witt O’Brien Consulting Services

Witt O’Brien’s provides emergency services consulting for the California State University System under an agreement dated July 1, 2012 between Witt Group Holdings, LLC and CSURMA. The agreement is renewable for successive two-year periods. The current service term is July 1, 2016-18. Frank Castro-Wehr and Matt Stanley from Witt O’Brien’s provided the Committee will an overview of the present projects and the future projects to be completed under the current contract. Zachary Gifford will work with Witt O’Brien’s to establish the scope of work for the period July 1, 2017 to June 30, 2018.

5. Aggregate Financial Discussion

Robert Eaton noted that Steve Relyea has not made a final decision whether the JPA should be terminated in favor of using a captive to fund CSURMA’s liabilities. Eaton recommends moving just the legacy workers’ compensation claims into a captive structure as a way of testing the use of a captive.

The Committee discussed the current member loan policy. The Committee felt the loans should be used for risk management projects. If the captive is capitalized, the funding available for loans would diminish. The Committee discussed the use of funds for deferred maintenance, and agreed that the funds available through CSURMA wouldn’t make a significant dent in the total deferred maintenance for all the campuses. Staff is directed to review the parameters of the current loan policy and provide recommendations for clear distinctions.

CSU now has new investment flexibility. Eaton will review with legal counsel to ascertain if this also applies to CSURMA. Eaton will strive for broader investment options deploying the new flexibility for CSURMA. Review of the cash flow analysis within the actuarial study will be necessary.

The Committee discussed the earthquake insurance product using the parametric trigger. Coverage is based on the severity of shaking at a particular zip code and there is no deductible. The University would need to issue a Systemwide certification of damage, but unlike traditional property coverage, a line item description of damage is not required. CSU would simply receive

a lump sum of money to be distributed as appropriate. FEMA requires those entities who have received prior reimbursements to make a good faith effort to mitigate future losses. The Committee directed Staff to ask underwriters to provide a presentation at the Chancellor’s Office.

The next item was discussed out of order.

8. Discussion of CAJPA Comparative Review in FY 2017/2018

In 2014, CSURMA engaged an independent consultant to conduct a performance review of CSURMA’s program administration along the lines of the California Association of Joint Powers Authority (CAJPA) Accreditation Standards. The comparative review did not include a review of CSURMA’s accounting services since those services are already audited on an annual basis. The review was conducted by Robin Johnson and provided several recommendations that served to improve overall management of CSURMA. As it has been three years since the last review.

A motion was made to engage a consultant to perform another CSURMA Operational Review in FY 17/18 and to exclude a review of CSURMA’s accounting practices as a separate audit is completed annually.

MOTION: Frank Mumford
 SECOND: Thom Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

6. Risk Management Innovation Grants

The Risk Management Innovation Grant Program makes funds available for Campus members to supplement Campus costs for innovative safety-related items and/or training that may lead to mitigation of risk exposures. It is anticipated that projects supported by the grants may also reduce risk for other CSU campuses, and thereby improve loss results systemwide. Zachary Gifford provided information regarding the grants that had been awarded.

The Committee directed Staff to revise the grant program for Systemwide projects only as proposed by the affinity groups. The budgeted amount for FY 17/18 will be \$150,000. Rob Leong and Zachary Gifford will update the application and Policy and Procedure accordingly.

7. Benchmarking and Trend Analysis

At the March 2015 Long Range Planning Meeting, the CSURMA Executive Committee asked staff to develop a more robust means of evaluating the risk management performance of the Campuses and Auxiliary Organizations. In response, the Workers' Compensation Scorecards are reviewed monthly and distributed to CABO members on a quarterly basis. The enhanced benchmarking capabilities from the California Workers' Compensation Institute (CWCI) now includes data from University of California in addition to more public entity participants. Staff continues to move forward on the planned implementation of Ventiv's Risk Console risk management information system which includes benchmarking dashboards.

Jacki Graf provided a demonstration of the benchmarking capabilities through CWCI.

The Committee directed Graf to decide on three CWCI comparable benchmarking exhibits for review at the September, 2017 meeting. Staff was also directed to work with Sedgwick to see whether other institutional sized clients could be motivated to contribute data to CWCI.

10. Development of New Programs, Services and Projects

The Committee discussed access to the EIA loss prevention and risk management services. Staff was directed to review the menu options and push some out to the CSURMA membership. Staff will continue to finalize a marine program and will review a student health program. Alliant is currently responding to an RFP for benefits for the auxiliary organization.

11. Development of CSURMA Goals for next one to three years

The Committee reviewed the items discussed during the meeting and compiled the following list of Long Range Action Plan items:

1. Special Events Resource Guide
2. Implementation of RMIS and Regular Reporting
3. Captive Evaluation and Development
4. Campus Visits
5. Accessing and Communicating EIA Resources
6. Member Loan Policy
7. Allocation of Investments
8. Evaluate Earthquake Options
9. Augmentation of Risk Management Grant Program
10. Analysis of Top Workers' Compensation Projects Based on CWCI Data
11. Marine Program
12. Auxiliary Organizations Employee Benefits
13. Evaluation of a Student Health and UC Ship
14. Worker's Compensation Experience Modification Factor Calculation Review

Staff was directed to draft the FY 17/18 Long Range Action Plan to include the items noted above and to develop steps for completion.

A motion was made to adjourn the meeting at 12:47 PM.

MOTION: Kevin Saunders

SECOND: Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton		X		
Mike Lee				X
Frank Mumford	X			
Kevin Saunders	X			
Jody Van Leuven	X			

MOTION CARRIED

FINANCIAL REPORT
FINANCIAL STATEMENT AT MARCH 31, 2017

ISSUE: The Chancellor's Office Financial Services Accounting prepares Financial Statements for CSURMA. The Executive Committee is asked to review the Financial Statement as a part of the Consent Calendar. The Chancellor's Office Finance Services Accounting will be available at the meeting to answer questions.

CSURMA has reviewed a member loan extension request from Humboldt State University. Under Policy and Procedure No. 10 and upon recommendation of the CSURMA Treasurer, the CSURMA Executive Committee is authorized to extend loans to the CSURMA members. The CSURMA Treasurer will be present at today's meeting to discuss the requested loan extension.

RECOMMENDATION: It is recommended that the Executive Committee review and accept the Financial Statement at March 31, 2017 and to review the proposed member loan extension and take action as appropriate.

FISCAL IMPACT: The proposed loan extension would change CSURMA non-current assets from invested funds to member loans. Member loans include an interest rate intended to maintain CSURMA's return on investment rate.

BACKGROUND: Financial Statements provide a status of CSURMA's financial position and are relied upon for decision making by the Executive Committee.

With regard to the loan extension request, the current concept is for the loan to convert a HSU Advancement Foundation loan to a Campus loan. CSURMA will receive a down payment of \$200,000 as part of the three to five year extension. The Campus plans to sell the property that was originally purchased with the loan and use the proceeds to reduce or possibly pay off the loan.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Financial Statement at March 31, 2017
- b. Policy and Procedure No. 10

California State University Risk Management Authority
Member Aged Accounts Receivable
As of 4/14/2017

Client Name	Current	31-60	Balance
Associated Students Inc, CPSU San Luis Obispo	\$37,236.00	\$0.00	\$37,236.00
a Associated Students Inc, CSPU Pomona	\$0.00	\$378.40	\$378.40
Associated Students Inc, CSU Dominguez Hills	\$2,934.00	\$0.00	\$2,934.00
Associated Students Inc, CSU East Bay	\$6,828.00	\$0.00	\$6,828.00
Associated Students Inc, CSU Northridge	\$18,411.00	\$0.00	\$18,411.00
Associated Students Inc, CSU Stanislaus	\$503.00	\$0.00	\$503.00
Associated Students of CSU, Chico	\$51,576.00	\$0.00	\$51,576.00
Associated Students of Humboldt State University	\$542.00	\$0.00	\$542.00
Associated Students of Sonoma State University	\$3,303.00	\$0.00	\$3,303.00
Associated Students, CSU Fullerton	\$32,844.00	\$0.00	\$32,844.00
Cal Poly Corporation	\$1,355.00	\$0.00	\$1,355.00
Cal State LA University Auxiliary Services Inc	\$60,805.00	\$0.00	\$60,805.00
Capital Public Radio, Inc.	\$8,607.00	\$0.00	\$8,607.00
a CSU Bakersfield Foundation	\$5,990.00	\$459.00	\$6,449.00
CSU Bakersfield, Auxiliary for Sponsored Programs Admin	\$3,622.00	\$0.00	\$3,622.00
CSU Chico Research Foundation	\$60,734.00	\$0.00	\$60,734.00
CSU Dominguez Hills Foundation	\$26,103.00	\$0.00	\$26,103.00
CSU Fresno Athletic Corporation	\$17,937.00	\$0.00	\$17,937.00
CSU Fullerton Univ Auxiliary Services Corporation	\$1,040.00	\$0.00	\$1,040.00
CSU Office of the Chancellor - Financing and Treasury	\$3,272.50	\$0.00	\$3,272.50
Donald P. & Katherine B. Loker University Student Union, Inc.	\$4,595.00	\$0.00	\$4,595.00
Humboldt State Univ Sponsored Programs Foundation	\$24,865.00	\$0.00	\$24,865.00
Humboldt State University Advancement Foundation	\$7,360.00	\$0.00	\$7,360.00
Humboldt State University Center	\$28,733.00	\$0.00	\$28,733.00
San Jose State University Research Foundation	\$82,685.00	\$0.00	\$82,685.00
Santos Manuel Student Union, CSU San Bernardino	\$14,326.00	\$0.00	\$14,326.00
SDSU Research Foundation	\$37,719.92	\$0.00	\$37,719.92
Spartan Shops Inc., San Jose State University	\$61,381.00	\$0.00	\$61,381.00
The University Corporation, San Francisco State	\$13,906.00	\$0.00	\$13,906.00
Univ Auxiliary & Research Services Corp, San Marcos	\$28,321.00	\$0.00	\$28,321.00
University Corporation at Monterey Bay	\$34,440.00	\$0.00	\$34,440.00
University Enterprises Corporation at CSUSB	\$44,049.00	\$0.00	\$44,049.00
University Enterprises Inc. CSU Sacramento	\$160,395.00	\$0.00	\$160,395.00
University Student Union Board, CSU Los Angeles	\$15,273.00	\$0.00	\$15,273.00
Totals:	\$901,691.42	\$837.40	\$902,528.82

a CSURMA Accounting is working with Members to collect outstanding balances.

**California State University Risk Management Authority
Outstanding Member Loan Status
As of 3/31/2017**

Loan Pool: 15% of the overall average cash and investment for the preceding 12 months (Apr 2016 - Mar 2017)

\$ 26,268,868.35

Member Name	Maturity Date	Original Issue Date	Original Issue Amount	Outstanding Loan Balance 3/31/2017	Outstanding Loan Balance 06/30/2016
Humboldt State University Advancement Foundation	Oct 2017 (Extension)	Aug 2008	\$ 2,535,000.00	\$ 2,000,000.00	\$ 2,000,000.00
CSU Sacramento	Jun 2019	May 2014	\$ 4,000,000.00	\$ 1,378,980.00	\$ 2,353,355.00
CSU Fresno	Sep 2018 (Extension)	Nov 2008	\$ 4,500,000.00	\$ -	\$ 264,012.84 **
Total Loans			\$ 11,035,000.00	\$ 3,378,980.00	\$ 4,617,367.84

Remaining Amount Available for Member Loans

(The remaining amount reflects CSU Sacramento Line of credit balance of \$2,621,020)

\$ 20,268,868.35

***Per CSURMA P&P No. 10:**

A single Member loan and its associated Member's Auxiliary Organizations shall not exceed 5% of the overall average cash and investments for the preceding 12 months

\$ 8,756,289.45

**CSU Fresno paid off their loan November 2016

**California State University Risk Management Authority
Travel Expenses Report**

Processed from July 1, 2016 to March 31, 2017

Dates of Travel	Traveler	Location	Purpose	Lodging	Meals & Incidentals	Transportation & Business Expenses	Total Amount
1/8/2017	Zachary Gifford	San Diego	CSURMA EC Meeting at AOA	\$ -	\$ -	\$ 112.35	\$ 112.35
1/17/2017	Zachary Gifford	CSU San Marcos	Praesidium Leadership Workshop	\$ -	\$ -	\$ 92.02	\$ 92.02
1/22-1/24/2017	Joseph Shepler	CSU Fresno	Campus Visit	\$ 257.40	\$ 57.80	\$ 453.55	\$ 768.75
1/26-1/27, 1/30/2017	Zachary Gifford	Oakland/Alhambra	CWCI and Quovant Stewardship, WC Doubleplay, Public Entity Fraud Summit Meetings	\$ 148.16	\$ 36.10	\$ 386.01	\$ 570.27
2/1/2017	Zachary Gifford	Folsom	CSAC-EIA Underwriting Committ Meeting at EIA Office	\$ -	\$ -	\$ 237.09	\$ 237.09
2/3/2017	Zachary Gifford	San Jose	Williams Mediation at Santa Clara Superior Court	\$ -	\$ -	\$ 262.41	\$ 262.41
2/14-2/15/2017	Zachary Gifford	Anaheim /San Francisco	Presenter at PARMA Conference / Presenter at Advisen Cyber Risk Insights Conference	\$ 263.37	\$ 15.18	\$ 290.83	\$ 569.38
2/20-2/24/2017	Zachary Gifford	New York/Bermuda	Underwriter Meetings with Robert Eaton, Daniel Howell, and Amy Lightner	\$ 1,232.96	\$ 80.53	\$ 874.72	\$ 2,188.21
2/20-2/24/2017	Robert Eaton	New York/Bermuda	Underwriter Meetings with Robert Eaton, Daniel Howell, and Amy Lightner	\$ 1,326.60	\$ 154.32	\$ 700.26	\$ 2,181.18
3/1/2017	Zachary Gifford	Sacramento	CSAC-EIA Underwriting Committee Meeting at Hilton Arden West	\$ -	\$ -	\$ 449.66	\$ 449.66
3/3/2017	Zachary Gifford	San Francisco	WC Attorney Panel Review Project Meeting at Alliant Office	\$ -	\$ -	\$ 319.60	\$ 319.60
3/9/2017	Zachary Gifford	San Diego	CSURMA AORMA, EC and EC LRP meetings at Alliant Office	\$ 235.63	\$ 7.00	\$ 172.17	\$ 414.80
3/23/2017	Zachary Gifford	Oakland	CWCI (California Workers' Compensation Institute)	\$ -	\$ -	\$ 296.13	\$ 296.13
Total Travel Expenses Processed from 01/01/2017 to 03/31/2017				\$ 3,464.12	\$ 350.93	\$ 4,646.80	\$ 8,461.85
10/2-10/3/2016	Zachary Gifford	Sacramento	Presenter at 2016 California Public Higher Education Collaborative Business Conference	\$ 118.46	\$ 29.31	\$ 344.85	\$ 492.62
10/5-10/7/2016	Joseph Shepler	CSUEB/SJSU/SFSU	Campus Orientation EHS visits	\$ -	\$ 94.27	\$ 541.10	\$ 635.37
10/10/2016	Zachary Gifford	Costa Mesa	Presenter at 2016 AOA Financial Services Annual Conference at Avenue of the Arts Costa Mesa	\$ -	\$ -	\$ 29.16	\$ 29.16
10/14/2016	Zachary Gifford	Oakland	WC DoublePlay Meeting at Sedgwick Office	\$ -	\$ -	\$ 340.18	\$ 340.18
10/17/2016	Zachary Gifford	Concord	Meet & Greet with Carl Warren Claim Examiner with Mimi Long (Alliant) at Carl Warren's Office	\$ -	\$ -	\$ 305.20	\$ 305.20
10/19/2016	Zachary Gifford	SJSU	ISAC Face to Face Meeting presentation with Shadi Jaladi (Alliant)	\$ -	\$ -	\$ 491.03	\$ 491.03
10/24-10/27/2016	Joseph Shepler	SDSU/CSUP/CSUF	Campus Orientation EH visits	\$ -	\$ -	\$ 175.18	\$ 175.18
10/31/2016	Zachary Gifford	Oakland	Nevatt Mediation held at Cynthia Remmer's Office	\$ 185.37	\$ 38.00	\$ 325.19	\$ 548.56

**California State University Risk Management Authority
Travel Expenses Report**

Processed from July 1, 2016 to March 31, 2017

Dates of Travel	Traveler	Location	Purpose	Lodging	Meals & Incidentals	Transportation & Business Expenses	Total Amount
11/2-11/4/2016	Rebecca Skidmore	Sacramento	Fitting the Pieces Together Conference	\$ 445.05	\$ 119.11	\$ 188.20	\$ 752.36
11/2-11/4/2016	Zachary Gifford	Sacramento	Fitting the Pieces Together Conference		\$ 14.00	\$ 439.88	\$ 453.88
11/3-11/4/2016	Martha Guiditta	Sacramento	Fitting the Pieces Together Conference	\$ 296.70	\$ 14.00	\$ 160.20	\$ 470.90
11/3-11/4/2016	Leona Ching	Sacramento	Fitting the Pieces Together Conference	\$ 296.70	\$ 33.74	\$ 187.84	\$ 518.28
11/14-11/18/2016	Joseph Shepler	CSUMB/SLO/Fresno /Bakersfield	Campus visit	\$ 359.26	\$ 163.53	\$ 447.12	\$ 969.91
11/18/2016	Zachary Gifford	Rancho Cucamonga	Speaking at CalPrima Educational Luncheon, San Bernardino County of Superintendent of Schools	\$ -	\$ -	\$ 51.84	\$ 51.84
11/18-12/2/2016	Steven Relyea	London	CSURMA Underwriting Meetings	\$ 1,259.84	\$ 222.33	\$ 1,083.07	\$ 2,565.24
11/19-11/23/2016	Robert Eaton	London	CSURMA Underwriting Meetings	\$ 730.68	\$ 214.60	\$ 3,056.37	\$ 4,001.65
11/21-11/22/2016	Joseph Shepler	Sacramento/Maritime	Campus visit	\$ 131.10	\$ 81.20	\$ 508.15	\$ 720.45
11/28-11/30/2016	Joseph Shepler	Chico/Humboldt	Campus visit	\$ 184.28	\$ 136.24	\$ 561.63	\$ 882.15
11/29-11/30/2016	Zachary Gifford	Concord	AORMA Claims Audit and Quarterly Claims Review at Carl Warren Office	\$ 176.08	\$ 11.31	\$ 419.44	\$ 606.83
12/6-12/8/2016	Zachary Gifford	Folsom/CSUS	CSAC-EIA Joint Meeting with Claims Review Committee / CSU Student Health Services Advisory Committee Meeting	\$ 267.02	\$ 71.73	\$ 344.20	\$ 682.95
12/20/2016	Zachary Gifford	Oakland	Meeting with Alliant for January 2017 EC Agenda & campus visit planning	\$ -	\$ -	\$ 325.60	\$ 325.60
Travel Expenses Processed from 10/01/2016 to 12/31/2016				\$ 4,450.54	\$ 1,243.37	\$ 10,325.43	\$ 16,019.34
7/18-7/20/2016	Zachary Gifford	Oakland/San Francisco	CSURMA Communication to Campus IT Leadership - Cyber Insurance Program Teleconference with Alliant and CO, AORMA Officers Retreat at Alliant Office	\$ 603.22	\$ 45.00	\$ 362.87	\$ 1,011.09
7/27-7/28/2016	Zachary Gifford	Oakland/San Francisco	SFSU Science Bldg and Nevatt Litigation Meeting at Alliant, IRIC Training presentation at Cal Maritime	\$ 252.14	\$ 19.18	\$ 494.13	\$ 765.45
8/10-8/12/2016	Zachary Gifford	Newport Beach/Irvine	WC Stewardship Meeting with Alliant and Sedgwick at Alliant Newport Beach Office and UC-CSU Workers' Compensation Summit at UC Irvine Campus	\$ -	\$ -	\$ 88.02	\$ 88.02
8/17-8/18/2016	Zachary Gifford	LA/Cal Poly Pomona	Alliant/CPDC Claims Advocacy Meeting at Alliant Office and CSURMA IRIC Training presentation at CSPU Pomona	\$ -	\$ -	\$ 85.88	\$ 85.88
8/11-8/12, 8/18, 8/30-8/31/2016	Rebecca Skidmore	UCI/Pomona/LA	UC-CSU Workers' Compensation Summit at UC Irvine, CSURMA Training for IRIC 9.0 at Pomona campus, Ventiv in Los Angeles (Omni Hotel)	\$ 230.61	\$ 150.99	\$ -	\$ 381.60

**California State University Risk Management Authority
Travel Expenses Report**

Processed from July 1, 2016 to March 31, 2017

Dates of Travel	Traveler	Location	Purpose	Lodging	Meals & Incidentals	Transportation & Business Expenses	Total Amount
9/6-9/8/2016	Zachary Gifford	Sacramento	CSURMA EC Meeting, AORMA LRP & Committee Meeting at Alliant Offices	\$ 241.10	\$ 57.06	\$ 335.04	\$ 633.20
9/12, 9/18-9/20/2016	Rebecca Skidmore	San Diego	URMIA Conference	\$ 774.84	\$ 22.35	\$ 201.52	\$ 998.71
9/18-9/20/2016	Zachary Gifford	San Diego	URMIA Conference	\$ 315.84	\$ 44.20	\$ 199.39	\$ 559.43
9/23/2016	Zachary Gifford	Costa Mesa	Presenter at 2016 AOA Financial Services Annual Conference at Avenue of the Arts Costa Mesa	\$ -	\$ -	\$ 29.16	\$ 29.16
Travel Expenses Processed from 07/01/2016 to 09/30/2016				\$ 2,417.75	\$ 338.78	\$ 1,796.01	\$ 4,552.54
GRAND TOTAL				\$ 10,332.41	\$ 1,933.08	\$ 16,768.24	\$ 29,033.73

California State University Risk Management Authority

Balance Sheet - Campus Programs as of 3/31/2017

(Unaudited)

	<u>Liability</u>	<u>Workers' Compensation</u>	<u>IDL/NDI/UI</u>	<u>Property</u>	<u>AIME</u>	<u>Auto Liability</u>	<u>Total Campus Programs as of 3/31/2017</u>
Assets:							
Cash and Investments	5,452,303	12,089,340	935,020	1,472,482	597,928	(141,041)	20,406,032
Other long-term investments	31,877,670	60,904,323	4,706,184	7,416,714	3,011,254	0	107,916,146
Accounts receivable	1,618,382	847,112	0	0	0	0	2,465,494
Loan receivable	0	0	0	0	0	0	0
Reinsurance receivable	0	478,609	0	0	0	0	478,609
Accrued interest receivable	1,741	3,394	262	413	168	0	5,978
Prepaid insurance	637,774	7,256,803	528	313,793	7,476	207,378	8,423,751
Prepaid expense	104,725	2,013,691	6,156	184,805	683,007	0	2,992,385
Total assets:	<u>39,692,596</u>	<u>83,593,272</u>	<u>5,648,150</u>	<u>9,388,207</u>	<u>4,299,833</u>	<u>66,337</u>	<u>142,688,396</u>
Liabilities:							
Accounts payable	150,217	861,083	3,221,535	7,060	453,550	0	4,693,445
Unearned revenue	3,135,711	9,455,804	3,375,000	960,287	1,039,581	211,456	18,177,838
SELF assessment liability	0	8,181,789	0	0	0	0	8,181,789
Reported claims	10,997,441	32,156,316	0	0	105,426	0	43,259,183
Claims incurred but not reported	9,783,891	16,338,367	0	0	2,108,516	0	28,230,774
Total liabilities:	<u>24,067,260</u>	<u>66,993,359</u>	<u>6,596,535</u>	<u>967,347</u>	<u>3,707,073</u>	<u>211,456</u>	<u>102,543,029</u>
Fund balance	15,625,336	16,599,913	(948,385)	8,420,861	592,760	(145,119)	40,145,367
Total liabilities and fund balance	<u>39,692,596</u>	<u>83,593,272</u>	<u>5,648,150</u>	<u>9,388,207</u>	<u>4,299,833</u>	<u>66,337</u>	<u>142,688,396</u>

California State University Risk Management Authority

Balance Sheet - AORMA Programs as of 3/31/2017

(Unaudited)

	<u>AORMA Liability</u>	<u>AORMA Workers' Comp</u>	<u>AORMA Property</u>	<u>AORMA Crime</u>	<u>AORMA UIP</u>	<u>Total AORMA Programs as of 3/31/2017</u>
Assets:						
Cash and Investments	1,482,212	1,697,766	386,907	69,071	990,961	4,626,917
Other long-term investments	7,524,435	8,628,307	1,948,872	347,901	4,992,950	23,442,465
Accounts receivable	61,692	1,169,405	769	1,767	511,141	1,744,774
Loan receivable	0	0	0	0	0	0
Reinsurance receivable	0	0	0	0	0	0
Accrued interest receivable	419	480	109	19	278	1,305
Prepaid insurance	38,007	781,003	16,231	55,196	101	890,538
Prepaid expense	330,338	229,389	47,362	6,062	984	614,135
Total assets:	<u>9,437,102</u>	<u>12,506,351</u>	<u>2,400,249</u>	<u>480,016</u>	<u>6,496,416</u>	<u>31,320,135</u>
Liabilities:						
Accounts payable	833,261	974,105	2,025	265	260,219	2,069,875
Unearned revenue	618,683	1,075,400	261,017	77,635	511,141	2,543,876
SELF assessment liability	0	0	0	0	0	0
Reported claims	475,118	3,089,301	0	0	0	3,564,419
Claims incurred but not reported	1,018,632	2,853,453	0	0	0	3,872,085
Total liabilities:	<u>2,945,695</u>	<u>7,992,259</u>	<u>263,042</u>	<u>77,900</u>	<u>771,360</u>	<u>12,050,255</u>
Fund balance	6,491,408	4,514,092	2,137,207	402,117	5,725,056	19,269,879
Total liabilities and fund balance	<u>9,437,102</u>	<u>12,506,351</u>	<u>2,400,249</u>	<u>480,016</u>	<u>6,496,416</u>	<u>31,320,135</u>

California State University Risk Management Authority

Balance Sheet - Miscellaneous Programs as of 3/31/2017

(Unaudited)

	Misc Purchased	OCIP	Club Sports	Loans	Total Misc Programs as of 3/31/2017	Grand Total All Programs as of 3/31/2017
Assets:						
Cash and Investments	105,661	635,610	58,944	(569,152)	231,062	25,264,011
Other long-term investments	(55,039)	3,197,991	296,962	(2,809,828)	630,087	131,988,698
Accounts receivable	2,938	0	0	0	2,938	4,213,207
Loan receivable	0	0	0	3,378,980	3,378,980	3,378,980
Reinsurance receivable	0	0	0	0	0	478,609
Accrued interest receivable	0	0	17	0	17	7,300
Prepaid insurance	0	1,200,682	60,026	0	1,260,708	10,574,998
Prepaid expense	0	46,138	67,800	0	113,938	3,720,458
Total assets:	53,561	5,080,420	483,749	0	5,617,730	179,626,260
Liabilities:						
Accounts payable	0	5,237	305	0	5,542	6,768,863
Unearned revenue	0	0	118,998	0	118,998	20,840,712
SELF assessment liability	0	0	0	0	0	8,181,789
Reported claims	0	0	0	0	0	46,823,602
Claims incurred but not reported	0	0	0	0	0	32,102,859
Total liabilities:	0	5,237	119,303	0	124,541	114,717,825
Fund balance	53,561	5,075,183	364,446	0	5,493,190	64,908,436
Total liabilities and fund balance	53,561	5,080,420	483,749	0	5,617,730	179,626,260

California State University Risk Management Authority
Income Statement - Campus Programs as of 3/31/2017
(Unaudited)

	Liability	Workers' Compensation	IDL/NDI/UI	Property	AIME	Auto Liability	Total Campus Programs
OPERATING REVENUES:							
Contributions	11,258,633	28,367,411	10,125,000	6,640,305	3,118,742	634,368	60,144,460
Reinsurance premiums	(1,334,423)	0	0	(3,730,521)	0	0	(5,064,944)
Total operating revenues:	9,924,210	28,367,411	10,125,000	2,909,784	3,118,742	634,368	55,079,515
OPERATING EXPENSES:							
DIRECT PROGRAM EXPENSES:							
Claims payment & legal expenses	13,758,343	16,423,704	11,366,657	2,123,578	2,735,913	0	46,408,195
Deductible recoveries	(6,593,570)	0	0	0	0	0	(6,593,570)
Claims administrators	0	2,694,992	54,089	0	150,000	0	2,899,080
Claims management information system	28,081	34,421	0	0	0	0	62,502
Program administrator	198,327	529,389	127,489	159,980	7,803	0	1,022,988
Brokerage commissions	257,670	228,600	189	386,859	1,871	0	875,190
Insurance premiums	1,846,865	24,635,935	0	883,418	14,459	622,132	28,002,810
Taxes, assessments & fees	235,790	0	0	0	0	0	235,790
Actuarial services	9,321	3,250	0	0	2,750	0	15,321
Miscellaneous program services	1,714	0	0	0	0	0	1,714
Workshops/training	26,124	49,222	15,153	9,146	0	0	99,645
Loss control	200,370	24,395	0	41,883	0	0	266,647
Reinsurance/excess recovery	(4,500,000)	(11,526,911)	0	0	0	0	(16,026,911)
Program committee	0	0	0	0	195	0	195
Dividend distributions	5,576,910	8,111,485	0	0	0	0	13,688,395
Total direct program expenses:	11,045,945	41,208,481	11,563,577	3,604,864	2,912,990	622,132	70,957,991
GENERAL & ADMINISTRATIVE EXPENSES:							
Financial audit	4,382	11,637	4,154	2,538	1,280	0	23,990
Executive committee & board expenses	72	191	68	42	21	0	395
JPA insurance	1,619	4,520	1,617	958	467	0	9,180
Memberships, associations & dues	1,255	30,978	1,225	736	364	0	34,558
Chancellor's office accounting services	38,338	101,826	36,343	22,210	11,196	0	209,913
Risk management expenses	85,812	227,862	81,328	49,700	25,053	0	469,756
JPA legal	9,151	24,304	8,675	5,301	2,673	0	50,103
Miscellaneous indirect services	4,141	9,190	3,247	1,973	974	0	19,524
Total general & administrative expenses:	144,769	410,510	136,656	83,458	42,026	0	817,419
Total operating expenses:	11,190,714	41,618,991	11,700,233	3,688,322	2,955,017	622,132	71,775,410
NON-OPERATING REVENUES:							
Investment income	(455,179)	(918,999)	(84,075)	(115,682)	(52,813)	0	(1,626,748)
Total non-operating revenues:	(455,179)	(918,999)	(84,075)	(115,682)	(52,813)	0	(1,626,748)
BEGINNING RETAINED EARNINGS	17,464,030	30,770,492	710,923	9,315,081	481,847	(157,355)	58,585,019
ADJUSTMENTS TO RETAINED EARNINGS	(117,010)	0	0	0	0	0	(117,010)
TOTAL ADJUSTED RETAINED EARNINGS	17,347,020	30,770,492	710,923	9,315,081	481,847	(157,355)	58,468,009
NET SURPLUS/(DEFICIT)	(1,721,684)	(14,170,578)	(1,659,308)	(894,220)	110,913	12,236	(18,322,643)
ENDING RETAINED EARNINGS	15,625,336	16,599,913	(948,385)	8,420,861	592,760	(145,119)	40,145,367

