



CSURMA EXECUTIVE COMMITTEE MEETING AGENDA

“This is an Open Public Meeting”

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

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

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

Meeting Date: September 11, 2015
Time: 8:30 AM

Primary Location: Alliant Insurance Services
2180 Harvard Street, Ste 460
Sacramento, CA 95815

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

A. CALL TO ORDER

- 1. **Approval of the Agenda** **A** pg. 5

B. PUBLIC COMMENTS

C. CONSENT CALENDAR

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will be asked to take action on the consent calendar items as a group; however, a member may request that an item be withdrawn from the Consent Calendar for discussion and action.

- 1. **Approval of Minutes – May 8, 2015** **A** pg. 6
The Committee will be asked to approve the minutes from its last meeting.
- 2. **Financial Report**
 - a. Receipt and Review of the Draft Financial Statements at June 30, 2015 **A** pg. 20
 - b. Treasurer’s Report at June 30, 2015 **A** pg. 28
- 3. **AIME Claims Administration Service Agreement** **A** pg. 35
The Committee will be asked to approve the new claims administrator for the AIME program
- 4. **Adoption of CSURMA Executive Committee and Board of Directors 2016 Meeting Calendar** **A** pg. 59
The Committee will be asked to take action to set the Committee’s meeting calendar for 2016

- 5. **Appointment of CSURMA Secretary-Auditor** A pg. 61
The Committee will be asked to appoint a new CSURMA Secretary-Auditor

- D. GENERAL ADMINISTRATION**

- 1. **Insurance and Reinsurance Renewal Report** A pg. 67
The Committee will receive a report on the completion of insurance renewal negotiations and may take action or provide direction as necessary

- 2. **Fiscal Year 2016/2017 Campus Risk Pool Program Funding**
 - a. **Campus Risk Pools Actuarial Reports** A pg. 69
Staff will review the draft actuarial studies and accept the reports for use in CSURMA’s financial reporting, rate setting, and funding evaluations.

 - b. **FY 2016/17 Rates and Gross Funding Campus Coverage Programs** A pg. 78
The Committee will be asked to recommend to the Board of Directors the campus program rates for the upcoming fiscal year

- 3. **Pooled Program Funding Status**
 - a. **Campus Risk Pools Funding Status at June 30, 2015** I pg. 87
The Committee will receive a report on the pooled program funding status at June 30, 2015

 - b. **Evaluation of Potential Campus Risk Pool Dividends and Assessments** A pg. 90
The Committee will consider whether to declare a dividend or assessment from the Campus Risk Pool.

- 4. **Risk Management Innovation Grant Program** A pg. 102
The Committee will be asked to review the grant applications and provide approval as appropriate

- 5. **Prevention of the Sexual Abuse of Minors Consulting Services** A pg. 126
The Committee will be asked to discuss the September CABO meeting Praesidium presentation and to provide direction to Staff as appropriate

- 6. **Form 700 Electronic Filing** A pg. 127
The Committee will be asked to discuss and delegate authority to the Secretary/Auditor to negotiate and execute an agreement for the software service providers

- 7. **Draft Policy and Procedure No. 23 - Additional Covered Party Endorsement** A pg. 140
The Committee will be asked to review the draft policy and procedure and recommend adoption by the Board meeting with changes as necessary.

- 8. **Student Placement Agreement** A pg. 143
The Committee will review the list of key target hosts to be used when developing the master insurance and indemnity language for student placement agreements
- 9. **Insurance Policy Database** A pg. 145
The Committee will be asked to approve the selection of software to be utilized by CSURMA
- 10. **Campus Risk Pool Rating Plan for Bond Funded Facilities** A pg. 154
The Executive Committee will be asked to review how CSURMA allocates the cost of coverage to bond funded facilities.
- 11. **Development of**
 - a. **Development of Optional Coverage for the University’s Business Personal Property (Campus 86)** A pg. 156
The Committee will be asked to review the first draft of the suggested business personal property program design for the FY 16/17 and will be asked to direct staff as appropriate
 - b. **Development of Fine Arts, Archives and Artifacts Program** A pg. 157
The Committee will be asked to discuss the Fine Arts, Artifacts and Archives Program and take action to launch the program mid-year upon completion of the development process and upon a campus’ request for FAAAP coverage.
- 12. **CSURMA Operational Review Report** A pg. 175
The Committee will be asked to review the Operational Review Response Status matrix and take action to accept the matrix as completion of all the recommended items.
- E. **OTHER PROGRAMS**
 - 1. **AORMA Programs Update** I pg. 178
The Committee will receive a verbal report on the AORMA programs
 - 2. **AIME Program Update** I pg. 179
The Committee will receive a verbal report on the AIME
- F. **CLOSED SESSION Pursuant to Cal. Gov. Code Sec. 11126(e)(1) & 11126(f)(1) – Action may be taken per Government Code Section 11126(e)(1) & 11126(f)(1). The matters below may be discussed. The Committee may take action or provide direction to Staff regarding the matters.** A
 - 1. **Student Fee Litigation**
 - 2. **Calderon settlement**
 - 3. **Enrica Chilli update**



California State University Risk Management Authority

G. INFORMATION ITEMS

- | | | |
|--|----------|----------------|
| 1. Workers' Compensation Program Claims Closure Initiative Update – Status Update | I | <i>pg. 180</i> |
| 2. CSURMA Support of Systemwide Efforts Related to Mitigation of Concussive Injuries – Progress Report | I | <i>pg. 182</i> |
| 3. CSU / UC Workers' Compensation Summit | I | <i>pg. 184</i> |
| 4. On-Line Education Multi-State Surety Initiative | I | <i>pg. 187</i> |
| 5. Review of FY 2015/2016 Long Range Planning Goals | I | <i>pg. 188</i> |
| 6. CSURMA Administrative Service Calendar | I | <i>pg. 192</i> |
| 7. CSURMA Executive Committee & Staff Contact List | I | <i>pg. 198</i> |

H. ADJOURNMENT

The next CSURMA Executive Committee meeting is scheduled for October 23, 2015 in Long Beach, CA

If you have questions regarding the agenda package, please contact

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

APPROVAL OF THE AGENDA

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

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

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None

APPROVAL OF MINUTES – MAY 8, 2015

ISSUE: The Committee will be asked to review and approve the draft minutes from its May 8, 2015 meeting.

RECOMMENDATION: It is recommended that the Committee approve the minutes from its May 8, 2015 meeting, including corrections as necessary.

FISCAL IMPACT: None.

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

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Executive Committee Meeting Minutes – May 8, 2015

**MINUTES OF THE
CSURMA EXECUTIVE COMMITTEE MEETING**

MAY 8, 2015

**CSU CHANCELLOR'S OFFICE, MUNITZ ROOM
401 Golden Shore • Long Beach, CA**

8:00 AM

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
Lori Gentles – CSU, Fullerton
Linda Hawk (Acting Chair) – CSU, San Marcos
Mike Lee – CSU, Sacramento
Frank Mumford (AORMA Vice-Chair) – CSU, Fullerton (*via Teleconference from 8:00 AM to 9:15 AM*)
Mike Thorpe – CSU, Chico

MEMBERS ABSENT

None. (Note: The Chair position was vacant for this meeting due to Cynthia Matson's departure from CSU, Fresno.)

STAFF, GUESTS & CONSULTANTS

Martin Brady - Self Insurance Authority
Kelly Cox - CSU Office of the Chancellor
Melissa Diaz - Alliant Insurance Services, Inc.
Robert Eaton (Secretary/Auditor) – CSU, Office of the Chancellor
Zachary Gifford – CSU, Office of the Chancellor
Jacki Graf - Alliant Insurance Services, Inc.
Daniel Howell - Alliant Insurance Services, Inc.
William Hsu – CSU, Office of General Counsel
Alice Kim – CSU Office of the Chancellor
Rob Leong - Alliant Insurance Services, Inc.
Mimi Long - Alliant Insurance Services, Inc.
Kevin Saunders – CSU, Monterey Bay
Rebecca Skidmore – CSU, Office of the Chancellor

A. CALL TO ORDER

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

A1. Approval of the Agenda

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

MOTION: Lori Gentles
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

B. PUBLIC COMMENTS

There were no comments from the public.

C. CONSENT CALENDAR

- C1. Approval of Minutes – March 19 & 20, 2015**
- C2a. Receipt and Review of the Draft Financial Statements at March 31, 2015**
- C2b. Treasurer’s Report dated April 15, 2015**

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

MOTION: Mike Thorpe
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

D. GENERAL ADMINISTRATION

D1. Review of FY 15/16 Long Range Action Plan

Daniel Howell reviewed the FY 15/16 Long Range Action Plan.

A motion was made to approve the FY 15/16 Long Range Action Plan as presented.

MOTION: Mike Thorpe

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

D7. Workers’ Compensation Trends and Benchmarking Proposal

This item was discussed out of the agenda order to accommodate the time of the guest presenter, Martin Brady. Zachary Gifford introduced this item. Systemwide Risk Management has been exploring benchmarking services to provide assistance in evaluating CSURMA’s workers’ compensation claims data. Martin Brady of Schools Insurance Authority who currently serves on the CWCI Executive Committee provided information regarding CWCI for the Committee consideration.

As explained by Brady, CWCI’s primary focus is public policy research that identifies, defines, and quantifies workers’ compensation claims data which may lead to developing practical solutions. CWCI can identify medical and indemnity trends and determine how legislative changes affect workers’ compensation costs. Member’s assumptions of claim results can be confirmed with accuracy. This allows members to drill down on actual changes within performance. As a CWCI Member, CSURMA will be able to access benchmark tools that will show CSURMA’s performance versus a comparison group on a variety of different measures. CWCI also provides technical training and continuing education for its Members such as new regulations governing medical provider networks, ambulatory surgery center fees, and physician pre-designation and chiropractic care. CWCI also conducts its annual case law seminar series to educate claims and legal professionals on recent changes brought about through decisional law.

Currently, 90% of private sector payroll is represented by members of CWCI. Based on CSURMA’s total payroll, the annual fee is \$27,500 to join CWCI as an Associate Member who contributes data and has custom reporting and benchmarking access.

A motion was made to delegate authority to the Director of Systemwide Risk Management to pursue membership for CSURMA in the CWCI as an Associate Member who contributes data, including authorizing the expenditure of \$27,500 to join CWCI.

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

D2. Review of CSURMA Operational Review Report

The operational review was presented by the report preparer, Robin Johnson, and accepted by the Executive Committee at the March 19, 2015 meeting. Daniel Howell discussed the CSURMA Operational Review – Response Matrix. The Operational Review recommended revisions to the Joint Exercise Powers Agreements and Bylaws. These recommended revisions were adopted by the Board at its meeting on April 27, 2015. The operational review recommended revisions to several of CSURMA’s contracts. The contracts are either being discussed at today’s meetings or were discussed at the AORMA Committee meeting on May 7, 2015. The CSURMA Conflict of Interest Code did receive the appropriate authorization and has been filed with the FPPC. CSU Accounting is considering the recommendation to complete the supplemental GASB 10 disclosures. A breakout of the liability and workers’ compensation programs within the audited financial statement was recommended and CSU Accounting is reviewing this recommendation as well.

A motion was made to adopt the CSURMA Operational Review – Response Matrix and to direct staff to continue providing the Executive Committee with updates until all items are closed to the satisfaction of the Executive Committee.

MOTION: Mike Lee
SECOND: Mike Thorpe

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. Insurance and Reinsurance Renewal Report

Daniel Howell updated the Committee on the FY 15/16 insurance and reinsurance renewals.

1. *AORMA Liability - Reinsurance Agreement w/ Genesis (\$4,650,000 excess of \$350,000).* Genesis provided a renewal proposal with a 5% increase in premium due to claims activity within the reinsurance layer. In addition, Howell anticipates that their SIR will likely increase in FY 16/17. The reinsurance premium for FY 15/16 will be \$1,071,000; the FY 14/15 premium was \$1,020,000. This increase is within the budgeted AORMA reinsurance premium for FY 15/16.
2. *Excess Liability (\$10,000,000 excess of \$5,000,000).* Ironshore, the lead excess insurer confirmed its ability to maintain the expiring self-insured retention and has indicated terms with an increase of 5% over expiring. Alliant is now negotiating the terms for the excess liability tower and believes it will be able to replace CV Starr’s participation which is necessitated by Starr’s exit from the California municipal liability insurance market. Howell expects to obtain terms for the entire renewal within a 3% to 4% increase over expiring. The Liability Program is being marketed extensively.
3. *Crime.* The campus and auxiliary crime programs have had losses; however, Howell still is expecting a flat rate renewal overall for the programs. This will be discussed in detail with the underwriters the first week of June, 2015.
4. *Excess Workers’ Compensation.* Effective January 1, 2015, CSURMA joined CSAC EIA for the coverage of its workers’ compensation program. This locked-in the pricing for 18-months. EIA has received a quote from the CSURMA incumbent excess workers’ compensation carrier, Safety National, at the same terms as expiring.
5. *Property.* CSU and the auxiliary organizations have had excellent property loss results in recent years; however, CSU Los Angeles has just had a significant loss (\$8MM reserved loss) which will impact future renewals. The property market remains soft. Howell expects the renewal rates to remain stable following last year’s sizeable decrease but an increase for FY 2016/17 if the CSU Los Angeles loss is paid as reserved.

6. AIME will be meeting within the next few weeks. Robert Leong expects rates will be increasing between 5% and 10%.

No action was taken as this item was for information only.

Frank Mumford leaves the meeting at this point.

D4. CSU Special Events Risk Management Resource Guide (Campuses and Auxiliary Organizations)

Zachary Gifford explained that Development of a CSU Special Events Risk Management Resource Guide is included as Item #LRP-9 on the FY 15/16 Long Range Action Plan. A proposal was received from Joe Risser at Risk Management Design for development of a Special Events Manual, as well as a Good Practices for Campus Special Events Presentation, and a webinar presentation to be included in the systemwide training library. The cost for the special events manual and resources is \$45,000 over a two-year period.

A motion was made to approve the proposal for the CSU Special Events Risk Management Resource Guide.

MOTION: Mike Thorpe
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. Workers' Compensation Claims Closure Project

Zachary Gifford and Jacki Graf discussed this item. The initial focus of this “Doubleplay Program was to review files within the Schools Excess Liability Fund (SELF) excess layer years (7/1/1995 - 6/30/2004). Now that the benefits of this program are documented, it is being proposed that the file base for this project be expanded to include all file years throughout the CSURMA workers’ compensation program 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

Once the previously approved \$50,000 limited is reached, all subsequent legal fees from Corey Ingber’s firm will be allocated directly to the claim file for reimbursement.

A motion was made to continue the “Doubleplay Program” with an expansion of the file population impacted and changing from a direct pay by CSURMA to the allocation of costs for the review to the individual claims file as an expense cost.

MOTION: Robert de Wit

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

D6. Praesidium Contract for Prevention of Sexual Abuse of Minors

Melissa Diaz summarized this item. The current contract with Praesidium for prevention of sexual abuse of minors will expire on June 30, 2015. Praesidium has proposed two renewal options. The first option includes the same services as the expiring contract. The second option includes expanded services such as On-Site Training and Presentations to Senior Leadership. The Executive Committee reviewed the utilization report provided by Praesidium as well as the renewal proposal options.

The Committee felt that this contract needed to be brought before CABO to finalize a decision with regard to expanded services. Linda Hawk, Mike Lee and Kevin Saunders will work on the CABO agenda placement. A decision was made to extend the current contract to November 1, 2015, with the existing terms and conditions and to invite Praesidium to provide a 15 to 20 minute presentation at the CABO meeting on September 16, 2015. The Executive Committee can then make a final decision at its meeting on October 23, 2015.

A motion was made to delegate authority to the CSURMA Secretary-Auditor to extend the current contract to November 1, 2015.

MOTION: Mike Lee
SECOND: Mike Thorpe

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

D8. Risk Management Innovation Grant Program

Zachary Gifford explained that at its December 5, 2014 meeting, the Executive Committee approved the use of unencumbered risk management grant funds for systemwide risk management endeavors. The EH&S Affinity Group submitted a grant application for \$50,000 which would give the entire CSU System a one-year membership in the UC Safety Training Consortium providing online training resources and tools for lab safety and other EH&S / Risk Management topics.

A motion was made to approve the Risk Management Innovation Grant application received by the EH&S Affinity Group at the cost of \$50,000 to CSURMA.

MOTION: Lisa Chavez
SECOND: Mike Thorpe

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

D9. Policy and Procedure No. 15 – Responsibilities of the Treasurer and the Secretary-Auditor

Daniel Howell explained that at its March 19, 2015 meeting, the Executive Committee reviewed all of the odd-numbered Policies and Procedures, but tabled Policy and Procedure No. 15 for further review at today’s meeting. The Executive Committee asked that ongoing authority be delegated to the Secretary-Auditor to bind insurance renewal policies with insurers once negotiations are finalized. The Committee reviewed the recommended revisions to Policy and Procedure No. 15 and suggested additional changes as shown below.

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~~ The Secretary-Auditor is authorized to finalize negotiations with insurers and to bind insurance on behalf of the CSURMA. ~~each and every year within the guidelines directed by the Executive Committee.~~

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

A motion was made to recommend adoption by the Board of Directors of the amendments to Policy and Procedure No. 15 as documented in 3.1 and 3.2 above.

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

D10. Form 700 Electronic Filings

Mimi Long noted that the FPPC is now able to approve and certify electronic filing systems for the statements of economic interests (Form 700). 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.

A motion was made to approve application to the FPPC for authorization to file electronically CSURMA’s Form 700’s including payment of the \$1,000 application fee.

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

D11. Development of Optional Coverage for the University’s Business Personal Property (Campus 86)

Rob Leong explained the concept of developing a property coverage option for campuses’ to insure their higher-valued business personal property items. Daniel Howell noted that the first phase of this program for FY 15/16 would be to announce to the campuses that coverage for business contents is available within the campus property program and can be added to the campus’s property schedule. The second phase, for FY 16/17, involves designing a program that would include a basic business contents sublimit. This sublimit could be \$900,000 xs of \$100,000, so the program is completely self-insured or could include higher limits which would then be covered by excess insurance.

A motion was made to direct Staff to announce to the campuses that business contents coverage is available for FY 15/16 and to provide to the Executive Committee in September, 2015, with a suggested business contents program design for FY 16/17.

MOTION: Mike Thorpe
SECOND: Lori 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

D12. Delegation of Authority to Exercise Program Administration and Brokerage Services Agreement Option

George Ashkar explained that 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 four one-year renewal options of the current agreement for the period January 1, 2016 through December 31, 2019. The agreements will include the right for CSURMA to cancel the services without cause upon 90 days’ notice and will incorporate terms recommended in the recent Operational Review report.

A motion was made to delegate authority to the Treasurer and Secretary-Auditor to negotiate a four year option effective January 1, 2016, to be executed by the CSURMA Chair and Secretary-Auditor on behalf of CSURMA and to incorporate those changes recommended within the Operational Review.

MOTION: Mike Lee

SECOND: Mike Thorpe

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

Mike Thorpe reported that the AIME Committee had not met since the last Executive Committee meeting. He did report that the RFP for claims administration was sent out and timely responses have been received. Oral interviews will be held within the month.

E2. AORMA Programs Update

Robert de Wit, the AORMA Committee Chair, reported on the activities of the AORMA Committee

F. CLOSED SESSION

A motion was made to enter closed session at 10:55 AM.

MOTION: Robert de Wit

SECOND: Mike Thorpe

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

The committee returned from Closed Session at 11:10 a.m.

The Chair reported that direction had been given during closed session.

G. INFORMATION ITEMS

G1. CSURMA Administrative Service Calendar

G2. 2015 CSURMA Meeting Calendar

G3. CSURMA Executive Committee & Staff Contact List

The Executive Committee reviewed the information items. Daniel Howell noted that WACABO will be meeting in San Francisco April 24 – 27, 2016. Howell suggested that the Committee meet on the afternoon of Wednesday, April 27th after the conference ends. Rob Leong noted that the Board Orientation meeting would be on May 14th.

Linda Hawk asked to the Committee to discuss the start time for the meeting in September, 2015. It was agreed the meeting would begin at 8:30 AM and continue until 12:00 Noon.

Linda Hawk thanked Mike Thorpe and Robert de Wit for their service on the Executive Committee.

H. ADJOURNMENT

A motion was made to adjourn the meeting at 11:17 AM.

MOTION: Mike Thorpe

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

FINANCIAL REPORT
DRAFT FINANCIAL STATEMENTS AT JUNE 30, 2015

ISSUE: The Chancellor's Office Financial Services Accounting prepares Financial Statements for CSURMA. The Draft Financial Statements at June 30, 2015 are provided as an attachment to this item. The Executive Committee is asked to review the Draft Financial Statements 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 Statements at June 30, 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 Statements at June 30, 2015

California State University Risk Management Authority

Balance Sheet - Campus Programs as of 6/30/2015

(Unaudited)

	Liability	Workers' Compensation	IDL/NDI/UI	Property	AIME	Auto Liability	Total Campus Programs as of 6/30/2015
Assets:							
Cash and Investments	1,809,981	3,385,604	169,680	428,750	148,603	0	5,942,618
Other long-term investments	34,050,083	63,690,361	3,189,784	8,064,627	2,795,098	0	111,789,952
Accounts receivable	266,844	274,121	0	13,236	0	0	554,201
Loan receivable	0	0	0	0	0	0	0
Reinsurance receivable	0	753,422	0	0	0	0	753,422
Accrued interest receivable	957	1,809	91	229	79	0	3,166
Prepaid insurance	22,733	23,813,021	0	12,926	0	0	23,848,679
Prepaid expense	30,048	2,419,428	3,626	2,610	184	0	2,455,895
Total assets:	36,180,645	94,337,766	3,363,180	8,522,377	2,943,964	0	145,347,933
Liabilities:							
Accounts payable	450,202	891,268	1,646,958	165,730	-2,885	0	3,151,273
Unearned revenue	12,039	0	0	0	0	0	12,039
SELF assessment liability	0	10,908,929	0	0	0	0	10,908,929
Reported claims	10,153,055	36,241,586	0	0	137,137	0	46,531,778
Claims incurred but not reported	8,276,122	24,758,890	0	0	1,828,498	0	34,863,510
Total liabilities:	18,891,418	72,800,673	1,646,958	165,730	1,962,750	0	95,467,528
Fund balance	17,289,228	21,537,093	1,716,222	8,356,648	981,214	0	49,880,404
Total liabilities and fund balance	36,180,645	94,337,766	3,363,180	8,522,377	2,943,964	0	145,347,933

California State University Risk Management Authority

Balance Sheet - AORMA Programs as of 6/30/2015

(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs as of 6/30/2015
Assets:						
Cash and Investments	242,181	556,552	88,176	16,602	239,489	1,142,999
Other long-term investments	4,552,828	10,470,820	1,659,244	312,345	4,506,201	21,501,438
Accounts receivable	174,879	57,181	107	0	12,101	244,268
Loan receivable	0	0	0	0	0	0
Reinsurance receivable	0	0	0	0	0	0
Accrued interest receivable	129	297	46	9	128	609
Prepaid insurance	0	2,449,099	0	0	0	2,449,099
Prepaid expense	376,116	340,307	921	97	868	718,309
Total assets:	5,346,134	13,874,256	1,748,494	329,053	4,758,787	26,056,722
Liabilities:						
Accounts payable	576,806	913,716	53,065	(18)	309,853	1,853,423
Unearned revenue	0	0	0	0	0	0
SELF assessment liability	0	0	0	0	0	0
Reported claims	1,283,240	4,399,377	0	0	0	5,682,617
Claims incurred but not reported	962,176	4,594,927	0	0	0	5,557,103
Total liabilities:	2,822,222	9,908,020	53,065	(18)	309,853	13,093,143
Fund balance	2,523,912	3,966,235	1,695,428	329,070	4,448,934	12,963,580
Total liabilities and fund balance	5,346,134	13,874,256	1,748,494	329,053	4,758,787	26,056,722

California State University Risk Management Authority

Balance Sheet - Miscellaneous Programs as of 6/30/2015

(Unaudited)

	Misc Purchased	OCIP	Club Sports	Loans	Total Misc Programs as of 6/30/2015	Grand Total All Programs as of 6/30/2015
Assets:						
Cash and Investments	2,789	87,756	9,475	(281,704)	(181,683)	6,903,934
Other long-term investments	53,278	1,671,637	178,289	(5,086,352)	(3,183,147)	130,108,243
Accounts receivable	1,389	0	0	0	1,389	799,857
Loan receivable	0	0	0	5,368,056	5,368,056	5,368,056
Reinsurance receivable	0	0	0	0	0	753,422
Accrued interest receivable	0	0	5	0	5	3,780
Prepaid insurance	0	1,022,496	14,213	0	1,036,709	27,334,487
Prepaid expense	0	194,547	570	0	195,116	3,369,321
Total assets:	57,457	2,976,436	202,552	0	3,236,445	174,641,100
Liabilities:						
Accounts payable	0	(4,937)	(174)	0	(5,111)	4,999,585
Unearned revenue	0	0	24,492	0	24,492	36,531
SELF assessment liability	0	0	0	0	0	10,908,929
Reported claims	0	0	0	0	0	52,214,395
Claims incurred but not reported	0	0	0	0	0	40,420,613
Total liabilities:	0	(4,937)	24,318	0	19,381	108,580,052
Fund balance	57,457	2,981,373	178,234	0	3,217,064	66,061,048
Total liabilities and fund balance	57,457	2,976,436	202,552	0	3,236,445	174,641,100

California State University Risk Management Authority

Income Statement - Campus Programs as of 6/30/2015

(Unaudited)

