



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
2. Frank Mumford, CSU Fullerton Auxiliary Services Corporation, 2600 Nutwood Avenue, Suite 275, Fullerton, CA

Meeting Date: May 8, 2015
Time: 8:00 AM to 12:00 PM

Primary Location: CSU Chancellor’s Office
401 Golden Shore, Munitz 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

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is asked to take action on the consent calendar items as a group, except that a member may request that an item be withdrawn from the Consent Calendar for discussion and action.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 19 and 20, 2015** A p. 5
The Committee will be asked to approve the minutes from their last meetings.
2. **Financial Report**
 - a. **Receipt and Review of the Draft Financial Statements at March 31, 2015** A p. 27
The Committee will be asked to review and accept the unaudited Financial Statement as March 31, 2015.
 - b. **Treasurer’s Report dated April 15, 2015** A p. 39
The Committee review and accept the Treasurer’s Report dated April 15, 2015.

D. GENERAL ADMINISTRATION

1. **Review of FY 15/16 Long Range Action Plan** A p. 41
The Committee will be asked to review and approve the FY 15/16 Long Range Action Plan, with revisions as appropriate

- | | | | |
|-----|--|---|--------|
| 2. | Review of CSURMA Operational Review Report
<i>The Committee will be asked to review and discuss the report, taking action as necessary</i> | A | p. 45 |
| 3. | Insurance and Reinsurance Renewal Report
<i>The Committee will receive a report on the renewals of the excess insurance policies</i> | I | p. 72 |
| 4. | CSU Special Events Risk Management Resource Guide (Campuses and Auxiliary Organizations)
<i>The Committee will be asked to review and approve the proposal for the creation of CSU Special Events Risk Management Resource Guide</i> | A | p. 74 |
| 5. | Workers' Compensation Claims Closure Project
<i>The Committee will be asked to review and approve a proposal for continuing the Workers' Compensation Claims Closure Project</i> | A | p. 78 |
| 6. | Praesidium Contract for Prevention of Sexual Abuse of Minors
<i>The Committee will be asked to discuss the services provided by Praesidium and provide direction for future utilization</i> | A | p. 80 |
| 7. | Workers' Compensation Trends and Benchmarking Proposal
<i>The Committee will be asked to discuss the benefits of membership within CWCI and to delegate authority to the Director of Systemwide Risk Management to pursue membership as appropriate</i> | A | p. 105 |
| 8. | Risk Management Innovation Grant Program
<i>The Committee will be asked to review and approve the grant application received by the EHS Directors Affinity Group for specialized safety training</i> | A | p. 109 |
| 9. | Policy and Procedure No. 15 – Responsibilities of the Treasurer and the Secretary-Auditor
<i>The Committee will be asked to review and recommend approval to the Board of Directors of changes to Policy and Procedure No. 15</i> | A | p. 125 |
| 10. | Form 700 Electronic Filings
<i>The Committee will be asked to discuss the Form 700 electronic filing options available and to direct Staff as appropriate with regard to future utilization</i> | A | p. 129 |
| 11. | Development of Optional Coverage for the University's Business Personal Property (Campus 86)
<i>The Committee will be asked to discuss, and if appropriate, approve the formation of Campus 86 to schedule high valued Campus property at a lower deductible</i> | A | p. 140 |

- 12. **Delegation of Authority to Exercise Program Administration and Brokerage Services Agreement Option** A p. 141
The Committee will be asked to delegate authority to the Treasurer and Secretary-Auditor to negotiate a four-year option to the current contracts

E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS

- 1. **AIME Committee Update** I p. 142
The Committee will receive a verbal report on the AIME program
- 2. **AORMA Programs Update** I p. 143
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. **CSU Fullerton Auxiliary Services / CSURMA coverage dispute with Continental Casualty Company (a CNA Insurance Company)**

G. INFORMATION ITEMS

- 1. **CSURMA Administrative Service Calendar** I p. 144
- 2. **2015 CSURMA Meeting Calendar** I p. 149
- 3. **CSURMA Executive Committee and Staff Contact List** I p. 152

H. ADJOURNMENT

The next CSURMA Executive Committee meeting is scheduled for Friday, September 11, 2015 at 8:30am at the Alliant Office in Newport Beach, CA. If you have questions regarding the agenda package, please contact Mimi Long at mmlong@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 19 AND MARCH 20, 2015

ISSUE: The Committee will be asked to review and approve the draft minutes from its March 19, 2015 and March 20, 2015 meetings.

RECOMMENDATION: It is recommended that the Committee approve the minutes from its March 19, 2015 and March 20, 2015 meetings, including corrections as necessary.

FISCAL IMPACT: None.

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

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA EC Meeting Minutes – March 19, 2015
- b. CSURMA EC LRP Meeting Minutes – March 20, 2015

**MINUTES OF THE
CSURMA EXECUTIVE COMMITTEE MEETING**

MARCH 19, 2015

**ALLIANT INSURANCE SERVICES
1301 Dove Street, 2nd Floor • Newport Beach, CA**

2:30 PM

MEMBERS PRESENT

George Ashkar (Treasurer) – CSU, Office of the Chancellor
Lisa Chavez – CSU, Los Angeles
Robert de Wit (AORMA Chair) - Forty-Niner Shops, Inc., CSULB
Robert Eaton (Secretary/Auditor) – CSU, Office of the Chancellor
Lori Gentles – CSU, Fullerton
Linda Hawk (Acting Chair) – CSU, San Marcos
Mike Lee – CSU, Sacramento (*via Teleconference*)
Frank Mumford (AORMA Vice-Chair) – CSU, Fullerton

MEMBERS ABSENT

Mike Thorpe – CSU, Chico

STAFF, GUESTS & CONSULTANTS

Ron Cortez - San Francisco State University
Kelly Cox - CSU Office of the Chancellor
Melissa Diaz - Alliant Insurance Services, Inc.
Zachary Gifford – CSU, Office of the Chancellor
Daniel Howell - Alliant Insurance Services, Inc.
William Hsu – CSU, Office of General Counsel
Robin Johnson – Law Offices of Robin Johnson
Rob Leong - Alliant Insurance Services, Inc.
Mimi Long - Alliant Insurance Services, Inc.
Rebecca Skidmore – CSU, Office of the Chancellor

A. CALL TO ORDER

The meeting was called to order by the Acting Chair, Linda Hawk at 2:30 PM.

A1. Approval of the Agenda

Linda Hawk noted that Item D6 would be moved to the first discussion item after the consent calendar items.

A motion was made to approve the order of the agenda as presented.

MOTION: George Ashkar
SECOND: Frank Mumford

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

B. PUBLIC COMMENTS

There were no comments from the public.

C. CONSENT CALENDAR

- C1. Approval of Minutes – February 8, 2015**
- C2a. Financial Information - Treasurer’s Report**
- C3. CSURMA Master Investment Policy and Related Investment Policies and Adoption of Resolution No. 03-15 (EC)**
- C4. FY 2014/2015 Midterm Budget Amendments and Adoption of Resolution No. 02-15 (EC)**

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

MOTION: Frank Mumford
SECOND: George Ashkar

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

D. GENERAL ADMINISTRATION

D6. Presentation of CSURMA Operational Review Report

Daniel Howell noted that at the September 2014 meeting the CSURMA Executive Committee determined that it would have a consultant perform an operational review along the lines of a California Association of Joint Powers Authorities (CAJPA) accreditation review. It has been three years since the last review and the Executive Committee's practice has been to perform the review every three years, as if CSURMA were seeking CAJPA accreditation. The Executive Committee determined that the scope of this year's review would be limited to an operational review of the Program Administration and would not include CSURMA accounting services since those services are already audited on an annual basis.

Robin Johnson was introduced to the Executive Committee member. Johnson noted that his best practices experience for JPA's comes from his 30 years of experience working with JPA's as well as his services as a consultant for CAJPA. CAJPA has created a standard of performance for JPA's which has been adopted as the industry standard for performance. Johnson performs four to seven CAJPA audits annually.

Johnson stated that his audit review is broken down into five categories – Governing Documents, Contractual Agreement, General Operations, Programs, and Finance and Accounting. He discussed his major findings.

Governing Documents – The JPA Agreement did not include a provision for withdrawal of the CSU from CSURMA, or how assessments are allocated and levied.

Contractual Agreements – Johnson suggested amendments to a few of the vendor contracts. He also noted that certificates of insurance were not available for all contractors.

General Operations – The Conflict of Interest Code was adopted by the CSURMA Board of Directors but was not filed with the FPPC.

Finance and Accounting – Because CSU Accounting already goes through several audits, Johnson's scope of work for this audit did not include a separate comprehensive audit of the accounting function.

Programs – Johnson finds that the CSURMA and AORMA programs are well documented and administered with proficiency.

Johnson summarized his operational review by stating that CSURMA rates very well and CSURMA can be very proud of its achievements.

The Executive Committee thanked Johnson for his report. Staff was directed to place repeat of this review on the annual service calendar.

A motion was made to accept the report and direction was given to staff to follow-up on the audit recommendations and to report back to the Executive Committee at its next meeting.

MOTION: Frank Mumford

SECOND: Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

D1. Chancellor’s Office Services Budget Proposal for FY 15/16

CSURMA obtains services from the Chancellor’s Office under three memoranda of understanding. Each year, the CSURMA Executive Committee considers the services and budget proposal as a part of the budget adoption process. Linda Hawk asked each Chancellor’s Office member present to update the committee on its service proposal for FY 15/16.

Systemwide Risk Management – Robert Eaton stated that Systemwide Risk Management is proposing a total annual fee of \$1,004,914. \$100,000 has been earmarked for special training and projects. Also Systemwide Risk Management is starting the process of hiring a new EH&S staff member. The goal is to hire a person that has both EH&S and Risk Management experience. The committee wondered if \$100,000 was sufficient for this hire. Eaton noted that the amount budgeted for this position was higher with a base salary of up to \$120,000 and \$54,000 for benefits equaling \$174,000 to come out of the Systemwide Risk Management budget. Zachary Gifford notes that last year Systemwide Office of Risk Management was down one FTE due to a retirement, which amounted to one-third of the staff.

Accounting Services – Kelly Cox notes that CSU Accounting’s fee has remained unchanged at \$325,000 for many years, and is, this year, proposing an increase of \$20,000 to catch up with the CSU general salary increases.

Office of General Counsel – William Hsu stated that CSURMA supports two litigators who serve on litigation of matters covered under the Campus Risk Pool Liability Program. CSURMA would otherwise have to engage outside counsel for these matters handled in house. OGC has proposed a budget of \$438,043. \$338,043 is allocated to the Campus Risk Pool Liability Program and \$100,000 is allocated across all funds within the budget.

A motion was made to accept the Chancellor’s Office Services budget proposals as presented with one amendment for Systemwide Risk Management to include total service costs of \$1,004,914.

MOTION: Frank Mumford

SECOND: George Ashkar

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

D2. Delegation of Authority to Renew Insurance Programs

Daniel Howell mentioned that he was directed by the AORMA Committee to develop a Policy and Procedure that gave ongoing authority to the CSURMA Secretary-Auditor to negotiate and bind insurance renewals within the program’s budgeted amount.

Howell summarized the program renewals.

Liability – Underwriting meetings were held in New York on January 21 – 23 and focused primarily on CSURMA’s Excess Liability Insurance Program. CV Starr, who currently writes the \$10MM xs \$35MM layer and the \$10MM xs \$75MM layer, non-renewed all California public entity liability business. These layers will need to be replaced. Howell anticipates a 2% rate increase, which will result in a 5% cost increase due to FTE growth. Ironshore has confirmed its intent to offer terms on CSURMA.

Property – The property market remains relatively soft. Howell expects the property renewal pricing to be flat or decrease a maximum of 5%.

Workers’ Compensation – the California Workers’ Compensation Insurance market is hardening. The Executive Committee took action in December to bind an 18 month reinsurance program via the CSAC Excess Insurance Authority that will guarantee most of the program costs at the July 1 renewal. CSAC EIA is marketing the excess workers’ compensation and will report on those efforts to the Director of Systemwide Risk Management.

SPLIP & SAFECLIP – These programs continue to have excellent results and no rate increase is expected.

Fidelity – An auxiliary organization loss was just reported – misuse of funds. Because of this, Howell, anticipates no decrease in premium and possibly an increase.

Foreign Travel – The systemwide FTIP policy had a significant loss during FY 13/14 and a large rate increase last year. The CSU International Programs also had increased loss activity. Howell expects renewal cost to be near the expiring cost. Due to quality of coverage and services, loss experience and change logistics, Staff does not recommend marketing this program this year.

Athletic Injury Medical Expense – AIME is fully self-insured up to the NCAA attachment. NCAA has projected increasing their excess attachment point to \$100,000 up from the current \$90,000, but allowed CSU campuses to stay at \$90,000. The AIME Committee is conducting an RFP for its claims administration.

A motion was made to delegate authority to the CSURMA Secretary-Auditor to bind the insurance renewals as appropriate within the budgeted amounts for FY 15/16.

MOTION: Frank Mumford

SECOND: George Ashkar

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

D3. FY 2015/2016 Operating Budget

Rob Leong summarized the changes to the FY 15/16 CSURMA budget and noted that the Chancellor’s Office Enterprise Accounting Services and the Program Administrators worked together to this draft FY 2015/16 budget.

The Total Contributions increased from \$72,397,277 to \$77,026,163. The projected increase in liability and workers’ compensation contributions are due to the actuarial projected claim trend. The projected increase in IDL/NDL/UI contributions is also due to claims trend. The projected decrease in property contributions is due to the change in property rates. No change in AIME contributions (pending recommendation of the AIME Committee) and no change in Auto

Liability contributions of \$648,727 (pending memo from DGS advising 2015/16 Motor Vehicle Self-Insurance Account allocation.)

Insurance premiums increase significantly due to the new reinsurance agreement with CSAC EIA. \$150,000 was added to the Miscellaneous Program Services to be used to purchase or develop a insurance policy management and tracking system. The initial set-up is \$100,000 and will include a data base of historical policy information. The Workshop/Training Expenses has been increased by \$37,745 for additional services by SkillSoft / LawRoom. The Dividend Distribution will be updated based on the decisions at tomorrow’s meeting. Loss Control Expenses have increased by \$133,101, part of which will be used for the special events manual to be developed by Joe Reiser.

A motion was made to recommend approval of the FY 15/16 CSURMA Budget to the Board of Directors including the amendment of the Chancellor’s Office Risk Management Services expense to \$1,004,914.

MOTION: Lisa Chavez
SECOND: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

D4. Campus Coverage Programs FY 2015/2016 Rates and Gross Funding

The committee reviewed the total programs costs at discounted and undiscounted amounts. Daniel Howell noted that the liability program is healthy, but noted that the workers’ compensation program is now funded just at the 70% confidence level with no additional funds above the 70% the confidence level. Due to the contract with CSAC EIA outstanding liabilities are locked in for half of FY 14/15 and the entire FY 15/16. However, as older years develop, Howell suspects that reserves within the workers’ compensation program may decrease to under a 70% confidence level. Because of this Howell, recommends that the committee maintain the undiscounted pricing for FY 15/16.

The auto liability (VELSIP) program did receive its first increase, to \$845,823, in years. The annual cost went from \$688,468 to \$845,823. Howell recommends funding this program at the

FY 14/15 cost of \$688,468 if the committee funds the remaining programs at undiscounted and then billing the increase pricing for next year’s renewal.

A motion was made to maintain the same undiscounted rates as previously approved by the Board of Directors at their October 24, 2014 meeting.

MOTION: George Ashkar

SECOND: Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

D5. Report of Nominating Committee on Executive Committee Elections

The Nominating Committee will make a final report at the April 27, 2015 Board of Directors meeting.

D7. Review of Policies and Procedures (Odd Numbered)

The Executive Committee adopted Resolution No. 04-13 (EC) to review CSURMA’s policies and procedures on a regular basis to ensure administrative tasks remain relevant and effective for its operations. The resolution defines the process for the Executive Committee to review even-numbered policies and procedures in even-numbered calendar years, and odd-numbered policies and procedures in odd-numbered calendar years. Daniel Howell reviewed the odd-numbered policies and procedures with the committee.

Policy and Procedure No. 1 – Staff is recommending no changes. Policy and Procedure No. 3 – Staff is recommending no changes.

Policy and Procedure No. 5 – Staff recommends adding wording which allows the Executive Committee to adjust the audit schedule based business needs such as an RFP or the need to monitor a vendor’s performance.

Policy and Procedure No. 7 – The section stating that the program is transitioning from a cash funding basis to an accrual funding basis has been removed as this has been achieved.

Policy and Procedure No. 13 – Howell recommends changing the workers’ compensation reserve to retention ration from 1 to 1 to 2 to 1. It would be desirable for the pool to retain at least two times the workers’ compensation retention in reserves.

The committee recommended tabling the review of Policy and Procedure No. 15 – Responsibilities of the Treasurer and the Secretary Auditor - to the next meeting in May, 2015, so that staff can review the Policy and Procedure a recommend wording to delegate ongoing authority to the Secretary-Auditor to negotiate and bind the insurance renewals.

A motion was made to accept the changes to #5, #7 and #13 and to table the review of #15 until the next Executive Meeting in May, 2015.

MOTION: Frank Mumford

SECOND: Lori Gentles

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS

E1. AIME Programs Update

Rob Leong reported on the activities of the AIME Committee. An RFP was sent out for the AIME claims administration. The AIME Committee has appointed a rating plan task force to review the AIME rating plan. Due to Mike Thorpe’s terming out, the Executive Committee will need to appoint a new AIME Committee liaison.

E2. AORMA Programs Update

Robert de Wit, the AORMA Committee Chair, noted that the AORMA Committee met in the morning. The AORMA Committee will have three open seats effective July 1, 2015. The AORMA Committee directed Staff to develop and Policy and Procedure to grant permanent authority to the CSURMA Secretary-Auditor to negotiate and bind the insurance renewals. The AORMA Committee decided to extend physical damage coverage to rented vehicles used on non-paved roads. A \$5,000 deductible applies to this extension. The AORMA Committee also reviewed several Policies and Procedures.

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

There were no claims on the agenda for closed session.

G. INFORMATION ITEMS

- G1. Fitting the Pieces Together Conference – 2015**
- G2. Review of FY 2014/2015 Long Range Planning Goals**
- G3. 2015 CSURMA Meeting Calendar**
- G4. CSURMA Administrative Service Calendar**
- G5. CSURMA Executive Committee & Staff Contact List**

The Executive Committee reviewed the information items.

H. ADJOURNMENT

A motion was made to adjourn the meeting at 4:22 PM.

MOTION: Frank Mumford

SECOND: George Ashkar

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee		X		
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

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

MARCH 20, 2015

**ALLIANT INSURANCE SERVICES
1301 Dove Street, 2nd Floor • Newport Beach, CA**

8:00 AM

MEMBERS PRESENT

George Ashkar (Treasurer) – CSU, Office of the Chancellor – *Arrived at 9:29 AM*
Lisa Chavez - CSU, Los Angeles
Robert de Wit (AORMA Chair) - Forty-Niner Shops, Inc., CSULB
Robert Eaton (Secretary/Auditor) – CSU, Office of the Chancellor
Lori Gentles – CSU, Fullerton
Linda Hawk (Acting Chair) – CSU, San Marcos
Mike Lee – CSU, Sacramento
Frank Mumford (AORMA Vice-Chair) – CSU, Fullerton

MEMBERS ABSENT

Mike Thorpe – CSU, Chico

STAFF, GUESTS & CONSULTANTS

Ron Cortez - San Francisco State University
Kelly Cox – CSU, Office of the Chancellor
Melissa Diaz - Alliant Insurance Services, Inc.
Zachary Gifford – CSU, Office of the Chancellor
Daniel Howell - Alliant Insurance Services, Inc.
William Hsu – CSU, Office of General Counsel
Rob Leong - Alliant Insurance Services, Inc.
Mimi Long - Alliant Insurance Services, Inc.
Jacki Graf - Alliant Insurance Services, Inc.
Rebecca Skidmore – CSU, Office of the Chancellor

1. CALL TO ORDER

The meeting was called to order by the Acting Chair, Linda Hawk at 8:04 AM.

2. Review of the CSURMA FY 14/15 Long Range Action Plan

Daniel Howell reviewed the FY 14/15 Long Range Action Plan.

- ✓ CSURMA 101 – The CSURMA 101 presentation is a basic summary of CSURMA. Zachary Gifford and Daniel Howell presented it to the PSSOA staff and it was well received. This item is complete.

- ✓ Unemployment Insurance – Rebecca Skidmore completed her analysis of the UI program and will present her results later in the day.
- ✓ Workers’ Compensation Claims Closure Initiative – A detailed summary of this item will be presented later in the day.
- ✓ Workers’ Compensation Reinsurance – The workers’ compensation coverage with CSAC EIA was bound in January, 2015. This item is completed.
- ✓ OCIP Renewal – A process to document the savings has been put into place. Contractors are now asked to bid with and without insurance coverage which make tracking savings easier.
- ✓ Unmanned Aerial Vehicles – The insurance coverage program has been implemented and completed. The CSU is working on obtaining a blanket Certificate of Authorization (COA) to use UAVs. The CO is also working on creating a manual for the campuses to use to obtain an individual COA if a master COA is not available. UC Merced has several UAVs and Zachary Gifford is in contact.
- ✓ Student Placement Agreements – The CO continues to work on placing blanket agreements with host companies. Blanket letters with indemnity language for the CSU Contract Procurement staff will continue to be developed. This item will stay on the LRP for FY 15/16.

A motion was made to accept the Long Range Action Plan report.

MOTION: Frank Mumford

SECOND: Mike Lee

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				X
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

3. Campus Pooled Program Funding Status

Robert Leong summarized this item and explained the Estimated Funding Projected to FYE 2015 graphs. The Liability Risk Pool has \$13MM in reserve funds excess of the estimated outstanding liabilities at a 70% confidence level. The reserves decreased from \$22MM at 6/30/14 to \$13MM at 6/30/15 due to the \$7MM dividend declared in FY 14/15. The Workers’ Compensation Risk Pool does not have any reserve funds above the 70% confidence level. The estimated outstanding liabilities increased from \$69MM at 6/30/14 to \$80MM at 6/30/15. This is because more self-insured years were added to the program’s outstanding liabilities.

Leong also summarized the Target Surplus Funding Analysis report. For the Liability Risk Pool, the estimated fund balance at 6/30/15 is \$32MM and the estimated outstanding liability, including ULAE, at a 70% confidence level at 6/30/15 is \$19MM. Therefore, the estimated program reserves are \$13MM. When applying the surplus ratios, the largest indicated minimum surplus is Surplus to Retention, or \$5MM. Based on this calculation, \$8,336,706 is the maximum dividend available. It is the practice of CSURMA to distribute 50% of the maximum dividend available. The Workers' Compensation Risk Pool has no excess funds to distribute. The dividend discussion will be before the Executive Committee in September as an action item.

A motion was made to accept these reports.

MOTION: Lisa Chavez
SECOND: Frank Mumford

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				X
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

4. Liability Claims Administration Audit Results

Zachary Gifford summarized this item. CSURMA engaged Dennis Mitchell of Bickmore Risk Servicers to conduct a performance review of its liability claims administration provided by the Systemwide Office of Risk Management. Bickmore finds an overall performance level of 96% which indicates a superior performance level. Gifford noted that iVOS is being updated to include a litigation screen which will include the attorney's name and case number.

A motion was made to accept the Campus Liability Risk Pool claims administration audit.

MOTION: Frank Mumford
SECOND: Mike Lee

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				X
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			

Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

5. Status of Form 700 Filing

The committee reviewed the status of the Form 700 files. Mimi Long noted that as of today, 26 Form 700’s are still outstanding. Lisa Chavez noted that electronic filing may be available but thought it might be problematic for the CSU.

A motion was made to accept the report and to direct Staff to continue to follow up for the outstanding reports from the signers as well as contacting the Campus VPs for assistance, if necessary.

MOTION: Frank Mumford

SECOND: Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				X
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

6. Annual Review of (1) Data Security Policy and (2) the Integrated CSU Administration Manual

The Executive Committee resolved to annually review applicable sections of the Integrated CSU Administrative Manual (ICSUAM) and any updates thereto, as well as CSURMA’s data security policies. Kelly Cox noted that CSU Accounting reviews all updates to the ICSUAM and if applicable will recommend adoption by CSURMA. Cox explained that two new policies – 1001.00 - Delegation of Authority to Obligate the University and 7100.00 – Identity Access Management appear to be applicable to CSURMA. Cox summarized the two new policies.

1101.00 states that it is the policy of the CSU that the development, executive and management of contracts that obligate the CSU to perform functions, to participate in activities, or that provide access to CSU resources follow an explicit delegation of authority as authorized by the

campus president. 7100.00 state that the CSU Information Security Policies require secure, reliable and timely methods to control access to information assets. Identity Access Management is a framework that consists of governance, process and technology to control access to information, systems and physical resources using Electronic Identities. The policy identifies the responsibilities of CSU Campuses and the Chancellor’s Office related to Identity and Access Management.

The Executive Committee agreed with Cox’s recommendation to adopt these two new ICSUAM policies.

A motion was made to adopt Resolution No. 04-15 (EC).

MOTION: Frank Mumford

SECOND: Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				X
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

7. Review of Auxiliary Service Provider Report

Zachary Gifford summarized the results of the Auxiliary Service Provider Report. On an annual basis CSU Systemwide Risk Management contacts CSURMA members who regularly use vendor services and asks them to complete an on-line vendor survey. This process allows CSURMA to evaluate those organizations that provide services. For 2014 the following vendors and service providers were listed on the survey:

- | | |
|--|---|
| <i>Alliant (Program Admin)</i> | <i>Alliant (Claims – property/crime/GL-2011)</i> |
| <i>Alliant (Insurance Broker)</i> | <i>CO Risk Management (liability claims)</i> |
| <i>Alliant (W/C consulting)</i> | <i>AON e-Solutions (iVOS – W/C & Liability)</i> |
| <i>CO Risk Management (Consulting)</i> | <i>Workplace Answers (web-based training)</i> |
| <i>A-G Admin (AIME)</i> | <i>CO Enterprise Accounting</i> |
| <i>Equifax-TALX (UI claims)</i> | <i>Belfor (property restoration)</i> |
| <i>Sedgwick CMS (W/C claims)</i> | <i>Har-bro (property restoration)</i> |

Overall the vendors who provide services to CSURMA continue to score well within the 80th percentile. The complete 2014 Vendor Survey Report will be posted on the CSURMA website.

8. Workers' Compensation Program Claims Closure Initiative Update

Zachary Gifford and Jacki Graf summarized the progress on this item – the Double Play Project. The project began on a pilot basis, focusing on the oldest SELF claims within Southern California. Double Play is a collaborative effort that engages a team of Workers' Compensation professionals to evaluate and strategize old, costly or problematic Workers' Compensation claims for resolution and/or enhanced employee care. The focus of Double Play is to review claims for a fresh perspective. The Double Play team consisting of Corey Ingber, Zachary Gifford, Jacki Graf, Trish Daniels and the Sedgwick Claims Examiners as well as the Campus Claim Coordinators and defense attorneys, if assigned, have met on four separate occasions to brainstorm regarding settlement or claim cost reduction strategies.

Graf explained one such strategy that resulted in a significant cost savings on a claim. The initial Medicare Set Aside projection was \$446,000. Through actions directed by the double play discussion - deposition of the treating physician with the injured worker and husband present - a revised Medicare Set Aside was issued for \$20,000. This was sent to CMS for approval. CMS approved a Medicare Set Aside of \$206,000. The double play strategy reduced the medical exposure on the claim by \$240,000. This is a significant savings and far outweighs the consulting costs to date.

Staff recommends continuing this program and for FY 15/16 and, going forward, it is recommended that subsequent legal fees from Corey Ingber be allocated directly to the associated claim file for reimbursement.

The Executive Committee directed Staff to bring a proposal to the next meeting for an ongoing program. Also, the committee asked that the quarterly Workers' Compensation Score Cards be included in the May agenda packet.

Gifford confirmed that the Score Cards are currently sent to the Campus Claims Coordinators. Staff was directed to also send the Score Cards to the Campus Risk Managers as well as CABO.

9. Agility Recovery

Daniel Howell explained the Agility Recovery proposal. Agility Recovery is a business continuity services provider. Agility helps restore critical operations at or near the members' location, focusing on four key elements of disaster recovery - electrical power, alternate workspace, hardware, and connectivity for staff. The proposed membership fee is \$5,990 per month, or \$71,880 annually. This includes a maximum of ten CSU disaster locations at any one time.

Howell explained that the services provided by Agility are a subset of the services Belfor would normally subcontractor for, but with this contract, CSURMA members avoid the "mark-up" by having an Agility membership via CSURMA. Also, because CSURMA has a contract with Agility, the Members will be first in line for services should a major disaster occur.

A motion was made to delegate authority to the CSURMA Secretary-Auditor to negotiate and bind this new service.