California State University Risk Management Authority
Income Statement - AORMA Programs as of 3/31/2017
(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs
OPERATING REVENUES:						
Contributions	2,838,531	3,788,376	1,834,357	232,904	835,900	9,530,067
Reinsurance premiums	(964,428)	0	(1,051,058)	0	0	(2,015,486)
Total operating revenues:	1,874,103	3,788,376	783,299	232,904	835,900	7,514,581
OPERATING EXPENSES:						
DIRECT PROGRAM EXPENSES:						
Claims payment & legal expenses	590,002	1,863,086	95,144	24,217	816,098	3,388,547
Deductible recoveries	(52,779)	0	0	0	0	(52,779)
Claims administrators	10,500	164,824	0	0	22,534	197,858
Claims management information system	0	0	0	0	0	0
Program administrator	450,000	289,857	191,250	18,750	35,231	985,088
Brokerage commissions	43,158	22,586	138,915	17,767	38	222,464
Insurance premiums	112,119	2,551,209	48,657	165,553	0	2,877,538
Taxes, assessments & fees	0	33,415	0	0	0	33,415
Actuarial services	5,000	3,500	0	0	0	8,500
Miscellaneous program services	0	0	0	0	0	0
Workshops/training	13,091	12,007	6,205	817	5,913	38,033
Loss control	77,318	80,089	12,027	0	0	169,434
Reinsurance/excess recovery	(372,847)	(614,963)	0	0	0	(987,810)
Program committee	1,702	1,983	1,039	136	952	5,812
Dividend distributions	824,133	888,622	0	0	0	1,712,755
Total direct program expenses:	1,701,397	5,296,215	493,238	227,240	880,767	8,598,857
GENERAL & ADMINISTRATIVE EXPENSES:						
Financial audit	1,194	1,392	729	95	655	4,064
Executive committee & board expenses	20	23	12	2	11	67
JPA insurance	459	539	264	36	311	1,608
Memberships, associations & dues	18	21	10	1	12	63
Chancellor's office accounting services	10,448	12,177	6,376	835	5,728	35,564
Risk management expenses	23,379	27,249	14,269	1,868	13,516	80,281
JPA legal	2,494	2,906	1,522	199	1,411	8,532
Miscellaneous indirect services	927	1,086	569	75	557	3,214
Total general & administrative expenses:	38,938	45,393	23,751	3,110	22,199	133,392
Total operating expenses:	1,740,335	5,341,608	516,989	230,351	902,966	8,732,249
NON-OPERATING REVENUES:						
Investment income	(107,532)	(116,072)	(24,112)	(9,017)	(63,521)	(320,254)
Total non-operating revenues:	(107,532)	(116,072)	(24,112)	(9,017)	(63,521)	(320,254)
BEGINNING RETAINED EARNINGS	6,465,172	6,183,396	1,895,009	408,581	5,855,643	20,807,801
ADJUSTMENTS TO RETAINED EARNINGS	0	0	0	0	0	0
TOTAL ADJUSTED RETAINED EARNINGS	6,465,172	6,183,396	1,895,009	408,581	5,855,643	20,807,801
NET SURPLUS/(DEFICIT)	26,236	(1,669,304)	242,198	(6,465)	(130,587)	(1,537,921)
ENDING RETAINED EARNINGS	6,491,408	4,514,092	2,137,207	402,117	5,725,056	19,269,879

California State University Risk Management Authority
Income Statement - Miscellaneous Programs as of 3/31/2017
(Unaudited)

	Misc Purchased	OCIP	Club Sports	Total Misc Programs	Grand Total All Programs
OPERATING REVENUES:					
Contributions	382,120	3,102,955	264,591	3,749,667	73,424,194
Reinsurance premiums	0	0	0	0	(7,080,431)
Total operating revenues:	382,120	3,102,955	264,591	3,749,667	66,343,763
OPERATING EXPENSES:					
DIRECT PROGRAM EXPENSES:					
Claims payment & legal expenses	0	0	23,181	23,181	49,819,923
Deductible recoveries	0	0	0	0	(6,646,349)
Claims administrators	0	0	6,000	6,000	3,102,938
Claims management information system	0	0	0	0	62,502
Program administrator	0	926,177	0	926,177	2,934,253
Brokerage commissions	77,417	11,376	5,553	94,345	1,191,999
Insurance premiums	446,140	4,737,105	135,583	5,318,827	36,199,175
Taxes, assessments & fees	0	0	0	0	269,205
Actuarial services	0	0	0	0	23,821
Miscellaneous program services	0	0	0	0	1,714
Workshops/training	0	0	0	0	137,679
Loss control	0	0	0	0	436,081
Reinsurance/excess recovery	0	0	0	0	(17,014,721)
Program committee	0	0	0	0	6,008
Dividend distributions	0	0	0	0	15,401,150
Total direct program expenses:	523,557	5,674,657	170,316	6,368,530	85,925,378
GENERAL & ADMINISTRATIVE EXPENSES:					
Financial audit	0	1,883	63	1,946	30,000
Executive committee & board expenses	0	31	1	32	493
JPA insurance	0	733	25	757	11,546
Memberships, associations & dues	0	29	1	30	34,650
Chancellor's office accounting services	0	16,472	551	17,023	262,500
Risk management expenses	0	36,860	1,461	38,321	588,358
JPA legal	0	3,931	146	4,077	62,712
Miscellaneous indirect services	0	1,472	50	1,522	24,259
Total general & administrative expenses:	0	61,409	2,298	63,707	1,014,518
Total operating expenses:	523,557	5,736,067	172,615	6,432,238	86,939,896
NON-OPERATING REVENUES:					
Investment income	0	0	(3,487)	(3,487)	(1,950,489)
Total non-operating revenues:	0	0	(3,487)	(3,487)	(1,950,489)
BEGINNING RETAINED EARNINGS	77,987	7,708,294	275,957	8,062,238	87,455,058
ADJUSTMENTS TO RETAINED EARNINGS	117,010	0	0	117,010	0
TOTAL ADJUSTED RETAINED EARNINGS	194,997	7,708,294	275,957	8,179,248	87,455,058
NET SURPLUS/(DEFICIT)	(141,436)	(2,633,112)	88,490	(2,686,058)	(22,546,622)
ENDING RETAINED EARNINGS	53,561	5,075,183	364,446	5,493,190	64,908,436

California State University Risk Management Authority
Income Statement as of 3/31/2017
(Unaudited)

	Budget vs. Actual			Percent of Budget
	FY 2016/2017 Amended Budget	Year-to-Date Ended 03/31/2017	Variance	
OPERATING REVENUES:				
Contributions	99,407,630	73,424,194	25,983,436	73.86 %
Reinsurance premiums	(9,718,163)	(7,080,431)	(2,637,732)	72.86 %
Total operating revenues:	89,689,467	66,343,763	23,345,704	73.97 %
OPERATING EXPENSES:				
DIRECT PROGRAM EXPENSES:				
Claims payment & legal expenses	62,120,833	49,819,923	12,300,910	80.20 %
Deductible recoveries	(6,039,744)	(6,646,349)	606,605	110.04 %
Claims administrators	4,154,133	3,102,938	810,670	74.70 %
Claims management information system	85,000	62,502	22,498	73.53 %
Program administrator	3,760,751	2,934,253	1,067,023	78.02 %
Brokerage commissions	1,544,465	1,191,999	352,466	77.18 %
Insurance premiums	42,997,104	36,199,175	6,797,929	84.19 %
Taxes, assessments & fees	265,500	269,205	(3,705)	101.40 %
Actuarial services	386,000	23,821	362,179	6.17 %
Claims audit	22,000	0	22,000	0.00 %
Miscellaneous program services	10,000	1,714	8,286	17.14 %
Loss control	1,064,466	436,081	628,385	40.97 %
Reinsurance/excess recovery	(14,843,930)	(17,014,721)	2,170,791	114.62 %
Program committee	0	6,008	(6,008)	0.00 %
Dividend distributions	15,401,150	15,401,150	0	100.00 %
Total direct program expenses:	111,297,228	85,925,378	25,371,850	77.20 %
GENERAL & ADMINISTRATIVE EXPENSES:				
Financial audit	43,000	30,000	13,000	69.77 %
Executive committee & board expenses	34,000	493	33,507	1.45 %
JPA insurance	27,500	11,546	15,954	41.98 %
Memberships, associations & dues	35,000	34,650	350	99.00 %
Chancellor's office accounting services	350,000	262,500	87,500	75.00 %
Risk management expenses	1,013,000	588,358	424,642	58.08 %
JPA legal	105,000	62,712	42,289	59.73 %
Miscellaneous indirect services	15,000	24,259	(9,259)	161.73 %
Total general & administrative expenses:	1,622,500	1,014,518	607,982	62.53 %
Total operating expenses:	112,919,728	86,939,896	25,979,832	76.99 %
NON-OPERATING REVENUES:				
Investment income	2,500,000	(1,950,489)	4,450,489	(78.02)%
Total non-operating revenues:	2,500,000	(1,950,489)	4,450,489	(78.02)%
NET SURPLUS/(DEFICIT)	(20,730,261)	(22,546,622)	1,816,361	108.76 %



CSURMA

POLICY AND PROCEDURE NO. 10

ADOPTED: MAY 13, 2011, January 10, 2016 (AMENDED)
EFFECTIVE: JULY 1, 2011
SUBJECT: MEMBER LOANS

Should there be any discrepancy between this document and either the JOINT POWERS AGREEMENT or BYLAWS, the JOINT POWERS AGREEMENT and BYLAWS will govern.

POLICY:

It is the policy of CSURMA that, upon recommendation of the Treasurer, the Executive Committee may approve a loan to a Member pursuant to the procedures described herein. No new Member Loan shall be granted without a finding by the Executive Committee that CSURMA has sufficient funds such that the proposed member loan would not impair CSURMA's ongoing operations. Member Loans shall only be granted upon a finding by the Treasurer that the Member has exhausted alternative sources of funding and that a Member Loan is in the best interests of the University.

PROCEDURE:

The following procedures shall be followed in administration of the CSURMA Member Loan program:

- 1. Amount Available for Member Loans** – The amount available for Member Loans shall not exceed 15% of the overall average fund balance for the preceding 12 months and no new Member Loan shall be initiated by the Treasurer without determining that the proposed Member Loan will fall within the 15% limit and that CSURMA will maintain adequate funds to cover its cash needs following the loan. In the interest of fairness, Member Loans to a single Member Campus (and its associated Member Auxiliary Organizations) shall not exceed 5% of the overall average fund balance for the preceding 12 months.
- 2. Member Loan Request** – A member seeking a CSURMA Member Loan shall submit to the Treasurer a written request describing the amount, purpose, proposed terms, and repayment for the requested Member Loan. The request shall describe what steps the Member has taken to secure the requested funds through alternate sources and why the Member is seeking the proposed loan from CSURMA. The Member shall describe the collateral and source of repayment funds for the proposed Member Loan. If a general obligation pledge is proposed by an Auxiliary Organization Member, then that Member must also show adequate cash flow from a specific funding source or adequate reserves to make the debt service payments during the term of the loan. Proposed Member Loans for the acquisition of real estate by an auxiliary organization may not pledge the real estate as collateral for the loan.

- 3. Treasurer’s Review and Recommendation** - The Treasurer shall review the Member Loan request and seek additional information as necessary to make a determination. If a favorable determination is made, the Treasurer shall recommend to the Executive Committee the proposed Member Loan including the Treasurer’s recommended terms and conditions. Recommended terms shall require that the frequency of interest payments shall be at least quarterly in arrears and at an interest rate at least equivalent to the investment income rate that CSURMA would have earned if the funds had instead been invested during the same calculation period.
- 4. Executive Committee Action** – At duly noticed meeting, the Executive Committee shall take action on the Treasurer’s recommendation. If the proposed Member Loan is to be approved, such approval shall be memorialized by resolution directing the Treasurer to prepared the loan note for review and approval by CSURMA’s General Counsel.
- 5. Administration of Member Loans** – The Treasurer shall direct the CSURMA Accountant to transfer funds, calculate interest, collect repayment proceeds and prepare reports on the status of outstanding loans. Any failure to make timely payments or proposed change in terms or conditions shall be reported by the Treasurer to the Executive Committee for review and action.

FINANCIAL REPORT
TREASURER'S QUARTERLY INVESTMENT REPORT AT
MARCH 31, 2017

ISSUE: California Government Code Section 53646(b)(1) requires that the CSURMA Treasurer submit a Quarterly Investment Report stating that all investments are in compliance with the current investment policy and that CSURMA has sufficient funds to meet its expenditure requirements for the next six months. The CSURMA Treasurer will be on hand to address questions.

RECOMMENDATION: It is recommended that the Executive Committee review the Treasurer's Report ending March 31, 2017.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Certification of Funds Letter dated April 17, 2017
- b. CSURMA Investment Report - January 1, 2017 to March 31, 2017



California State University Risk Management Authority

Officers

Linda Hawk
Chair - 760-750-4950

Dr. Ming Tung (Mike) Lee
Vice Chair - 916-278-6312

Robert Eaton
Treasurer - 562-951-4572

Zachary Gifford
Secretary-Auditor - 562-951-4568

To: Executive Committee
CSU Risk Management Authority

From: Robert Eaton *RE*
Treasurer
CSU Risk Management Authority

Re: Quarterly Investment Report
Ending March 31, 2017

Date: April 17, 2017

Government Code Section 53646(b)(1) requires the Authority's Treasurer to submit to the legislative body (Executive Committee), a quarterly investment report. Attached is the quarterly investment report ending March 31, 2017. The report contains a portfolio summary which includes market value, return, yield, weighted average maturity (WAM), and duration for each of CSURMA Investment Portfolios: Fixed Income Portfolio with TCW (Met West) and CSU's SWIFT Portfolio.

The funds held in investments are sufficient to meet the Authority's cash-flow needs for the following six (6) months. The investments are in accordance with the investment policy of the Authority, as duly authorized by the Executive Committee.

Robert Eaton
Treasurer
CSU Risk Management Authority

CSURMA

Quarterly Investment Report

January 1, 2017 - March 31, 2017

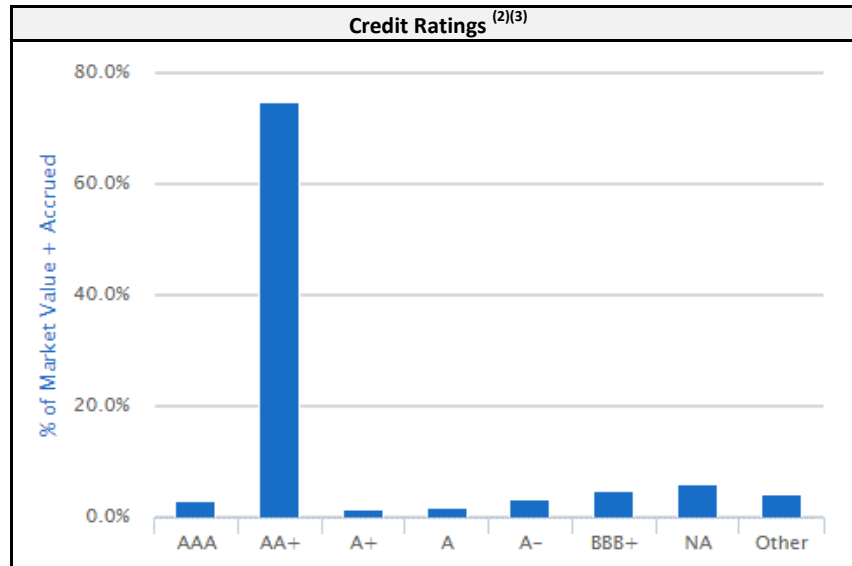
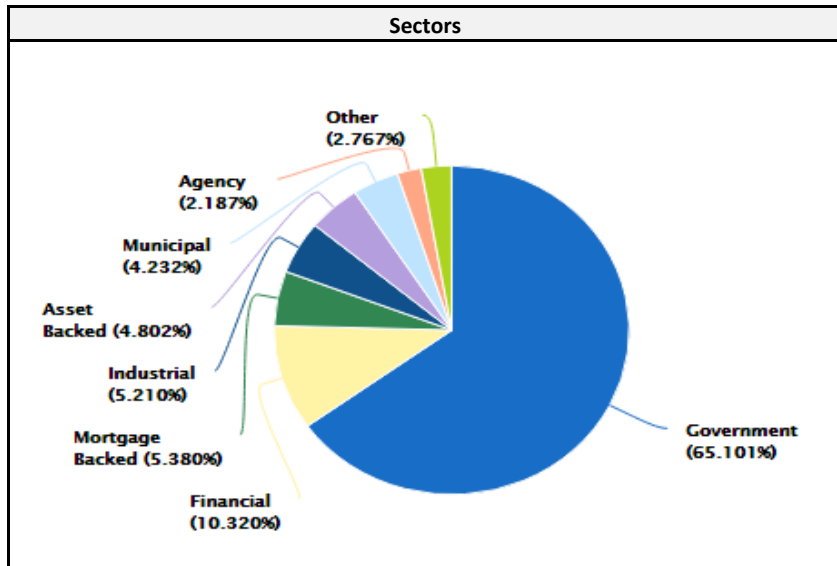
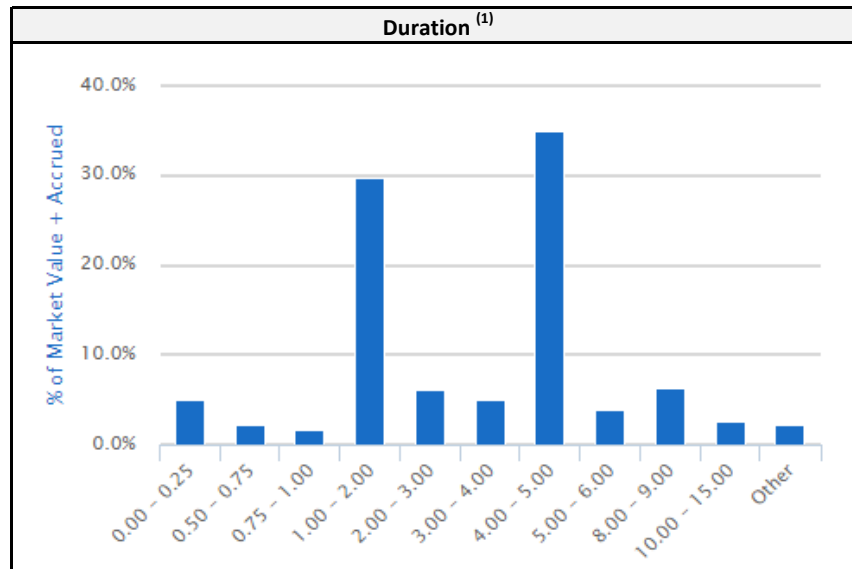
Prepared by Treasury

California State University Risk Management Authority

Fixed Income Portfolio (Auxiliary Investment Platform)

As of 03/31/2017

Portfolio Summary Total	
Total Assets	131,988,698
Duration	3.763
Yield	1.910
Avg Credit Rating	AA-/Aa3
QE Performance	0.505%



⁽¹⁾ The Other category combines duration ranges and in aggregate equals 2.412% of the portfolio.

⁽²⁾ The Other category contains assets that do not fall within the seven specific charted credit ratings. These assets make up 4.134% of the portfolio and include the following ratings: AA, AA-, BBB, and BBB-.

⁽³⁾ The NA category contains assets that do not have credit ratings available. These assets make up 5.580% of the portfolio.

California State University Risk Management Authority

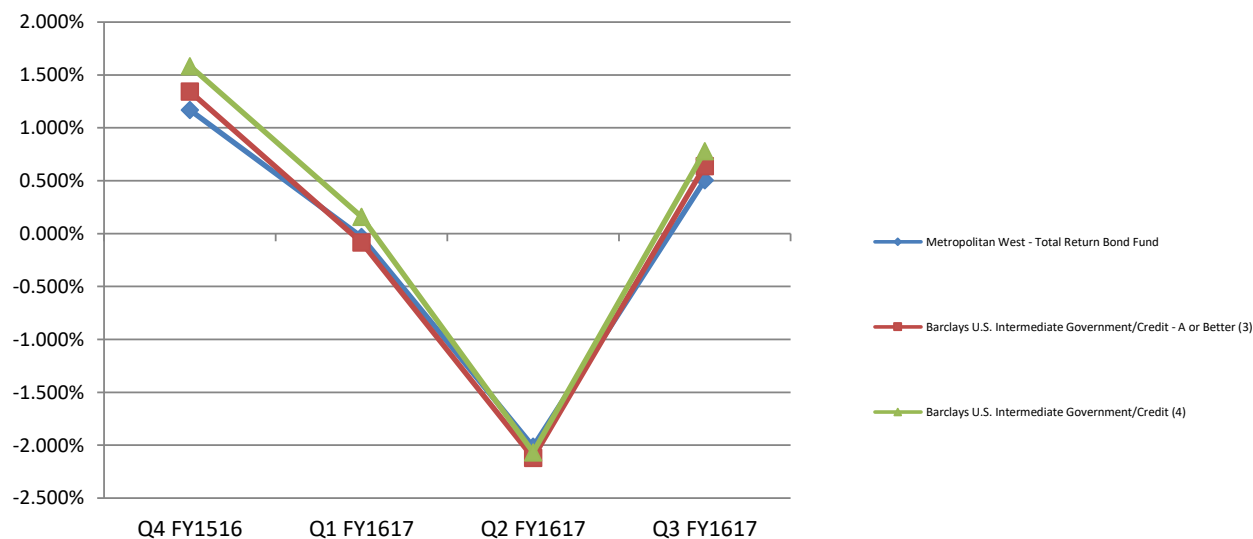
Fixed Income Portfolio (Auxiliary Investment Platform)

Performance Summary

Period Ending 03/31/2017

Account / Index	Market Value	3 Month ⁽¹⁾	Trailing 12 Month ⁽¹⁾	Trailing 3 Year ⁽¹⁾	Trailing 5 Year ⁽¹⁾	Since Inception ⁽¹⁾	Yield	WAM ⁽²⁾	Duration
	03/31/17	01/01/17 - 03/31/17	04/01/16 - 03/31/17	04/01/14 - 03/31/17	04/01/12 - 03/31/17	07/01/07 - 03/31/17			
Metropolitan West - Total Return Bond Fund	131,988,698	0.505%	-0.396%	1.217%	1.317%	3.565%	1.910	5.477	3.763
Barclays U.S. Intermediate Government/Credit - A or Better ⁽³⁾		0.640%	-0.251%	1.802%	1.597%	2.872%	1.890	4.212	3.940
Barclays U.S. Intermediate Government/Credit ⁽⁴⁾		0.781%	0.423%	2.013%	1.882%	3.259%	2.102	4.379	4.064

Account / Index	Q4 FY1516	Q1 FY1617	Q2 FY1617	Q3 FY1617	Trailing 12 Month ⁽¹⁾
	04/01/16 - 06/30/16	07/01/16 - 09/30/16	10/01/16 - 12/31/16	01/01/17 - 03/31/17	04/01/16 - 03/31/17
Metropolitan West - Total Return Bond Fund	1.169%	-0.029%	-2.013%	0.505%	-0.396%
Barclays U.S. Intermediate Government/Credit - A or Better ⁽³⁾	1.344%	-0.083%	-2.119%	0.640%	-0.251%
Barclays U.S. Intermediate Government/Credit ⁽⁴⁾	1.585%	0.159%	-2.067%	0.781%	0.423%



(1) Represents Total Return on the portfolio (Income Return plus Price Return)

(2) Weighted Average Maturity

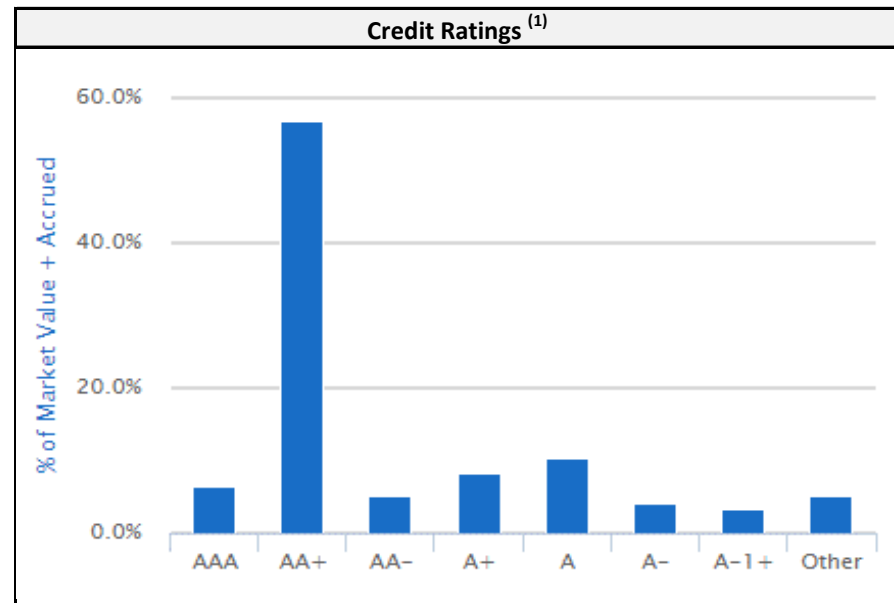
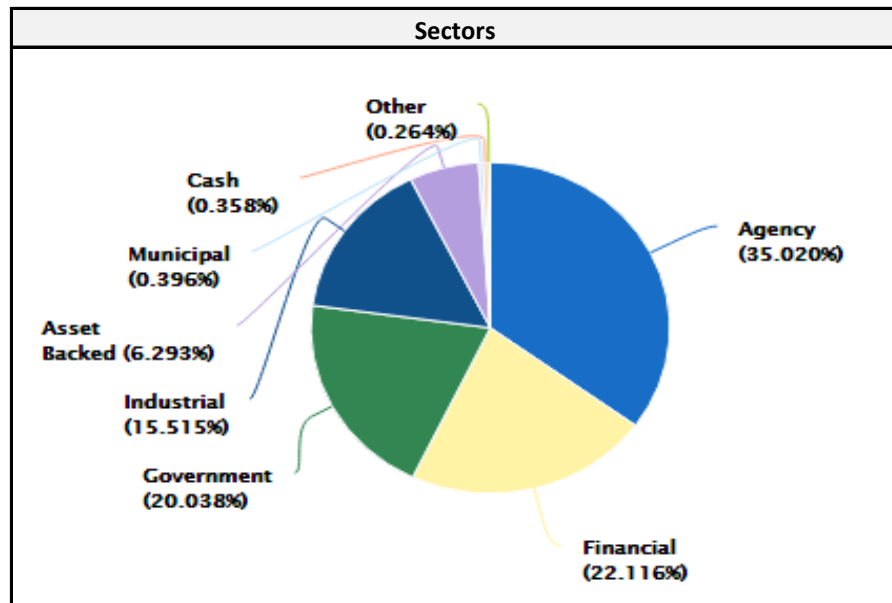
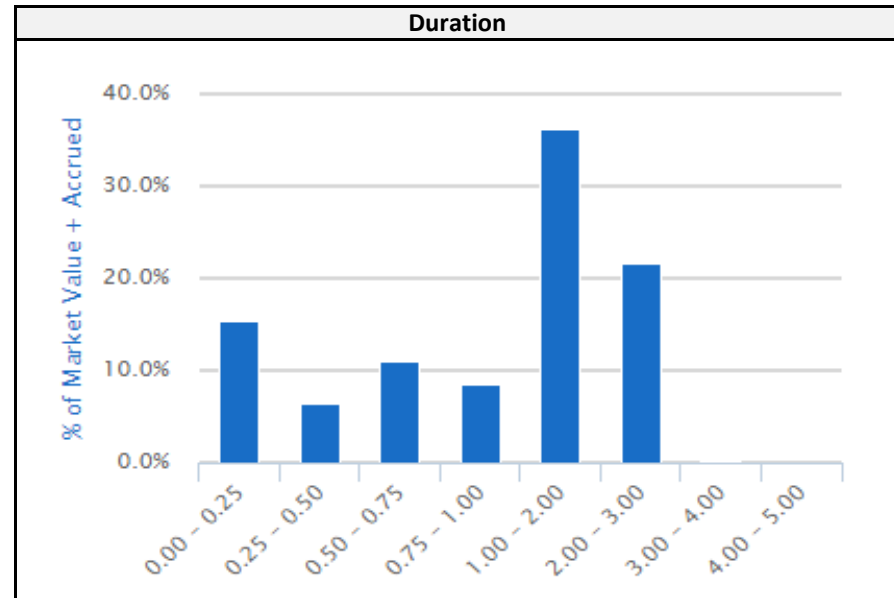
(3) Portfolio Benchmark as of 05/2014.

(4) Portfolio Benchmark prior to 05/2014.

California State University SWIFT Portfolio

As of 03/31/2017

Portfolio Summary Total	
Total Assets	26,049,902
Duration	1.271
Yield	1.351
Avg Credit Rating	AA-/Aa3
QE Performance	0.319%



⁽¹⁾ The other bucket contains assets that do not fall within the top seven credit ratings.

California State University Risk Management Authority

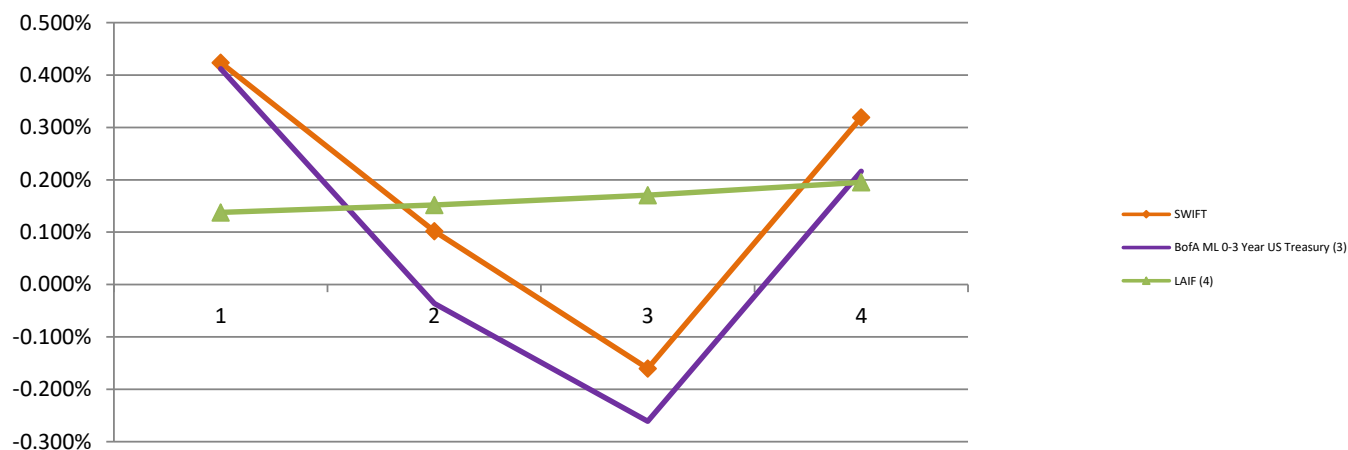
SWIFT Portfolio

Performance Summary

Period Ending 03/31/2017

Account / Index	Market Value	3 Month ⁽¹⁾	Trailing	Trailing	Trailing	Since	Yield	WAM ⁽²⁾	Duration
			12 Month ⁽¹⁾	3 Year ⁽¹⁾	5 Year ⁽¹⁾	Inception ⁽¹⁾			
SWIFT - CSU Systemwide Investment Fund Trust	03/31/17 26,049,902	01/01/17 - 03/31/17 0.319%	04/01/16 - 03/31/17 0.685%	04/01/14 - 03/31/17 0.785%	04/01/12 - 03/31/17 0.719%	07/01/07 - 03/31/17 1.276%	1.351	1.546	1.271
BofA ML 0-3 Year US Treasury ⁽³⁾		0.216%	0.330%	0.590%	0.517%	1.611%	1.172	1.475	1.443
LAIF - Local Agency Investment Fund ⁽⁴⁾		0.195%	0.658%	0.426%	0.374%	1.013%	0.783		

Account / Index	Q4 FY1516	Q1 FY1617	Q2 FY1617	Q3 FY1617	Trailing
					12 Month ⁽¹⁾
SWIFT	4/1/16 - 06/30/16 0.424%	7/1/16 - 9/30/16 0.102%	10/01/16 - 12/31/16 -0.160%	01/01/17 - 03/31/17 0.319%	04/01/16 - 03/31/17 0.685%
BofA ML 0-3 Year US Treasury ⁽³⁾	0.412%	-0.036%	-0.261%	0.216%	0.330%
LAIF ⁽⁴⁾	0.138%	0.152%	0.171%	0.195%	0.658%



(1) Represents Total Return on the portfolio (Income Return plus Price Return)

(2) Weighted Average Maturity

(3) SWIFT Portfolio Benchmark

(4) LAIF returns calculated by CSUCO Treasury

FY 2017/2018 CSURMA OPERATING BUDGET

ISSUE: At its March 9, 2017 meeting, the Executive Committee approved the 2017/18 Operating Budget with the following changes:

1. Increase Chancellor's Office Risk Management Services from \$1,013,000 to \$1,034,500 per March 9, 2017 memo from Zachary Gifford. Included in the total is \$100,000 earmarked for Public Safety/Police Services.
2. Inclusion of Theater Safety inspections by UCOP totaling \$40,000.
3. Reduce Loss Control from \$240,000 to \$150,000 for revision to Risk Management Innovation Grant Program.
4. Inclusion of 2017 AORMA dividends totaling \$1,712,755 (\$824,133 AORMA Liability Fund + \$888,622 AORMA WC Fund). The dividends will be distributed to members on July 1, 2017.