	Liability	Workers' Compensation	IDL/NDI/UI	Property	AIME	Auto Liability	Total Campus Programs
OPERATING REVENUES:							
Contributions	14,140,505	33,196,159	12,500,000	9,783,785	3,577,749	688,468	73,886,666
Reinsurance premiums	(170,000)	0	0	(4,415,005)	0	0	(4,585,005)
Total operating revenues:	13,970,505	33,196,159	12,500,000	5,368,780	3,577,749	688,468	69,301,660
OPERATING EXPENSES:							
DIRECT PROGRAM EXPENSES:							
Claims payment & legal expenses	11,861,912	18,727,495	12,773,846	2,464,517	2,878,304	0	48,706,075
Deductible recoveries	(3,686,737)	0	0	0	0	0	(3,686,737)
Claims administrators	83,956	3,744,803	64,138	0	130,000	0	4,022,897
Claims management information system	33,608	0	0	0	0	0	33,608
Program administrator	199,192	405,280	170,848	203,099	9,876	0	988,295
Brokerage commissions	332,497	331,344	240	481,446	1,734	0	1,147,260
Insurance premiums	3,784,186	13,891,364	0	945,196	14,985	688,468	19,324,198
Taxes, assessments & fees	208,772	0	0	0	0	0	208,772
Actuarial services	4,750	5,250	0	0	2,750	0	12,750
Claims audit	5,000	0	0	0	0	0	5,000
Program legal	0	2,500	0	0	0	0	2,500
Miscellaneous program services	1,769	4,183	0	0	0	0	5,952
Workshops/training	42,633	37,102	14,430	10,346	0	0	104,511
Loss control	232,050	64,301	0	0	0	0	296,351
Reinsurance/excess recovery	0	(6,854,947)	0	0	0	0	(6,854,947)
Program committee	0	0	0	0	3,239	0	3,239
Dividend distributions	8,677,518	0	0	0	0	0	8,677,518
Change in claims losses and loss adj. exp.	(608,720)	(4,300,640)	0	0	53,799	0	(4,855,561)
Total direct program expenses:	21,172,385	26,058,035	13,023,502	4,104,604	3,094,686	688,468	68,141,681
GENERAL & ADMINISTRATIVE EXPENSES:							
Financial audit	6,601	15,235	5,736	4,132	1,643	0	33,347
Executive committee & board expenses	861	1,987	748	539	214	0	4,350
JPA insurance	2,427	5,601	2,109	1,519	604	0	12,260
Memberships, associations & dues	3,259	27,240	920	663	244	0	32,326
Chancellor's office accounting services	49,888	115,147	43,355	31,233	12,415	0	252,038
Risk management expenses	103,273	238,368	89,750	64,655	25,701	0	521,746
JPA accreditation	1,230	2,840	1,069	770	306	0	6,216
Miscellaneous indirect services	3,696	8,426	3,294	2,362	896	0	18,673
Total general & administrative expenses:	171,234	414,845	146,981	105,873	42,023	0	880,956
Total operating expenses:	21,343,619	26,472,881	13,170,483	4,210,477	3,136,709	688,468	69,022,637
NON-OPERATING REVENUES:							
Investment income	354,295	894,175	95,798	104,605	43,779	0	1,492,652
Total non-operating revenues:	354,295	894,175	95,798	104,605	43,779	0	1,492,652
BEGINNING RETAINED EARNINGS	24,308,047	13,919,640	2,290,907	7,093,740	496,395	0	48,108,729
NET SURPLUS/(DEFICIT)	(7,018,819)	7,617,453	(574,685)	1,262,908	484,819	0	1,771,675
ENDING RETAINED EARNINGS	17,289,228	21,537,093	1,716,222	8,356,648	981,214	0	49,880,404

California State University Risk Management Authority

Income Statement - AORMA Programs as of 6/30/2015

(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs
OPERATING REVENUES:						
Contributions	3,767,545	4,313,391	3,048,253	332,722	2,984,844	14,446,755
Reinsurance premiums	(850,000)	0	(1,437,541)	0	0	(2,287,541)
Total operating revenues:	2,917,545	4,313,391	1,610,712	332,722	2,984,844	12,159,214
OPERATING EXPENSES:						
DIRECT PROGRAM EXPENSES:						
Claims payment & legal expenses	4,696,489	2,193,339	252,067	0	1,103,826	8,245,721
Deductible recoveries	(419,209)	0	0	0	0	(419,209)
Claims administrators	13,300	211,231	0	0	30,495	255,026
Claims management information system	0	0	0	0	0	0
Program administrator	581,688	343,060	248,612	23,836	46,124	1,243,320
Brokerage commissions	63,778	57,209	183,915	15,006	58	319,967
Insurance premiums	314,098	1,659,660	96,292	197,437	0	2,267,487
Taxes, assessments & fees	0	63,003	0	0	0	63,003
Actuarial services	9,500	5,500	0	0	0	15,000
Claims audit	5,000	0	0	0	0	5,000
Program legal	0	0	0	0	0	0
Miscellaneous program services	0	0	0	0	0	0
Workshops/training	9,518	10,960	8,006	843	7,345	36,672
Loss control	98,034	112,591	0	0	0	210,625
Reinsurance/excess recovery	(160,813)	(94,563)	0	0	0	(255,376)
Program committee	3,163	3,626	2,630	279	2,477	12,174
Dividend distributions	464,087	715,802	0	0	0	1,179,889
Change in claims losses and loss adj. exp.	(883,192)	(75,270)	0	0	0	(958,462)
Total direct program expenses:	4,795,441	5,206,148	791,522	237,401	1,190,325	12,220,837
GENERAL & ADMINISTRATIVE EXPENSES:						
Financial audit	1,754	2,012	1,458	155	1,376	6,755
Executive committee & board expenses	229	263	190	20	179	881
JPA insurance	645	740	536	57	506	2,484
Memberships, associations & dues	21	2,779	17	2	16	2,834
Chancellor's office accounting services	13,260	15,210	11,018	1,170	10,400	51,057
Risk management expenses	27,450	31,486	22,808	2,422	21,529	105,695
JPA accreditation	327	375	272	29	257	1,259
Miscellaneous indirect services	984	1,141	842	88	743	3,798
Total general & administrative expenses:	44,669	54,006	37,140	3,943	35,006	174,764
Total operating expenses:	4,840,111	5,260,154	828,662	241,344	1,225,331	12,395,601
NON-OPERATING REVENUES:						
Investment income	90,132	112,735	16,404	3,023	33,139	255,433
Total non-operating revenues:	90,132	112,735	16,404	3,023	33,139	255,433
BEGINNING RETAINED EARNINGS	4,356,346	4,800,263	896,974	234,669	2,656,281	12,944,533
NET SURPLUS/(DEFICIT)	(1,832,434)	(834,028)	798,454	94,401	1,792,653	19,046
ENDING RETAINED EARNINGS	2,523,912	3,966,235	1,695,428	329,070	4,448,934	12,963,580

California State University Risk Management Authority
Income Statement - Miscellaneous Programs as of 6/30/2015

(Unaudited)

	Misc Purchased	OCIP	Club Sports	Total Misc Programs	Grand Total All Programs
OPERATING REVENUES:					
Contributions	321,937	6,319,017	273,803	6,914,757	95,248,178
Reinsurance premiums	0	0	0	0	(6,872,546)
Total operating revenues:	321,937	6,319,017	273,803	6,914,757	88,375,632
OPERATING EXPENSES:					
DIRECT PROGRAM EXPENSES:					
Claims payment & legal expenses	0	0	0	0	56,951,795
Deductible recoveries	0	0	0	0	(4,105,946)
Claims administrators	0	0	5,000	5,000	4,282,923
Claims management information system	0	0	0	0	33,608
Program administrator	0	903,585	0	903,585	3,135,200
Brokerage commissions	59,970	46,529	7,763	114,261	1,581,488
Insurance premiums	344,811	1,769,779	170,381	2,284,972	23,876,657
Taxes, assessments & fees	0	0	0	0	271,775
Actuarial services	0	0	0	0	27,750
Claims audit	0	0	0	0	10,000
Program legal	0	0	0	0	2,500
Miscellaneous program services	0	0	0	0	5,952
Workshops/training	0	0	0	0	141,184
Loss control	0	0	0	0	506,977
Reinsurance/excess recovery	0	0	0	0	(7,110,323)
Program committee	0	0	0	0	15,413
Dividend distributions	0	0	0	0	9,857,407
Change in claims losses and loss adj. exp.	0	0	0	0	(5,814,023)
Total direct program expenses:	404,781	2,719,893	183,144	3,307,818	83,670,336
GENERAL & ADMINISTRATIVE EXPENSES:					
Financial audit	0	2,808	90	2,898	43,000
Executive committee & board expenses	0	366	12	378	5,609
JPA insurance	0	1,032	33	1,066	15,810
Memberships, associations & dues	0	0	0	0	35,160
Chancellor's office accounting services	0	21,223	682	21,905	325,000
Risk management expenses	0	43,933	1,413	45,346	672,787
JPA accreditation	0	523	17	540	8,016
Miscellaneous indirect services	0	1,626	52	1,678	24,149
Total general & administrative expenses:	0	71,511	2,299	73,811	1,129,531
Total operating expenses:	404,781	2,791,405	185,443	3,381,629	84,799,867
NON-OPERATING REVENUES:					
Investment income	0	0	1,437	1,437	1,749,522
Total non-operating revenues:	0	0	1,437	1,437	1,749,522
BEGINNING RETAINED EARNINGS	140,301	(546,239)	88,437	(317,502)	60,735,760
NET SURPLUS/(DEFICIT)	(82,844)	3,527,612	89,797	3,534,565	5,325,287
ENDING RETAINED EARNINGS	57,457	2,981,373	178,234	3,217,064	66,061,048

California State University Risk Management Authority

Income Statement as of 6/30/2015

(Unaudited)

	Budget vs. Actual			Percent of Budget
	FY 2014/2015 Budget	Year-to-Date Ending 6/30/2015	Variance	
OPERATING REVENUES:				
Contributions	93,872,043	95,248,178	(1,376,135)	101.47%
Reinsurance premiums	(6,951,482)	(6,872,546)	(78,936)	98.86%
Total operating revenues:	86,920,561	88,375,632	(1,455,071)	101.67%
OPERATING EXPENSES:				
DIRECT PROGRAM EXPENSES:				
Claims payment & legal expenses	61,588,447	56,951,795	4,636,652	92.47%
Deductible recoveries	(4,050,000)	(4,105,946)	55,946	101.38%
Claims administrators	4,661,895	4,282,923	378,972	91.87%
Claims management information system	35,000	33,608	1,392	96.02%
Program administrator	2,449,686	3,135,200	(685,514)	127.98%
Brokerage commissions	1,334,227	1,581,488	(247,261)	118.53%
Insurance premiums	27,456,751	23,876,657	3,580,094	86.96%
Taxes, assessments & fees	263,003	271,775	(8,772)	103.34%
Actuarial services	26,000	27,750	(1,750)	106.73%
Claims audit	22,000	10,000	12,000	45.45%
Coverage counsel	16,000	0	16,000	0.00%
Program legal	2,500	2,500	0	100.00%
Miscellaneous program services	11,755	5,952	5,803	50.63%
Workshops/training	159,988	141,184	18,804	88.25%
Loss control	818,154	506,977	311,177	61.97%
Reinsurance/excess recovery	(7,401,949)	(7,110,323)	(291,626)	96.06%
Program committee	30,688	15,413	15,275	50.22%
Dividend distributions	10,501,251	9,857,407	643,844	93.87%
Change in claims losses and loss adj. exp.	0	(5,814,023)	5,814,023	0.00%
Total direct program expenses:	97,925,396	83,670,336	14,255,060	85.44%
GENERAL & ADMINISTRATIVE EXPENSES:				
Financial audit	48,000	43,000	5,000	89.58%
Executive committee & board expenses	34,000	5,609	28,391	16.50%
JPA insurance	27,500	15,810	11,691	57.49%
Memberships, associations & dues	7,450	35,160	(27,710)	471.95%
Chancellor's office accounting services	325,000	325,000	0	100.00%
Risk management expenses	935,000	672,787	262,213	71.96%
JPA accreditation	0	8,016	(8,016)	0.00%
JPA legal	5,000	0	5,000	0.00%
Miscellaneous indirect services	15,000	24,149	(9,149)	161.00%
Total general & administrative expenses:	1,396,950	1,129,531	267,419	80.86%
Total operating expenses:	99,322,346	84,799,867	14,522,479	85.38%
NON-OPERATING REVENUES:				
Investment income	2,500,000	1,749,522	750,478	69.98%
Total non-operating revenues:	2,500,000	1,749,522	750,478	69.98%
NET SURPLUS/(DEFICIT)	(9,901,785)	5,325,287	(15,227,072)	(53.78%)

FINANCIAL REPORT
TREASURER'S REPORT AT JUNE 30, 2015

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

RECOMMENDATION: It is recommended that the Executive Committee review the Treasurer's Report ending June 30, 2015 as part of the Consent Calendar.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Certification of Funds Letter - August 31, 2015
- b. CSURMA Investment Report - April 1, 2015 to June 30, 2015



California State University Risk Management Authority

Officers

Linda Hawk
Acting Chair

Robert Eaton
Treasurer

Robert Eaton
Secretary-Auditor

To: Executive Committee
CSU Risk Management Authority

From: Robert Eaton
Treasurer
CSU Risk Management Authority

Re: Quarterly Investment Report
Ending June 30, 2015

Date: August 31, 2015

Government Code Section 53646(b)(1) requires the Authority's Treasurer to submit to the legislative body (Executive Committee), a quarterly investment report. Attached is the quarterly investment report ending June 30, 2015. The report contains a portfolio summary which includes market value, return, yield, weighted average maturity (WAM), and duration for each of CSURMA Investment Portfolios: Fixed Income Portfolio with Morgan Stanley-Smith Barney and CSU's Consolidated Investment Pool.

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

Robert Eaton
Treasurer
CSU Risk Management Authority

CSURMA

Quarterly Investment Report

April 1, 2015 - June 30, 2015

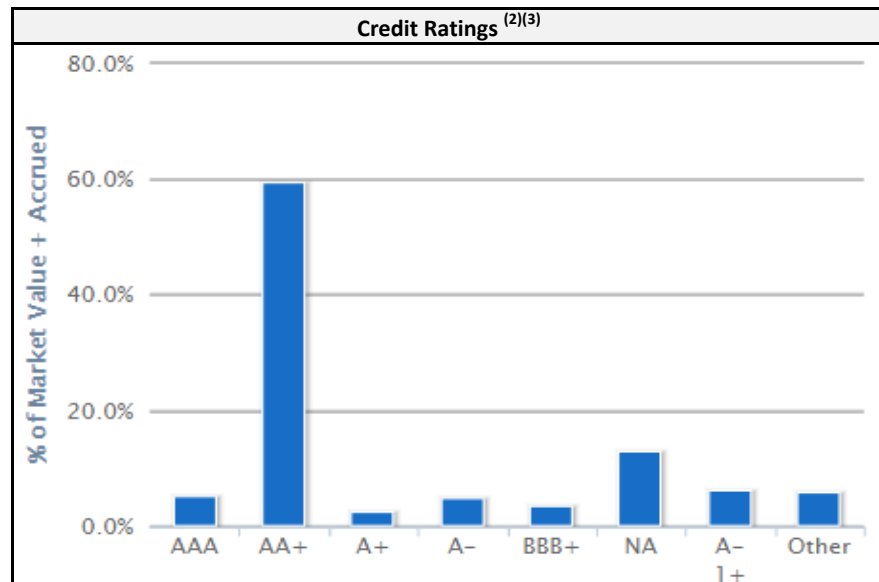
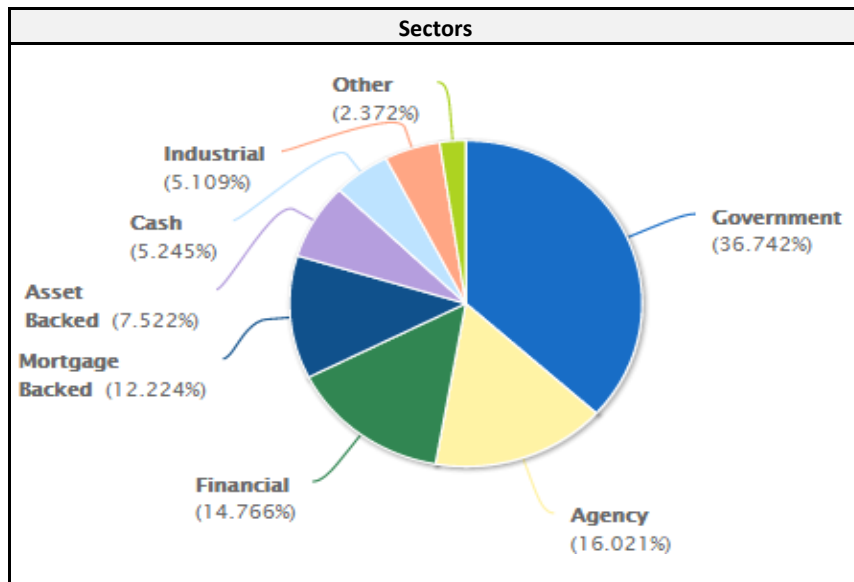
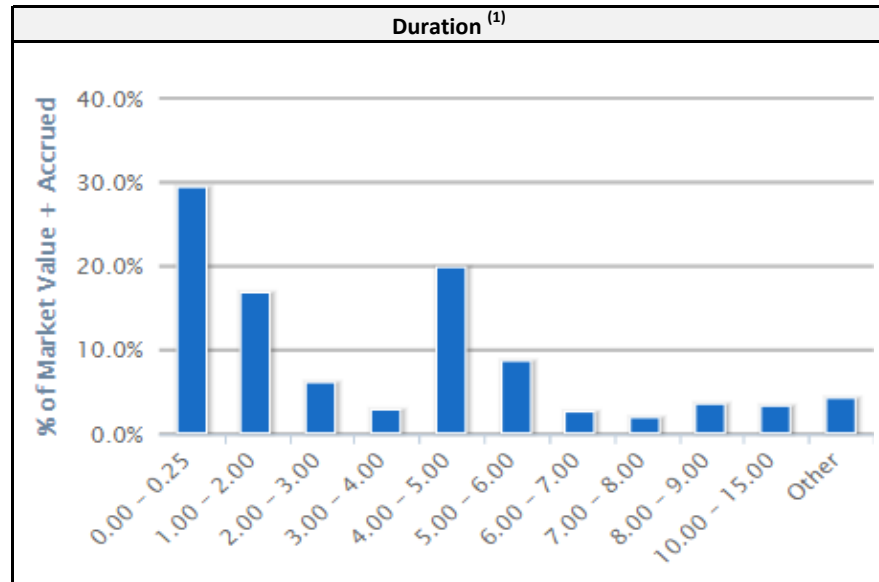
Prepared by Treasury

California State University Risk Management Authority

Fixed Income Portfolio (Auxiliary Investment Platform)

As of 06/30/2015

Portfolio Summary Total	
Total Assets	130,108,243
Duration	3.242
Yield	1.347
Avg Credit Rating	AA-/Aa3
QE Performance	-0.554%



⁽¹⁾ The Other category combines duration ranges and in aggregate equals 4.394% of the portfolio.

⁽²⁾ The Other category contains assets that do not fall within the top seven specific credit ratings. These assets make up 5.974% of the portfolio.

⁽³⁾ The NA category contains assets that do not have credit ratings available. These assets make up 12.957% of the portfolio.

California State University Risk Management Authority

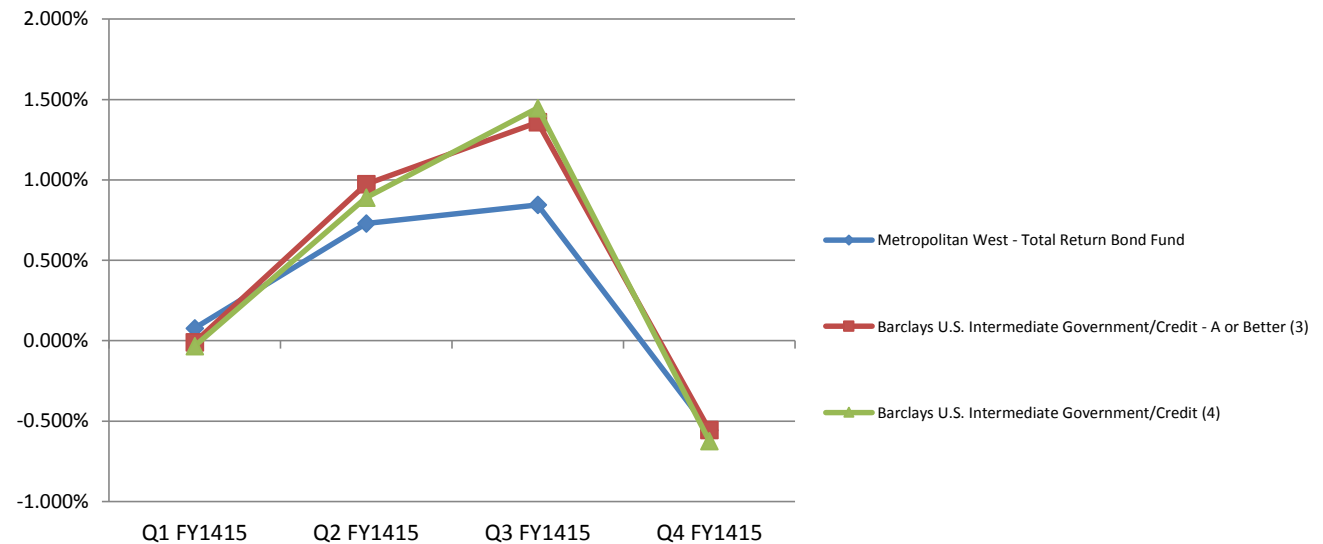
Fixed Income Portfolio (Auxiliary Investment Platform)

Performance Summary

Period Ending 06/30/2015

Account / Index	Market Value	3 Month ⁽¹⁾	Trailing	Trailing	Trailing	Since	Yield	WAM ⁽²⁾	Duration
			12 Month ⁽¹⁾	3 Year ⁽¹⁾	5 Year ⁽¹⁾	Inception ⁽¹⁾			
	06/30/2015	04/01/15 - 06/30/15	07/01/14 - 06/30/15	07/01/12 - 06/30/15	07/01/10 - 06/30/15	01/01/09 - 06/30/15			
Metropolitan West - Total Return Bond Fund	130,108,243	-0.557%	1.093%	1.285%	2.444%	4.225%	1.347	7.010	3.242
Barclays U.S. Intermediate Government/Credit - A or Better ⁽³⁾		-0.554%	1.769%	1.313%	2.470%	3.213%	1.479	4.067	3.800
Barclays U.S. Intermediate Government/Credit ⁽⁴⁾		-0.623%	1.680%	1.602%	2.786%	3.622%	1.746	4.257	3.944

Account / Index	Q1 FY1415	Q2 FY1415	Q3 FY1415	Q4 FY1415	Trailing
					12 Month ⁽¹⁾
	07/01/14 - 09/30/14	10/01/14 - 12/31/14	01/01/15 - 03/31/15	04/01/15 - 06/30/15	07/01/14 - 06/30/15
Metropolitan West - Total Return Bond Fund	0.078%	0.730%	0.844%	-0.557%	1.093%
Barclays U.S. Intermediate Government/Credit - A or Better ⁽³⁾	-0.009%	0.973%	1.359%	-0.554%	1.769%
Barclays U.S. Intermediate Government/Credit ⁽⁴⁾	-0.032%	0.891%	1.447%	-0.623%	1.680%



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

(2) Weighted Average Maturity

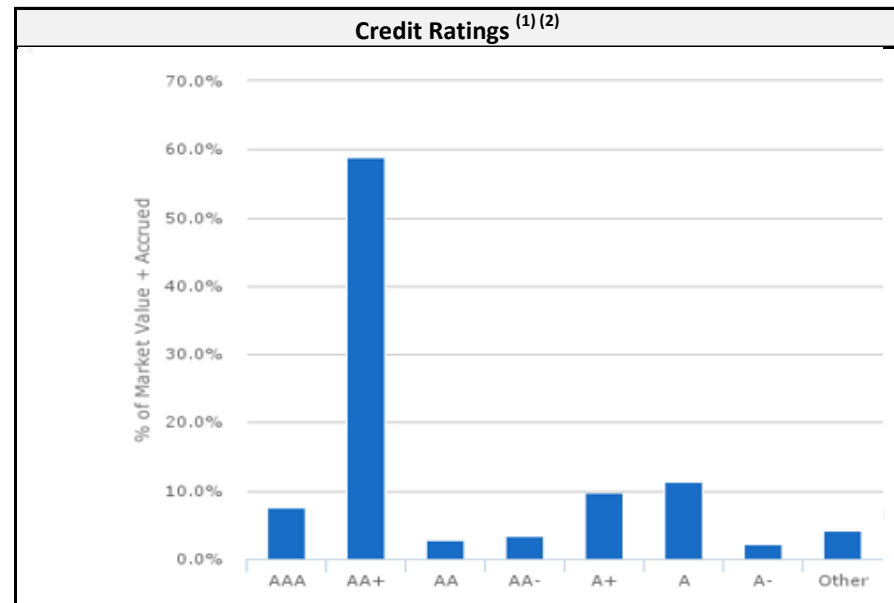
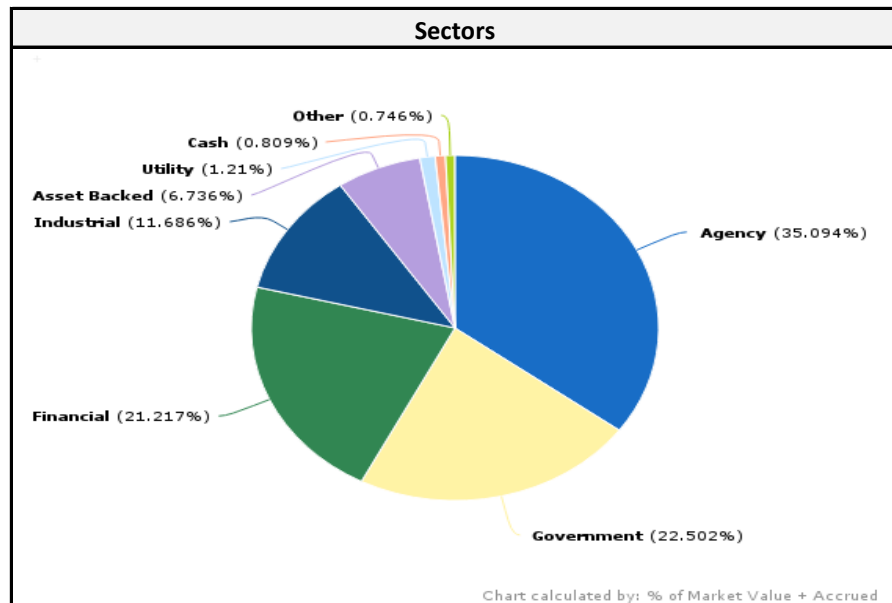
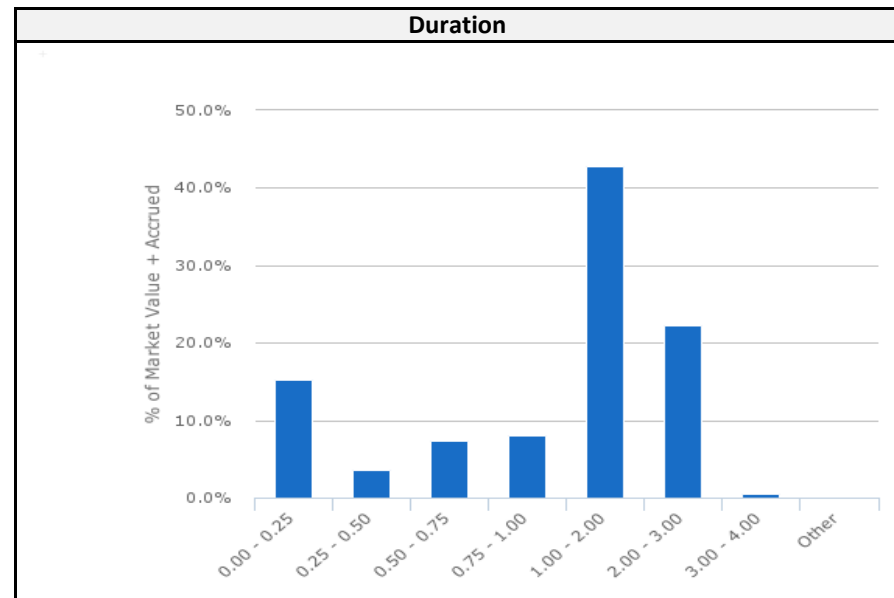
(3) Portfolio Benchmark as of 05/2014.