MOTION: Frank Mumford

SECOND: Lori Gentles

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

10. Policy and Procedure Outlining Underwriting Guidelines for Granting Additional Insured Status

As explained by Daniel Howell, Alliant has been delegated authority to issue certificates of insurance for the members; however, there is no criterion in place for granting additional covered party status.

A motion was made to direct Staff to develop a process for issuing certificates of insurance and granting additional insured status.

MOTION: Frank Mumford

SECOND: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

11. Unemployment Insurance Trend Report

Rebecca Skidmore provided an overview of her unemployment insurance evaluation. The committee review charts and graphs provided. The first quarter’s claims are always the largest due to the summer break when the adjunct professors are laid off. The committee discussed techniques to reduce adjunct professors from filing UI claims - consider issuing a letter which includes the reasonable expectation that the adjunct professors will be hired back in fall; incorporate into the employment letter a statement which confirms that the adjunct professor does not desire to work full-time.

Skidmore mentioned that some campuses have high UI claims in comparison to the other campuses. A review of those campuses might reveal some UI claims controlling techniques to be put into place. The committee suggests having the Campus Human Resources Offices involved in the UI discussion.

The goal of this project was to identify opportunities that might exist or that could be developed to lower the overall UI costs and to assess the resources and ability of the CSU to successfully implement or change its business model to optimize those opportunities.

A motion was made to direct Staff to create a UI White Paper for Steve Relyea which discusses techniques to lower UI costs and resources available to CSU to successfully implement a plan.

MOTION: Frank Mumford

SECOND: Lori Gentles

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

12. Blanket Surety Bond for CSU’s On-Line Instruction

Daniel Howell advised that certain states require the University to post a surety bond prior to offering on-line instruction within those states. Howell has been informed that it appears each campus offering on-line instruction is being asked to post separate bonds. Considering that the CSU is one legal entity, it may be possible to post a single bond for all of the campuses. The bond could list all of the CSU Campuses and Auxiliary Organizations that are required to post a bond.

A motion was made to direct staff to research the single bond approach and report back at the May, 2015 meeting.

MOTION: Frank Mumford
SECOND: Mike Lee

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

13. CSU / UC Workers' Compensation Summit

Zachary Gifford explained that he has been meeting with his counterparts at the University of California to share workers' compensation information and develop benchmarking data. It was discussed that the CSU and UC workers' compensation claims examiners would benefit from joining together in a professional development summit. Gifford explained that the CSU / UC workers' compensation summit would be a two day affair and would be offered to all of the CSU and UC workers' compensation claims examiners. Campus EH&S and Risk Managers would be invited as well. The first day may include a brainstorming session between the CSU and UC workers' compensation claims examiners discussing strategies and best practices. The second day would have a series of informational sessions. Gifford hopes to have the summit in Oakland. It is expected that the cost to sponsor this summit would be approximately \$30,000 if CSURMA co-sponsors the activity and reimburses travel expenses for one representative from each CSU campus.

A motion was made to approve an expenditure of \$30,000 for the CSU / UC Workers' Compensation Summit.

MOTION: Mike Lee
SECOND: Robert de Wit

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			

Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

14. Workers’ Compensation Trends, Benchmarking Endeavors and Legislation Analysis

Zachary Gifford and Daniel Howell explained that the California Workers’ Compensation Institute (CWCI) is a research and educational association which provides workers’ compensation statistical information for public entities. Public entities can join as associate members for \$3,500 annually. This allows the member to review statistical industry information. CWCI also offers a more expensive membership of \$27,000 annually, which allows the member to compare its own loss information to the remaining members. Graf mentioned that she and Gifford will attend a webinar on March 30th to receive an overview of the services provided by CWCI. Staff was directed to develop a benchmarking project for the Executive Committee to review.

15. Development of New Programs, Services and Projects

Daniel Howell noted that the programs, services and projects for FY 15/16 will be summarized in the next item.

16. Development of CSURMA Goals for Next One to Three Years

The Executive Committee decided on the following projects for FY 15/16:

1. Master Student Placement Agreements with Key Partners – Pipeline report in September, 2015 and semi-annual report thereafter. Post on website? Contract store?
2. Filing of Form 700’s - Lisa Chavez will provide additional information on why this may be problematic for CSU.
3. Workers’ Compensation Case Closure Initiative – Jacki will explain strategies for moving from a pilot program to an ongoing program, May, 2015.
4. Agility Recovery Property Loss Response Program – July 1, 2015 implementation and communication plan.
5. Additional Covered Party Policy and Procedure – December, 2015
6. Develop Master Multi-State Surety Program for On-Line Education Programs – Report to Executive Committee in September, 2015
7. Joint CSU - UC Workers’ Compensation Summit – Winter 2016
8. Program Benchmarking Project – Internal and External Benchmarks. September Executive Committee project plan and milestones and deliverable.
9. Develop Special Events Risk Management Manual – FY 15/16 create manual and FY 16/17 roll out training on learning management system.

- 10. Select and Implement Searchable Insurance Policy Database – Present a plan at the September Executive Committee.
- 11. Unemployment Insurance Trend Report White Paper to summarize the ongoing issues for Steve Relyea – September, 2015

A motion was made to direct Staff to develop for the next Board and Executive Committee meetings the FY 15/16 Long Range Plan based on the discussions at today’s meeting.

MOTION: Frank Mumford
SECOND: Mike Lee

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

ADJOURNMENT

A motion was made to adjourn the meeting at 11:05 AM.

MOTION: Frank Mumford
SECOND: George Ashkar

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar	X			
Lisa Chavez	X			
Robert de Wit	X			
Lori Gentles	X			
Linda Hawk	X			
Mike Lee	X			
Frank Mumford	X			
Mike Thorpe				X

MOTION CARRIED

DRAFT FINANCIAL STATEMENT AT MARCH 31, 2015

ISSUE: The Chancellor's Office Financial Services Accounting prepares Financial Statements for CSURMA. The Draft Financial Statement at March 31, 2015 is provided as an attachment to this item. The Executive Committee is asked to review the Draft Financial Statement as part of the Consent Calendar. The Chancellor's Office Finance Services Accounting will be on hand to answer questions.

RECOMMENDATION: It is recommended that the Executive Committee review and accept the Draft Financial Statement at March 31, 2015 as part of the Consent Calendar.

FISCAL IMPACT: None.

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

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft Financial Statement at March 31, 2015.

California State University Risk Management Authority
Member Aged Accounts Receivable
As of 4/13/2015

Client Name	Current	31-60 Days	Balance
Associated Students Inc, CSU Northridge	\$17,043.00	\$0.00	\$17,043.00
Associated Students Incorporated CSU East Bay	\$9,088.00	\$0.00	\$9,088.00
b Associated Students Incorporated, Cal Poly Pomona	\$31,346.00	\$12,386.00	\$43,732.00
Associated Students Incorporated, CSU Chico	\$63,132.00	\$0.00	\$63,132.00
Associated Students Incorporated, CSU Long Beach	\$23,633.00	\$0.00	\$23,633.00
Associated Students Incorporated, CSU Sacramento	\$32,985.00	\$0.00	\$32,985.00
Associated Students of Humboldt State University	\$604.00	\$0.00	\$604.00
Associated Students of San Diego State University	\$39,116.00	\$0.00	\$39,116.00
b Associated Students, CSU Fullerton	\$29,001.00	\$7,408.00	\$36,409.00
Associated Students, Inc., CSU Dominguez Hills	\$2,346.00	\$0.00	\$2,346.00
Associated Students, Inc., San Francisco SU	\$20,004.00	\$6.00	\$20,010.00
Associated Students, Inc., San Luis Obispo	\$28,852.00	\$0.00	\$28,852.00
Associated Students, Inc.of Sonoma State University	\$4,351.00	\$0.00	\$4,351.00
Cal Poly Corporation	\$81,650.00	\$0.00	\$81,650.00
b Cal Poly Pomona Foundation, Inc.	\$0.00	\$320.00	\$320.00
Cal State Los Angeles University Auxiliary Svcs Inc	\$67,754.00	\$0.00	\$67,754.00
Capital Public Radio, Inc.	\$7,548.00	\$0.00	\$7,548.00
CSU Bakersfield Foundation	\$9,910.00	\$0.00	\$9,910.00
CSU Bakersfield, Auxiliary for Sponsored Pgrms Admin	\$3,669.00	\$0.00	\$3,669.00
CSU Channel Islands University Glen Corporation	\$10,916.00	\$0.00	\$10,916.00
b CSU Chico Research Foundation	\$69,718.00	\$35,519.00	\$105,237.00
CSU Dominguez Hills Foundation	\$33,473.00	\$0.00	\$33,473.00
CSU Fresno Association	\$57,563.44	\$0.00	\$57,563.44
CSU Fresno Athletic Corporation	\$20,220.00	\$0.00	\$20,220.00
CSU Fresno Foundation	\$48,151.00	\$0.00	\$48,151.00
CSU Fullerton University Auxiliary Services Corporation	\$63,222.00	\$0.00	\$63,222.00
a CSU, Long Beach Research Foundation	\$61,844.88	\$66.00	\$61,910.88
Forty-Niner Shops Incorporated, CSU Long Beach	\$57,993.00	\$0.00	\$57,993.00
Humboldt State Univ Sponsored Programs Foundation	\$52,491.00	\$0.00	\$52,491.00
Humboldt State University Advancement Foundation	\$8,660.00	\$0.00	\$8,660.00
b San Diego State University Research Foundation	\$25,000.00	\$220.00	\$25,220.00
San Jose State University Research Foundation	\$117,985.00	\$0.00	\$117,985.00
Santos Manuel Student Union, CSU San Bernardino	\$14,357.00	\$0.00	\$14,357.00
Spartan Shops Inc., San Jose State University	\$58,015.00	\$0.00	\$58,015.00
Student Union Inc., San Jose State University	\$9,622.00	\$0.00	\$9,622.00
b The Donald P. & Katherine B. Loker Un. Student Union, Inc.	\$958.00	\$959.00	\$1,917.00
The Tower Foundation, San Jose State University	\$10,805.00	\$0.00	\$10,805.00
The University Corporation at Monterey Bay	\$36,262.00	\$0.00	\$36,262.00
The University Corporation, CSU Northridge	\$118,330.00	\$0.00	\$118,330.00
The University Corporation, San Francisco State	\$17,757.00	\$0.00	\$17,757.00
Univ Auxiliary & Research Svcs Corp, CSU San Marcos	\$33,565.00	\$0.00	\$33,565.00
Univ Enterprises Inc. CSU Sacramento	\$255,600.00	\$0.00	\$255,600.00
University Center, Humboldt State University	\$25,639.00	\$0.00	\$25,639.00
University Enterprises Corporation at CSUSB	\$61,849.00	\$0.00	\$61,849.00
University Student Union Board, CSU Los Angeles	\$14,952.00	\$0.00	\$14,952.00
University Student Union, CSU Northridge	\$29,981.00	\$0.00	\$29,981.00
University Student Union, CSU Stanislaus	\$1,277.00	\$0.00	\$1,277.00
Totals:	\$1,788,238.32	\$56,884.00	\$1,845,122.32

a The members indicated that the payment of invoices have been made and would be received in April 2015.
b CSURMA accounting has been working with the members for the outstanding balances.

**California State University Risk Management Authority
Outstanding Member Loan Status
As of 3/31/2015**

Loan Pool: 15% of the overall average cash and investment for the preceding 12 months (Apr 2014 - Mar 2015)

\$ 27,784,749.21

Member Name	Maturity Date	Original Issue Date	Original Issue Amount	Outstanding Loan Balance 3/31/2015	Outstanding Loan Balance 6/30/2014
Humboldt State University Advancement Foundation	Oct 2017 (Extension)	Aug 2008	\$ 2,535,000.00	\$ 2,000,000.00	\$ 2,000,000.00
CSU Fresno	Sep 2018 (Extension)	Nov 2008	\$ 4,500,000.00	\$ 1,094,267.44	\$ 1,492,420.20
CSU Northridge	Jun 2015	May 2010	\$ 5,000,000.00	\$ -	\$ 1,514,161.17
CSU Sacramento	Jun 2019	May 2014	\$ 4,000,000.00	\$ 1,486,079.00	\$ -
Total Loans			\$ 16,035,000.00	\$ 4,580,346.44	\$ 5,006,581.37

Remaining Amount Available for Member Loans

(The remaining amount reflects CSU Sacramento Line of credit balance of \$2,513,921.)

\$ 20,690,481.77

***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 investment for the preceding 12 months (Apr 2014 - Mar 2015)

\$ 9,261,583.07

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

Processed from July 1, 2014 to March 31, 2015

Dates of Travel	Traveler	Location	Purpose	Lodging	Meals & Incidentals	Transportation & Business Expenses	Total Amount
11/21 - 11/25/14	Steve Relyea	London	CSU Underwriting Meeting	\$ 1,309.16	\$ 256.17	\$ 1,337.95	\$ 2,903.28
1/5/2015	Zachary Gifford	Los Angeles	Sebastian vs CSU Mediation at Judicate West	\$ -	\$ -	\$ 43.83	\$ 43.83
1/12/2015	Zachary Gifford	San Francisco	CSURMA W/C Meeting	\$ -	\$ 10.56	\$ 264.81	\$ 275.37
1/21 - 1/22/15	Rebecca Skidmore	Austin, TX	ERM Training Seminar - Part I	\$ 184.13	\$ 31.77	\$ 706.25	\$ 922.15
1/21 - 1/23/15	Zachary Gifford	New York, NY	Underwriting Meetings with Ironshore, ARCH, AWAC & Crisis 360	\$ 459.10	\$ 46.55	\$ 620.36	\$ 1,126.01
2/8 - 2/9/15	Zachary Gifford	Pasadena	CSURMA EC Meeting / CABO Meeting	\$ -	\$ -	\$ 66.90	\$ 66.90
2/24 - 2/26/15	Rebecca Skidmore	Austin, TX	ERM Training Seminar - Part II	\$ 437.74	\$ 63.16	\$ 902.89	\$ 1,403.79
3/4 - 3/10/15	Zachary Gifford	Sonoma / Oakland	CSAC EIA Meeting / ORIM Visit / SRM & CSURMA Training Sessions	\$ 259.31	\$ 38.75	\$ 291.73	\$ 589.79
3/19 - 3/20/15	Zachary Gifford	Newport Beach	AORMA Committee and CSURMA EC Meeting	\$ -	\$ -	\$ 55.20	\$ 55.20
3/19 - 3/20/15	Rebecca Skidmore	Newport Beach	AORMA Committee and CSURMA EC Meeting	\$ -	\$ -	\$ 41.75	\$ 41.75
3/26/2015	Zachary Gifford	San Diego	Richardson vs CSU Mediation at JAMS	\$ -	\$ -	\$ 147.63	\$ 147.63
Total Travel Expenses processed from 1/1/15 to 3/31/15				\$ 2,649.44	\$ 446.96	\$ 4,479.30	\$ 7,575.70
Previously Reported							
10/7/2014	Zachary Gifford	San Francisco	CSAC EIA Meeting	\$ -	\$ -	\$ 259.14	\$ 259.14
10/13/2014	Zachary Gifford	Santa Ana	Gibson vs CSU Mediation at Judicate West	\$ -	\$ -	\$ 39.42	\$ 39.42
10/20 - 10/21/14	Zachary Gifford	Oakland / Sacramento	Luna et. al mediation / CABO Meeting	\$ 108.39	\$ 30.59	\$ 428.57	\$ 567.55
10/31/2014	Zachary Gifford	San Francisco	Williams vs SJSU Mediation at Judicate West	\$ -	\$ -	\$ 386.37	\$ 386.37
11/5 - 11/6/14	Zachary Gifford	Chico	Chico State University visit with RM, EH&S, Research Foundation, WCC / Meeting with SELF	\$ 99.00	\$ 52.93	\$ 322.81	\$ 474.74
11/12/2014	Zachary Gifford	San Francisco	CSURMA Team Meeting and "Agility" Conference Call	\$ -	\$ -	\$ 260.64	\$ 260.64
11/22 - 11/26/14	Robert Eaton	London	CSU Underwriting Meeting	\$ 918.93	\$ 244.25	\$ 2,240.42	\$ 3,403.60
12/4 - 12/5/14	Zachary Gifford	Newport Beach	AORMA Committee and CSURMA Executive Committee Meeting	\$ -	\$ -	\$ 64.96	\$ 64.96
12/19/2014	Zachary Gifford	San Francisco	Clark Construction et. al vs CSU (SJSU University Village Mediation)	\$ -	\$ -	\$ 431.37	\$ 431.37
Total Travel Expenses processed from 10/1/14 to 12/31/14				\$ 1,126.32	\$ 327.77	\$ 4,433.70	\$ 5,887.79

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

Processed from July 1, 2014 to March 31, 2015

Dates of Travel	Traveler	Location	Purpose	Lodging	Meals & Incidentals	Transportation & Business Expenses	Total Amount
7/14 - 7/16/14	Zachary Gifford	Folsom, Sonoma, Maritime	CSAC-EIA meeting in Folsom, AORMA Officer's Retreat in Sonoma, and Speaking w/CSU DFO meeting at CalMaritime	\$ 246.52	\$ 21.29	\$ 449.22	\$ 717.03
7/17/2014	Zachary Gifford	Santa Ana	LeClair vs CSULB and CSULB Foundation Mediation at Judicate West	\$ -	\$ -	\$ 34.38	\$ 34.38
7/23/2014	Rebecca Skidmore	Los Angeles	AON Client Meeting	\$ -	\$ -	\$ 4.00	\$ 4.00
8/6 - 8/8/14	Zachary Gifford	San Luis Obispo	AOA HR Committee Meeting, dinner w/committee officers, and two presentations at meeting. CSURMA EC agenda, scheduling needs, etc.	\$ 289.16	\$ 22.00	\$ 236.32	\$ 547.48
8/13/2014	Rebecca Skidmore	Fullerton	OES FEMA Disaster Recovery Training at CSUF	\$ -	\$ -	\$ 19.04	\$ 19.04
8/18 - 8/19/14	Zachary Gifford	San Francisco	Annual CSU/CSURMA Stewardship Meeting: Genex /Scripnet /CypressCare, Sedgwick and CSURMA Team Meeting	\$ 142.67	\$ 21.85	\$ 282.84	\$ 447.36
8/20 - 8/22/14	Rebecca Skidmore	Hayward	CA Public Higher Ed Collaborative Bus and Admin Services Conference at CSUEB	\$ 254.16	\$ 45.09	\$ 461.45	\$ 760.70
9/4/2014	Zachary Gifford	Oxnard	WC "Double Play" meeting, claim files review w/Ingber, Graf Daniels, Defense Attorneys, and WC examiner	\$ -	\$ -	\$ 88.48	\$ 88.48
9/10 - 9/12/14	Zachary Gifford	Newport Beach	AORMA Long Range Planning, AORMA Committee, and CSURMA EC meeting	\$ -	\$ -	\$ 80.64	\$ 80.64
9/11 - 9/12/14	George V. Ashkar	Newport Beach	CSURMA EC Meeting	\$ 206.32	\$ 55.00	\$ 32.71	\$ 294.03
9/12/2014	Kelly Cox	Newport Beach	CSURMA EC Meeting	\$ -	\$ -	\$ 21.52	\$ 21.52
9/12/2014	Robert Eaton	Newport Beach	CSURMA EC Meeting	\$ -	\$ -	\$ 24.64	\$ 24.64
9/17 - 9/18/14	Zachary Gifford	Reno/Tahoe	CAJPA Conference speaking w/Dr. Kriegel & Dr. Lu (CSUF)	\$ 194.47	\$ 26.03	\$ 532.98	\$ 753.48
9/21 - 9/24/14	Rebecca Skidmore	Louisville, KY	2014 URMIA Conference	\$ 523.38	\$ 89.19	\$ 1,283.00	\$ 1,895.57
9/22/2014	Zachary Gifford	San Diego	Early Neutral Evaluation in Federal Court w/Magistrate Burkhardt re: Richardson vs SDSU	\$ -	\$ -	\$ 141.84	\$ 141.84
9/25/2014	Zachary Gifford	Santa Ana	LeClair vs CSU Mediation at Judicate West	\$ -	\$ -	\$ 39.42	\$ 39.42
Total Travel Expenses processed from 7/1/14 to 9/30/14				\$ 1,856.68	\$ 280.45	\$ 3,732.48	\$ 5,869.61
Grand Total				\$ 5,632.44	\$ 1,055.18	\$ 12,645.48	\$ 19,333.10

California State University Risk Management Authority

Balance Sheet - Campus Programs as of 3/31/2015

(Unaudited)

		Workers'				Auto	Total Campus
Assets:	Liability	Compensation	IDL/NDI/UI	Property	AIME	Liability	Programs as of 3/31/2015
Cash and Investments	5,549,309	10,645,081	1,048,752	1,584,835	567,148	0	19,395,125
Other long-term investments	32,136,295	60,927,990	5,981,632	9,062,994	3,242,226	0	111,351,137
Accounts receivable	758,599	0	0	0	0	0	758,599
Loan receivable	0	0	0	0	0	0	0
Accrued interest receivable	2,088	3,966	390	590	211	0	7,244
Prepaid insurance	968,417	30,253,579	517	227,443	3,894	172,117	31,625,967
Prepaid expense	157,827	2,560,107	5,278	172,426	212,355	0	3,107,992
Total assets:	39,572,534	104,390,722	7,036,568	11,048,287	4,025,835	172,117	166,246,063
Liabilities:							
Accounts payable	45,002	759,800	2,763,430	7,514	2,987	0	3,578,733
Unearned revenue	3,332,277	8,299,040	3,125,000	1,305,227	894,437	172,117	17,128,098
SELF assessment liability	0	10,908,929	0	0	0	0	10,908,929
Reported claims	10,611,337	40,331,339	0	0	133,384	0	51,076,060
Claims incurred but not reported	8,426,560	24,969,777	0	0	1,778,452	0	35,174,789
Total liabilities:	22,415,176	85,268,885	5,888,430	1,312,741	2,809,260	172,117	117,866,610
Fund balance	17,157,358	19,121,837	1,148,138	9,735,546	1,216,575	0	48,379,454
Total liabilities and fund balance	39,572,534	104,390,722	7,036,568	11,048,287	4,025,835	172,117	166,246,063

California State University Risk Management Authority

Balance Sheet - AORMA Programs as of 3/31/2015

(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs as of 3/31/2015
Assets:						
Cash and Investments	1,227,276	1,601,737	260,125	50,302	635,862	3,775,303
Other long-term investments	7,025,653	9,169,917	1,484,576	287,551	3,637,850	21,605,547
Accounts receivable	96,915	1,696	6	0	54,576	153,193
Loan receivable	0	0	0	0	0	0
Accrued interest receivable	457	597	97	19	237	1,406
Prepaid insurance	78,683	3,170,341	18,310	49,373	124	3,316,830
Prepaid expense	326,814	394,481	47,278	3,892	1,263	773,729
Total assets:	8,755,798	14,338,769	1,810,391	391,137	4,329,912	29,626,008
Liabilities:						
Accounts payable	546,961	853,107	2,651	281	340,502	1,743,502
Unearned revenue	715,060	12,705	393,289	83,181	0	1,204,234
SELF assessment liability	0	0	0	0	0	0
Reported claims	2,064,682	4,256,597	0	0	0	6,321,279
Claims incurred but not reported	1,063,926	4,812,977	0	0	0	5,876,903
Total liabilities:	4,390,629	9,935,386	395,940	83,462	340,502	15,145,918
Fund balance	4,365,170	4,403,383	1,414,451	307,675	3,989,410	14,480,089
Total liabilities and fund balance	8,755,798	14,338,769	1,810,391	391,137	4,329,912	29,626,008

California State University Risk Management Authority

Balance Sheet - Miscellaneous Programs as of 3/31/2015

(Unaudited)

	Misc Purchased	OCIP	Club Sports	Loans	Total Misc Programs as of 3/31/2015	Grand Total All Programs as of 3/31/2015
Assets:						
Cash and Investments	(4,463)	287,260	26,584	(706,174)	(396,793)	22,773,634
Other long-term investments	(25,483)	1,624,979	151,894	(3,874,172)	(2,122,783)	130,833,901
Accounts receivable	3,592	0	0	0	3,592	915,383
Loan receivable	0	0	0	4,580,346	4,580,346	4,580,346
Accrued interest receivable	0	0	10	0	10	8,660
Prepaid insurance	0	1,129,170	56,859	0	1,186,029	36,128,827
Prepaid expense	0	246,209	2,253	0	248,463	4,130,183
Total assets:	(26,354)	3,287,618	237,600	0	3,498,864	199,370,934
Liabilities:						
Accounts payable	0	5,106	164	0	5,270	5,327,505
Unearned revenue	0	0	88,111	0	88,111	18,420,444
SELF assessment liability	0	0	0	0	0	10,908,929
Reported claims	0	0	0	0	0	57,397,339
Claims incurred but not reported	0	0	0	0	0	41,051,692
Total liabilities:	0	5,106	88,276	0	93,381	133,105,909
Fund balance	(26,354)	3,282,512	149,324	0	3,405,482	66,265,025
Total liabilities and fund balance	(26,354)	3,287,618	237,600	0	3,498,864	199,370,934

California State University Risk Management Authority

Income Statement - Campus Programs as of 3/31/2015

(Unaudited)

	Liability	Workers' Compensation	IDL/NDI/UI	Property	AIME	Auto Liability	Total Campus Programs
OPERATING REVENUES:							
Contributions	10,369,354	24,897,119	9,375,000	7,348,047	2,683,312	516,351	55,189,183
Reinsurance premiums	(127,500)	0	0	(3,311,254)	0	0	(3,438,754)
Total operating revenues:	10,241,854	24,897,119	9,375,000	4,036,793	2,683,312	516,351	51,750,429
OPERATING EXPENSES:							
DIRECT PROGRAM EXPENSES:							
Claims payment & legal expenses	8,095,387	13,643,072	10,333,598	228,910	1,866,634	0	34,167,600
Deductible recoveries	(2,550,044)	0	0	0	0	0	(2,550,044)
Claims administrators	62,967	2,811,690	48,104	0	97,500	0	3,020,260
Claims management information system	25,072	0	0	0	0	0	25,072
Program administrator	149,394	303,960	128,136	152,324	7,407	0	741,221
Brokerage commissions	249,309	207,943	184	361,329	1,302	0	820,067
Insurance premiums	2,838,998	7,452,178	0	711,016	11,239	516,351	11,529,782
Taxes, assessments & fees	156,579	0	0	0	0	0	156,579
Actuarial services	4,750	5,250	0	0	2,750	0	12,750
Miscellaneous program services	1,668	3,137	0	0	0	0	4,805
Workshops/training	28,421	23,291	9,229	6,602	0	0	67,543
Loss control	128,721	24,895	0	0	0	0	153,616
Reinsurance/excess recovery	0	(3,863,385)	0	0	0	0	(3,863,385)
Program committee	0	0	0	0	2,445	0	2,445
Dividend distributions	8,677,518	0	0	0	0	0	8,677,518
Total direct program expenses:	17,868,740	20,612,031	10,519,251	1,460,181	1,989,277	516,351	52,965,830
GENERAL & ADMINISTRATIVE EXPENSES:							
Financial audit	6,601	15,235	5,736	4,132	1,643	0	33,347
Executive committee & board expenses	638	1,473	555	400	159	0	3,224
JPA insurance	1,832	4,229	1,592	1,147	456	0	9,256
Memberships, associations & dues	3,259	2,445	920	663	244	0	7,531
Chancellor's office accounting services	37,419	86,368	32,519	23,426	9,312	0	189,045
Risk management expenses	76,825	177,324	66,766	48,097	19,119	0	388,131
Miscellaneous indirect services	2,880	6,544	2,585	1,851	693	0	14,554
Total general & administrative expenses:	129,455	293,618	110,673	79,717	31,626	0	645,088
Total operating expenses:	17,998,194	20,905,649	10,629,924	1,539,898	2,020,902	516,351	53,610,918
NON-OPERATING REVENUES:							
Investment income	523,401	1,210,728	112,155	144,911	57,770	0	2,048,964
Total non-operating revenues:	523,401	1,210,728	112,155	144,911	57,770	0	2,048,964
BEGINNING RETAINED EARNING	24,390,297	13,919,640	2,290,907	7,093,740	496,395	0	48,190,979
NET SURPLUS/(DEFICIT)	(7,232,939)	5,202,197	(1,142,769)	2,641,806	720,179	(0)	188,475
ENDING RETAINED EARNINGS	17,157,358	19,121,837	1,148,138	9,735,546	1,216,575	(0)	48,379,454