Staff has incorporated the above in the attached proposed budget.

RECOMMENDATION: The Executive Committee is asked to recommend approval of the draft FY 17/18 draft Operating Budget, with revisions as appropriate, to the Board of Directors for adoption.

FISCAL IMPACT: The proposed operating budget would develop Total Operating Revenues of \$90,279,072 (net of reinsurance premiums), Total Operating Expenses of \$100,477,816 and Total Non-Operating Revenues of \$2,500,000, generating Net Operating Deficit of \$7,698,744. Retained Earnings is estimated decrease from \$67,372,983 to be \$59,674,239 at June 30, 2018.

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

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft FY 2017/18 CSURMA Budget of Revenues and Expenses

CSURMA

Cash Flow Budget of Revenues and Expenses Fiscal Year July 1, 2017 to June 30, 2018

EC Approved for BOD Adoption

Board of Directors
May 5, 2017

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: ALL FUNDS

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	99,407,630	100,263,631	856,001
Reinsurance Premiums	-9,718,163	-9,984,559	-266,396
Total Operating Revenues	<u>89,689,467</u>	<u>90,279,072</u>	<u>589,605</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	62,120,833	62,538,116	417,283
Deductible Recoveries	-6,039,744	-6,050,000	-10,256
Claims Administrators	4,154,133	4,206,920	52,787
Management Information System	85,000	84,999	-1
Program Administrators	3,760,751	2,738,950	-1,021,801
Brokerage Commissions & Fees	1,544,465	1,588,892	44,427
Insurance Premiums (net of brokerage)	42,997,104	48,022,571	5,025,466
Taxes, Assessments & Fees	265,500	265,500	0
Actuarial Services	386,000	386,000	0
Claims Audit	22,000	22,000	0
Coverage Counsel	16,000	16,000	0
Program Legal	24,500	24,500	0
Miscellaneous Program Services	10,000	10,000	0
Workshop/Training Expenses	329,000	229,000	-100,000
Loss Control Expenses	1,064,466	964,426	-100,040
Appraisals	0	0	0
Excess/Reinsurance Recoveries	-14,843,930	-17,927,963	-3,084,033
Program Committee	0	0	0
Dividend Distributions	15,401,150	1,712,755	-13,688,395
Total Direct Program Expenses	<u>111,297,228</u>	<u>98,832,666</u>	<u>-12,464,562</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: ALL FUNDS

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	43,000	35,000	-8,000
Executive Committee & Board Expenses	34,000	34,000	0
JPA Insurance	27,500	16,000	-11,500
Memberships, Associations & Dues	35,000	35,000	0
Chancellor's Office Accounting Services	350,000	367,500	17,500
Chancellor's Office Risk Management Service	1,013,000	1,034,500	21,500
JPA Accreditation	0	0	0
JPA Legal	105,000	108,150	3,150
Miscellaneous Expenses	15,000	15,000	0
Total General & Administrative Expenses	<u>1,622,500</u>	<u>1,645,150</u>	<u>22,650</u>
Total Operating Expenses	<u>112,919,728</u>	<u>100,477,816</u>	<u>-12,441,912</u>
Non-Operating Revenues			
Investment Income	2,500,000	2,500,000	0
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>2,500,000</u>	<u>2,500,000</u>	<u>0</u>
Net Surplus (Deficit)	<u>-20,730,261</u>	<u>-7,698,744</u>	
Beginning Retained Earnings (est at 7/1/17)	88,103,244	67,372,983	
Ending Retained Earnings (est at 6/30/18)	67,372,983	59,674,239	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

GENERAL FUND

To allocate General Expenses
across All Program Funds

	<i>Midterm</i>	<i>Proposed</i>	Budget
	FY 16/17	FY 17/18	Change
	<u>Amended</u>	<u>Budget</u>	<u>Change</u>
Operating Revenues			
Contributions	0	0	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>0</u>	<u>0</u>	<u>0</u>
 Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Management Information System	0	0	0
Program Administrators	0	0	0
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

GENERAL FUND

To allocate General Expenses
across All Program Funds

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
Total Direct Program Expenses	<u>0</u>	<u>0</u>	<u>0</u>
General & Administrative Expenses			
Financial Audit	43,000	35,000	-8,000
Executive Committee & Board Expenses	34,000	34,000	0
JPA Insurance	27,500	16,000	-11,500
Memberships, Associations & Dues	7,450	7,500	50
Chancellor's Office Accounting Services	350,000	367,500	17,500
Chancellor's Office Risk Management Service	1,013,000	1,034,500	21,500
JPA Accreditation	0	0	0
JPA Legal	105,000	108,150	3,150
Miscellaneous Expenses	15,000	15,000	0
Total General & Administrative Expenses	<u>1,594,950</u>	<u>1,617,650</u>	<u>22,700</u>
Total Operating Expenses	<u>1,594,950</u>	<u>1,617,650</u>	<u>22,700</u>
Non-Operating Revenues			
Investment Income	2,500,000	2,500,000	0
Interest Income - Loans (separate fund)	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>2,500,000</u>	<u>2,500,000</u>	<u>0</u>

CSURMA

**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018**

**FY 17/18 Proposed Budget
EC Approved for BOD Adoption**

TOTAL: CAMPUS PROGRAMS

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	78,818,221	80,493,521	1,675,300
Reinsurance Premiums	-6,753,259	-6,984,559	-231,300
Total Operating Revenues	<u>72,064,962</u>	<u>73,508,962</u>	<u>1,444,000</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	57,461,436	56,743,736	-717,700
Deductible Recoveries	-5,989,744	-6,000,000	-10,256
Claims Administrators	3,882,480	3,930,872	48,392
Management Information System	74,984	75,234	250
Program Administrators	1,386,847	1,407,350	20,503
Brokerage Commissions & Fees	1,175,981	1,220,408	44,427
Insurance Premiums (net of brokerage)	36,381,935	39,913,191	3,531,256
Taxes, Assessments & Fees	200,000	200,000	0
Actuarial Services	318,906	318,906	0
Claims Audit	12,000	12,000	0
Coverage Counsel	10,000	10,000	0
Program Legal	22,000	22,000	0
Miscellaneous Program Services	8,551	8,610	59
Workshop/Training Expenses	281,653	199,898	-81,754
Loss Control Expenses	782,918	716,999	-65,919
Appraisals	0	0	0
Excess/Reinsurance Recoveries	-13,463,934	-16,378,654	-2,914,720
Program Committee	0	0	0
Dividend Distributions	13,688,395	0	-13,688,395
Total Direct Program Expenses	<u>96,234,408</u>	<u>82,400,551</u>	<u>-13,833,857</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: CAMPUS PROGRAMS

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	34,386	28,164	-6,221
Executive Committee & Board Expenses	27,189	27,360	171
JPA Insurance	21,991	12,875	-9,116
Memberships, Associations & Dues	33,508	33,535	28
Chancellor's Office Accounting Services	279,883	295,725	15,842
Chancellor's Office Risk Management Service	810,061	832,456	22,395
JPA Accreditation	0	0	0
JPA Legal	83,965	87,028	3,063
Miscellaneous Expenses	11,995	12,070	75
Total General & Administrative Expenses	<u>1,302,976</u>	<u>1,329,213</u>	<u>26,237</u>
Total Operating Expenses	<u>97,537,384</u>	<u>83,729,764</u>	<u>-13,807,620</u>
Non-Operating Revenues			
Investment Income	2,127,765	2,096,464	-31,301
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>2,127,765</u>	<u>2,096,464</u>	<u>-31,301</u>
Net Surplus (Deficit)	<u>-23,344,657</u>	<u>-8,124,338</u>	
Beginning Retained Earnings (est at 7/1/17)	58,867,206	35,522,548	
Ending Retained Earnings (est at 6/30/18)	35,522,548	27,398,210	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS LIABILITY PROGRAM

(Fund 10)

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	14,240,860	15,570,060	1,329,200
Reinsurance Premiums	-1,779,231	-2,010,531	-231,300
Total Operating Revenues	<u>12,461,629</u>	<u>13,559,529</u>	<u>1,097,900</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	15,826,403	11,701,912	-4,124,491
Deductible Recoveries	-5,989,744	-6,000,000	-10,256
Claims Administrators	0	0	0
Management Information System	42,303	42,864	561
Program Administrators	265,094	269,070	3,976
Brokerage Commissions & Fees	317,819	317,819	0
Insurance Premiums (net of brokerage)	2,448,942	2,571,389	122,447
Taxes, Assessments & Fees	200,000	200,000	0
Actuarial Services	86,027	86,027	0
Claims Audit	10,000	10,000	0
Coverage Counsel	10,000	10,000	0
Program Legal	22,000	22,000	0
Miscellaneous Program Services	1,562	1,683	121
Workshop/Training Expenses	75,638	48,441	-27,197
Loss Control Expenses	495,687	489,489	-6,198
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	5,576,910	0	-5,576,910
Total Direct Program Expenses	<u>19,388,641</u>	<u>9,770,693</u>	<u>-9,617,947</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS LIABILITY PROGRAM

(Fund 10)

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	6,280	5,505	-776
Executive Committee & Board Expenses	4,966	5,347	382
JPA Insurance	4,016	2,516	-1,500
Memberships, Associations & Dues	1,088	1,180	91
Chancellor's Office Accounting Services	51,118	57,798	6,681
Chancellor's Office Risk Management Service	147,949	162,701	14,751
JPA Accreditation	0	0	0
JPA Legal	15,335	17,009	1,674
Miscellaneous Expenses	2,191	2,359	168
Total General & Administrative Expenses	<u>232,943</u>	<u>254,415</u>	<u>21,472</u>
Total Operating Expenses	<u>19,621,584</u>	<u>10,025,109</u>	<u>-9,596,475</u>
Non-Operating Revenues			
Investment Income	562,159	561,570	-589
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>562,159</u>	<u>561,570</u>	<u>-589</u>
Net Surplus (Deficit)	<u>-6,597,796</u>	<u>4,095,990</u>	
Beginning Retained Earnings (est at 7/1/17)	17,751,392	11,153,597	
Ending Retained Earnings (est at 6/30/18)	11,153,597	15,249,587	

CSURMA**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018****FY 17/18 Proposed Budget
EC Approved for BOD Adoption****CAMPUS WORKERS' COMPENSATION PROGRAM**

(Fund 11)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget Change
Operating Revenues			
Contributions	37,823,215	36,337,621	-1,485,594
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>37,823,215</u>	<u>36,337,621</u>	<u>-1,485,594</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	21,889,299	23,025,726	1,136,427
Deductible Recoveries	0	0	0
Claims Administrators	3,627,480	3,665,872	38,392
Management Information System	19,396	18,351	-1,045
Program Administrators	727,608	738,223	10,615
Brokerage Commissions & Fees	413,662	458,089	44,427
Insurance Premiums (net of brokerage)	31,891,262	35,316,384	3,425,122
Taxes, Assessments & Fees	0	0	0
Actuarial Services	138,867	138,867	0
Claims Audit	2,000	2,000	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	4,148	3,928	-221
Workshop/Training Expenses	168,276	131,381	-36,894
Loss Control Expenses	231,385	170,076	-61,309
Appraisals	0	0	0
Excess/Reinsurance Recoveries	-13,463,934	-16,378,654	-2,914,720
Program Committee	0	0	0
Dividend Distributions	8,111,485	0	-8,111,485
Total Direct Program Expenses	<u>53,760,934</u>	<u>47,290,243</u>	<u>-6,470,690</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS WORKERS' COMPENSATION PROGRAM

(Fund 11)

<i>Midterm</i>	<i>Proposed</i>	
FY 16/17	FY 17/18	Budget
Amended	Budget	<u>Change</u>

General & Administrative Expenses

Financial Audit	16,680	12,847	-3,833
Executive Committee & Board Expenses	13,189	12,480	-709
JPA Insurance	10,667	5,873	-4,795
Memberships, Associations & Dues	30,440	30,253	-187
Chancellor's Office Accounting Services	135,767	134,891	-876
Chancellor's Office Risk Management Service	392,948	379,713	-13,235
JPA Accreditation	0	0	0
JPA Legal	40,730	39,696	-1,034
Miscellaneous Expenses	5,819	5,506	-313
Total General & Administrative Expenses	<u>646,240</u>	<u>621,258</u>	<u>-24,981</u>
Total Operating Expenses	<u>54,407,173</u>	<u>47,911,501</u>	<u>-6,495,672</u>

Non-Operating Revenues

Investment Income	1,225,509	1,225,743	234
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>1,225,509</u>	<u>1,225,743</u>	<u>234</u>

Net Surplus (Deficit) -15,358,449 -10,348,137

Beginning Retained Earnings (est at 7/1/17) 30,770,492 15,412,043
Ending Retained Earnings (est at 6/30/18) 15,412,043 5,063,906

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS IDL NDL UI PROGRAM *

(Fund 12)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
Operating Revenues			
Contributions	13,500,000	15,000,000	1,500,000
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>13,500,000</u>	<u>15,000,000</u>	<u>1,500,000</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	13,000,000	14,500,000	1,500,000
Deductible Recoveries	0	0	0
Claims Administrators	60,000	70,000	10,000
Management Information System	6,923	7,576	653
Program Administrators	170,408	172,964	2,556
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	47,424	47,424	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	1,481	1,621	141
Workshop/Training Expenses	23,424	12,952	-10,472
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>13,309,660</u>	<u>14,812,538</u>	<u>1,502,878</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS IDL NDL UI PROGRAM *

(Fund 12)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	5,953	5,303	-650
Executive Committee & Board Expenses	4,707	5,152	444
JPA Insurance	3,807	2,424	-1,383
Memberships, Associations & Dues	1,031	1,136	105
Chancellor's Office Accounting Services	48,458	55,682	7,224
Chancellor's Office Risk Management Service	140,252	156,744	16,491
JPA Accreditation	0	0	0
JPA Legal	14,538	16,387	1,849
Miscellaneous Expenses	2,077	2,273	196
Total General & Administrative Expenses	<u>220,825</u>	<u>245,101</u>	<u>24,276</u>
Total Operating Expenses	<u>13,530,485</u>	<u>15,057,638</u>	<u>1,527,153</u>
Non-Operating Revenues			
Investment Income	134,264	117,706	-16,558
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>134,264</u>	<u>117,706</u>	<u>-16,558</u>
Net Surplus (Deficit)	<u>103,779</u>	<u>60,067</u>	
Beginning Retained Earnings (est at 7/1/17)	710,923	814,702	
Ending Retained Earnings (est at 6/30/18)	814,702	874,770	

* Industrial Disability, Non-industrial Disability, Unemployment Insurance

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS PROPERTY PROGRAM

(Fund 13)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
Operating Revenues			
Contributions	8,250,000	8,250,000	0
Reinsurance Premiums	-4,974,028	-4,974,028	0
Total Operating Revenues	<u>3,275,972</u>	<u>3,275,972</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	3,363,266	4,000,000	636,734
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Management Information System	4,230	4,167	-63
Program Administrators	213,307	216,507	3,200
Brokerage Commissions & Fees	442,500	442,500	0
Insurance Premiums (net of brokerage)	1,176,108	1,176,108	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	28,980	28,980	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	905	892	-13
Workshop/Training Expenses	14,315	7,124	-7,191
Loss Control Expenses	55,846	57,434	1,588
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>5,299,457</u>	<u>5,933,712</u>	<u>634,255</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS PROPERTY PROGRAM

(Fund 13)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	3,638	2,917	-722
Executive Committee & Board Expenses	2,877	2,833	-43
JPA Insurance	2,327	1,333	-993
Memberships, Associations & Dues	630	625	-5
Chancellor's Office Accounting Services	29,613	30,625	1,012
Chancellor's Office Risk Management Service	85,710	86,209	499
JPA Accreditation	0	0	0
JPA Legal	8,884	9,013	129
Miscellaneous Expenses	1,269	1,250	-19
Total General & Administrative Expenses	<u>134,949</u>	<u>134,805</u>	<u>-143</u>
Total Operating Expenses	<u>5,434,405</u>	<u>6,068,517</u>	<u>634,112</u>
Non-Operating Revenues			
Investment Income	142,612	130,761	-11,851
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>142,612</u>	<u>130,761</u>	<u>-11,851</u>
Net Surplus (Deficit)	<u>-2,015,822</u>	<u>-2,661,784</u>	
Beginning Retained Earnings (est at 7/1/17)	9,315,081	7,299,260	
Ending Retained Earnings (est at 6/30/18)	7,299,260	4,637,475	

CSURMA**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018****FY 17/18 Proposed Budget
EC Approved for BOD Adoption****CAMPUS ATHLETIC INJURY MEDICAL EXPENSE**

(Fund 14)

<i>Midterm</i>	<i>Proposed</i>	
FY 16/17	FY 17/18	Budget
Amended	Budget	<u>Change</u>

Operating Revenues

Contributions	4,158,323	4,506,330	348,007
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>4,158,323</u>	<u>4,506,330</u>	<u>348,007</u>

Operating Expenses*Direct Program Expenses*

Claims Payments & Legal Expenses	3,382,468	3,516,098	133,630
Deductible Recoveries	0	0	0
Claims Administrators	195,000	195,000	0
Management Information System	2,132	2,276	144
Program Administrators	10,430	10,586	156
Brokerage Commissions & Fees	2,000	2,000	0
Insurance Premiums (net of brokerage)	19,800	19,800	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	17,608	17,608	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	456	487	31
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>3,629,894</u>	<u>3,763,855</u>	<u>133,961</u>

CSURMA**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018****FY 17/18 Proposed Budget
EC Approved for BOD Adoption****CAMPUS ATHLETIC INJURY MEDICAL EXPENSE**

(Fund 14)

<i>Midterm</i>	<i>Proposed</i>	
FY 16/17	FY 17/18	Budget
Amended	Budget	<u>Change</u>

General & Administrative Expenses

Financial Audit	1,834	1,593	-241
Executive Committee & Board Expenses	1,450	1,548	98
JPA Insurance	1,173	728	-444
Memberships, Associations & Dues	318	341	24
Chancellor's Office Accounting Services	14,926	16,728	1,802
Chancellor's Office Risk Management Service	43,201	47,089	3,888
JPA Accreditation	0	0	0
JPA Legal	4,478	4,923	445
Miscellaneous Expenses	640	683	43

Total General & Administrative Expenses	<u>68,019</u>	<u>73,634</u>	<u>5,614</u>
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Total Operating Expenses	<u>3,697,913</u>	<u>3,837,489</u>	<u>139,575</u>
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Non-Operating Revenues

Investment Income	63,221	60,684	-2,537
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0

Total Non-Operating Revenues	<u>63,221</u>	<u>60,684</u>	<u>-2,537</u>
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Net Surplus (Deficit)	<u>523,631</u>	<u>729,525</u>	
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Beginning Retained Earnings (est at 7/1/17)	476,671	1,000,302	
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Ending Retained Earnings (est at 6/30/18)	1,000,302	1,729,827	
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CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS AUTO LIABILITY PROGRAM *

(Fund 15)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
Operating Revenues			
Contributions	845,823	829,510	-16,313
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>845,823</u>	<u>829,510</u>	<u>-16,313</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Management Information System	0	0	0
Program Administrators	0	0	0
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	845,823	829,510	-16,313
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>845,823</u>	<u>829,510</u>	<u>-16,313</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS AUTO LIABILITY PROGRAM *

(Fund 15)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	0	0	0
Executive Committee & Board Expenses	0	0	0
JPA Insurance	0	0	0
Memberships, Associations & Dues	0	0	0
Chancellor's Office Accounting Services	0	0	0
Chancellor's Office Risk Management Service	0	0	0
JPA Accreditation	0	0	0
JPA Legal	0	0	0
Miscellaneous Expenses	0	0	0
Total General & Administrative Expenses	<u>0</u>	<u>0</u>	<u>0</u>
Total Operating Expenses	<u>845,823</u>	<u>829,510</u>	<u>-16,313</u>
Non-Operating Revenues			
Investment Income	0	0	0
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>0</u>	<u>0</u>	<u>0</u>
Net Surplus (Deficit)	<u>0</u>	<u>0</u>	
Beginning Retained Earnings (est at 7/1/17)	-157,355	-157,355	
Ending Retained Earnings (est at 6/30/18)	-157,355	-157,355	

* Vehicle Liability Self-Insurance Program
 State Motor Vehicle Self-Insurance Account

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: AORMA PROGRAMS

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	13,678,896	12,856,592	-822,304
Reinsurance Premiums	-2,964,904	-3,000,000	-35,096
Total Operating Revenues	<u>10,713,992</u>	<u>9,856,592</u>	<u>-857,400</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	4,554,815	5,684,380	1,129,565
Deductible Recoveries	-50,000	-50,000	0
Claims Administrators	263,653	268,048	4,395
Management Information System	6,774	6,493	-281
Program Administrators	1,311,477	1,331,600	20,123
Brokerage Commissions & Fees	282,137	282,137	0
Insurance Premiums (net of brokerage)	3,775,139	5,269,350	1,494,211
Taxes, Assessments & Fees	65,500	65,500	0
Actuarial Services	48,937	48,937	0
Claims Audit	10,000	10,000	0
Coverage Counsel	6,000	6,000	0
Program Legal	2,500	2,500	0
Miscellaneous Program Services	1,449	1,390	-59
Workshop/Training Expenses	47,347	29,102	-18,246
Loss Control Expenses	281,548	247,427	-34,121
Appraisals	0	0	0
Excess/Reinsurance Recoveries	-1,379,996	-1,549,309	-169,313
Program Committee	0	0	0
Dividend Distributions	1,712,755	1,712,755	0
Total Direct Program Expenses	<u>10,940,035</u>	<u>13,366,309</u>	<u>2,426,274</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: AORMA PROGRAMS

	<i>Midterm</i> FY 16/17 <u>Amended</u>	<i>Proposed</i> FY 17/18 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	5,826	4,545	-1,281
Executive Committee & Board Expenses	4,606	4,415	-191
JPA Insurance	3,726	2,078	-1,648
Memberships, Associations & Dues	1,009	974	-35
Chancellor's Office Accounting Services	47,420	47,726	306
Chancellor's Office Risk Management Service	137,246	134,346	-2,900
JPA Accreditation	0	0	0
JPA Legal	14,226	14,045	-181
Miscellaneous Expenses	2,032	1,948	-84
Total General & Administrative Expenses	<u>216,091</u>	<u>210,077</u>	<u>-6,013</u>
Total Operating Expenses	<u>11,156,126</u>	<u>13,576,386</u>	<u>2,420,260</u>
Non-Operating Revenues			
Investment Income	350,975	400,594	49,619
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>350,975</u>	<u>400,594</u>	<u>49,619</u>
Net Surplus (Deficit)	<u>-91,158</u>	<u>-3,319,200</u>	
Beginning Retained Earnings (est at 7/1/17)	20,807,801	20,716,643	
Ending Retained Earnings (est at 6/30/18)	20,716,643	17,397,443	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA LIABILITY PROGRAM

(Fund 21)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget Change
Operating Revenues			
Contributions	3,880,956	4,098,878	217,922
Reinsurance Premiums	-1,285,904	-1,500,000	-214,096
Total Operating Revenues	<u>2,595,052</u>	<u>2,598,878</u>	<u>3,826</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	846,200	1,116,991	270,791
Deductible Recoveries	-50,000	-50,000	0
Claims Administrators	15,000	15,000	0
Management Information System	1,990	2,070	80
Program Administrators	600,000	609,206	9,206
Brokerage Commissions & Fees	39,939	39,939	0
Insurance Premiums (net of brokerage)	148,524	404,339	255,815
Taxes, Assessments & Fees	0	0	0
Actuarial Services	16,145	16,145	0
Claims Audit	5,000	5,000	0
Coverage Counsel	5,000	5,000	0
Program Legal	2,500	2,500	0
Miscellaneous Program Services	426	443	17
Workshop/Training Expenses	18,447	9,278	-9,169
Loss Control Expenses	122,095	102,657	-19,438
Appraisals	0	0	0
Excess/Reinsurance Recoveries	-243,845	0	243,845
Program Committee	0	0	0
Dividend Distributions	824,133	824,133	0
Total Direct Program Expenses	<u>2,351,553</u>	<u>3,102,701</u>	<u>751,147</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA LIABILITY PROGRAM

(Fund 21)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	1,711	1,449	-262
Executive Committee & Board Expenses	1,353	1,408	54
JPA Insurance	1,095	662	-432
Memberships, Associations & Dues	297	311	14
Chancellor's Office Accounting Services	13,931	15,216	1,285
Chancellor's Office Risk Management Service	40,320	42,832	2,512
JPA Accreditation	0	0	0
JPA Legal	4,179	4,478	299
Miscellaneous Expenses	597	621	24
 Total General & Administrative Expenses	 <u>63,482</u>	 <u>66,976</u>	 <u>3,493</u>
 Total Operating Expenses	 <u>2,415,036</u>	 <u>3,169,677</u>	 <u>754,641</u>
 Non-Operating Revenues			
Investment Income	98,507	125,276	26,769
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
 Total Non-Operating Revenues	 <u>98,507</u>	 <u>125,276</u>	 <u>26,769</u>
 Net Surplus (Deficit)	 <u>278,523</u>	 <u>-445,523</u>	
 Beginning Retained Earnings (est at 7/1/17)	 6,465,172	 6,743,695	
Ending Retained Earnings (est at 6/30/18)	6,743,695	6,298,173	

Includes Cyber Risk Liability

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Midterm</i>	<i>Proposed</i>	
	FY 16/17	FY 17/18	Budget
	Amended	Budget	<u>Change</u>
Operating Revenues			
Contributions	2,368,714	2,075,000	-293,714
Reinsurance Premiums	-1,679,000	-1,500,000	179,000
Total Operating Revenues	<u>689,714</u>	<u>575,000</u>	<u>-114,714</u>

Operating Expenses

Direct Program Expenses

Claims Payments & Legal Expenses	250,000	250,000	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Management Information System	1,215	1,048	-167
Program Administrators	255,000	258,913	3,913
Brokerage Commissions & Fees	189,843	189,843	0
Insurance Premiums (net of brokerage)	65,026	21,000	-44,026
Taxes, Assessments & Fees	0	0	0
Actuarial Services	6,802	6,802	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	260	224	-36
Workshop/Training Expenses	7,338	4,697	-2,641
Loss Control Expenses	18,219	24,130	5,911
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>793,702</u>	<u>756,657</u>	<u>-37,046</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	1,045	734	-311
Executive Committee & Board Expenses	826	713	-113
JPA Insurance	668	335	-333
Memberships, Associations & Dues	181	157	-24
Chancellor's Office Accounting Services	8,503	7,703	-800
Chancellor's Office Risk Management Service	24,609	21,683	-2,926
JPA Accreditation	0	0	0
JPA Legal	2,551	2,267	-284
Miscellaneous Expenses	364	314	-50
 Total General & Administrative Expenses	 <u>38,746</u>	 <u>33,906</u>	 <u>-4,840</u>
 Total Operating Expenses	 <u>832,448</u>	 <u>790,562</u>	 <u>-41,886</u>
 Non-Operating Revenues			
Investment Income	25,418	29,036	3,618
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
 Total Non-Operating Revenues	 <u>25,418</u>	 <u>29,036</u>	 <u>3,618</u>
 Net Surplus (Deficit)	 <u>-117,316</u>	 <u>-186,526</u>	
 Beginning Retained Earnings (est at 7/1/17)	 1,895,009	 1,777,693	
Ending Retained Earnings (est at 6/30/18)	1,777,693	1,591,167	

* AORMA Property includes Cyber Risk and ID Fraud; AORMA Fidelity is Crime only.