(4) Portfolio Benchmark prior to 05/2014.

California State University SWIFT Portfolio

As of 06/30/2015

Portfolio Summary Total	
Total Assets	7,065,398
Duration	1.329
Yield	0.703
Avg Credit Rating	AA-/Aa3
QE Performance	0.112%



⁽¹⁾ The other bucket contains assets that do not fall within the top seven credit ratings. These assets make up 4.200% of the portfolio

⁽²⁾ Clearwater grouped short term A-1+ securities with long term securities into the AAA which they deemed comparable credit rating groupings. This has been requested to be parsed out for future reports

California State University Risk Management Authority

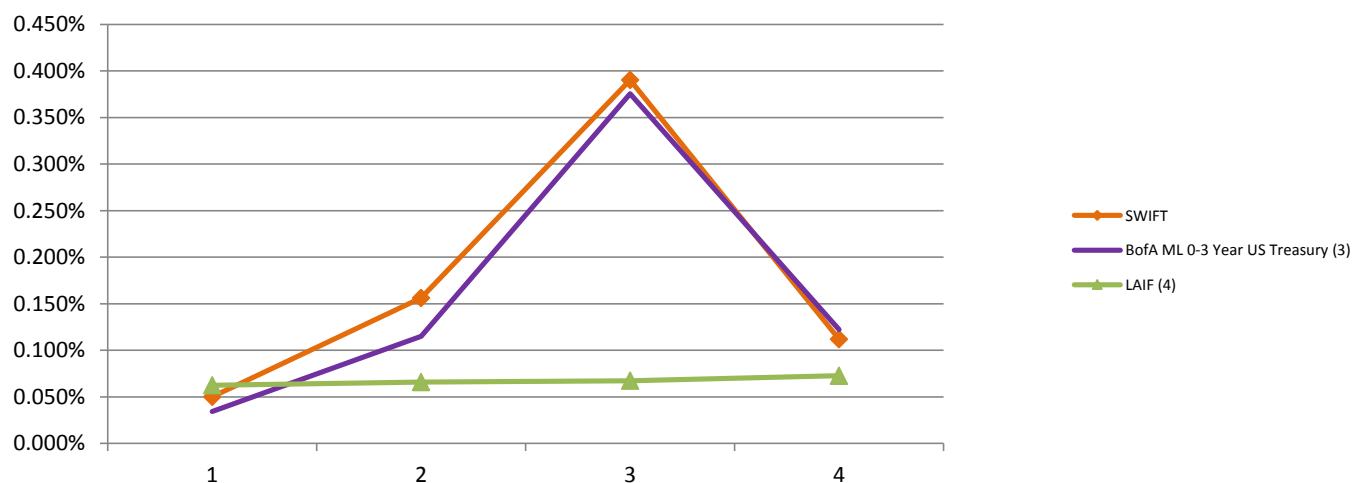
SWIFT Portfolio

Performance Summary

Period Ending 06/30/2015

Account / Index	Market Value	3 Month ⁽¹⁾	Trailing 12 Month ⁽¹⁾	Trailing 3 Year ⁽¹⁾	Trailing 5 Year ⁽¹⁾	Since Inception ⁽¹⁾	Yield	WAM ⁽²⁾	Duration
	06/30/15	04/01/15 - 06/30/15	07/01/14 - 06/30/15	07/01/12 - 06/30/15	07/01/10 - 06/30/15	07/01/07 - 06/30/15			
SWIFT - CSU Systemwide Investment Fund Trust	7,065,398	0.112%	0.710%	0.660%	0.660%	1.376%	0.703	1.619	1.329
BofA ML 0-3 Year US Treasury ⁽³⁾		0.122%	0.648%	0.505%	0.633%	1.849%	0.480	1.473	1.449
LAIF - Local Agency Investment Fund ⁽⁴⁾		0.073%	0.268%	0.275%	0.341%	1.116%	0.291		

Account / Index	Q1 FY1415	Q2 FY1415	Q3 FY1415	Q4 FY1415	Trailing 12 Month ⁽¹⁾
	07/01/14 - 09/30/14	10/01/14 - 12/31/14	01/01/15 - 03/31/15	04/01/15 - 06/30/15	07/01/14 - 06/30/15
SWIFT	0.050%	0.156%	0.390%	0.112%	0.710%
BofA ML 0-3 Year US Treasury ⁽³⁾	0.034%	0.115%	0.376%	0.122%	0.648%
LAIF ⁽⁴⁾	0.062%	0.066%	0.067%	0.073%	0.268%



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

(2) Weighted Average Maturity

(3) SWIFT Portfolio Benchmark

(4) LAIF returns calculated by CSUCO Treasury

**ATHLETIC INJURY MEDICAL EXPENSE PROGRAM
CLAIMS ADMINISTRATION SERVICE AGREEMENT**

ISSUE: The AIME Committee conducted a Request-for-Proposal in April-June, 2015 for a claims administrator for the athletic injury medical expense program (AIME). Six firms submitted proposals; one was returned due to late delivery. Three finalists were interviewed by the AIME Committee. The Committee ultimately selected Health Special Risk, Inc. (HSR) to commence services on July 1, 2015. A draft service agreement was prepared by HSR and the Program Administrator, and submitted to CSURMA's General Counsel for review. To assist in the transition, AG Administrators (AG) agreed to service the claims that were submitted to AG prior to July 1, 2015.

RECOMMENDATION: The Executive Committee is asked to delegate authority to the Secretary-Auditor to execute the claims service agreements upon approval of the draft agreement by CSURMA's General Counsel and acceptance of final terms by HSR and AG respectively.

FISCAL IMPACT: The cost for claims administration services is included in the AIME operating budget for FY 2015/16.

BACKGROUND: AIME is the risk pool for all CSU campuses with intercollegiate sports programs. The risk pool provides coverage within the NCAA/NAIA Catastrophe Plan deductibles, which are presently \$90,000 and \$25,000 respectively. AIME essentially provides first-dollar coverage up to the NCAA/NAIA deductible limits.

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft Agreement with HSR

CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY
ATHLETIC INJURY MEDICAL EXPENSE PROGRAM
THIRD PARTY ADMINISTRATOR AGREEMENT

This AGREEMENT is entered into as of this 1st day of July, 2015 by and between HEALTH SPECIAL RISK INC. a Minnesota corporation headquartered at HSR Plaza, 4100 Medical Parkway, Carrollton, TX 75007 (hereinafter referred to as “HSR”) and the **CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY** (herein referred to as “CSURMA”) and its **ATHLETIC INJURY MEDICAL EXPENSE PROGRAM** with offices at 401 Golden Shore, Long Beach, CA 90802.

WHEREAS, CSURMA has established a self-funded portion of its athletic insurance risk, and desires HSR to provide services for that part of the risk, and

WHEREAS, HSR is willing and able to provide such services on the terms and conditions stated herein.

I. SERVICES TO BE PERFORMED BY HSR (CLAIMS PROCESSING)

A. With regard to CLAIMS ADMINISTRATION, HSR shall:

- (1) HSR shall review all claim forms submitted to verify the reports are related to injuries to any regularly enrolled student who is a participant on the intercollegiate team roster of the participating CSU campus whose injury is sustained during participation in regularly scheduled intercollegiate sports events, or as specified in the ***Plan of Benefits***.

- (2) HSR shall review and process for eligibility for payment all submitted medical expenses on behalf of CSURMA within 10 business days of receipt of expenses, or as is otherwise timely as possible. Expenses submitted must include a detailed itemized bill and a primary insurance explanation of benefits to be eligible for payment. The claims administrator at each CSU campus shall be responsible for submitting this information for prompt payment eligibility. Submitted expenses not eligible for payment will delay processing until all required materials have been submitted. HSR will notify claims coordinator at appropriate CSU campus of information required for payment if submission is incomplete in a timely manner.
- (3) In those instances where primary insurance is not available, or whose primary insurance is denying any adjustment or payment, HSR will make a good faith effort to re-price such charges through various third party PPO networks to access a price in the best interest of loss control for the University representing the charge and the risk pool as a whole.
- (4) Perform reasonable and necessary administrative and clerical work in connection with the processing of reported claims or losses, including the preparation of checks or drafts bearing the name of CSURMA, and drawn from the account established pursuant to Section 7, below.
- (5) Maintain a file for each reported claim or loss, which shall be available for review by CSURMA at any reasonable time.
- (6) Furnish computer generated data and reports for the management of CSURMA and its athletic representatives at such participating campuses. These reports shall include, but not be limited to, claims by sport, claims by payee, claims by size and their respective check registers, at such frequency as CSURMA and HSR shall mutually determine appropriate.
- (7) Provide claims forms necessary for the operation of the Program (Plan).
- (8) Maintain a current estimate of the cost of all anticipated losses on each qualified claim or loss.

- (9) HSR shall pay from the HSR CSURMA Claims Account (hereafter defined) all claims which it has determined to be payable pursuant to the Plan and this Agreement, up to the \$ 90,000 per person per occurrence limit.
- (10) The duties of HSR under this Agreement shall not in any event obligate HSR to (i) institute, defend or otherwise involve itself in insurance department, legal or agency suits or proceedings, tax proceedings, proceedings before any type of quasi-judicial boards, examiners or medical proceedings, (ii) furnish legal or tax advice to CSURMA or any claimant or (iii) participate in any function or activity prohibited by law, rule or regulation to HSR.
- (11) Except as otherwise provided in any generally accepted claims administration rules of administrative procedure, each administrative act, decision and interpretation by HSR (including any errors, clerical or otherwise) shall be binding upon CSURMA with respect to past performance or completed action.
- (12) If (i) any payment is made pursuant to this Agreement to or on behalf of an ineligible person, or (ii) it is determined that more or less than the correct amount of a claim has been processed by HSR, HSR will engage in reasonable efforts to recover the payment made to an ineligible person, or the overpayment, or will adjust the underpayment; however, HSR will not be required to initiate legal proceedings for any such recovery. If HSR is unsuccessful, HSR shall so notify CSURMA in order that CSURMA may take such action at its sole expense as may be available to it, but in no event shall HSR be liable for the amount sought to be recovered or any loss or expense associated therewith, except as provided in **paragraph ___ below.**
- (13) HSR also has the right to make payments directly to all providers, pre-certification services, any PPO discounting networks or other third parties as HSR deems appropriate.

(14) If requested by CSURMA, HSR will adjudicate any reported claim(s) or losses remaining open at the termination or expiration of this Agreement, provided that CSURMA shall continue to make adequate funds available for the payment of such reported claims or losses and any allocated loss expenses. There shall be an additional fee for this service, which shall be agreed to in writing by the parties prior to termination or expiration of this Agreement. If an agreement as to the additional fee is not reached before the termination date of this Agreement, HSR shall be under no obligation to continue performing services for CSURMA unless it has otherwise agreed in writing.

B. With regard to PROGRAM DEVELOPMENT, HSR shall:

- (1) HSR shall consult with CSURMA and its representatives in the coordination of best practice procedures and policies not only necessary to meet regulatory requirements, but also for the improvement of efficiencies and practices of the program, with respect to communication between all parties involved.
- (2) HSR shall participate in the CSURMA/AIME's meetings in January, May and November either in person or through teleconference.
- (3) HSR shall review the development of the Plan periodically with CSURMA and its representatives to identify problems and recommend corrective action.

C. With regard to LOSS CONTROL, HSR shall:

- (1) HSR shall maintain loss information in a database and provide frequency and severity reports at CSURMA's request.

D. With Regard to PRIVACY ISSUES, HSR shall:

- (1) Use its best efforts to hold in confidence, and in compliance with all applicable laws and regulations, all patient identifiable medical information, and other such confidential data pertaining to CSURMA/AIME as HSR may receive in the course of performing services.

- (2) Not release information to any outside person or agency except as may be necessary for the performance of its duties. Whenever the disclosure of confidential medical information is necessary, such disclosure shall be made in accordance with applicable laws and pursuant to the consent of the injured person or his/her legal guardian.
- (3) Any personally identifiable medical information that is required to be provided or disclosed to CSURMA/AIME pursuant to this Agreement shall be provided or disclosed only to those employees or representatives of CSURMA who have responsibility for the administration of the Program, and only to the extent that such disclosure is necessary for the administration of the Program.

II. MINIMUM PERFORMANCE STANDARDS

- A. HSR shall assign Thomas J. Lenihan, President, or such other individual as may be mutually agreed to by the parties, as the Account Manager for CSURMA/AIME who will provide the following:
 - B. Ensure timely, efficient and effective performance of services as described above.
 - C. Monitor the accuracy and quality of the work product.
 - D. Have the overall responsibility to ensure quality services for CSURMA/AIME.
 - E. File Organization. All files are the property of CSURMA and will be maintained in an organized, electronic and chronological order with appropriate separation, i.e. privileged information is segregated from regular correspondence and medical information are each in a separate section of the file.
 - F. All activities will be documented with appropriate detail, identify the author, date stamped, and be legible.
 - G. Reports
 1. HSR will provide monthly reports as specified in the Agreement.
 2. HSR will produce an annual loss run

H. Communication

1. HSR and representatives at each participating campus will correspond directly as to the handling of claims adjudication regarding document requests, issue resolution and provider/patient/payor efficiencies.
2. HSR will return all telephone calls within two business days, or as is otherwise reasonably possible.
3. HSR will reply to all emails within two business days, or as is otherwise reasonably possible.

III. OWNERSHIP OF RESULTS

- A. Data recorded in any aspect of expense summaries of the Program prepared by HSR on behalf of CSURMA for performance of services under this Agreement shall be the property of CSURMA.
- B. Any reports generated reflecting data specific to the Program at CSURMA produced by HSR will not be published or reproduced in any form without the written consent of CSURMA for any representative or authority outside of the scope of services for the administration of the Program.
- C. Privately negotiated medical expense fee schedules structured by HSR on behalf of CSURMA shall be proprietary and sole ownership of HSR.
- D. CSURMA shall timely and appropriately respond to all HSR inquiries or requests as may be necessary for the performance of HSR's duties. HSR shall not be responsible for any failure to meet any of its duties if such failure is the result of a failure of CSURMA to respond to a request from HSR.
- E. With regard to claim handling, it is the responsibility of CSURMA to provide necessary and appropriate itemized bills and primary insurer explanation of benefits for all charges. This paperwork must be submitted in its entirety, along with a claim form, to be eligible for payment.
- F. The responsibilities above and those outlined in the *Plan of Benefits* shall be the full responsibilities of CSURMA.

- G. Checks, money orders, and cash, received by HSR for reimbursement or refund of claim expenditures shall be credited to the applicable claim file. A record of receipt will be maintained in the claim files and record of deposits furnished to CSURMA. Returned checks shall be secured in locked cabinets, behind closed doors overnight or when office is unoccupied.

IV. SERVICE FEE

- A. In consideration for the services to be performed hereunder, CSURMA shall pay HSR \$195,000.00, 25% of which is due as of the effective date of the Program, or July 1, 2015, and the balance due at 25% each on October 1, 2015, January 1, 2016 and April 1, 2015.
- B. This fee shall be revisited prior to each years' renewal, and established at a mutually agreed upon rate.

V. FUNDING AND ACCOUNTING OF CLAIMS ACCOUNT

- A. HSR shall open, maintain and reconcile a demand deposit account entitled: HEALTH SPECIAL RISK, INC. CSURMA CLAIMS ACCOUNT (Claims Account) for the sole purpose of distributing claim payments under this agreement. CSURMA agrees to pay all expenses and charges associated and incurred to maintain this account. Any interest incurred to this account shall be the property of CSURMA.
- B. CSURMA shall make an initial payment to HSR in the amount of \$ 100,000.00 by August 1, 2015, for the specific purpose of funding a minimum balance of expected annual claim payments.
- C. On a monthly basis thereafter HSR will notify CSURMA of the total amount of claim payments made in a format acceptable to CSURMA.
- D. CSURMA shall make additional payments, via electronic wire transfer, to the Claims Account in amounts equal to \$100,000.00, or as mutually agreed, in order to adequately fund the account
- E. HSR shall notify CSURMA when, in its opinion, there is a need for additional claim funding.

- F. HSR anticipates that claim payments made under the Plan will be made up to at least two (2) years from the expiration date of each Plan Year. In the event of a termination of the Agreement, any funds remaining and not paid out after twenty-four (24) months from the effective date of the final Plan Year may be returned to CSURMA. HSR shall not be responsible for any future claims administration processing or services once remaining funds have been returned to CSURMA after the twenty-four (24) month period has expired. The return of said funds will only be at CSURMA's written request.
- G. HSR service fees as described under Appendix B shall be in addition to the above described claim funding payments and are in no way tied or related to the level of benefits paid or processed.
- H. A record of all checks issued, cashed, voided or cancelled shall be kept by HSR and furnished to CSURMA at the installment request.
- I. HSR shall operate all CSURMA accounts on a positive pay basis, and shall provide to CSURMA reconciliation once a month or at the installment request.
- J. Checks, money orders, and cash, received by HSR for reimbursement or refund of claim expenditures shall be credited to the applicable claim file. A record of receipt will be maintained in the claim files and record of deposits furnished to CSURMA. Returned checks shall be secured in locked cabinets, behind closed doors overnight or when office is unoccupied
- K. Checks, money orders, and cash, received by HSR for reimbursement or refund of claim expenditures shall be credited to the applicable claim file.
- L. A record of all checks issued, cashed, voided or cancelled shall be kept by HSR and furnished to CSURMA at the installment request.
- M. HSR shall operate all CSURMA accounts on a positive pay basis, and shall provide to CSURMA reconciliation once a month or at the installment request.

VI. DELIVERY OF SERVICES

HSR shall use due care in the delivery of the services; however, HSR's responsibility for the exercise of due care in delivering the services shall be limited to the correction of processing errors resulting from the malfunction of HSR's equipment, errors by HSR's staff or errors by HSR's software system. If such errors result in either the payment to an ineligible individual or the payment of an incorrect amount, HSR's responsibility shall be governed by the provisions of sub-paragraph 4(k) above.

VII. TERM OF AGREEMENT AND TERMINATION

The term of this Agreement shall be for thirty-six months beginning July 1, 2015 and expiring June 30, 2018. Upon the expiration of the third effective year (2018) (or any anniversary thereafter), this Agreement shall be reviewed and discussed by both parties (CSURMA and HSR), as respects the extension of the effective term of the Agreements. Notwithstanding the foregoing, either party may terminate this Agreement upon ninety (90) days advance written notice, provided however, that in the event of early termination of this Agreement by CSURMA without cause, CSURMA shall not be entitled to a refund of any fees previously paid to HSR. In the event of cancellation for cause, HSR shall be entitled to retain only those fees earned for work performed through the date of termination. Notwithstanding the foregoing, HSR shall have the right to terminate this Agreement immediately, upon notice to CSURMA, if HSR determines that CSURMA's conduct is contrary to the business interests or professional reputation of HSR. In the event of such termination, CSURMA shall not be entitled to a refund of any fees previously paid.

Except as otherwise expressly provided in this Agreement, this Agreement cannot be canceled by any party and may not be terminated in advance of this expiration of the term set forth in paragraph 9 (or in advance of the expiration of any renewal or extended term).

If any party petitions for relief under any bankruptcy law or if any bankruptcy petition should be filed against any party and not discharged within ninety (90) days, or if a receiver is appointed for the business of any party, or if any party makes an assignment for the benefit of creditors, any of the other parties may issue a written notice of its intent to terminate this Agreement and such termination shall be effective upon the receipt of such notice.

If (i) any statute, regulation or other law is enacted or promulgated which prohibits or invalidates agreements such as this Agreement, or (ii) any court interprets existing law as prohibiting or invalidating agreements such as this Agreement, then this Agreement shall terminate with respect to the applicable jurisdiction as of the effective date of the statute, regulation, law or court decision.

In addition to and without waiving any other rights or remedies that HSR may have, HSR may, at its option, terminate this Agreement upon thirty (30) days prior notice to CSURMA i) if CSURMA defaults in making any payment due HSR under this Agreement, or (ii) if CSURMA violates or is in default of any other material provision of this Agreement.

The obligations of the CSURMA to pay charges and fees then due hereunder, to indemnify HSR against third party claims shall survive the termination of this Agreement.

VIII. PAYMENTS AND CHARGES

- A. **General** - In consideration of HSR's rendering of the services, CSURMA agrees, jointly and severally, to pay HSR for the services in accordance with the rates and other provisions set forth in the attached Appendix B.
- B. **Payment of Invoices** - HSR shall invoice CSURMA for services. Payment by CSURMA shall be due and payable within fifteen (15) days of the date of the invoice, unless the invoice expressly provides otherwise.
- C. **Fee Payment Schedule** - Appendix B sets forth the fee payment schedules for the services. Except as otherwise provided in this Agreement, HSR shall maintain the fees for its services during the first Plan year.

Notwithstanding the preceding sentence, HSR may at any time during the term of this Agreement, provide notice of an increase to the fees for the next Plan Year effective on July 1 of the next Plan Year. That increase shall be effective upon CSURMA's consent and such consent shall not be unreasonably withheld.

Any increase in fees due to significant changes to the Plan shall become effective immediately upon notice from HSR to CSURMA and upon the effective date of such changes to the Plan. In addition to the fee increases noted above, HSR may increase or decrease the fees, at its sole discretion, with respect to any forthcoming Plan year. In the event HSR decides to impose such an increase with respect to a forthcoming Plan year, HSR shall give CSURMA notice of the proposed increase or decrease no less than thirty (30) days prior to the commencement of the forthcoming Plan year. Any such proposed increase or decrease in fees shall be deemed accepted by CSURMA (effective as of the commencement of the forthcoming Plan year) unless CSURMA gives HSR written notice, within twenty (20) days after HSR's notification of proposed fee increase, of its rejection of the increase. Any notification by CSURMA of its rejection of proposed fee increase shall also be deemed a notification of CSURMA election to terminate this Agreement pursuant to paragraph 7 above.

- D. **Late Charges** - Invoices not paid by the CSURMA by the due date under subparagraph 8(b) above, shall be subject to a monthly rate of interest on the late payment(s) of the lesser of (i) eighteen percent (18%) per annum or (ii) the highest rate permitted by law.
- E. **Reimbursement of Expenses** - CSURMA also agrees to promptly reimburse HSR for any and all reasonable expenses HSR may incur, including attorney's fees and legal costs, in taking action to collect any amounts due HSR hereunder.
- F. **Discontinuance of Services** - If CSURMA fails to pay any of its charges in accordance with the terms of this Agreement, HSR may, after thirty (30) days prior notice CSURMA, discontinue performing the services until HSR is paid all unpaid fees and charges in full. CSURMA also agrees that such work stoppage shall not be deemed a breach of this Agreement. CSURMA further agrees that client information in the possession of HSR shall, in such event, remain in HSR's possession until such time as all invoice(s) in arrears are paid in full including, without limitation, any and all late charges, collection fees and related expenses.

IX. CHANGES IN DATA OR FORMAT

- A. If CSURMA desires to change the information or form of the data to be reported to CSURMA or change any delivery schedule agreed upon by the parties, then CSURMA shall provide HSR with sixty (60) days prior written notice describing such changes and the date of implementation. HSR shall promptly notify the CSURMA of any delay or problem with meeting the terms of the proposed schedule for changes and, in such event, the parties shall cooperate to revise the changed schedule.
- B. CSURMA agrees to pay all costs, if any, incurred by HSR as a result of such changes. The costs may include, without limitation, data entry, media conversion, programming, coding, processing and report preparation. Within twenty (20) days following HSR's receipt of the notice of change, HSR shall notify CSURMA of any increase in processing charges due to the upgrading of equipment or services necessary to process client information. HSR shall have the right to require CSURMA to advance or pay directly all out-of-pocket costs for the changes.

X. INDEMNIFICATION AND INSURANCE

- A. HSR agrees to indemnify and hold harmless CSURMA with regard to any and all claims, penalties, liabilities, damages, actions, causes of action and expenses of any nature, including related legal costs and attorney's fees, which may be incurred by CSURMA as a result of the gross or wanton negligence or willful misconduct of HSR. It is agreed that the mere fact that a claim determination made by HSR is successfully challenged by a claimant shall not, in the absence of other evidence, be deemed to constitute negligence, or give rise to CSURMA's right of indemnification under this paragraph.
- B. HSR's obligation to indemnify and hold CSURMA harmless pursuant to this Paragraph 15.a. shall be binding upon HSR irrespective of whether or not the claim, penalty, liability, damage, action, cause of action and/or expense for which CSURMA is to be indemnified is covered by any policy of insurance secured by HSR pursuant to Paragraph 15.c below.

- C. CSURMA agrees to indemnify and hold harmless HSR with regard to any and all claims, liabilities, damages, actions, causes of action and expenses of any nature, including related legal costs and attorney's fees which may be incurred by HSR as a result of the negligence or willful misconduct of CSURMA in performing its duties hereunder.
- D. This indemnification includes, among other things, any claims, liabilities, damages, actions, causes of action and expenses, legal costs and attorney's fees arising out of or with regard to (i) HSR's payment or non-payment of any claim by or for any party, and (ii) CSURMA's authorization or failure to authorize settlement of any claim by or for any party, except, however, that CSURMA shall have no obligation to indemnify or hold HSR harmless with regard to any and all claims, liabilities, damages, actions, causes of action and expenses of any nature, including legal costs and attorney's fees resulting solely from the gross negligence or willful misconduct of HSR.
- E. HSR agrees to maintain the following insurance coverage during the term of the Agreement:
- F. Commercial General Liability Insurance (including both owned and non-automobile liability) in a combined single limit of not less than one million dollars (\$1,000,000) per occurrence with CSURMA named as additional insured; and
- G. Workers' Compensation insurance as required; and
- H. Employee Dishonesty insurance covering all employees of HSR providing services under this Agreement in an amount of not less than one million dollars (\$1,000,000) per occurrence; and
- I. Errors and Omissions coverage for all employees of HSR providing service under the agreement in an amount of not less than one million dollars (\$1,000,000) per occurrence; and
- J. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of CSURMA and HSR against other insurable risks relating to performance of this Agreement.

- K. HSR agrees to submit statements evidencing existence of such insurance (including but not limited to Declarations Pages showing CSURMA as an additional insured and copies of the applicable policies) and to provide notice to CSURMA of any significant change in such coverage.
- L. In the event that HSR fails to obtain and/or maintain the insurance coverage outlined in Paragraph 15.c, above, HSR shall indemnify and hold harmless CSURMA with regard to any and all claims, penalties, liabilities, damages, actions, causes of action and expenses of any nature, including related legal costs and attorney's fees, which may be incurred by CSURMA regardless of responsibility. In addition to the foregoing, if HSR fails to obtain and/or maintain the insurance coverage outlined in Paragraph ____, above, HSR shall forfeit its rights to indemnify against CSURMA as outlined in Paragraph ____ above.

XI. LIMITATION OF LIABILITY

- A. HSR's total liability resulting from claims made by CSURMA and/or any other party shall not exceed an amount equal to one-half of one month's average actual charges paid by CSURMA to HSR for the particular portion of the services on which the claim is based during the twelve (12) months preceding the month in which the damage or injury occurred (or such lesser number of months if CSURMA has not received twelve (12) months of services).
- B. Notwithstanding sub-paragraph 19(a), in no event will HSR be responsible for special, indirect, incidental or consequential damages, including, without limitation, lost profits, which CSURMA may incur or experience as a result of entering into or relying on this Agreement, even if HSR has been advised of the possibility of such damage.