California State University Risk Management Authority

Income Statement - AORMA Programs as of 3/31/2015

(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs
OPERATING REVENUES:						
Contributions	2,802,858	3,219,797	2,268,136	249,542	2,241,115	10,781,448
Reinsurance premiums	(637,500)	0	(1,159,857)	0	0	(1,797,357)
Total operating revenues:	2,165,358	3,219,797	1,108,279	249,542	2,241,115	8,984,091
OPERATING EXPENSES:						
DIRECT PROGRAM EXPENSES:						
Claims payment & legal expenses	1,383,346	1,500,983	176,586	0	871,088	3,932,003
Deductible recoveries	(271,172)	0	0	0	0	(271,172)
Claims administrators	9,975	158,423	0	0	23,273	191,671
Claims management information system	0	0	0	0	0	0
Program administrator	436,266	257,295	186,459	17,877	34,593	932,490
Brokerage commissions	47,835	35,287	137,919	11,255	44	232,341
Insurance premiums	235,573	938,600	77,712	148,078	0	1,399,963
Taxes, assessments & fees	0	47,252	0	0	0	47,252
Actuarial services	9,500	5,500	0	0	0	15,000
Miscellaneous program services	0	0	0	0	0	0
Workshops/training	7,928	9,137	6,684	704	6,101	30,554
Loss control	70,503	80,941	0	0	0	151,444
Reinsurance/excess recovery	(160,813)	(9,502)	0	0	0	(170,315)
Program committee	2,755	3,158	2,291	243	2,158	10,605
Dividend distributions	464,087	715,802	0	0	0	1,179,889
Total direct program expenses:	2,235,785	3,742,878	587,652	178,156	937,256	7,681,726
GENERAL & ADMINISTRATIVE EXPENSES:						
Financial audit	1,754	2,012	1,458	155	1,376	6,755
Executive committee & board expenses	170	195	141	15	133	653
JPA insurance	487	559	405	43	382	1,875
Memberships, associations & dues	21	24	17	2	16	79
Chancellor's office accounting services	9,946	11,408	8,264	878	7,801	38,296
Risk management expenses	20,420	23,423	16,967	1,802	16,016	78,627
Miscellaneous indirect services	779	906	662	69	573	2,989
Total general & administrative expenses:	33,576	38,526	27,913	2,963	26,296	129,275
Total operating expenses:	2,269,361	3,781,404	615,565	181,119	963,553	7,811,001
NON-OPERATING REVENUES:						
Investment income	112,827	164,727	24,762	4,584	55,566	362,466
Total non-operating revenues:	112,827	164,727	24,762	4,584	55,566	362,466
BEGINNING RETAINED EARNINGS	4,356,346	4,800,263	896,974	234,669	2,656,281	12,944,533
NET SURPLUS/(DEFICIT)	8,824	(396,880)	517,476	73,006	1,333,129	1,535,556
ENDING RETAINED EARNINGS	4,365,170	4,403,383	1,414,451	307,675	3,989,410	14,480,089

California State University Risk Management Authority
Income Statement - Miscellaneous Programs as of 3/31/2015

(Unaudited)

	Misc Purchased	OCIP	Club Sports	Total Misc Programs	Grand Total All Programs
OPERATING REVENUES:					
Contributions	304,721	5,813,332	197,863	6,315,916	72,286,547
Reinsurance premiums	0	0	0	0	(5,236,111)
Total operating revenues:	304,721	5,813,332	197,863	6,315,916	67,050,436
OPERATING EXPENSES:					
DIRECT PROGRAM EXPENSES:					
Claims payment & legal expenses	0	0	0	0	38,099,603
Deductible recoveries	0	0	0	0	(2,821,216)
Claims administrators	0	0	3,750	3,750	3,215,681
Claims management information system	0	0	0	0	25,072
Program administrator	0	227,083	0	227,083	1,900,795
Brokerage commissions	57,624	40,400	6,083	104,107	1,156,515
Insurance premiums	331,502	1,663,359	127,743	2,122,604	15,052,348
Taxes, assessments & fees	0	0	0	0	203,831
Actuarial services	0	0	0	0	27,750
Miscellaneous program services	0	0	0	0	4,805
Workshops/training	0	0	0	0	98,097
Loss control	0	0	0	0	305,060
Reinsurance/excess recovery	0	0	0	0	(4,033,699)
Program committee	0	0	0	0	13,051
Dividend distributions	0	0	0	0	9,857,407
Total direct program expenses:	389,126	1,930,842	137,576	2,457,544	63,105,100
GENERAL & ADMINISTRATIVE EXPENSES:					
Financial audit	0	2,808	90	2,898	43,000
Executive committee & board expenses	0	271	9	280	4,158
JPA insurance	0	779	25	804	11,936
Memberships, associations & dues	0	0	0	0	7,610
Chancellor's office accounting services	0	15,918	512	16,430	243,772
Risk management expenses	0	32,682	1,051	33,733	500,492
Miscellaneous indirect services	0	1,279	40	1,320	18,862
Total general & administrative expenses:	0	53,738	1,728	55,466	829,829
Total operating expenses:	389,126	1,984,581	139,303	2,513,010	63,934,929
NON-OPERATING REVENUES:					
Investment income	0	0	2,328	2,328	2,413,757
Total non-operating revenues:	0	0	2,328	2,328	2,413,757
BEGINNING RETAINED EARNINGS	58,051	(546,239)	88,437	(399,752)	60,735,760
NET SURPLUS/(DEFICIT)	(84,405)	3,828,751	60,887	3,805,234	5,529,265
ENDING RETAINED EARNINGS	(26,354)	3,282,512	149,324	3,405,482	66,265,025

California State University Risk Management Authority

Income Statement as of 3/31/2015

(Unaudited)

	Budget vs. Actual			Percent of Budget
	FY 2014/2015 Budget	Year-to-Date Ending 3/31/2015	Variance	
OPERATING REVENUES:				
Contributions	93,872,043	72,286,547	21,585,496	77.01%
Reinsurance premiums	(6,951,482)	(5,236,111)	(1,715,371)	75.32%
Total operating revenues:	86,920,561	67,050,436	19,870,125	77.14%
OPERATING EXPENSES:				
DIRECT PROGRAM EXPENSES:				
Claims payment & legal expenses	61,588,447	38,099,603	23,488,844	61.86%
Deductible recoveries	(4,050,000)	(2,821,216)	(1,228,784)	69.66%
Claims administrators	4,661,895	3,215,681	1,446,214	68.98%
Claims management information system	35,000	25,072	9,928	71.64%
Program administrator	2,449,686	1,900,795	548,891	77.59%
Brokerage commissions	1,334,227	1,156,515	177,712	86.68%
Insurance premiums	27,456,751	15,052,348	12,404,403	54.82%
Taxes, assessments & fees	263,003	203,831	59,172	77.50%
Actuarial services	26,000	27,750	(1,750)	106.73%
Claims audit	22,000	0	22,000	0.00%
Coverage counsel	16,000	0	16,000	0.00%
Program legal	2,500	0	2,500	0.00%
Miscellaneous program services	11,755	4,805	6,950	40.88%
Workshops/training	159,988	98,097	61,891	61.32%
Loss control	818,154	305,060	513,094	37.29%
Reinsurance/excess recovery	(7,401,949)	(4,033,699)	(3,368,250)	54.50%
Program committee	30,688	13,051	17,637	42.53%
Dividend distributions	10,501,251	9,857,407	643,844	93.87%
Total direct program expenses:	97,925,396	63,105,100	34,820,296	64.44%
GENERAL & ADMINISTRATIVE EXPENSES:				
Financial audit	48,000	43,000	5,000	89.58%
Executive committee & board expenses	34,000	4,158	29,842	12.23%
JPA insurance	27,500	11,936	15,564	43.40%
Memberships, associations & dues	7,450	7,610	(160)	102.15%
Chancellor's office accounting services	325,000	243,772	81,228	75.01%
Risk management expenses	935,000	500,492	434,508	53.53%
JPA legal	5,000	0	5,000	0.00%
Miscellaneous indirect services	15,000	18,862	(3,862)	125.75%
Total general & administrative expenses:	1,396,950	829,829	567,121	59.40%
Total operating expenses:	99,322,346	63,934,929	35,387,417	64.37%
NON-OPERATING REVENUES:				
Investment income	2,500,000	2,413,757	86,243	96.55%
Total non-operating revenues:	2,500,000	2,413,757	86,243	96.55%
NET SURPLUS/(DEFICIT)	(9,901,785)	5,529,265	(15,431,050)	(55.84)%

TREASURER'S CERTIFICATION

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 accept the Treasurer's Report dated April 15, 2015 as a part of the Consent Calendar.

FISCAL IMPACT: None.

BACKGROUND: The objective of ensuring that CSURMA has sufficient funds is to assure that policies and procedures are in effect and followed to protect and preserve the JPA's financial assets.

PUBLICATION: None.

ATTACHMENT(S):

- a. Treasurer's Certification Letter dated April 15, 2015



California State University Risk Management Authority

Officers

Linda Hawk
Acting Chair - 760-750-4950

TBD
Vice Chair

George V. Ashkar
Treasurer - 562-951-4671

Robert Eaton
Secretary-Auditor - 562-951-4572

To: Executive Committee
CSU Risk Management Authority

From: George V. Ashkar
Treasurer of CSU Risk Management Authority

Re: Treasurer's Certification

Date: April 15, 2015

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

A handwritten signature in black ink that reads "George V. Ashkar".

George V. Ashkar, Treasurer

FY 15/16 LONG RANGE ACTION PLAN

ISSUE: The Executive Committee held its long range planning session on March 20, 2015. The planning session consisted of a review of the FY 14/15 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 15/16 and beyond. Based on the discussions during the long range planning session, Staff drafted the FY 15/16 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 15/16 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 15/16 Long Range Action Plan (draft)

FY 2015/16 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-1 FORM 700 ELECTRONIC FILING					
Research the ability to electronically file the CSURMA Form 700's	1	Confirm if CSURMA is able to file its Form 700's electronically	PA	May, 2015	
	2	Evaluate available software options	PA, SRM	August, 2015	
	3	Select appropriate software	EC	September, 2015	
	4	Develop implementation plan and communications	PA	November, 2015	
	5	Implement electronic filing of form 700's	PA	January, 2016	
	6	Monitor roll out and report to CSURMA EC	PA	March, 2016	
LRP-2 WORKERS' COMPENSATION CLAIMS CLOSURE INITIATIVE					
Develop and implement plan to reduce WC claims liability, with specific goal to	1	Report on program Progress to CSURMA Board	PA, SRM	April, 2015	Completed
	2	Identify additional claims for action, adopt strategy	PA, SRM, Sedgwick, Consultant	May, 2015	
	3	Implement transition to claim filing billing of project costs	PA, SRM, Sedgwick, Consultant	July, 2015	
	4	Status report to CSURMA EC	PA, SRM	September, 2015	
	5	Status report to CSURMA EC, continuation evaluation	PA, SRM	May, 2016	
LRP-3 AGILITY RECOVERY PROPERTY LOSS RECOVERY PROGRAM					
Agility Recovery Program	1	Advise CSURMA BOD of Program Development	PA, SRM	April, 2015	Completed
	2	Negotiate and bind the Agility Recovery Program services as an added feature of the Campus and AORMA property Programs	PA, SRM	July, 2015	
	3	Announce the roll out Agility Recovery Program through a bulletin to campus and auxiliary organization staff	PA, SRM	July, 2015	
	4	Develop loss event protocol to trigger use of Agility services	PA, SRM	July, 2015	
	5	Report on usage and outcomes	PA, SRM	March, 2016	
	6	Determine whether to continue the program for FY 16/17	EC	March, 2016	
LRP-4 ADDITIONAL COVERED PARTY - POLICY AND PROCEDURE					
Develop a Policy and Procedure that describes the underwriting criteria for granting additional insured status	1	Develop a Policy and Procedure describing the underwriting criteria for granting additional insured status, prepare draft MOC, endorsement and certificate changes	PA, SRM, OGC	September, 2015	
	2	CSURMA EC review and recommendation to the BOD	EC	September, 2015	
	3	CSURMA BOD review, approval and adoption	BOD	October, 2015	
LRP-5 ON-LINE EDUCATION MULTI-STATE SURETY INITIATIVE					
Place a blanket surety bond for all	1	Determine scope of on-line programs and jurisdictions, research if placement of a blanket bond, or alternative Systemwide placement approach, is feasible	PA, SRM, OGC	August, 2015	

FY 2015/16 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
CSU campuses and auxiliary organizations that provide on-line university courses	2	Present information to the CSURMA EC for direction	PA, SRM, OGC	September, 2015	
	3	Report on project to CSURMA BOD	PA, SRM, OGC	October, 2015	
	4	Approval of blanket or alternative surety program as appropriate	EC	December, 2015	
	5	Implement program and communicate with campus stakeholders	PA	January, 2016	
LRP-6 STUDENT PLACEMENT AGREEMENTS					
Implement more master insurance and indemnity agreements with key hosting partners	1	Research existing placement agreements for student internships, particularly in Teaching, Nursing/Allied Health, and Service Learning programs to identify key hosting partners	PA, SRM	August, 2015	
	2	Present list of key target hosts to CSURMA EC	PA, SRM	September, 2015	
	3	Draft proposed master insurance and indemnity language for student placement agreements and contact key hosting partners	PA, SRM, OGC	October, 2015	
	4	Update CSURMA BOD on progress	PA, SRM	October, 2015	
	5	Report to EC on Progress of Master Insurance and Indemnity Agreements	SRM	March, 2016	
LRP-7 CSU / UC WORKERS' COMPENSATION SUMMIT					
Plan a CSU / UC Workers' Compensation Summit to share claim strategies and best practices	1	Plan the CSU / UC Workers' Compensation Summit agenda	SRM	September, 2015	
	2	Update the CSURMA EC on status of the Summit development	SRM, EC	September, 2015	
	3	Send out Workers' Compensation Summit invitations	PA, SRM	November, 2015	
	4	Conduct the Summit	SRM	February, 2016	
	5	Report back to the CSURMA EC as to the Summit take-aways	SRM, EC	March, 2016	
LRP-8 CAMPUS AND AORMA RISK PROGRAM BENCHMARKING AND TREND ANALYSIS					
Develop a Workers' Compensation statistical industry benchmarking operation	1	Research benchmarking resources available	PA	April, 2015	Completed
	2	Develop conceptual proposal for short and long term benchmarking	PA, SRM	May, 2015	
	3	Approval of initial benchmarking project scope and costs	EC	May, 2015	
	4	Implement initial project	PA, SRM	September, 2015	
	5	Initial report to CSURMA EC and BOD, and CSU CABO	PA, SRM	October, 2015	
	6	Report to AORMA Membership at AOA Conference	PA, SRM	February, 2016	
	7	Presentation of sustainable long term benchmarking program	PA, SRM	March, 2016	
	8	Approval of long term benchmarking project scope and costs	EC	March, 2016	
LRP-9 SPECIAL EVENTS RISK MANAGEMENT MANUAL					
Creation of a Special Events Manual	1	Identify and engage consultant to develop Special Events Risk Management Manual and training modules	SRM	August, 2015	
	2	Oversee the creation of a special events risk management manual	SRM	June, 2016	
	3	Roll out manual to all campus and auxiliary organization staff	SRM	July, 2016	

FY 2015/16 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
	4 Post manual on the CSURMA website	PA	July, 2016	
	5 Present the Special Events Risk Management Training at Fitting the Pieces Together Conference	SRM	November, 2016	
	6 Roll out special events training on the CSU learning management system	SRM	July, 2017	

LRP-10 INSURANCE POLICY DATABASE

Implementation of an Insurance Policy Database to assist with litigation	1	Research and identify viable software products	PA, SRM	September, 2015	
	2	Approve selection of software product	EC	September, 2015	
	3	Project overview report to CSURMA BOD and CABO	SRM, PA	October, 2015	
	4	Populate database with Phase 1 data	PA	February, 2016	
	5	Present Phase 1 project results and recommendations for Phase 2	SRM, PA	March, 2016	
	6	Approve Phase 2 and ongoing database maintenance plan	EC	March, 2016	

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

REVIEW OF CSURMA OPERATIONAL REVIEW REPORT

ISSUE: At its September 2014 meeting, the CSURMA Executive Committee determined that it would have a consultant perform an operational review along the lines of a California Association of Joint Powers Authorities (CAJPA) accreditation review. Robin Johnson was retained to perform the review and presented his report to the Executive Committee at its March 20, 2015 meeting. Staff will be present at today's meeting to discuss the status of actions being taken in response to the report.

RECOMMENDATION: It is recommended that the Committee review and discuss the Operational Review Report, taking action or providing direction as appropriate.

FISCAL IMPACT: No additional cost is anticipated from action at today's meeting.

BACKGROUND: The report preparer, Robin Johnson, is a practicing attorney in the Sacramento area who has previously worked with joint powers authorities as an administrator. He has served as Chair of the CAJPA Legislative Committee for several years and performs CAJPA accreditation reviews.

PUBLICATION: The report will be posted on the CSURMA website.

ATTACHMENT(S):

- a. CSURMA Operational Review - April 2015
- b. CSURMA Operational Review - Response Matrix



California State University Risk Management Authority

**CALIFORNIA STATE UNIVERSITY
RISK MANAGEMENT AUTHORITY**

OPERATIONAL REVIEW

April 2015

by

Robin Johnson, Esq.

California State University Risk Management Authority

Operational Review

April 2015

INTRODUCTION

In 1997, California State University Risk Management Authority (CSURMA) was created through a Joint Powers Agreement authorized by California Government Code sections 6500, et seq. The mission of CSURMA was, and is, to join California State University (CSU) with the Auxiliary Organizations (Auxiliaries) “to protect member resources by providing broad coverage and quality risk management services that stabilize risk costs in a reliable, economical and beneficial manner.” CSURMA provides a number of programs to both CSU and the Auxiliaries. However, the needs of CSU and the Auxiliaries are different, both in terms of member retention and risk management services. In addition, the programs for CSU and the programs for the Auxiliaries are different in terms of the sharing of losses as well as the risk management services provided.

The main programs offered, named by the coverage provided, are the CSU liability, workers’ compensation, property and crime programs and the Auxiliary Organizations Risk Management Alliance (AORMA) liability, workers’ compensation, property and crime programs. All of these programs have a layer retained by CSURMA with excess insurance taking limits to a higher level above the CSURMA retention.

The legal characteristic of a joint powers authority is interesting because it takes on the character of the public entity of its membership while being required to follow some rules that apply to special districts. Thus, CSURMA is governed by laws applicable to state agencies, while also needing to abide by some laws applicable to local agencies. This will become apparent as one reads through this report.

The governing body of CSURMA is the Board of Directors, consisting of 30 directors. The Executive Committee provides more direct oversight and policy implementation than the Board of Directors, working closely with the contract administrator, Alliant Insurance Services (Alliant), which are collectively referred to as “staff” in this document. The Auxiliaries have their own Committee that reports to the Executive Committee. This Committee and its subcommittees review the Auxiliaries’ programs and give guidance as to general policies affecting their programs.

This report reviews the overall effectiveness of CSURMA and areas where its operations may be enhanced and the documents altered to conform to applicable laws and to meet the standards generally applied to self-insurance joint powers authorities.

EXECUTIVE SUMMARY

The review of the general operations of CSURMA gives the management of CSURMA a general understanding of the level of performance relative to other joint powers authorities and discloses

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some areas for improvement. A rating system was applied to give the reader a better feel for the level of performance in each area. A lower score does not mean that CSURMA necessarily needs to change. It merely points out areas where CSURMA may consider changes in policies or procedures. However, the “best practices” the industry has adopted are not necessarily those that CSURMA wants to adopt.

This review broke down the areas of study into the following sections:

- I. Governing Documents – a review of the Joint Powers Agreement (Agreement), Bylaws, and Policies and Procedures;
- II. Contracts – a review of the existing contracts for major services;
- III. General Operations – a review of the manner in which meetings are conducted, the communications with members, the competence of staff and management, and whether the Agreement, Bylaws and Policies and Procedures are being followed;
- IV. Programs – a review of the documentation of the programs; and
- V. Finance and Accounting – a review of the policies and procedures of funding, finance and investments.

The CSURMA Governing Documents are well written and maintained with few exceptions. These exceptions are:

1. CSURMA files did not include a copy of the Joint Powers Agreement signed by CSU;
2. There is a seemingly incorrect reference in the Agreement to Government Code section 6505, which should be section 6505.5;
3. There is no provision for the withdrawal of CSU from the Agreement; the withdrawal of CSU is one trigger for the termination of the agreement, making the provision that much more important; and
4. The assessment provision in the Bylaws does not state how such an assessment will be distributed, such as based on contributions or contributions and losses.

Contractual Agreements provide the major services needed for the operations of CSURMA. The following summarizes some areas that CSURMA may want to consider changing in future contracts or in contract management.

1. The Alliant contract for brokerage, unlike the administration contract, has no provision for cancellation. Because this contract has the option to extend beyond one-year terms, such a provision is valuable.
2. The Carl Warren contract for liability claims adjusting should (a) defend and indemnify for claims from Carl Warren’s negligence, whether solely or jointly (b) expand the conflict of interest provision to include co-defendants, and (c) specify in the scope of work that the claims to be adjusted are those under the liability Memorandum of Coverage.

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3. The Employer's Group unemployment claims management should have a provision for cancellation.
4. The Praesidium contract should require professional liability.
5. Staff should obtain and maintain certificates of insurance for coverages required under the contracts. These were unavailable for some contractors.

The Operations of CSURMA adhered to the law and the Governing Documents except the filing of the Conflict of Interest Code. The Conflict of Interest Code was adopted as amended by the Board prior to October 2014 as required by the Government Code. However, it was not filed. The Conflict of Interest Code needs to be filed with the Fair Political Practices Commission (FPPC).

The Finance and Accounting practices of CSURMA, including investing, meet the legal requirements and funding of the AORMA programs, and meet the standards generally accepted in the industry for proper funding. Although the CSURMA auditors have opined that GASB 10 does not apply to CSURMA, the GASB 10 requirements for certain disclosures and supplemental information would provide additional insight into the financial operations of CSURMA. CSURMA, therefore, may consider providing these disclosures and the supplemental information in a different format than the audited financial statements. Overall, CSURMA is managed well with documentation of major policies and procedures for ease of transition of staff members as well as transparency. Its overall rating places it among those joint powers authorities with outstanding overall management.

I. GOVERNING DOCUMENTS

The Agreement and Bylaws generally meet the requirements of both contract law and Government Code sections 6500, et seq. CSU is a government agency that meets the requirements as a public entity for Section 6500 purposes. Government Code section 6516.9 allows the Auxiliaries to enter into a joint powers agreement, such as this one forming the CSURMA. It is interesting to note that the CSURMA Agreement is between CSU and each Auxiliary, rather than the usual joint powers agreement which is among the signatories of the parties.¹ This distinction probably has little effect because of the relationship between CSU and its Auxiliaries. However, an Auxiliary could defend a claim by another Auxiliary for breach of contract.

The Agreement and Bylaws are generally well written and meet most of the requirements of contract law and the Government Code. Because this study is to assist CSURMA in its governance and for the sake of brevity, I will only disclose those areas where I had some concerns, which are listed below.

1. Although CSURMA has copies of the signature pages for all the participating Auxiliaries, it does not seem to have a copy of a signature page from CSU. Although

¹ The introductory statement of the Agreement reads, "THIS AGREEMENT is made and entered into by and between the Trustees of the California State University . . . and its auxiliary organizations . . ."

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CSU is not likely able to deny it is a party to the Agreement or that the action to participate was taken by an individual without the power to enter into such Agreement, it is good practice to retain proper signatures of all the parties to the contract.

2. Government Code section 6505 requires the Agreement to provide for strict accountability of all funds and a report of all receipts and disbursements. Section 6505.5 requires the Treasurer to, among other duties, receive all money of the agency and place it in the treasury, and to be responsible, upon his bond, for the safekeeping of such funds, and to pay all sums due from the agency upon warrants from the auditor. Section 6509.5 requires the investment of money not required for immediate use to be the same as for a local agency under section 53601. The Treasurer's report and other reporting seem to be in compliance with sections 53601 and 53646. The Treasurer's activities seem to be in conformity with the duties described in Section 17 of the Agreement. Thus, from a review of the general operations and the audited financial statement, CSURMA seems to be managing the funds of the organization in conformity with the laws and the dictates of the Agreement and the Bylaws. The Agreement, however, seems to erroneously refer to section 6505 in Section 7(a)(iv). It reference section 6505, which is the requirement of reporting the receipts and disbursements. Section 6505.5 references the receipts and disbursements of the moneys received.
3. The term of the Agreement is set to expire upon the withdrawal of all Auxiliaries or CSU. However, there is no provision in the Agreement enabling, or establishing a procedure for, CSU to withdraw.
4. There are provisions for assessments under Section 20(b)(ii) of the Agreement. However, there does not seem to be a process for determining the amount of the assessment to each member. Assessments seem to be allowed only when the pool funds are likely to be exhausted before the next influx from contributions. This sounds like a cash flow analysis. The more common practice in the joint powers industry is to activate assessments or at least a plan for assessments when the joint powers authority's assets are less than its liabilities, generally well before it is short of cash.

II. CONTRACTS

The contracts with service providers are important to CSURMA, not only to make sure CSURMA is receiving the services for which it has paid, but for the rights and responsibilities of the parties. Except for a partial review of the scope of services provided by Alliant, I reviewed the provider contracts with less of an emphasis on the scope of work, believing CSURMA is in the best position to know if it is receiving the services that it expected from the contracts. My emphasis in reviewing the contracts is to assure the basic requirements of a contract are included and CSURMA's interests are reasonably protected.

A. Program Administration Contract

The contract with Alliant for the general administration of CSURMA contains the basic requirements of the term of the contract, compensation, and the scope of services described in sufficient detail as to be enforceable. The contract imposes a fiduciary duty upon Alliant to disclose any conflicts of interest as well as refrain from any activity that may impair its fidelity to CSURMA. It also contains provisions for indemnification where Alliant may cause loss to CSURMA due to negligent conduct by Alliant. The contract also requires an insurance policy to support the indemnification. Alliant maintains copies of certificates of insurance for CSURMA as proof of Alliant's compliance with the insurance requirements.

The scope of work defines fairly well the services to be provided, while allowing for additional services, with comparable compensation, to be included as CSURMA determines such services are needed or desired. The measure of performance is reflected in the whole of this report, which reviews the administration of CSURMA.

B. Program Brokerage

The brokerage contract with Alliant is also well written, with the exception that there seems to be no cancellation provision. Although a brokerage agreement without a cancellation provision is probably acceptable for an annual contract, this contract may be extended for many years. Thus, as a safety net, CSURMA should have a provision to allow cancellation with or without cause such that CSURMA can alter the contract as circumstances change. A provision for cancellation without cause reduces the chance of lawsuits should the contract be cancelled.

C. Liability Claims Administration

The contract with Carl Warren may be drafted to provide more protection for CSURMA. The indemnification provision is weak, with Carl Warren indemnifying for defense and indemnity for liability caused **solely** by the wrongful acts of Carl Warren. The contract also does not require Carl Warren to maintain any insurance. Thus, there were no certificates of insurance offered with this contract.

The conflict of interest provision for claimants is admirable. However, I would expand that disclosure and rights to CSURMA to include co-defendants and clarify that the duty to disclose extends throughout the life of the claim. It is probably just as likely that Carl Warren will have a conflict from another defendant or potential defendant, such as a city in which an affected campus resides, than with another claimant.

The scope of work in the contract could be more carefully drafted to apply to claims brought under the coverage document of CSURMA rather than claims brought by third parties against CSURMA. CSURMA may consider a redrafted contract rather than accepting an extension on the existing contract.

D. Workers' Compensation Claim Adjusting

Sedgwick's claims services contract provides a well-defined scope of work, and a reasonable allocation of the assumption of risk based on whose negligence caused the loss, disclosures of conflicts of interest etc.

E. Unemployment Claims Management

Although the Employers Group contract's scope of work was hard to determine from all the comments regarding what they can do or do for other clients, I was able to determine with fair accuracy what the bargained for services were intended to be.

The contract with the Employers Group extends until June 30, 2018. However, there does not seem to be any provision for cancellation, leaving one to argue breach of contract or other reason to terminate the contract should such action be necessary. The contract also lacks an indemnification provision for liabilities incurred by the representation of Employers Group.

F. Safety and Loss Control

The contract with Alliant for loss control services seems to be more of a proposal rather than a contract. Perhaps the Administration Agreement could be amended to include the loss control services or a separate contract should be drafted.

The contract with Praesidium seems appropriate as to compensation, indemnification, etc. because of the nature of the contract as one for a license to use Praesidium's online programs, except perhaps for insurance. Professional liability insurance is probably appropriate requirement for the use of an online platform agreement. The certificates of insurance are missing from the file.

The contract with Target Safety seems well written and provides at least a reliance on a professional skill that is commensurate with industry standards.

G. Administration of the Contracts

The contracts have been maintained for easy review by the administration. A follow-up system needs to be implemented to make sure the insurance requirements are being met.

III. GENERAL OPERATIONS

A. Government Code

The management of CSURMA has substantially complied with the Government Code requirements and best practices found in the industry of joint powers authorities. The filing of the Joint Powers Agreement and the Public Agency Roster, also called the "Statement of Facts," is important in order to maintain the procedural and substantive legal protections afforded a public entity under the Government Code. Staff has filed the Joint Powers Agreement and the Public Agency Roster with the Secretary of State in a timely fashion. In addition to the filings with the

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Secretary of State, staff has filed the requisite financial statements with the State Controller and the County of San Francisco.