CSURMA**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018****FY 17/18 Proposed Budget
EC Approved for BOD Adoption****AORMA WORKERS' COMPENSATION PROGRAM**

(Fund 22)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget Change
Operating Revenues			
Contributions	4,523,000	4,481,160	-41,840
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>4,523,000</u>	<u>4,481,160</u>	<u>-41,840</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	2,406,631	2,498,638	92,007
Deductible Recoveries	0	0	0
Claims Administrators	219,765	224,160	4,395
Management Information System	2,319	2,263	-56
Program Administrators	386,477	392,407	5,930
Brokerage Commissions & Fees	30,112	30,112	0
Insurance Premiums (net of brokerage)	3,332,037	4,599,011	1,266,974
Taxes, Assessments & Fees	65,500	65,500	0
Actuarial Services	18,989	18,989	0
Claims Audit	5,000	5,000	0
Coverage Counsel	1,000	1,000	0
Program Legal	0	0	0
Miscellaneous Program Services	496	484	-12
Workshop/Training Expenses	14,011	10,143	-3,867
Loss Control Expenses	138,985	110,366	-28,619
Appraisals	0	0	0
Excess/Reinsurance Recoveries	-1,136,151	-1,549,309	-413,158
Program Committee	0	0	0
Dividend Distributions	888,622	888,622	0
Total Direct Program Expenses	<u>6,373,793</u>	<u>7,297,386</u>	<u>923,594</u>

CSURMA**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018****FY 17/18 Proposed Budget
EC Approved for BOD Adoption****AORMA WORKERS' COMPENSATION PROGRAM**

(Fund 22)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	1,995	1,584	-410
Executive Committee & Board Expenses	1,577	1,539	-38
JPA Insurance	1,276	724	-551
Memberships, Associations & Dues	346	339	-6
Chancellor's Office Accounting Services	16,235	16,635	399
Chancellor's Office Risk Management Service	46,990	46,826	-163
JPA Accreditation	0	0	0
JPA Legal	4,871	4,895	25
Miscellaneous Expenses	696	679	-17
Total General & Administrative Expenses	<u>73,985</u>	<u>73,222</u>	<u>-762</u>
Total Operating Expenses	<u>6,447,777</u>	<u>7,370,609</u>	<u>922,831</u>
Non-Operating Revenues			
Investment Income	159,993	152,963	-7,030
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>159,993</u>	<u>152,963</u>	<u>-7,030</u>
Net Surplus (Deficit)	<u>-1,764,784</u>	<u>-2,736,486</u>	
Beginning Retained Earnings (est at 7/1/17)	6,183,396	4,418,611	
Ending Retained Earnings (est at 6/30/18)	4,418,611	1,682,126	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA CRIME PROGRAM *

(Fund 24)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget Change
Operating Revenues			
Contributions	310,552	277,000	-33,552
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>310,552</u>	<u>277,000</u>	<u>-33,552</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	50,000	50,000	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Management Information System	159	140	-19
Program Administrators	25,000	25,384	384
Brokerage Commissions & Fees *	22,243	22,243	0
Insurance Premiums	229,552	245,000	15,448
Taxes, Assessments & Fees *	0	0	0
Actuarial Services	892	892	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	34	30	-4
Workshop/Training Expenses	962	627	-335
Loss Control Expenses	286	1,293	1,006
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>329,129</u>	<u>345,609</u>	<u>16,480</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA CRIME PROGRAM *

(Fund 24)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	137	98	-39
Executive Committee & Board Expenses	108	95	-13
JPA Insurance	88	45	-43
Memberships, Associations & Dues	24	21	-3
Chancellor's Office Accounting Services	1,115	1,028	-86
Chancellor's Office Risk Management Service	3,226	2,895	-332
JPA Accreditation	0	0	0
JPA Legal	334	303	-32
Miscellaneous Expenses	48	42	-6
 Total General & Administrative Expenses	 <u>5,080</u>	 <u>4,526</u>	 <u>-554</u>
 Total Operating Expenses	 <u>334,208</u>	 <u>350,135</u>	 <u>15,926</u>
Non-Operating Revenues			
Investment Income	4,686	7,640	2,955
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
 Total Non-Operating Revenues	 <u>4,686</u>	 <u>7,640</u>	 <u>2,955</u>
 Net Surplus (Deficit)	 <u>-18,971</u>	 <u>-65,494</u>	
 Beginning Retained Earnings (est at 7/1/17)	 408,581	 389,611	
Ending Retained Earnings (est at 6/30/18)	389,611	324,116	

* AORMA Crime separated from AORMA Property beginning July 1, 2011

CSURMA**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018****FY 17/18 Proposed Budget
EC Approved for BOD Adoption****AORMA UNEMPLOYMENT INSURANCE PROGRAM**

(Fund 25)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget Change
Operating Revenues			
Contributions	2,595,674	1,924,554	-671,120
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>2,595,674</u>	<u>1,924,554</u>	<u>-671,120</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	1,001,984	1,768,751	766,767
Deductible Recoveries	0	0	0
Claims Administrators	28,888	28,888	0
Management Information System	1,091	972	-119
Program Administrators	45,000	45,690	690
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	6,109	6,109	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	233	208	-25
Workshop/Training Expenses	6,590	4,356	-2,234
Loss Control Expenses	1,963	8,982	7,019
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>1,091,858</u>	<u>1,863,956</u>	<u>772,098</u>

CSURMA

**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018**

**FY 17/18 Proposed Budget
EC Approved for BOD Adoption**

AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	938	680	-258
Executive Committee & Board Expenses	742	661	-81
JPA Insurance	600	311	-289
Memberships, Associations & Dues	163	146	-17
Chancellor's Office Accounting Services	7,636	7,144	-492
Chancellor's Office Risk Management Service	22,101	20,111	-1,990
JPA Accreditation	0	0	0
JPA Legal	2,291	2,102	-188
Miscellaneous Expenses	327	292	-36
 Total General & Administrative Expenses	 <u>34,798</u>	 <u>31,447</u>	 <u>-3,351</u>
 Total Operating Expenses	 <u>1,126,656</u>	 <u>1,895,403</u>	 <u>768,748</u>
 Non-Operating Revenues			
Investment Income	62,371	85,678	23,307
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
 Total Non-Operating Revenues	 <u>62,371</u>	 <u>85,678</u>	 <u>23,307</u>
 Net Surplus (Deficit)	 <u>1,531,389</u>	 <u>114,829</u>	
 Beginning Retained Earnings (est at 7/1/17)	 5,855,643	 7,387,032	
Ending Retained Earnings (est at 6/30/18)	7,387,032	7,501,861	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

PURCHASED INSURANCE PROGRAM *

(Fund 20)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
Operating Revenues			
Contributions	435,000	435,000	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>435,000</u>	<u>435,000</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Management Information System	0	0	0
Program Administrators	0	0	0
Brokerage Commissions & Fees	43,500	43,500	0
Insurance Premiums (net of brokerage)	391,500	391,500	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
	0		
Total Direct Program Expenses	<u>435,000</u>	<u>435,000</u>	<u>0</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

PURCHASED INSURANCE PROGRAM *

(Fund 20)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	0	0	0
Executive Committee & Board Expenses	0	0	0
JPA Insurance	0	0	0
Memberships, Associations & Dues	0	0	0
Chancellor's Office Accounting Services	0	0	0
Chancellor's Office Risk Management Service	0	0	0
JPA Accreditation	0	0	0
JPA Legal	0	0	0
Miscellaneous Expenses	0	0	0
Total General & Administrative Expenses	<u>0</u>	<u>0</u>	<u>0</u>
Total Operating Expenses	<u>435,000</u>	<u>435,000</u>	<u>0</u>
Non-Operating Revenues			
Investment Income	0	0	0
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>0</u>	<u>0</u>	<u>0</u>
Net Surplus (Deficit)	<u>0</u>	<u>0</u>	
Beginning Retained Earnings (est at 7/1/17)	77,987	77,987	
Ending Retained Earnings (est at 6/30/18)	77,987	77,987	

* Participant Accident Insurance (PAI), Auto Physical Damage (APD),
International Programs (IP)

CSURMA

**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018**

**FY 17/18 Proposed Budget
EC Approved for BOD Adoption**

OWNER CONTROLLED INSURANCE PROGRAM

(Fund 16)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
Operating Revenues			
Contributions	6,118,518	6,118,518	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>6,118,518</u>	<u>6,118,518</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Management Information System	3,137	3,090	-47
Program Administrators	1,062,427	0	-1,062,427
Brokerage Commissions & Fees	33,690	33,690	0
Insurance Premiums (net of brokerage)	2,366,117	2,366,117	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	17,569	17,569	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>3,482,940</u>	<u>2,420,466</u>	<u>-1,062,474</u>

CSURMA**Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018****FY 17/18 Proposed Budget
EC Approved for BOD Adoption****OWNER CONTROLLED INSURANCE PROGRAM**

(Fund 16)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	2,698	2,163	-535
Executive Committee & Board Expenses	2,133	2,101	-32
JPA Insurance	1,726	989	-737
Memberships, Associations & Dues	467	464	-4
Chancellor's Office Accounting Services	21,962	22,713	750
Chancellor's Office Risk Management Service	63,566	63,936	370
JPA Accreditation	0	0	0
JPA Legal	6,589	6,684	95
Miscellaneous Expenses	941	927	-14
Total General & Administrative Expenses	<u>100,083</u>	<u>99,977</u>	<u>-106</u>
Total Operating Expenses	<u>3,583,023</u>	<u>2,520,443</u>	<u>-1,062,580</u>
Non-Operating Revenues			
Investment Income	19,169	0	-19,169
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>19,169</u>	<u>0</u>	<u>-19,169</u>
Net Surplus (Deficit)	<u>2,554,664</u>	<u>3,598,075</u>	
Beginning Retained Earnings (est at 7/1/17)	8,074,294	10,628,958	
Ending Retained Earnings (est at 6/30/18)	10,628,958	14,227,033	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CLUB SPORTS INSURANCE PROGRAM

(Fund 17)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
Operating Revenues			
Contributions	356,995	360,000	3,005
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>356,995</u>	<u>360,000</u>	<u>3,005</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	104,582	110,000	5,418
Deductible Recoveries	0	0	0
Claims Administrators	8,000	8,000	0
Management Information System	105	182	77
Program Administrators	0	0	0
Brokerage Commissions & Fees	9,157	9,157	0
Insurance Premiums (net of brokerage)	82,413	82,413	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	588	588	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>204,846</u>	<u>210,341</u>	<u>5,495</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2017 to June 30, 2018

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CLUB SPORTS INSURANCE PROGRAM

(Fund 17)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	90	127	37
Executive Committee & Board Expenses	71	124	52
JPA Insurance	58	58	0
Memberships, Associations & Dues	16	27	12
Chancellor's Office Accounting Services	735	1,336	601
Chancellor's Office Risk Management Service	2,128	3,762	1,634
JPA Accreditation	0	0	0
JPA Legal	221	393	173
Miscellaneous Expenses	32	55	23
 Total General & Administrative Expenses	 <u>3,350</u>	 <u>5,882</u>	 <u>2,532</u>
 Total Operating Expenses	 <u>208,196</u>	 <u>216,223</u>	 <u>8,027</u>
Non-Operating Revenues			
Investment Income	2,091	2,942	851
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
 Total Non-Operating Revenues	 <u>2,091</u>	 <u>2,942</u>	 <u>851</u>
 Net Surplus (Deficit)	 <u>150,891</u>	 <u>146,719</u>	
 Beginning Retained Earnings (est at 7/1/17)	 275,957	 426,847	
Ending Retained Earnings (est at 6/30/18)	426,847	573,566	

Launched beginning August 1, 2012

CSURMA OCTOBER 2017 MEETING DATE PROPOSED CHANGE

ISSUE: Due to conflicting schedules on Thursday October 19th and Friday, October 20th, Staff recommends moving the October meetings to October 26th and October 27th, 2017.

RECOMMENDATION: It is recommended that the Committee discuss the proposed changes to its CSURMA 2017 Meeting Calendar and take action as necessary.

FISCAL IMPACT: None

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. 2017 CSURMA Meeting Calendar



California State University Risk Management Authority

2017 CSURMA MEETING CALENDAR

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

AORMA = Auxiliary Organizations Risk Management Alliance Committee
 AIME = Athletic Injury Medical Expense Committee
 MSLCTC = AORMA Member Services, Loss Control & Training Committee

PC = AORMA Programs Committee
 AORMA LRP = AORMA Long Range Planning Meeting
 AOA = CSU Auxiliary Organizations Association

EC = CSURMA Executive Committee
 EC LRP = EC Long Range Planning Meeting
 BOD = CSURMA Board of Directors

JPA OPERATIONS MANAGEMENT REVIEW

ISSUE: At the request of the Executive Committee, staff obtained a proposal from Robin Johnson to perform a JPA operations management review of CSURMA's program administration similar to the review he conducted in 2014. The Chancellor's Office Enterprise Accounting Services shall not be included in the audit because KPMG conducts a comprehensive audit of CSURMA's financial services and accounting practices each year. Robin Johnson's proposal is attached herein.

RECOMMENDATION: The Executive Committee is asked to approve the proposal submitted by Robin Johnson dated April 17, 2017, which has been tailored per the Executive Committee's directions.

FISCAL IMPACT: The consultant's proposed fee is \$6,500 plus travel expense, and is included in the 2017/18 budget. The fee for the 2014 review amounted to \$7,500 plus travel expenses.

BACKGROUND: At its March 10, 2017 long range planning meeting, the Executive Committee determined a performance review of CSURMA's program administration would be beneficial to assure members that CSURMA is operating along the lines of the California Association of Joint Powers Authority (CAJPA) accreditation standards. The last operations review was conducted in 2014 by Robin Johnson. The Executive Committee directed staff to obtain a proposal from Robin Johnson to conduct a similar review in 2017. Because CSURMA's financial management and accounting operations are comprehensively audited each year by KPMG, the Executive Committee determined these areas can be excepted from the 2017 review.

CSURMA had been accredited by CAJPA, but CSURMA withdrew from that association because CAJPA's accreditation committee failed to recognize as adequate CSURMA's funding policy since that policy relied on CSU's commitment to fund deficits over time. Also, CAJPA wanted CSURMA to adopt a mandatory 70% confidence level funding for its risk pools rather than CSURMA's current policy that allows Executive Committee discretion in setting target funding.

CSURMA has been administered in general compliance with all CAJPA's accreditation standards, and this independent review will verify compliance, and identify opportunities for improvement.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Proposal Letter dated April 17, 2017
- b. CSURMA Proposal 2017
- c. 2017 CSURMA Operational Review proposed contract

Law Office of Robin Johnson

April 17, 2017

Mr. Robert Leong
Alliant Insurance Services
100 Pine Street
San Francisco, CA 94111

Re: California State University Risk Management Authority
Proposal for Operational Review

Dear Mr. Leong,

Thank you for allowing me to provide a proposal for an operational review of the California State University Risk Management Authority (CSURMA). I propose to perform a similar review as I provided in the past, which will provide the Board of CSURMA an independent analysis of the performance of their risk management pool. I will also provide some suggestions that may facilitate the purpose and efficiency of CSURMA. The attached proposal provides the scope of the proposed review. You will note that the financial operations review has been eliminated. Although I do not plan to do a review of the financial operations, I will review the actuarial reports and financial statements for compliance with policies and procedures.

Please review the attached proposal, which also includes a proposed service contract, and make any suggestions that will meet the needs of CSURMA from this operational review.

Regards,

A handwritten signature in dark ink, appearing to read 'Robin Johnson', with a long horizontal flourish extending to the right.

Robin Johnson

4822-6481-0567, v. 1

CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY

ORGANIZATIONAL REVIEW

INTRODUCTION

As a consultant to the California Association of Joint Powers Authorities, I have performed an analysis of joint powers authorities (“JPAs”) from small single program JPAs to large JPAs assuming a variety of liabilities from a wide range of public entities. However, California State University Risk Management Authority (“CSURMA” or “Authority”) is unique. Having performed the last review, the learning curve to understand CSURMA’s operations will be a little less intense, allowing me to concentrate more on the nuances and the changes made since the last review, and to consider recommendations that may improve the performance of CSURMA.

WORK PLAN

The review of CSURMA’s operations will include a review of:

- The Governing documents, the joint powers agreement, bylaws, and policies and procedures of CSURMA;
- The contracts for major services;
- General operations of CSU, such as conduct of meetings, communications of members, competency of staff and management; and
- Programs and their documentation.

Although the review of the governing documents will not be a legal review, the joint powers agreement and the bylaws will be reviewed for the some of the provisions required by the California Government Code and other standard provisions deemed necessary to meet a standard of excellence in the field. A review of the signature pages on file with the membership list will reveal any unexecuted contracts or missing copies. The policies and procedures will also be reviewed to verify that they address the major desired activities of the Authority and provides consistency in the operations. A comparison of the agreement against the bylaws will expose any inconsistencies between the documents.

The review of contracts will look at the scope of the work and verify that the services are being performed as described. The review of contracts will also look for risk transfer and insurance provisions appropriate for the services being provided under the contracts and other provisions deemed proper according to the industry standards.

The review of general operations will check for the required filings with the Secretary of State and the State Controller as well as review the Conflict of Interest Code and the disclosures as required by that Code. The general operations review will ascertain whether the meetings of the Authority are noticed and conducted appropriately, budgets are approved, and expenditures are properly disclosed to the Board. The review will look at the insurance in place to protect the Authority against fortuitous loss or the documentation of the Authority’s desire to assume such exposures. Although there will not be a formal review of the financial accounting, a review will be conducted of the checks and balances in place for the receipt and expenditure of funds for general consistency with the procedures adopted.

Programs will be reviewed for their documentation as well as their operations. A review of the claims management and reporting claims activities will be reviewed using separately contracted claims audits as

Law Office of Robin Johnson

well as claims summary reports. A review of the excess insurance placements generally, and the reporting by the insurance broker of significant developments in the financial conditions of the insurance companies, will provide some insight to the Board of CSURMA regarding what are considered standard expectations by the industry and whether the broker is meeting such standards. The underwriting, rating and coverage will be reviewed to determine if the process is documented and the procedures are being followed.

A rating of the operations in the various areas will provide an indication to the Board as to how well the Authority is performing to the standard of excellence established by the joint powers authority industry in California.

A report will be issued and presented to the Board or the Executive Committee at a regular or special meeting of the Board. The report will be delivered to the CSURMA Program Director in both electronic and hard copy format prior to the Board meeting. Robin Johnson will be present at the Board meeting to discuss any aspect of the report and the review.

COST AND FEE PROPOSAL

The review of the operations and report to the Board or Executive Committee will be \$6,500 plus travel expenses. However, CSURMA will not be charged for the travel to the Alliant Insurance Office in San Francisco or Sacramento. Further, no travel expenses will be incurred without prior approval by the Program Director.

CONCLUSION

A copy of a proposed contract is attached for your review. Please review and suggest any changes needed, if CSURMA should decide to pursue this proposed operational review.

4828-1760-6727, v. 2

Law Office of Robin Johnson

PROPOSED CONSULTING SERVICES AGREEMENT

Robin Johnson, d.b.a. Law Office of Robin Johnson, a sole proprietor authorized to do business in the State of California (“Consultant”) and California State University Risk Management Authority, a California joint powers authority formed under Government Code Sections 6500 et. seq. (“CSURMA” or “Authority”), hereby agree that Consultant will provide consulting services to CSURMA on the terms set forth below.

1. CONDITIONS. This Agreement will not take effect, and Consultant will have no obligation to provide consulting services, until CSURMA returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. CSURMA hires Consultant to perform an operational compliance review of CSURMA and its programs including the Campus Risk Pool programs, Auxiliary Organizations Risk Management Alliance programs and other programs. The operational review will consist of comparing the Authority’s operations to laws governing the joint powers authority and the joint powers agreements, bylaws and other policies and procedures adopted by the members and/or Board of Directors of the Authority as further defined in the proposal by Consultant. The review will not include a review of the financial accounting.

Consultant will provide one bound copy, and one electronic copy of the final report of the operational review to CSURMA and present the operational review to the Executive Committee or Board of Directors of CSURMA in person at one of their scheduled meetings.

3. CSURMA’S AND CONSULTANT’S DUTIES. CSURMA agrees to cooperate with Consultant and provide information and documents reasonably necessary for the Consultant to perform this operational review, and to abide by this Agreement and to pay Consultant’s bills on time.

Consultant agrees not to utilize any information or materials made available to it by CSURMA for any pecuniary gain not contemplated by the terms of this Agreement, regardless of whether Consultant is or is not under contract at the time such gain is realized.

Consultant agrees to hold in strict confidence all information or materials made available to it by CSURMA and to use it solely for the purposes of this Agreement. Consultant agrees that he will not release or disclose any such information or materials to any third party without the express approval of CSURMA and that he will use commercially reasonable safeguards to protect the information or materials against unlawful or otherwise unauthorized access, use, and disclosure.

4. LEGAL FEES AND BILLING PRACTICES.

(a) CSURMA agrees to pay Consultant \$6,500 plus travel expenses incurred in the performance of scope or work.

(b) However, Consultant shall not charge for the expenses incurred from travel to or

from the offices of Alliant Insurance Services in San Francisco or Sacramento.

(c) CSURMA shall not be responsible for travel expenses incurred by consultant without prior written approval of CSURMA's Program Director.

5. BILLING STATEMENTS. Consultant will send CSURMA an invoice for the \$6,500 and travel expenses incurred, to the extent those expenses are reimbursable under Section 4 above, at the end of the project.

6. TERM AND TERMINATION OF AGREEMENT. The term of this agreement shall commence with the signing of the Agreement by both parties and continue until one party terminates the Agreement or the operational review is completed and presented to the Board of Directors of CSURMA. CSURMA may terminate the Agreement at any time, with or without cause, by sending written notice to Consultant. Consultant may terminate the Agreement, with or without cause, with fifteen days' written notice to CSURMA. At the completion of Consultant's services, all unpaid charges will immediately become due and payable. After services conclude, Consultant will, upon CSURMA's request, deliver all of CSURMA's files and property in Consultant's possession whether or not CSURMA has paid for all services.

7. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Consultant's statements to CSURMA will be construed as a promise or guarantee about the legality of any specific conduct of the joint powers authorities or the effectiveness of their policies and procedures. Consultant's comments regarding any legal matter or efficacy of a policy or procedure is an expression of opinion only.

8. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

9. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

10. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them, or an oral agreement only to the extent that the parties carry it out.

11. INDEMNITY AND INSURANCE. Consultant agrees to protect, indemnify and save harmless CSURMA and its officers, officials, employees and volunteers from and against all claims, demands and causes of action by Consultant's employees or third parties on account of personal injuries or death or on account of property damages arising out of the work to be performed by Consultant hereunder and resulting from the negligent act or omissions of Consultant, Consultant's agents, employees or subcontractors. Consultant shall maintain appropriate insurance for general, auto and professional liability and shall provide certificates of coverage and appropriate

Law Office of Robin Johnson

Agreement dated [Insert Date]

Page 3 of 3

endorsements upon request. Consultant shall maintain workers' compensation insurance as required by law, or if exempt by law, shall maintain accident and health insurance. Consultant hereby waives subrogation against any indemnified party under this Paragraph 11.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE CONSULTANT FIRST PROVIDED SERVICES. CSURMA SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

The undersigned have authority to, and hereby, enter into this Agreement effective the later of the dates shown below.

CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY

By: _____ DATED: _____
[Insert Name], Chair

By: _____ DATED: _____
[Insert Name], Secretary-Auditor

LAW OFFICE OF ROBIN JOHNSON

By: _____ DATED: _____
Robin Johnson

4815-0891-8343, v. 2

CSURMA ACCOUNTING TEAM

ISSUE: The Committee will be introduced to Sedong John the Director, Systemwide Accounting & Reporting who will replace Kelly Cox as the director of accounting for CSURMA.

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

FISCAL IMPACT: None.

BACKGROUND: Representatives from the CSU Financial Services Department will be at the meeting to provide additional information and answers questions.

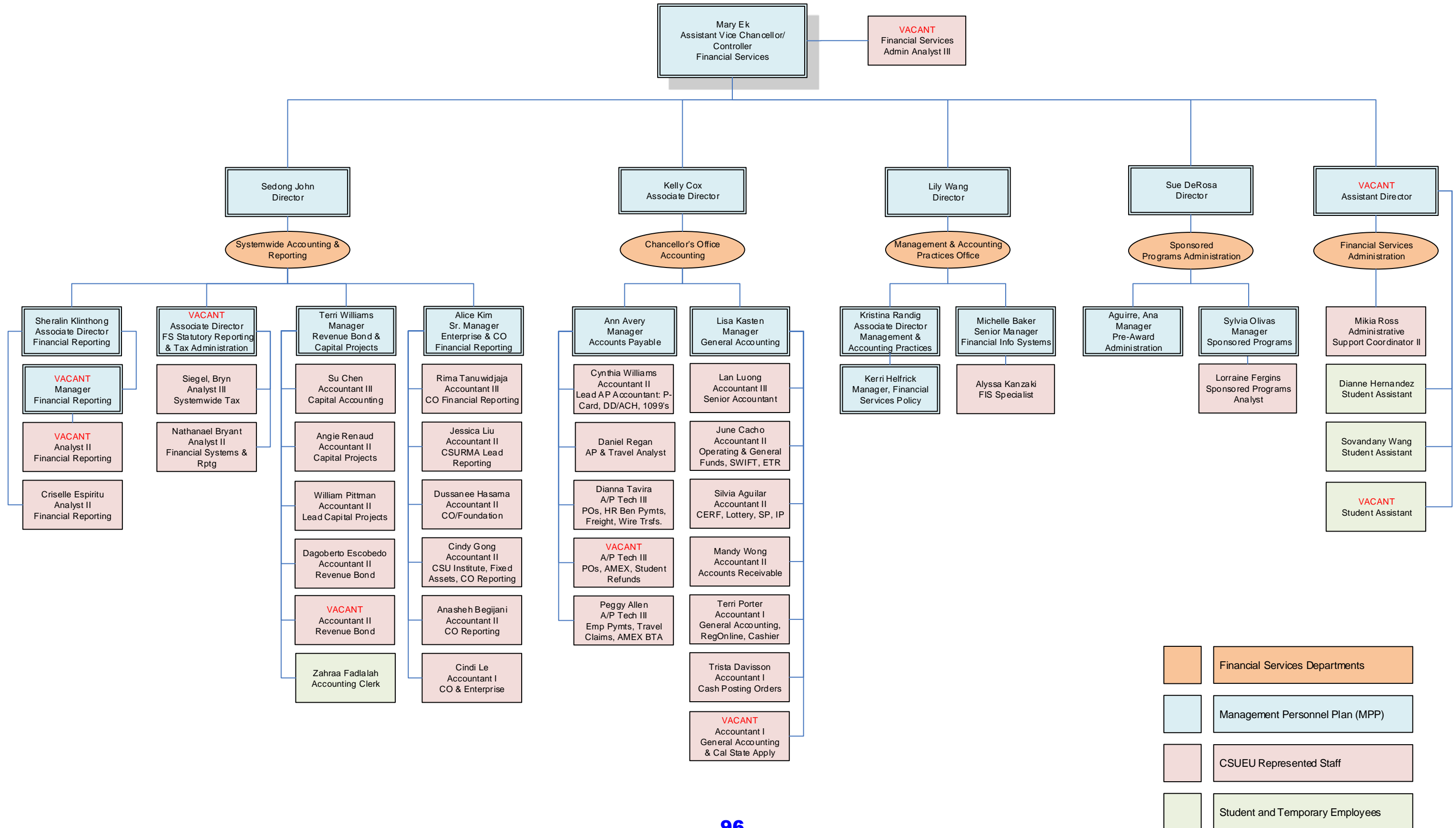
PUBLICATION: None at this time.

ATTACHMENT(S):

- a. CSU Financial Services Department Organization Chart

CSU Chancellor's Office Financial Services Division

As of 4/1/2017



FY 2017/2018 LONG RANGE ACTION PLAN

ISSUE: The Executive Committee held its long range planning session on March 9, 2017. The planning session consisted of a review of the FY 16/17 Long Range Action Plan, a report on its status, an evaluation on where efforts should be focused for the next one to three years, and the development of new long range goals for FY 17/18 and beyond. Based on the discussions during the long range planning session, Staff drafted the FY 17/18 Long Range Action Plan summarizing goals to be accomplished in the next fiscal year for the Committee's review and approval.

RECOMMENDATION: The Executive Committee is asked to approve the draft FY 17/18 Long Range Action Plan with modifications, as necessary.

FISCAL IMPACT: No fiscal impact is expected from action at today's meeting.

BACKGROUND: The Executive Committee establishes a Long Range Action Plan every year. The planning session is held in March to consider how CSURMA may be refined to improve member services and to evaluate areas of coverage in response to emerging risk.

PUBLICATION: The Long Range Action Plan will be included in every agenda packet.

ATTACHMENT(S):

- a. FY 17/18 Long Range Action Plan (draft)

FY 2017/18 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-1 SPECIAL EVENTS RESOURCE GUIDE					
Create a Special Events Resource Guide. Implement risk management training for special events.	1	Identify and engage consultant to create Special Events Risk Management Manual and training modules.	SRM	Aug-15	Completed
	2	Consultant presents Special Event Management Project at Fitting the Pieces Together Conference	SRM	Nov-16	Completed
	3	Develop subject content for special events risk management manual.	SRM	Apr-17	Completed
	4	Oversee design and development of special events risk management manual.	SRM	Apr-17	In Process
	5	Consultant develops training module(s) for CSU LMS	SRM	Jan-18	
	6	Roll out manual to all campus and auxiliary organization staff	SRM	Jan-18	
	7	Post manual on the CSURMA website.	PA	Jan-18	
	8	Roll out special events training on the CSU LMS.	SRM	May-18	
LRP-2 RMIS REPORTING					
Implement a Risk Management Information System and Provide Regular Reporting	1	Populate Ventiv database with Phase 1 data.	PA	Jun-17	In Process
	2	Present Phase 1 project results and recommendations for Phase 2.	SRM, PA	Sep-17	
	3	Approve Phase 2 and ongoing database maintenance plan.	EC	Sep-17	
	4	Approval of initial benchmarking project scope and costs.	EC	Sep-17	
	5	Implement initial project.	SRM, PA	Oct-17	
	6	Initial report to EC and BOD.	SRM, PA	Oct-17	
	7	Presentation of sustainable long term benchmarking program.	SRM, PA	Mar-18	
	8	Approval of long term benchmarking project scope and costs.	EC	Mar-18	
LRP-3 CAPTIVE INSURER					
Complete cost / benefits analysis for a captive insurance company to operate within CSURMA.	1	Identify and engage consultant to evaluate CSURMA's captive utilization options.	EC, SRM, PA	Jan-16	Completed
	2	Review the Pinnacle Actuarial Resources initial evaluation of CSURMA's captive utilization options.	EC	May-16	Completed
	3	Present further evaluation to EC for direction.	EC	Sep-16	Completed
	4	Report on project to EC and BOD.	BOD	Nov-16	Completed
	5	Approval of the use of a captive for the legacy workers' compensation claims.	EC	Mar-17	Completed
	6	Report on project to the BOD	PA	May-17	In Process
	7	Oversee development of a captive cell.	SRM, PA	Jan-18	
LRP-4 CAMPUS VISITS					
Visit Campus VPs to provide updates on	1	Schedule meetings with all Campus VPs.	PA	Aug-16	In discussion
	2	RPTG will meet to review risk pool rating plans.	SRM, RPTG, PA	Oct-16	Completed

FY 2017/18 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
CSURMA	3	Cost of Risk Analysis received from Actuary.	PA	Oct-16	Pending
	4	Completion of Campus VP presentation.	PA	Nov-16	Completed
	5	Completion Campus visits.	SRM , PA	Mar-17	In process
LRP-5 ACCESSING AND COMMUNICATING EIA RESOURCES					
Provide information to the membership regarding the risk management and loss control services available through CSAC-EIA	1	Report on CSAC-EIA resources to the BOD	PA	May-17	Completed
	2	Prepare informational bulletin to be distributed to the members	PA, SRM	Sep-17	In process
	3	Forward informational bulletins to the members on a quarterly basis	PA	Sep-17	
LRP-6 MEMBER LOAN POLICY					
Revise member loan policy to apply to risk management projects	1	Report of Project to the BOD	PA, CO	May-17	Pending
	2	Review parameters of current loan policy	PA	Aug-17	
	3	Revise Policy and Procedure No. 10 to provide a clear description of the types of risk management projects that may be approved	PA, CO	Sep-17	
	4	Approve revisions to Policy and Procedure No. 10	EC	Sep-17	
	5	Report on the changes to the member loan policy and the changes to Policy and Procedure No. 10 to the BOD	PA	Oct-17	
LRP-7 ALLOCATION OF INVESTMENTS					
Explore and evaluate alternate investment strategies.	1	Discuss alternate investment strategies.	EC	Mar-17	Completed
	2	Review CSU's new investment flexibility with legal counsel as it pertains to CSURMA.	SRM	Sep-17	
	3	Report on project to EC and BOD.	CO	Oct-17	
	4	Approval of alternate investment options.	EC	Oct-17	
	5	Report on final project to BOD	PA	May-18	
LRP-8 EARTHQUAKE COVERAGE					
Review and consider the purchase of Systemwide earthquake coverage with a parametric trigger	1	Report on project to the BOD	PA	May-17	
	2	Prepare marketing specifications for earthquake coverage with a parametric trigger	Pa	Jul-17	
	3	Set-up and organize a presentation by the insurer(s) at the CO	PA	Aug-17	
	4	Solicit quotations	PA	Aug-17	
	5	Present coverage and premium quotation to the EC for approval (if moving forward)	PA	Sep-17	

FY 2017/18 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-9 RISK MANAGEMENT GRANT PROGRAM					
Revise the Risk Management Innovation Grant Program to apply only to projects proposed by the affinity groups	1	Update the Risk Management Innovation Grant Program application and Policy and Procedure No. 21 to apply only to projects proposed by the affinity groups	PA, SRM	Apr-17	Completed
	2	Present changes to the EC for approval	PA, SRM	May-17	Pending
	3	Report on project to BOD	PA, SRM	May-17	Pending
	4	Send out a bulletin to the membership explaining the change to the risk management grant program	PA, SRM	May-17	Pending
LRP-10 WORKERS' COMPENSATION PROJECTS BASED ON CWCI DATA					
Create risk management / loss control workers' compensation projects based on the CWCI data	1	Report on project to BOD	PA, SRM	May-17	
	2	Review CWCI benchmarking results and reports for the CSURMA dashboard	PA, SRM	Jul-17	
	3	Identify campus / auxiliary organization outliers and suggest action to be taken	PA, SRM	Sep-17	
LRP-11 MARINE PROGRAM					
Create a marine program to cover watercraft owned by campus and auxiliary organization members	1	Review and update watercraft schedule, as appropriate	PA	Nov-16	Completed
	2	Create marine program coverage specifications	PA	Nov-16	Completed
	3	Report on project to the BOD	PA	May-17	Pending
	4	Obtain coverage options, and pricing, for program and present to the EC	PA	Jun-17	
	5	Present final program design	PA	Jul-17	
	6	Disseminate the Marine Program information to CSURMA members	PA	Jul-17	
LRP-12 AUXILIARY ORGANIZATION EMPLOYEE BENEFITS					
Provide assistance and oversight to the AOA	1	Report on project to the BOD Pending Completion of the AOA Benefits User Group RFP	PA	May-17	Pending
LRP-13 STUDENT HEALTH AND UC SHIP					
Formation of a student health program	1	Report on project to the BOD	PA	May-17	Pending

FY 2017/18 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-14	WORKERS' COMPENSATION EXPERIENCE MODIFICATION FACTOR				
Review and modification if appropriate the Workers' Compensation Experience Modification calculation	1	Appoint a task group to review the current workers' compensation experience modification	EC	Mar-17	Completed
	2	Review current calculation to address the disincentive for members to negotiate claim	SRM, PA	Mar-17	Completed
	3	Report on project to BOD.	BOD	May-17	Pending
	4	Meet with the task group to finalize recommendations for change.	Task Group	Jun-17	
	5	Report and recommendation for change to EC	EC	Sep-17	
	6	Final report on project to BOD	BOD	Oct-17	

BOD: CSURMA Board of Directors

CABO: CSU Chief Administrators and Business Officers

CO: Chancellor's Office

CPDC: CO Capital Planning Design & Construction

EC: CSURMA Executive Committee

OGC: CSU Office of General Counsel

PA: CSURMA Program Administrator

SRM: CSU Systemwide Risk Management

EXCESS INSURANCE RENEWALS AND UNDERWRITER MEETINGS REPORT

ISSUE: Most of CSURMA’s coverage programs renew on July 1. Chancellor’s Office and Program Administrator staff are actively marketing the programs and negotiating renewal terms. At this time the Program Administrator anticipates the major programs will renew as shown in Table 1 below.