XII. NON-SOLICITATION

HSR and CSURMA each agree not to directly or indirectly solicit for employment, employ or otherwise retain personnel of any of the other parties to this Agreement for a period of one (1) year after the expiration of this Agreement. Due to the difficulty in calculating the actual damages for such a breach, the parties agree that violation of this provision shall entitle the aggrieved party to immediate payment by the hiring company of a fee equal to three (3) times the annual salary and bonus of the person hired determined according to the annual salary paid by the aggrieved party or the hiring party, whichever is greater.

XIII. PLACE OF PAYMENTS

All fees due and payable to HSR pursuant to this Agreement shall be payable at the following address, unless and until HSR notifies CSURMA of a different address:

Health Special Risk, Inc. - Premium Lock Box 676257 - Dallas, Texas 75267-6257

All claim funding payments shall be electronically wired into the Claims Account as directed.

XIV. NOTICES

All notices required to be given under this Agreement shall be given in writing and shall be given when personally delivered, four (4) days after mailing by certified/registered US mail, or two (2) days after placing it with a suitable overnight courier or upon receipt after having been transmitted by facsimile, telecommunication or other electronic means. All such notices shall be directed to the other party at the address appearing below, unless such is changed by notice of similarly given:

If to HSR:

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

If to CSURMA:

Attention: Thomas J. Lenihan III, President
Secretary, CSURMA
c/o Mr. Robert Eaton
Assistant Vice Chancellor Financing, Treasury &
Risk Management
The California State University
401 Golden Shore, 5th Floor
Long Beach, California 90802-4210

These addresses may be changed at any time by either party upon written notice to the other party. Notices shall be effective when delivered, or, if refused, when delivery is attempted.

XV. SUCCESSORS AND ASSIGNS

HSR shall not assign this Agreement, nor any part thereof, without the express written consent of CSURMA, except, however, that HSR may assign its rights and responsibilities hereunder to another corporation that is a parent, subsidiary or affiliate of HSR.

XVI. APPLICABLE LAW

This Agreement shall be deemed to be made in California, and shall be governed by and interpreted in accordance with the laws of the State of California.

XVII. INDEPENDENT CONTRACTOR – HSR’S CAPACITY

It is understood and agreed that HSR, in performing its duties under this Agreement, is acting as the third party administrator for the Plan, and that the rights and responsibilities of the parties shall be determined in accordance with the law of third party administrators, unless otherwise herein provided.

HSR shall have no power or authority to (i) alter, modify or waive any terms or conditions of the Plan, (ii) waive any breach of any such terms or conditions, or (iii) waive any of the Plan’s rights, except as provided by written direction from CSURMA.

In performing its services hereunder, HSR shall be an independent contractor and not an employee of CSURMA. As such, HSR shall be responsible for the payment of all taxes, federal and state for which it is liable, and for obtaining any license or permit necessary to perform its services hereunder. Except as may be specifically provided for herein, have no authority to bind CSURMA and shall not hold itself out as an employee or representative of CSURMA.

In performing its services hereunder, HSR shall be an independent contractor and not an employee of CSURMA. As such, HSR shall be responsible for the payment of all taxes, federal and state for which it is liable, and for obtaining any license or permit necessary to perform its services hereunder. Except as may be specifically provided for herein, HSR shall have no authority to bind CSURMA and shall not hold itself out as an employee or representative of CSURMA.

XVIII. CONSULTATION REGARDING CLAIMS

HSR shall notify and consult with CSURMA or the legal counsel designated by CSURMA with regard to claims matters that have resulted or may result, in HSR's judgment, in a significant dispute. Except as expressly provided in this paragraph, HSR shall have no obligation for the defense of any dispute, proceeding or action regarding a claim for benefits. HSR's sole obligation with regard to any such legal action shall be (i) to notify and confer with CSURMA or its counsel, as provided above, (ii) to furnish, upon request, to CSURMA or its counsel all pertinent information regarding the disputed claim, including the basis for its denial, and (iii) notify CSURMA.

XIX. PLAN INSPECTION

CSURMA shall have the right, during normal business hours, and upon reasonable prior notice, to inspect at HSR's claims office, all books and documents relating to the administration of the Plan. All costs of such inspection shall be borne by CSURMA.

XX. ENTIRE AGREEMENT AND MODIFICATION OR AMENDMENT

This Agreement constitutes the sole agreement among CSURMA and HSR with respect to the subject matter hereof, and no representation, provision, warranty, term, condition, promise, duty or liability, whether expressed or implied, shall be binding upon or applied to HSR or CSURMA except as herein stated. This Agreement supersedes all proposals, oral or written, and all other communications by and among the parties, or any of them, relating to the subject matter hereof, and may not be amended except by a written document signed by HSR and CSURMA.

XXI. SEVERABILITY

Should any portion of this Agreement be determined to be illegal or unenforceable, the remainder of this Agreement shall be interpreted, construed and enforced as if such illegal or unforced portion were not a part of this Agreement.

XXII. DISPUTE RESOLUTION

The parties agree that any claim or dispute between or among them, their agents, employees, assignees, or successors, in any way related to this Agreement will be resolved by binding arbitration under the commercial arbitration rules of the American Arbitration Association

and California Code of Civil Procedure §1280 et seq., which code sections shall prevail in the case of any conflict with the rules of the American Arbitration Association. In any such arbitration, the arbitrator's powers shall include, without limitation, the power to determine the scope of the arbitration, including the arbitrability of any issues raised by either party, the power to grant any relief which may be granted by a court of law or equity, including money damages, specific performance, injunctive relief, both temporary and permanent, or other equitable relief and the power to award costs as well as attorney's fees to the prevailing party.

The parties further agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of arbitration or other binding dispute resolution mechanism, they will, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral possessing not less than three years mediation or other neutral alternative dispute resolution experience. To initiate the mediation process, the aggrieved party shall notify the other of the party's intent to seek mediation and provide a name for consideration as the neutral. The parties shall, within seven (7) days thereafter, in good faith select the neutral, and, as soon as such agreement is reached, the mediation process shall proceed. The parties agree to share equally the cost of the mediation, except that each party shall pay its own attorney's fees, if any. At such time as the parties agree or the mediator declares that an impasse exists, either party, may, at its own discretion, submit the matter to arbitration as provided for herein above. This Section XVI shall be enforceable as an Agreement made within the State of California under provisions of California code of Civil Procedure §1293 exclusively enforceable under the laws of the state of California.

XXIII. EXCLUSIVITY

This Agreement is non-exclusive and nothing herein shall in any way limit the right of HSR to enter into agreements with other individuals or entities, to provide the same or similar services, or to use the same or similar tools and/or materials as were used by HSR in providing services under this Agreement.

XXIV. USE OF NAME

Neither CSURMA nor HSR shall use the name of the other party or any employee thereof, in any advertising or promotional materials, or other publication, including on the Internet, without the written consent of the other party.

XXV. FORCE MAJEURE

In the event that either party is kept from performing its obligations hereunder because of strike, war, riot, fire, flood, earthquake, natural disaster or any other event beyond its control, then such party shall be relieved of its obligation to perform until such time as the factor inhibiting performance has abated.

XXVI. PROPRIETARY INTEREST

All documents, forms, reports, assessment tools, software, educational and other materials provided to CSURMA by HSR in conjunction with this Agreement are solely and exclusively the property of HSR and shall not be photocopied, reproduced, marketed or distributed by CSURMA without the written consent of HSR. No grant or license to any copyright, trade secret or intellectual property of HSR is granted by this Agreement.

XXVII. GENERAL PROVISIONS

- a. **Relationship of Parties** - Nothing contained in this Agreement shall be construed as creating a joint venture, partnership or employment relationship between the parties hereto.
- b. **Choice of Law** - This Agreement shall be deemed to be made in California and shall be governed by and interpreted in accordance with the laws of the State of California.
- c. **Attorneys' Fees** - In the event of any dispute or proceeding to interpret or enforce this Agreement, the prevailing party shall be entitled to recover its attorneys' fees in addition to any other relief rewarded.
- d. **Partial Invalidity** - In the event that one or more of the provisions contained in this Agreement shall for any reason be held illegal, invalid or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any of the other provisions of this Agreement.
- e. **Waiver of Breach** - The failure of each party at any time to require performance of any provision hereof shall not operate as a waiver and will in no manner affect the right at a later time to enforce such provision.
- f. **Right to Subcontract** - HSR shall have the right to subcontract, assign, delegate or transfer at any time to a third party, in whole or in part, any or all of the rights and duties of HSR under this Agreement with the consent of CSURMA and such consent shall not be unreasonably withheld.

Any and all subcontracting agreements in place by HSR at the time of this agreement shall be maintained and shall not require approval by CSURMA.

- g. **Authority** - CSURMA warrant and represent that each of them has obtained all approvals, consents and permits necessary or appropriate to permit them to execute, deliver and perform this Agreement in accordance with its terms.
- h. **Successors and Assigns** - This Agreement shall inure to the benefit of and be binding upon the parties hereto and their successors, assigns and legal representatives, but CSURMA shall have the right to assign any rights or obligations hereunder without express prior written consent of HSR.
- i. **Miscellaneous** - Headings used in this Agreement are for convenience only, shall not be construed to be part of this Agreement and are not intended to be full or accurate descriptions of the contents of all or any portion thereof.

XXVIII. CONFIDENTIALITY

This Agreement, in form and principal, is the property of HSR and CSURMA agree not to deliver it, in any form or manner, to any individual, partnership, corporation or other entity, except retained legal counsel, without the expressed written permission of HSR.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed and effective as of the day and date first written above.

HEALTH SPECIAL RISK, INC.

Health Special Risk, Inc.

By: Thomas J. Lenihan III

Title: President

CALIFORNIA STATE UNIVERSITY RISK
MANAGEMENT AUTHORITY:

California State University Risk Management Authority

By: Robert Eaton

Title: Secretary/Treasurer

DRAFT

HEALTH SPECIAL RISK, INC.
APPENDIX A - SERVICES TO BE PROVIDED

The services to be provided by HSR are:

1. Enrollments and eligibility maintenance.
2. Evaluation of evidence of insurability, as required.
3. Preparation of periodic reports as agreed upon with CSURMA.
4. Preparation of claim checks.
5. Monthly check registers.
6. Monthly reports of claim payments, including date claim was incurred, date paid, amount of charges and amount of payment.
7. Preparation of Explanation of Benefit (EOB) forms.
8. Preparation and mailing of IRS Reports (1099) medical provider fees.
9. Maintenance of individual benefit records for determination of Program benefits and satisfaction of deductibles.
10. Follow-up for additional medical or service information from providers.
11. Coordination of benefit payments with other employee Plans, if applicable.
12. Maintenance of records for determination of over-utilization or Plan abuse by users or providers.
13. Toll-free coverage verification and inquiry during regular business hours for providers and Plan participants.
14. Direct receipt and processing of all claims.
15. Complete, automated Accident Medical and Accidental Dental claims adjudication in accordance with the Program.
16. Direct mailing of all Accident Medical and Accident Dental claim checks and Explanations of Benefits to beneficiaries and providers.

HEALTH SPECIAL RISK, INC.

APPENDIX B - PAYMENT SCHEDULE

CSURMA shall make payments to **HSR** with the respect to each year in which **HSR** performs duties pursuant to this Agreement. The amount due will be determined as follows:

- 1) An annual fee of one hundred ninety-five thousand (\$ 195,000.00) dollars for the first Plan Year, payable as follows:
 - a. Due July 1, 2015: \$65,000.00
 - b. Due January 1, 2016: \$65,000.00
 - c. Due April 1, 2016: \$65,000.00
- 2) Subsequent Plan Year fees shall be determined by mutual agreement.
- 3) The initial Claims Account deposit of one hundred thousand dollars (\$100,000.00), due August 1, 2015.

CSURMA 2016 MEETING CALENDAR

ISSUE: Noted below are the proposed 2016 CSURMA Executive Committee and Board of Directors meeting dates.

January 10, 2016 at 3:00 PM (AOA Conference, Sacramento)..... EC
March 10, 2016 at 2:00 PM (Chancellor’s Office)..... EC
March 11, 2016 at 8:30 AM (Chancellor’s Office) EC LRP
May 6, 2016 at 9:00 AM (Chancellor’s Office) EC
May 6, 2016 at 10:30 AM (Chancellor’s Office) BOD
September 9, 2016 at 8:30 AM (Chancellor’s Office)..... EC
November, 2016 (Fitting the Pieces Together Conference) EC
November, 2016 (Fitting the Pieces Together Conference) BOD
December 2, 2016 at 8:30 AM (Chancellor’s Office) EC

RECOMMENDATION: Staff recommends approving the proposed 2016 CSURMA meeting calendar, with changes as appropriate.

FISCAL IMPACT: None.

BACKGROUND: The March, September and December EC meetings are currently scheduled to be held in the Chancellor’s Office. However, if reasonably priced accommodations are available the meetings will be moved to San Francisco. The EC and BOD meetings in November will be held during the Fitting the Pieces Together conference. The dates and location of the conference have not yet been finalized.

PUBLICATION: The approved calendar will be posted on the CSURMA website and will be included in all of the agenda packets.

ATTACHMENT(S):

- a. Draft 2016 CSURMA Meeting Calendar



California State University Risk Management Authority

2016 CSURMA MEETING CALENDAR

JANUARY				FEBRUARY				MARCH			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
9		AOA EC	Sacramento					10	10:00 AM	AORMA	Long Beach
10	3:00 PM	EC (AOA Conference)	Sacramento					10	2:00 PM	EC	Long Beach
10 - 13		AOA Annual Conference	Sacramento					11	8:30 AM	EC LRP	Long Beach
								18		AOA EC	
APRIL				MAY				JUNE			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
				5	10:00 AM	AORMA	Long Beach	17		AOA EC	TBD
				6	9:00 AM	EC	Long Beach				
				6	10:30 AM	BOD	Long Beach				
JULY				AUGUST				SEPTEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
12 - 13	11:00 AM	AORMA Officers Retreat	TBD	19		AOA EC	TBD	7	9:00 AM	AORMA New Member	Long Beach
								7	10:00 AM	AORMA LRP	Long Beach
								8	9:00 AM	AORMA	Long Beach
								9	8:30 AM	EC	Long Beach
OCTOBER				NOVEMBER				DECEMBER			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
20	10:00 AM	AORMA	TBD	18		AOA EC	TBD	1	10:00 AM	AORMA	Long Beach
				TBD		TBD EC (FTPT Conference)	Northern CA	2	8:30 AM	EC	Long Beach
				TBD		TBD BOD (FTPT Conference)	Northern CA				

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

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

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

APPOINTMENT OF CSURMA SECRETARY-AUDITOR

ISSUE: Prior to the retirement of George Ashkar in June, George served as CSURMA's Treasurer and Robert Eaton served as CSURMA's Secretary-Auditor. As described in the attached letter, Steve Relyea, the California State University's Executive Vice Chancellor and Chief Financial Officer has appointed Robert Eaton to serve as CSURMA's Treasurer. As a result, Mr. Relyea recommends that the CSURMA Executive Committee appoint Zachary Gifford as CSURMA's Secretary-Auditor.

The CSURMA Joint Exercise of Powers Agreement provides in Section 11:

(c) The Secretary-Auditor shall be the person who serves as the University's Systemwide Director of Risk Management at the Chancellor's Office or such other person as the Executive Committee appoints.

The Program Administrator has prepared the attached resolution for the Executive Committee's consideration.

RECOMMENDATION: It is recommended that the Executive Committee adopt Resolution No 05 - 15 (EC) appointing Zachary Gifford as the CSURMA Secretary-Auditor.

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

BACKGROUND: None.

PUBLICATION: If adopted, Resolution No. 05-15 (EC) will be posted to the CSURMA website with other resolutions.

ATTACHMENT(S):

- a. Resolution No. 05-15 (EC)
- b. Policy and Procedure No. 15 – Responsibilities of the Treasurer and Secretary-Auditor
- c. Letter dated August 08, 2015 appointing CSURMA Treasurer

CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY

**EXECUTIVE COMMITTEE
RESOLUTION NO. 05-15 (EC)**

**Resolution to Appoint Zachary Gifford as Secretary-Auditor of the
California State University Risk Management Authority**

The Executive Committee of the California State University Risk Management Authority (“CSURMA”) finds and determines as follows:

1. The CSURMA Joint Exercise of Powers Agreement provides in Section 11 that the CSURMA Executive Committee is authorized to appoint the Secretary-Auditor of the CSURMA.
2. Zachary Gifford, the California State University’s Director of Systemwide Risk Management and Public Safety, is qualified to perform the roles and responsibilities of the office of CSURMA Secretary-Auditor.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the Executive Committee of the California State University Risk Management Authority as follows:

1. The CSURMA Executive Committee does hereby appoint Zachary Gifford to the office of Secretary-Auditor of the California State University Risk Management Authority.
2. The CSURMA Secretary-Auditor is hereby directed to perform the office in accord with the laws of the State of California, CSURMA’s governing documents and policies and procedures.
3. The CSURMA Secretary-Auditor is hereby authorized to delegate such duties and responsibilities to appropriate personnel within the California State University Office of the Chancellor.

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed at a meeting of the Executive Committee of the California State University Risk Management Authority held on September 11, 2015 which was approved by the following votes:

AYES, and in favor thereof, members: Lisa Chavez, Guy Dalpe, Robert Eaton, Lori Gentles, Linda Hawk, Ming Tung Lee, Jody Van Leuven, Frank Mumford, Kevin Saunders

NOES, members: None.

ABSTAIN, members: None.

ABSENT, members: None.

Linda Hawk, Chair

Ming Tung Lee, Vice Chair



CSURMA

POLICY AND PROCEDURE NO. 15

ADOPTED: December 9, 2011

EFFECTIVE: October 23, 2015

REVISED: October 23, 2015

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. The Secretary-Auditor is authorized to finalize negotiations with insurers and to bind insurance on behalf of the CSURMA.
- 3.2. The Secretary-Auditor shall provide a report summarizing the insurance bound on behalf of CSURMA to the Executive Committee.



CSURMA

POLICY AND PROCEDURE NO. 15

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.

August 20, 2015

CSURMA Executive Committee
The California State University Risk Management Authority
401 Golden Shore
Long Beach, CA 90805

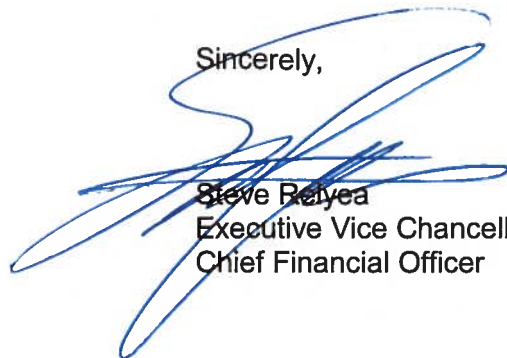
Dear CSURMA Executive Committee,

It is my pleasure to appoint Mr. Robert Eaton, Assistant Vice Chancellor for Financing, Treasury, and Risk Management as the new Treasurer of the California State University Risk Management Authority. Robert will replace Mr. George Ashkar, who has recently retired. Pursuant to the CSURMA Joint Powers Agreement Section 11(d) this appointment will be effective August 28, 2015 and shall remain in effect until rescinded in writing by me, the Executive Vice Chancellor and Chief Financial Officer of the California State University.

Robert shall serve on the CSURMA Executive Committee and Board of Directors and shall hold all retained votes of the University for unfilled appointments. Please make the necessary arrangements to transition these duties to Robert.

In addition, for your consideration I also recommend that Zachary Gifford, Director of Systemwide Risk Management be appointed as the new CSURMA Secretary-Auditor, a position currently held by Robert. Should you have any questions or concerns, please contact me.

Sincerely,



Steve Relyea
Executive Vice Chancellor and
Chief Financial Officer

SR:lm

c: Robert Eaton, CSURMA Secretary-Auditor
Daniel Howell, CSURMA Program Administrator

INSURANCE AND REINSURANCE RENEWAL REPORT

ISSUE: CSURMA's insurance and reinsurance programs renewed on July 1. The CSURMA Program Administrator marketed the programs to ensure competitive rates and terms. At their May 19, 2015 meeting the CSURMA Executive Committee delegated authority 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. Leadership from the CSU participated in underwriter meetings in London to negotiate final terms and offerings.

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. The renewal faced two significant obstacles: 1) the withdrawal of CV Starr underwriting from the California marketplace which removed \$20 million of capacity from CSURMA's program and 2) the requirement of some underwriters for an exclusion of liability arising from concussive injuries. In the end, CV Starr's capacity was replaced on favorable terms on the \$10 million xs \$35 million layer by Alteris. For the \$50 million xs \$50 million layer, CSU leadership selected an option led by our former market, Lexington (AIG) that did not include concussive injury exclusion but includes an aggregate limit of \$100 million for all claims in this catastrophic layer. The \$50 million xs \$50 million layer is filled by a quota share of Lexington (50%) Arch (30%) and Great American (20%) who is new to the program. The medical malpractice coverage for student health centers (\$5 million xs \$5 million layer) was renewed as expiring.
- **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. Despite pending losses, the renewal was achieved at rates close to expiring.

- **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 obtained terms as expiring terms from Safety National Casualty Corp., our incumbent excess insurer, which solidifies the 18 month program for the term.
- **Cyber** – Beazley continues as the lead provider. We negotiated an increase in sublimits to \$2.5 million for legal and forensic costs and also removed the exclusion of claims where a mobile device (phone, tablet or laptop) was not encrypted. CSU leadership selected a renewal option that increases total limits to \$10 million by adding a \$5 million xs \$5 million layer, and also adds an additional \$2.5 million xs of \$2.5 million limit for coverage of legal and forensic costs. CSU and the auxiliary organizations continue to share a notification limit of 2 million affected individuals.
- **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 achieved a rate reduction on the SPLIP renewal. For SAFECLIP, CSU leadership selected an option that increased the limits from \$2 million per claim with a \$10 million annual aggregate to \$5 million per claim with a \$20 million annual aggregate. This change was accomplished for a small increase (to just less than our original program rate of \$6), and it will satisfy major host partners who have been asking for an increase in limits.
- **Fidelity** – The campus program has a loss reported, but we obtained a flat rate renewal overall for the programs.
- **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 replaced the claims intake provider to reduce claims cost this year. Rates increased at renewal and we will be implementing a new rating plan for January 1, 2016 to allocate the costs. Also, the Executive Committee will need to consider a new plan relative to the cost of the CSU IP travelers as the current plan is not meeting expectations due to increased rates.

PUBLICATION: None.

ATTACHMENT(S): None.

**ACTUARIAL REPORTS FOR LIABILITY, WORKERS’
COMPENSATION AND ATHLETIC INJURY MEDICAL EXPENSE
PROGRAMS**

ISSUE: CSURMA retains the services of an independent actuary to evaluate the liabilities of its major self-insured risk pools. The complete draft reports for Campus General / Errors & Omissions Liability, Workers’ Compensation, and Athletic Injury Medical Expense (AIME) are included separately with the agenda packet. Staff has highlighted herein and in attachments to this item key findings and exhibits. The information provided by the actuary is used to establish fiscal year-end financial reports, and serves as the starting point to develop rates and funding for FY 2016/17, as well as evaluating potential dividends or assessments.

The Actuary’s findings and recommendations, undiscounted for investment income, include:

Campus Liability

1. Projected Ultimate Limited Losses decreased slightly by -0.5% for FY 16/17.
2. Loss Funding at 70% actuarial confidence decreased from \$14,117,400 (FY 15/16) to \$14,045,000 (FY 16/17).

Campus WC

1. Projected Ultimate Limited Losses increased by 9.7% for FY 16/17.
2. Loss Funding at 70% actuarial confidence increased from \$28,819,350 (FY 15/16) to \$31,607,000 (FY 16/17).

AIME

1. Projected Ultimate Limited Losses increased by 7.0% for FY 16/17.
2. Loss Funding at 70% actuarial confidence increased from \$3,300,000 (FY 15/16) to \$3,529,000 (FY 16/17).

RECOMMENDATION: The Executive Committee is asked to review the draft actuarial studies, and accept the reports for use in CSURMA’s financial reporting, rate setting, and funding evaluations.

FISCAL IMPACT: The action recommended will have the direct effect of establishing liabilities reported in CSURMA’s financial statements. Indirectly, information from the accepted actuarial studies will be used in rate setting and funding forecasts. The Board of Directors will take action on FY 2016/17 rates and funding at its meeting in November.

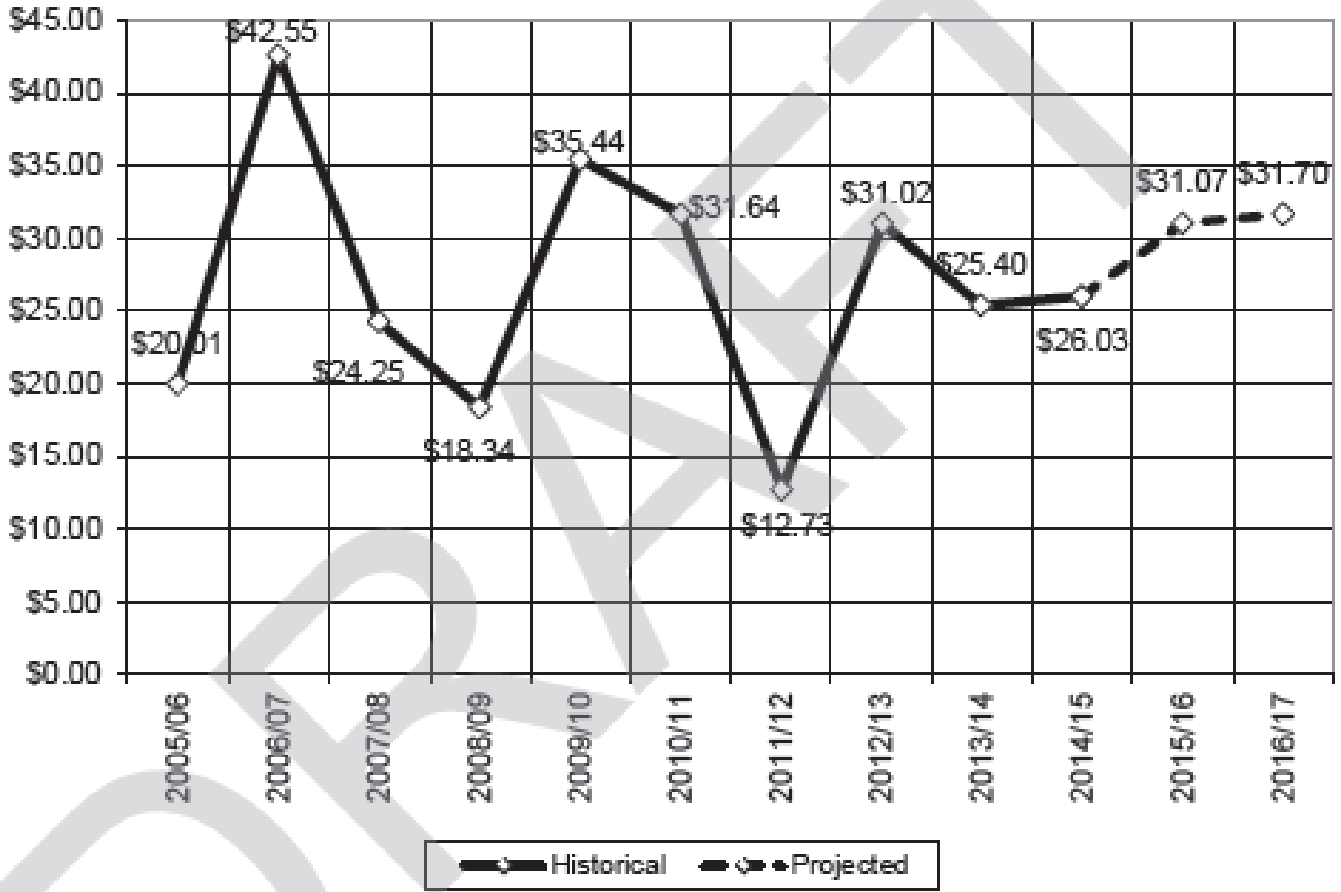
BACKGROUND: The complete actuarial reports include a discussion on the methodology used by the actuary to establish the financial projections for the self-insured risk pools. Staff will be present at today's meeting to summarize and comment on the actuary's findings and recommendations.