Staff has the duty to bring the Conflict of Interest Code to the Board for review prior to October 1st of every even year, and to administer the disclosures annually on Form 700 for those officers leaving or entering office during the year. Staff has done well with the process, including abiding by the new directions from the FPPC for those entities not in public buildings to send these documents to the FPPC for safekeeping. Alliant sends the original documents to the FPPC and maintains copies for its own records.

The Conflict of Interest Code was amended recently, causing a delay in the filing of the amended Code with the FPPC. Although the Board of CSURMA had approved the changes, I was advised that there are procedures within the CSU system that require additional approvals prior to the filing. Staff should advise the Executive Committee of the status of the filing of the Code until it is filed with the FPPC and recognized by it.

The Bagley-Keene Act, Government Code sections 11120 et seq., requires meetings to be open to the public, with a 10-day notice to the CSURMA Board and Committees. CSURMA physically posts notices of the meetings of the CSURMA Board and Committees at the Treasurer's location, meeting that requirement of the Bagley-Keene Act. CSURMA also complies with Government Code section 11125(a), which requires the agendas to be posted on CSURMA's website.

Minutes of each meeting are drafted and placed on the consent calendar of the following meeting for adoption. These minutes have sufficient detail that discussions occurring and actions taken at the meeting are clear to one who did not attend the meeting.

CSURMA maintains and follows a record retention policy with security and backup that meets or exceeds the standard of practice for joint powers authorities.

B. Organizational Issues

CSURMA seems to conduct an effective strategic planning session, although somewhat separate, with CSU having a session while AORMA holds its own. There seems to be some coordination or alignment of interests between the two groups because the conflicting, if any, issues between the Auxiliaries and CSU do not seem to be apparent.

Communications seems to be well maintained with much of the information available on the CSURMA website regarding the governance of CSURMA, the program of CSURMA and the available services. The website has pages to assist members with getting certificates of coverage, filing claims, and other transaction with the joint powers authority. The website also hosts many bulletins regarding safety, transfer of risk, and loss control.

Staff has an internal tickler system to remind them when certain requirements are coming due, such as a review of the investment policy, the filing of the financial reports, and items that require periodic presentation to the Board or Committees. Staff issues an annual report

summarizing the activities of the year so all interested parties will know CSURMA's accomplishments for the year.

C. Staff and Board Training

Training provides a good basis for oversight and policy direction for the Board and Committees, while staff training brings ideas to meet the mission and purpose of CSURMA. Both staff and the Board of CSURMA receive training on issues regarding joint powers authorities, liability, and workers compensation. Staff participates in the California Association of Joint Powers Authorities (CAJPA) and the Association of Governmental Risk Pools (AGRIP), and other organizational training emphasizing the best practices of pooling risks. Staff receives training in risk management in public entities through its participation in the Public Agency Risk Managers Association (PARMA), the Public Risk Management Association (PRIMA), the Risk Management Society (RIMS) and other organizations. The Board and CSURMA members also receive training at CAJPA, PARMA and other organizations.

IV. PROGRAMS

Workers' compensation coverages are defined by the Memorandum of Coverage and distributed to those participating in the program. The claims management is performed by Sedgwick, which received a favorable claims audit in 2014. Most areas show improvement from the audit in 2009, with the three-point contact and the follow-up contact needing improvements.

The CSURMA liability program is well documented, with coverage clear and the documents available on the website. The forms are also available on the website for filing claims, obtaining certificates, etc. The CSU liability program is adjusted by the Office of Risk Management, a department within the State of California. The overall rating of the claims audit in 2013 was favorable, with areas needing improvement in (1) the claims disposition and payment and (2) the investigations. Carl Warren adjusts the claims for AORMA. The claims audit performed in 2013 showed superior performance with only one area, litigation/recovery management, needing some improvement, but still within the auditor's acceptable range.

Policy and procedures establish settlement authority and dispute resolution, as well as required claims audits and actuarial studies. Thus, the coverage programs' coverages, policies and procedures are well documented and administered with proficiency.

V. FINANCE AND ACCOUNTING

A. Audited Financials

A joint powers authority must adhere to generally accepted accounting principles (GAAP) and other accounting standards. This review looks at some of the basics of those requirements and relies on the financial auditor's representations. KPMG reviewed and opined on the financials for the fiscal year ending June 30, 2014. KPMG's opinion states that CSURMA's accounting procedures follows GAAP standards. KPMG has opined that GASB 10, requiring special disclosures and supplementals of an independent public entity risk pool, does not apply to

CSURMA. Although the additional disclosures and supplementals are not required, CSURMA might consider including this information in a separate document as additional information to its members.

A breakout of the liability and the workers' compensation programs in the audited financials would be helpful in determining the financial viability of these programs.

The indications of the financial strength of CSURMA from its financial statements relies heavily on a well-reasoned actuarial estimate of losses. CSURMA has actuarial studies applying to both the workers' compensation pool as well as the liability pool. The professionals at AON performing the actuarial studies are well versed in the art/science of projecting ultimate liabilities. The discount rate of two percent for workers' compensation and liability claims is fairly standard in the self-insurance pooling industry.

The audited financial statements are distributed to CSURMA's members.

B. Annual Budget

The Government Code requires the governing board of a joint powers authority to adopt a budget for that organization. CSURMA follows this requirement with comparative information from the prior year.

C. Quarterly Reports

Staff provides the Executive Committee with quarterly financial statements, keeping Committee members informed of developments throughout the year.

The Treasurer makes a quarterly report as required by the Government Code and makes the requisite findings regarding (1) whether the investments are in compliance with the CSURMA's Investment Policy, and (2) whether there are sufficient funds to meet the cash flow requirements of CSURMA for the following six months.

D. General Funding of AORMA

From the unaudited financial reports as of June 30, 2014, the AORMA programs are well funded, are meeting or exceeding the equity targets stated in the Target Equity Policy, and are meeting all the generally accepted minimum ratios for joint powers authorities. Some of these measurements are confidence levels above 70 percent, equity to SIR above 5 times, and loss reserves to equity below 4.

Assuming CSURMA does not need to follow GASB disclosures, the financial reports, including the audited financials, are revealing of the financial position of the pool and indicate that the strength of at least the AORMA programs seems sound.

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EXHIBIT 1

GOVERNING DOCUMENTS

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Singed Copy of JPA	10		No signature for CSU	
JPA Specifically creates the Authority	2	Y		
JPA States Purpose	5	Y		
List Common Powers	3	Y		
JPA Names Member for Manner of Exercising Power	5	Y		
JPA States Strict Accountability/Designate Treasurer	5	Y		
Debts of Agency Addressed	2	Y		
Provides for Bylaws	2	Y		
Provides for Governing Body	2	Y		
Statement Not Jointly Liable per 6512.2	2	Y		
Termination by a Party not Completion of Purpose	2	Y		
Means of Dissolving	5	Y		
JPA Provides for Distribution of Property/Surplus Money at Dissolution	5	Y		
Total Points	50	40		80%

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EXHIBIT 2

CONTRACTS

CONTRACTS - PROGRAM ADMINISTRATION AND BROKERAGE

ALLIANT - JPA ADMINISTRATION

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Scope of Work	10	Y		
Indemnification Provision	10	Y		
Insurance Provision	5	Y		
Disclosure of Conflicts	10	Y		
Compensation	10	Y		
Ownership of Records	5	Y		
Term	5	Y		
Cancellation	5	Y		
Cert of Insurance on File	5	Y		
Total	65	65		100%

ALLIANT BROKERAGE

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Scope of Work	10	Y		
Indemnification Provision	10	Y		
Insurance Provision	5	Y		
Disclosure of Conflicts	10	Y		
Compensation	10	Y		
Ownership of Records	5	Y		
Term	5	Y		
Cancellation	5			
Cert of Insurance on File	5	Y		
Total	65	60		92%

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CONTRACTS - CLAIMS MANAGEMENT

CARL WARREN

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Scope of Work	10	Y		
Indemnification Provision	10	Y		
Insurance Provision	5			
Disclosure of Conflicts	10	Y		
Compensation	10	Y		
Ownership of Records	5	Y		
Term	5	Y		
Cancellation	5	Y		
Cert of Insurance on File	5		Old Certificate on file	
Total	65	55		85%

SEDGWICK

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Scope of Work	10	Y		
Indemnification Provision	10	Y		
Insurance Provision	5	Y		
Disclosure of Conflicts	10	Y		
Compensation	10	Y		
Ownership of Records	5	Y		
Term	5	Y		
Cancellation	5	Y		
Cert of Insurance on File	5	Y		
Total	65	65		100%

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CONTRACTS - CLAIMS MANAGEMENT, *cont'd.*

EMPLOYERS GROUP

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Scope of Work	10	Y		
Indemnification Provision	10			
Insurance Provision	5			
Disclosure of Conflicts	10			
Compensation	10	Y		
Ownership of Records	5	Y		
Term	5	Y		
Cancellation	5			
Cert of Insurance on File	5			
Total	65	30		46%

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CONTRACTS - SAFETY AND LOSS CONTROL

ALLIANT

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Scope of Work	10	Y		
Indemnification Provision	10	Y		
Insurance Provision	5	Y		
Disclosure of Conflicts	10	Y		
Compensation	10	Y		
Ownership of Records	5	Y		
Term	5	Y		
Cancellation	5	Y		
Cert of Insurance on File	5	Y		
Total	65	65		100%

PRAESIDIUM

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Scope of Work	10	Y		
Indemnification Provision	10			
Insurance Provision	5			
Disclosure of Conflicts		N/A		
Compensation	10	Y		
Ownership of Records		N/A		
Term	5	Y		
Cancellation	5	Y		
Cert of Insurance on File	5			
Total	50	30		60%

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CONTRACTS - SAFETY AND LOSS CONTROL, *cont'd*

TARGET SAFETY

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Scope of Work	10	Y		
Indemnification Provision	10	Y		
Insurance Provision	5	Y		
Disclosure of Conflicts	10	Y		
Compensation	10	Y		
Ownership of Records		N/A		
Term	5	Y		
Cancellation	5			
Cert of Insurance on File	5			
Total	60	50		83%
Total All Contracts	500	420		84%

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EXHIBIT 3

GENERAL OPERATIONS

GENERAL OPERATIONS - GOVERNMENT CODE REQUIREMENTS

CRITERIA	MAX PTS	PTS EARNE D	COMMENTS	PERCENT
Conflict of Interest Code Adopted/Reviewed	10	Y	Adopted with changes waiting for approval to submit	
Investment Policy Adopted/Reviewed	10	Y		
Target Equity Policy	3	Y		
Assessments and Distributions Provisions	10	Y		
Records Retention Policy	5	Y		
Provision for Withdrawal	10		There is not provision for CSU Withdrawal	
Provision for Member's Termination	10	Y		
Obligations of Members	10	Y		
Board Membership	3	Y		
Board's Duties and Authority	3	Y		
Board Meetings	3	Y		
Indemnification of Board	3	Y		
Officers' Election/Term	3	Y		
Officers Duty	3	Y		
Provision for Resolution of Disputes	5	Y		
Financial Audit Required	3	Y		
Actuarial Studies Required	3	Y		
Total	97	87		90%

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GENERAL OPERATIONS - INTERNAL OPERATIONS

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Follow Policies	15	Y		
Communications with Members	10	Y		
File Roster with Secretary/County	5	Y		
Filed last JPA Amendment	5	Y		
Reviews Conflict of Interest Code Biannually	3	Y		
Collects/Files Form 700s	7	Y		
Delegates Investment Authority Annually	3			
Board Adopts Budget Annually	5	Y		
Discloses Allocation of Contributions	10	Y		
Insurance for JPA Ops/ E&O Liability/Fidelity	5	Y		
Review of Excess/Reinsurance Strength	10	Y		
Follow Records Retention	7	Y		
Strategic Planning/mission Statement/Objectives	10	Y		
Achievements Tracked	5	Y		
Promote Training Members	15	Y		
Adequate Training for Staff	10	Y		
Adopted Risk Control Guidelines	10	Y		
Follow Up on Implementation	10	Y		
Training Based on Losses	10	Y		
Participation in Industry Association Functions	5	Y		
Total	160	157		98%

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GENERAL OPERATIONS - INTERNAL OPERATIONS, *cont'd.*

MEETINGS

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Notice Timely/Proper	5	Y		
Notice of Closed Session	10	Y		
ADA Notices	5	Y		
Minutes/ Detail	10	Y		
Standing Committee Seats/Powers	20	Y		
Guidelines for Orderly Meeting	5	Y		
Follows Bagley-Keene	10	Y		
Total	65	65		100%
TOTAL OPERATIONS INCLUDING GOVERNMENT CODE	322	309		96%

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EXHIBIT 4

PROGRAMS

LIABILITY

PROGRAMS DOCUMENTATION

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Process to Review MOC	10	Y		
MOC Distributed	5	Y		
Reporting Requirements	5	Y		
Cooperation Required	5	Y		
Coverage Dispute Procedures	10	Y		
Limits and Deductible Clear	10	Y		
Proper Named Parties	10	Y		
Term		Y		
Conditions of Coverage	5	Y		
Total	60	60		100%

CLAIMS MANAGEMENT

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Litigation Management Policy	10	Y		
Settlement Authority	15	Y		
Document Closed Session	10	Y		
Claims Audits Frequency and Adequacy	5	Y		
Claims Audit Report Favorable	10	Y		
Communications with Member re Their Loss	10	Y		
Reserves Appropriate	15	Y		
Subrogation	5	Y		
Excess/Reinsurance Reporting/Collecting	10	Y		
Total	90	90		100%
LIABILITY PROGRAM TOTAL	150	150		100%

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WORKERS' COMPENSATION

PROGRAMS DOCUMENTATION

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Process to Review MOC	10	Y		
MOC Distributed	5	Y		
Reporting Requirements	5	Y		
Cooperation Required	5	Y		
Coverage Dispute Procedures	10	Y		
Limits and Deductible Clear	10	Y		
Proper Named Parties	10	Y		
Term		Y		
Conditions of Coverage	5	Y		
Total	60	60		100%

CLAIMS MANAGEMENT

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Settlement Authority	15	Y		
Document Closed Session	10	Y		
Claims Audits Frequency and Adequacy	5	Y		
Claims Audit Report Favorable	10	Y	Some areas noticed for improvement; generally favorable report	
Communications with Member re Their Loss	10	Y		
Reserves Appropriate	15	Y		
Subrogation	5	Y		
Excess/Reinsurance Reporting/Collecting	10	Y		
Total	80	80		100%

W.C. PROGRAM TOTAL	140	140		100%
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PROPERTY

PROGRAMS DOCUMENTATION

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
MOC distributed	5	Y		
Reporting Requirements	5	Y		
Cooperation Required	5	Y		
Coverage Dispute Procedures	10	Y		
Limits and deductible clear	10	Y		
Proper Named Parties	10	Y		
Term		Y		
Conditions of Coverage	5	Y		
Total	50	50		100%

CLAIMS MANAGEMENT

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Settlement Authority	15	Y		
Document closed session	10	Y		
Communications with Member re. their loss	10	Y		
Subrogation	5	Y		
Excess/Reinsurance Reporting/Collecting	10	Y		
Total	50	50		100%

PROPERTY PROGRAM TOTAL	100	100		100%
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Total All Programs	390	390		100%
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EXHIBIT 5

FINANCE AND ACCOUNTING

FUNDING

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Funding Confidence Level	10	Y	AORMA funding	
Equity to SIR	5	Y		
Equity to Reserves	5			
Budgeted Contribution Confidence Level	10	Y		
Actuarial Study Sound, e.g. Discount Rate, Development Reasonable	20	Y	2 Percent	
Total	50	45		90%

INVESTMENTS

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	PERCENT
Investments in JPA Name		N/A	At University Level	
Separation of Functions		N/A	At University Level	
Documented Investment Procedures	15	Y		
Delegation of Treasurer's Authority	5			
Monthly Investment Reports	10	Y		
Detailed Quarterly Reports	10	Y		
Investment Conform to Policy	10	Y		
Written Contracts with Third Party Advisors/ Custodians		N/A	At University Level	
Total	50	45		90%

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FINANCE AND ACCOUNTING, *cont'd*

ACCOUNTING

CRITERIA	MAX PTS	PTS EARNED	COMMENTS	
GAAP Rules	5	Y		
GASB Rules	5	Y	per KPMG Memo	
MDA Informative	10	Y	per KPMG Memo	
Audit Distributed	10	Y		
Management Letter/Qualified Opinion		N/A		
Review of Internal Controls		N/A		
Quarterly Statements, Including Distribution	10	Y		
Target Equity Ratios Reviewed	5	Y		
Total	45	45		100%

Total Finance and Accounting	145	135		93%
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CSURMA Operational Review - April 2015
CSURMA Response Matrix

#	Recommendation	Action	Status
GOVERNING DOCUMENTS			
1.	CSURMA files did not include a copy of JEPA signed by CSU	The CSURMA Board of Directors will be asked to approve the proposed amendments to the JEPA and Bylaws at its meeting on Monday, April 27, 2015.	
2.	There is a seemingly incorrect reference in the JEPA to Government Code section 6505, which should be section 6505.5	The CSURMA Board of Directors will be asked to approve the proposed amendments to the JEPA and Bylaws at its meeting on Monday, April 27, 2015.	
3.	There is no provision for the withdrawal of CSU from the JEPA	The CSURMA Board of Directors will be asked to approve the proposed amendments to the JEPA and Bylaws at its meeting on Monday, April 27, 2015.	
4.	The assessment provision in the Bylaws does not state how such an assessment will be distributed	The CSURMA Board of Directors will be asked to approve the proposed amendments to the JEPA and Bylaws at its meeting on Monday, April 27, 2015.	
CONTRACTS			
1.	The Alliant contract for brokerage has no provision for cancellation	Staff has proposed a contract amendment for the Executive Committee to consider at its meeting on May 8, 2015.	
2.	The Carl Warren contract for liability claims adjusting should (a) defend and indemnify for claims from Carl Warren's negligence, whether solely or jointly (b) expand the conflict of interest provision to include co-defendants, and (c) specify in the scope of work that the claims to be adjusted are those under the liability Memorandum of Coverage.	Staff has proposed a contract amendment for the AORMA Committee to consider its meeting on May 7, 2015.	
3.	The Employer's Group unemployment claims management should have a provision for cancellation	None.	A Staff will forward the current Employer's Group contract which includes a provision for cancellation.
4.	The Praesidium contract should require professional	Staff has proposed amendments to the	

CSURMA Operational Review - April 2015
CSURMA Response Matrix

#	Recommendation	Action	Status
	liability.	contract for the new term June 30, 2015 – June 30, 2016 which the Executive Committee will consider at its meeting on May 8, 2015.	
5.	The contract with Alliant Risk Control Consulting for loss control services seems to be more of a proposal rather than a contract.	Staff has proposed changes to the contract which will be considered at the AORMA Committee meeting on May 7, 2015.	
6.	Staff should obtain and maintain certificates of insurance for coverage required under contracts.	Staff has requested certificates of insurance from all vendors.	
GENERAL OPERATIONS			
1.	The Conflict of Interest Code was amended recently, causing a delay in the filing of the amended code with the FPPC.	Staff will request the appropriate authorization from the CSURMA Chair and file the Conflict of Interest Code with the FPPC.	
FINANCE AND ACCOUNTING			
1.	GASB 10 requiring special disclosures and supplemental of an independent public entity pool, does not apply to CSURMA; however, CSURMA might consider including this information in a separate document as additional information to its members.	Under review with CSURMA Accounting.	
2.	A breakout of the liability and the workers' compensation programs in the audited financial would be helpful in determining the financial viability of these programs.	Under review with CSURMA Accounting.	

INSURANCE AND REINSURANCE RENEWAL REPORT

ISSUE: CSURMA's insurance and reinsurance programs mostly renew on July 1. The CSURMA Program Administrator is actively marketing the programs to ensure competitive rates and terms. Underwriting meetings are scheduled throughout the spring and final negotiations will occur in the week of June 1, 2014 with key markets, including presentations to underwriters by the CSU Chancellor, EVC/CFO and General Counsel. At its May 19, 2015 meeting the CSURMA Executive Committee delegated authority to the CSURMA Secretary-Auditor to renew the insurance and reinsurance programs as appropriate and within the budgeted amounts of the FY 15/16 Budget adopted by the CSURMA Board of Directors in at their April 27, 2015 meeting.

At today's meeting, staff will update the Executive Committee on progress of negotiations.

RECOMMENDATION: No action is requested on this item.

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

BACKGROUND: The insurance market for CSU's risks is a global one that passes through soft and hard markets. The market remains relatively soft for property risks, but casualty risks, especially in California are seeing some firming.

- **Liability** – CSURMA has received favorable terms from the AORMA lead reinsurer, Genesis, with a renewal cost increase less than 5% over expiring. Ironshore, the lead excess insurer confirmed its ability to maintain the expiring self-insured retention and has indicated terms with an increase less than 5% over expiring. We are now negotiating terms for the excess liability tower and believe we will be able to replace CV Starr's participation which is necessitated by Starr's exit from the California municipal liability insurance market. We expect to obtain terms for the entire renewal within a 5% increase over expiring. The liability programs are being marketed extensively.
- **Property** – CSU and the auxiliary organizations have had excellent property loss results in recent years, but a recent major loss will impact future renewals. The property market remains soft. We are actively marketing the property risks and expect the renewal rates to remain stable following last year's sizeable decrease.
- **Workers' Compensation** – The Executive Committee took action in December to bind an 18 month reinsurance program via the CSAC Excess Insurance Authority that will

guarantee most of the program costs at the July 1 renewal. EIA is marketing the excess workers' compensation and received as expiring terms from Safety National Casualty Corp., our incumbent excess insurer, which solidifies the 18 month program for the term.

- **SPLIP & SAFECLIP** – Last year we negotiated a streamlined policy form that incorporates the many endorsements added to the current policy. These programs continue to have excellent results and we are looking for premium reduction on renewal.
- **Fidelity** – The campus program has a loss reported, but we are expecting a flat rate renewal overall for the programs. We will discuss in detail with the underwriters the first week of June. We expect a flat renewal for AORMA this year.
- **Foreign Travel** – The systemwide FTIP policy had a significant loss during FY 13/14 and a large rate increase last year. The CSU International Programs also had increased loss activity. The Executive Committee approved a rate increase plan for IP last year that will resolve funding differences. We expect to replace the claims intake provider to reduce claims cost this year.
- **Athletic Injury Medical Expense** – AIME is fully self-insured up to the NCAA attachment. NCAA has projected increasing their excess attachment point to \$100,000 up from the current \$90,000, but allowed CSU campuses to stay at \$90,000. The AIME Committee is conducting an RFP to ensure reviewing claims and alternatives to reduce utilization rates.

PUBLICATION: None.

ATTACHMENT(S): None.

**CSU SPECIAL EVENTS RISK MANAGEMENT RESOURCE GUIDE
(CAMPUSES AND AUXILIARY ORGANIZATIONS)**

ISSUE: Development of a CSU Special Events Risk Management Resource Guide is included on the draft FY 15/16 Long Range Action Plan. A proposal was received from Risk Management Design (aka Joe Risser) and includes development of (1) a Special Events Manual, (2) Good Practices for Campus Special Events Presentation, (3) Webinar Presentation for Systemwide Training Library and (4) Good Practices Survey.

RECOMMENDATION: Staff recommends that the Committee review the Risk Management Design proposal and approve the work plan and the proposed costs, if appropriate.

FISCAL IMPACT: Risk Management Design will provide a monthly detailed activity cost invoice and the total will not exceed \$45,000 over a two-year period. (Maximum amount for FY 15/16 budgeted at \$30,000 and FY 16/17 budgeted at \$15,000). Necessary and reason travel costs will be reimbursed over and above the contract amount based on the CSU travel policy with pre-approval from Systemwide Risk Management.

BACKGROUND: None.

PUBLICATION: None at this time.

ATTACHMENT(S):

- a. Risk Management Design Proposal

Risk Management Design

Management of Risk for Education, Non-Profits and Public Entities

PROPOSAL

CSU Special Events Risk Management Resource Guide (Campuses and Auxiliaries)

Introduction

Special Events, by their very nature, can easily exceed the general procedures and resources of campus operations. These *special* events can also stray outside usual course and scope of campus activity increasing risk and creating unexpected risks to a University and/or Auxiliary Organizations. As campuses seek to take on new roles and activities, engage diverse communities, and utilize facilities and services to increase funding the opportunity for risk and losses increase.

Proposal

The focus of this proposal is to catalog successful strategies, tactics, guidelines, procedures and resources for managing the risks of Special Events for the campuses. Foremost, *Special Events* must not exceed the risk tolerance of the campus as this can jeopardize operations, resources and reputation in the community. Special events must *do no harm*, must not be cancelled and must succeed to support the mission of the University and/or Auxiliaries.

Special Events can result in losses most often when:

- First or One Time Event
- Inexperienced internal or external staff
- Complex and or Hazardous Activities
- Temporary Site and Services
- Large and Mixed Crowds
- Unanticipated Last Minute Changes and Decisions

Through a collaborative development process the project will create for the California State University Campuses and Auxiliary Organizations:

- Special Events Risk Management Guide and Resources Manual
- Presentation of Good Practices for Managing Risk of Special Events for:
 - Risk Managers,
 - Procurement and Financial Officers,
 - Auxiliary Organizations
- Webinar for Orientation and Training on Special Events Risk Management
- Assessment Tool for Special Event Management Practices and Procedures

Risk Management Design

Management of Risk for Education, Non-Profits and Public Entities

Work To Be Performed

Risk Management Design (RMD) will provide expertise, basic office and internet resources and in-person training or meetings as required by the project. CSURMA will cover the costs of travel (based on CSU travel policy), hourly rate of \$75 (not to exceed 600 hours – up to 16 hours/week), costs to publish manual, presentations, handouts and webinar costs as needed. RMD will provide a monthly detailed activity cost invoice and the total cost will not exceed \$45,000 over a 2-year period (Maximum amount for FY2015/16 budgeted at \$30,000 and FY2016/17 budgeted at \$15,000). Necessary and reasonable travel costs will be reimbursed over and above the contract amount based on CSU travel policy with pre-approval from the Systemwide Risk Management office.

A strategic work plan is found in Appendix A (attached).

Work Product

The CSU Final Published Manual, Training Material and Resources and Forms will be the Property of California State University (Funded through CSURMA). Joe Risser may share information about the project and its results for future training presentations, but should reference the CSU project.

Provider

Risk Management Design is the *Nom de Guerre* of Joe Risser, CPCU, ARM-P, former Member of the Executive Committee of CSURMA and retired Director, Risk Management for Cal Poly San Luis Obispo. Joe is the co-editor/author of Managing Special Event Risks: 10 Steps to Safety for the Nonprofit Risk Management Center and has presented to both national and regional risk management association conferences on this subject matter over the past 12 years. In addition, Joe has taught annual webinars for *SportRisk* for the past 5 years to both American and Canadian higher education personnel.

Joe has continued to expand his expertise in risk management for the CSU and CSURMA through projects and presentations on diverse topics such as: Driving on Field Trips, Fraternal Organizations, Internships and Procurement, and providing support to CSU campus risk management programs as a retired annuitant. He is currently preparing a presentation for this year's Fitting The Pieces Together Conference on *UAS & UAVs (aka Drones)* working closely with the Office of General Counsel, Systemwide Risk Management and Alliant Insurance Services.

Risk Management Design

Management of Risk for Education, Non-Profits and Public Entities

Appendix A – Strategic Work Plan

ACTIVITY	PURPOSE	DELIVERABLE
Campus Survey(s) and Website Review	Identify current practices for Special Events at CSU and selected public Universities	Survey(s) and analysis of campus practices in managing Special Events,
Identify CSU Policies and Procedures related to Special Events	Clarify systemwide requirements in accounting, contracting, insurance, facilities use, public safety	Systemwide requirements for Special Events
Develop outline for manual and resources for campus Special Events	Provide “plan” for development of good practices and materials	Initial outline of special events manual and resource materials
Identify 2 – 4 members of Working Group from campuses with good practices in Special Events management	Consultation and collaboration in review & development of Special Events Manual and related materials	Contribution to development of manual and materials for good management practices for campus Special Events
Engage systemwide resources, Office of General Counsel, Procurement, Alliant Insurance, etc.	Consultation and collaboration on development of good practices for campus Special Event management	Contribution to development of manual and materials for good management practices for campus Special Events
Develop Manual and Resources for Special Events	Document good practices for Special Events for campuses through research, consultation and collaboration	Manual and resource materials for campus Special Events
Develop & deliver presentation for CSU “affinity” groups – Risk Management, FOA/PSSO, AOA, ?	Introduce developed good practices for Special Events	Presentation, good practices for campus Special Events
Development of Webinar presentation for Systemwide Training Library	Provide training tool for systemwide employees on special event management	Webinar presentation
Develop good practices survey	Identify good practices in place on campuses	Survey and analysis of campus responses

WORKERS' COMPENSATION CLAIMS CLOSURE PROJECT

ISSUE: Staff discussed at the Executive Committee meeting on March 20, 2015 continuing the Workers' Compensation Claims Closure (Double Play) Project. Once the previously approved \$50,000 limited is reached, it was recommended that subsequent legal fees from Corey Ingber be allocated directly to the claim file for reimbursement. The Executive Committee requested a proposal on how to go forward with this program.