Table 1

Projected Renewal Cost Change Estimates		
Program	AORMA	Campus
Excess Liability	+5%	+5%
Property	+2.5%	+8%
Worker’s Compensation	Flat Rate or Decrease	Flat Rate or Decrease
Builder’s Risk	N/A	-5%
Fine Arts	0%	0%
SPLIP & SAFECLIP	-5%	-5%
FTIP	0%	0%
Aviation	0%	0%
Medical Malpractice	N/A	0%
Fidelity	-5%	-5%

RECOMMENDATION: Renewal of the insurance programs is delegated to the Treasurer and Secretary-Auditor under Policy and Procedure No. 15-JPA; however the Executive Committee may take action or provide direction to staff based on the report of the meetings.

FISCAL IMPACT: The cost of the insurance programs is included in the proposed budget and renewals are expected to be within the budgeted amount.

BACKGROUND: CSURMA representatives met with CSURMA’s program underwriters in New York and Bermuda on February 20-24, 2017 and London April 3-4, 2017. CSURMA was represented by Robert Eaton, CSU Assistant Vice Chancellor, Financing, Treasury and Risk Management, Zachary Gifford, CSU Director of Systemwide Risk Management, Daniel Howell, CSURMA Program Director and Amy Lightner, CSURMA Program Administrator. The main goals of the meetings are:

- Demonstration of CSU leadership's commitment to risk management;
- Update on CSU's financial and operational outlook;
- Evaluation of the state of the insurance market and how changes may impact CSURMA's placements;
- Discussion of pending claims matters; and,
- Discussion on technical points of insurance placements and renewal expectations.

Over the seven days there were over 25 meetings with over 40 market participants. The meetings focused on CSURMA's BRIP, Excess Liability, Property, Fine Arts, SAFECLIP, SPLIP, and Medical Malpractice coverage programs. Important discussions include:

- Review of the rates, losses and coverages for the Builder's Risk Insurance Program (BRIP);
- Potential for CSURMA to retain more risk on the very well performing SAFECLIP and SPLIP Programs;
- Meeting with CSURMA's lead excess liability underwriters for the AORMA first layer reinsurance program (Markel);
- Meeting with the lead underwriter for the first joint excess layer, Ironshore;
- Meeting with AWAC who set the first layer following form pricing that carries up the coverage tower; and,
- Discussion of the impact of the move of CSURMA's SPLIP, SAFECLIP and Medical Malpractice coverage underwriting from Hiscox to Ascot in Bermuda for the upcoming renewals.

In February 2017 Ironshore consolidated public entity liability underwriting in its home office. It is fortunate that CSURMA leadership have a direct relationship with senior management. We need to understand the impact this move may have on upcoming renewals and plan accordingly. Robert Eaton, Zachary Gifford, Daniel Howell and Amy Lightner will be available at today's meeting to report on the meetings.

Following are comments on the status of programs:

- **Excess Liability** – this program has seen loss development in the first excess layers for both the AORMA and Campus programs. The Program Administrator anticipates rate increases in the lower layers and flat renewals in the excess. Due to favorable market conditions, the Treasurer and Secretary-Auditor have asked the Bermudan market to price additional excess capacity above the expiring.
- **Property** - AORMA's property loss experience is at 55% in the primary excess layer and the campus program is at 88%. The Program administrator expects a slight reduction in rate for AORMA and a 5% increase for the campuses. Insured values have risen by 3%. Rates have declined over 38% during the past 5 years.
- **Workers' Compensation** – CSURMA has an existing two year rate agreement and the Executive Committee is considering a new agreement that would reduce rates and extend the rate guarantee to FY 18/19 as well.

- **Builders Risk** – This program is stable and the Program Administrator expects a 5% rate reduction at renewal. Rates are down 25% in recent years.
- **Fine Arts** – This program was launched in 2016 and the Program Administrator anticipates underwriters will agree to a flat renewal despite losses.
- **SPLIP & SAFECLIP** – perform exceptionally well with no losses and rates will continue to drop.
- **FTIP** – The loss ratio has stabilized at a level acceptable to underwriters. The Program Administrator expects a flat rate renewal.
- **Aviation** – This program has no losses and the market is soft. The Program Administrator expects a flat rate renewal or slight decrease; however, we may enhance the program to include blanket drone coverage, moving the current coverage from the Liability Program.
- **Medical Malpractice** – This program is at minimum premiums and we expect a flat renewal with same underwriting team now at Ascot.
- **Fidelity** – Claims are down, despite social engineering (phishing) losses. The Program Administrator expects a premium decrease on renewal.

PUBLICATION: None.

ATTACHMENT(S): None.

CSURMA WORKERS' COMPENSATION RENEWAL OPTIONS

ISSUE: The CSURMA Workers' Compensation Programs elected to participate in the CSAC Excess Insurance Authority's (EIA) Primary Workers' Compensation (PWC) Program. CSURMA committed that both the campus and AORMA programs would renew for FY 17/18 in return for a guaranteed rate on the primary layer and reduced cost from EIA's captive investment pool. The EIA has a priority of assisting members by offering rate stabilization opportunities so that the members can benefit from knowledge of their costs and has proposed a new two year proposal that would provide additional savings. The table below shows the projected costs for FY 17/18.

Table 1

CSURMA Workers' Compensation Program Cost Options for FY 17/18		
A	Funding at selected discounted 70% (campus) 80% (AORMA) confidence level *	\$36,386,994
B	Renewal cost at current rate agreement	\$33,629,066
C	Savings from actuarial funding (A-B)	\$2,759,928
D	Funding with new two-year commitment	\$32,442,899
E	Additional savings (B-D)	\$1,186,167
F	Total savings (C+E)	\$3,946,095

* Based on Aon Actuarial Study Dated August, 2016, excluding excess cost

The CSAC EIA proposal will effectively lock in a cost near CSURMA's discounted expected cost of \$31,607,261, thereby confirming the potential dividend in advance.

At the March meeting, action was taken to provide direction to the Program Administrator to work with EIA on the two-year solution asking EIA to minimize the potential for an audit premium, such as an agreement to waive an audit if payroll varies by +/-5%. Staff will report on the status of EIA's position relative to premium audit at today's meeting.

RECOMMENDATION: It is recommended that the Executive Committee take action to determine whether to extend the commitment to participate in EIA's PWC program for FY 18/19 as proposed above.

FISCAL IMPACT: The action taken at today's meeting is expected to set the Campus and AORMA workers' compensation program rates for FY 17/18 and may also set rates for FY 18/19 (other than the excess insurance cost).

BACKGROUND: None.

PUBLICATION: The CSU Campus leadership will be advised of the program rates.

ATTACHMENT(S): None.

CAPTIVE EVALUATION AND DEVELOPMENT

ISSUE: The Committee will hear an update on the formation of a captive insurance vehicle.

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

FISCAL IMPACT: \$250,000 is included in the FY 17/18 CSURMA budget for the costs associated with the formation of the captive insurance vehicle.

BACKGROUND: In January, 2017, the Executive Committee delegated authority to Robert Eaton and Zachary Gifford to engage legal, actuarial and other consultants to perform the work necessary to begin the process of forming a captive insurance vehicle. In March, 2017, Eaton recommended moving just the legacy workers' compensation claims into a captive structure as a way of testing the use of a captive. The captive insurance vehicle may allow CSURMA to achieve a higher rate of return on investments; however, the captive will also have higher administrative costs.

PUBLICATION: None at this time.

ATTACHMENT(S): None.

RISK MANAGEMENT INNOVATION GRANT PROGRAM

ISSUE: The Risk Management Innovation Grant Program makes funds available for Campus members to supplement costs for innovative safety-related items and/or training that may lead to mitigation of risk exposures, and which may also reduce risk for other campuses systemwide. A maximum of \$10,000 per campus in matching grant funds was made available for FY 2016/17. Unencumbered funds of the prior year may be utilized for systemwide endeavors.

Nine applications have been submitted for review today:

1. Fullerton – Tabled from the March 9, 2017 Executive Committee meeting. CibrTrac eCompliance system for EH&S data management framework. \$9,000 requested.
2. Channel Islands – NTT Training. NFPA 70E Arc Flash Electrical Safety Training. \$2,143 requested.
3. Dominguez Hills – Six projects. Training and materiel for equipment operator safety training and workplace safety programs. \$9,383 requested.
4. Maritime Academy – Articulate eLearning software license to develop EH&S risk management resources training modules. \$700 requested.
5. Maritime Academy – Materials and supplies for Emergency Preparedness Campaign assisting students to create their own preparedness kit. \$2,000 requested.
6. Maritime Academy – LaMotte SMART Water Analysis Laboratory, plus Lead Reagent. \$1,750 requested.
7. Northridge – Terra Dotta Software to manage foreign travel exposure. \$10,000 requested.
8. San Diego – Campus fall risk assessment related to rooftop fall hazards. \$8,750 requested.
9. Sonoma – Ongoing air sampling by Campus EH&S. \$10,000 requested.

RECOMMENDATION: The Executive Committee is asked to review and approve risk management grant request as it deems appropriate.

FISCAL IMPACT: \$240,000 has been budgeted for FY 2016/17, of which \$179,357 remain unencumbered.

BACKGROUND: The Risk Management Innovation Grant Program was established by the Executive Committee on September 13, 2013. The program makes funds available to Campus members in the Liability and Workers' Compensation coverage programs for specialized training, safety equipment, physical improvements, or other safety related items that may lead to mitigation of risk exposures.

PUBLICATION: None.

ATTACHMENT(S):

- a. Summary of Applications
- b. Completed Applications Submitted by Campuses
- c. Risk Management Grant Program Description and Procedures

FY 2016-17 Campus Risk Management Innovation Grant Program

Campus	Date of Application	Provider	Description	Estimated Start Date	Estimated Completion	Estimated Cost	Requested Amount	Approved by EC	Approved Amount	Invoice Received	Grant Payment	Comments
Sep 23, 2016 EC												
EH&S Directors Affinity Group	8/19/16	Future Industrial Technologies	FIT Backsafe: Systemwide Train the Trainers; two 5-day sessions, one each in Northern CA and Southern CA.	10/1/16		\$ 75,000	\$ 75,000	Approved	\$ 75,000			Kevin Brady - 2015/16 unencumbered funds
Bakersfield	8/31/16	BullsEx	Fire Extinguisher Training	8/31/16		\$ 16,000	\$ 8,000	Approved	\$ 8,000			Tim Ridley
Long Beach	8/24/16	BPS Tactical, Inc.	UPD External Vest Carrier	10/1/16		\$ 10,000	\$ 5,000	Denied				Peer Gerber - maxed
San Luis Obispo	8/31/16	Ergonomist TBD	Risk assessment and program development to reduce repetitive and strenuous work tasks of housekeeping and custodial staff	1/1/17		\$ 30,000	\$ 10,000	Denied				David Korpan - info incomplete
Nov 2, 2016 EC												
EH&S Directors Affinity Group	10/18/16	Don Will Training	ICS Safety Officer training module: two-persons from each campus in Northern CA and Southern CA.	10/1/16		\$ 30,000	\$ 30,000	Approved	\$ 30,000			Kevin Brady - 2015/16 unencumbered funds
San Jose	10/4/16	SHI	Workstation and Laptop Encryption	11/1/16		\$ 20,000	\$ 10,000	Tabled				Bradley Olin. - Zachary Gifford to confer with Systemwide IT (William Perry, Ed Hudson) for collaborative possibility.
Jan 8, 2017 EC												
Fullerton	12/21/16	e-Compliance CibrTrac	EH&S data management software annual subscription.	11/7/16	7/31/17	\$ 18,000	\$ 9,000	Tabled				App received after agenda posted.
Los Angeles	10/21/16	Garaventa Lift	Garaventa Power Evacu-Trac motorized stair climber evacuation chair to assist injured or disabled people in basement of University Library.	10/5/16		\$ 9,000	\$ 4,500	Denied				Kevin Brady - facilities
San Jose	10/4/16	SHI	Workstation and Laptop Encryption	11/1/16		\$ 20,000	\$ 10,000	Tabled				Tabled from 11/2/16 EC.
Mar 9, 2017 EC												
San Jose	10/4/16	SHI	Workstation and Laptop Encryption	11/1/16		\$ 20,000	\$ 10,000	Denied				Tabled from 1/8/17 EC.
Fullerton	12/21/16	e-Compliance CibrTrac	EH&S data management software annual subscription.	11/7/16	7/31/17	\$ 18,000	\$ 9,000	Tabled				Tabled from 1/8/17 EC.
Emergency Managers Affinity Group	1/25/17	VEOCI	Software to intergrate emergency management systems systemwide. Subscription for 250 named licenses.	7/1/17	3/31/18	\$ 49,800	\$ 49,800	Approved	\$ 49,800			Randy Styner (CSULA)
Los Angeles	1/25/17	NTT Training	NFPA 70E Arc Flash Electrical Safety Training.	3/10/17	4/30/17	\$ 5,687	\$ 2,844	Approved	\$ 2,844			Kevin Brady (CSULA)
May 5, 2017 EC												
Fullerton	12/21/16	e-Compliance CibrTrac	EH&S data management software annual subscription.	11/7/16	7/31/17	\$ 18,000	\$ 9,000					Tabled from 3/9/17 EC.

FY 2016-17 Campus Risk Management Innovation Grant Program

Campus	Date of Application	Provider	Description	Estimated Start Date	Estimated Completion	Estimated Cost	Requested Amount	Approved by EC	Approved Amount	Invoice Received	Grant Payment	Comments																																																				
May 5, 2017 EC (continued)																																																																
Channel Islands	4/5/17	NTT Training	NFPA 70E Arc Flash Electrical Safety Training.	4/17/17	4/18/17	\$ 4,287	\$ 2,144																																																									
Dominguez Hills	4/5/17	Various - 6 projects	Training and materiel for equipment operator safety training and workplace safety programs.	3/21/17		\$ 18,765	\$ 9,383																																																									
Maritime Academy	4/5/17	Articulate e-learning software	Single license to develop training modules for EH&S risk management resource library.	8/1/17		\$ 1,400	\$ 700																																																									
Maritime Academy	4/5/17	Various	Materials and supplies for Emergency Preparedness Campaign; assist students in creating their own starter preparedness kit.	8/1/17	9/30/17	\$ 4,000	\$ 2,000																																																									
Maritime Academy	4/5/17	LaMotte SMART Water Analysis Laboratory, plus Lead Reagent	Water testing for campus Water Quality Assurance Plan.	8/1/17		\$ 3,500	\$ 1,750																																																									
Northridge	4/13/17	Terra Dotta Software	Web-based software to manage foreign travel exposure involving study abroad, exchange, research, and faculty led programs.	Fall 2017	Summer 2018	\$ 28,400	\$ 10,000																																																									
San Diego	4/18/17	Zoubek Consulting	Rooftop fall risk assessment; 79 buildings.	5/1/17		\$ 17,500	\$ 8,750																																																									
Sonoma	4/21/17	Campus EH&S	Ongoing air sampling in older buildings conducted by campus.	ASAP	ongoing		\$ 10,000																																																									
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">TOTAL AWARDED</td> <td style="width: 5%;">\$</td> <td style="width: 15%;">10,844</td> <td style="width: 45%;">2016/17 Campus Grants.</td> <td style="width: 20%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>\$</td> <td>49,800</td> <td>2016/17 Systemwide Grants</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>\$</td> <td>179,357</td> <td>2016/17 RM Grants Fund Balance</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>\$</td> <td>105,000</td> <td>2015/16 Systemwide Grants</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>													TOTAL AWARDED	\$	10,844	2016/17 Campus Grants.											\$	49,800	2016/17 Systemwide Grants											\$	179,357	2016/17 RM Grants Fund Balance											\$	105,000	2015/16 Systemwide Grants									
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										\$165,644																																																						




Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: California State University, Fullerton		Date: December 20, 2016
Contact: Pearl Boelter, Director EHS	Phone: (657) 278-4345	Email: pboelter@fullerton.edu
Grant Requested for <i>(please describe):</i> eCompliance CibrTrac: Cloud-based web and mobile environmental health and safety data management framework		
Planned Date of Purchase <i>(Please attach cost estimate):</i> 11/7/16	Amount Requested <i>(Up to \$10,000 per fiscal year - please see guidelines at the bottom):</i> \$9000	
This is a <i>(check all that apply):</i>		
<input type="checkbox"/> Service	<input checked="" type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other <i>(please describe):</i>	
Please describe how this will improve or enhance your risk control efforts:		
<p>eCompliance CibrTrac will provide CSUF with the ability to track chemicals, radioactive isotopes, and biological agents used on campus for instructional and research purposes. The campus chemical inventory with the annual reconciliation through barcoding (a separate software connected to CibrTrac) will allow Fullerton to identify expired chemicals, reduce inventory of chemicals based on FIFO (first in, first out) principles, identify improperly stored chemicals, and provide accurate chemical information to faculty, students, researchers, employees and emergency responders. All of these tracking benefits reduce the chemical exposures to the campus community, and therefore the potential risk of injury from an exposure. A recent release from a stored chemical at a California university lab resulted in evacuation of the building, decontamination of lab occupants, clean-up costs, and loss of research lab use (21 days). A follow-up investigation identified the chemical inventories to be inaccurate which poses a risk for the lab occupants and emergency responders when working with the chemicals and responding to a release.</p> <p>CibrTrac also provides CSUF with the ability to regulate the use of radioactive and biological agents being used for research purposes. Currently the majority of this tracking is done on paper. Allowing researchers to submit online requests for use of radioactive isotopes and biological agents will increase the likelihood of them notifying EHS to the use, and allowing EHS to assess the risk and the necessary PPE and other safety precautions needed.</p> <p>Finally, CibrTrac will allow CSUF to conduct mobile electronic inspections which aid in identifying and mitigating safety risks associated with chemical, biological, and radioactive substance use. The inspection module will also be used for food, pool, occupational health, and fire life safety inspections.</p> <p>Although other CSU's utilize chemical inventory tracking software, CibrTrac was designed as a comprehensive approach to EHS's need to track chemicals, radioactive materials, and biological agents. This software is also compatible with CBIS, the barcoding software needed for annual reconciliation of the chemicals, and with Fullerton's space management software, Facility Link, which will allow the Facilities Management and Capital Projects teams access to important chemical data when maintaining our campus and planning for future modifications.</p>		

Signature (VP- Business & Admin, or designee):
(Member submission only)

 12-21-16

Date: _____

Please submit your completed Grant Application to Rob Leong at:
(email) rleong@alliant.com or (fax) **415-874-4810**

1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects.
2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member.
3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year.
4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above.
5. Applications must be signed by the Campus VP of Business & Finance or designee.
6. Applications must be submitted during the same fiscal year that the project expense is incurred.
7. Applications must include supporting documents such as:
 - a. detailed description of the proposed project
 - b. anticipated timeline for completion of project
 - c. estimated total cost for the proposed project
9. Members working collaboratively via the Risk Managers and/or Environmental Health & Safety working groups (CSUWERCs) may complete a Grant Application for unencumbered funds that would be applicable to systemwide risk mitigation endeavors. Other than item 5, the requirements remain the same.
10. *Equipment, trainings, personal protective equipment, etc. that employers are required by law or regulation to provide are not eligible for reimbursement. **This program is intended to encourage members to enhance existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form.***
11. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA.
12. Please contact **Rob Leong** at 415.403.1441 or rleong@alliant.com if you have any questions.

eCompliance CibrTrac

Cloud-based Web and Mobile Environmental Health and Safety Data Management Framework

Spanning Inventory Control, Use Authorizations,
Inspections and Training

Covering Chemical, Radioactive, Biological and
Controlled Substance Safety and Compliance
Modules

Overview and Price Proposal

Contact

Bijan Fouladi

415-437-3979

fouladi@ecompliance.net

Cal State Fullerton Price Proposal
Valid Until 7/31/2016

Initial Setup Fee \$18,000.00

Due upon contract signing

- Server Setup and Configuration
- Data Integration
- User Authentication
- Form(s), Inspection(s) and Workflow(s) Setup

Payable upon contract signing

Annual License and Maintenance Fee

- Inventory Control \$10,000.00
- ChemInnovation Extension \$1,000.00

(Provides bar- coding and Chemical structure search.
Used as a CibrTrac extension in Chemistry departments across
the ten University of California campuses)

- Authorizations \$10,000.00
- Inspections \$10,000.00

Payable upon first Principal Investigator/Responsible Party login to CibrTrac via CS
Fullerton (Shibboleth) login

<i>Inventory Control</i>		
Chemicals	PI inventory management tools including excel spreadsheet uploads	<ul style="list-style-type: none"> • Chemical Library (Hazard Classification) • Excel Spreadsheet Uploads • Authorized Lab User Roles • Door Placards • Rad Inventory Reports
Radioactive Materials		
Controlled Substances		
	Reporting	<ul style="list-style-type: none"> • CUPA/CERS • Fire Code / Occupancy • Federal (eg CFATS/OSHA Carcinogens) • California (eg 5209 and Article 110 Carcinogens, SCAQMD 1401) • DEA Controlled Substances
	Emergency Response	<ul style="list-style-type: none"> • Web-based • Smart Phone App (Android and iPhone) • Available to external users
<i>Authorizations</i>		
Biological Use /Institutional Bio-safety Committee	Responsible Party Applications and Renewals	<ul style="list-style-type: none"> • Personnel • Use Locations • Usage Details • Customized Application Forms
Radiation Producing Machine and Laser Use	Review Workflows	<ul style="list-style-type: none"> • Review Roles (EH&S Officer, Committee members, etc) • Review Statuses • Review Annotations (Each reviewer can comment on any given form in the application) • Conditional Authorizations • <i>All submissions and reviews are archived</i>
Radioactive Material Use		
Controlled Substances		

<i>Inspections</i>		
Lab CUPA Food/Health Other	Calendar-based Pad Interface Archived PDF reports	<ul style="list-style-type: none"> • Customized Violations and Violation Categories (Defaults Available) • Re-inspection follow-up • Unified Reporting Editable via Adobe Acrobat • Unlimited Inspection Types - with web-based Tools to Develop new Inspection Types
<i>Training Management</i>		
<i>TMS DOES NOT PROVIDE TRAINING CONTENT</i>		
Training Management System (TMS)	Roster Management Training Profiles Course Management	<ul style="list-style-type: none"> • Lab Managers identify lab Personnel and their activities • TMS Engine determines training requirements and training compliance status based on activities and courses • Add courses, schedule in-person courses, track attendance, store sign-up sheets.
<i>System Administration</i>		
Super User System Functions	Responsible Individuals and Authorized User Space Management User Authentication Email Tasks	<ul style="list-style-type: none"> • Ability for Responsible Individuals (PIs) to add and remove authorized users • Track campuses, buildings floors and rooms • Define Suites and Fire Code Control Areas • Web-based tools to define, configure and run data transfer web services that integrate with existing databases • Username and password – based authentications • Integration with Shibboleth, LDAP and CAS – based authentication methodologies • Web-based tools to define and configure Email Tasks • Determine recipients and frequency for renewals, notices, inspection reports and announcements • HTML-enabled email body with mail merge capabilities to any form field.

SOFTWARE SUBSCRIPTION AND SERVICES AGREEMENT
By and Between
eCompliance, Inc. and California State University, Fullerton

The following agreement was entered into this day, 26 October 2016 "Effective Date," between California State University, Fullerton, ("Client"), and eCompliance, Inc., ("eCompliance") which is located at One Otis Street, San Francisco, CA 94103. This agreement is incorporated into Client Purchase Order No. 0000018363 and is subject to the CSU General Provisions for Information Technology Acquisitions and Supplemental Provisions unless otherwise indicated therein.

RECITALS

eCompliance has developed a software product used to manage compliance-related data. eCompliance has integrated its software with the Chemical and Biological Information System product suite ("CBIS") owned and supported by ChemInnovation Software, Inc. ("ChemInnovation"). eCompliance has acquired the rights to resell CBIS.

Client desires to purchase a license to use the combine eCompliance/CBIS software suite ("Product") and to engage eCompliance to provide access to the Product by means of an Internet connection.

eCompliance and its subcontractor ChemInnovation possess the skill, experience, ability, background and knowledge to provide the technical, operational, and training support services provided to best implement, integrate with and use the Product ("Services").

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. LICENSE TO USE PRODUCT

Subject to the terms of this Agreement, Client is granted a license to use the Product. Client may not sell, license, rent, or distribute the Product. Client is entitled to make and keep backup copies of the Product for purposes of safekeeping and disaster recovery.

2. SERVICES

eCompliance agrees to provide technical, operational and training services needed to implement the Product and to integrate the Product with Client's existing databases and applications, including but not limited to remote technical assistance and consultation to the Client staff. eCompliance agrees to provide to the Client all revisions, updates, improvements, modifications and enhancements (the "Updates") to the Product. An Update, once incorporated by the Client into a Product, shall be considered part of the Product for all purposes hereunder and shall not cause a loss of existing functionality. All such Updates will be provided free of charge.

3. PROPRIETARY RIGHTS

Client acknowledges and agrees that to the best of its knowledge all content* and materials* available through the Product are protected by copyrights, trademarks, service marks, patents, trade secrets, or other proprietary rights and laws. Except as expressly authorized by eCompliance, Client agrees not to sell, license, rent, modify, distribute, copy, reproduce, transmit, publicly display, publicly perform, publish, adapt, edit, or create derivative works from such materials or content. Notwithstanding the above, Client may print or download the materials or content contained in the Product, provided all copyright and other proprietary notices are kept intact. Client may systematically retrieve data or other content to create or compile, directly or indirectly, a collection, compilation, database or directory of data contained in the Product. Use of the content or materials for any purpose not expressly permitted in this Agreement is prohibited.

*Content, materials, and/or any other data provided by and/or uploaded by Client into the Product are excluded.

eCompliance shall indemnify Client, its officers, agents, and employees against all losses, damages, liabilities, costs, and expenses (including but not limited to reasonable attorneys' fees) resulting from any judgment or proceeding in which it is determined that or any settlement agreement arising out of the allegation that, eCompliance furnishing or supplying Client with the Program or Client's use of the Program constitutes an infringement of any patent, copyright, trademark, trade name, trade secret, or other proprietary or contractual right of any third party. The foregoing shall not apply unless eCompliance has

been informed as soon as practicable by the Client of the suit or action alleging such infringement, eCompliance is given the opportunity as afforded by applicable laws, rules, or regulations to participate in the defense thereof, and, in the event of settlement, eCompliance has consented to the settlement of the claimed infringement. eCompliance's consent to settlement shall, however, not be required if a final decree or judgment of a court of competent jurisdiction does not require such.

4. TERM

The initial term of the Agreement shall be for one (1) year from the Effective Date, and may extend thereafter for successive one (1) year terms at a mutually agreed upon rate and after issuance of Purchase Order by Client.

5. TERMINATION

This Agreement may be terminated: (i) by Client via written notice stating the extent and effective date for convenience in whole or in part giving the other party 30 days' prior written notice, in which case the Client shall pay eCompliance as full compensation for performance until such termination; (ii) by eCompliance, at any time, upon 30 days' prior written notice if Client breaches any material provision of this Agreement and has not cured same by the end of the 20 days; (iii) by Client upon 20 days' prior written notice if eCompliance breaches any material provisions of this Agreement and has not cured same by the end of the 20 days.

6. FEES AND PAYMENT

All fees for Services rendered or provided to Client shall be in accordance with eCompliance's fee schedule provided in Attachment A. The Client shall benefit from all price declines. Payment in full of any invoiced amount is due with 30 days of receipt of the invoice. All taxes, fees and governmental charges relating to the Services provided hereunder (other than income taxes of eCompliance) shall be paid by Client.

7. LIABILITY DISCLAIMER

The information, software, and services included in or available through the Product may include inaccuracies or typographical errors. Changes are periodically added to the information herein. eCompliance and/or its respective suppliers may make improvements and/or changes to the Product at any time. Advice received via the Product should not be relied upon for regulatory, legal or financial decisions and an appropriate professional should be consulted.

eCompliance and/or its respective suppliers make no representations about the suitability, reliability, availability, timeliness, and accuracy of the information, software, services and related graphics contained in the Product for any purpose. All such information, software, services and related graphics are provided "as is" without warranty of any kind. eCompliance and/or its respective suppliers hereby disclaim all warranties and conditions with regard to this information, software, services and related graphics, including all implied warranties and conditions of merchantability, fitness for a particular purpose, title and non-infringement.

In no event shall eCompliance and/or its suppliers be liable for any direct, indirect, punitive, incidental, special, consequential damages or any damages whatsoever including, without limitation, damages for loss of use, data or profits, arising out of or in any way connected with the use or performance of the Product, with the delay or inability to use Product or related services, the provision of or failure to provide services, or for any information, software, services and related graphics obtained through the Product, or otherwise arising out of the use of the Product, whether based on contract, tort, negligence, strict liability or otherwise, even if eCompliance or any of its suppliers has been advised of the possibility of damages. Because some states/jurisdictions do not allow the exclusion or limitation of liability for consequential or incidental damages, the above limitation may not apply. If you are dissatisfied with any portion of the Product, or with any of these terms of use, your sole and exclusive remedy is to discontinue using the Product. Limitations of Liability shall not apply to claims of copyright infringement.

8. INTERNATIONAL USE

eCompliance makes no representation that materials in the Product are appropriate or available for use in locations outside the United States, and accessing them from territories where their contents are illegal is

prohibited. Those who choose to access this site from other locations do so on their own initiative and are responsible for compliance with local laws.

9. CHOICE OF LAW AND FORUM

This Service Agreement shall be governed by and construed in accordance with the laws of California, excluding its conflicts of law rules. Client expressly agrees that the exclusive jurisdiction for any claim or action arising out of or relating to this Agreement or Client use of the Product shall be filed only in the state or federal courts located in the California, and Client further agrees and submits to the exercise of personal jurisdiction of such courts for the purpose of litigating any such claim or action.

10. SEVERABILITY AND INTEGRATION

Unless otherwise specified herein, this agreement constitutes the entire agreement between Client and eCompliance with respect to Product and supersedes all prior or contemporaneous communications and proposals, whether oral, written, or electronic. If any part of this Service Agreement is held invalid or unenforceable, that portion shall be construed in a manner consistent with applicable law to reflect, as nearly as possible, the original intentions of the parties, and the remaining portions shall remain in full force and effect.

11. CONFIDENTIALITY

It is understood that during the course of this Agreement, eCompliance and its employees may be exposed to data and information which is confidential and proprietary to Client. All such data and information including, but not limited to, all inventions, materials, discoveries, designs and drawings, research data, manufacturing processes and techniques, scientific, manufacturing, marketing and business plans, financial matters or personnel matters relating to Client, its present or future services, sales, suppliers, customers, employees, investors or business (hereinafter "Client Confidential Information"), written or verbal, tangible or intangible, made available, disclosed or otherwise made known to eCompliance and its employees as a result of Services under this Agreement shall be treated as confidential and shall be the sole property of Client.

12. INDEPENDENT CONTRACTOR

eCompliance is an independent contractor engaged by Client to perform the Services in accordance with the provisions of this Agreement, and the relationship hereby created is specifically governed by, limited to, and subject to all of the terms and conditions contained in this Agreement. The parties further agree that Client does not have the authority to hire or fire employees of eCompliance, nor does Client determine the rate or method of pay of such employees.

13. NO USE OF NAMES

eCompliance shall not have the right or authority to make any representation on behalf of Client, bind Client to others in any manner, or use Client's name or trademarks in any public disclosure, without Client's prior written permission.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date indicated below.

CALIFORNIA STATE
UNIVERSITY, FULLERTON

eCompliance, Inc.