PUBLICATION: None.

ATTACHMENT(S):

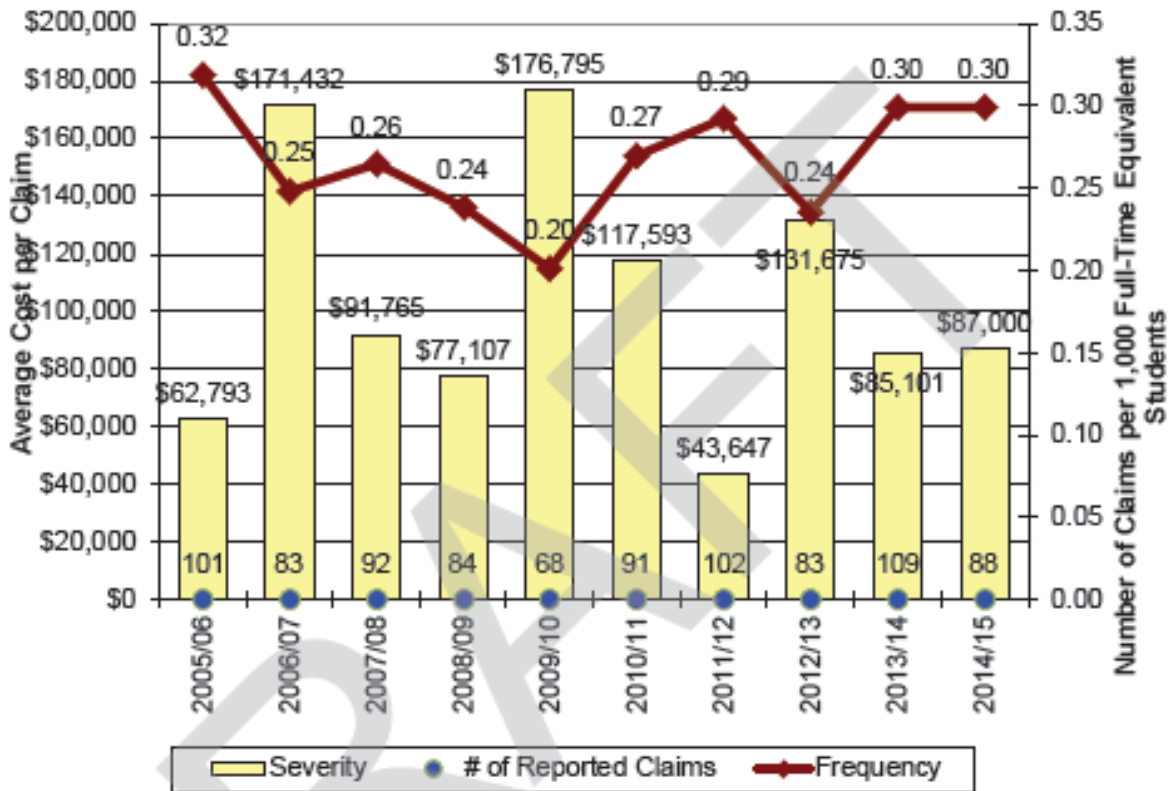
- a. Charts and exhibits from the Liability, Workers' Compensation and AIME draft actuarial reports valued at June 30, 2015.
- b. Complete copies of the draft actuarial reports dated August 3, 2015 are included separately with the Agenda packet.

Graph I-1
 Loss Rate per Full Time-Equivalent Student
 (Gross of Member Deductibles)



Note: Loss rates are from Exhibit GL-10, columns (4) and (7).

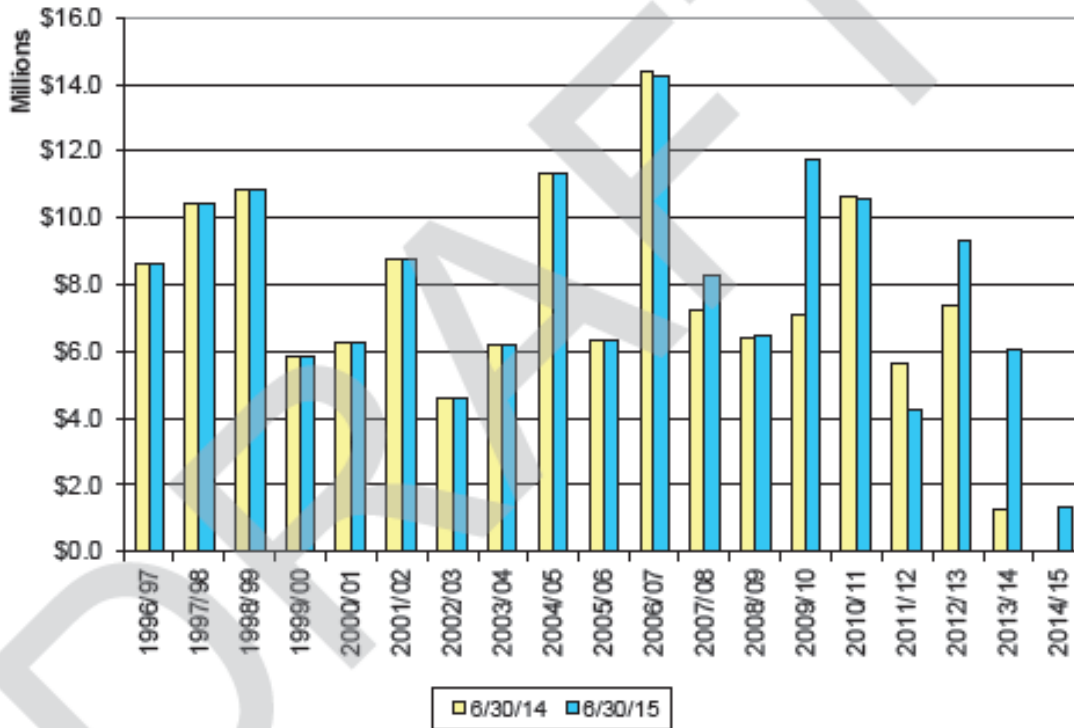
Graph I-2
Frequency and Severity
(Gross of Member Deductibles)



Note: Frequency amounts are from Exhibit GL-8, Section I, column (7). Severity amounts are based on the projected claim counts in Exhibit GL-8 and the projected ultimate losses in Exhibit GL-9.

CSURMA Actuarial Study of General Liability Program as of June 30, 2015

**Graph I-5
Comparison of Limited Reported Incurred Losses
as of June 30, 2014 and June 30, 2015
(Gross of Member Deductibles)**



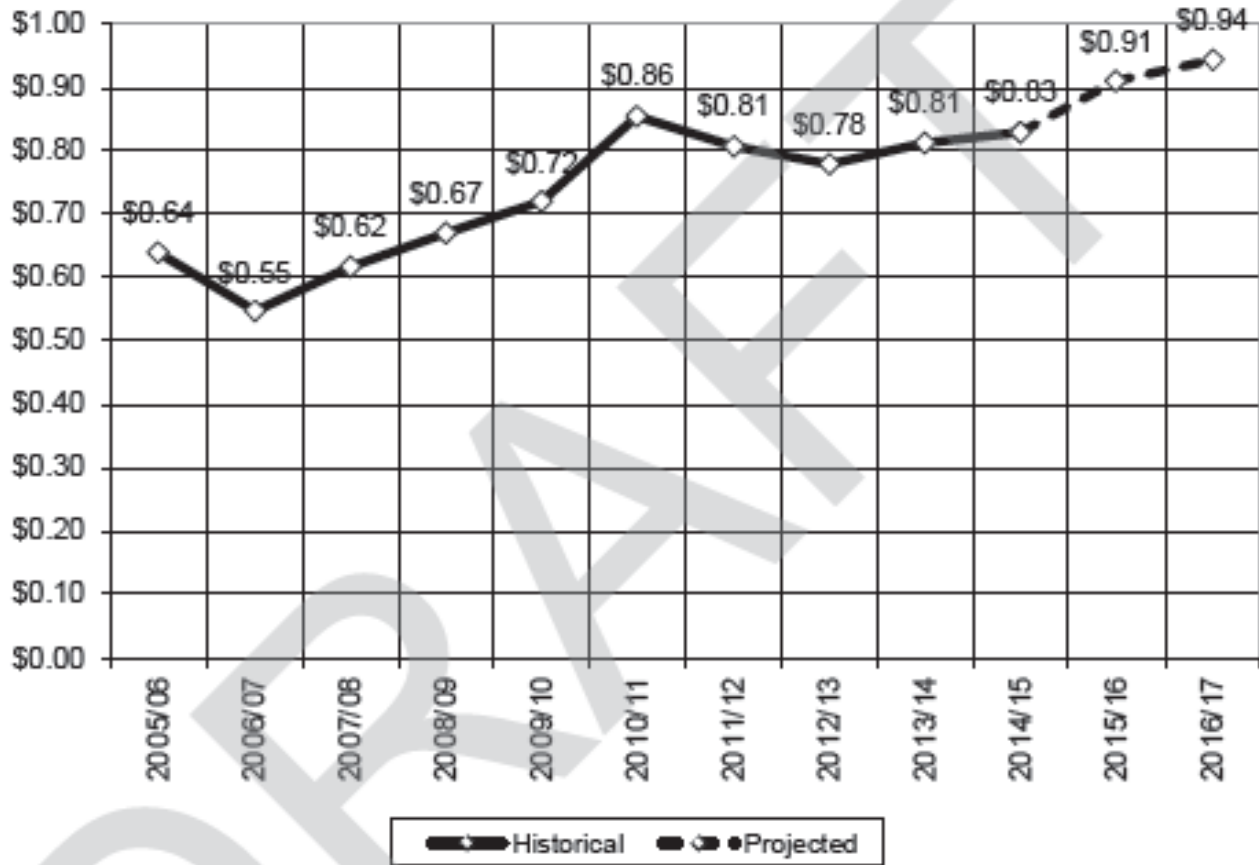
Note: Amounts as of June 30, 2014 are from the previous actuarial study.
Amounts as of June 30, 2015 are from Exhibit GL-1.

**Table IV-2A
Projected Ultimate Limited Losses
(Gross of Member Deductibles)
2015/16**

Confidence Level (1)	Projected Full-Time Equivalent Students (2)	Full Value		Present Value	
		Loss Rate per Full-Time Equivalent Student (3)	Amount (4)	Loss Rate per Full-Time Equivalent Student (5)	Amount (6)
(A) Expected	381,508	\$31.07	\$11,855,000	\$29.29	\$11,176,000
(B) 70%	381,508	35.74	13,633,000	33.69	12,852,000
(C) 80%	381,508	41.95	16,004,000	39.55	15,088,000
(D) 90%	381,508	48.17	18,375,000	45.40	17,323,000

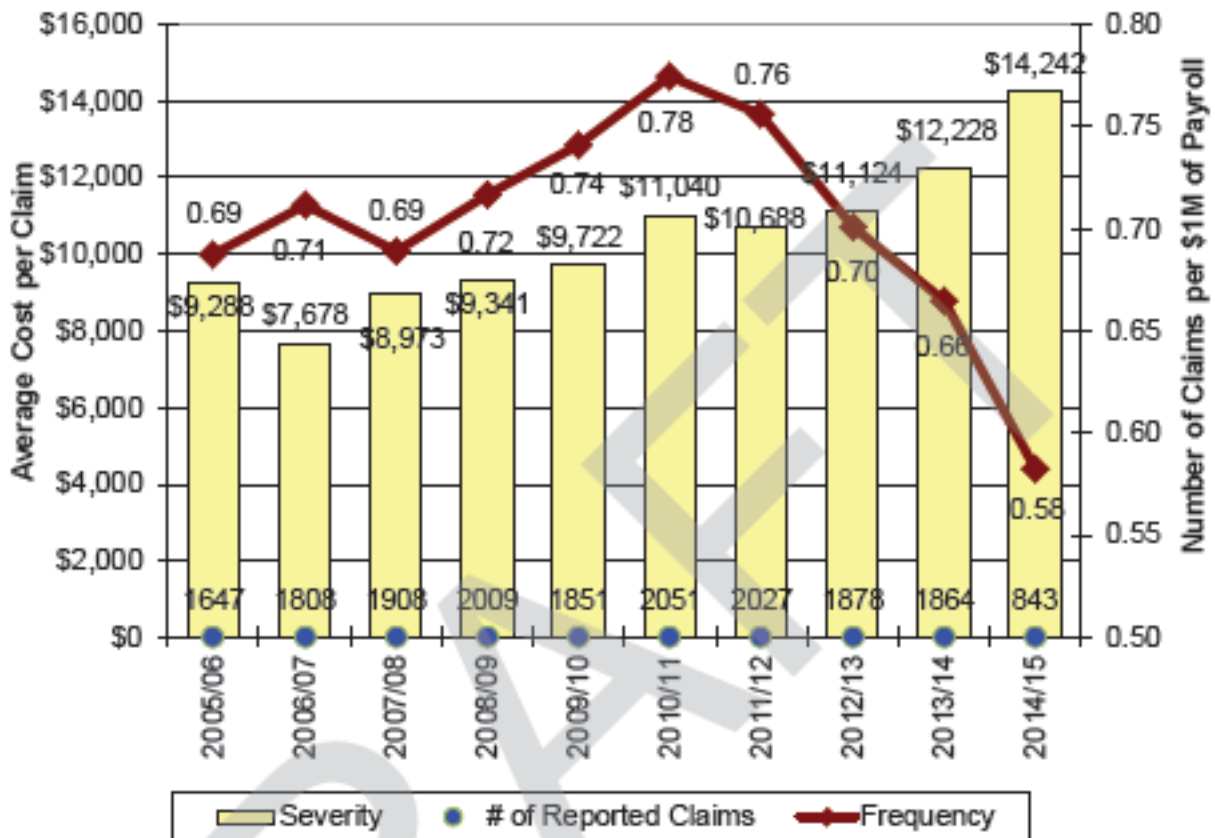
Note: (A) is from Exhibit GL-10.
(B) through (D) are based on (A) and actuarial judgment.

Graph I-1
Loss Rate per \$100 of Payroll



Note: Loss rates are from Exhibit WC-10, columns (4) and (7).
2014/15's loss rate only reflects losses incurred in the period of 7/1/2014 through 12/31/2014 (half year experience).

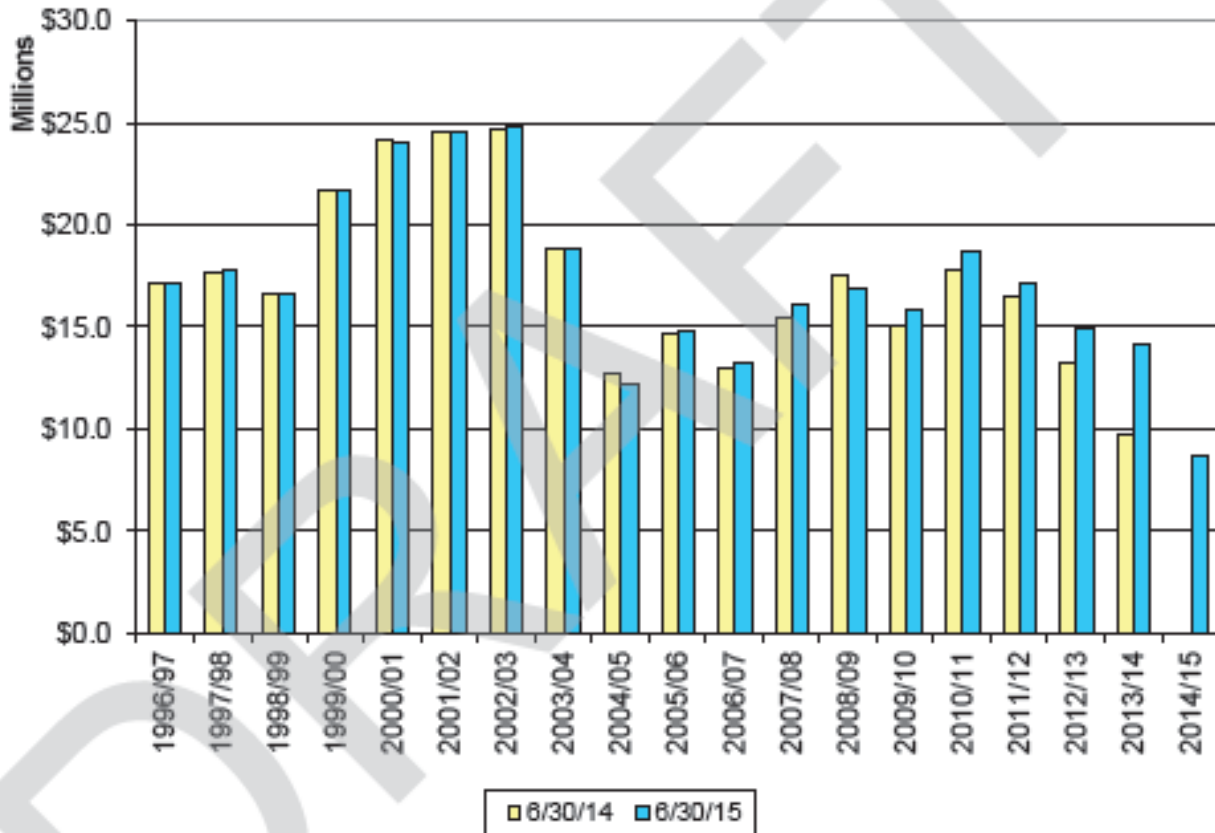
Graph I-2
Frequency and Severity



Note: Frequency amounts are from Exhibit WC-8, Section I, column (7).
Severity amounts are based on the projected claim counts in Exhibit WC-8 and the projected ultimate losses in Exhibit WC-9.

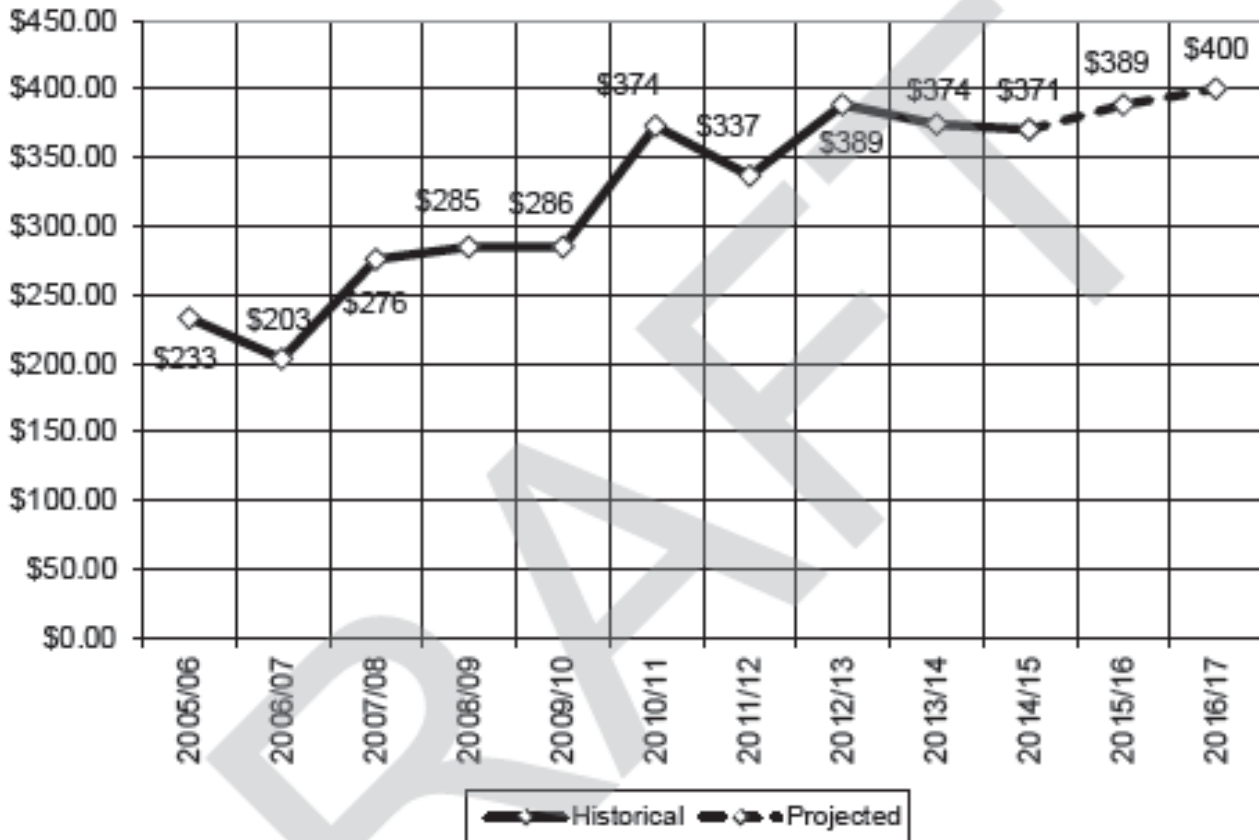
About 30% of claim counts are \$0 claims. This lowers the indicated severity shown in Graph I-2.

Graph I-5
Comparison of Limited Reported Incurred Losses
as of June 30, 2014 and June 30, 2015



Note: Amounts as of June 30, 2014 are from the previous actuarial study.
Amounts as of June 30, 2015 are from Exhibit WC-1.

Graph III-1
Projected Loss Rate per Athlete



**FY 2016/2017 RATES AND GROSS FUNDING
 CAMPUS COVERAGE PROGRAMS**

ISSUE: Upon recommendation of the Executive Committee, the Board of Directors adopts rates and funding for the upcoming fiscal year at its Fall meeting. The Program Administrator prepared FY 2016/17 funding recommendations for the Campus coverage programs using the draft actuarial reports dated August 3, 2015.

The General Liability program cost includes premium deposits for Student Professional Liability Insurance Program (SPLIP) and Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Campus Property program cost includes Blanket Employee Fidelity coverage and Cyber Risk insurance. Auto Liability is covered by the State Vehicle Liability Self-Insurance Program (VELSIP); its cost is determined by the Office of Risk and Insurance Management (ORIM) and issued in March 2016. The costs for the purchased insurance programs (SPLIP, SAFECLIP, Property, Fidelity, and Cyber) are estimates at this time since actual rates will not be known until negotiations are finalized in June 2016.

The following summarizes total program costs, with individual Campus costs shown in the attachments to this item.

CAMPUS COVERAGE PROGRAMS FUNDING RECOMMENDATION

	FY 15/16 <i>Actual</i>	FY 16/17 <i>Proposed</i>	\$ Chg	% Chg
Liability	\$13,514,960	\$14,240,860	\$725,900	5.4%
Workers' Comp	37,744,986	37,823,215	78,229	0.2%
IDL NDI UI	13,500,000	13,500,000	0	0.0%
Property ⁽¹⁾	8,000,000	8,250,000	250,000	3.1%
Auto Liability ⁽²⁾	688,468	845,823	157,355	22.9%
AIME ⁽³⁾	3,897,503	3,897,503	0	0.0%
Total	\$77,345,917	\$78,557,401	\$1,211,484	1.6%

- (1) This is a projection based on market assessment at this time.
- (2) ORIM to issue final funding for 2016/17 in March 2016.
- (3) AIME Committee to recommend final funding for 2016/17.

RECOMMENDATION: The Executive Committee is asked to review and recommend to the Board of Directors adoption of the Campus coverage programs funding for FY 2016/17 as presented in the table above.

FISCAL IMPACT: Adoption of the recommended funding for the Campus coverage programs totaling \$78,557,401 is in accordance with the policies and procedures and rating plans adopted and approved by the Board of Directors.

BACKGROUND: CSURMA employs an independent actuarial firm, Aon Risk Solutions, to project claim costs for its General / Errors & Omissions Liability, Workers' Compensation and Athletic Injury Medical Expense coverage programs. The actuary's reports dated August 3, 2015 were used to calculate funding proposals for FY 2016/17.

The Executive Committee is asked to focus on the aggregate program funding issues at this time. Campuses should contact Rob Leong (415-403-1441) for any specific questions as to how their cost was calculated.

PUBLICATION: None

ATTACHMENT(S):

- a. FY 2016/17 Campus Coverage Programs Proposed Funding (Draft)

CSURMA RISK POOL FY 2016/17
Total Program Cost

<i>Campus</i>	<i>Actual FY 15/16</i>	<i>Proposed FY 16/17</i>	<i>\$ Chg</i>	<i>% Chg</i>
Bakersfield	\$1,565,171	\$1,620,454	\$55,283	3.5%
Channel Islands	1,556,839	1,585,632	28,793	1.8%
Chico	2,580,550	2,663,588	83,038	3.2%
Dominguez Hills	2,544,334	2,494,989	-49,345	-1.9%
East Bay	3,437,418	3,463,379	25,961	0.8%
Fresno	3,243,534	3,121,163	-122,372	-3.8%
Fullerton	3,897,113	4,223,140	326,027	8.4%
Humboldt	2,269,937	2,163,746	-106,191	-4.7%
Long Beach	6,235,214	6,145,044	-90,170	-1.4%
Los Angeles	4,058,857	4,194,143	135,286	3.3%
Maritime Academy	543,179	615,630	72,451	13.3%
Monterey Bay	1,430,959	1,501,833	70,874	5.0%
Northridge	5,366,426	5,581,366	214,940	4.0%
Pomona	3,933,097	4,334,853	401,756	10.2%
Sacramento	3,629,214	3,637,745	8,531	0.2%
San Bernardino	2,791,417	3,023,711	232,294	8.3%
San Diego	5,480,968	5,418,203	-62,765	-1.1%
San Francisco	4,753,158	4,650,128	-103,030	-2.2%
San Jose	4,892,641	4,984,238	91,598	1.9%
San Luis Obispo	4,318,783	4,307,779	-11,004	-0.3%
San Marcos	1,612,727	1,732,215	119,487	7.4%
Sonoma	1,956,080	2,137,832	181,752	9.3%
Stanislaus	1,798,477	1,697,893	-100,583	-5.6%
Chancellor's Office	1,162,007	1,242,815	80,808	7.0%
Systemwide *	2,287,817	2,015,883	-271,934	-11.9%
Total:	\$77,345,917	\$78,557,401	\$1,211,484	1.6%

* Subject to adjustment as state-issued construction bonds are retired.