The initial recommendation in May, 2014 was to concentrate on files in the SELF Excess years (7/1/1995 - 6/30/2004). Staff proposes that the file base for this project be expanded to include all file years throughout the CSU System with a focus on files that have one or more of the following issue/concerns:

1. High active spend
2. High value total incurred
3. Complex files
4. Older dates of injury
5. Stagnant files with substantial dollar exposure

The benefit of the additional external legal review of target files has resulted in cost savings, additional claims strategies and tools for claim resolution, and increases the expertise of the claim examining staff. Staff proposes that the file reviews be conducted quarterly with a goal of eight files under discussion at each meeting.

Staff will report on the progress of the program periodically to the Executive Committee.

RECOMMENDATION: Staff recommends that the Committee approve the continuation of this legal oversight and review program with an expansion of the file population impacted and changing from a direct pay by CSURMA to the allocation of costs for the Double Play review by Corey Ingber to be paid off the individual claims file as an expense cost.

FISCAL IMPACT: Once the previously allocated \$50,000 is exhausted, an annual cost of \$64,000 is anticipated. Staff anticipates eight files reviewed each quarter at a cost of approximately \$2,000 per file. This cost will be allocated on a claim file basis as an allocated expense.

BACKGROUND: At the May, 2014 CSURMA Board of Directors meeting, the Workers' Compensation Claims Closure Initiative was approved. The project began on a pilot basis, focusing on Southern California files. This project known as Double Play is a collaborative effort that engages a team of Workers' Compensation professionals to evaluate and strategize old, costly or problematic Workers' Compensation claims for resolution and/or enhanced employee care. To date \$31,775 has been incurred in additional legal fees. \$50,000 was initially authorized by the CSURMA Board of Directors in May, 2014 for the project.

The Double Play team includes:

- Corey Ingber – Workers' Compensation defense attorney who is acting as an external reviewer to direct action plans that will facilitate resolution
- Zachary Gifford – Director
- Jacki Graf – Workers' Compensation subject matter expert
- Sedgwick Team – Operations Manager, Supervisor, Examiner
- Defense Attorney – if assigned
- Campus WC Coordinator

Since program inception in September 2014, 18 files have been reviewed by Mr. Ingber and discussed in a collaborative round table session with key claims personnel. Round table sessions have taken place on 9/4/14, 10/16/14, 1/28/15 and 2/19/15. While no files have been settled to date, these sessions have resulted in new strategies to (1) combat excessive drug utilization and medical costs, (2) maintain physician control, and (3) get the parties in a position where a settlement discussion is possible.

One such strategy resulted in a significant cost savings. The initial Medicare Set Aside projection was \$446,000. Through actions directed by the double play discussion - deposition of the treating physician with the injured worker and husband present - a revised Medicare Set Aside was issued for \$46,000. This was sent to CMS for approval. CMS approved a Medicare Set Aside of \$206,000. The double play strategy reduced the medical exposure on the claim by \$240,000. This is a significant savings and far outweighs the consulting costs to date. Many of the claim files reviewed are several years old and thus are not readily able to resolve. However, because the program has resulted in new strategies for long term success, substantial savings are likely.

PUBLICATION: None.

ATTACHMENT(S): None.

**PRAESIDIUM CONTRACT FOR PREVENTION OF
SEXUAL ABUSE OF MINORS**

ISSUE: The current contract with Praesidium for prevention of sexual abuse of minors will expire on June 30, 2015. This first-year contract with Praesidium was negotiated as a trial period to evaluate how the services would be received by the Campuses and Auxiliary Organizations. Utilization of the services had a very slow start but has picked up significantly over that last few months. As noted on the attached utilization report, 22 online self-assessments have been completed and seven are in progress. Praesidium has also set up five separate contracts with CSU Campuses and Auxiliary Organizations for services exceeding what is offered in the CSURMA contract.

Praesidium will provide, as a hand-out at the meeting, an updated utilization report, as well as an option to renew the existing contract, with the same services and pricing. If the Executive Committee decides to modify the contract with additional services, Praesidium has agreed to extend the current contract to September 30, 2015, while the terms of the renewal agreement are negotiated.

If future utilization is approved, the renewal agreement will include a requirement for professional liability as recommended in the Operational Review report.

RECOMMENDATION: Staff recommends that the Executive Committee discuss future utilization of the services offered by Praesidium and provide direction to Staff as appropriate.

FISCAL IMPACT: The cost for the online self-assessment tool and the six online training courses is \$2,000 per program not to exceed \$50,000 annually. CSURMA has reached the maximum contract cost of \$50,000.

BACKGROUND: The Praesidium contract includes the following services:

1. Online Self-Assessment Tool – The self-assessment tools allows each youth program to identify those areas in which abuse may occur and it provides a customized action plan based on the program’s strengths and weaknesses. Sample policies and procedures are then provided for use by the program director and staff.

2. Online Training – Six corresponding training courses are available to the program’s staff after the Online Self-Assessment is completed.

PUBLICATION: Periodically, Staff will send out reminders, to all of the AORMA Members, outlining the Praesidium program services.

ATTACHMENT(S):

- a. Praesidium Inc. – Utilization Report
- b. Praesidium Inc. – Expiring Contract
- c. Praesidium Inc. – Proposal (*as a handout at the meeting*)

**Update from Candace Collins of Praesidium
4/9/15**

Online Self-Assessment

To date, there are 22 completed assessments and 7 in progress. This activity is from the following campuses:

CSU Dominguez Hills
CSU Stanislaus
San Francisco State University
California Polytechnic State University San Luis Obispo
CSU San Bernardino
CSU Fresno

Several of the programs at these campuses have also started to use the online training resources that are available after completion of an assessment. We will present more detailed data as part of the *Fitting the Pieces Together* conference this month. At the bottom of this email chain I also included some feedback we recently received. I think it's very representative of other comments we've heard in the field – people realize this is an important process and are excited about having resources to help them get started.

Communication with the Campuses

Through other nearby client travel, we have had the opportunity to conduct in-person meetings with state-side and auxiliary representatives at the following campuses.

CSU Dominguez Hills
San Francisco State University
Sacramento State
California Polytechnic State University Pomona
Fresno State University

Most of these meetings were coordinated by state-side Risk Management, and we used the discussions to discuss general abuse prevention best practices, the online self-assessment and available resources, plus a variety of other ways Praesidium might assist with their ongoing minors on campus efforts. For instance, at Sacramento we talked with Kirt Stout about campus-wide policies and his ongoing efforts to roll out a comprehensive policy framework. We received a variety of inquiries from San Francisco regarding best practices in ratios, screening and documentation, and Michael Martin has asked us to keep him apprised of our nearby travel for future consultation opportunities. At the AOA conference, Raven Tyson at San Diego State University ASI also mentioned that additional HR training might be helpful to her team. . Many of these campuses also inquired about the ability to provide CANRA and reporting / responding training.

We have also provided ongoing phone consultation on several matters:

CSU Dominguez Hills – various programmatic details and best practices for multiple programs and events on campus
CSU San Bernardino – best practices in screening student child care workers

Other CSU Contracts

Because many campuses have expressed interest in additional services, we have already or are in the process of contracting as follows:

CSU Long Beach – access to one additional online training course (*Abuse Prevention Refresher*) not offered through the system-wide online self-assessment contract

CSU Long Beach ASI – on-site risk assessment of all ASI programs serving minors (including child care center)

CSU Dominguez Hills – one day of on-site abuse prevention training with two sessions: one for senior campus leadership, another for all individuals (state-side and auxiliary) that work with minors

CSU Dominguez Hills Foundation – on-site risk assessment of the infant / toddler center

CSU Fullerton ASI – on-site risk assessment of the child care center (part of an older contract that originated in CSUF Student Affairs)

Next Steps

One of the items we discussed at the AOA Conference was the possibility of an in-person meeting with your team to review the available tools and resources. I know the next conference is rapidly approaching, but let us know your thoughts and availability to continue these discussions. We're looking forward to working with you as you transition in this role!

RECEIVED JUN 30 2014

**PRAESIDIUM, INC.
CONTRACT
FOR SERVICES**

This CONTRACT ("Contract") is made and entered into as of 06-30-2014 by and between Praesidium, Inc., a Texas corporation with its principal place of business in Arlington, Texas, and California State University Risk Management Authority, with its principal place of business in Long Beach, California (the "Client"). Praesidium and the Client are each referred to as "Praesidium" or "the Client," or collectively as "the Parties."

WHEREAS, Praesidium is in the business of providing consultation, training, risk management assessments, policy development, training materials development, background investigation reports, consumer reports, drug testing reports, and litigation support services, among other things, to businesses, organizations and other entities for the purposes of screening potential employees, monitoring present employees, and assisting or aiding such businesses in the prevention of sexual misconduct as well as responding to allegations of sexual misconduct; and

WHEREAS, Client is desirous of acquiring one or more of such services from Praesidium for use within its business operations and entering into this Contract with Praesidium.

THEREFORE, in consideration of the mutual promises contained in this Contract and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

SERVICES PROVIDED BY PRAESIDIUM

1. Praesidium hereby agrees to provide the services and materials described in the Work Plan attached hereto as Exhibit "A" ("Services").
2. If the Client requests and Praesidium agrees to provide additional services not contemplated herein, the Client agrees to pay the cost of the additional services, as invoiced by Praesidium, in accordance with the terms of any future agreement to provide the additional services.

OBLIGATIONS OF THE CLIENT

3. The Client agrees to comply with all of the terms and conditions in this Contract including the timely payment of all fees contemplated herein.

FEES

4. The Client shall pay Praesidium for its Services the total sum as is set out in Exhibit "C" ("Payment for Services") plus travel and all other directly related expenses incurred by Praesidium in delivering the Services which shall be due and payable upon receipt of a statement for such Services.

INDEPENDENT CONTRACTOR STATUS

5. The Parties agree that Praesidium is an independent contractor under this Contract and will in no way be considered to be an agent, partner, joint venturer or employee of Client. Accordingly, Praesidium will not be entitled to any benefits, coverages, or other privileges made available to employees of the Client. Praesidium will not represent that any individual associated or employed by Praesidium is an employee or agent of the Client. The Client will not deduct any Social Security or income taxes from the payments made to Praesidium in paragraph 4.

RELATIONSHIP BETWEEN THE PARTIES

6. Except as set out in this Contract, the Client is solely responsible for its compliance with any and all federal, state or local laws, rules or regulations, including but not limited to any and all regulations involving or relating to labor and/or employment matters for the Client's business or operations. Praesidium does not undertake by this Contract to perform any obligations of the Client, whether regulatory or contractual, or assume any responsibility for the Client's business or operations.

REPRESENTATIONS, WARRANTIES AND COVENANTS OF PRAESIDIUM

7. Praesidium hereby represents, warrants and covenants to the Client as follows:
- a. Corporate Organization. Praesidium is a corporation duly organized, validly existing and in good standing under the laws of the State of Texas, and has all requisite power and authority (corporate and other) to own, lease, develop, license and operate its properties, assets, programs, safety systems and risk management tools and to conduct its business as now being conducted. Praesidium has all requisite power and authority to enter into this Contract.
 - b. Absence of Conflicts. The execution, delivery and performance by Praesidium of this Contract, and the transactions contemplated hereby and thereby, and the programs, materials and presentations identified herein, do not and will not

conflict with or result in any violation of or constitute a breach or default under any term of any contract, license, or other agreement to which Praesidium is a Party, or by which Praesidium is bound.

REPRESENTATIONS, WARRANTIES AND COVENANTS OF THE CLIENT

8. The Client hereby represents, warrants and covenants to Praesidium as follows:
- a. Business Organization. The Client is a corporation/association/organization duly organized, validly existing and in good standing and has all requisite power and authority (corporate and other) to enter into this Contract.
 - b. Absence of Conflicts. The execution, delivery and performance by the Client of this Contract, and the transactions contemplated hereby and thereby, and the programs, materials and presentations identified herein, do not and will not conflict with or result in any violation of or constitute a breach or default under any term of any contract, license, or other agreement to which the Client is a party, or by which the Client is bound.
 - c. Conformity with the Law. The Client will, at all times, be in compliance with all applicable federal and state laws, including, but not limited to, obtaining lawful consents from all employees and potential employees for any drug testing and/or other investigative and consumer reports that are obtained through Praesidium.

PROPRIETARY RIGHTS

9. Praesidium's Proprietary Information Defined. Praesidium's Proprietary Information shall mean and include: (i) Any and all business or technical information and material, whether oral, written, electronic, magnetic or stored via other media, relating directly to Praesidium's research, development, or business activities or its methodologies, strategies, operational information, or other trade secret or non-public business information, which is disclosed to or obtained by the Client, regardless of whether it is marked as "confidential" or "proprietary"; and (ii) Any and all technical information, including but not limited to any software, and the methodology, structures, models, techniques, processes, compositions, formulas, designs, drawings, specifications, models, data, source code, object code, documentation, diagrams, flow charts, research, development, and procedures contained in such technical information which may be made available to Client in connection with the Services. The Client acknowledges and agrees that Praesidium's Proprietary Information is the proprietary property of Praesidium and exclusively owned by Praesidium and the Client has no claim, right, title or interest in or to Praesidium's Proprietary Information.

10. Acknowledgments. The Client acknowledges that Praesidium believes all components of Praesidium's Proprietary Information that may be made available to the Client, in connection with the Services, constitute commercially valuable, proprietary products of Praesidium, the design and development of which reflect the efforts of skilled development experts and the investment of considerable time and money. The Client acknowledges that Praesidium believes that Praesidium's Proprietary Information contains substantial trade secrets of Praesidium, which, to the extent they are made available to the Client, have been entrusted in confidence by Praesidium. The Client agrees that it will not disseminate or disclose any of Praesidium's Proprietary Information which has been made available to Client, to any third party, except as specifically provided herein. The Client's right to access and use any of Praesidium's Proprietary Information is limited to the right of access and use that is specifically described in this Contract. To the extent Client violates its obligations concerning the dissemination, disclosure, access or use of Praesidium's Proprietary Information, such violation(s) will be considered a material breach of this Contract. Nothing provided herein shall constitute a license to, and Client agrees that it will not, obtain, access or use any methods, techniques, or formulas contained in Praesidium's Proprietary Information. Client further agrees that it will not access or use Praesidium's Services, including Praesidium's Proprietary Information, for creating or aiding in the creation of competitive services or software packages, or otherwise attempt to interface with or connect to Praesidium's Proprietary Information in any manner not specifically permitted in this Contract.

11. Proprietary Information Indemnification; Equitable Remedies. THE CLIENT SHALL INDEMNIFY AND HOLD PRAESIDIUM HARMLESS AGAINST ANY LOSS, COST, EXPENSE, CLAIM OR LIABILITY RESULTING FROM THE CLIENT'S BREACH OF ANY OF THE OBLIGATIONS CONTAINED IN EITHER PARAGRAPHS 9 AND/OR 10. In the event of a threatened or actual violation by the Client of any of the obligations outlined in either paragraphs 9 and/or 10, and in addition to any other remedies Praesidium may have, Praesidium shall be entitled to seek an injunction restraining any such violation of any of the obligations contained in either paragraphs 9 and/or 10, or specific performance.

PRAESIDIUM'S ARMATUS® INTERNET-BASED TRAINING

12. To the extent that Praesidium Armatus® Internet-Based Training System is included in the Services which Praesidium agrees to provide to the Client, in addition to all other provisions contained in this Contract, the Client acknowledges and agrees to the following representations and obligations:

- a. Definition. Praesidium's Armatus® Internet-based Training System shall mean and include, any and all software, source code, object code, programs, text, modules, photos, video, graphics, courses, materials, music, sound, entire content (including the selection, coordination, arrangement and enhancement of such

content, as well as the content original to it), components, including but not limited to, any database, passwords and any other component that is part of its overall functionality, and Praesidium's Proprietary Information, which are embodied or contained in the Praesidium Armatus® Internet-based Training System or which may be accessed in or through the Armatus® Internet-based Training website.

b. Proprietary Information. Praesidium's Armatus® Internet-based Training System is copyrighted as a collective work under the United States copyright laws and is Praesidium's Proprietary Information. Armatus® and its logo is a trademark of Praesidium. Praesidium reserves its rights granted by virtue of this trademark.

c. License Grant. Praesidium shall provide a limited, non-exclusive, non-transferable license for the Client to access, display and perform or use the object code version of the Armatus® Internet-based Training System, at Praesidium's website, as described in this Contract.

d. Restricted Access and Use. The access and use of the Armatus® Internet-based Training System is limited to the Client and its designated employees and volunteers and Client may not access or use the Armatus® Internet-based Training System, other than to enable Client's employees and volunteers to review the material, take the courses, and organize and display certain data contained at the Armatus® Internet-based Training website, solely for carrying out the business or administrative requirements of the Client. The Client agrees to restrict access to the Armatus® Internet-based Training System, and its software, modules, courses and related written materials, if any, to authorized Client employees and volunteers. The Client agrees to require each of its employees and volunteers who will have access to the Armatus® Internet-based Training System, to fully understand, follow and abide by all of the obligations set forth in paragraphs 10 and 12 of this Contract. Each Client employee and volunteer who has access to the Armatus® Internet-based Training System shall be responsible for maintaining the confidentiality of the password(s) and other login information associated with any account they use to access the Armatus® Internet-based Training System, in addition to the other obligations described in paragraphs 10 and 12 of this Contract. Any additional persons or entities who desire access to the Armatus® Internet-based Training System must be pre-approved in writing by an authorized representative of Praesidium. Whenever the term "volunteers" is used in this Contract, it shall mean those persons that provide services to, or have agreed to work on behalf of the Client without compensation or monetary benefit of any kind.

e. Prohibited Conduct. The Client is prohibited from accessing or using the Armatus® Internet-based Training System in any manner other than as provided in this Contract. The Client is only permitted to access, interface with, or otherwise view, the Armatus® Internet-based Training System with a conventional graphical on-line web browser which visually renders html document and multimedia information on a computer. The Client is further prohibited from performing or undertaking the following: (i) using or launching any automated system or means, including but not limited to "spiders," "robots," "off-line readers," "crawlers," "data mining tools" which either access the Armatus® Internet-based Training System or display, upload, download, or transfer data or content to or from the Armatus® Internet-based Training System; (ii) accessing, creating, activating or deactivating the account of any current or potential Client employee or volunteer, in the Armatus® Internet-based Training System; (iii) attempting to interfere with, or in any way compromise, the integrity or security of, the Armatus® Internet-based Training System; (iv) deciphering, compromising, or interfering with, any transmissions to or from the servers used or operated by Praesidium for delivering the Services; (v) any action which, in Praesidium's sole discretion, imposes or may impose an unreasonable, or disproportionately large, load on the Armatus® Internet-based Training System; (vi) uploading invalid data, viruses, worms, or other software agents to or through the Armatus® Internet-based Training System; (vii) logging into or accessing the Armatus® Internet-based Training System in any manner which Praesidium, in its sole determination, considers to be a deception or misrepresentation of the true identity of the one accessing or attempting to access the Armatus® Internet-based Training System (for example - any third party, including a Client vendor, impersonating, or using the password assigned to, a designated Client employee or volunteer to access the Armatus® Internet-based Training System; (viii) interfering with or disrupting the usual and customary transmission of data or information to or from the Armatus® Internet-based Training System; and (ix) bypassing or attempting to bypass any measures which Praesidium uses or may use to restrict or prevent access to the Armatus® Internet-based Training System. Any unauthorized access or use of the Armatus® Internet-based Training System shall be in violation of the Client's obligations concerning Praesidium's Proprietary Information as provided in this Contract.

f. Client Responsibility. The Client remains solely responsible for access to and use of the Armatus® Internet-based Training System by Client, including any and all accounts (under any screen name or password) which are created by or on behalf of the Client, and for insuring that all such access and use fully complies with the provisions in this Contract. The Client shall be responsible for obtaining and maintaining all computer hardware, internet access and other equipment and services which may be needed by Client to access and use the Armatus® Internet-based Training System, as well as all charges related thereto. The Client shall be responsible for accurately entering and managing all user information, and shall

further ensure appropriate use of system messaging. The Client will ensure that all employees and volunteers of Client, who access the Armatus® Internet-based Training System, honor the provisions in this Contract.

g. Unlawful Use. The Client shall use the Armatus® Internet-based Training System for lawful purposes only. The Client shall not post or transmit through the Armatus® Internet-based Training System any material which violates or infringes in any way upon the rights of others; which is unlawful, threatening, abusive, defamatory, invasive of privacy or publicity rights, vulgar, obscene, profane, or that Praesidium reasonably finds objectionable; or which encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any law.

h. Printing Materials. The Client is prohibited from printing any of the Armatus® Internet-based Training System materials, and will instruct all of its users, including all employees and volunteers of Client, who access the Armatus® Internet-based Training System, that the printing of any portion of the Armatus® Internet-based Training System is strictly prohibited. Notwithstanding the above, the Client, at its discretion, may allow its employees and volunteers to print off "Completion Certificates" based upon such employee's or volunteer's successful completion of the Armatus® Internet-based Training System's courses or modules.

i. Publication. The Client agrees that Praesidium may announce the Client as an Armatus® Internet-based Training System subscriber in various Praesidium publications and announcements.

CLIENT'S VENDOR

13. Client shall not grant any person or entity access to or use of the Services, including the Armatus® Internet-based Training System, or enable any data or content of any Client employee or volunteer, which may be identified or contained in the Services provided pursuant to this Contract, or at the Armatus® Internet-based Training website or database, to be disseminated, disclosed or displayed to any third person or entity except to a vendor of Client which has been agreed to in writing by an authorized representative of Praesidium. In the event that such authorized vendor is given access to or use of the Services, including the Armatus® Internet-based Training System, or is otherwise given access to the data or content of any Client employee or volunteer, which may be identified or referenced in the Services, including the Armatus® Internet-based Training System, then Client shall require the authorized vendor, through its authorized representative, to agree in writing to the Client that it will follow, conform and abide by all of the obligations to which the Client is obligated in paragraphs 9, 10, 11 and 12 of this Contract. Upon request by Praesidium, Client agrees to advise Praesidium in writing

of all procedures taken by the Client to ensure that the authorized vendor is following, conforming to and abiding by the obligations contained in paragraphs 9, 10, 11 and 12. Notwithstanding the above, Client remains fully responsible and liable for such authorized vendor's compliance with the obligations contained in paragraphs 9, 10, 11 and 12. CLIENT UNDERSTANDS AND AGREES THAT THE INDEMNIFICATION AND EQUITABLE REMEDIES PROVISION CONTAINED IN PARAGRAPHS 9, 10, 11 AND 12, IN ADDITION TO ALL OTHER REMEDIES AVAILABLE TO PRAESIDIUM, SHALL APPLY TO ANY AUTHORIZED VENDOR'S BREACH OF THE OBLIGATIONS TO WHICH THE CLIENT IS OBLIGATED IN PARAGRAPHS 9, 10, 11 AND 12. In the event that Praesidium, in its sole discretion, determines that the authorized vendor has violated any of the obligations to which the Client is obligated in paragraphs 9, 10, 11 and 12 of this Contract, in addition to any other remedies available to Praesidium, Client shall, at Praesidium's request, immediately remove the vendor's access to and use of Praesidium's Services, including initiating any legal action against the vendor which may be required to accomplish this purpose.

SUPPORT AND MAINTENANCE

14. Provided the Client has paid Praesidium for Services and travel expenses and is not otherwise in breach of any of the terms and conditions of this Contract, Praesidium may provide to the Client certain consultation and technical support as specified in Exhibit "A."

E-MAIL COMMUNICATIONS

15. The Client acknowledges and agrees that the performance, delivery, security, and confidentiality of e-mail messages is dependent upon and significantly influenced by numerous technologies and systems that are beyond the control of Praesidium including, but not limited to, external telecommunications systems and connections, the user's connections and connection equipment, and the user's computer equipment. E-mail messages are exposed to many systems that may potentially copy, view, or otherwise examine and/or use the content therein. Further, the common use of e-mail aliases, groups, and the like may forward or otherwise redirect e-mail messages to unknown or unintended persons.

16. The Client acknowledges and agrees that its use of any included component of the Services that uses e-mail messaging is done solely at its own risk and per the terms of this Contract. The Client is solely responsible for the accuracy and inclusion of e-mail addresses into the system and all consequences arising therefrom.

SURVIVAL OF COVENANTS

17. The provisions of paragraphs 4, 5, 9-13, 15, 16 and 18-31 of this Contract shall survive the termination of this Contract.

DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY

18. EXCEPT FOR THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, PRAESIDIUM SPECIFICALLY DISCLAIMS ALL REPRESENTATIONS, CONDITIONS, AND WARRANTIES, WHETHER EXPRESSED OR IMPLIED, ARISING BY STATUTE, OPERATION OF LAW, USAGE OF TRADE, COURSE OF DEALING, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO, WARRANTIES OR CONDITIONS OF MERCHANTABILITY, MERCHANTABILITY, OR SATISFACTORY QUALITY, WITH RESPECT TO PRAESIDIUM'S SERVICES TO BE PROVIDED, ACCESSED, USED OR DELIVERED PURSUANT TO THIS CONTRACT. ANY AND ALL DATA, CONTENT, SOFTWARE, FUNCTIONS, MATERIALS AND INFORMATION MADE AVAILABLE BY PRAESIDIUM TO CLIENT IS PROVIDED "AS IS" WITH ALL FAULTS AND WITHOUT WARRANTY OF ANY KIND. PRAESIDIUM DOES NOT WARRANT THAT THE DATA, CONTENT, SOFTWARE OR FUNCTIONS, PROVIDED TO CLIENT WILL BE ERROR FREE, AND THAT DEFECTS WILL BE CORRECTED. PRAESIDIUM SHALL NOT BE LIABLE FOR CLIENT'S USE OF ANY SERVICES PROVIDED BY PRAESIDIUM, INCLUDING WITHOUT LIMITATION, THE DATA, CONTENT, SOFTWARE, FUNCTIONS, MATERIALS AND INFORMATION MADE AVAILABLE TO CLIENT AND ANY ERRORS THAT MAY BE CONTAINED THEREIN. PRAESIDIUM DOES NOT GUARANTEE THE SERVICES PROVIDED BY PRAESIDIUM HEREIN WILL PREVENT THE OCCURRENCE OR CONSEQUENCES OF SEXUAL ABUSE BY EMPLOYEES, ASSOCIATES, VOLUNTEERS OR OTHER INDIVIDUALS ASSOCIATED WITH THE CLIENT.

19. Except for instances of negligence or willful misconduct, the aggregate liability of Praesidium for any and all claims arising under or in connection with this Contract shall not exceed three times the fees paid by Client. Such liability includes without limitation, damages resulting from the loss of profits, income, business or goodwill, regardless of whether such Party has been advised of the possibility of damages.

20. THE CLIENT ACKNOWLEDGES AND AGREES THAT IT IS SOLELY AND INDEPENDENTLY RESPONSIBLE AND LIABLE (LEGALLY, FINANCIALLY, AND OTHERWISE) FOR ANY USE, DECISION, ACTION, OR OMISSION TO ACT THAT IS BASED ON, OR IN ANY WAY RELATED TO, THE INFORMATION PROVIDED, AND THE SERVICES PERFORMED OR RENDERED, BY PRAESIDIUM UNDER THIS AGREEMENT.

TERM AND TERMINATION

21. This Contract shall be effective immediately upon the execution of this Contract by the Client and Praesidium. The term of the Contract is for one year starting at the date of contract execution.

a. Termination for Cause

(i) In the event the Client materially or repeatedly defaults in the performance of its duties or obligations hereunder, which default shall not be cured within ten days after written notice is given to the Client specifying the default, then Praesidium may, by giving written notice thereof to the Client, terminate this Contract as of a date specified in such notice of termination.

(ii) In the event Praesidium materially defaults in the performance of its duties or obligations hereunder, which default shall not be cured within ten days after written notice is given to Praesidium specifying the default, then the Client may, by giving written notice thereof to Praesidium, terminate this Contract as of a date specified in such notice of termination.

b. Termination by Mutual Consent. Both Parties may agree to terminate this Contract by mutual consent.

c. Termination by Praesidium. Praesidium, Inc. may terminate this Contract by giving ten days' written notice to the Client, without assigning any reason for the termination.

d. Termination by Client. Client may terminate this Contract by giving ten days' written notice to Praesidium, Inc. without assigning any reason for the termination

e. Fees Payable Upon Termination. If Praesidium terminates this Contract in accordance with paragraph 21(a)(i), any and all fees as specified in Exhibit C will become immediately due and payable to Praesidium. If Client terminates this Contract in accordance with paragraph 21(a)(ii) or 21(d), any' and all unpaid fees earned up to the effective date of termination but not yet paid to Praesidium will become immediately due and payable to Praesidium. In the event this contract is canceled by mutual agreement in accordance with paragraph 21(b), fees will be paid or refunded as specified in the agreement. If Praesidium terminates this Contract in accordance with paragraph 21(c), fees are payable to Praesidium only for those services provided through and including the effective date of the termination. Praesidium promptly will refund to Client any overpayment.

f. Use and Access Upon Termination. Immediately upon termination of this Contract, for any reason, Client, as well as any third party to which Client has given access to or use of the Services, shall discontinue accessing and using any Services provided by Praesidium pursuant to this Contract.