Angela Petruso
Printed Name

Bijan Fouladi
Printed Name

Buyer III, Contracts + Proc.
Title

President
Title

[Signature]
Signature

Bijan Fouladi
Signature

10/26/2016
Date

11/7/2016
Date

ATTACHMENT A

Fee Schedule:

One-time Setup Fees: **\$18,000.00**

- Server Setup and Configuration
- Data Integration
- User Authentication
- Form(s), Inspection(s) and Workflow(s) Setup




License and Maintenance Fees

Annual Rate **\$31,000.00**

Payment Schedule:

Description	Milestone/Date	Amount
One-Time Setup Fee	Signing of Agreement	\$18,000.00
License and Maintenance Fee	First Responsible Person/PI Shibboleth login ("First Login")	Annual Rate pro-rated from First Login to Jul 31, 2017

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Dec 4 S
1		eCompliance Implementation	86 days?	Mon 12/5/16	Mon 4/3/17			
2		Kick-off Meeting	1 day	Mon 12/5/16	Mon 12/5/16		Bates; Allyson	
3		Register URL	1 day	Thu 12/8/16	Thu 12/8/16		Fouladi;Bijan	
4		Server Build	1 day	Mon 12/12/16	Mon 12/12/16		Fouladi;Bijan	
5		Gather Data Assets	11 days?	Fri 12/9/16	Fri 12/23/16			
6		User List	8 days?	Mon 12/12/16	Wed 12/21/16			
7		Shibboleth Integration	4 days?	Fri 12/9/16	Wed 12/14/16		Bates; Allyson, Fou	
8		Locations	9 days?	Tue 12/13/16	Fri 12/23/16			
9		Facilitites Link Conference Call	1 day?	Tue 12/13/16	Tue 12/13/16		Bates; Allyson, Fou	
10		Setup Sync with Facilities Link	9 days?	Tue 12/13/16	Fri 12/23/16		Fouladi;Bijan	
11		Inventory Control	21 days?	Mon 1/9/17	Mon 2/6/17			
12		Load Chemical Inventory	5 days	Mon 1/9/17	Fri 1/13/17			
13		Load Radioactive Materials	5 days	Mon 1/16/17	Fri 1/20/17			
14		Load Controlled Substances	5 days	Mon 1/23/17	Fri 1/27/17			
15		Testing	5 days	Mon 1/30/17	Fri 2/3/17			
16		Documentation	10 days	Mon 1/23/17	Fri 2/3/17			
17		Go-Live	1 day?	Mon 2/6/17	Mon 2/6/17			
18		Use Authorization	26 days?	Mon 2/6/17	Mon 3/13/17			
19		Process Meeting - Biological Use Authorization	1 day?	Mon 2/6/17	Mon 2/6/17			
20		Biological Use Authorization	5 days	Mon 2/13/17	Fri 2/17/17			
21		Radiation Use Authorization	5 days	Mon 2/20/17	Fri 2/24/17			
22		Machine Use Authorization	5 days	Mon 2/27/17	Fri 3/3/17			
23		Testing	5 days	Mon 3/6/17	Fri 3/10/17			
24		Documentation	10 days	Mon 2/27/17	Fri 3/10/17			
25		Go-Live	1 day?	Mon 3/13/17	Mon 3/13/17			
26		Inspections	24 days?	Wed 3/1/17	Mon 4/3/17			
27		Data Migration	15 days	Wed 3/1/17	Tue 3/21/17			
28		Setup Inspections	15 days	Wed 3/1/17	Tue 3/21/17			
29		Testing	5 days	Mon 3/27/17	Fri 3/31/17			
30		Documentation	10 days	Mon 3/20/17	Fri 3/31/17			

ID	 	Task Mode 	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Dec 5
31			Go-Live	1 day?	Mon 4/3/17	Mon 4/3/17			

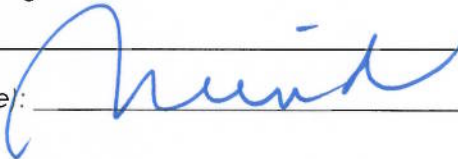


California State University Risk Management Authority

Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: CSU Channel Islands		Date: 04/05 /2017
Contact: Bill Kupfer	Phone: 805 827-0392	Email: bill.kupfer@csuci.edu
Grant Requested for (please describe): Partial reimbursement of expenses associated with NFPA 70 electrical Safety Training.		
Planned Date of Purchase (Please attach cost estimate): 04/17-18/2017	Amount Requested (Up to \$10,000 per fiscal year - please see guidelines at the bottom): \$ (2143.00) – 1/2 Total cost \$4287.00	
This is a (check all that apply):		
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other (please describe):	
Please describe how this will improve or enhance your risk control efforts:		
<p>Our campus has experienced a very serious high-voltage electrical accident in our short history. That accident was a very high consequence event. Electrical hazards remain a high consequence risk for our campus, especially so because of the large amount of construction and renovation taking place at our growing institution. This construction work often involves our employees working alongside outside construction contractors. One of the greatest dangers is the interaction of non-campus high-voltage workers and campus employees who may have electrical training but typically are not competent "high-voltage" workers. A higher level of electrical safety training (training expertise not available on-campus) for relevant campus entities will increase competency and awareness for our employees in this critical area.</p> <p>Our campus has an electrical safety (low-voltage) program and we provide appropriate safety training required by regulation. Our employees are only authorized for low-voltage work and are trained properly per that program. Nevertheless there are many locations with high-voltage on-campus and our employees must know when to say "no" to unsafe work. The proposed NFPA training will certainly help properly implement our electrical safety program, but additionally and crucially, it will provide safety knowledge about high-voltage hazards and in so doing help our employees properly assess risk and thereby know when to say "no" to a potentially dangerous activity. We hope to drive a change in the way that our employees assess risk and subsequently determine safe actions whenever they work near high-voltage, and in particular when they interact with external entities doing high-voltage work.</p>		
Signature (VP- Business & Admin, or designee):  (Member submission only)		
Date: 4/12/17		
Please submit your completed Grant Application to Rob Leong at: (email) rleong@alliant.com or (fax) 415-874-4810		
1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member.		

3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year.
4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above.
5. Applications must be signed by the Campus VP of Business & Finance or designee.
6. Applications must be submitted during the same fiscal year that the project expense is incurred.
7. Applications must include supporting documents such as:
 - a. detailed description of the proposed project
 - b. anticipated timeline for completion of project
 - c. estimated total cost for the proposed project
9. Members working collaboratively via the Risk Managers and/or Environmental Health & Safety working groups (CSUWERCS) may complete a Grant Application for unencumbered funds that would be applicable to systemwide risk mitigation endeavors. Other than item 5, the requirements remain the same.
10. *Equipment, trainings, personal protective equipment, etc. that employers are required by law or regulation to provide are not eligible for reimbursement. **This program is intended to encourage members to enhance existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form.***
11. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA.
12. Please contact **Rob Leong** at 415.403.1441 or rluong@alliant.com if you have any questions.



Request #: EQ6374334

NTT Sales Manager: Shane Lawrence
Phone:(303) 957-4390

Proposal

email: SLawrence@nttinc.com:

Date: February 22, 2017

Client Information

California State University Channel Islands
One University Drive
Camarillo, CA 93102
Joyce Spencer

Event Information

Event: 2015 NFPA 70E / Arc Flash Electrical Safety

Start Date: 4/17/2017

Start Time:

End Date: 4/18/2017

End Time:

Event Name: 2015 NFPA 70E / Arc Flash Electrical Safety

Description	Qty	Rate	UOM	Extended
2-Days On-site Training	1	\$3,887.00	Course	\$3,887.00
Per Student/Materials Fee	4	\$100.00	Each	\$400.00
Total Amount:				\$4,287.00

Seminar dates can only be confirmed upon receipt of this signed proposal or with a copy of your company purchase order.

Project Description

& Schedule:

Class: 2015 NFPA 70 Arc Flash Electrical Safety Training
Days Onsite: 2
Attending: 4
Student Materials Included: NFPA 70E Text, 2015 Laminated Job Aid, NTT Pen, Arc Flash Safety Card, NTT Completion Certificate.

Project Outcome

Goals: 4 Electricians and BSEs to attend training at Cal State LA location.

Notes and Details: NTT's 2015 NFPA 70E electrical safety training is designed to save lives.

This is NTT's foundation course for electrical qualification updated to the 2015 NFPA 70E
The 2015 edition of NFPA 70E introduces a major change in how stakeholders evaluate electrical risk.

Important Terms:

On behalf of everyone at NTT, thank you for the opportunity to be of service. If the details of this proposal meet with your approval, please sign below and email this form to my attention at the email address listed above. Upon receipt of this signed document, we will begin making necessary arrangements for the delivery of this training at your location. In order to finalize your training event, we will need a Purchase Order (PO) or Contract forwarded no later than 21 days prior to the Start Date. If your company does not create PO's or contracts, this signed agreement will be binding to our terms of payment.

AUTHORIZED
SIGNATURE

TITLE

PRINT NAME

DATE

Authorized Signature Indicates Acceptance of Offer and Attached Terms on Page Two (please sign and return)

Unless otherwise specifically agreed to in writing and signed by an authorized representative of NTT, all orders are subject to these Terms. Any different or additional Terms and Conditions proposed by Client are hereby rejected by NTT and shall not be incorporated into the agreement. **Note: Certificates of Completion will be sent after payment in full has been received.**

Campus: California State University, Dominguez Hills (CSUDH)

Grant Requested for:

- Project #1: **Powered Industrial Truck Operator Training**
- Project #2: **Aerial Lift Operator Training**
- Project #3: **Bloodborne Pathogen Training**
- Project #4: **Supervisors' Safety Development Program**
- Project #5: **5-Minute Workplace Safety Talks Manual**
- Project #6: **Written Safety Program Review and Training Matrix Development**

Total Estimated Project Cost: \$18,765
CSURMA Grant Fund Request: 9,382
CSUDH Campus Fund Allocation: 9,383

Cost summary:

Project #	Description	Cost Summary
1	Powered Industrial Truck Operator Training 4 – 4 hour sessions Training for up to 50 employees	\$ 5800
2	Aerial Lift Operator Training Training for up to 25 employees	\$ 2900
3	Bloodborne Pathogen Training 3 – 2 hour sessions Training for up to 60 employees	\$ 4140
4	Supervisors' Safety Development Program	\$ 375
5	5-Minute Workplace Safety Talks Manual	\$ 300
6	Job Hazard Analyses Review and update current job classification hazard analyses	\$ 5250
T O T A L		\$18,765

California State University, Dominguez Hills (CSUDH) is requesting approval for \$9,382 in matching CSURMA funds for the implementation of innovative safety campaigns on campus.

How this grant will improve risk control efforts:

Project #1: Onsite Powered Industrial Truck Operator Training

Cal/OSHA requires the employer to ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in Title 8, Section 3668.

Training and evaluation shall be conducted by persons who have the knowledge, training and experience to train powered industrial truck operators and evaluate their competence.

Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to the safe operation of the truck in the employer's workplace.

Truck-related topics:

- Operating instructions, warnings, and precautions for the types of trucks the operator will be authorized to operate
- Differences between the truck and the automobile
- Truck controls and instrumentation: where they are located, what they do, and how they work
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Fork and attachment adaptation, operation, and use limitations
- Vehicle capacity
- Vehicle stability
- Any vehicle inspection and maintenance that the operator will be required to perform
- Refueling and/or charging and recharging of batteries
- Operating limitations
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

Project #1: Onsite Powered Industrial Truck Operator Training (cont.)

Workplace-related topics:

- Surface conditions where the vehicle will be operated;
- Composition of loads to be carried and load stability;
- Load manipulation, stacking, and unstacking;
- Pedestrian traffic in areas where the vehicle will be operated;
- Narrow aisles and other restricted places where the vehicle will be operated;
- Hazardous (classified) locations where the vehicle will be operated;
- Ramps and other sloped surfaces that could affect the vehicle's stability;
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust;
- Other unique or potentially hazardous conditions in the workplace that could affect safe operation.

Groups that would be included in the forklift operator safety include, but not be limited to:

- Art Studio Technicians
- Facilities Services Trades
- Grounds
- University Theater
- Warehouse



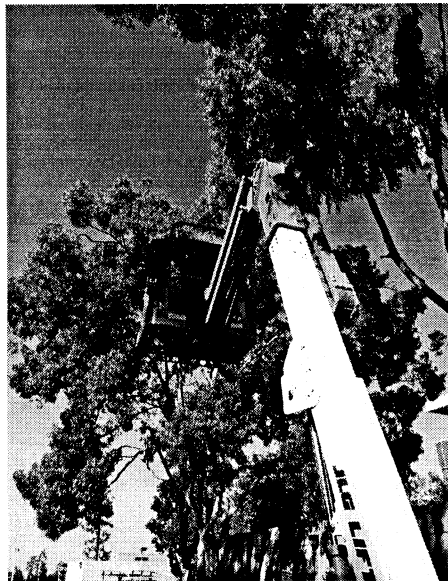
How this grant will improve risk control efforts:

Project #2: Onsite Aerial Lift Operator Training

The Aerial Lift Operator Training is designed to meet Cal/OSHA requirements for the safe operation of elevated work platforms. Emphasis will be placed on common hazards associated with the operation of work platforms, equipment capabilities and limitations, site assessments, equipment inspections and safe operations.

Groups that would be included in the aerial lift operator training would include, but not be limited to:

- Art Studio Technicians
- Facilities Services Trades
- University Theater
- Warehouse



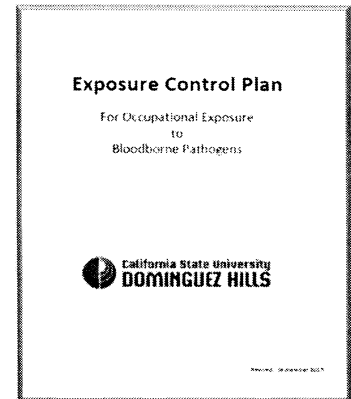
How this grant will improve risk control efforts:

Project #3: Onsite Bloodborne Pathogen Training

Cal/OSHA requires annual training on bloodborne pathogens. This training will include understanding of the bloodborne pathogen standard, determining potential exposure and methods of control, training and recordkeeping. Our Exposure Control Plan will also be reviewed.

Groups that would be included in the bloodborne pathogen training would include, but not be limited to:

- Athletic Trainers
- Custodial
- Facilities Services Trades
- Nursing
- Occupational Therapy
- Orthotics & Prosthetics
- Student Health Center
- University Police



How this grant will improve risk control efforts:

Project #4: Supervisors' Safety Development Program - National Safety Council

The National Safety Council (NSC) Supervisors Safety Development Program is a ready to use, graphically engaging course that can be used by experienced instructor's to train employees on 16 safety topics that impact most companies across several industries. Implementing this effective safety program can help reduce injures, fatalities and days away from work PLUS contribute to lowering workers' compensation claims.

The Supervisors Safety Development Program (SSDP) includes 16 flexible instructional modules that can be taught in any order. Each module focuses on critical requirements for safety improvement in the workplace and includes discussion of management approaches and regulatory issues that apply. SSDP addresses leadership and management philosophies, empowered employees and self-directed teams, and hazard control and risk reduction, as well as other current ideas in effective practices that help improve and sustain safety performance.

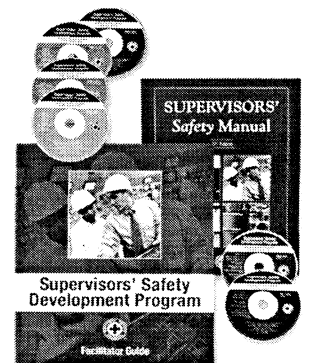
A key feature of the program requires participants to demonstrate they have acquired the knowledge and skills from training and are prepared to implement them in the workplace. Participants can gauge their understanding by answering self-check questions at the end of each module. Facilitators can evaluate learning and retention using each module's participant exam and a cumulative course exam.

Who would benefit from this program?

- New supervisors/managers unfamiliar with safety responsibilities
- Experienced supervisors/managers who want "refresher" safety training or need to develop specialized skills
- Organizations interested in enhancing their current safety program by involving all employees in safety efforts

NSC Supervisors' Safety Development Program

- | | |
|----------------------------------|---|
| 1. Safety Management | 11. Regulatory Issues |
| 2. Communication | 12. Machine Safeguarding |
| 3. Safety and Health Training | 13. Hand Tools and Portable Power Tools |
| 4. Employee Involvement | 14. Materials Handling and Storage |
| 5. Safety and Health Inspections | 15. Electrical Safety |
| 6. Incident Investigation | 16. Fire Safety |
| 7. Industrial Hygiene | |
| 8. Personal Protective Equipment | |
| 9. Ergonomics | |
| 10. GHS Hazard Communication | |

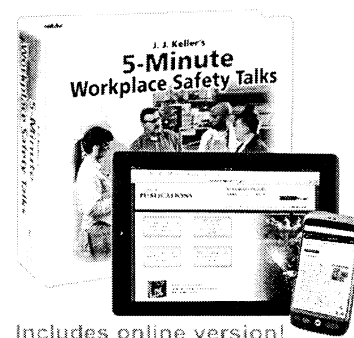


How this grant will improve risk control efforts:

Project #5: 5-Minute Workplace Safety Talks Manual + Online Edition w/1-Year Update Service

The Manual with 1-Year Update Service + Online Access offers fingertip access to more than 200 different safety talks.

- Included 1-Year Update Service subscription helps you keep your manual current by providing updates every 6 months
- With Online Edition, access this content from any browser or mobile device within minutes of completing checkout - see Online Edition tab for details
- Easily make these 5-minute mini training sessions fit into your busy schedule and those of your employees
- Two full chapters to help set up and conduct training: How to Get Set Up, Determine a Schedule, and Put on the Training
- Topics include the following:
 - Confined spaces
 - Bloodborne pathogens
 - Lockout/tagout
 - Hazard communication, including GHS
 - Fall protection
 - Lifting techniques
 - Personal protective equipment
 - Electrical safety
 - Slips, trips and falls
 - Workplace violence
 - And more



- Each of these "toolbox"-style talks includes an instructor's page and an employee handout
- Instructor's page provides an overview of the topic along with tips on how to train
- Employee handout contains a review of the key points covered and includes a sign-off sheet for easy training documentation
- Also includes a section on how to conduct a five-minute talk
- Loose-leaf, 3-ring bound, 1,110+ pages

How this grant will improve risk control efforts:

Project #6: Written Safety Program Review and Training Matrix Development

- Review written safety programs for compliance
- Develop a campus training matrix for compliance
- Provide specialized training for compliance

Utilizing the expertise of former Cal/OSHA Industrial Hygienist/Safety Engineer, Dick Monod de Froideville, the scope of the project would include the review of current written safety programs to ensure compliance. Current programs include:

- Chemical Hygiene Plan
- Contractor Safety Plan
- Electrical Safety Procedures
- Ergonomics Program
- Exposure Control Plan
- Exposure Control Plan - Biohazardous/Medical Waste Management Plan
- Hazard Communication Program
- Heat Illness Prevention Program
- Injury and Illness Prevention Program
- Lockout/Tagout
- Powered Industrial Truck Safety Program
- Tuberculosis Exposure Control Plan

The analyses would determine if any written programs need changes based on current standards.

Consultation would also include:

- A review of current safety training schedule
- A review of past training
- Development of a campus safety training matrix to ensure compliance with Cal/OSHA training regulations.

Project would include providing specialized training as needed.

The estimated time allocation is 30 hours at a billable rate of \$175.00/hour. Based on an estimated 30 hours, the total project is estimated at \$5250.

PROJECT #1



OSHA Training Institute Education Center
College of Extended and International Education
(310) 243-2425 - FAX (310) 516-3428
1000 East Victoria Street • Carson, CA 90747

Quote#3102
March 20, 2017
Prepared by: Raul A. Guzman

OSX 995 - Aerial Lift Operator

Contact Person:

Jeff Wood, ARM, CBCP
Manager, Risk Management/
Environmental Health and Occupational Safety
California State University, Dominguez Hills
jwood@csudh.edu
310-243-2895

Course Description:

This course is designed to meet the OSHA and Cal/OSHA requirements for the safe operation of elevated work platforms. Emphasis will be placed on common hazardous associated with the operation of elevated work platforms, equipment capabilities and limitations, site assessments, equipment inspection and safe operation.

Language: English

Duration of Training per Session: 4 Hours

CEUs: .4

Contract Pricing:

\$2900 flat rate

Location:

1000 E. Victoria St
Carson, CA 90747



California State University
Dominguez Hills

OSHA Training Institute Education Center

College of Extended and International Education

(310) 243-2425 - FAX (310) 516-3428

1000 East Victoria Street • Carson, CA 90747

Quote#3102

March 20, 2017

Prepared by: Raul A. Guzman

Date(s) of Service: 4 Hours

Start Dates: TBD

End Dates: TBD

Start Time: 8:00am

End Time: 12:00pm

Terms:

- Training for up to twenty five (25) employees
- No special requirements for instructor to enter facilities.
- Cancellation fee \$500
- No cancellation fee, if cancelled ten business days prior to the scheduled start date.

PROJECT #2



California State University
Dominguez Hills

OSHA Training Institute Education Center

College of Extended and International Education

(310) 243-3355 - FAX (310) 516-3428

1000 East Victoria Street • Carson, CA 90747

Quote 3103

March 20, 2017

Prepared by: Raul A. Guzman

Course Title: OSX 995-Forklift Operator Safety

Contact Person:

Jeff Wood, ARM, CBCP

Manager, Risk Management/

Environmental Health and Occupational Safety

California State University, Dominguez Hills

jwood@csudh.edu

310-243-2895

Language: English

Duration of Training per Session: 4 Hours

CEUs: .4

Course Description:

The course is designed to increase the Forklift Operator's awareness regarding power industrial truck capabilities, limitations, engineering principles and CAL/OSHA regulations. Operating instructions, warnings signals, and hazard identification will be emphasized.

Contract Pricing:

\$5800 for four (4) hour sessions

Location:

1000 E. Victoria St.

Carson, C.A. 90747



California State University
Dominguez Hills

OSHA Training Institute Education Center

College of Extended and International Education

(310) 243-3355 - FAX (310) 516-3428

1000 East Victoria Street • Carson, CA 90747

Quote 3103

March 20, 2017

Prepared by: Raul A. Guzman

Date(s) of Service: 4 Hours

Start Dates: TBD

End Dates: TBD

Start Time: 8:00am

End Time: 12:00pm

Terms:

- Training for up to fifty (50) employees
- All training session must be conducted over two (8) hour days
- No special requirements for instructor to enter facilities
- Cancellation fee \$500
- No cancellation fee, if cancelled (14) business days prior to the scheduled start date.

PROJECT #3



California State University
Dominguez Hills

OSHA Training Institute Education Center

College of Extended and International Education

(310) 243-3355 - FAX (310) 516-3428

1000 East Victoria Street • Carson, CA 90747

Quote 3104

March 20, 2017

Prepared by: Raul A. Guzman

Course Title: OSX 995-Bloodborne Pathogens Awareness

Contact Person:

Jeff Wood, ARM, CBCP

Manager, Risk Management/

Environmental Health and Occupational Safety

California State University, Dominguez Hills

jwood@csudh.edu

310-243-2895

Language: English

Duration of Training per Session: 2 Hours

CEUs: .2

Course Description:

This course covers the development and implementation of Exposure Control Plans (ECP) for healthcare facilities. Course topics include understanding the OSHA Bloodborne Pathogens Standard, determining potential exposure and methods of control, developing an ECP, vaccinations, training, and record keeping.

Contract Pricing:

\$4140 for three (2) hour sessions

Location:

1000 E. Victoria St.

Carson, C.A. 90747



California State University
Dominguez Hills

OSHA Training Institute Education Center

College of Extended and International Education

(310) 243-3355 - FAX (310) 516-3428

1000 East Victoria Street • Carson, CA 90747

Quote 3104

March 20, 2017

Prepared by: Raul A. Guzman

Date(s) of Service: 2 Hours

Start Dates: TBD

End Dates: TBD

Start Time: 8:00am

End Time: 10:00am

Terms:

- Training for up to sixty (60) employees
- Maximum number of attendees per session twenty (20)
- All three (3) training sessions must be conducted on the same day
- No special requirements for instructor to enter facilities
- Cancellation fee \$1000
- No cancellation fee, if cancelled (14) business days prior to the scheduled start date.



NSC Supervisors' Safety Development Program

Train supervisors to lead safety improvement

According to the American Society for Training and Development's 2012 State of the Industry Report Instructor-led Classroom Training is still the gold standard for organizations in educating their employees. Instructor-led training adds a level of employee engagement not found in online courses or self-study. Plus the interactive nature of instructor-led training helps with retention of key topics.

The NSC Supervisors Safety Development Program is a ready to use, graphically engaging course that can be used by experienced instructor's to train employees on 16 safety topics that impact most companies across several industries. Implementing this effective safety program can help reduce injuries, fatalities and days away from work PLUS contribute to lowering Workers Comp costs as a time of increasing premiums.

Course description

SSDP includes 16 flexible instructional modules that can be taught in any order. Each module focuses on critical requirements for safety improvement in the workplace and includes discussion of management approaches and regulatory issues that apply. SSDP addresses leadership and management philosophies, empowered employees and self-directed teams, and hazard control and risk reduction, as well as other current ideas in effective practices that help improve and sustain safety performance.

A key feature of the program requires participants to demonstrate they have acquired the knowledge and skills from training and are prepared to implement them in the workplace. Participants can gauge their understanding by answering self-check questions at the end of each module. Facilitators can evaluate learning and retention using each module's participant exam and a cumulative course exam.

Who would benefit from this program

- New supervisors/managers unfamiliar with safety responsibilities
- Experienced supervisors/managers who want "refresher" safety training or need to develop specialized skills
- Organizations interested in enhancing their current safety program by involving all employees in safety efforts
- Program Length: 3-4 Days/ 25 total hours*; 17 hours of Instructor- led discussion; 8 hours of In- class Activities

What you'll learn

SSDP expands and upgrades previous training programs for supervisors and managers with content incorporating the latest research addressing the practical needs of today's organizations. SSDP includes 16 interrelated but independent instructional modules that can be taught in any order.

- | | |
|----------------------------------|---|
| 1. Safety Management | 10. GHS Hazard Communication |
| 2. Communication | 11. Regulatory Issues |
| 3. Safety and Health Training | 12. Machine Safeguarding |
| 4. Employee Involvement | 13. Hand Tools and Portable Power Tools |
| 5. Safety and Health Inspections | 14. Materials Handling and Storage |
| 6. Incident Investigation | 15. Electrical Safety |
| 7. Industrial Hygiene | 16. Fire Safety |
| 8. Personal Protective Equipment | |
| 9. Ergonomics | |

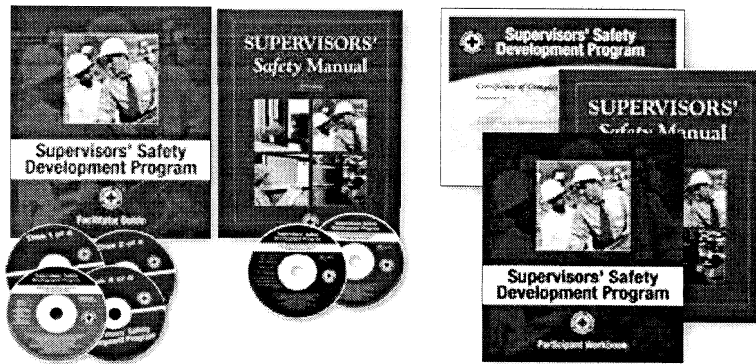
* 25 hours qualify for Board of Certified Safety Professionals (BCSP). Visit bcsp.org for details.



Train supervisors how to integrate safety into their daily management process.



National Safety Council
1121 SPRING LAKE DRIVE
ITASCA, IL 60143-3201
(800) 621-7619
nsc.org



Facilitator Kit (Product #15515-0000)

Participant Kit (Product #15514-0000)

Conduct SSDP training yourself

SSDP is packaged training designed to be conducted by safety managers, HR managers, safety team members or staff trainers. The Facilitator Kit's turnkey instructions give them the confidence and capability to deliver training successfully. It also gives them flexibility to teach the program in as little as three or four days, or teach modules in any order over an extended period of time.

Course materials

Facilitator Kit (Product #15515-0000)

- Facilitator Guide covering all 16 modules
- Facilitator PowerPoint® presentations with embedded videos on DVD and CD
- Exams for individual modules
- Cumulative course exam
- *Supervisors' Safety Manual*, 10th Edition

Participant Kit (Product #15514-0000)

- Participant Guide covering all 16 module topics
- Certificate of completion
- *Supervisors' Safety Manual*, 10th Edition

Customization Options*

Co-branding

- Add your company logo

Targeted images

- Replace standard photos with your own to more accurately show how your employees will be using these modules (i.e. site-specific PPE)

Renumber/reorganize tabs to add SSDP to existing materials

- NSC can renumber or relabel tabs to seamlessly integrate with your existing training agenda

*Custom pricing is based on quantity and level customization, please contact us for more information.



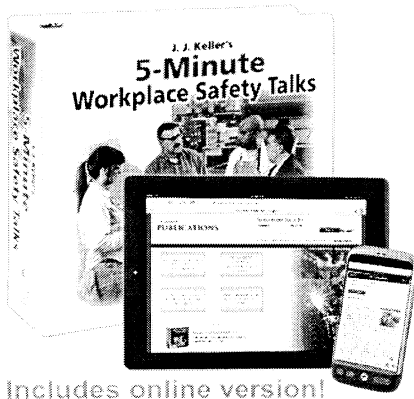
National Safety Council
1121 SPRING LAKE DRIVE
ITASCA, IL 60143-3201
(800) 621-7619
nsc.org

For more information or to order the Supervisors' Safety Development Program, visit nsc.org/supervisors, call **(800) 723-3643** or contact your local NSC Chapter.

PROJECT #5



Home \ Products \ Reference Books & Newsletters \ Reference Manuals & Guides \ 5-Minute Workplace Safety Talks Manual + Online Edition w/ 1-Year Update Service



5-Minute Workplace Safety Talks Manual + Online Edition w/ 1-Year Update Service

No time to train? With this manual, five minutes is all you need! Update Service keeps the manual current.

Read more.



Read all 5 reviews
Write a review

\$269.00

Product Code: 36518

Quantity

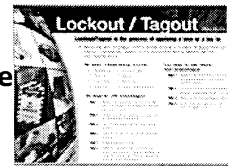
List Price: \$269.00

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OSHA Safety Training Handboo



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OVERVIEW

A \$697 value for only \$269!

- Offers fingertip access to more than 200 different safety talks
- Included 1-Year Update Service subscription helps you keep your manual current by providing updates every 6 months
- With Online Edition, access this content from any browser or mobile device within minutes of completing checkout - see Online Edition tab for details
- Easily make these 5-minute mini training sessions fit into your busy schedule and those of your employees
- Two full chapters to help you set up and conduct training: How to Get Set Up, Determine a Schedule, and Put on the Training
- Topics include the following:
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 - Bloodborne pathogens
 - Lockout/tagout
 - Hazard communication, including GHS
 - Fall protection
 - Lifting techniques
 - Personal protective equipment
 - Electrical safety
 - Slips, trips and falls
 - Workplace violence
 - And more
- Each of these "toolbox"-style talks includes an instructor's page and an employee handout
- Instructor's page provides an overview of the topic along with tips on how to train

- Employee handout contains a review of the key points covered and includes a sign-off sheet for easy training documentation
- Also includes a section on how to conduct a five-minute talk
- Loose-leaf, 3-ring bound, 1,110+ pages

SPECIFICATION

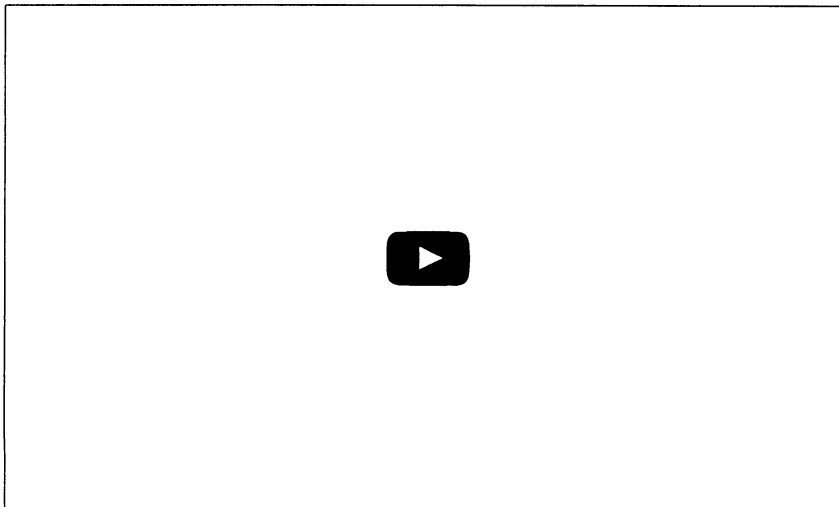
Product Code	Description	Copyright Date
36518	Manual with 1-Year Update Service + Online Access	2016

VIEW SAMPLE

View sample pages of the *5-Minute Workplace Safety Talks Manual*.

- **Take a look inside now.**

ONLINE EDITION & UPDATE SERVICE



Online Edition

A 1-year subscription to our Online Edition is included with your purchase. It contains the same content as the print edition, plus these added benefits:

- **Mobile Functionality** – Anywhere, anytime access via your web browser and mobile device.
- **Search Capabilities** – Expedite your research with easy-to-use search functionality.

- **Bookmarks** – Quickly return to your favorite or frequently used content.
- **Continuous Updates** – Rely on our editors to ensure you always have the most up-to-date information.
- **Notifications** – Receive emails with summaries of recent changes whenever significant regulatory or compliance changes occur.
- **Ask an Expert** – J. J. Keller's subject matter experts answer your specific questions.