**CSURMA RISK POOL FY 2016/17
Liability Program Cost**

<i>Campus</i>	<i>Actual FY 15/16</i>	<i>Proposed FY 16/17</i>	<i>\$ Chg</i>	<i>% Chg</i>
Bakersfield	\$249,010	\$253,052	\$4,042	1.6%
Channel Islands	380,863	395,355	14,492	3.8%
Chico	471,840	586,897	115,057	24.4%
Dominguez Hills	656,421	582,161	-74,260	-11.3%
East Bay	664,359	616,564	-47,795	-7.2%
Fresno	578,279	422,003	-156,276	-27.0%
Fullerton	612,215	718,597	106,382	17.4%
Humboldt	667,694	473,564	-194,130	-29.1%
Long Beach	944,461	854,592	-89,869	-9.5%
Los Angeles	430,157	572,292	142,135	33.0%
Maritime Academy	197,129	228,161	31,032	15.7%
Monterey Bay	229,050	214,057	-14,993	-6.5%
Northridge	849,858	882,036	32,178	3.8%
Pomona	460,720	635,469	174,749	37.9%
Sacramento	677,609	690,332	12,723	1.9%
San Bernardino	612,907	865,150	252,243	41.2%
San Diego	493,947	574,083	80,136	16.2%
San Francisco	592,703	550,435	-42,268	-7.1%
San Jose	803,049	906,352	103,303	12.9%
San Luis Obispo	703,411	724,461	21,050	3.0%
San Marcos	371,865	401,904	30,039	8.1%
Sonoma	350,411	433,010	82,599	23.6%
Stanislaus	409,179	384,428	-24,751	-6.0%
Chancellor's Office	392,925	542,350	149,425	38.0%
Systemwide *	714,898	733,555	18,657	2.6%
Total:	\$13,514,960	\$14,240,860	\$725,900	5.4%

* Subject to adjustment as state-issued construction bonds are retired.

Includes Student Professional Liability Insurance Program (SPLIP),
Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP).

**CSURMA RISK POOL FY 2016/17
Workers' Compensation Program Cost**

<i>Campus</i>	<i>Actual FY 15/16</i>	<i>Proposed FY 16/17</i>	<i>\$ Chg</i>	<i>% Chg</i>
Bakersfield	\$743,819	\$780,939	\$37,120	5.0%
Channel Islands	745,186	727,419	-17,767	-2.4%
Chico	1,358,833	1,328,110	-30,723	-2.3%
Dominguez Hills	1,198,461	1,189,225	-9,236	-0.8%
East Bay	1,830,035	1,912,297	82,262	4.5%
Fresno	1,470,333	1,464,874	-5,459	-0.4%
Fullerton	1,978,347	2,086,179	107,832	5.5%
Humboldt	867,885	926,451	58,566	6.7%
Long Beach	3,487,296	3,431,016	-56,280	-1.6%
Los Angeles	2,478,627	2,447,688	-30,939	-1.2%
Maritime Academy	182,440	189,579	7,139	3.9%
Monterey Bay	669,471	688,711	19,240	2.9%
Northridge	2,756,466	2,822,922	66,456	2.4%
Pomona	2,518,139	2,685,042	166,903	6.6%
Sacramento	1,607,260	1,597,645	-9,615	-0.6%
San Bernardino	1,397,577	1,367,698	-29,879	-2.1%
San Diego	3,125,916	3,015,178	-110,738	-3.5%
San Francisco	2,545,888	2,445,638	-100,250	-3.9%
San Jose	1,941,148	1,896,781	-44,367	-2.3%
San Luis Obispo	2,036,977	1,989,729	-47,248	-2.3%
San Marcos	637,213	682,328	45,115	7.1%
Sonoma	804,138	849,191	45,053	5.6%
Stanislaus	779,993	754,092	-25,901	-3.3%
Chancellor's Office	583,538	544,483	-39,055	-6.7%
Systemwide				
Total:	\$37,744,986	\$37,823,215	\$78,229	0.2%

FY 16/17 based on discounted funding of outstanding claims liability for claims occurring in FY 16/17.

**CSURMA RISK POOL FY 2016/17
IDL/NDI/UI Program Cost**

<i>Campus</i>	<i>Actual FY 15/16</i>	<i>Proposed FY 16/17</i>	<i>\$ Chg</i>	<i>% Chg</i>
Bakersfield	\$276,346	\$255,900	-\$20,446	-7.4%
Channel Islands	262,215	286,484	24,269	9.3%
Chico	392,204	376,073	-16,131	-4.1%
Dominguez Hills	407,505	434,325	26,820	6.6%
East Bay	602,343	600,779	-1,564	-0.3%
Fresno	513,845	484,816	-29,029	-5.6%
Fullerton	767,502	776,581	9,079	1.2%
Humboldt	443,411	461,450	18,039	4.1%
Long Beach	1,016,598	1,001,728	-14,870	-1.5%
Los Angeles	615,879	615,507	-372	-0.1%
Maritime Academy	100,861	122,279	21,418	21.2%
Monterey Bay	299,521	345,350	45,829	15.3%
Northridge	1,049,734	1,125,467	75,733	7.2%
Pomona	551,580	542,349	-9,231	-1.7%
Sacramento	731,693	716,238	-15,455	-2.1%
San Bernardino	497,733	491,631	-6,102	-1.2%
San Diego	888,299	780,994	-107,305	-12.1%
San Francisco	1,052,297	1,045,382	-6,915	-0.7%
San Jose	990,377	997,888	7,511	0.8%
San Luis Obispo	714,806	732,920	18,114	2.5%
San Marcos	360,588	398,174	37,586	10.4%
Sonoma	461,305	490,107	28,802	6.2%
Stanislaus	352,662	296,250	-56,412	-16.0%
Chancellor's Office	150,696	121,328	-29,368	-19.5%
Systemwide				
Total:	\$13,500,000	\$13,500,000	\$0	0.0%

Industrial Disability Leave, Nonindustrial Disability Leave, Unemployment Insurance

**CSURMA RISK POOL FY 2016/17
Property Program Cost**

<i>Campus</i>	<i>Actual FY 15/16</i>	<i>Proposed FY 16/17</i>	<i>\$ Chg</i>	<i>% Chg</i>
Bakersfield	\$79,166	\$110,900	\$31,734	40.1%
Channel Islands	143,334	145,364	2,030	1.4%
Chico	277,568	286,116	8,548	3.1%
Dominguez Hills	163,807	166,785	2,978	1.8%
East Bay	254,131	242,456	-11,675	-4.6%
Fresno	302,520	356,542	54,022	17.9%
Fullerton	318,559	413,762	95,203	29.9%
Humboldt	179,316	186,643	7,327	4.1%
Long Beach	415,434	476,645	61,211	14.7%
Los Angeles	397,377	416,864	19,487	4.9%
Maritime Academy	38,471	50,573	12,102	31.5%
Monterey Bay	88,054	106,157	18,103	20.6%
Northridge	446,151	478,606	32,455	7.3%
Pomona	306,654	365,626	58,972	19.2%
Sacramento	277,706	291,433	13,727	4.9%
San Bernardino	215,458	224,408	8,950	4.2%
San Diego	390,851	455,940	65,089	16.7%
San Francisco	469,726	510,705	40,979	8.7%
San Jose	646,404	662,538	16,134	2.5%
San Luis Obispo	418,990	397,725	-21,265	-5.1%
San Marcos	156,731	160,750	4,019	2.6%
Sonoma	262,929	281,871	18,942	7.2%
Stanislaus	143,349	145,166	1,817	1.3%
Chancellor's Office	34,395	34,097	-298	-0.9%
Systemwide *	1,572,919	1,282,328	-290,591	-18.5%
Total:	\$8,000,000	\$8,250,000	\$250,000	3.1%

Total funding requirement for FY 16/17 is \$9,147,000. \$897,000 to be drawn from Retained Earnings in Property Fund resulting in \$8,250,000 total contributions for FY 16/17.

** Subject to adjustment as state-issued construction bonds are retired.*

Includes Crime (Fidelity), Cyber Risks. Fine Arts
Does not include adjustments due to addition/deletions of buildings.

**CSURMA RISK POOL FY 2016/17
Auto Liability (VELSIP) Program Cost**

<i>Campus</i>	<i>Actual FY 15/16</i>	<i>Proposed FY 16/17</i>	<i>\$ Chg</i>	<i>% Chg</i>
Bakersfield	\$12,394	\$15,227	\$2,833	22.9%
Channel Islands	25,241	31,010	5,769	22.9%
Chico	27,509	33,796	6,287	22.9%
Dominguez Hills	19,044	23,397	4,353	22.9%
East Bay	20,707	25,440	4,733	22.9%
Fresno	62,877	77,248	14,371	22.9%
Fullerton	32,950	40,481	7,531	22.9%
Humboldt	17,533	21,540	4,007	22.9%
Long Beach	42,170	51,808	9,638	22.9%
Los Angeles	21,765	26,740	4,975	22.9%
Maritime Academy	3,325	4,085	760	22.9%
Monterey Bay	11,789	14,484	2,695	22.9%
Northridge	35,519	43,637	8,118	22.9%
Pomona	45,344	55,707	10,363	22.9%
Sacramento	31,287	38,438	7,151	22.9%
San Bernardino	30,985	38,067	7,082	22.9%
San Diego	43,983	54,036	10,053	22.9%
San Francisco	23,730	29,154	5,424	22.9%
San Jose	39,449	48,465	9,016	22.9%
San Luis Obispo	80,257	98,602	18,345	22.9%
San Marcos	11,941	14,670	2,729	22.9%
Sonoma	27,811	34,167	6,356	22.9%
Stanislaus	20,405	25,068	4,663	22.9%
Chancellor's Office	453	557	104	23.0%
Systemwide				
Total:	\$688,468	\$845,823	\$157,355	22.9%

Allocated per reported Fleet count submitted to Chancellor's Office and DGS.

Subject to Fleet update and final MVIA Assessment from DGS in March 2016.

Auto Liability is managed by the State Vehicle Liability Self-Insurance Program (VELSIP) which also determines the program's total cost each year.

**CSURMA RISK POOL FY 2016/17
Athletic Injury Medical Expense Program Cost
(AIME)**

<i>Campus</i>	<i>Actual FY 15/16</i>	<i>Proposed FY 16/17</i> <i>(to be updated)</i>	<i>\$ Chg</i>	<i>% Chg</i>
Bakersfield	\$204,436	\$204,436	\$0	0.0%
Channel Islands				
Chico	52,596	52,596	0	0.0%
Dominguez Hills	99,096	99,096	0	0.0%
East Bay	65,843	65,843	0	0.0%
Fresno	315,680	315,680	0	0.0%
Fullerton	187,540	187,540	0	0.0%
Humboldt	94,098	94,098	0	0.0%
Long Beach	329,255	329,255	0	0.0%
Los Angeles	115,052	115,052	0	0.0%
Maritime Academy	20,953	20,953	0	0.0%
Monterey Bay	133,074	133,074	0	0.0%
Northridge	228,698	228,698	0	0.0%
Pomona	50,660	50,660	0	0.0%
Sacramento	303,659	303,659	0	0.0%
San Bernardino	36,757	36,757	0	0.0%
San Diego	537,972	537,972	0	0.0%
San Francisco	68,814	68,814	0	0.0%
San Jose	472,214	472,214	0	0.0%
San Luis Obispo	364,342	364,342	0	0.0%
San Marcos	74,389	74,389	0	0.0%
Sonoma	49,486	49,486	0	0.0%
Stanislaus	92,889	92,889	0	0.0%
Chancellor's Office				
Systemwide				
Total:	\$3,897,503	\$3,897,503	\$0	0.0%

FY 16/17 rates to be calculated and approved by the AIME Committee.

CAMPUS RISK POOLS FUNDING STATUS AT JUNE 30, 2015

ISSUE: Each year, Staff evaluates the funding status of CSURMA's major risk pool programs and presents its findings to the Executive Committee. In its evaluation, Staff uses the most recent actuarial reports and financial statements prepared by the Accountant. Staff has completed its evaluation of the funding status for Campus Liability, Campus Workers' Compensation and Athletic Injury Medical Expense risk pools at June 30, 2015.

RECOMMENDATION: The Executive Committee is asked to review the risk pools funding status at June 30, 2015.

FISCAL IMPACT: No action requested. This item is provided for information only.

BACKGROUND: The Board of Directors adopted Policy & Procedure No. 7-JPA on April 24, 1997 to fund prior years' claim liabilities on a cash basis, and to begin funding claims as they are incurred beginning in July 1, 1999 with the ultimate goal to achieve accrual funding for all program years in ten years. CSURMA's funding goal was achieved in eight years on July 1, 2007. Subsequently, the Board revised Policy & Procedure No. 7-JPA which was adopted on April 27, 2015.

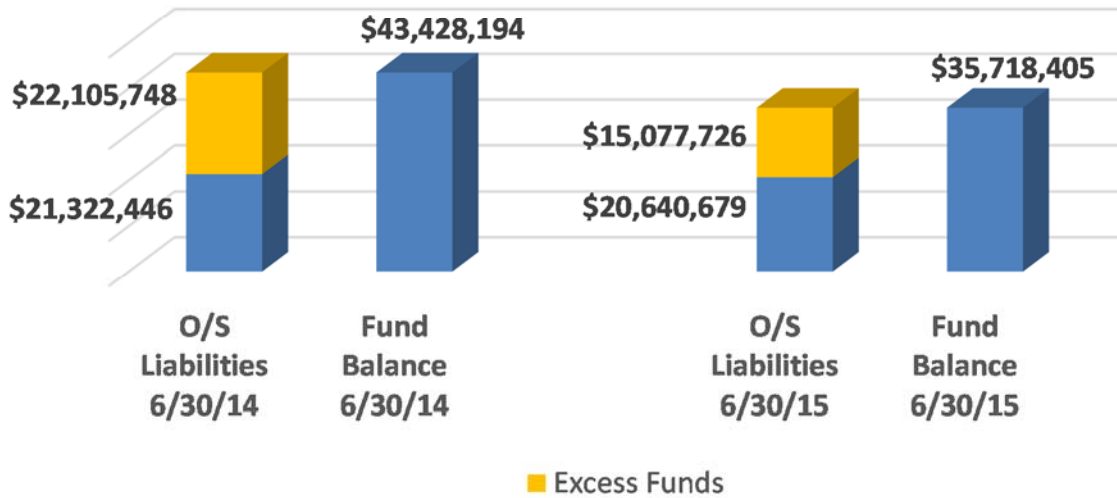
PUBLICATION: None

ATTACHMENT(S):

- a. Table and Chart showing Full Funding Projections and Calculations at June 30, 2015 (unaudited)

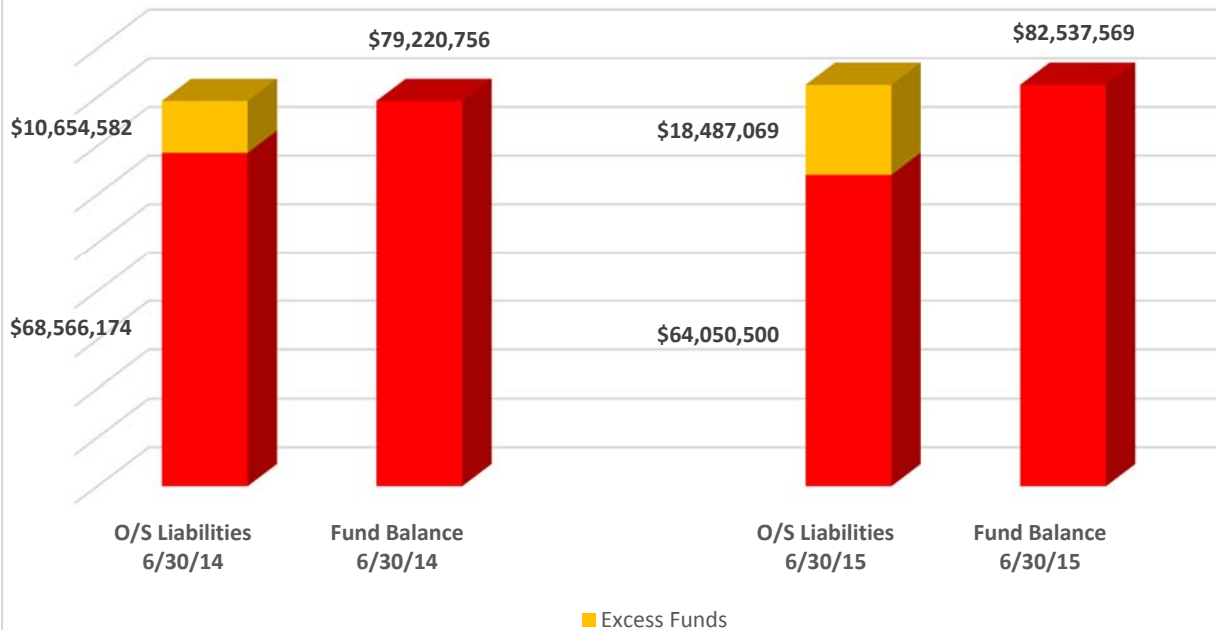
Campus Liability Risk Pool Funding Status

(at 70% actuarial confidence,
undiscounted for investment income)



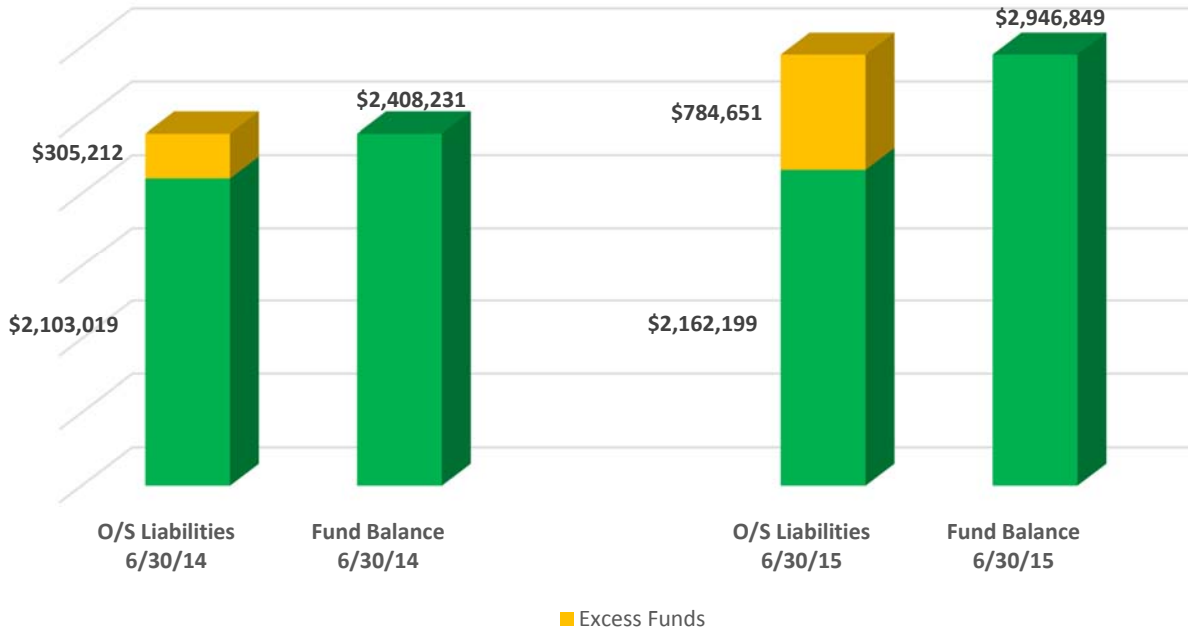
Campus WC Risk Pool Funding Status

(at 70% actuarial confidence,
undiscounted for investment income)



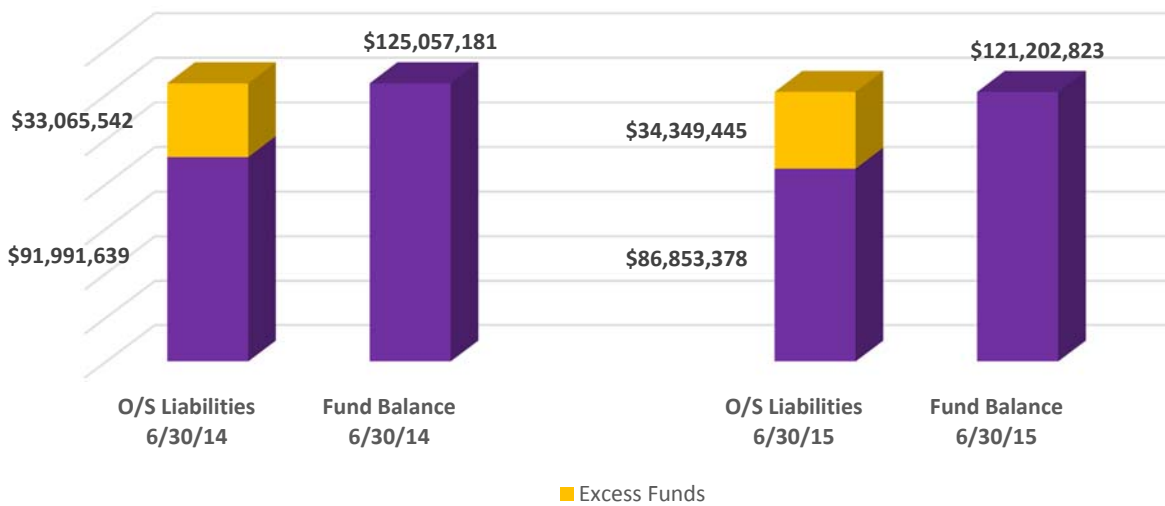
AIME Risk Pool Funding Status

(at 70% actuarial confidence,
undiscounted for investment income)



Total WC, GL, AIME Risk Pools Funding Status

(at 70% actuarial confidence,
undiscounted for investment income)



**EVALUATION OF POTENTIAL CAMPUS RISK POOLS
DIVIDENDS AND ASSESSMENTS**

ISSUE: Per CSURMA Policy and Procedure No. 14, the Executive Committee evaluates and approves dividends and assessments for the Campus Risk Pools. The practice has been to declare a dividend of up to fifty percent (50%) of unencumbered program funds where available and an assessment to cover existing and anticipated funding shortfalls for funds that have a negative fund balance.

Pursuant to proposed Policy and Procedure No. 14, staff recommends the Executive Committee approve the proposed dividends and/or assessments for Campus Liability, Campus Workers' Compensation and IDL/NDI/UI risk pools. Staff also recommends the Executive Committee delegate authority to the AIME Committee to determine if a dividend can be distributed from the AIME risk pool in accordance with CSURMA's policies and procedures.

PROPOSED CAMPUS RISK POOLS DIVIDENDS AND ASSESSMENTS

Program	FY 14/15 Dividend (Assessment)	FY 15/16 Dividend (Assessment)
Liability	\$8,677,518	\$5,038,862
Workers' Compensation	0	\$3,461,497
IDL/NDI/UI	0	0
Total	\$8,677,518	\$8,500,359

FISCAL IMPACT: Staff's proposal would have the effect of reducing the Liability and Workers' Compensation funds by half of their excess reserves.

BACKGROUND: CSURMA adopted a funding policy that calls for each program to fund its liabilities. CSURMA allows inter-fund borrowing if a fund has a deficit position. Last year, CSURMA declared a dividend of \$8,677,518.

PUBLICATION: None.