NOTICE

22. The Parties designate the following as their authorized representatives under this Contract and whenever one Party is required or permitted to give notice to the other, such notice shall be deemed given when delivered in hand or when mailed by registered or certified United States mail return receipt requested, postage prepaid and addressed to the addressee at the address set forth below:

Praesidium, Inc.
624 Six Flags Drive
Suite 110
Arlington, TX 76011

Authorized Representative

CLIENT:
California State University Risk Management Authority
c/o Alliant Insurance Services, Inc.

401 Golden Shore, 5th Floor
Long Beach, CA 90802

Authorized Representative

GOVERNING LAW

23. This Contract shall be governed by and construed in accordance with the laws of the State of California, without regard to conflicts of laws provisions. Any action, suit or proceeding arising out of under or in connection with this Contract, whether brought for equitable relief or money damages, shall be brought in either state or federal court in Los Angeles County, California and no other forum. The Parties irrevocably and unconditionally submit to the exclusive jurisdiction and venue of such courts and agree to take any and all future

action necessary to submit to the jurisdiction of such courts. The Parties irrevocably waive any objection they have to the venue of any suit, action or proceeding brought in any such court.

BINDING NATURE OF THIS ASSIGNMENT

24. This Contract shall be binding on the Parties and their respective successors and assigns. The Client may not assign this Contract without the prior written consent of Praesidium.

HEADINGS

25. The captions and headings of this Contract are included for ease of reference only and will be disregarded in interpreting or construing this Contract. If any provision of this Contract is declared or found to be illegal, unenforceable or void, then obligations arising under such provisions shall be null and void and each provision not so affected shall be enforced to the fullest extent permitted by law.

CUMULATIVE REMEDIES

26. All remedies provided for in this Contract shall be cumulative and in addition to and not in lieu of any other remedies available to either Party at law, in equity or otherwise.

COUNTERPARTS

27. This Contract may be executed in several counterparts and each such counterpart will be deemed an original copy of this Contract when so executed and the counterparts will, when taken together, constitute and be one and the same instrument.

ADDITIONAL PROVISIONS

28. All exhibits and addenda to which reference is made are deemed incorporated in this Contract in their entirety, whether or not actually attached.

29. This Contract may be modified or amended only by an instrument in writing and signed by all the Parties to this Contract. Any waiver of the terms and conditions of this Contract must be in writing and signed by all Parties to this Contract and any such waiver may not be construed as a waiver of any other terms and conditions of this Contract. A waiver by either Party as to any particular breach will not constitute or be considered as a waiver of any similar or other breach or default thereafter.

30. Each Party agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Contract.

ENTIRE CONTRACT

31. This Contract, including any addenda and exhibits, is binding between the Parties, constitutes the entire understanding between the Parties regarding the subject matter of the Contract, and supersedes all prior or contemporaneous statements, understandings and contracts, whether oral or written, between the Parties with respect to the subject matter of this Contract.

IN WITNESS HEREOF, the Parties have executed and made this Contract as of the date first above written.

PRAESIDIUM, INC.

CALIFORNIA STATE UNIVERSITY
RISK MANAGEMENT
AUTHORITY



Signature

Signature

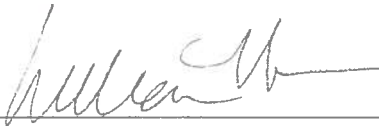
By Richard F. Dangel, Ph.D.

By Robert Eaton _____

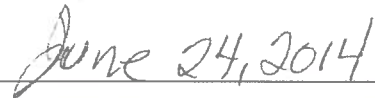
Its: President and CEO

Its: CSURMA Secretary - Auditor

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



William Hsu – CSURMA Legal Counsel



Date

EXHIBIT "A"
WORKPLAN

DELIVERABLES

Praesidium will conduct and make available the following to The California State University (CSU) campus and auxiliary programs:

1. **Online Self Assessment.** Praesidium will develop a customized online self assessment tool that will allow each campus to identify potential exposures and solutions in their various programs that serve minors. Once a program completes the online self assessment tool, they will receive a customized action plan that lists strengths and exposures. In addition, the program will receive sample resources to fix the identified exposures. For example, if the program lacks a policy for managing electronic communication between staff and minors they will be provided with a sample policy on electronic communication. Sample policies and instruments could include but not be limited to policies that define boundaries between adults and minors, procedures for managing high-risk activities (e.g. field trips, overnight activities, bathroom activities, etc.), and sample applicant interview questions that are designed to assess abuse risk. Praesidium will develop these customized resources to meet the specific needs of California State University programs. If desired the program will be able to download the resources in Microsoft Word so they can customize the policies or instruments to meet their specific needs.
2. **Armatus® Online Training.** Adults directly involved in providing services to minors, those who supervise others directly involved with minors, and those who manage or oversee programs serving minors must know how offenders operate, how to recognize warning signs, when and how to intervene to interrupt interactions that may foretell of abuse, mandated reporting requirements, and how to manage high risk situations in their own programs. This training can best be provided online where participants must demonstrate mastery and completion can be documented.

Armatus provides your employees and volunteers with the training they need to prevent someone in your care from abuse. They can also complete courses in mandated reporting and sexual harassment which meet or exceed all California state training requirements; bullying; employee screening and selection; blood borne pathogens; and incident investigation protocols -- even earning continuing education credits along the way. Armatus® comes with a robust data base that allows you to confirm in real time who has completed training as well as other useful user information such as criminal background check confirmations. Praesidium also has the internal capability to design, program and produce on-line courses to meet the specific needs of CSU and maintains a national network of content experts in a wide array of subjects. **See Appendix 1 for a detailed description of Armatus and list of available courses.**

Appendix 1. Armatus™ Internet-Based Training

***ARMATUS*[™] Fact Sheet**

Background and Development

- Developed by Praesidium, Inc., the national leader in abuse risk management
- Based on two decades of research and experience in preventing abuse in organizations
- Combines science and technology to deliver the most up-to-date and useful information
- Representing almost two-million dollars in development costs

Description of Modules

- Scientifically based, field tested, educationally sound, self-paced, and demonstrated effective
- Engage participants with video-clips, graphics, audio, and extensive interactivity
- Ensure demonstration of content mastery by completion of quiz
- Core modules introduce content essential to meet national due diligence safety standards
- Modules for youth equip them with age-appropriate self-protection skills
- Advanced modules introduce specialized content for administrators and support personnel

How Armatus Works

- Easy to use and convenient
- Internet accessible anytime, from anywhere
- Simply log on and follow the prompts
- User completes a module, receives proof of completion
- Administrators *automatically* receive notification of who has completed training
- Administrators can access individual, location, and system-wide data

Cost

- A *fraction* of the cost of traditional workshops or seminars
- May reduce insurance premiums and claims liability

*ARMATUS*TM Support Services (Included)

Initial Program Set-Up and User Enrollment. Praesidium will establish site-specific access at the beginning of the contract and download employee and volunteer identification information to permit easy log-on to ArmatusTM.

ArmatusTM Technical Support. Praesidium’s technical staff are available to answer any technical support questions and to help individual users or program administrators if problems arise.

*ARMATUS*TM Modules

Armatus® courses are specifically designed to appeal to learners of all types and skill levels. Since the Armatus® curriculum is written by a dedicated team of psychologists, social workers, anthropologists, and attorneys, when your employees and volunteers complete their assigned courses, you can be sure that they are getting accurate, effective, up-to-date information.

<p>Meet Sam</p> <p>Sam molests children. Hear him tell how he gets away with it. You will learn:</p> <ul style="list-style-type: none"> • The three types of molesters • The three things molesters need in order to offend • The types of boundaries offenders often violate 	<p>It Happened to Me</p> <p>Anger. Failing grades. Depression. These are some effects of sexual abuse. You will learn:</p> <ul style="list-style-type: none"> • The long-term effects of abuse • Which children are vulnerable to abuse • Why children don't tell about abuse • What to do if a child tells you about abuse
<p>“CANRA” Mandated Reporting</p> <p>The California Child Abuse and Neglect Reporting Act (“CANRA”) describes both your legal responsibilities and additional recommended steps regarding the identification and reporting of child abuse and neglect. You will learn:</p> <ul style="list-style-type: none"> • Why reporting suspected abuse and neglect is critical. • Who is a mandated reporter of suspected abuse and neglect. • What types of conduct must be reported. • What you must do if you are a mandated reporter. • How to respond if a child discloses abuse or neglect to you. <p>*This course will be customized for California State University and depending on the extent of customization additional fees may apply.</p>	<p>A Day at Day Camp</p> <p>“A Day at Day Camp” takes you through a typical day at camp. You will learn:</p> <ul style="list-style-type: none"> • How to keep campers safe from sexual abuse • How to protect yourself from false allegations of abuse • How to identify and manage high risk situations at camp • What to do if you see something suspicious or inappropriate

<p>Keeping Your Overnight Camp Safe</p> <p>Camping can be a wonderful experience for kids – but not if they are abused by a counselor or a peer. You will learn:</p> <ul style="list-style-type: none"> • The abuse risks at a residential camp • Six locations where abuse is most likely to happen at a residential camp • How all employees and volunteers can make a difference 	<p>Abuse Risk Management for Volunteers</p> <p>Volunteers give their precious time to your organization to serve others. Teach them how to protect those you serve from abuse and themselves from false allegations. You will learn:</p> <ul style="list-style-type: none"> • The facts about sexual abuse • Three steps volunteers can take to keep kids safe • How volunteers can protect themselves
<p>Keeping Your School Safe (Student Teachers)</p> <p>When children come to school they expect to have fun, meet challenges, make friends, practice skills, and grow. They expect to be safe. You will learn:</p> <ul style="list-style-type: none"> • When, where and by whom child abuse is most likely to occur at school • Specific steps to take to keep children safe at school • How to prevent false allegations of abuse 	<p>California State University Policies (customized policies course)</p> <p>Policies allow your organization to define what's acceptable – and what isn't. To complete this course, users read your policies and indicate online that they understand and agree to comply with the policies</p>
<p>Preventing Sexual Activity between Young Children</p> <p>Recent statistics show that incidents of sexual acting out between children have increased 300% in the past three years. You will learn:</p> <ul style="list-style-type: none"> • How – and where – sexual activity between children typically occurs • Steps to prevent sexual activity between children • How to respond if sexual activity between children occurs 	<p>Advanced Abuse Prevention Refresher</p> <p>“Once your employees and volunteers know the basics about preventing abuse in your organization, it's time for real life application.” You will learn:</p> <ul style="list-style-type: none"> • Why it is so important to act on warning signs, and how to do so • How to keep yourself and co-workers safe from false allegations • How to apply your knowledge to real-life scenarios
<p>Navigating the Murky Waters of Sexual Harassment</p> <p>“Nobody wants to work in a polluted environment! Learn how to navigate the murky waters of sexual harassment.” You will learn:</p> <ul style="list-style-type: none"> • How to recognize different types of harassment • How to determine if a situation is or is not sexual harassment • How to prevent sexual harassment • How to respond to sexual harassment 	<p>Now You're a Supervisor: Preventing Discrimination, Harassment, and Retaliation</p> <p>“Being a supervisor comes with lots of benefits – and lots of responsibilities. It's up to you to make sure discrimination, harassment, or retaliation does not happen on your watch!” You will learn:</p> <ul style="list-style-type: none"> • Laws and statues pertaining to discrimination, harassment, and retaliation • How to prevent, stop, and respond to discrimination, harassment, and retaliation • What to do if someone reports an incident of discrimination, harassment, or retaliation.

EXHIBIT "B"

CONSUMER CREDIT ACCESS REPORT

N/A

EXHIBIT "C"
PAYMENT FOR SERVICES

Deliverable	Details	Cost
1. Online Self-Assessment Development and set up Access to all campus and auxiliary association programs	Each program will have access to the self-assessment and resources	
2. Armatus Online Training	Each program that uses the Self-Assessment will have access to three courses. Total number of users will not exceed 20,000.	
One year contract		\$2,000 per program not to exceed \$50,000

1. Plus reasonable and customary travel expenses.
2. Praesidium will invoice as each program is set up into the system

WORKERS' COMPENSATION TRENDS AND BENCHMARKING PROPOSAL

ISSUE: CSU's Director of Systemwide Risk Management has been considering opportunities to develop information that will allow CSU leadership to implement strategies to improve program performance. Staff is evaluating data sources such as information subscription services, references through the University Risk and Insurance Managers Association, and data maintained by the State of California Department of Industrial Relations office of Self-Insured Plans. Staff will present at today's meeting one such subscription service, California Workers' Compensation Institute (CWCI) membership for the Committee's consideration.

The research data generated by the CWCI will assist Systemwide Risk Management in benchmarking the results within the Workers' Compensation program. Based on the benchmarking data, efforts in safety and risk management can be focused in the areas identified for improvement.

Staff will report back to the Executive Committee the results of the data studies completed by CWCI. Upon review, Staff and the Executive Committee can determine how best to impact the Workers' Compensation Program.

Martin Brady of Schools Insurance Authority who currently serves on the CWCI Executive Committee will be present at today's meeting to discuss the CWCI and the advantages of membership in this Institute.

RECOMMENDATION: Staff recommends that the Committee delegate authority to the Director of Systemwide Risk Management to pursue membership in the CWCI as an Associate Member that contributes data.

FISCAL IMPACT: The 2015 assessment rate for Associate Members who contribute data is the greater of \$27,500 or .0000012 times the most recent annual California payroll, plus annual dues of \$50. If the Associate Member does not choose to contribute data, the \$27,500 minimum does not apply.

BACKGROUND: CWCI is a private non-profit organization of insurers licensed to write workers' compensation in California, as well as public and private self-insureds who serve as Associate Members. The function of CWCI is to generate reliable, objective data that can be

used to monitor California Workers' Compensation trends, assist members in assessing their own operations, and analyze key workers' compensation issues of interest. CWCI produces a variety of research studies, and training to assist the Workers' Compensation Community. In addition, CWCI provides a forum for the community to consider and work together to improve the system through representation on various committees and regulatory review.

Joining as an associate member will allow CSURMA access to all research studies conducted by CWCI. An associate member that contributes data has access to the CWCI dashboard and will have comparative analysis of the CSURMA performance against the total membership.

Zachary Gifford and Jacki Graf have had an opportunity to view a demonstration of the CWCI dashboard and find the system to be a robust and adaptable tool for analyzing Workers' Compensation costs within a variety of parameters.

PUBLICATION: None.

ATTACHMENT(S):

- a. CWCI Letter of Introduction



California Workers' Compensation Institute

1111 Broadway Suite 2350, Oakland, CA 94607 • Tel: (510) 251-9470 • Fax: (510) 763-1592

March 6, 2015

Ms. Jacki Graf
Vice President
Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111

Dear Jacki:

It was a pleasure talking to you on possible associate membership of the California State University with the California Workers' Compensation Institute. Membership in the Institute is a great way to keep up with and influence changes in California's workers' compensation system. Let me take this opportunity to elaborate on the benefits of Institute membership.

CWCI's primary focus is public policy research that identifies, defines, and quantifies system-wide issues as a first step toward creating dialogue between stakeholders and developing practical solutions. Such solutions often require legislative or regulatory action, and while the Institute does not lobby, CWCI research provides policymakers and other stakeholders with technical data and informed commentary on important issues. Last year alone, Institute studies have evaluated the implications and potential savings of recent reforms; quantified the options and choices in adopting a mandatory system-wide drug formulary; examined the quantity, quality and timeliness of physician reporting; quantified changes in the use and reimbursement of Schedule II & III opioids; measured Utilization Review and Independent Medical Review outcomes (dispelling the notion that those programs are generating wholesale denials of necessary care to injured workers); measured the level of attorney involvement in California workers' compensation and identified regional differences in payments and closure rates for these claims; and estimated the reduction in ambulatory surgery center fees since the implementation of SB 863.

In addition, CWCI research such as our reports on medical provider network utilization, medical and indemnity loss development in California workers' compensation, and compound drugs, medical foods and co-packs have helped identify and quantify important system-wide trends.

Though research is the Institute's cornerstone, members also benefit from other CWCI activities:

- Education. CWCI programs provide technical training and continuing education to industry professionals. For example, last September we conducted a half-day webinar on new regulations, including those governing Medical Provider Networks, ambulatory surgery center fees, and physician pre-designation and chiropractic care and this coming May we are holding our 17th annual case law seminar series, educating claims and legal professionals on recent changes brought about through decisional law.

CWCI members receive early notice, discounts and priority registration to our programs, and the Institute offers collateral materials and updates to keep them abreast of changes affecting workers' compensation. In addition, each March, the CWCI annual meeting brings together member company representatives and other members of the workers' compensation community to review CWCI activities, examine research, and discuss the state of the system.

- Information. CWCI provides its members informational bulletins and research reports, plus analyses of statutory changes and significant decisions affecting case law (either via first-class mail or email). In addition, the Institute advises its members of regulatory and legislative proposals; provides memos with practical guidelines and updates specific to claims, legal, and medical personnel; and monthly executive briefings on current issues for designated executive contacts. The Member's section of our website (www.cwci.org) includes alerts and updates on technical and regulatory issues, executive briefings, research, and committee information, and our quarterly **HotLinks** summary provides a convenient listing and links to all recent CWCI publications.

- Representation. CWCI is a forum for the community to consider issues and work together to improve the system. Representatives from member companies are eligible to serve on standing committees, special committees and task forces that do much of the technical and substantive analysis and policy determination. In addition, CWCI represents members through outreach programs, legislative and regulatory reviews, amicus curiae participation in judicial cases, and as a liaison between its members and employer groups, regulators, labor, the medical and rehabilitation communities, the media, state and national insurance organizations, and the State Bar.

In addition, the Institute's Industry Claims Information System (ICIS) provides a massive, transaction-level database capable of generating hard numbers needed to answer critical questions that face your organization. If you join CWCI as a data contributor, in addition to helping the institute in our research efforts, you will have access to benchmark tools that will show CSU's performance versus a matched comparison group on a wide-variety of measures. As I mentioned in our phone conversation, I would be happy to give you a demonstration at your convenience.

The 2015 assessment rate for Associate Members who contribute data is the greater of \$27,500 or .0000012 times your most recent California annual payroll, plus the annual dues of \$50. If you choose not to contribute data, the \$27,500 minimum does not apply.

Once again, thanks for your inquiry on membership with the Institute. I will be in touch with you next week to answer any additional questions you may have about joining our organization or please feel free to call me at (510) 251.9470.

Sincerely,



Rena David

Senior Vice-President, Research & Operations

RD/by

RISK MANAGEMENT INNOVATION GRANT PROGRAM

ISSUE: At its December 5, 2014 meeting, the Executive Committee approved the use of unencumbered risk management grant funds for systemwide risk management endeavors. Grants totaling \$26,213 have been disbursed to the members, leaving a balance of \$73,787. The EH&S Affinity Group and WERCS submitted a grant application for the Executive Committee's approval at today's meeting. The requested amount is \$50,000 for membership in the UC Safety Training Consortium which provides online training resources and tools for lab safety and other EH&S / RM topics.

RECOMMENDATION: The Executive Committee is asked to review and approve the grant application submitted by EH&S / WERCS.

FISCAL IMPACT: If approved, \$50,000 will be drawn from the Risk Management grant fund, leaving a balance of \$23,787.

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. The purpose of this *matching grant program* is to encourage members to facilitate reduction in claim costs and to enhance existing risk reduction efforts.

Grant applications were submitted by and have been approved for the following campuses: Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Los Angeles, Monterey Bay, Pomona, San Bernardino, San Francisco, and San Marcos.

PUBLICATION: None.

ATTACHMENT(S):

- a. Risk Management Innovation Grant Program Description
- b. Summary of Applications
- c. EH&S Proposal and Application for Risk Management Innovation Grant

RISK MANAGEMENT INNOVATION GRANT PROGRAM

Effective: July 1, 2013

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. 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.
 - d. 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.
 - a. 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.

Campus Risk Management Innovation Grant Program

Campus	Grant Type	Date of Application	Description	Estimated Start Date	Estimated Completion	Estimated Cost	Requested Amount	Grant Amount	Check / CPO Processed
Chico	Health & Wellness	5/21/14	Ergonomics Services	12/11/13		\$ 800.00	\$ 800.00	\$ 400.00	X
Chico	Safety & Risk Control	5/21/14	Automated External Defibrillator	10/25/13		\$ 3,644.25	\$ 2,000.00	\$ 1,822.13	X
Dominguez Hills	Safety & Risk Control	4/9/15	Pop up safety cones, signs.	revised	4/9/15	\$ 2,760.33	\$ 2,760.33	\$ 1,380.17	X
East Bay	Safety & Risk Control	7/10/14	Satellite phones	6/24/14		\$ 1,336.17	\$ 1,336.17	\$ 668.09	waiting invoice
Fresno	Safety & Risk Control	10/8/14	EVM 7 Indoor Air Quality Monitor	11/20/13	11/30/13	\$ 12,627.65	\$ 2,000.00	\$ 2,000.00	X
Fullerton	Safety & Risk Control	6/27/14	Incident Investigation/Report Training	2/3/14		\$ 3,100.00	\$ 1,550.00	\$ 1,550.00	X
Fullerton	Health & Wellness	6/27/14	Managing Change Workshops	5/6/14		\$ 3,125.91	\$ 1,562.00	\$ 1,562.96	X
Humboldt	Health & Wellness	9/23/14	Ergonomics Awareness Training & Equipment (2 sessions)	9/17/14		\$ 3,369.82	\$ 3,369.82	\$ 1,684.91	X
Los Angeles	Safety & Risk Control	6/26/14	Emergency Supply Storage Lockers	3/26/14	tbd	\$ 5,338.65	\$ 2,000.00	\$ 2,000.00	X
Los Angeles	Health & Wellness	6/26/14	Mental Health First Aid Training	3/1/14	tbd	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	X
Monterey Bay	Health & Wellness	8/14/13	Self-Defense Protective Suits	6/19/13	tbd	\$ 2,208.00	\$ 2,208.00	\$ 1,104.00	X
Monterey Bay	Safety & Risk Control	6/14/13	Supplemental First Aid Equipment	8/6/13	tbd	\$ 2,168.96	\$ 2,168.96	\$ 1,084.48	X
Pomona	Health & Wellness	8/19/14	Police Protective Utility Vest	tbd	Prior to Jan	\$ 5,440.00	\$ 2,000.00	\$ 2,000.00	X
San Bernardino	Health & Wellness	10/7/14	Laptops, video camera, training software	tbd	tbd	tbd	tbd	tbd	waiting invoice
San Bernardino	Safety & Risk Control	10/7/14	Building and Floor Marshal Equip Bags	tbd	tbd	\$ 3,830.00	\$ 1,915.00	\$ 1,915.00	waiting invoice
San Francisco	Health & Wellness	10/8/14	Q-Trak IAQ Monitor	6/16/14	6/16/14	\$ 4,492.51	\$ 2,000.00	\$ 2,000.00	X
San Francisco	Safety & Risk Control	10/8/14	P-TRAK Ultrafine Particle Counter	6/20/14	6/20/14	\$ 6,137.54	\$ 2,000.00	\$ 2,000.00	X
San Marcos	Safety & Risk Control	3/27/14	Automated External Defibrillator	3/27/14	tbd	\$ 2,082.24	\$ 2,000.00	\$ 1,041.12	X
TOTAL						\$ 66,462.03		\$ 26,212.84	
Campuses: 18		Requests: 18				\$ 100,000		\$ 73,787.16	

Office Memorandum


OFFICE OF

APR 1 2015

RISK MANAGEMENT

DATE: March 27, 2015
 Ref.: EHS-15-031

TO: Zachary Gifford,
 Systemwide Risk Management Office
 CSU Chancellor's Office
 401 Golden Shore
 Long Beach, CA 90802

FROM: Kevin T. Brady, Chair 
 EHS Directors Affinity Group

COPIES: L. Kao, R. Frasca, R. Skidmore, R. Wall, File

SUBJECT: **SYSTEMWIDE UNENCUMBERED INNOVATION GRANT PROGRAM FUNDS**

As the Chair of the CSU EHS Directors Affinity Group (Group) and on behalf of the Systemwide EHS Directors, this request is to encumber funds associated with the CSURMA Risk Management Innovation Grant Program (Program). The Group has identified a best practice associated with the UC Center for Laboratory Safety, Safety Training Consortium. This best practice involves a collaborative membership in the Safety Training Consortium. The mission of the Safety Training Consortium is to improve researcher safety by developing high quality, engaging and cross-certifiable safety training for the research community. The Group has identified relevant and quality online safety training as a substantiate need for the CSU campuses in areas where the greatest risk and exposure resides, and this proposal is expected to provide the CSU with access to needed safety training topics developed for higher education institutions and their related operations.

The membership agreement (See Attached Document) from The Regents of the University of California, Safety Training Consortium is to provide a one-year voting membership in the Safety Training Consortium with access to current and future developed safety training resources, including a needed Lab Safety Training product. If the first year is successful and the desired collaboration and resources meet CSU expectations, then future year proposals may be presented for consideration by CSURMA. The Group will manage the development, administration, and dissemination of said content through the Chancellor's Office Skillport/Skillsoft platform for use by the individual campuses.

The Chancellor's Office and CSURMA Executive Committee's acknowledgement and concurrence with this proposal is requested. Please contact the Group Chair at (323) 343-3527 with any questions and/or your acceptance. If there are additional forms to be completed please send to the Group Chair when available.



FY 2014/15 Campus Safety & Risk Control Reimbursement Program

Please Complete All Fields

Member Campus/Working Group: EHS Directors Affinity Group		Date: 3/27/2015
Member/Group Contact: Kevin T. Brady	Phone: 323-343-3527	Email: kbrady@cslanet.calstatela.edu
Reimbursement Requested For (please describe): One-year membership for the entire CSU System in the UC Safety Training Consortium providing online training resources and tools for laboratory safety and other relevant EHS related topics developed within the first year. This also provides the CSU a voting position in the consortium for the one-year membership period. The agreement affords the CSU renewals of its membership for successive one (1) year terms under the same terms and financial obligations herein if desired. This agreement affords the CSU access and participation into a large, self-sustaining community of higher education organizations and corporate research partners to further advance the innovation of common enterprise training. See attached Safety Training Consortium CSU Membership Agreement.		
Planned Date of Purchase (Please attach cost estimate): 04/01/2015		Reimbursement Amount Requested (Up to \$10,000 per fiscal year - please see guidelines at the bottom): \$50,000.00
This is a (check all that apply):		
<input type="checkbox"/> Service	<input checked="" type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input checked="" type="checkbox"/> Training	<input checked="" type="checkbox"/> Safety Program Development	<input checked="" type="checkbox"/> Safety Program Management
<input checked="" type="checkbox"/> Safety Consulting	<input checked="" type="checkbox"/> Other (please describe): Access and involvement in a consortium of higher education members focused on the development and implementation of training resources, tools, awareness, collaboration and technological advancement.	
Please explain how this will improve or enhance your safety and risk control efforts:		
<ol style="list-style-type: none"> 1. Provides the CSU campuses access to cutting edge technology and resources in the development and implementation of safety-related online training content. 2. Provides CSU campuses with the ability to collaborate and sustain a mutually beneficial relationship with peer institutions of higher education and corporate research partners to advance injury and illness reduction and loss control measures. 3. Allows for the development of partnerships with similar higher education institutions in furthering the core goals and mission of the WERCS EHS and Risk Management Affinity Groups. 		
Signature (VP- Business & Admin, or designee): <u>Kevin T. Brady</u> <u>3/27/2015</u> (Member submission only) 2015 EHS Affinity Group Chair & WERCS Member		
Date: 03/27/2015		
Please submit this completed reimbursement request form to Rob Leong at either: (email) rluong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. The Campus Safety and Risk Control Reimbursement Program is available to members in the CSURMA Campus Liability Risk Pool Program. 2. Each member can request reimbursement for up to a total of \$10,000 per fiscal year (7/1-6/30). 3. The amount of reimbursement requested cannot exceed the estimated/documentated cost of the item(s) purchased. 4. Requests must include signed Request Form and copies of receipts and estimates identifying which expenses are qualifying for reimbursements. Email submittals are acceptable. 5. Reimbursement requests must be submitted during the same fiscal year that the proposed expense is to be incurred. 		

6. Equipment, trainings, personal protective equipment, etc. that employers are required by law or regulation to provide are not eligible for reimbursement. **This reimbursement 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.**
7. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA.
8. Please contact **Rob Leong** at 415.403.1441 or rleong@alliant.com if you have any questions.