Find out more by viewing our video above.

Update Service

With your included 1-year Update Service subscription, you'll always be up to date on the latest developments concerning your manual. You'll receive updated pages for your print manual every 6 months. Adding these replacement pages to your manual is as easy as popping open the 3-ring binder and dropping the new pages in. Your Online Edition will also be updated every 6 months or more frequently.

Product Reviews



4 out of 5 (80%) reviewers recommend this product.



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- Industry
- Role
- Years in Industry
- When Purchased
- Use of product

Click on filters to refine your results.

Write a review

Sort by



I'd recommend it once.

November 19, 2015

Joe1

from Orono, ME, USA Industry: Government Role: General Manager/Operations Years In Industry: 10+ years
When Purchased: In the past month Use Of Product: I will use this product

I wanted the update but ended up replacing my whole book. What a WASTE.

Yes, I recommend this product.



Not what I expected

PROJECT #6



Dick Monod de Froideville, MPA
Occupational Safety & Health
Consultancy
1520 W. 183rd. Street
Gardena, CA. 90248
Cell No: 310-464-7237
E-mail: dmonod.pasma@gmail.com

March 29, 2017

To: Mr. Jeff Wood, Safety/Risk Manager
Environmental Health and Safety
California State University Dominguez Hills

Subject: Review written programs and training matrix

Dear Mr. Wood,

Your request for a bid estimate regarding the review and potential updating of classified personnel safety programming and training for trades and/or maintenance personnel would require the following activities:

1. Review existing written safety programs for compliance.
2. Review current training schedule and make recommendations for a subject based required training matrix.
3. Provide specialized training sessions as needed for compliance.

The estimated time allocation for review and research approximately 16 Hrs. Field observations including interviews of staff work activities @ 1hr per classification to establish baseline trade specific Safety and Health knowledge – 6hrs. Trade and subject specific training to be determined by CSUDH based on document review and field observations in general training updates (2-30 minute sessions) with an estimate 5 topics as needed – 8hrs.

At the standard rate of \$175.00/hr., this project labor estimate is not to exceed 30hrs with a project cost of \$5,250.00

Sincerely,


Dick Monod de Froideville, MPA
Cal/OSHA Retired
Industrial Hygienist/Safety Engineer

Dmdf
Cc: file

Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: Cal Maritime		Date: 04/05/2017
Contact: Marianne Spotorno, Director of Safety & Risk Management	Phone: 707-654-1076	Email: mspotorno@csum.edu
Grant Requested for <i>(please describe)</i> : This FY 16/17 campus grant request is for 50% of the cost associated with acquiring a single license of the E-learning software Articulate. With the acquisition of this online training solution, the Department of Safety & Risk Management will be able to produce high quality training resource library.		
Planned Date of Purchase <i>(Please attach cost estimate)</i> : (Est. PO Issue Date with training planned for August 2017)		Amount Requested <i>(Up to \$10,000 per fiscal year - please see guidelines at the bottom)</i> : \$700.00* (quote from Articulate is \$700 for Storyline and \$700 for Studio)
This is a <i>(check all that apply)</i> :		
<input type="checkbox"/> Service	<input checked="" type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other <i>(please describe)</i> :	
Please describe how this will improve or enhance your risk control efforts:		
<p>The university is modernizing its entire EHS program management system as a means to improve campus community involvement and understanding of workplace safety hazards as well as instill lifelong learning safe work practices toward our cadets. The ability to provide multiple mechanisms of training resources is a key focal point of the overall system. The Articulate software, which is already utilized throughout the CSU-System, will allow the Department of Safety & Risk Management to more easily develop training modules tailored to campus audiences and be readily accessible. This makes it possible for employees as well as student workers to learn the subject at their own pace and in comfortable settings. Studies have shown that gamification enhances learner engagement and improves retention. Organizations can incur significant costs through conventional learning systems. Typically, money is spent on trainer and employee commutation, classroom rentals, infrastructure rentals, trainer cost per hour and paper and documentation costs. ELearning is not only cheaper but also greener. Lastly, one of the less-talked about benefits of eLearning is how it is better suitable for the millennial workforce. Today's employees work not just for money, but also to continually learn. With a classroom style learning environment, there are only a limited number of training programs that an employee could attend over any given quarter.</p>		
Signature <i>(VP- Business & Admin, or designee)</i> : <i>(Member submission only)</i>		
		Franz Lozano, VP Admin & Finance
Date: _____		
Please submit your completed Grant Application to Rob Leong at: (email) rluong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member. 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above. 		

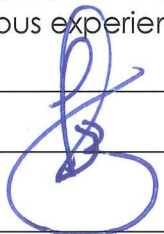
5. Applications must be signed by the Campus VP of Business & Finance or designee.
6. Applications must be submitted during the same fiscal year that the project expense is incurred.
7. Applications must include supporting documents such as:
 - a. detailed description of the proposed project
 - b. anticipated timeline for completion of project
 - c. estimated total cost for the proposed project
9. Members working collaboratively via the Risk Managers and/or Environmental Health & Safety working groups (CSUWERCs) may complete a Grant Application for unencumbered funds that would be applicable to systemwide risk mitigation endeavors. Other than item 5, the requirements remain the same.
10. *Equipment, trainings, personal protective equipment, etc. that employers are required by law or regulation to provide are not eligible for reimbursement. **This program is intended to encourage members to enhance existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form.***
11. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA.
12. Please contact **Rob Leong** at 415.403.1441 or rluong@alliant.com if you have any questions.



Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: Cal Maritime		Date: 04/05/2017
Contact: Marianne Spotorno, Director of Safety & Risk Management	Phone: 707-654-1076	Email: mspotorno@csum.edu
Grant Requested for <i>(please describe)</i> : This FY 16/17 campus grant request is for 50% of the cost associated with acquiring support materials and supplies for back to school emergency preparedness and readiness campaign.		
Planned Date of Purchase <i>(Please attach cost estimate)</i> : (Est. PO Issue Date with training planned for Aug/Sept 2017)	Amount Requested <i>(Up to \$10,000 per fiscal year - please see guidelines at the bottom)</i> : \$2,000.00	
This is a <i>(check all that apply)</i> :		
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input checked="" type="checkbox"/> Other <i>(please describe)</i> : Emergency Preparedness items for Students –up to 1,000	
Please describe how this will improve or enhance your risk control efforts:		
<p>In 2011, the Center for Disease Control launched a web campaign encouraging the public to "prepare for the zombie apocalypse," because if you're prepared for that you'll be prepared for other types of natural and man-made disasters. The campaign was extremely successful and the website received a record number of visits. CSUN's Emergency Manager Jenny Novak wanted to take the idea of zombie preparedness and implement it at the University, in order to pique the interest of students by utilizing this strong pop culture theme. Rather than simply aiming to provide education and enhance awareness, we wanted to actually assist students in creating their own starter disaster preparedness kit through the event.</p> <p>http://www.csun.edu/emergency/zombie-preparedness-scamper-hunt</p> <p>Cal Maritime plans to mirror this concept and a few campus specific twists, during the back to school period. The tie in with back to school also serves to help new students with familiarization of the campus itself and will also feature interactive stations, such as how to use a fire extinguisher.</p> <p>Using a scavenger hunt concept, students would visit different check points on campus and receive one preparedness item for their disaster preparedness kit. Each station would be staffed by a different Cal Maritime department or organization, who could use the opportunity to promote their own services and programs.</p> <p>If they visited all stations and completed the disaster kit, they would be entered in a drawing for grand prizes that are designed to aid in the success of their overall campus experience.</p>		
Signature <i>(VP- Business & Admin, or designee)</i> : <i>(Member submission only)</i>		 Franz Lozano, VP Admin & Finance
Date: _____		

Please submit your completed Grant Application to Rob Leong at:

(email) rluong@alliant.com or (fax) **415-874-4810**

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Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: Cal Maritime		Date: 04/05/2017
Contact: Marianne Spotorno, Director of Safety & Risk Management	Phone: 707-654-1076	Email: mspotorno@csum.edu
Grant Requested for (please describe): This FY 16/17 campus grant request is for 50% of the cost associated with acquiring a LaMotte® SMART Water Analysis Laboratory, plus Lead Reagent (http://www.forestry-suppliers.com/product_pages/Products.asp?mi=33171&itemnum=94825), so that the Campus can more effectively and efficiently execute its Water Quality Assurance Plan.		
Planned Date of Purchase (Please attach cost estimate): (Est. PO Issue Date planned for August 2017)		Amount Requested (Up to \$10,000 per fiscal year - please see guidelines at the bottom): \$1,750.00
This is a (check all that apply):		
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input checked="" type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other (please describe):	
Please describe how this will improve or enhance your risk control efforts:		
<p>Based on guidance developed by the California Environmental Protection Agency (CalEPA), the United States Environmental Protection Agency (USEPA), and workplace sanitation standards developed by Occupational Health & safety Administration (OSHA), the Cal Maritime Department of Safety and Risk Management has developed this Drinking Water Testing Sampling Plan (Sampling Plan). The Plan outlines the Universities best management plan for sampling drinking water outlets used for consumption or food preparation at Cal Maritime. The data collected through the execution of this Sampling Plan will determine if immediate remedial measures are necessary and will assist in the prioritization of future water testing for lead in accordance with this Sampling Plan. This Sampling Plan is based on the USEPA publication, "The 3Ts for Reducing Lead in Drinking Water in Buildings" and CAEPA guidance.</p> <p>The Plan was developed in direct response to the January 25, 2017 article in the Sacramento Bee; http://www.sacbee.com/news/local/education/article128681199.html</p> <p>Upon final evaluation of the drinking water accessibility infrastructure, the Director of Safety & Risk Management has determined it will be more cost efficient for the Campus to acquire higher quality testing equipment in order to have a more effective and sustainable process management.</p>		
Signature (VP- Business & Admin, or designee): <u>Franz Lozano, VP Admin & Finance</u> (Member submission only)		
Date: _____		
Please submit your completed Grant Application to Rob Leong at: (email) rluong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member.: 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 		

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Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

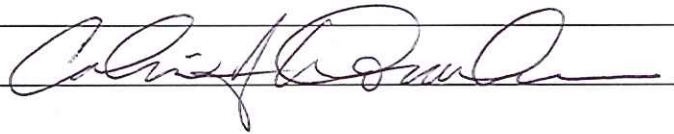
Campus/Working Group: Risk Management		Date: 4/13/17
Contact: Lisa Telles	818-677-2079	Email: Lisa.telles@csun.edu
<p>Grant Requested for <i>(please describe)</i>: The purchase of Terra Dotta Software (TDS) which is a web-based risk management software that will allow us to reduce our institution's liability exposure and reach our risk-mitigation goals related to students traveling internationally for study abroad, exchange, research, and faculty led programs. TDS is a flexible, web-based enrollment and registration-management solution that streamlines processes for both users and administrators as well as parents to receive important health, safety, and security information about traveling abroad. In addition, while TDS is traditionally used for international travels, we are proposing to use TDS on domestic activities and travels (i.e., academic internships, service learning, course field trips, etc.) of our students. This will allow us to apply the risk mitigation tools and functionalities available in TDS to domestic student travels and have a single repository of all student travels.</p>		
Planned Date of Purchase Design And Development Fall 2017, Testing Spring 2018, Implementation Summer 2018		Amount Requested <i>(Up to \$10,000 per fiscal year - please see guidelines at the bottom)</i> : \$10,000
This is a <i>(check all that apply)</i> :		
<input checked="" type="checkbox"/> Service	<input checked="" type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other <i>(please describe)</i> :	
Please describe how this will improve or enhance your risk control efforts:		
<p>This software will improve our risk control efforts in the following:</p> <ul style="list-style-type: none"> • CSUN has many programs and activities that involve student travel abroad such as CSU International Programs, campus-based exchange programs, international field trips and internships, student research, athletic competitions, etc. These travels average around 100 students per year. <ul style="list-style-type: none"> ◦ International travels of faculty and staff average around 275 employees per year, which includes research, international field trips, conferences, etc. • Recent international activities audit identified some weaknesses in our administrative and operational controls, particularly in the areas of compliance with relevant governmental regulations as well as Trustee and CO policies. • There is also need to streamline the business processes for domestic internships, service learning, and academic field trips to ensure compliance with relevant CO executive orders. <p>With TDS for Travel Risk Management, we can enhance our search for travelers' emergency contacts and medical information; maintain time-sensitive content on our website; and implement campus-wide travel reporting, incident reporting, and risk procedure training. This software will provide efficiency in the internal processes for international travel approvals.</p> <ul style="list-style-type: none"> • Register students, staff, and faculty traveling internationally 		

- Send email or SMS/text messages to at-risk users
- Find emergency contact information instantly
- Collect travel documents before departure
- Utilize the Locator Search to quickly find any traveler in the system
- Track liability waivers, for sports teams or any groups traveling
- Centralize reporting of campus incidents or loss by allowing incidents and campus police reports to be recorded online, record and preserve all data concerning incidents in a single searchable database, deploy information to reporting users depending on the type of incident in which they were involved, and keep track of incidents that occur domestically or abroad.

It is designed to save time and money by automating processes and making it easy to ensure that applicants, staff, administrators, and parents receive the important information they need.

With TDS for Study Abroad we can maintain our own website, keep our program brochures online and up-to-date, accept applications online, organize data, and mitigate the risks associated with international travel and living. TDS for Study Abroad has the user-friendly features needed to facilitate our online process-management goals.

Signature (VP- Business & Admin, or designee):



(Member submission only)

Date: 4/20/17

Please submit your completed Grant Application to Tevea Him at:
(email) thim@alliant.com or (fax) 415-874-4810

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12. Please contact **Rob Leong** at 415.403.1441 or rleong@alliant.com if you have any questions.

SaaS Pricing

Terra Dotta software is available as an internet-based subscription called Software-as-a-Service, often referred to as SaaS. Terra Dotta offers the service two ways - a fee-per-applicant or unlimited applicants. Both include unlimited administrator accounts.

Software-as-a-Service

With Software-as-a-Service, you pay an annual fee plus a per-applicant fee.

\$2,500 annually
\$30 per applicant

Sample Annual Cost

Applicants/Year	Cost
100	\$5,500 / year
200	\$8,500 / year
400	\$14,500 / year

One-Time Implementation Services Fee
\$6,500

Software-as-a-Service Unlimited

SaaS Unlimited provides unlimited applicants for an annual fee.

\$19,900 annually

One-Time Implementation Services Fee
\$6,500

SaaS Unlimited is recommended for offices processing over 500 applicants per year.

Fees include access to software upgrades, the Terra Dotta Knowledgebase, support case system, training videos, user and technical documentation, and membership in Terra Dotta's Discussion Forums to connect with users at other institutions.

Implementation Services is a one-time fee that includes project kickoff meetings, a one-week workshop, a standard integration, and 10 hours/month for 4 months of training and assistance to develop content and processes.

Additional Services depend upon the additional services you choose on the back of this page.

To learn more, contact info@terradotta.com.



TERRADOTTA

Prices subject to change | 15 July 2016

Included Services

One-Week Workshop

This workshop is an opportunity to work with a Terra Dotta software expert on the initial building blocks of your site: settings, programs, and application/registration requirements. [Learn more](#) about one-week workshops here.

Data Integration

Terra Dotta software can be integrated with campus data systems including your campus login system, student information system, and HR directory. Terra Dotta will work with campus IT in technical meetings to set up standard integrations which include authentication (e.g. CAS, Shibboleth, or LDAP, etc.) and secure, one-way file feeds for SIS and HR data.

Additional Services

All Additional Services fees are for typical projects. Some customizations may involve additional costs. Write to services@terradotta.com for more information.

Round Trip Data Transfer

Terra Dotta's Round Trip Data Transfer is a 2-way conversation between the Terra Dotta system and the institution's student information system (SIS). Potential applicants start this process by supplying their background information and qualifications in TDS through an account they set up using their email address. Once the applicant is accepted by the institution, this information is pushed to the SIS for creation of a student record based on the institution's user ID. The TDS user account with all its data and documents is then converted to the institutional user ID to allow automated feeds between the systems as data changes or is added. There is a one-time project fee of \$6,000 to set up the Round Trip Data Transfer process.

Credit Card Integration

Terra Dotta Professional Services will work with you and one of our preferred payment gateway providers (TouchNet, PayPal Payflo Pro, or CashNet) to configure a standard payment integration, to facilitate the collection of program fees from your applicants. The cost for this service is a one-time \$1500 setup and a \$500 annual maintenance fee.



TERRADOTTA

Prices subject to change | 29 April 2016

TERRADOTTA

STUDY ABROAD



ISSS

STUDY ABROAD

TRAVEL RISK

AGREEMENTS MGMT

APPLICATION MGMT

The Most Advanced Web-Based System for International Education

TDS for Study Abroad, formerly known as StudioAbroad, is web-based software designed to save time and money by automating processes and making it easy to ensure that applicants, staff, administrators, and parents receive the important information they need.

With TDS for Study Abroad you can maintain your own website, keep your program brochures online and up-to-date, accept applications online, organize data, and mitigate the risks associated with international travel and living. TDS for Study Abroad has the user-friendly features needed to facilitate your online process-management goals. With various pricing options, it's easy to find a package that will fit your institution's needs.

EASILY MAINTAIN, UPDATE, AND EDIT YOUR ENTIRE WEBSITE

- Create and maintain all website content through a WYSIWYG web editor; no HTML knowledge required
- Deploy photo journals, photo contests, online videos, and more
- Allow applicants to schedule appointments online.
- Post announcements that automatically disappear once expired

ACCEPT APPLICATIONS ONLINE

- Receive instant confirmation when applicants receive and read important application information
- Use assessments to test comprehension
- Accept online faculty recommendations
- Send automatic email reminders to applicants who have incomplete application materials
- Maintain email and application activity history logs
- Customize applications with program and applicant specific requirements

SAVE TIME AND STREAMLINE YOUR WORKLOAD

- Go paperless. Searching a database is much easier than searching through paper files
- Update applications in batches instead of individually
- Utilize accurate date, time, and user stamps for website and application activity
- Integrate with your Student Information System to ensure up-to-date applicant information and reduce data entry
- Enroll your travelers in insurance plans like HTH, iSOS and MEDEX, and send required information directly from your database

CREATE CAMPUS-WIDE RISK-MANAGEMENT UTILITIES

- Track all student, staff, and faculty travel—domestically and abroad
- Send SMS/text messages to individuals or groups
- Utilize the software's Locator Search to instantly find the current location of any traveler in your system

- Create online registration forms for students and faculty to register side trips while abroad
- Collect online incident reports

MANAGE ALL PROGRAM INFORMATION

- Build a digital program catalog that is easily updated and publicly searchable
- Track exchange balances
- Manage and deploy course-equivalency information
- Create itemized budget sheets
- Create complex, shareable reports and queries
- Maintain and update provider program information quickly and easily using the StudioAbroad Directory
- Provide administrative access to applicant and program information with a robust permissions system

Contact us today for a demonstration of TDS

☎ 1-877-DOTTA-77

✉ INFO@TERRADOTTA.COM



TERRADOTTA




California State University Risk Management Authority

Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: CSU, San Diego State University, Facilities Services & Environmental Health & Safety departments		Date: 4/18/2017
Contact: Lewis Hughes Kristen Ross	Phone: (619) 594-2409 (619) 594-2856	Email: lhughes@mail.sdsu.edu kross@mail.sdsu.edu
Grant Requested for (please describe): Campus Fall Risk Assessment related to rooftop fall hazards at SDSU campus.		
Planned Date of Purchase (Please attach cost estimate): May, 2017	Amount Requested (Up to \$10,000 per fiscal year - please see guidelines at the bottom): \$8,750	
This is a (check all that apply):		
<input checked="" type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input checked="" type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other (please describe):	
Please describe how this will improve or enhance your risk control efforts:		
Employees access campus rooftop locations to perform work tasks and this project will enhance risk control by surveying campus building rooftops to perform a fall hazard risk assessment. The risk assessment will identify roof access points and areas where work is performed on rooftops, note fall protection measures in place and work locations on rooftops needing fall protection, and include any specific recommendations for controlling the fall hazard risks.		
Signature (VP- Business & Admin, or designee):  (Member submission only)		
Date: Apr 19, 2017		
Please submit your completed Grant Application to Tevea Him at: (email) thim@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member. 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above. 5. Applications must be signed by the Campus VP of Business & Finance or designee. 6. Applications must be submitted during the same fiscal year that the project expense is incurred. 7. Applications must include supporting documents such as: <ol style="list-style-type: none"> a. detailed description of the proposed project b. anticipated timeline for completion of project 		

 **Zoubek Consulting, LLC**
Workplace Safety Solutions

March 29, 2017

Lewis Hughes
Assistant Director, MEP | Facilities Services
San Diego State University
5500 Campanile Drive
San Diego, CA 92182

RE: Workplace Fall Protection Risk Assessment Proposal

Dear Mr. Hughes,

Thank you for allowing me to provide this quote for fall protection services. This proposal outlines consulting services related to rooftop fall hazards at SDSU campus. Specifically assistance will be rendered in the following areas:

1. Identification of fall hazards on SDSU campus based on building list provided on March 27, 2017.
2. Performance of fall hazard risk assessment addressing fall protection options in identified campus building rooftops. The risk assessment will address access points (i.e.: vertical ladders, roof hatches) and areas where rooftop tasks are performed (such as air handler access, roof drain access, etc.).
3. Recommendations for risk mitigation through the use of engineering controls (guardrails, ladder improvements, etc.) and approximate costs associated with fall protection improvements.

Note that example given in Attachment A of this quote are for example only. It does not represent SDSU situations or recommendations.

Again thank you for the opportunity to provide a quote on your safety needs. Please let me know if you have any comments or questions.

Sincerely,



Paul A. Zoubek, CSP, CIH, CESP
President
Zoubek Consulting, LLC
619-677-8682
paul@zoubekconsulting.com

Attachments

3047 University Ave, Suite 211 • San Diego, CA 92104
Ph: 619-431-5705 • www.zoubekconsulting.com • info@zoubekconsulting.com



Rooftop Fall Protection Risk
Assessment/Fall Hazard Mitigation
Proposal

San Diego State University
San Diego, CA 92182

Submitted by:

Paul A Zoubek, CSP, CIH, CESCO
Zoubek Consulting, LLC
3047 University Ave, Suite 211
San Diego, CA 92104

March 29, 2017

Description of work to be performed & project scope

Zoubek Consulting will provide consulting services to develop a fall protection plan. Assistance will be rendered and presented in a written report addressing Part I and Part II follows.

I. Identification/Risk Assessment of Fall Hazards on SDSU Campus

Zoubek Consulting will tour 79 SDSU buildings and identify work locations needing fall protection. Zoubek Consulting will utilize criteria specified in Cal/OSHA Title 8CCR 3210 and ANSI Z359.0 to determine if fall protection is necessary due to height and configuration of elevated work surface. The probably and severity resulting in overall risk of fall hazards at possible working points from rooftop or other elevated work surfaces will be evaluated and communicated via the hazard ranking system as prescribed by ANSI Z590.3 (Prevention Through Design). Table 1 summarizes tasks and building locations where risk assessments will be performed. Attachment B summarizes an example of how each work location will be evaluated and communicated.

Table 1: Main Campus Building Location

Facility Name	Facility ID
ART I	001-
HEPNER HALL	002-
GEOLOGY MATH & COMPUTER SCIENCE	003-
GEOLOGY, MATH & COMPUTER SCIENCE ADDITION	003A
ENGINEERING LAB	005-
EDUCATION	006-
STORM HALL	008-
STORM HALL WEST	008A
CHARLES HOSTLER HALL	008B
INDUSTRIAL TECHNOLOGY	009-
LIFE SCIENCE SOUTH	010-
LITTLE THEATRE	011-
COMMUNICATION	012-
PHYSICS	013-
PHYSICS-ASTRONOMY	014-
PUBLIC SAFTEY	015-
PETERSON GYMNASIUM	016-
PHYSICAL SCIENCES	017-
NASATIR HALL	018-
ENGINEERING	019-
EXERCISE & NUTRITIONAL SCIENCE ANNEX	020-
EXERCISE & NUTRITIONAL SCIENCE	021-

Table 1: Main Campus Building Location (Continued)

Facility Name	Facility ID
ENGINEERING CAM LAB	022-
PHYSICAL PLANT BOILER SHOP	023-
PHYSICAL PLANT	024-
COGENERATION PLANT	025-
HARDY MEMORIAL TOWER	026-
PROF STUDIES & FINE ARTS	027-
GEOGRAPHY ANNEX	028-
STUDENT SERVICES WEST	029-
PROSPECTIVE STUDENT CENTER	029A
ADMINISTRATION BUILDING	030-
CALPULLI CENTER	031-
WEST COMMONS (CLASSROOMS ONLY)	034-
LIFE SCIENCE NORTH	035-
DRAMATIC ARTS	036-
EDUCATION AND BUSINESS ADMINISTRATION	037-
NORTH EDUCATION	038-
NORTH EDUCATION 60	038A
SPEECH, LANGUAGE AND HEARING SCIENCES	042-
ELEVATOR/HILLTOP WAY	043-
CHILLER PLANT	044-
TES ADDITION TO CHILLER	044A
MUSIC	053-
LOVE LIBRARY	054-
ART II	056-
ELEVATOR/STORM-NASATIR	057-
ADAMS HUMANITIES	058-
STUDENT SERVICES EAST	059-
CHEMICAL SCIENCE LABORATORY	060-
FOWLER ATHLETICS CENTER (FAC)	067-
KPBS RADIO/TV	072-
GATEWAY CENTER/EX STUDIES	072A
EXTENDED STUDIES CENTER (ESC)	072B
RACQUETBALL COURTS	073-
INTERNATIONAL STUDENTS CENTER	074-
INTERNATIONAL STUDENTS CENTER ADDITION	074A
INTERNATIONAL STUDENTS CENTER ADDITION	074B
INTERN'L STUDENT CTR ADD	074T

Table 1: Main Campus Building Location (Continued)

Facility Name	Facility ID
LOVE LIBRARY ADDITION	076-
MANCHESTER HALL (MH)	076A
TONY GWYNN STADIUM	077-
AZTEC TENNIS CENTER	087-
TENNIS CENTER LOCKERS (TNLK)	087A
JEFF JACOBS JAM CENTER	089-
ARTS AND LETTERS	090-
BUSINESS SERVICES (BS)	098-
MAINTENANCE GARAGE	101-
BUILDING A	101A-
COGEN/CHILL PLANT	102-
GROWTH CHAMBER	110-
RADIATION WASTE (T13)	113-
GREENHOUSE (T32)	132-
VIVARIUM (T33)	133-
DONALD P SHILEY BIOSCIENCE CENTER	135-
PHYSICAL PLANT SHOPS (T25)	201-
PHY PLANT STORAGE #2	303-
TEMPORARY TRAILER 300E	304-
TEMPORARY TRAILER 300F	305-

II. Fall Protection Options/Sustainability Recommendations

Zoubek Consulting will suggest methods of risk mitigation in the written report. The written report will outline and compare cost considerations for fall protection efforts. Attachment A outlines example report.

Client Responsibilities

- A. Escorted access to rooftops and elevated surfaces employees will encounter.
- B. Explanation of tasks performed at elevated surfaces.
- C. Roof/work surface layout plans of elevated work surfaces including dimensions.
- D. Architectural plans of all buildings

Project Costs

The fixed price for project, including approximately on-site consultation and written report is \$17,500.00. Pricing does not include materials or support for fall protection measures chosen.

Thank you for the opportunity to bid on your safety program needs. Please contact me with any questions or comments.



Paul A. Zoubek, CSP, CIH, CESCO
President
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San Diego, CA 92104
(619) 677-8682
paul@zoubekconsulting.com
www.zoubekconsulting.com

Memorandum

To: CSURMA
CC: System-wide Risk Management
From: Tyson Hill, Sonoma State University
Date: 4/26/2017
Re: CSURMA Grant Application Addendum

Dear CSURMA Executive Committee,

I hope this message finds you well.

The air sampling test is not a usual practice for SSU, nor is it funded as a regular operating expense. The funding for this initiative will be out of one-time funds from our University. Sonoma State University believes it is best to conduct air sampling tests to ensure the safety of our students, staff, faculty and administrators. The testing will cost the university +/- \$45k for one year of monitoring. This testing is vital to mitigate potential risks and diminish risk exposure to our reputation. This safety initiative is innovative for our university to stop false accusations and have additional data to answering questions concerning asbestos in older buildings. Risk Management and Safety Services recommended the approval of this risk action to conduct air sampling this next year. We feel complaisantly about offering this testing for the next year to ease any confusion, misinformation and to promote safety. We have not applied for past grants but felt this project would enhance our safety and provide assurance to our community. We are working with CPM for a contract and can provide vendor invoices if needed.

Thank you very much for your consideration of funding this grant request. I would be happy to answer any questions the Executive Committee may have.

Regards,



Tyson Hill
Acting Executive Director for Enterprise Risk Management
Sonoma State University



Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: Sonoma State University		Date: 4/21/2017
Contact: Tyson Hill	Phone: 707 664 4039	Email: Tyson.hill@sonoma.edu
Grant Requested for (please describe): Sonoma State University would like to ask for a matching grant to fund on going air sampling conducted by our Environmental Health and Safety Services.		
Planned Date of Purchase (Please attach cost estimate): ASAP	Amount Requested (Up to \$10,000 per fiscal year - please see guidelines at the bottom): 10,000	
This is a (check all that apply):		
<input checked="" type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input checked="" type="checkbox"/> Safety Program Management
<input checked="" type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other (please describe):	
Please describe how this will improve or enhance your risk control efforts:		
The monitoring will allow for ongoing air sampling in our older buildings to ensure the safety of our students, staff, faculty and visitors.		
Signature (VP- Business & Admin, or designee): _____ <i>(Member submission only)</i>		
Date: 4-21-2017		
Please submit your completed Grant Application to Tevea Him at: (email) thim@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member. 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above. 5. Applications must be signed by the Campus VP of Business & Finance or designee. 6. Applications must be submitted during the same fiscal year that the project expense is incurred. 7. Applications must include supporting documents such as: <ol style="list-style-type: none"> a. detailed description of the proposed project b. anticipated timeline for completion of project c. estimated total cost for the proposed project 9. Members working collaboratively via the Risk Managers and/or Environmental Health & Safety working groups (CSUWERCS) may complete a Grant Application for unencumbered funds that would be applicable to systemwide risk mitigation endeavors. Other than item 5, the requirements remain the same. 		

10. *Equipment, trainings, personal protective equipment, etc. that employers are required by law or regulation to provide are not eligible for reimbursement. **This program is intended to encourage members to enhance existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form.***
11. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA.
12. Please contact **Rob Leong** at 415.403.1441 or rleong@alliant.com if you have any questions.

RISK MANAGEMENT INNOVATION GRANT PROGRAM

Effective: July 1, 2015

Adopted: September 13, 2013

Amended: December 5, 2014

PURPOSE:

The Risk Management Innovation Grant Program (Program) makes funds available to Campus members (Members) in the Liability and Workers' Compensation programs. It funds specialized training, safety equipment, physical improvements, or other safety related items that will support the mitigation of risk exposures. The purpose of this *matching grant program* is to encourage Members to facilitate a reduction in claim costs and to enhance existing risk reduction efforts.

POLICY:

1. Annually, the Program Administrator and Systemwide Risk Management will:
 - a. Propose to the Executive Committee a budget for the Program.
 - b. Review the Liability and Workers' Compensation loss information and other resources to identify patterns and claims which may be preventable with the (1) purchase, replacement or upgrade of physical property; (2) development of specialized training; or (3) development of risk management programs.
 - c. Identify the focus of the Program for the upcoming fiscal year.
 - d. Draft the Grant Application and recommend a maximum grant amount per Member.
 - e. Send a memo to all Members describing the Program and invite Members to apply for a grant by completing the Grant Application.
2. To access funds under the Program, and previous to the Member expending funds, Member must complete the Grant Application which is to include:
 - A description of the proposed risk reduction project.
 - The anticipated timeline for completion of the risk reduction project.
 - An estimate of the total cost for the proposed risk reduction project.
 - Agreement and approval of Grant Application by the Campus VP of Business & Finance or his/her designee; e.g., Environmental Health & Safety Director, Risk Manager, etc.
3. Members working collaboratively via the Risk Managers and/or Environmental Health & Safety working groups of CSUWERCs, may complete a Grant Application that would be applicable to systemwide risk mitigation endeavors. Other than item 2(d), the requirements remain the same.