ATTACHMENT(S):

- a. Target Equity Calculation
- b. Dividends and Assessments Summary
- c. Policy and Procedure #13 – Campus Risk Pool Target Reserve Funding Goal
- d. Policy and Procedure #14 – Campus Risk Pool Dividends and Assessments

Campus Liability Risk Pool
Target Surplus Funding Analysis at \$5,000,000 SIR
as of 6/30/15 (unaudited)

Gross Premium (FY 14/15):	\$13,434,901
Maximum Retention:	\$5,000,000 <i>each Occurrence</i>
Est. Outstanding Liabilities @ 6/30/15	\$16,276,171 <i>Expected, Undiscounted, Net of Deductibles</i>
Est. Outstanding Liabilities @ 6/30/15	\$18,229,312 <i>at 70% Confidence</i>
Est. Fund Balance @ 6/30/15	\$35,718,405
Est. Funded Loss & ULAE @ 6/30/15	\$20,640,679 <i>at 70% Confidence</i>
Est. Funding above 70% Conf Level:	\$15,077,726

Ratio	Target	Indicated Minimum Surplus	Projected Ratio
Premium to Surplus	< 3:1	\$4,478,300	0.38
Surplus to Retention	> 1:1	\$5,000,000	7.14
O/S Reserve to Surplus	≤ 5:1	\$3,255,234	0.46

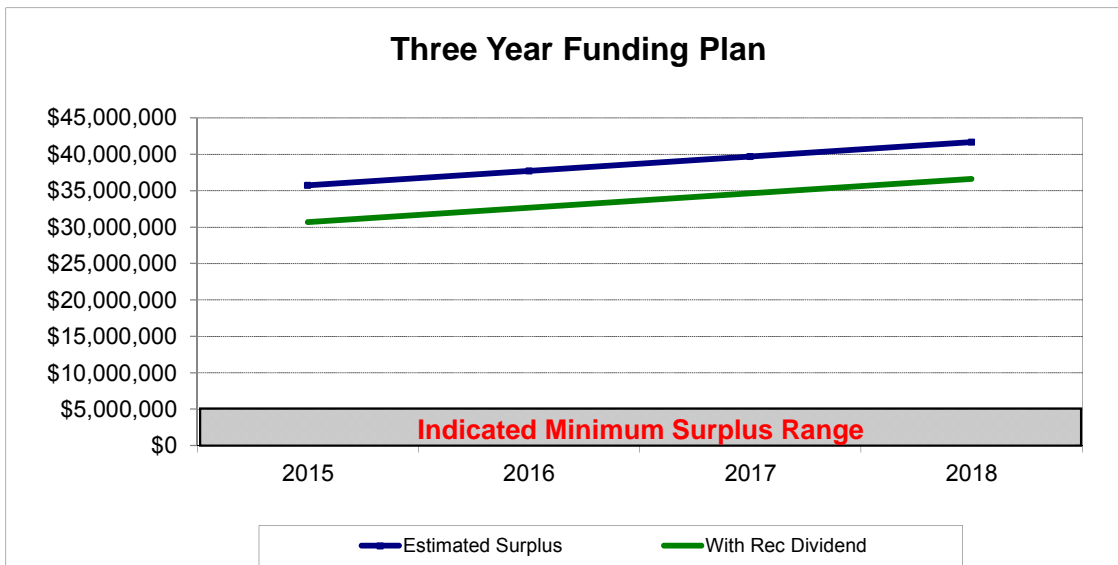
Maximum Dividend Available:	\$10,077,726
Recommended Dividend 50%:	\$5,038,863

2015/16 Pool Funding Options

Confidence Levels	Factor	Pool Premium	Surplus
Expected Losses & ULAE Liability	1.000	\$13,196,700	-
at 70% Actuarial Confidence	1.150	\$15,176,205	\$1,979,505

Three Year Funding Plan

	Amount Added to Reserves	Estimated Reserve Balance	Est Reserve Balance Net of Rec'd Dividend
Estimated Balance at 6/30/15	N/A	\$35,718,405	\$30,679,542
2015/16 - Collection @ 70% CL	\$1,979,505	\$37,697,910	\$32,659,047
2016/17 - Collection @ 70% CL	\$1,979,505	\$39,677,415	\$34,638,552
2017/18 - Collection @ 70% CL	\$1,979,505	\$41,656,920	\$36,618,057



Campus Workers' Compensation Risk Pool
Target Surplus Funding Analysis at \$2,500,000 SIR
as of 6/30/15 (unaudited)

Gross Premium (FY 14/15):	\$33,196,159
Maximum Retention:	\$2,500,000 <i>each Occurrence</i>
Est. Outstanding Liabilities @ 6/30/15	\$57,820,356 <i>Expected, Undiscounted</i>
Est. Outstanding Liabilities @ 6/30/15	\$60,711,374 at 70% Confidence
Est. Fund Balance @ 6/30/15	\$82,537,569
Est. Funded Loss & ULAE @ 6/30/15	\$64,050,500 <i>at 70% Confidence</i>
Est. Funding above 70% Conf Level:	\$18,487,069

Ratio	Target	Indicated Minimum Surplus	Projected Ratio
Premium to Surplus	< 3:1	\$11,065,386	0.40
Surplus to Retention	> 2:1	\$5,000,000	33.02
O/S Reserve to Surplus	≤ 5:1	\$11,564,071	0.70

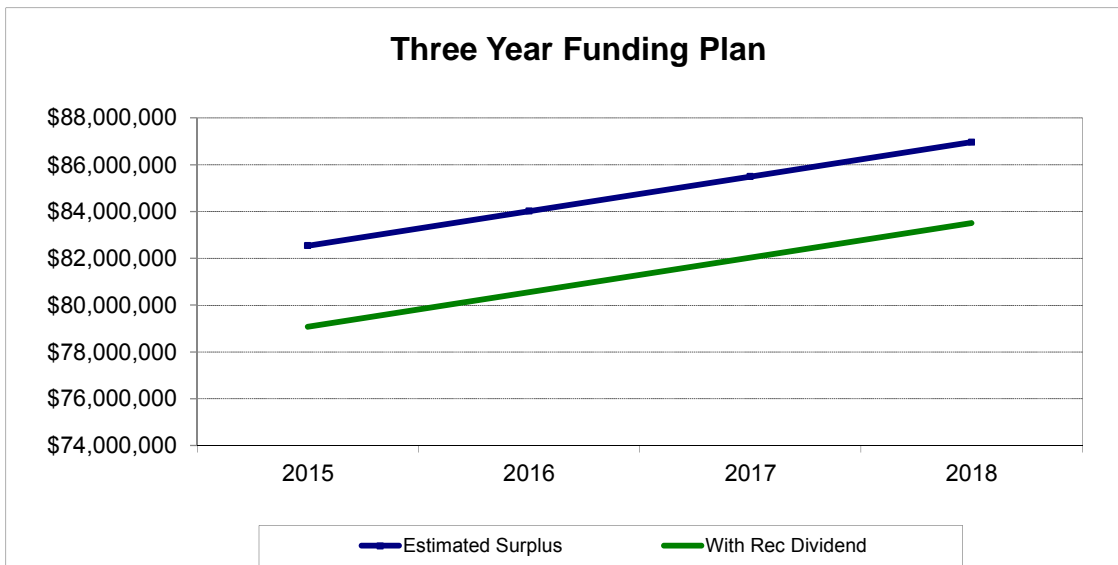
Maximum Dividend Available:	\$6,922,998
Recommended Dividend 50%:	\$3,461,499

2015/16 Pool Funding Options

Confidence Levels	Factor	Pool Premium	Surplus
Expected Losses & ULAE Liability at 70% Actuarial Confidence	1.000	\$29,505,525	-
	1.050	\$30,980,801	\$1,475,276

Three Year Funding Plan

	Amount Added to Reserves	Estimated Reserve Balance	Est Reserve Balance Net of Rec'd Dividend
Estimated Balance at 6/30/15	N/A	\$82,537,569	\$79,076,070
2015/16 - Collection @ 70% CL	\$1,475,276	\$84,012,845	\$80,551,346
2016/17 - Collection @ 70% CL	\$1,475,276	\$85,488,122	\$82,026,623
2017/18 - Collection @ 70% CL	\$1,475,276	\$86,963,398	\$83,501,899



CSURMA

Recommended Campus Risk Pools Dividends/Assessments

Campus	Liability	WC	IDL/NDL/UI	Liability	WC	IDL/NL/UI	Net
	% of Ttl Deposit	% of Ttl Deposit	% of Ttl Deposit	Dividend	Dividend	Assessment	Dividend
Bakersfield	2.87%	1.79%	1.71%	144,653	61,968	0	206,621
Channel Islands	2.05%	2.03%	2.18%	103,105	70,364	0	173,469
Chico	3.78%	3.88%	3.30%	190,269	134,237	0	324,506
Dominguez Hills	5.38%	3.36%	3.10%	271,209	116,395	0	387,604
East Bay	2.60%	4.76%	4.61%	131,096	164,784	0	295,880
Fresno	11.71%	4.30%	4.18%	590,190	148,973	0	739,163
Fullerton	4.25%	5.53%	5.16%	213,999	191,268	0	405,267
Humboldt	3.95%	2.54%	3.63%	198,854	87,883	0	286,737
Long Beach	7.74%	8.13%	7.33%	390,227	281,304	0	671,531
Los Angeles	3.44%	6.22%	3.96%	173,574	215,286	0	388,860
Maritime Academy	1.04%	0.58%	0.65%	52,293	20,204	0	72,497
Monterey Bay	2.74%	1.69%	1.93%	138,051	58,433	0	196,484
Northridge	4.66%	7.18%	6.93%	234,989	248,661	0	483,650
Pomona	4.50%	6.20%	3.96%	226,628	214,454	0	441,082
Sacramento	4.47%	4.63%	5.66%	225,108	160,410	0	385,518
San Bernardino	4.80%	3.45%	3.13%	241,895	119,275	0	361,170
San Diego	4.58%	7.24%	6.58%	230,692	250,679	0	481,371
San Francisco	5.76%	7.62%	9.12%	290,302	263,679	0	553,981
San Jose	5.45%	5.47%	7.33%	274,371	189,219	0	463,590
San Luis Obispo	3.24%	5.79%	4.87%	163,405	200,539	0	363,944
San Marcos	3.50%	1.54%	2.63%	176,453	53,414	0	229,867
Sonoma	3.57%	2.44%	3.79%	180,061	84,434	0	264,495
Stanislaus	1.95%	1.97%	3.05%	98,429	68,296	0	166,725
Chancellor's Office	1.96%	1.66%	1.20%	99,009	57,338	0	156,347
Total	100.00%	100.00%	100.00%	5,038,862	3,461,497	0	8,500,359
Dividend (Assessment)	\$5,038,863	\$3,461,499	\$0				

Distribution based on percentage of Total Contribution by Campus for each Fund over the past 5 years (7/1/10 to 6/30/15).



CSURMA

POLICY AND PROCEDURE NO. 13

ADOPTED: OCTOBER 28, 2011

EFFECTIVE: OCTOBER 28, 2011

REVISED: APRIL 27, 2015

SUBJECT: CAMPUS RISK POOL PROGRAMS TARGET
RESERVE FUNDING GOAL

In an effort to assure the long term financial strength of the Campus Risk Pool Programs that include an element of self-insurance, the CSURMA Board of Directors desires to fund the Programs in a responsible manner. Furthermore, in recognition that there is a high degree of uncertainty in actuarial estimates due to the possibility of occasional catastrophic claims and inconsistent or inaccurate case reserving, the Board of Directors desires to establish a Target Reserve Funding Goal that will guide the CSURMA Executive Committee in making annual funding decisions for the Programs.

Should there be any discrepancy between this document and either the MEMORANDUMS OF COVERAGE or PARTICIPATION AGREEMENTS between the Executive Committee and the MEMBER, the MEMORANDUMS OF COVERAGE and the PARTICIPATION AGREEMENTS will govern.

POLICY

The Target Reserve Goal is hereby established to be, at a minimum, the actuarially determined expected liability (approximately 55% confidence level), discounted for investment. In evaluating the Programs' funding position relative to the Target Reserve Funding Goal as a part of each year's ratemaking process, the Committee shall take into consideration the following ratios: Gross Premium to Unencumbered Reserve Ratio, Unencumbered Reserve to Pool Retention Ratio and Outstanding Reserves to Unencumbered Reserve Ratio.

The Committee may take action to set higher or lower confidence levels based on CSURMA's goals to retain more or less risk. The Target Reserve Goal and Target Unencumbered Reserve Ratios described in this policy have been selected to take into account the nature of the Campus Risk Pool programs that include a relatively large and stable exposure and a single covered entity with substantial financial capacity.

PROCEDURE

1. Annual Actuarial Study - Each year the Program Director will engage CSURMA's accredited independent actuary to perform an actuarial analysis of the Workers' Compensation, AIME and Liability Programs. This analysis shall include estimates of the outstanding losses (including IBNR) at various confidence levels as well as estimates of ultimate losses for the upcoming year(s). The analysis shall also compare the current

program funding against the outstanding liabilities and determine the confidence level to which the program is currently funded. Because the Property, SAFECLIP, SPLIP and Crime

Programs have an annual aggregate retention, an actuarial analysis may not be performed. Also, no actuarial study is required for the IDL/NDL/UI Program as that program covers very short tail statutory benefits.

- 2. Calculation of Industry Ratios** - The Program Administrator Director will also calculate certain insurance industry ratios to help analyze the Program's current financial position as follows:

Gross Premium to Unencumbered Reserve Ratio: Target <3:1

This ratio is a measure of how the unencumbered reserves are leveraged against possible pricing inaccuracies. A low ratio is desirable.

**Unencumbered Reserve to Pool Retention Ratio: Target >1:1 (LIABILITY)
Target >2:1 (WORKERS' COMP)**

This ratio is a measure of the maximum amount that unencumbered reserves could decline due to a single loss. A high ratio is desirable.

Outstanding Reserves to Unencumbered Reserve Ratio: Target ≤ 5:1

This ratio is a measure of how unencumbered reserves are leveraged against possible reserve inaccuracies. A low ratio is desirable.

- 3. Application of Target Surplus Criteria** – After an annual review of the Target Unencumbered Reserve Ratios, the Executive Committee will determine whether it is desirable to increase, decrease, or stabilize reserves. Their recommendations will be forwarded to the Board of Directors. If the Board of Directors desires to decrease reserves, it may approve a funding level below the 55% confidence level. Conversely, a funding decision above the 55% confidence level will indicate a bias toward increasing reserves. A determination to fund at the 55% confidence level will reflect the Executive Committee's desire to keep surplus at the current level.

Because the Property, SAFECLIP, SPLIP and Crime Programs have annual aggregate retentions, and therefore no actuarial study is performed, the Target Reserve Funding shall be the amount of funds that exceed the maximum liability retained by the program for the upcoming program year plus the expected value for all open claims from current and prior years. The Executive Committee will approve the annual funding for each program.

The Program Target Reserve Funding and Dividend Calculation Report will be prepared for each self-funded program and presented to the Executive Committee after the end of each fiscal year.

4. **Dividends** – Dividends may be available from the amount of reserves exceeding the Target Reserve amount established by the Executive Committee. The allocation of any dividend shall be pursuant to the formula approved by the Executive Committee.

5. **Assessments** – Assessments may be required when the Executive Committee determines that the amount of reserves is not sufficient and can best be remedied by an extraordinary assessment. The allocation of any assessment shall be pursuant to the formula approved by the Executive Committee.

MEMBER APPEAL PROCESS

If a MEMBER wishes to appeal any decision regarding the application of the Target Surplus Policy, the MEMBER must present an appeal in writing to the CSURMA Secretary within 30 days of the disputed decision. The Secretary shall place the Member’s appeal on the Executive Committee’s agenda at its next regularly scheduled meeting. The Executive Committee will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

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

DEFINITIONS:

CSURMA EXECUTIVE COMMITTEE – The California State University Risk Management Authority Executive Committee, a committee of the CSURMA providing management and oversight to the CSURMA. The Executive Committee is comprised of the Chair, the Vice Chair, and seven “At Large” members.

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

GROSS PREMIUM - Includes pool premium and reinsurance/excess insurance premium but does not include administrative costs.

IBNR – Incurred but Not Reported losses

OUTSTANDING RESERVES - The sum total of unpaid case reserves in the pool layer as determined by the various claims examiners.

POOL RETENTION - The maximum amount of exposure to a single loss retained by the pool over the most recent 5 years.

SURPLUS - The amount of cash equivalent available to pay claims in excess of actuarial expected losses discounted for investment income.

CONFIDENCE LEVEL: A confidence level is the statistical certainty that an actuary believes funding will be sufficient. For example, an 80% confidence level means that the actuary believes funding will be sufficient in eight years out of ten.



CSURMA

POLICY AND PROCEDURE NO. 14

ADOPTED: OCTOBER 28, 2011

EFFECTIVE: OCTOBER 28, 2011

SUBJECT: CAMPUS RISK POOL DIVIDENDS & ASSESSMENTS

Should there be any discrepancy between this document and either the MEMORANDUMS OF COVERAGE or PARTICIPATION AGREEMENTS between the Executive Committee and the MEMBER, the MEMORANDUMS OF COVERAGE and the PARTICIPATION AGREEMENTS will govern. Words in capital letters are defined at the end of this document.

POLICY

It is the policy of Executive Committee that:

- Evaluation of the funding for each Campus Risk Pool Self-Insured Program (“PROGRAM”) shall be made based on all coverage periods combined for that particular program rather than on each coverage period on its own. The availability of any dividend or need for any assessment will be determined based on the program’s overall funding relative to the Target Reserve Funding Goal detailed in the separate Policy and Procedure No. 13.
- Assessments and Dividends shall be allocated to the MEMBERS based on participation in “open” policy periods only.
- Unless the Executive Committee takes specific action to the contrary, a coverage period shall be considered “closed” for dividend and assessment purposes five (5) years from the expiration of that period (i.e. 6/30/03 for FY07/08).
- Assessments are a responsibility of membership and shall be allocated to all members who participated in the open policy periods which the assessment is based on, regardless of whether they are current members at the time the assessment is declared.
- Dividends are a privilege of membership and shall be allocated only to the current members in the program at the time the dividend is declared who participated in one or more of the open policy periods which the dividend is based on.

PROCEDURE

1. **Annual Funding Analysis** – Each year the Program Director will analyze the current funding position of the programs in accordance with the Target Reserve Funding Goal detailed in Policy and Procedure No. 13. This analysis will, in part, determine whether each program’s overall funding is sufficient to consider a dividend or is depleted to the point of considering an assessment. The Program Director’s analysis will be reviewed by the Executive Committee.
2. **Closure of Policy Periods** - Upon reaching five (5) years of maturity after the end of a coverage period, that period shall be "closed" and there shall be no further dividends or

assessments allocated with respect to those program periods. Notwithstanding the above, the Executive Committee may take action to leave a policy period "open" even though it may otherwise qualify for closure. In addition, the last five (5) policy periods shall always remain "open" unless the Executive Committee takes specific action to declare any of the last five (5) policy periods closed.

- 3. Dividends and Assessments** - Dividends and assessments shall be allocated to the MEMBERS based upon the proportion of all premiums paid to the PROGRAM in all "open" periods only. For purposes of allocating dividends and assessments pursuant to this subparagraph, all "open" policy periods shall be considered collectively.
- 4. DECLARATION OF ASSESSMENTS** – Based on the recommendation of the Executive Committee, assessments will be declared as needed by the Board of Directors, and will be collected from a MEMBER in accordance with its proportionate funding to the PROGRAM during all “open” policy periods, whether or not they currently participate in the Program at the time of the assessment.
- 5. DECLARATION OF DIVIDENDS** – On the recommendation of the Executive Committee, the Board of Directors may declare dividends if overall funding is sufficient to support such action. Upon such a declaration, the dividend shall be allocated to those MEMBERS currently participating in the Program at the time the dividend is payable, based on the proportionate funding of all “open” policy periods.

MEMBER APPEAL PROCESS

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



DEFINITIONS:

EXECUTIVE COMMITTEE – The governing body of CSURMA’s Campus Risk Pool Programs.

MEMBER – Any campus participating in Campus Risk Pool Programs

PROGRAM – For purposes of dividends and assessments, CSURMA’s Campus Risk Pool Programs are the Liability, SAFECLIP, SPLIP, AIME, Workers’ Compensation, Property and Crime Programs.

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

RISK MANAGEMENT INNOVATION GRANT PROGRAM

ISSUE: The Risk Management Innovation Grant Program makes funds available for Campus members in the Liability and Workers' Compensation programs to supplement Campus costs for innovative safety-related items and/or training that lead to mitigation of risk exposures, and that may also reduce risk for other campuses systemwide. A maximum of \$10,000 per campus in matching grant funds are made available for FY 2015/16. Three campuses submitted five grant requests for approval at today's meeting.

RECOMMENDATION: The Executive Committee is asked to review and approve the campus' risk management grant requests as it deems appropriate.

FISCAL IMPACT: \$240,000 has been budgeted for FY 2015/16; \$0 has been disbursed to date.

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 will lead to mitigation of risk exposures.

PUBLICATION: None.

ATTACHMENT(S):

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

FY 2015/16 Campus Risk Management Innovation Grant Program

Campus	Date of Application	Provider	Description	Estimated Start Date	Estimated Completion	Estimated Cost	Requested Amount	Approved by EC	Grant Amount
Channel Islands	5/13/15	Workstation Safety Plus	Web-based Ergonomics Training & Assessment	Jul '15	Jun '16	\$ 20,455	\$ 10,000		
Long Beach	5/19/15	Future Industrial Technology	Preventive Office Ergonomics Workstations assessment & Guidance	7/1/15	Jun '16	\$ 20,000	\$ 10,000		
Long Beach	6/18/15		Chemistry Lab Alcohol Thermometers	Jul '15		\$ 1,067	\$ 600		
San Jose	6/18/15	Para Technologies	Ergonomic Stretchback Software	8/1/15		\$ 2,400	\$ 1,200		
San Jose	6/29/15	Total Tech Int'l	Workstation & Laptop Encryption	8/1/15		\$ 14,472	\$ 7,236		
TOTAL						\$ 58,394	\$ 29,036	\$ -	\$ -

Campus Risk Pools Grant Application
Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: CSUCI/ Environmental Health and Safety		Date: 5/13/2015
Contact: Bill Kupfer	Phone: 805 827-0392	Email: Bill.kupfer@csuci.edu
<p>Grant Requested for (please describe): Grant addresses the risk of repetitive motion injury, and the negative stress, morale and fiscal consequences of this type of injury. Funding is for a Web based, interactive, ergonomics self-assessment and training tool. Including one-time set up and implementation. The resources requested are one-time only; annual maintenance of the program is minimal and can be managed within the current EH&S budget.</p>		

Planned Date of Purchase (Please attach cost estimate): July 2015	Amount Requested (Up to \$10,000 per fiscal year - please see guidelines at the bottom): \$ 10,000
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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 type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other (please describe):	

Please describe how this will improve or enhance your risk control efforts:

This Web based ergonomics training and self-assessment tool will cost-effectively anticipate and address a documented CSU employee injury, financial, and morale risk. This interactive tool empowers employees to create the benefits of control over their day-to-day environment; this control helps counter psychosocial triggers of stress and related ergonomic concerns. Further, it will reduce the unsustainable administrative burden of performing a large number of individual ergonomic evaluations; personalized attention will still be available but the capacity for ergonomics service will be greatly increased. Finally, this type of tool will reach populations of employees at risk who do not currently self-identify; the campus program currently only addresses the demand made by persons who self-identify and ask for ergonomic evaluation. Many who don't self-identify are at risk. This tool provides a mechanism to reach that audience and so is important for the critical early mitigation of risk factors necessary prevent repetitive motion injury.

This program is, injuries aside, also a significant employee health and wellness benefit to a large number of employees. So, in summary, it aligns perfectly with the grant purpose: it promotes safety, reduces a high frequency and serious risk, and promotes employee health and wellness.

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

(Member submission only)

Date: 6/2/15

Please submit your completed Grant Application to Rob Leong at:

It is our understanding that the California State University System has a requirement to provide ergonomics training and self-assessment tools for 33,000 employees across multiple sites. At this stage the preferred delivery method is hosted.

What is Workstation Safety Plus?



Workstation Safety Plus is a browser-based program designed to help you manage your ergonomic risk effectively and with ease. By utilizing a number of unique features Workstation Safety Plus will help you to comply with the all future regulations, reduce injuries and injury related costs and improve overall efficiency.

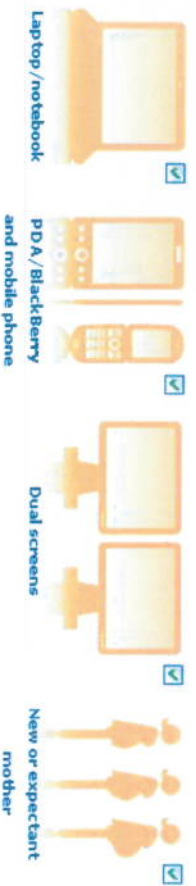
Course modules include:

Training:

Workstation Safety Plus provides award-winning training that takes between 30 and 45 minutes to complete. However, the course is divided into six short modules to allow for flexibility.

As described earlier in this document we rarely take a 'one size fits all' approach. Our consultants work with you to produce a version of Workstation Safety Plus that exactly meets your specific requirements.

Prior to starting Workstation Safety Plus your employees will specify their circumstances. The training will then adapt to meet their exact needs.



Introduction:

Provides employees an overview of the training modules. It identifies health risks associated with computer usage, body warnings, and factors that contribute to injuries.

Sitting Comfortably:

Provides guidance and education in proper sitting postures and behaviors in order to help increase productivity and decrease potential injuries. Customization of this section with chair specific information will enhance this training and add value to employees.

Your desk area:

Provides education on how to set up workstations and maintain a safe working environment. It addresses body postures as well as equipment adjustments. With proper adjustments an employee will work safer and be



understanding how to avoid discomfort the employee can reduce fatigue, avoid aches and pains, and increase their overall effectiveness.

Conclusion:

Reviews and highlights all modules with suggestions on how to change behavior, environment, and work safer and smarter.

Test:

Assesses employee's awareness of concepts developed in order to promote safe work habits, lower risk levels and help improve productivity.



Risk Assessment:

At the end of the training each employee is led into a self-risk assessment. As with the educational module, the risk assessment is configurable to meet your needs. In fact, a variety of risk assessments can be used to account for pregnant employees or those with differing risk factors.

It is worth noting that employees who move workstations regularly can complete more than one risk assessment. This will ensure you can produce a risk profile for the user across each of their working locations.

User Action Report:

Finally, the User Action Report empowers your employees to take direct responsibility for any issues they may be experiencing (or for those issues you wish them to take ownership of). The exact way the feedback is deployed is completely configurable to suit their immediate working environment.

Some of our clients empower the users to tackle some issues directly, others to take a lead and discuss the feedback with their line manager or supervisor. Each site administrator controls the content and advice; this ensures that your employees are empowered in line with your policy objectives.

Additional features:

In addition to the training and risk assessment sections we offer further tools to encourage behavior change and ergonomic understanding. These include:

Stretching Exercises – an easily accessed section which users are encouraged to use whenever they feel any physical stress symptoms.

Ergo spot-check – for users who 'migrate' regularly (call center staff, etc.). A user is able to access this module when they sit at a new desk and within a few minutes are guided through the workstation setup process.



"How to report issues" - removes any doubt over how an employee informs you of their concerns, this will ensure you can take preventative measures before the issue escalates into a more serious injury.

Administrators can quickly establish those users who have completed their training. Those users who have not completed the training are also identified and their progress seen. Administrators can ascertain each employee's level of ergonomics understanding and whether a need is present for further training or advice.

Risk assessment data can also be easily tracked. Users are prioritized depending upon their level of risk. This ensures that administrators can target their resources to those users who are most at risk and take action to reduce exposure to postural risk or otherwise.

Other features include:

- The ability to track and view training and risk assessment data and to monitor program activities and data from anywhere, anytime and from any computer that has a compatible web browser and an internet connection.
- Robust and customisable reports, statistics, and charts for prioritising corrective actions based on risk scores.
- Ability to create, view and modify tasks and user history.
- Ability to create, view, and modify, send and schedule automated email messages and activity reminders. Pre-designed Email templates that are fully customisable.
- A Task Manager to help you keep up on what's happening and what's *not* happening.
- Allows tracking the cost of equipment, modifications, etc.

On-site intervention report:

Our onsite intervention report put you squarely in control of your risk assessment data.

For the first time ergonomists, assessors, external consultants and other administrators can record their observations in a formal, assessment-driven way.

Workstation Safety Plus in conjunction with PACE now enables your administrators to store textual and photographic information in one place, together with the self-assessment data.

Records may be entered using the normal web browser interface or via a mobile devices.

Workstation Safety Plus is the only product that provides a true-end-to-end Global process.

Cardinus Smartphone Application



Cardinus' stretching exercises are available via a free download application available on the Apple, Android and Blackberry networks. Simply search 'Cardinus'

Safety for Homeworkers

This comprehensive e-learning and self-assessment course provides you with a complete solution that covers many aspects of safety law including: ergonomics, fire, electrical safety and many other subjects providing online employee training and risk assessment in one easy to use package.

- where to seek further information and assistance.
- The hazards that could lead to slipping, tripping or falling and how to avoid these hazards.
 - The risks associated with the use of electricity and learn what actions to take to avoid electrical shocks and fires.
 - Issues surrounding workstation safety and how to minimise any health risks associated with computer use.
 - Poor handling and techniques to reduce the risks.
 - Correct ways to record, report and investigate accidents. Your employees will also understand basic first-aid arrangements and fire escape planning.
 - How to identify and minimize the risk of violence or aggressive behavior, how to drive more safely and safe working procedures when visiting customers.

Safety for Homeworkers also includes a self-assessment to help you comply with regulatory standards or to reduce Workers' Compensation costs. The data from this assessment is saved into the management module PACE, allowing you to quickly identify employees who require further help.

Laboratory Ergonomics Plus

Our newest course, Laboratory Ergonomics Plus provides each employee with a comprehensive e-learning suite covering the ergonomic risks associated with the laboratory. As the risks can be fundamentally different between different laboratory environments this engaging course is adaptable to meet the requirements of each employee. Optional learning material includes:

Bench work, biosafety cabinets, microscopes, pipettes, and fume hoods and the risks associated with new or expectant mothers.

As with all courses Laboratory Ergonomics Plus is fully audited through the powerful management module, PACE.

Language variants

We currently provide Workstation Safety Plus in a number of language variants including:

English UK, US and Irish variants, Chinese, Dutch, French, German, Italian, Japanese, Portuguese, Russian, Spanish. A Hindi version will be available shortly.