Safety Training Consortium

California State University System Membership Agreement

This Agreement (“Agreement”) is made and entered into by and between **The Regents of the University of California**, a California public corporation, on behalf of its UC Center for Laboratory Safety (“Center”), and the participating higher education organization or corporate partner indicated below (“Member”). This Agreement will govern the terms and conditions of Member’s membership in the **Safety Training Consortium** (“Consortium”).

1. Mission

The mission of the Safety Training Consortium is to improve researcher safety by developing high quality, engaging and cross-certifiable safety training for the research community.

2. Objectives

- a. Actively develop and maintain a large, self-sustaining community of higher education organizations and corporate research partners that share the Consortium’s community source vision for leveraging the economics and innovation of common enterprise training.
- b. Enable and stimulate discussion of strategic directions for the Consortium by taking advantage of innovative training methods used by Members to develop online course material to be produced by a vendor.
- c. Establish and maintain a training development schedule based upon the priorities of the Members.
- d. Discuss improvements of developed training courses based on evolved best practices or state and federal regulatory changes.
- e. Maintain and update a library of safety training courses for the research community.
- f. Provide access to the Consortium course library to all Consortium members.
- g. Provide support for key Center staff that help coordinate efforts of the Consortium and the vendor as part of its mission to improve safety in research labs.

3. Term and Termination

This Agreement will remain in effect for three (3) years from the Effective Date (“Term”) or until terminated by the Center, whichever occurs first; provided, however, that in the case of a Non-Voting Member, the Term will be one (1) year. This Agreement may be renewed for successive one (1) year terms by Member providing the Center with notice of renewal before the expiration of the then-current Term. Member may terminate its participation in the Agreement for convenience by providing written notice of such termination (“Notice of Termination”) per Article 13, Notices. Termination as to that party will be effective (“Effective Date of Termination”) thirty (30) days from receipt of Notice of Termination.

4. Consortium Structure

- a. The Consortium has varying levels of membership, with a structure outlined in Appendix A.
- b. Academic organizations are eligible to join as System Members, Contributing Members, Voting Members, or Non-Voting Members.
- c. Academic organizations with seven (7) or more autonomous campuses are eligible to join as System Members. System Members designate one (1) System Member Representative and have the same benefits as Contributing Members. System Members are given one (1) vote.
- d. The total of System Members and Contributing Members will each be limited to ten (10) members. Voting Memberships will be limited to thirty (30) members. There is no limit to the number of Non-Voting Members.
- e. Non-academic organizations are eligible for Corporate Memberships, as approved by the Center.

Safety Training Consortium – California State Universities

- f. Each Member will assign a Member Representative.
- g. Each System, Contributing and Voting Member will elect eight (8) Board Members to govern the Consortium every three (3) years. Board Members will elect one (1) Chairperson.
- h. System and Contributing Members will additionally assign Subject Matter Experts (SMEs) for coursework development.
- i. **The California State University System Membership will have reduced membership contributions and will be at the level of a Voting Membership with one (1) System Member representative.**

5. Program Management

- a. The Regents of the University of California will contract with one or more vendors for course development and distribution.
- b. The Center will handle the Consortium's administrative management, including:
 - i. contracting with new Members, and
 - ii. communicating with the vendor(s) and SMEs on course progress, and updating the Members on course development.
- c. System, Contributing and Voting Members will prioritize training courses to be developed.
- d. System, Contributing and Corporate Members (if approved) will:
 - i. develop the course content; and
 - ii. suggest and provide SMEs for course development at no cost to the Center and at no cost to the contracted vendor.
- e. System, Contributing, Voting, and Corporate Members (if approved) will provide rights-cleared images, videos, and audio for course development at no cost to the Center and at no cost to the contracted vendor.
- f. All members may contribute existing material of their libraries for course development at no cost to the Center and at no cost to the contracted vendor.
- g. Should funds be required by the Consortium for other initiatives (e.g. the building of a website, advertising of course offerings, etc.) the Consortium may use Membership funds, or funds from the commercialization of its courses.
- h. Upon a vote of the voting Members, this Agreement may be modified.

6. Confidentiality

Proprietary materials and confidential information will not be exchanged under this Agreement, and the parties agree that materials to be provided for use as training materials will not be proprietary or confidential. Accordingly, only Inventions that are created in accordance with paragraph 11 will be deemed confidential and only for the purposes of protecting rights thereunder. All other information exchanges will be deemed non-confidential. If needed, confidential information may be exchanged under a separate Confidential Disclosure Agreement between the parties.

7. Membership Eligibility and Benefits

- a. Each Member will be made a party to this Agreement via acceptance of this Agreement, and be entitled to the benefits that are summarized in Appendix B.
- b. Depending on the size of the Consortium, it is anticipated that five (5) to ten (10) courses will be developed per year. A course is defined as a finished e-course, blended learning course, or all course material for an instructor-led training course. The scope of a topic may require multiple courses.
- c. Each System, Contributing and Voting Member will receive: a perpetual license and source files for each developed course for customization of course material, and for the laboratory safety online training course; and updates to any courses developed by the Consortium while a Member of the Consortium.

Safety Training Consortium – California State Universities

- d. Each Non-Voting Member will receive a license to published courses and updated materials during its membership period. Non-Voting Members cannot customize courses and must cease using courses upon nonrenewal of membership.
- e. Corporate Membership benefits and final course format will be determined by contract language to be negotiated by the Center on behalf of the Consortium.
- f. Each Member will receive customer service benefits provided by the Center and/or contracted vendor(s).
- g. As part of this Agreement, each Member will be granted a limited non-exclusive license to copy, reproduce, display, perform, and distribute to its affiliated campuses or subsidiaries, the Consortium's Laboratory Safety Fundamentals ("Fundamentals") course.
- h. Each Member will be granted a limited non-exclusive perpetual license to copy, reproduce, display, perform, and distribute to its affiliated campuses or subsidiaries, all other courses or materials the Consortium develops ("Consortium Courses") These courses shall be distributed only to current consortium members. The right to create derivative works (is this defined anywhere?) of the Consortium Courses is limited to the Member's individual customization. Each Member shall be granted a license to content updates to Consortium Courses that are periodically made ("Course Updates"), under the same license terms as the Consortium Courses as long as they are Members. Upon termination of Membership, Members shall have the right to continue to use the Consortium Courses they received, but will not receive Course Updates. For reasons of clarity, Members shall have no rights to distribute any Consortium Courses or Course Updates to any non-Member and may not resell, redistribute, or otherwise transfer or distribute the Consortium Courses and Course Updates to any non-affiliated campus, company, or subsidiary.
- i. Member agrees to participate in the Consortium as follows:
 - i. Pay an annual Membership fee per the schedule in this Agreement.
 - ii. Become a Member for an initial period of a minimum of three (3) years, or in the case of non-Voting Members, for one (1) year.
 - iii. Participate in the Consortium as described in this Agreement.
 - iv. Provide the Consortium Administrator in writing with the name of the Member Representative.
- h. Member will bear all costs associated with Member's participation in the Consortium.
- i. The Center will send Member periodic financial reports that aggregate all Members' membership fees and summarize the Consortium's activities.

8. Use of Names

Member with the right to customize course files may use only its names and marks for customization. The contracted vendor will not use Member's names and marks unless Member provides written consent.

9. Copyrights

- a. Because the Consortium is not currently a separate legal entity, The Regents will be the legal copyright holder of record for the Consortium. Copyright notices will read "© 20XX The Regents of the University of California. The Safety Training Consortium."
- b. The institution of each Member will be granted licenses to courses, commensurate with Member's participation level.
- c. The Regents of the University of California has full authority to grant licenses to contracted vendor(s) to commercialize courses developed by the Consortium.
- d. Member agrees not to transfer course material or grant licenses to third parties.
- e. Rights for content contributed by SMEs or a Contributing Member will be managed in accordance with that Contributing Member's policies.

10. Patent Rights

Safety Training Consortium – California State Universities

- a. The parties agree that inventions are not likely under this Agreement; however, to the extent that a patentable invention occurs under this Agreement, ownership of inventions conceived and first reduced to practice in the performance of research under this Agreement ("Inventions") will be determined in accordance with U.S. Patent Law and ownership will follow inventorship. In the unlikely event that any Inventions occur, due to the collaborative nature of this project, each Member hereby grants to all other Members an irrevocable, non-exclusive, royalty-free, non-commercial license to use such Invention for internal research and development purposes to the extent the Member has the legal right to do so.
- b. The parties agree to negotiate, in good faith, a management agreement for the management of any Inventions, including patent prosecution, the payment of patent costs, management fees, and the like.

11. Supplies and Equipment

In the event that Member purchases supplies, software or equipment hereunder, title to such supplies and equipment will vest in Member upon acquisition.

12. Notices

A party to this Agreement must send any notice required to be given under this Agreement by overnight delivery or by certified mail with return receipt requested, to the other party's representative. For Member, notice must be sent to the address set forth in the signature block below for Member Representative. For the Center, notice must be sent to the following address:

UC Center for Laboratory Safety
Attention: Consortium Administrative Officer
501 Westwood Plaza, 4th Floor
Los Angeles, CA 90095-1605

13. Governing Law and Venue

California law will control this Agreement. The exclusive jurisdiction and venue for any actions arising out of or brought under this Agreement is in a state court of competent jurisdiction situated in Los Angeles County, California.

14. Assignment

Neither party may assign its rights or duties under this Agreement without the other party's written approval.

15. Indemnification

Member will indemnify, defend and hold harmless the Center, its officers, agents, and employees from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from Member's negligent or intentional acts or omissions.

16. Integration

This Agreement, including any referenced exhibits, states the entire contract between the parties in respect to the subject matter of this Agreement and supersedes any other written or oral representations, statements, negotiations, or agreements. This Agreement may be modified only by a written amendment executed and authorized by Member and the Center.

Safety Training Consortium – California State Universities

17. Fees and Payment

Members will have influence on the future of the Consortium and training course development through voting rights. Understanding that colleges and universities differ in their need for and ability to contribute to the Consortium community, the following price structure has been developed.

Select one:

<input type="checkbox"/>	Tier 1	System Membership	Academic	\$100,000 per year
<input type="checkbox"/>	Tier 2	Contributing Membership	Academic	\$15,000 per year
<input type="checkbox"/>	Tier 3	Voting Membership	Academic	\$10,000 per year
<input type="checkbox"/>	Tier 4	Non-Voting Membership	Academic	\$7,500 per year
<input type="checkbox"/>	Tier 5	Corporate Research Membership	Non- Academic	\$TBD per year
<input checked="" type="checkbox"/>	Tier A	Cal. State U. System Membership	Academic	\$50,000 per year

In addition to the above fees, some Members (as provided under paragraphs 5 and 6) are also expected to tender appropriate staff resources to Consortium projects for specific periods of time. For example, the Consortium might assign a staff member of one of its Members to work as a SME on a specific training course. As a community-based project, course development is a primary path to influence training material, quite apart from the significant expertise it builds for the institution, by working alongside other high-level professionals with similar goals and needs.

Membership fees will be collected by the Center for the first year of Membership within thirty (30) days of when Member joins, and thereafter on an annual basis. Membership fees are nonrefundable. The Center will retain twenty (20) percent of the Membership fees to cover current administrative costs and fund the Center's ongoing research mission. The balance of the Membership fees (eighty (80) percent of all membership dues collected by the Center) will be re-invested to the contracted vendor(s) to create new custom courses, license courses, and update existing courses. The goal will be to continually reinvest in creating, maintaining and licensing training, ensuring that custom courses are up to date with current regulations, and ultimately providing a centralized hub of comprehensive training and compliance materials through the Consortium. Should at least eighty (80) percent of Membership fees not be spent on creating, maintaining and licensing courses, this excess will be carried over to the next fiscal year, and earmarked for the Consortium creating, maintaining and licensing courses.

Safety Training Consortium – California State Universities

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Member Representative

Name _____
Title _____
Address _____
Phone _____ Email _____

Member agrees to participate in the program for three (3) years beginning _____ (date).

Member Representative Signature _____ Title _____

Checks should be made payable to the "UC Regents" and sent to the Program Administrator designated above. If preferred, the Center will generate an invoice with payment information for membership dues upon receipt of the executed agreement, and on the two subsequent anniversaries of the agreement.

Payment is enclosed Please invoice Billing Contact designated below

Contact Information (for administrative purposes)

Primary Contact (if different from Member Representative):

Billing Contact:

Name _____
Title _____
Phone _____
Fax _____
Email _____
Address 1 _____
Address 2 _____
Country _____

Name _____
Title _____
Phone _____
Fax _____
Email _____
Address 1 _____
Address 2 _____
Country _____

The Regents of the University of California

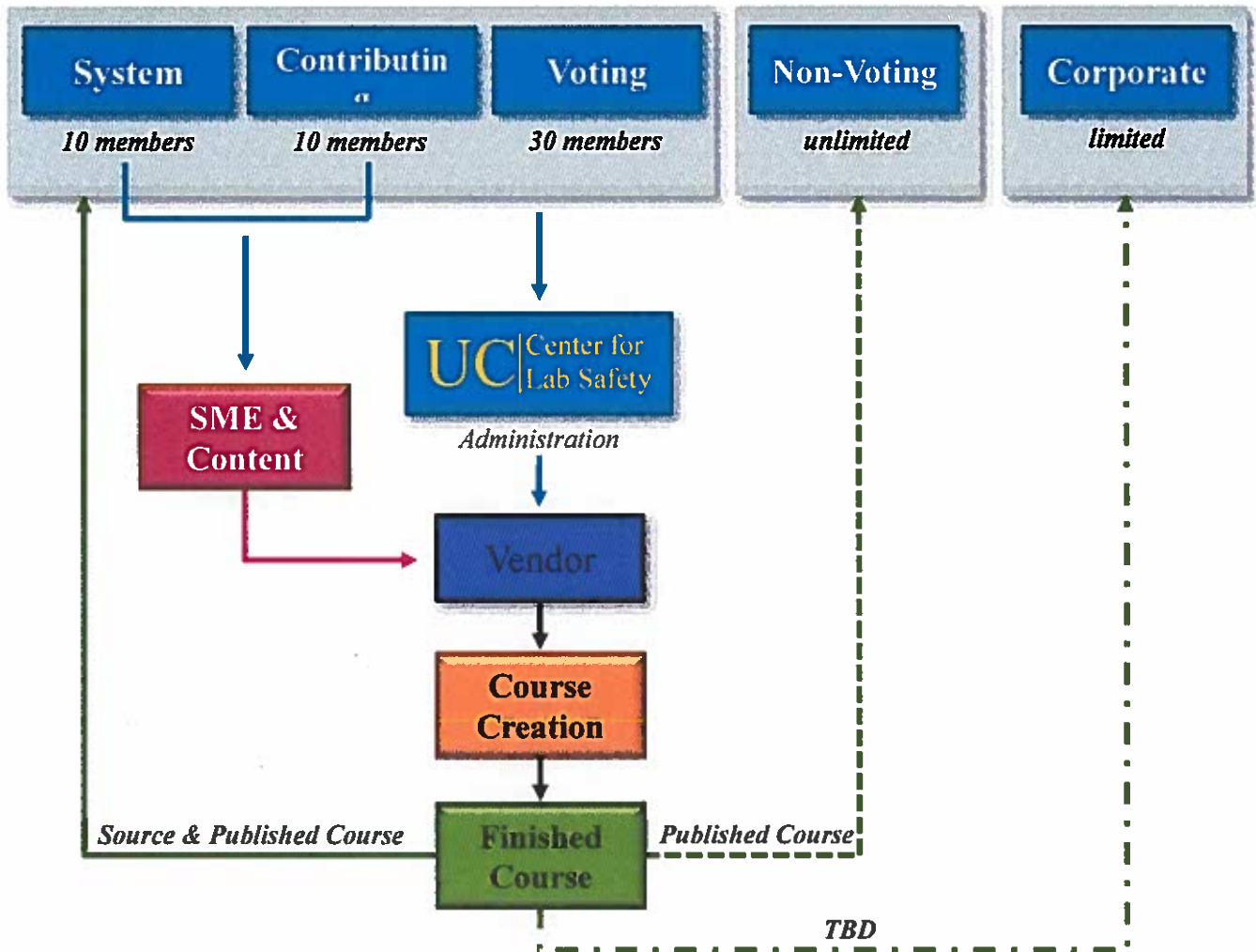
Name William Cooper
Title Associate Vice President & Chief Procurement Officer
Address UCOP Local Procurement, 1111 Franklin Street, #9307 1, Oakland, CA 94607
Phone (510) 987-9334 Email William.Cooper@ucop.edu

Signature _____ Date _____

Safety Training Consortium – California State Universities

Appendix A: Consortium Structure

CONSORTIUM MEMBERS



Safety Training Consortium – California State Universities

Appendix B: Membership Levels, Benefits and Annual Dues

Benefits		Non-Voting Member	Voting Member	Contributing Member	Cal State System Member	System Member
Access to the complete Consortium library during the time of the membership	Published files only	Yes				
	Published and story source files		Yes	Yes	Yes	Yes
Access to course updates during period of membership	Published files only	Yes				
	Published and story source files		Yes	Yes	Yes	Yes
Membership requires 3-year initial commitment			Yes	Yes	Yes	Yes
Will receive Laboratory Safety Fundamentals course		Yes	Yes	Yes	Yes	Yes
Can contribute previous works (and their rights thereto) to the Consortium to aid in training course development		Yes	Yes	Yes	Yes	Yes
Voting rights to set the priority for future course development			Yes	Yes	Yes ¹	Yes ¹
Can assign subject matter experts				Yes		Yes
Will develop the course content				Yes		Yes
Allows all campuses under a central administration access and rights					Yes	Yes
Annual Membership Cost		\$7,500	\$10,000	\$15,000	\$50,000	\$100,000

¹System member is represented by one (1) assignee and given only 1 vote.

Imke Schroeder
 Consortium Administrative Officer
 UC Center for Laboratory Safety
 501 Westwood Plaza, 4th floor
 Los Angeles, CA 90095-1605
 (310) 794-5369
 email: ischroeder@ehs.ucla.edu

March 24, 2015

California State Universities
 Regina M. Frasca, NRCC-CHO
 Cal State University San Marcos
 Director of Safety, Risk & Sustainability
 Services

QUANTITY	DESCRIPTION	UNIT PRICE
1	Tier A System Membership Annual fee to the Safety Training Consortium	\$50,000/year
	Year Membership	\$50,000
SUBTOTAL		\$50,000
Pay this amount		\$50,000

MAKE ALL CHECKS PAYABLE TO:

UC Regents
Memo line: UC Center for Laboratory Safety
 Consortium Administrative Officer
 Imke Schroeder
 501 Westwood Plaza, 4th floor
 Los Angeles, CA 90095-1605

**POLICY AND PROCEDURE NO. 15 - RESPONSIBILITIES OF THE
TREASURER AND THE SECRETARY-AUDITOR**

ISSUE: At its March 19, 2015 meeting, the Executive Committee reviewed all odd-numbered Policies and Procedures, but tabled Policy and Procedure No. 15 for further review at today's meeting. In addition to reviewing the responsibilities of the Treasurer and the Secretary-Auditor, the Executive Committee was asked to delegate ongoing authority to the Secretary-Auditor to bind insurance renewal policies with insurers once negotiations are finalized by the broker and presented to the Secretary-Auditor. Staff was directed to draft amendments to Policy and Procedure No. 15 and present to the Executive Committee at today's meeting.

RECOMMENDATION: The Executive Committee is asked to review and recommend adoption by the Board of Directors draft amendments to Policy and Procedure No. 15, making changes as it deems appropriate.

FISCAL IMPACT: None.

BACKGROUND: The Executive Committee reviewed all odd-numbered Policies and Procedures at its March 19, 2015 meeting and suggested edits as it considered appropriate to ensure effective administration of CSURMA.

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft Amendments to Policy and Procedure No. 15



CSURMA

POLICY AND PROCEDURE NO. 15

ADOPTED: December 9, 2011

EFFECTIVE: May 8, 2015

REVISED: May 8, 2015 (*DRAFT*)

SUBJECT: RESPONSIBILITIES OF THE TREASURER AND THE SECRETARY-AUDITOR

POLICY: Pursuant to California Government Code Section 6505 et seq. (referenced below) the CSURMA has designated in the governing documents the officer positions of the Treasurer and the Secretary-Auditor. It is the policy of the CSURMA that there shall a designation of the operational responsibilities of the Treasurer and the Secretary-Auditor as described in this Policy & Procedure No. 15.

PROCEDURE: The Treasurer and Secretary-Auditor shall perform the duties specified in California Government Code Section 6505 et seq. and other duties as designated by the Board of Directors, Executive Committee or AORMA Committee. To clarify the roles of the Treasurer and the Secretary-Auditor, the duties and responsibilities of the Treasurer and the Secretary-Auditor are described respectively as follows:

TREASURER

The Treasurer shall serve as a member of the Executive Committee and have the following duties and responsibilities for CSURMA:

1. FUNDS AND ACCOUNTS:

1.1. ACCOUNTS

1.1.1. The Treasurer shall establish and maintain funds and accounts in compliance with good accounting practice.

1.2. RECEIPT

1.2.1. The Treasurer shall receive all funds for custody by the entity.

1.2.2. The Treasurer ensures all funds are deposited to the proper program fund accounts.

1.2.3. Upon receipt of the approved premium deposit allocation, the Treasurer bills and collects annual premiums, quarterly premiums, and special assessments from all members.

1.3. DISBURSEMENT

1.3.1. The Treasurer shall pay any sums due out of monies of the Authority, as approved for payment.

2. REPORTING

- 2.1. The Treasurer maintains a central accounting system for CSURMA.
- 2.2. Unaudited financial statements will be produced as requested by the Executive Committee to show the accounting transactions by fund.
- 2.3. The Treasurer shall engage a certified public accountant or public accountant to perform an independent financial audit as provided by law.
- 2.4. The Treasurer shall create a quarterly investment report for review by the Executive Committee.

3. CASH AND DEBT MANAGEMENT

- 3.1. The Treasurer manages the cash flow of CSURMA which includes investing the excess monies over the required immediate expenditures for the Authority.
- 3.2. The Treasurer administers short-term and long-term debt financing, authorized by the Executive Committee
- 3.3. The Treasurer shall maintain a detailed record of every loan, including an entry on the loan register showing each loan and payment.

The duties of the Treasurer vary and play a key fiduciary role in the operation of the Authority.

SECRETARY-AUDITOR

The Secretary-Auditor shall have the following duties and responsibilities for CSURMA:

1. BUDGET

- 1.1. The Secretary-Auditor shall ensure that all bills are reviewed and approved for payment before payments are issued by the Treasurer.
- 1.2. The Secretary-Auditor may examine the Treasurer's book on behalf of the CSURMA Executive Committee to check for accuracy.
- 1.3. The Secretary-Auditor acts as the CSURMA budget officer and shall be responsible for the preparation and administration of the budget.

2. MISCELLANEOUS DUTIES

- 2.1. The Secretary Auditor also conducts the sale of surplus items such as office equipment.
- 2.2. The internal audit duties may also fall under the direction of the Secretary-Auditor as directed by the Executive Committee.
- 2.3. The Secretary-Auditor serves as Secretary of the CSURMA.

3. AUTHORITY TO BIND INSURANCE

- 3.1. To avoid potential lapse in coverage as terms are being finalized with insurers, the Executive Committee instructs the Secretary-Auditor to finalize negotiations with insurers and to bind insurance each and every year within the guidelines directed by the Executive Committee.



3.2. The Secretary-Auditor is instructed to provide a final report summarizing the insurance bound on behalf of CSURMA at the next meeting of the Executive Committee.

The duties of the Secretary-Auditor are directly accountable to the Executive Committee in the implementation of the policies, procedures and programs of the CSURMA.

FORM 700 ELECTRONIC FILINGS

ISSUE: The FPPC is now able to approve and certify electronic filing systems for the statements of economic interests (Form 700). Electronic filings may result in lower administrative costs, more accurate reporting, and an increase in statements being filed on time.

CSURMA must submit an application to the FPPC for electronic filing. There is an application fee of \$1,000. Upon FPPC approval, the Form 700 electronic filings must be managed through an online management system. Staff is currently researching two such online management systems - SouthTech System and NetFile.

RECOMMENDATION: Staff recommends that the Executive Committee review and discuss the Form 700 electronic filing procedures, and provide direction for future utilization.

FISCAL IMPACT: None at this point; however, if CSURMA does pursue Form 700 electronic filing, a \$1,000 application fee will be required as well as a fee for the online management system. Staff is currently pursuing quotes for the online management systems and will provide a report at the next Committee meeting in September, 2015.

BACKGROUND: The FPPC supports efforts to move from a paper-based reporting system to a more transparent electronic system. Staff believes electronic filing makes it easier for officials to comply with reporting obligations and provides the public with the information in a more accessible and consistent format. The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Annually, in late January, the Program Administrator begins the process of transmitting Form 700 documents to the membership via email. There is schedule of reminders in place to be sure that all forms are returned to the Program Administrators, who then in turn forwards them to the FPPC for permanent filing. The completed forms are due to the FPPC no later than April 1, 2014.

PUBLICATION: None.

ATTACHMENT(S):

- a. Form 700 Electronic Filing – Application
- b. Form 700 Electronic Filing - Regulation 18756
- c. Form 700 Electronic Filing - System Requirements
- d. Form 700 Electronic Filing – Approved Agencies

Application to Obtain Certification of Electronic Filing System for Processing a Statement of Interests, Form 700

1. This application is for the following agency:

NAME OF AGENCY _____

CHECK IF THIS IS YOUR INITIAL REQUEST FOR CERTIFICATION OR IF THIS IS FOR RE-CERTIFICATION

Initial Re-Certification

AGENCY (Check One)

State Agency County Agency City Agency Special District Other _____

BUSINESS STREET ADDRESS _____

CITY _____

STATE _____ ZIP CODE _____

E-MAIL _____

TELEPHONE NUMBER _____

() _____

2. The agency contact for questions relating to certification:

NAME (Last, First) _____

TITLE _____

E-MAIL _____

TELEPHONE NUMBER _____

() _____

3. Vendor or service provider:

VENDOR _____

CONTACT NAME (Last, First) _____

TITLE _____

E-MAIL _____

TELEPHONE NUMBER _____

() _____

4. Verification:

The Fair Political Practices Commission is the only agency with authority under the Political Reform Act to adopt the statement of economic interests and its accompanying instructions. Therefore, the agency identified above agrees that it will not make any changes, edits, or redactions to the Form 700 and informational materials approved by the FPPC. The agency understands that any relevant supplemental information or training the agency will provide the filers will be subject to FPPC review. The agency agrees that any additional reporting required pursuant to the agency's rules or regulations will be in a clearly identified separate document or form. Failure to comply may result in revocation of the electronic filing system.

Initials of signator _____

The undersigned agency head or designated agent certifies that he/she has read the conditions for certification and agrees to follow all applicable procedures. The submission conditions and FPPC Regulation 18756 are available on the FPPC website at www.fppc.ca.gov.

Signature _____

Printed Name _____

Signed on _____

(month, day, year)

Application to Obtain Certification of Electronic Filing System for Processing a Statement of Economic Interests, Form 700

Terms and Conditions

- A certification fee of \$1,000 is due at time of submittal.
- The agency's contact person identified on the application will be the FPPC's point of contact for any issues relating to the Form 700 and accompanying instructions. The vendor's contact person will be the FPPC's point of contact for information technology questions.
- These terms and conditions are subject to change.
- All agencies must comply with Government Code Section 87500.2 and FPPC Regulation 18756.
- An agency shall not use the electronic program until certification is approved. Exceptions apply to a city or county that developed an electronic filing system pursuant to the pilot program. Such agencies may continue to use their system during the time it takes the FPPC to adopt the regulations to govern the electronic filing system which will require them to submit a certification request to the FPPC for approval after the FPPC regulations take effect, as specified. Of those agencies, the following are exempted from paying the initial \$1,000 fee: Los Angeles County, Orange County, Santa Clara County, Ventura County, and City of Long Beach.
- An agency that submits a re-certification request must provide information related to any changes since the last FPPC approval.
- **Emergency filings** – In the event that the electronic system becomes inoperable and unable to receive electronic filings, the agency shall, within 24 hours, contact the FPPC. The FPPC will provide an emergency plan that provides for the most timely filing of statements. The emergency plan may require paper submissions or other filing options in order to meet the Act's requirements.
- The agency is required to maintain adherence to FPPC requirements following certification and must notify the FPPC of any proposed changes to the system that would impact criteria outlined in the legislation or regulation.
- The agency will notify the FPPC of any system or component outage that impacts availability or operational requirements impacting criteria outlined in the legislation or regulation. The agency will also notify the FPPC of the remediation plan and timeframe for completion.
- Following system approval all agencies will be responsible for ensuring all electronic SEI submissions must have an electronic date stamp and the System Acceptance Number (SAN) displayed at the top of the first page of the Form 700. The SAN will be provided to the agency at the time of system approval and will be in the following format: (000000000-AAA-0000)
- Any additional pages or forms that are not part of the standard Form 700 generated by the FPPC will be clearly identified as not being part of the form 700.