4. The Program Administrator will review completed Grant Applications, and if found appropriate and consistent with the purpose of the Program, refer the Grant Application to the Executive Committee for approval.
5. The Member will be expected to complete the proposed risk reduction project within the time period described in the Grant Application. The Executive Committee may rescind the grant if the Member has not started, or made substantive progress towards completion, the risk reduction project within the timeframe proposed.
6. Fifty percent (50%) of the Member's risk reduction project costs (up to the maximum grant amount approved for each Member) may be reimbursed by the Program. The Member will submit to the Program Administrator the final paid receipt(s) to be used to calculate the Program reimbursement amount.
 - Submissions completed under Section 3, approved projects will be 100% reimbursed by the program.
7. After the grant funds are utilized, the Member or working group will provide a brief report providing information that will assist the Executive Committee in monitoring this Program's effectiveness and the merits of future Program funds.
8. The Program Administrator and Systemwide Risk Management will work with the Grant Recipients to develop benchmarks to evaluate the success of the Program. The Program Administrator and Systemwide Risk Management will also provide guidance to future Grant Recipients based on these historical benchmarks.

CSURMA POLICY AND PROCEDURE NO. 21 - RISK MANAGEMENT INNOVATION GRANTS

ISSUE: At its March 10, 2017 Long Range Planning meeting, the Executive Committee approved changes to the Risk Management Innovation Grant program to revise the focus from Campus safety projects to Systemwide safety projects. Grant applications are to be submitted by WERCS affinity groups. A budget of \$150,000 was approved for FY 2017/18 grant awards. The Executive Committee directed staff to amend Policy & Procedure No. 21 accordingly.

RECOMMENDATION: The Executive Committee is asked to review and adopt the proposed revisions to Policy & Procedure No. 21 – Risk Management Innovation Grants, making changes as it deems appropriate.

FISCAL IMPACT: The draft 2017/18 budget has been amended to reflect the change.

BACKGROUND: The change was announced to the campuses in an email from Zachary Gifford on March 15, 2017, which read;

“There will be a change in the Risk Management Grant program for FY 17/18. In short the individual campus grant program will be removed and replaced with a grant program for initiatives arising from the affinity groups. Since only a few campuses have been submitting grant applications, the CSURMA Executive Committee determined grant funds can be more effectively utilized for systemwide endeavors, and will thusly consider applications from affinity groups rather than individual campuses. As this change becomes effective July 1, 2017, we wanted to advise you that if you have any projects you’d like considered for a FY 16/17 grant, we will need your application by April 21, 2017 for review at EC’s final meeting of the year on May 5. I have attached a copy of the application for your convenience.”

PUBLICATION: Pending adoption by the Executive Committee, revised Policy and Procedure No. 21 will be posted on the CSURMA website.

ATTACHMENT(S):

- a. Policy and Procedure No. 21 – Risk Management Innovation Grants (with proposed revisions)
- b. Risk Management Grant Application (with proposed revisions)

ADOPTED: September 13, 2013

EFFECTIVE: September 13, 2013

REVISED: December 5, 2014; May 5, 2017 (draft)

SUBJECT: Risk Management Innovation Grant Program

PURPOSE:

Originally, the Risk Management Innovation Grant Program made funds available to Campus members in the Liability and Workers' Compensation programs. At its meeting on March 9, 2017, the Executive Committee reviewed the program's utilization by the campuses and its effectiveness in achieving CSURMA's goals. The Executive Committee determined that funds can be more efficiently utilized for risk management and safety projects at the systemwide level, which can be deliberated best by affinity groups. As such, the Executive Committee approved an amendment to Policy & Procedure No. 21 to replace grant applications from the campuses and thereby consider applications from CSU's affinity groups who have responsibility for workers' compensation, environmental health & safety, risk management, business continuity planning, and emergency preparedness; i.e., CSU WERCS. As is its original intent, the risk management grants may provide funds for specialized training, safety equipment, physical improvements, or other safety related items support the mitigation of risk exposures. Accordingly, this Policy & Procedure No. 21 is amended effective July 1, 2017.

POLICY:

1. Annually, the Program Administrator and Systemwide Risk Management will:
 - a. Propose to the Executive Committee a budget for the Program. (FY 2017/18 Risk Management Grant budget has been approved for \$150,000 total.)
 - b. In collaboration with the applicable affinity groups, review the Liability and Workers' Compensation loss information and other resources to identify patterns and claims which may be preventable with the (1) purchase, replacement or upgrade of physical property; (2) development of specialized training; or (3) development of risk management programs.
 - c. Assist in identifying the focus of the Program for the upcoming fiscal year.[GZ1]
 - d. Draft the Grant Application and recommend a maximum grant amount per Affinity Group.
 - e. Send a memo to all Affinity Groups describing the Program and invite Affinity Groups to apply for a grant by completing the Grant Application.

2. To access funds under the Program, **and previous to** the Affinity Group expending funds, Affinity Group must complete the Grant Application which is to include:
 - a. A description of the proposed risk reduction project.
 - b. The anticipated timeline for completion of the risk reduction project.
 - c. An estimate of the total cost for the proposed risk reduction project.

3. The Program Administrator will review completed Grant Applications, and if found appropriate and consistent with the purpose of the Program, refer the Grant Application to the Executive Committee for approval.
4. The Affinity Group will be expected to complete the proposed risk reduction project within the time period described in the Grant Application. The Executive Committee may rescind the grant if the Affinity Group has not started, or made substantive progress towards completion of the risk reduction project within the timeframe proposed.
5. One hundred percent (100%) of the Affinity Group's risk reduction project costs (up to the maximum grant amount approved for each Affinity Group) may be reimbursed by the Program. The Affinity Group will submit to the Program Administrator the final paid receipt(s) to be used to calculate the program reimbursement amount.
6. After the grant funds are utilized, the Affinity Group will provide a brief report providing information that will assist the Executive Committee in monitoring this program's effectiveness and the merits of future program funds.
7. The Program Administrator and Systemwide Risk Management will work with the Grant Recipients to develop benchmarks to evaluate the success of the program. The Program Administrator and Systemwide Risk Management will also provide guidance to future Grant Recipients based on these historical benchmarks.
8. Submissions:
 - a. Affinity Groups have until one (1) month before the Spring 2018 CSURMA EC/BOD meeting to submit their proposal(s).
 - b. More than one proposal can be awarded.
 - c. If the total amount of approved grants exceeds the amount available, the grants will be distributed on a pro-rate scale.
 - d. If an Affinity Group cannot complete their endeavor without full funding, then they either withdraw the application or present an alternative plan to use approved grant monies. Any unused funds will be retained by CSURMA.
 - e. If an Affinity Group presents more than one proposal, they need to prioritize the submissions.



Campus Risk Pools Grant Application

CSU Workers' Compensation, Environmental Health & Safety, Risk Management, Business Continuity Planning, and Public Safety (CSU WERCS)

Please Complete All Fields

Affinity Group:		Date of Submittal:
Contact:	Phone:	Email:
Grant Requested for <i>(please describe):</i>		
Principal Vendor/Supplier:		
Product/Service Trade Name:		
Planned Date of Purchase <i>(Please attach cost estimate):</i>	Amount Requested <i>(Up to \$ TBD per fiscal year - please see guidelines at the bottom):</i>	
This is a <i>(check all that apply):</i>		
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other <i>(please describe):</i>	
Please describe how this will improve or enhance your risk control efforts:		
Signature <i>(Chair - Affinity Group):</i> _____		
Date: _____		
Please submit your completed Grant Application to Tevea Him at: (email) thim@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU WERCS affinity groups to supplement costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. CSURMA pays up to 100% of costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$ TBD total per affinity group. 3. If affinity group has more than one project, affinity group may submit an application for each project under consideration. No more than \$ TBD total is payable per affinity group for all projects during the fiscal year. 4. Applications <u>must</u> be submitted for pre-approval by CSURMA prior to affinity group incurring costs for project described above. 5. Applications must be signed by the Chair of the affinity group. 6. Applications must be submitted during the same fiscal year that the project expense is incurred. [GZ1] 7. Applications must include supporting documents such as: <ol style="list-style-type: none"> a. detailed description of the proposed project b. anticipated timeline for completion of project c. estimated total cost for the proposed project 		

9. *Equipment, trainings, personal protective equipment, etc. that employers are required by law or regulation to provide are not eligible for reimbursement. **This program is intended to enhance existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form.***
10. It is the affinity group's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA.
11. Please contact [Rob Leong](#) at 415.403.1441 or rleong@alliant.com if you have any questions.

RISK MANAGEMENT INFORMATION SYSTEM (RMIS)
CLAIMS MANAGEMENT INFORMATION SYSTEM (CMIS)

ISSUE: The CSURMA Executive Committee approved the selection of Ventiv’s RiskConsole Risk Management Information System (RMIS). Implementation of RiskConsole will consolidate CSURMA’s insurance policy database and loss history and provide the campuses access to create dashboards on their programs and benchmarks. Implementation requires a project manager at one half of an FTE for a year and the Chancellor’s Office is not staffed for this. Ventiv has offered a consultant at a cost of \$97,500.

For over a decade CSURMA has contracted for the iVOS Claims Management Information System (CMIS) for the University’s liability claims administration process. The cost of this agreement is allocated solely to the Campus Risk Pool Liability fund. In the course of implementing RMIS it was determined that it made sense to incorporate the CMIS agreement with the RMIS agreement.

Currently the CMIS and RMIS agreements are separate. Staff recommends incorporating the CMIS into the RMIS agreement. If incorporating the two agreements isn’t feasible, Staff recommends drafting an updated CMIS agreement.

Zachary Gifford will be on hand to discuss the need for this service.

RECOMMENDATION: It is recommended that the Executive Committee evaluate the proposed change and take action as appropriate to delegate authority to the CSURMA Secretary-Auditor to incorporate the CMIS agreement into the RMIS agreement (or draft a new CMIS agreement) and to include the project manager consultant services into the RMIS agreement.

FISCAL IMPACT: The cost of a project manager consultant has been included in the CSURMA budget and allocated across the programs since this RMIS will serve all of CSURMA.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

AIME PROGRAMS UPDATE

ISSUE: The Athletic Injury Medical Expense (AIME) program continues to address the insurance and risk management needs of its members.

The Executive Committee Liaison for AIME, will report on the activities of the AIME Committee.

RECOMMENDATION: This item is for information only; no action is required on this item at today's meeting.

FISCAL IMPACT: None.

BACKGROUND: AIME is designed to cover medical expenses arising from injuries to student athletes while practicing or competing in inter-collegiate sports programs of the university.

PUBLICATION: None.

ATTACHMENT(S): None.

AORMA PROGRAMS UPDATE

ISSUE: The Auxiliary Organizations Risk Management Alliance (AORMA) continues to address the insurance and risk management needs of its members. All Auxiliary Organizations in Good Standing purchase insurance coverage through the AORMA.

The AORMA Chair, will report on the activities of the AORMA Committee.

RECOMMENDATION: No action is required on this item at today's meeting.

FISCAL IMPACT: None.

BACKGROUND: The AORMA was first marketed to CSU Auxiliary Organizations in 1998. Since that time, the program has grown from 12 members to 86 members, and represents 100% participation.

PUBLICATION: None.

ATTACHMENT(S): None.

ALLIANT SERVICE TEAM UPDATE

ISSUE: Alliant is pleased to report that it has added Amy Lightner, Vice President, and Andrew Gaspari, Assistant Account Manager, to the CSURMA service team effective April 18, 2017. Amy will be performing various duties, including working with the AORMA program members.

Amy comes to Alliant from a leading international insurance company. Amy was underwriter for a worldwide book of major property insurance placements for Fortune 1,000 clients. Prior to that assignment, Amy served in various capacities as a property and casualty underwriter. She will bring her underwriting and risk management expertise to benefit CSURMA's various programs.

RECOMMENDATION: This is an information item. No action is requested.

FISCAL IMPACT: No fiscal impact is expected from this item at today's meeting.

BACKGROUND: None.





PUBLICATION: The Alliant Service Team organization chart is included on the CSURMA web site.

ATTACHMENT(S):

- a. Alliant CSURMA Service Team Organization Chart.

CSURMA CORE SERVICE TEAM – ORGANIZATIONAL CHART – AS OF APRIL 1, 2017



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

CSURMA ADMINISTRATIVE SERVICE CALENDAR

ISSUE: This item is provided as information to advise the Executive 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 Executive Committee and Board of Directors. It is to be provided for information with each agenda packet.

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

FISCAL IMPACT: No direct fiscal impact is expected.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Administrative Service Calendar

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
JANUARY 2017				
01/02/17	FORM 700 - JPA ADMIN finalizes current year member listing	Alliant Staff	Tevea Him	Completed
01/06/17	Statement of Facts – Roster of Public Agencies - file with Secretary of State	Alliant Staff	Tevea Him	
01/07/17	Announce the new AORMA Committee Vice Chair as well as open seats on the AORMA Committee	Nominations Committee	Mimi Long	Completed
01/08/17	CSURMA AOA CONFERENCE	Alliant Staff	Mimi Long	Completed
01/08/17	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
01/11/17	AIME Committee Meeting	Alliant Staff	Stacey Weeks	Completed
01/01/17	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	Completed
01/15/17	FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel	Alliant Staff	Tevea Him	Completed
01/31/17	Final premium / rate letter to all AORMA members	Alliant Staff	Mimi Long	
01/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	Completed
FEBRUARY 2017				
02/01/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
02/01/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31	Alliant Staff	Tevea Him	Completed
02/01/17	UIP - Send EDD Claims Information to Individual Members	Alliant Staff	Tevea Him	Completed
02/01/17	Campus Liability Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	
02/01/17	Campus Workers' Compensation Risk Pool claims audit (every odd year)	Alliant Staff	Jacki Graf	
02/01/17	AORMA Workers' Compensation program claims administration audit (every even year)	Alliant Staff	Jacki Graf	
02/01/17	AIME Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	
02/01/17	AORMA Liability Program claims audit (every odd year)	Alliant Staff	Mimi Long	
02/15/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
02/23/17	AORMA Program Committee Meeting (Teleconference)	Alliant Staff	Mimi Long	Completed
MARCH 2017				
03/01/17	Annual Review of (1) Data Security Policies and (2) the Integrated CSU Administration Manual	Alliant Staff	Mimi Long	Completed
03/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long	
03/01/17	Chancellor's Office Services Budget Proposals	Alliant Staff	Mimi Long	Completed
03/01/17	CSURMA Budget (EC and AORMA Approval)	Alliant Staff	Robert Leong	Completed
03/01/17	Review of the CSURMA Master Investment Policy	Alliant Staff	Mimi Long	Completed
03/01/17	CSURMA Mid-Term Budget Amendments	Alliant Staff	Robert Leong	Completed
03/01/17	FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
03/01/17	Review the Auxiliary Service Provider Report	Alliant Staff	Mimi Long	Completed
03/01/17	Appointment of the Campus Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong	
03/01/17	Appointment of the Student Insurance Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong	
03/09/17	AORMA Committee Meeting	Alliant Staff	Mimi Long	Completed
03/09/17	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
03/10/17	CSURMA EC LRP Meeting	Alliant Staff	Mimi Long	Completed
03/15/17	FORM 700 - Follow up - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	Alliant Staff	Tevea Him	Completed

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
03/15/17	Quarterly Risk Management Report	Alliant Staff	Mimi Long	
03/19/17	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	Completed
03/20/17	Forward slate of nominees to fill the open seats on the AORMA Committee	Alliant Staff	Mimi Long	Completed
03/31/17	Completion of the Form 700 – Statement of Economic Interest	BOD and Alliant Staff	Tevea Him	Completed
03/31/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	
APRIL 2017				
04/01/17	Campus Risk Pool Administrator verifies Campus Primary and Alternate representative remain in place by contacting campus representatives (i.e. ensure no leave of absence, retirement, change in duties, etc.)	Alliant Staff	Tevea Him	Completed
04/01/17	FORM 700 - JPA ADMIN sends all forms received to FPCC for processing	Alliant Staff	Tevea Him	Completed
04/01/17	Send out ballot for AORMA Committee term beginning on July 1, 2017	Alliant Staff	Tevea Him	Completed
04/30/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him	
MAY 2017				
05/01/17	<i>AIME Committee Meeting</i>	<i>Alliant Staff</i>	<i>Stacey Weeks</i>	
05/04/17	<i>AORMA Committee Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/04/17	<i>CSURMA BOD NMO Meeting via Teleconference</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/04/17	Receive back all AORMA Committee ballots for the term beginning on July 1, 2017	Alliant Staff	Tevea Him	in process
05/05/17	<i>CSURMA EC Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/05/17	<i>CSURMA BOD Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/11/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
05/15/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
05/01/17	Approval by EC Resolution allowing Treasurer to invest or reinvest funds (annual approval required - see Res 01-15 BOD)	BOD and Alliant Staff	Tevea Him	
05/01/17	Approval of Conflict of Interest Code by BOD every even-number year - File with FPCC as required.	BOD and Alliant Staff	Tevea Him	
05/30/17	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	
05/30/17	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	
05/30/17	Send out appointment letters to the newly elected Executive Committee members for the term beginning on July 1, 2017	AORMA Chair/Alliant Staff	Tevea Him	
05/30/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/17	Alliant Staff	Tevea Him	
05/30/17	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2017	Alliant Staff	Tevea Him	
05/30/17	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2017	Alliant Staff	Mimi Long	
JUNE 2017				
06/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long	

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	
06/01/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
06/23/17	<i>AORMA Program Committee Meeting (Teleconference)</i>	Alliant Staff	Mimi Long	
06/30/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	
06/30/17	<i>Expiring Contract: Carl Warren & Company - July 1, 2016 to June 30, 2019, plus two options to June 30, 2020 and June 30, 2021</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO Enterprise Accounting / Financial Services - July 1, 2016 to June 30, 2017</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: UC Office of Risk Services Performing Arts Center of Excellence - November 1, 2013 to June 30, 2017</i>	Alliant Staff	Mimi Long	
06/30/17	<i>Expiring Contract: A-G Administrator (AIME) - July 1, 2009 to June 30, 2017</i>	Alliant Staff	Mimi Long	
06/30/17	<i>Expiring Contract: Alliant Loss Control Services - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO OGC / Legal - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: CO Risk Management - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Praesidium - July 1, 2017 to June 30, 2020</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Target Safety dba Target Solutions - June 30, 2017</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: Employers Group - July 1, 2017 to June 30, 2020</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Employers Risk - July 1, 2013 to June 30, 2018</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: HSR - July 1, 2015 to June 30, 2019</i>	Alliant Staff	Mimi Long	N/A
06/30/17	<i>Expiring Contract: Agility - July 1, 2017 to June 30, 2018</i>	Alliant Staff	Mimi Long	Completed
06/30/17	<i>Expiring Contract: Sedgwick - July 1, 2013 to June 30, 2018</i>	Alliant Staff	Mimi Long	N/A
06/30/18	<i>Expiring Contract: Witt O'Brien's, LLC (formally Witt Group Holdings, LLC) - July 1, 2014 to July 1, 2018</i>	Alliant Staff	Mimi Long	N/A
06/30/17	Government Compensation Report (request from CSU Accounting and post on CSURMA website)	Accounting	Tevea Him	
06/30/17	Request COI from all vendor's contract	Alliant Staff	Hsan Htein	
07/31/17	Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report	Alliant Staff	Robert Leong	
JULY 2017				
07/01/17	Financial audit prep with KPMG	Alliant Staff / RM	Van Rin	
07/01/17	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff	Van Rin	
07/04/17	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff	Van Rin	
07/05/17	Request a review of the claims activity within the UIP – claims activity variations of more than 10% above or below pricing levels used will resulting in a pricing adjustment	Alliant Staff	Mimi Long	
07/05/17	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff	Mimi Long	
07/07/17	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea Him	
07/14/17	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
07/15/17	Final FY Payroll - request from Chancellor's Office	Alliant Staff	Robert Leong	
07/15/17	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting	Van Rin	
07/17-18/2017	<i>AORMA Officers Retreat – San Diego, CA</i>	<i>AORMA Officers</i>	<i>Mimi Long</i>	

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD
07/21/17	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him
07/21/17	Upon receipt of loss data begin semi-annual loss charts for RM meeting in October and to be sent to members	Alliant Staff	Robert Leong
07/28/17	FORM 700 - FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]	Alliant Staff	Tevea Him
07/31/17	Actuarial Study - receive draft and forward to RM	Alliant Staff	Robert Leong
07/31/17	Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report - Present to EC in Sept	Alliant Staff	Robert Leong
07/31/17	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff	Van Rin
07/31/17	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff	Hsan Htein
07/31/17	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate (every three years)	Liability TPA	Mimi Long
07/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him
07/31/17	Appointment of the Campus Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong
07/31/17	Appointment of the Student Insurance Programs RPTG - Spring 2017 (FY 2018/2019)	Alliant Staff	Robert Leong
AUGUST			
08/01/17	FORM 700 - JPA ADMIN sends entering and leaving office notices to AORMA FILERS who will be taking office on AORMA and Standing Committees	Alliant Staff	Tevea Him
08/01/17	Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate	Alliant Staff	Tevea Him
08/01/17	Send out letter to regarding Claims Settlement Authority Annual Confirmation	Alliant Staff	Tevea Him
08/01/17	Send out letter to regarding Foreign Travel Authority Confirmation	Alliant Staff	Tevea Him/ Stacey Weeks
08/01/17	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary	Mimi Long
08/01/17	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long
08/11/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him
08/15/17	AOA EC Meeting - San Diego	Alliant Staff	Mimi Long
08/31/17	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff	Mimi Long
08/31/17	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff	Mimi Long
08/31/17	Complete Target Surplus Funding Report	Alliant Staff	Mimi Long
08/31/17	Completion of Financial Audit	CSU Accounting	Mimi Long
08/31/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Alliant Staff	Tevea Him
Begin Task	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.)	Alliant Staff	Mimi Long
Begin Task	AORMA Workers' Compensation Desk Audit	Alliant Staff	Mimi Long
SEPTEMBER			
09/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long
09/01/17	Stewardship Report	Alliant Staff	Mimi Long
09/06/17	<i>AORMA Long Range Plan meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD
09/06/17	<i>AORMA New Committee Member Orientation meeting</i>	Alliant Staff	Mimi Long
09/07/17	<i>AORMA Committee Meeting</i>	Alliant Staff	Mimi Long
09/07/17	<i>CSURMA EC Orientation Meeting</i>	Alliant Staff	Mimi Long
09/08/17	<i>CSURMA EC Meeting</i>	Alliant Staff	Mimi Long
09/12/17	<i>CAJPA Fall Conference and Training Seminar -South Lake Tahoe</i>	Alliant Staff	Mimi Long
09/14/17	CAJPA Standards review (2017 and every 3 years thereafter)	Alliant Staff	Mimi Long
09/15/17	Prepare invoices or checks for the Workers' Compensation payroll audit	CSU Accounting	Van Rin
09/15/17	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell
09/28/17	<i>AORMA Program Committee Meeting (Teleconference)</i>	Alliant Staff	Mimi Long
09/30/17	CSURMA Quarterly EPL Deductible Recoverys ending September 30 (Begin Task)	Alliant Staff	Van Rin
09/30/17	Completion of the AORMA Committee (September Letter) updating all AORMA members on the funding and dividends approved for the upcoming fiscal year	Alliant Staff/AORMA Chair	Mimi Long
OCTOBER			
10/01/17	Request completion of the Liability application	Alliant Staff	Mimi Long
10/01/17	Request estimated Workers' Compensation payroll	Alliant Staff	Mimi Long
10/15/17	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him
10/15/17	Poll eligible AORMA Committee members to determine which members are willing to be nominated for the Vice Chair position	Nominations Committee	Mimi Long
10/16/17	<i>AIME Committee Meeting</i>	Alliant Staff	Stacey Weeks
10/26/17	<i>AORMA Committee Meeting</i>	Alliant Staff	Mimi Long
10/26/17	<i>CSURMA BOD NMO Meeting via Teleconference</i>	Alliant Staff	Mimi Long
10/27/17	<i>CSURMA BOD Meeting</i>	Alliant Staff	Mimi Long
10/27/17	<i>CSURMA EC Meeting</i>	Alliant Staff	Mimi Long
10/31/17	Create Government Compensation Report page on CSURMA website for public viewing	Alliant Staff	Tevea Him
10/31/17	<i>Expiring Contract: Praesidium - October 31, 2015 to October 1, 2016 ??</i>	Alliant Staff	Mimi Long
10/31/17	Government Compensation Report (request from CSU Accounting)	Accounting	Tevea Him
10/31/17	Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Alliant Staff / Sedgwick	Tevea Him
NOVEMBER			
11/01/17	FORM 700 - Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process)	Alliant Staff	Tevea Him
11/28/17	Campus Risk Pool Deductible - Confirm (every 3 years - 2014, 2017, 2020)	Alliant Staff	Robert Leong
11/28/17	Send campus risk pool renewal budget (Budget)	Alliant Staff	Robert Leong
11/28/17	Send campus risk pool renewal budget (Early Bird Renewal Letter)	Alliant Staff	Robert Leong
11/28/17	Campus Risk Pool Deductible - Confirm (every 3 years - 2017, 2020)	Alliant Staff	Robert Leong
11/30/17	Review volunteer losses within the Workers' Compensation program	Alliant Staff	Mimi Long
11/30/17	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30	Alliant Staff	Tevea Him
11/30/17	Research the single bond approach & report back at the September meeting	Alliant Staff	Rob Leong

CSURMA AORMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD
11/30/17	<i>AORMA Program Committee Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
DECEMBER			
12/01/17	2018 Vendor Survey - Review List of Vendors and Work on Recipients	Risk Management	Rebecca Skidmore
12/01/17	AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)	Carl Warren	Mimi Long
12/07/17	<i>AORMA Committee Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/08/17	<i>CSURMA EC Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/15/17	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	Alliant Staff	Tevea Him
12/15/17	Quarterly Risk Management Report for Systemwide Risk Management	Alliant Staff	Dan Howell
12/30/17	Financial Audit - mail to Secretary of State and County Auditor	Alliant Staff/Accounting	Tevea Him
12/31/17	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin
12/31/17	<i>Expiring Contract: Enterprises Rent A Car - January 1, 2016 - December 31, 2016</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/31/19	<i>Expiring Contract: Alliant Insurance Services (Brokerage Agreement) - December 31, 2019</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/31/19	<i>Expiring Contract: Alliant Insurance Services (Brokerage Agreement OCIP) - December 31, 2019</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>
12/31/19	<i>Expiring Contract: Alliant Insurance Services (Program Admin Agreement) - December 31, 2019</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>

2017 CSURMA MEETING CALENDAR

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

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA – 2017 Meeting Calendar



California State University Risk Management Authority

2017 CSURMA MEETING CALENDAR

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

AORMA = Auxiliary Organizations Risk Management Alliance Committee
 AIME = Athletic Injury Medical Expense Committee
 MSLCTC = AORMA Member Services, Loss Control & Training Committee

PC = AORMA Programs Committee
 AORMA LRP = AORMA Long Range Planning Meeting
 AOA = CSU Auxiliary Organizations Association

EC = CSURMA Executive Committee
 EC LRP = EC Long Range Planning Meeting
 BOD = CSURMA Board of Directors

CSURMA EXECUTIVE COMMITTEE AND STAFF CONTACT LIST

ISSUE: Attached is a list of CSURMA Executive Committee members and the Program Administrators.

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: An accurate and current contact list facilitates better communication among Committee Members and Staff.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Executive Committee and Staff Contact List

CSURMA EXECUTIVE COMMITTEE MEMBERS

Effective at July 1, 2016

Seat	Member	Position	Campus	Organization	E-Mail	Telephone Number
Chair	Ming Tung (Mike) Lee	Vice President, Administration and Chief Financial Officer	Sacramento	California State University Sacramento	mikelee@csus.edu	916-278-6312
Vice Chair	Lisa Chavez	Vice-President, Administration and Chief Financial Officer	Los Angeles	California State University Los Angeles	lisa.chavez@calstatela.edu	323-343-3500
CSU Seat #1	Thom Davis	Vice President for Business and Administrative Services	Bakersfield	California State University, Bakersfield	tdavis31@sub.edu	661-654-2287
CSU Seat #2	Jody Van Leuven	Executive Director	San Bernardino	California State University San Bernardino	jody.vanleuven@csusb.edu	909-537-3939
CSU Seat #3	Scott Apel	Associate Vice President	Long Beach	California State University Long Beach	scott.apel@csulb.edu	562-985-8716
CSU Seat #4	Kevin Saunders	VP Administration & Finance	Monterey Bay	California State University Monterey Bay	kesaunders@csumb.edu	831-582-3397
AORMA Seat #5 - Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA Seat #6 - V Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Polytechnic State University at San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
Treasurer	Robert Eaton	Assistant Vice Chancellor, Financing, Treasury, and Risk Management	Chancellor's Office	California State University, Office of the Chancellor	reaton@calstate.edu	562-951-4572
Secretary Auditor	Zachary Gifford	Director of Systemwide Risk Management and Public Safety	Chancellor's Office	California State University, Office of the Chancellor	zgifford@calstate.edu	562-951-4580



California State University Risk Management Authority

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
General CSURMA Coverage Questions	Robert Leong Van Rin Amy Lightner Daniel Howell	rleong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
General AORMA Coverage Questions	Mimi Long Van Rin Amy Lightner Daniel Howell	mlong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
Inland Marine	Van Rin Mimi Long	vrin@alliant.com mlong@alliant.com	415-403-1408 415-403-1423	415-874-4810 415-874-4810
Participant Accident Insurance (PAI)	Van Rin Tevea Him	vrin@alliant.com thim@alliant.com	415-403-1408 415-403-1416	415-874-4810 415-874-4810
Special Events Insurance	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
Foreign Travel Program	Stacey Weeks Van Rin	sweeks@alliant.com vrin@alliant.com	415-403-1448 415-403-1408	415-874-4810 415-874-4810
General Risk Management Questions	Mimi Long Van Rin Amy Lightner Daniel Howell	mlong@alliant.com vrin@alliant.com amy.lightner@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1457 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
Workers' Compensation Claims Consultant	Jacki Graf	jgraf@alliant.com	415-403-1438	415-874-4810
Alliant Claims Consulting	Robert Frey Diana Walizada Elaine (Kim) Tizon Sheila McClenaghan Nicole Henley	rfrey@alliant.com dwalizada@alliant.com elaine.tizon@alliant.com sheila.mcclenaghan@alliant.com nicole.henley@alliant.com	415-403-1445 415-403-1453 415-403-1458 415-403-1492 415-403-1418	415-403-1466 415-403-1466 415-403-1466 415-403-1466 415-403-1466
Form 700	Tevea Him	thim@alliant.com	415-403-1416	415-402-0773
Website and Technology Questions	Yung Lam Tevea Him Myron Leavell	ylam@alliant.com thim@alliant.com mleavell@alliant.com	415-403-1461 415-403-1416 415-403-1404	415-874-4810 415-874-4810 415-874-4810

A Public Entity Joint Powers Authority

c/o Alliant Insurance Services, Inc. • 100 Pine Street, 11th Floor, San Francisco, CA 94111-5101 • Phone: 415-403-1400 Fax: 415-874-4810



California State University Risk Management Authority

CONTACT LIST				
Coverage	Contact	E-Mail Address	Office	Fax
CSU Chancellor's Office				
CSU Chancellor's Office	Zachary Gifford	zgifford@calstate.edu	562-951-4568	562-951-4859
	Rebecca Skidmore	rskidmore@calstate.edu	562-951-4574	562-951-4859
	Leona Ching	lching@calstate.edu	562-951-4580	562-951-4859
	Alice Kim	akim@calstate.edu	562-951-4627	562-951-4865
	Kelly Cox	kcox@calstate.edu	562-951-4611	562-951-4865
	Robert Eaton	reaton@calstate.edu	562-951-4572	562-951-4971
	Audra Reed	areed@calstate.edu	562-951-4564	562-951-4971
	William Hsu	whsu@calstate.edu	562-951-4500	562-951-4956
	Steve Relyea	srelyea@calstate.edu	562-951-4600	562-951-4971
	Martha Guiditta	mguiditta@calstate.edu	562-951-4557	562-951-4859
	Michael Clements	mclements@calstate.edu	562-951-4091	
	Jessica Liu	jliu@calstate.edu	562-951-4621	
	Cindi Le	cle@calstate.edu	562-951-4651	