1 Adopt 2 Cal. Code Regs. Section 18756 to read:

2 **§ 18756. Statements of Economic Interests: Certification of Electronic Filing**

3 **Systems.**

4 (a) Database Design. To permit compatibility among systems, an agency's
5 electronic filing system for statements of economic interests under Section 87500.2 shall
6 accept a filing using a system that permits data to be exported to a common file format
7 such as comma separated values (CSV) or Extensible Markup Language (XML),
8 allowing the data to be easily retrieved on a variety of spreadsheet and database
9 applications.

10 (b) Features. In addition to the requirements set forth in Section 87500.2, an
11 agency's electronic filing system for statements of economic interests shall include the
12 necessary industry best practices to ensure that the integrity of the data and information is
13 not jeopardized or compromised by using technology such as secured authentication,
14 complex password requirements, secure sockets layer (SSL), Web encryption,
15 enterprise-level network firewalls, database encryption, password encryption, system
16 hardening procedures, a back up and restore process, disaster recovery capability, and the
17 capability to completely redact or omit information from an Internet posting of the form.

18 (c) Proposal and Fee. Pursuant to Section 87500.2, an agency seeking approval
19 and certification of an electronic filing system for statements of economic interests shall
20 submit the following to the Commission:

21 (1) A description of the electronic filing system that the agency proposes to use
22 with documentation showing compliance with the technical requirements of Section

1 87500.2 and this regulation, including system overviews, specifications and network
2 diagrams.

3 (2) A certification fee of \$1,000 payable to the Fair Political Practices
4 Commission.

5 (d) The Commission shall complete the review and certification process as soon
6 as practicable after receiving the agency's submitted proposal.

7 (e) Redaction. A local agency that chooses to post statements of economic
8 interests online shall redact the address, telephone number, and signature block of a
9 public official's statement of economic interests from the cover page before it is made
10 available on the Internet. An agency may, at the request of a public official, redact
11 additional information from the official's statement of economic interests for purposes of
12 the Internet posting if the public official has a reasonable privacy concern related to an
13 individual's address, or a family member's name or other personally identifiable
14 information as set forth in Regulation 18313.6.

15 (f) Updates. An agency shall be required to update its electronic filing system
16 annually to conform to the Commission-approved changes to the statement of economic
17 interests forms.

18 (g) Re-certification. An agency shall be required to request re-certification of its
19 system by resubmitting a description of the electronic filing system each time either of
20 the following events occurs: (1) a significant change of product or system architecture
21 takes place or (2) five years have passed since the initial or most recent Commission
22 certification. The Commission may, at its discretion, charge a \$1,000 re-certification fee,
23 depending on the complexity of the system review.

1 (h) Failure to comply with subdivisions (f) or (g), above, may result in revocation
2 of an agency's system certification.

3 Note: Authority cited: Section 83112, Government Code. Reference: Section 87500.2,
4 Government Code.

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FPPC Form 700 System Submission Requirements

Rev 4: 1/09/13

Submission Requirements

1. Network Topology / Visio:

A network diagram that describes the connections of a computer network which may be physical or logical. The information in this diagram (or layout) can consist of physical location, network and system devices (brand/model), cabling, and a basic understanding of how data flows from source to destination.

2. COI Form 700 Application:

A description of the software application and system application. This information should include development platform and programming language, hardware operating system, type of database, middleware, plug-ins, 3rd party add-ons, and other technologies that make up the entire useable application.

3. Website:

A description of how the website is setup, type of operating system, web services, secured web tunnel, and encryption level (i.e. 2048-bit SSL encryption, SHA1-2-3, soft token, etc.). Use of trusted certificates (VeriSign and Entrust), and not the internal system/server generated.

4. Secured Authentication:

Describe how a user (or filer) can be uniquely identified and login securely to access website filing information, including user identification, account creation process, password format or scheme, password recovery/reset.

5. Security (network, system, application):

Describe the purpose of each Information Technology security component, device, and software that ensures the security of data transmittal is reliable and the integrity of data was not compromised (i.e. layered network security, enterprise-level firewalls, redundancies, Intrusion Prevention System (IPS), network isolation (subnet), database encryption, etc.).

6. Security Operations (Industry Best Practices):

An operational description of network systems and application process to ensure industry best practices has been applied and is being proactively managed (i.e. network vulnerability scans, web scans, system hardening, code reviews, patch management, Anti-Virus updates, etc.).

7. Backup and Restore:

An operational description of the backup and restore process which includes Information Lifecycle Management (ILM) and off-site storage (i.e. policies, incremental, differential, full back up, etc.).

8. Business Continuity & Planning / Disaster Recovery (BCP/DR):

A description of the process, policies and procedures that are required to maintain business continuance when a disaster occurs. Part of the description is to define the disaster recovery method in order to return business to normal operations within a period of time (cold site, warm site, active/hot site, etc.).

9. System Access

A user account and password will be submitted to the FPPC for purposes of testing and review.

Required System Features / Business Operations

1. Electronic email notification of filing
2. Electronic confirmation #
3. Electronically filed signature (date/time stamp)
4. Extractable COI data (using common file format – CSV, TXT, XML, etc.)
5. Auto-populate filer's information
6. Previous year's filings
7. Public website accessible 24x7x365
8. FPPC Pamphlet online
9. System Assistance Hotline (local County)
10. Online password management
11. Account Registration Process



Certified Statement of Economic Interests (Form 700) Electronic Filing Systems

State Agencies	7	Business Consumer Services and Housing		
		Employment Development Department (EDD)		
		Food and Agriculture, Department of		
		Public Employees' Retirement System (CalPERS)		
		State Compensation Insurance Fund (SCIF)		
		State Teachers' Retirement System (CalSTRS)		
		UC Santa Barbara		

County Agencies	24	Butte	Orange	Shasta
		Colusa	Placer	Solano
		Contra Costa	Riverside	Ventura
		Inyo	Sacramento	Yolo
		Lake	San Bernardino	
		Los Angeles	San Diego	
		Marin	San Joaquin	
		Merced	San Luis Obispo	
		Monterey	Santa Barbara	
		Nevada	Santa Clara	

City Agencies	60	Anaheim	Lake Forest	San Clemente
		Belmont	Livermore	San Diego
		Beverly Hills	Long Beach	San Dimas
		Burbank	Los Altos	San Jose
		Carlsbad	Los Altos Hills	San Leandro*
		Carson	Los Angeles	Santa Ana
		Chico	Manteca	Santa Barbara
		Chula Vista	Murrieta	Santa Clarita
		Concord	Napa	Santa Cruz
		Corona	Oakland	Santa Monica
		Cotati	Oceanside	Santa Rosa
		Covina	Palo Alto	Saratoga
		Cupertino	Pasadena	Sausalito
		Fresno	Patterson*	Soledad
		Glendale	Pleasanton	St. Helena
		Glendora	Rialto	Thousand Oaks
		Hayward	Riverside	Ventura
		Huntington Beach	Sacramento	West Sacramento
		Irvine	Salinas	Walnut Creek
		Laguna Niguel	San Bernardino	Yountville*

Other (Special Districts, JPAs)	10	Association of California Water Agencies Joint Powers Insurance Authority
		CAL Mental Health Services Authority
		California Electronic Recording Transaction Network Authority (CERTNA)
		California Joint Powers Risk Management Authority
		CSAC Excess Insurance Authority (CSAC-EIA)
		Los Angeles Community College District*
		Metropolitan Water District of Southern California
		Orange County Transportation Authority
		San Francisco Ethics Commission
		Western Municipal Water District

*These agencies are tentatively approved.

Last updated: 3/11/15

**DEVELOPMENT OF OPTIONAL COVERAGE FOR THE
UNIVERSITY’S BUSINESS PERSONAL PROPERTY (“Campus 86”)**

ISSUE: At today’s meeting Staff would like to discuss the development of a coverage option plan for members to insure the university’s higher-valued Business Personal Property; i.e., Building Contents. Staff will discuss ideas on coverage plans that can be managed within the Campus Property Program, including the creation of “Campus 86” for recording Business Personal Property items to be insured by the plan, including program administration, cost accounting, and claims management.

RECOMMENDATION: The Executive Committee is asked to discuss Staff’s proposal for “Campus 86” and provide direction for the development and implementation of a coverage option for members to insure the university’s higher-valued business personal properties with deductibles less than the \$100,000 standard.

FISCAL IMPACT: TBD, but none expected. It is anticipated actual cost will be paid by participating members as an additional premium deposit to the Campus Property Fund.

BACKGROUND: Since inception of the Campus Property Program, the University has chosen to insure its buildings only for Property coverage, and to self-insure its building contents with exceptions for debtor requirements attached to construction financing agreements. Presently, the Campus Property Program is offered at a minimum \$100,000 deductible.

“Campus 99” is the designation used to cover loss to State-owned buildings occupied by auxiliary organizations at lower deductibles.

“Campus 86” is the proposed designation to cover loss to the university’s business personal property at lower deductibles.

PUBLICATION: None.

ATTACHMENT(S): None.

**DELEGATION OF AUTHORITY TO EXERCISE PROGRAM
ADMINISTRATION AND BROKERAGE SERVICES AGREEMENT
OPTION**

ISSUE: In 2013, CSURMA conducted an RFP process that resulted in the award of program administration and brokerage services agreements to Alliant Insurance Services. The RFP allowed for agreements extending up to 10 years, and CSURMA put in place an initial agreement for two years expiring December 31, 2015. The Treasurer has reviewed the performance evaluations and independent Operational Review report and recommends that CSURMA exercise an option for a four year extension of the current agreement.

The proposed service agreement amendments would be developed with CSU Chancellor's Office procurement and reviewed by CSURMA's General Counsel. The agreements will include the right for CSURMA to cancel the services without cause upon 90 days' notice and also incorporate terms recommended in the recent Operational Review report.

RECOMMENDATION: The Treasurer recommends that the Executive Committee delegate authority to the Treasurer and Secretary-Auditor to negotiate a four year option effective January 1, 2015, to be executed by the CSURMA Chair and Secretary-Auditor on behalf of CSURMA and with a report to the Executive Committee at the September, 2015 meeting.

FISCAL IMPACT: The cost of Program Administration and Brokerage Services are subject to negotiation and reviewed annually as a part of the CSURMA budgeting process.

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

RECOMMENDATION: 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 87+ Auxiliary Organizations in Good Standing purchase insurance coverage through the AORMA.

Robert de Wit, 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 87+ members, and represents 100% participation.

PUBLICATION: None.

ATTACHMENT(S): None.

CSURMA ADMINISTRATIVE SERVICE CALENDAR

ISSUE: This item is provided as an information item 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: No action is requested; this item is for information only.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Administrative Service Calendar

CSURMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
JANUARY 2015				
01/02/15	FORM 700 - JPA ADMIN finalizes current year member listing	Alliant Staff	Tevea Him	Completed
01/06/15	Statement of Facts – Roster of Public Agencies - file with State & County	Alliant Staff	Tevea Him	Completed
01/07/15	AORMA Program Committee Meeting (Teleconference)	Alliant Staff	Mimi Long	Completed
01/07/15	Announce the new AORMA Committee Vice Chair as well as open seats on the AORMA Committee	Nominations Committee	Mimi Long	Completed
01/12/15	AIME Committee Meeting	Alliant Staff	Stacey Weeks	Completed
01/15/15	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
01/31/15	Final premium / rate letter to all AORMA members	Alliant Staff	Mimi Long	Completed
FEBRUARY 2015				
02/01/15	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
02/01/15	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31	Alliant Staff	Tevea Him	Completed
02/01/15	Campus Liability Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	Completed
02/01/15	Campus Workers' Compensation Risk Pool claims audit (every odd year)	Alliant Staff	Jacki Graft	Completed
02/01/15	AORMA Workers' Compensation program claims administration audit (every even year)	Alliant Staff	Jacki Graft	Completed
02/01/15	AIME Risk Pool claims audit (every odd year)	Alliant Staff	Mimi Long	N/A
02/01/15	AORMA Liability Program claims audit (every odd year)	Alliant Staff	Mimi Long	Completed
02/08/15	AORMA MSLCTC Meeting (Teleconference)	Alliant Staff	Mimi Long	CANCELED
02/08/15	CSURMA AOA CONFERENCE	Alliant Staff	Mimi Long	Completed
02/08/15	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
02/11/15	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	Completed
02/15/15	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
02/26/15	AORMA Program Committee Meeting (Teleconference)	Alliant Staff	Mimi Long	Completed
MARCH 2015				
03/01/15	CSURMA Master Investment Policy and Investment Policy for the Fixed Income Portfolio	Alliant Staff	Mimi Long	Completed
03/01/15	Mid-Term Budget Amendments	Alliant Staff	Robert Leong	Completed
03/01/15	Chancellor's Office Services Budget Proposal	Alliant Staff	Mimi Long	Completed
03/01/15	FY 15/16 Operation Budget	Alliant Staff	Robert Leong	Completed
03/01/15	Review the Auxiliary Service Provider Report	Alliant Staff	Mimi Long	Completed
03/01/15	Annual Review of (1) Data Security Policies and (2) the Integrated CSU Administration Manual	Alliant Staff	Mimi Long	Completed
03/15/15	FORM 700 - Follow up - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting	Alliant Staff	Tevea Him	Completed
03/19/15	AORMA Committee Meeting	Alliant Staff	Mimi Long	Completed
03/19/15	CSURMA EC Meeting	Alliant Staff	Mimi Long	Completed
03/19/15	CSURMA Policies and Procedures (odd in odd years / even in even years)	Alliant Staff	Robert Leong	Completed
03/20/15	Forward slate of nominees to fill the open seats on the AORMA Committee to the AOA Executive Committee for review and comment	Alliant Staff	Mimi Long	
03/20/15	CSURMA EC LRP Meeting	Alliant Staff	Mimi Long	Completed
03/31/15	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Van Rin	Completed
03/31/15	Completion of the Form 700 – Statement of Economic Interest	BOD and Alliant Staff	Tevea Him	Completed
03/31/15	Approval by BOD Resolution allowing Treasurer to invest or reinvest funds (annual approval required - see Res 01-15 BOD)	BOD and Alliant Staff	Tevea Him	Completed

CSURMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
03/31/15	Approval of Conflict of Interest Code by BOD every even-number year - File with FPPC as required.	BOD and Alliant Staff	Tevea Him	N/A
APRIL 2015				
04/01/15	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
04/01/15	FORM 700 - JPA ADMIN sends all forms received to FPPC for processing	Alliant Staff	Tevea Him	Completed
04/01/15	Send out ballot for AORMA Committee term beginning on July 1, 2015	Alliant Staff	Tevea Him	In process
04/20/15	<i>AORMA MSLCTC Meeting (Teleconference)</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	<i>Completed</i>
04/27/15	<i>CSURMA BOD Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
04/28/15	<i>Fitting the Pieces Conference</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
MAY 2015				
05/06/15	Receive back all AORMA Committee ballots for the term beginning on July 1, 2015	Alliant Staff	Tevea Him	
05/06/15	<i>CSURMA BOD NMO Meeting via Teleconference</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/07/15	<i>AORMA Committee Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/08/15	<i>CSURMA EC Meeting</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
05/01/15	Develop a benchmarking project for the EC to review	Alliant Staff	Jacki Graf	<i>In process</i>
05/11/15	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
05/15/15	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
05/18/15	<i>AIME Committee Meeting</i>	<i>Alliant Staff</i>	<i>Stacey Weeks</i>	
05/30/15	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2014	AORMA Chair/Alliant Staff	Tevea Him	
05/30/15	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2014	AORMA Chair/Alliant Staff	Tevea Him	
05/30/15	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/14	Alliant Staff	Tevea Him	
05/30/15	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2014	Alliant Staff	Tevea Him	
05/30/15	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2014	Alliant Staff	Mimi Long	
JUNE 2015				
06/01/15	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
06/25/15	<i>AORMA Program Committee Meeting (Teleconference)</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
06/29/15	<i>AORMA MSLCTC Meeting (Teleconference)</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
06/30/15	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Mimi Long	
06/30/15	<i>Expiring Contract: Alliant Loss Control Services - July 1, 2014 to June 30, 2015</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
06/30/15	<i>Expiring Contract: TargetSolutions - July 1, 2012 to June 30, 2015</i>	<i>Alliant Staff</i>	<i>Mimi Long</i>	
06/30/15	Request COI from all vendor's contract	<i>Alliant Staff</i>	<i>Mimi Long</i>	
JULY 2015				
07/01/15	Financial audit prep with KPMG	Alliant Staff / RM	Van Rin	
07/01/15	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	
07/01/15	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff	Van Rin	
07/04/15	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff	Van Rin	
07/05/15	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	

CSURMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
07/05/15	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff	Mimi Long	
07/07/15	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea Him	
07/07/15	AORMA Officers Retreat – San Francisco, CA	AORMA Officers	Mimi Long	
07/14/15	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
07/15/15	Final FY Payroll - request from Chancellor's Office	Alliant Staff	Robert Leong	
07/15/15	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting	Van Rin	
07/21/15	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	
07/21/15	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	
07/28/15	FORM 700 - FORMS DUE TO FPCC ON THIS DATE [ASSUMING/LEAVING]	Alliant Staff	Tevea Him	
07/31/15	Actuarial Study - receive draft and forward to RM	Alliant Staff	Robert Leong	
07/31/15	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff	Van Rin	
07/31/15	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff	Hsan Htein	
07/31/15	Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate (every three years)	Liability TPA	Mimi Long	
AUGUST 2015				
08/01/15	Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate	Alliant Staff	Tevea Him	
08/01/15	Research the single bond approach & report back at the September meeting	Alliant Staff	Dan Howell	
08/01/15	Send out letter to regarding Claims Settlement Authority Annual Confirmation	Alliant Staff	Tevea Him	
08/01/15	Send out letter to regarding Foreign Travel Authority Confirmation	Alliant Staff	Tevea Him/Stacey Weeks	
08/01/15	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary	Mimi Long	
08/01/15	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long	
08/11/15	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
08/15/15	AOA EC Meeting - San Diego	Alliant Staff	Mimi Long	
08/31/15	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff	Mimi Long	
08/31/15	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff	Mimi Long	
08/31/15	Complete CSURMA's portion of the Public Self-Insurer's Annual Report for CSURMA – then forward to Sedgwick for TPA completion	Alliant Staff	Mimi Long	
08/31/15	Complete Target Surplus Funding Report	Alliant Staff	Mimi Long	
08/31/15	Completion of Financial Audit	CSU Accounting	Mimi Long	
08/31/15	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 2015				
09/01/15	Annual Report of Financial Transactions - start process	Alliant Staff / Accounting	Van Rin	
09/01/15	Stewardship Report	Alliant Staff	Robert Leong	
09/09/15	AORMA Long Range Plan meeting	Alliant Staff	Mimi Long	
09/09/15	AORMA New Committee Member Orientation meeting	Alliant Staff	Mimi Long	
09/10/15	AORMA Committee Meeting	Alliant Staff	Mimi Long	
09/10/15	CSURMA EC Orientation Meeting	Alliant Staff	Mimi Long	
09/11/15	CSURMA EC Meeting	Alliant Staff	Mimi Long	

CSURMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
09/13/15	Create UI White Paper for Steve Relyea to discuss Techniques to lower UI cost & Resources available to CSU	Alliant Staff	Dan Howell	
09/14/15	CAJPA Standards review (2014 and every 3 years thereafter)	Alliant Staff	Mimi Long	
09/15/15	Prepare invoices or checks for the Workers' Compensation payroll audit	CSU Accounting	Mimi Long	
09/30/15	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	
09/30/15	Completion of Workers' Compensation payroll desk audits	Alliant Staff	Mimi Long	
09/30/15	Send out invoices or checks for the Workers' Compensation payroll audit	Alliant Staff	Mimi Long	
09/30/15	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Mimi Long	
09/15/15	CAJPA Fall Conference and Training Seminar - Lake Tahoe Resort, Harrah's and Harveys	Alliant Staff	Mimi Long	
OCTOBER 2015				
10/01/15	Annual Report of Financial Transactions - File	Alliant Staff / Accounting	Van Rin	
10/01/15	Request completion of the Liability application	Alliant Staff	Mimi Long	
10/01/15	Request estimated Workers' Compensation payroll	Alliant Staff	Mimi Long	
10/01/15	AORMA Program Committee Meeting (Teleconference)	Alliant Staff	Mimi Long	
10/05/15	AORMA MSLCTC Meeting (Teleconference)	Alliant Staff	Mimi Long	
08/11/15	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	
10/15/15	Poll eligible AORMA Committee members to determine which members are willing to be nominated for the Vice Chair position	Nominations Committee	Mimi Long	
10/22/15	AORMA Committee Meeting	Alliant Staff	Mimi Long	
10/22/15	CSURMA BOD NMO Meeting via Teleconference	Alliant Staff	Mimi Long	
10/23/15	CSURMA BOD Meeting	Alliant Staff	Mimi Long	
10/23/15	CSURMA EC Meeting	Alliant Staff	Mimi Long	
TBD	AIME Committee Meeting	Alliant Staff	Stacey Weeks	
NOVEMBER 2015				
11/01/15	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	
11/28/15	Campus Risk Pool Deductible - Confirm (every 3 years - 2014, 2017, 2020)	Alliant Staff	Robert Leong	
11/28/15	Send campus risk pool renewal budget	Alliant Staff	Robert Leong	
11/30/15	Review volunteer losses within the Workers' Compensation program	Alliant Staff	Mimi Long	
11/30/15	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30/13	Alliant Staff	Tevea Him	
DECEMBER 2015				
12/01/15	2015 Vendor Survey - Review List of Vendors and Work on Recipients	Risk Management	Rebecca Skidmore	
12/01/15	P & P Outlining Underwriting Guidelines for Granting Additional Insured Status	Alliant Staff	Dan Howell	
12/03/15	AORMA Committee Meeting	Alliant Staff	Mimi Long	
12/04/15	CSURMA EC Meeting	Alliant Staff	Mimi Long	
12/10/15	AORMA Program Committee Meeting (Teleconference)	Alliant Staff	Mimi Long	
12/15/15	FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN	Alliant Staff	Tevea Him	
12/30/15	Financial Audit - mail to Secretary of State and County of Official Address	Alliant Staff/Accounting	Tevea Him	
12/31/15	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Mimi Long	

2015 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 – 2015 Meeting Calendar

2015 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2015		FEBRUARY, 2015		MARCH, 2015	
12	AIME: Northridge: 10:30 a.m.	8	EC: Pasadena: 3:00 p.m.	19	AORMA: Newport Beach: 10:00 a.m.
		8	MSLCTC: Pasadena: 4:30 p.m.	19	EC: Newport Beach: 2:30 p.m.
		8-11	AOA Conference: Pasadena	20	EC LRP: Newport Beach: 8:00 a.m.
		26	PC: Teleconference: 1:00 p.m.		
APRIL, 2015		MAY, 2015		JUNE, 2015	
20	MSLCTC: Teleconference: 10:00 a.m.	7	AORMA: Long Beach; 10:00 a.m	25	PC: Teleconference: 1:00 p.m.
23	BOD Orientation: Teleconference: 2:00 p.m.	8	EC: Long Beach: 8:00 a.m	29	MSLCTC: Teleconference: 10:00 a.m.
27	BOD: San Diego: 4:00 p.m.	18	AIME: TBD – 10:30 a.m.		
28-29	Fitting the Pieces Conference: San Diego	TBD	BOD Orientation: Teleconference: 10:30 a.m.		

AORMA = Auxiliary Organizations Risk Management Alliance Committee	PC = AORMA Programs Committee	EC = CSURMA Executive Committee
AOUIT = Auxiliary Organizations Unemployment Insurance Trust	AORMA LRP = AORMA Long Range Planning Meeting	EC LRP = EC Long Range Planning Meeting
MSLCTC = AORMA Member Services, Loss Control & Training Committee	AOA = CSU Auxiliary Organizations Association	BOD = CSURMA Board of Directors

2015 CSURMA • AORMA MEETING CALENDAR

JULY, 2015	AUGUST, 2015	SEPTEMBER, 2015
7-8 AORMA Officers Retreat, San Francisco		9 AORMA New Member Orientation: 9 AORMA LRP: Newport Beach: 10:00 a.m. 10 AORMA: Newport Beach: 9:00 a.m. 10 EC Orientation: Newport Beach: 4:00 pm 11 EC: Newport Beach: 8:30 a.m.
OCTOBER, 2015	NOVEMBER, 2015	DECEMBER, 2015
1 PC: Teleconference: 1:00 p.m. 5 MSLCTC: Teleconference: 10:00 a.m. 22 AORMA: Long Beach: 10:00 a.m. 22 BOD Orientation: Teleconference: 2:00 p.m. 23 EC: Long Beach: 9:00 a.m. 23 BOD: Long Beach: 10:30 a.m. <i>AIME: TBD – 10:30 a.m.</i>		3 AORMA: Long Beach: 10:00 a.m. 4 EC: Long Beach: 8:30 a.m. 10 PC: Teleconference: 1:00 p.m.

AORMA = Auxiliary Organizations Risk Management Alliance Committee	PC = AORMA Programs Committee	EC = CSURMA Executive Committee
AOUIT = Auxiliary Organizations Unemployment Insurance Trust	AORMA LRP = AORMA Long Range Planning Meeting	EC LRP = EC Long Range Planning Meeting
MSLCTC = AORMA Member Services, Loss Control & Training Committee	AOA = CSU Auxiliary Organizations Association	BOD = CSURMA Board of Directors

CSURMA EXECUTIVE COMMITTEE AND STAFF CONTACT LIST

ISSUE: Attached are the CSURMA Executive Committee and Program Administration contact lists.

RECOMMENDATION: It is recommended that members review the list at each meeting for accuracy.

FISCAL IMPACT: None.

BACKGROUND: An accurate and current 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, 2014

Seat	Member	Position	Campus	Organization	E-Mail	Telephone Number
Acting Chair	Linda Hawk	Vice President, Finance & Administrative Services	San Marcos	California State University San Marcos	lhawk@csusm.edu	760-750-4950
Vice Chair	Vacant					
CSU Seat #1	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 #2	Michael Thorpe	Risk Manager	Chico	California State University Chico	methorpe@csuchico.edu	530-898-6588
CSU Seat #3	Lori Gentles	Vice President, Human Resources	Fullerton	California State University Fullerton	lgentles@fullerton.edu	657-278-2560
CSU Seat #4	Ming Tung (Mike) Lee	Vice President, Administration and Chief Financial Officer	Sacramento	California State University Sacramento	mikelee@csus.edu	916-278-6312
AORMA Seat #5 - Chair	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc. California State University Long Beach	Robert.Dewit@csulb.edu	562-985-5549
AORMA Seat #6 - V Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fnumford@fullerton.edu	657-278-4101
Treasurer	George V. Ashkar	Assistant Vice Chancellor, Financial Services	Chancellor's Office	California State University, Office of the Chancellor	gashkar@calstate.edu	562-951-4671
Secretary Auditor	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

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Hsan Htein Van Rin	hhhtein@alliant.com vrin@alliant.com	415-403-1452 415-403-1408	415-874-4810 415-874-4810
General CSURMA Coverage Questions	Robert Leong Van Rin Hsan Htein Daniel Howell	rleong@alliant.com vrin@alliant.com hhhtein@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1452 415-403-1426	415-874-4810 415-874-4810 415-874-4810 415-874-4810
General AORMA Coverage Questions	Mimi Long Van Rin Hsan Htein Daniel Howell Melissa Diaz	mlong@alliant.com vrin@alliant.com hhhtein@alliant.com dhowell@alliant.com mdiaz@alliant.com	415-403-1423 415-403-1408 415-403-1452 415-403-1426 415-403-1444	415-874-4810 415-874-4810 415-874-4810 415-874-4810 415-874-4810
Inland Marine	Van Rin Hsan Htein Mimi Long	vrin@alliant.com hhhtein@alliant.com mlong@alliant.com	415-403-1408 415-403-1452 415-403-1423	415-874-4810 415-874-4810 415-874-4810
Participant Accident Insurance (PAI)	Van Rin	vrin@alliant.com	415-403-1408	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 Hsan Htein Daniel Howell	mlong@alliant.com vrin@alliant.com hhhtein@alliant.com dhowell@alliant.com	415-403-1423 415-403-1408 415-403-1452 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 Michelle Maffei Martin Fox-Foster Elaine Kim	rfrey@alliant.com dwalizada@alliant.com mmaffei@alliant.com martin.fox-foster@alliant.com ekim@alliant.com	415-403-1445 415-403-1453 415-403-1418 415-403-1417 415-403-1458	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	Melissa Diaz Myron Leavell	mdiaz@alliant.com mleavell@alliant.com	415-403-1444 415-403-1404	415-874-4810 415-874-4810



California State University Risk Management Authority

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
	Mandy Wong	mwong@calstate.edu	562-951-4578	562-951-4865
	Rima Tanuwidjaja	rtanuwidjaja@calstate.edu	562-951-4621	562-951-4856
	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	srelya@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	