QUOTATION – (single campus, 850 licences)

CSUCI

May 12, 2015

PACE Admin System	1 License	\$2,000.00
Course Customization	1 Day	\$1,815.00
Training on Cardinus products	1 Day	\$1,815.00
Project Management	2 Days	\$3,630.00
PACE configuration	1 Day	\$1,815.00
Employee Import/Updates	1 License	\$1,000.00
Annual Support and Upgrade License - PACE	1 Year	\$500.00
LMS Integration	2 Days	\$3,630.00
Total:		\$16,205.00

License Count (variable per campus)		
Workstation Safety Plus	\$4.00 per user	\$3,400.00
ASL	\$1.00 per user	\$850.00
Total		\$4,250.00

Grand total for customized variant with a campus needing 2 850 Licenses \$20,455.00

- All costs are one-time except for the for the two Annual Support and Upgrade License (ASL) line items and the Employee Import/Update fee which combined is \$2,468 for this sample campus utilizing 850 licenses of Workstation Safety Plus. Therefore, 12 months after the customized product is created and delivered the year two fee of \$2,468 will be due. Subject to standard price increase of up to 5%.
- Based on standard milestones and deliverables after receiving the purchasing approval, a campus can expect a delivered product at a minimum of 6 to 8 weeks.
- This program represents each campus having their own PACE Management system. Campuses that choose to purchase at the same time can split the one time fees associated with Training on Cardinus products and Project Management.
- Additional course customization, Procurement implementation, Single Sign-on and further admin configuration is quotable as one-time fees.

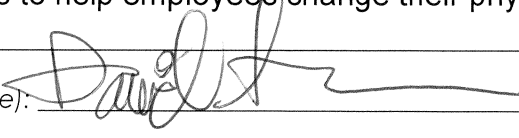


California State University Risk Management Authority

Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: CSULB		Date: 5/19/15
Contact: Peer Gerber	Phone: 562-985-8893	Email: Peer.Gerber@csulb.edu
Grant Requested for <i>(please describe):</i> Preventative office workstation ergonomic evaluations and guidance for new and existing employees by a private expert consulting firm		
Planned Date of Purchase <i>(Please attach cost estimate):</i> 01 July 2015	Amount Requested <i>(Up to \$10,000 per fiscal year - please see guidelines at the bottom):</i> \$10,000	
This is a <i>(check all that apply):</i>		
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input checked="" type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other <i>(please describe):</i>	
Please describe how this will improve or enhance your risk control efforts:		
<p>Effective and sustainable ergonomics paired with health and safety solutions will be implemented in the office workplace environment in order to help reduce employee discomfort and injuries. The goal is to reduce risk of repetitive motion injuries in the office and to promote and implement solid ergonomic guidelines for all office employees. Ergonomics in the workplace consists of proper posture, taking breaks, stretches, and equipment modification when necessary. Ergonomic evaluations will be performed on an individual basis and a detailed report will be generated to assist management in making proper modifications as necessary. In addition, Facilities Management employees will receive Backsafe /Sitsafe training from a company that specializes in injury prevention by utilizing a wellness approach to reducing workers' compensation costs. This training program combines biomechanics, ergonomics, stretching and the behavioral sciences to help employees change their physical behavior on and off the job.</p>		
Signature <i>(VP- Business & Admin, or designee):</i>		
<i>(Member submission only)</i>		
Date: 5/26/15		
Please submit your completed Grant Application to Rob Leong at: (email) rleong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member. 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 		

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

California State University Long Beach

Ergonomic Evaluations and Ergonomics Training Project

Project description:

Each new employee will receive a detailed ergonomics evaluation of his/her workstation by an expert ergonomics consulting firm. A detailed report will be generated with recommendations for improvement, such as modifying or replacing tools, equipment, chairs, computer accessories, etc.

In addition, new and existing Facilities Management personnel will receive hands-on ergonomics training, including back safety, proper posture and proper lifting techniques in actual work environments, such as custodial, grounds and automotive workshops. This training will be provided to approximately 200 Facilities management trade shop employees by Future Industrial Technology (FIT), an expert consulting firm specializing in the prevention of work-related sprain/strain injuries

Anticipated timeline for completion: 01 July 2015- 30 June 2016

Estimated total cost: \$20,000



California State University Risk Management Authority

Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: Long Beach/ Chemistry Dept.		Date: June 18, 2015
Contact: Chris Brazier	Phone: (562) 985-5897	Email: chris.brazier@csulb.edu
Grant Requested for (please describe): Replacing thermometers containing toxic mercury in organic chemistry teaching labs with alcohol thermometers		
Planned Date of Purchase (Please attach cost estimate): July 2015	Amount Requested (Up to \$10,000 per fiscal year - please see guidelines at the bottom): \$600	
This is a (check all that apply):		
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input checked="" type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other (please describe):	
Please describe how this will improve or enhance your risk control efforts:		
Students have broken several of the current mercury thermometers. There is a special risk of breaking the thermometer bulb in the hot heating apparatus volatilizing the spilled mercury. Switching to alcohol thermometers will greatly reduce the risk of potential exposure to students, staff and faculty.		
Signature (VP- Business & Admin, or designee):		
(Member submission only)		
Date: 6/25/15		
Please submit your completed Grant Application to Rob Leong at: (email) rleong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member. 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above. 5. Applications must be signed by the Campus VP of Business & Finance or designee. 6. Applications must be submitted during the same fiscal year that the project expense is incurred. 7. Applications must include supporting documents such as: <ol style="list-style-type: none"> a. detailed description of the proposed project b. anticipated timeline for completion of project c. estimated total cost for the proposed project 9. Members working collaboratively via the Risk Managers and/or Environmental Health & Safety working groups (CSUWERCS) may complete a Grant Application for unencumbered funds that would be applicable to systemwide risk mitigation endeavors. Other than item 5, the requirements remain the same. 10. <i>Equipment, trainings, personal protective equipment, etc. that employers are required by law or regulation to provide are <u>not</u> eligible for reimbursement. This program is intended to encourage members to enhance existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form.</i> 11. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA. 12. Please contact Rob Leong at 415.403.1441 or rleong@alliant.com if you have any questions. 		

From: [Peer Gerber](#)
To: [Felissa Waynick](#)
Cc: [Chris Frost](#); [John de la Cuesta](#)
Subject: RE: CSU RMA grant application
Date: Thursday, June 25, 2015 9:39:05 AM

Hi Felissa,

I support this CSURMA grant application.

Can you forward it to VP Stephens or AVP Taylor for signature?

Peer Gerber
Director, Environmental, Health & Safety
Physical Planning and Facilities Management
California State University, Long Beach
(562) 985-8893

From: John de la Cuesta
Sent: Thursday, June 25, 2015 9:16 AM
To: Peer Gerber
Cc: Felissa Waynick; Chris Frost
Subject: CSU RMA grant application

Hi Peer-

Attached is a CSURMA application with supporting documents for the replacement of mercury thermometers in Organic Chemistry Teaching labs. We request your review of the application and respectfully ask that you forward to VP Stephens for signature.

Thank you,

John de la Cuesta
College of Natural Sciences & Mathematics
Safety Officer
CSULB
Long Beach, CA 90840-9501
Tel: (562) 985-5623; Fax: (562) 985-2315
Wireless: (714) 222-0963
Visit us on the web at: <http://www.csulb.edu/colleges/cnsm/safety/>

Mercury Hazard Reduction in Organic Chemistry Labs

The Department of Chemistry and Biochemistry currently has mercury thermometers in student lockers used by the chemistry and biochemistry majors in their organic chemistry lab class (Chem320L). A previous attempt to replace mercury thermometers with digital ones was unsuccessful due to inaccurate temperature readings. To maintain the pedagogical integrity of the lab experience the mercury thermometers were put back into use. There have been several incidents where students have broken thermometers. Usually the break is in the column and there is negligible spill but in some cases students have broken the bulbs leading to a significant mercury spill. In recognition of the difficulty of responding appropriately to mercury spills in student labs and the potential for exposure to mercury vapor, we would like to end mercury thermometer use by students in organic chemistry labs.

The organic chemistry instructors have tested high temperature alcohol thermometers that give results comparable to those with mercury thermometers. We propose to purchase 100 of these thermometers and remove all the current mercury thermometers from Chem320L lab lockers. The total cost is \$1067.02 and we are requesting a reimbursement of 50% of the cost of purchasing the new thermometers. If the request is approved we can immediately place the order for the new thermometers and remove the mercury thermometers from student lab lockers before the start of the fall semester. This will eliminate the largest remaining mercury spill risk in the Department of Chemistry and Biochemistry.

Chris Brazier


Chair, Chem & Biochem

Account Number 114242-001 114242-001

Shipment Setting: Multi Ship

Order Details

- **Ship To (Edit)**
 - Chris Brazier
 - CALIFORNIA STATE UNIV
 - RECEIVING DEPT
 - Attn:Chris Brazier
 - 1331 PALO VERDE AVE
 - LONG BEACH, CA 90840
 - (562) 985-5897
- **Delivery Method (Edit)**
 - Regular Delivery
- **Bill To**
 - CALIFORNIA STATE UNIV
 - LONG BEACH FOUNDATION
 - 6300 STATE UNIVERSITY DR
 - STE 332
 - LONG BEACH, CA 90815
- **Payment (Edit)**
 - Bill to Fisher Account 114242-001
 -

	Items In This Order	Price	Quantity	Availability	Item Subtotal
Items In This Order	 13-201-555DURAC PLUS THERMOMETERDURAC I	\$9.79 / Each	100	In Stock (100) Estimated Delivery 06/01/2015 Available in CHINO, CA (SCD)	\$979.00

Order Subtotal \$979.00

Shipping \$0.00

Estimated Sales Tax: \$88.02


Estimated Total \$1,067.02



Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: <i>San Jose State University</i>		Date: <i>6/29/15</i>
Contact: <i>Mark Loftus</i>	Phone: <i>408 924 2159</i>	Email: <i>Mark.Loftus@sjsu.edu</i>
Grant Requested for (please describe): <i>Workstation & Laptop Encryption</i>		
Planned Date of Purchase (Please attach cost estimate): <i>8/1/15</i>	Amount Requested (Up to \$10,000 per fiscal year - please see guidelines at the bottom): <i>7236.00</i>	
This is a (check all that apply):		
<input type="checkbox"/> Service	<input checked="" type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other (please describe):	
Please describe how this will improve or enhance your risk control efforts:		
<i>SB1386 states campuses do not have to notify if missing/lost/stolen system is compromised as long as the data is encrypted. This software dramatically reduces SJSU's exposure in such an event.</i>		
Signature (VP- Business & Admin, or designee): (Member submission only)		
Date: <i>7-2-15</i>		
Please submit your completed Grant Application to Rob Leong at: (email) rluong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member. 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above. 5. Applications must be signed by the Campus VP of Business & Finance or designee. 6. Applications must be submitted during the same fiscal year that the project expense is incurred. 7. Applications must include supporting documents such as: <ol style="list-style-type: none"> a. detailed description of the proposed project b. anticipated timeline for completion of project c. estimated total cost for the proposed project 9. Members working collaboratively via the Risk Managers and/or Environmental Health & Safety working groups (CSUWERCS) may complete a Grant Application for unencumbered funds that would be applicable to systemwide risk mitigation endeavors. Other than item 5, the requirements remain the same. 10. <i>Equipment, trainings, personal protective equipment, etc. that employers are required by law or regulation to provide are not eligible for reimbursement. This program is intended to encourage members to enhance</i> 		

End-User: San Jose State University
 1 Washington Sq
 San Jose, CA 95112
 Attn: Mr. Mike Cook

SJSU - "POWERING Silicon Valley"

Sophos Enterprise Solutions delivered by a Platinum Partner:

		Subscription Term: 36 Months			
Product	Qty	Unit	Disc.	Ext. Unit	Price
Sophos SafeGuard Disk Encryption Advanced - Includes: SafeGuard Device Encryption, SafeGuard Native Device Encryption, SafeGuard Disk Encryption for Mac, Management Center	300	\$24.12		\$24.12	\$7,236.00
PREMIUM SUPPORT (Includes 4 hours Professional Services - Remote)	1	\$5,570.00	-\$5,570.00	\$0.00	\$0.00
Total:					\$7,236.00



Terms and Conditions:

Payment Terms: Net 30 Days. By purchasing, End-User agrees to pay the Total Cost stated herein to TOTAL TECH INTERNATIONAL, INC.

Subject to the applicable Sophos End-User, Hardware License and Professional Services Agreement at www.sophos.com/legal. The Agreement(s) and Terms stated herein constitute the entire understanding between the parties in relation to the Product and its licensing and supersede any other oral or written communications, agreements or representations with respect to the Product.

Prices are in US dollars. Total Tech is an authorized Sophos Partner.

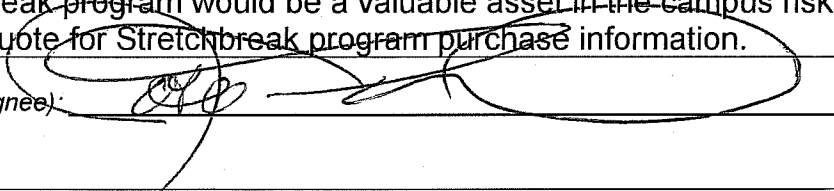
*Compus Will match this quote with our own funding as well,
 Compus requires 600 seats.*



Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group: San José State University		Date: June 18, 2015
Contact: Michaux Burchard	Phone: 408-924-2155	Email: Michaux.burchard@sjsu.edu
Grant Requested for (please describe): Grant funding for ergonomic stretchbreak software program		
Planned Date of Purchase (Please attach cost estimate): 08/01/2015	Amount Requested: \$1200 (Total cost is \$2400)	
This is a (check all that apply):		
<input type="checkbox"/> Service	<input checked="" type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other (please describe):	
Please describe how this will improve or enhance your risk control efforts:		
<p>The campus plans to purchase and utilize a computer based stretchbreak software program to reduce computer related Repetitive Strain Injuries (RSI). This software would be a complement to the existing campus ergonomic risk control efforts that includes workstation evaluations, equipment recommendations, and training. This program would be utilized on an ongoing basis. Based on feedback from employees and injured workers, the stretchbreak program is a frequently requested product that would help computer users manage daily computer related body aches and pains and prevent injuries.</p> <p>The program stretches were designed by doctors and focus on parts of the body most likely to be harmed by RSI's including the neck, arms, back, legs, and wrists. Several stretches focus on avoiding carpal tunnel syndrome. The types of stretches, frequency and duration can be customized for each user.</p> <p>The campus investment would be returned more than 10x by reducing one single carpal tunnel injury. Overall, the stretchbreak program would be a valuable asset in the campus risk control efforts. Refer to attached quote for Stretchbreak program purchase information.</p>		
Signature (VP- Business & Admin, or designee):  (Member submission only)		
Date: 6-22-2015		
Please submit your completed Grant Application to Rob Leong at: (email) rleong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member. 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above. 5. Applications must be signed by the Campus VP of Business & Finance or designee. 		

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

QUOTATION FOR:

Michaux Burchard | HR Program Analyst
San Jos  State University | Human Resources
One Washington Square, San Jose, CA 95192-0046
Direct Line: 408-924-2155 | Fax: 408-924-2144
Email: michaux.burchard@sjsu.edu | Website: www.sjsu.edu/hr

Multi-User license for Stretch Break PRO
Version 6.6

Stretch Break PRO v6.6

480 @ \$5 per workstation \$2400

Notes:
Delivery is by electronic download.

Includes Stretch Break PRO that may be installed on each workstation or used on a LAN/network for the specified number of workstations. Multiple workstations being used by a single user counts as one workstation. This includes use on home as well as work computers.

Multi-user licenses are for perpetual use of the purchased version.

Includes one year of free upgrade maintenance (all minor and major upgrades). Subsequent maintenance support will be available at 20% per year.

Includes "Getting Started Document" and installation and networking instructions.

Product support will be provided by email or telephone. Telephone support is available 7 a.m. to 7 p.m.

Payment can be made over the phone with a credit card or with a Purchase Order.

All prices valid for 120 days

Thank you for the opportunity to quote on this product.

Arthur

Arthur Saltzman, Ph.D. Voice: 714-546-8619
President Fax: 714-546-4607
Para Technologies E-mail: arthur@paratec.com
3273 Indiana Ave.
Costa Mesa, CA 92626

RISK MANAGEMENT INNOVATION GRANT PROGRAM

Effective: July 1, 2015

Adopted: September 13, 2013

Amended: December 5, 2014

PURPOSE:

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

POLICY:

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

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



Campus Risk Pools Grant Application

Safety & Risk Control, Employee Health & Wellness

Please Complete All Fields

Campus/Working Group:		Date:
Contact:	Phone:	Email:
Grant Requested for <i>(please describe):</i>		
Planned Date of Purchase <i>(Please attach cost estimate):</i>	Amount Requested <i>(Up to \$10,000 per fiscal year - please see guidelines at the bottom):</i>	
This is a <i>(check all that apply):</i>		
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other <i>(please describe):</i>	
Please describe how this will improve or enhance your risk control efforts:		
Signature <i>(VP- Business & Admin, or designee):</i> _____ <i>(Member submission only)</i>		
Date: _____		
Please submit your completed Grant Application to Rob Leong at: (email) rleong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. CSURMA grants are available to all CSU campuses to supplement member costs for Safety & Risk Control and/or Employee Health & Wellness projects. 2. This is a "matching" grant program. CSURMA pays 50% of member's costs that have been approved by CSURMA. The maximum payable by CSURMA for all approved projects is \$10,000 total per member. 3. If member has more than one project, member may submit an application for each project under consideration. No more than \$10,000 total is payable per member for all projects during the fiscal year. 4. Applications may be submitted for pre-approval by CSURMA prior to member incurring costs for project described above. 5. Applications must be signed by the Campus VP of Business & Finance or designee. 6. Applications must be submitted during the same fiscal year that the project expense is incurred. 7. Applications must include supporting documents such as: <ol style="list-style-type: none"> a. detailed description of the proposed project b. anticipated timeline for completion of project c. estimated total cost for the proposed project 9. Members working collaboratively via the Risk Managers and/or Environmental Health & Safety working groups (CSUWERCS) may complete a Grant Application for unencumbered funds that would be applicable to systemwide risk mitigation endeavors. Other than item 5, the requirements remain the same. 10. <i>Equipment, trainings, personal protective equipment, etc. that employers are <u>required</u> by law or regulation to provide are <u>not</u> eligible for reimbursement. This program is intended to encourage members to enhance</i> 		

existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form.

11. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA.
12. Please contact [Rob Leong](#) at 415.403.1441 or rleong@alliant.com if you have any questions.

PREVENTION OF THE SEXUAL ABUSE OF MINORS CONSULTING SERVICES

ISSUE: At their March 2015 long range planning meeting, the CSURMA Executive Committee discussed the progress in implementation of the training services provided by Praesidium. There was a sense that a broader discussion should be had with the CSU CABO group about whether the program should be expanded or continued. Praesidium will present the program to CABO at their September 16, 2015 meeting.

The Executive Committee took action to extend Praesidium's service agreement to November 2015 pending further direction from CABO.

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

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

BACKGROUND: Praesidium has developed a training program that is utilized by public and private universities across the nation for the purpose of preventing physical abuse of minors on campus. It includes programmatic reviews with recommendations for policies and procedures to reduce the risk of harm to minors. CSURMA has engaged Praesidium to assist campuses and auxiliary organizations in improving their programs for the safety of minors.

PUBLICATION: None.

ATTACHMENT(S):

- a) Praesidium presentation to CABO, September 16, 2015 will be available at the meeting as a handout.

FORM 700 ELECTRONIC FILING

ISSUE: Proposals were received from two companies who provide a paperless filing solution for the Statement of Economic Interests Form 700 – NetFile and SouthTech Systems. Both companies provide similar services, as noted on each company’s flier. The initial pricing obtained from the companies is noted below:

1. SouthTech Systems (Rental of Software) – Monthly software subscription - \$211 monthly / \$2,531 annually
2. SouthTech Systems – (Purchase of Software) – One time purchase fee - \$6,158.78, plus hosting fee and software support and maintenance - \$1,402 annually
3. NetFile (Rental of Software) – Quarterly software subscription - \$750 quarterly / \$3,000 annually

RECOMMENDATION: Staff recommends that the Executive Committee review and discuss the information provided by the two vendors and if appropriate, delegate authority to the CSURMA Secretary-Auditor to negotiate an agreement for services.

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 one of the online management systems as shown above.

BACKGROUND: The FPPC supports efforts to move from a paper-based reporting system to a more transparent electronic system. 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. At its last meeting, CSURMA approved an application fee to the FPPC for electronic filings in the amount of \$1,000.

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. SouthTech Systems information
- b. NetFile information
- c. FPPC Form 700 Electronic Filing – Approved Agencies



SOFTWARE SOLUTIONS
for Business & Government

DisclosureDocs™

Managing the business process of the FPPC-mandated Conflict of Interest Code/Form 700

Streamlined, intuitive and highly automated, **DisclosureDocs™** empowers Filing Officers to electronically manage the business process of the **FPPC-mandated Conflict of Interest Code and Statement of Economic Interests (Form 700)** submission.

DisclosureDocs™

DisclosureDocs™ increases productivity and decreases costs while managing the business process of the Conflict of Interest Code. Compliance has never been easier!

APPLICATION FEATURES:

- Notification, management and tracking of annual Statement of Economic Interests (Form 700) filings.
- Automatic filing requirement notification, management and tracking of assuming and leaving office statements.
- Streamlined preparation and management of Conflict of Interest Code Amendments and Biennial Reviews.
- Image-enabled to store and retrieve electronic copies of filings.
- Barcode technology to streamline the document scanning process.
- Electronic notifications for filers whose email addresses are stored in the system.



Image enabled FPPC Form 700 filing



Summary and detailed reports for agencies, filers and (optional) eDisclosure™ activities



Print enforcement letters for submittal to FPPC



Automation notification letters



Automated reports on filing status



Conflict of Interest Code management



Automated Annual Review



Public Kiosk



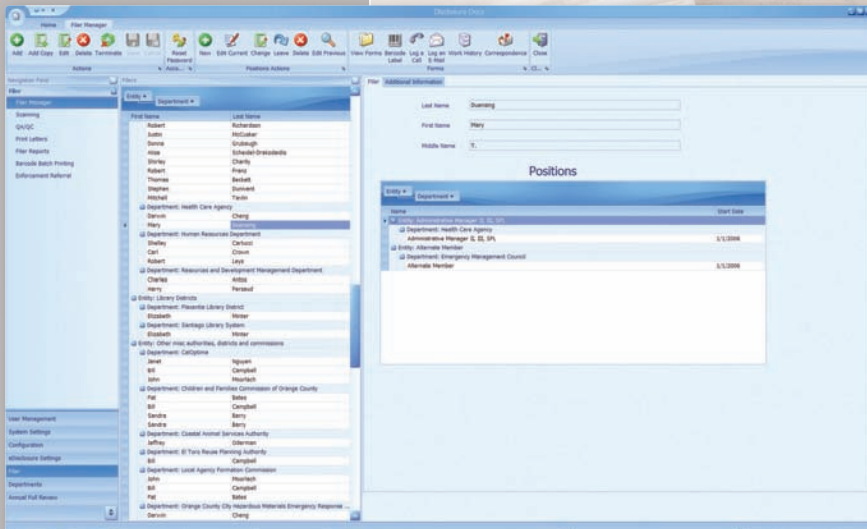
Optional integration with eDisclosure™ to enable electronic completion of Form 700



Supporting Digital Offices

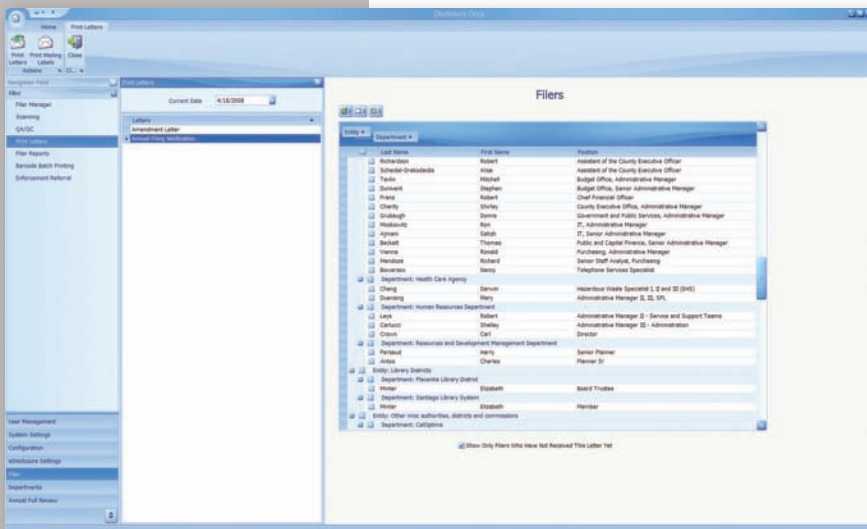
Did you know that the average office worker uses 10,000 sheets of copy paper each year? Just imagine all the costs involved and how fast they add up... purchasing, storage, copying, printing, postage, disposal and recycling fees. So why print, when you can go digital? Efficient, eco-friendly and highly cost effective, electronic forms will transform and simplify the way you do business.





FILER MANAGER

Quick and easy management of existing and new filers, including entering relevant data, logging phone calls and e-mails, printing barcodes, and complete work history.



PRINTING LETTERS AND MAILING LABELS

Management of notifications is consolidated into one step. By selecting the desired letter, the database extracts the filers to receive the letter. The automated mail merge process is as easy as clicking **Print Letters**.

ABOUT SOUTHTECH SYSTEMS

SouthTech Systems is dedicated to making a difference in the way you work. Specializing in software development and systems implementation, we equip public agencies with products, services and enterprise solutions that automate manual processes and improve staff productivity. SouthTech Systems not only provides technical expertise, but also in-depth government operational experience. Based on a successful history of working with organizations like yours, our products and solutions have been specifically designed to meet the needs of government offices including County Recorders, County Clerks, Clerk of the Board of Supervisors, Election Officials and City Clerks. By combining an established track record of serving local government agencies with our proven technical experience, SouthTech Systems is able to offer end-to-end, turnkey solutions that meet our clients' specific eGovernment software needs.





SOFTWARE SOLUTIONS
for Business & Government



Offering filers the convenience and flexibility of completing FPPC Form 700 online, in the privacy of their own secured filing area.

The eDisclosure™ solution provides a streamlined, simplified method for filers to complete their forms online, as well as for Filing Officials to assist in managing departments and Biennial Reviews.

eDisclosure™

FILER BENEFITS:

- ☒ Easily and securely fill out or amend Form 700, which is automatically checked for errors and omissions
- ☒ Quickly copy information from a prior year's form
- ☒ Conveniently fill out one form for multiple positions

FILING OFFICIAL BENEFITS:

- ☒ Automates Conflict of Interest Code submission
- ☒ Enables increased productivity by consolidating information
- ☒ Generates summary and detailed reports for agencies, filers and eDisclosure™ activities

FILING OFFICER BENEFITS

- ☒ Empowers Filing Officials with convenient, easy-to-use tools
- ☒ Provides instant access to detailed information
- ☒ Reduces filing errors
- ☒ Facilitates proactive measures to address late filers
- ☒ Integrates seamlessly with DisclosureDocs™



Electronic filing & submission



Automation of Conflict of Interest Code submission



Complete management reports



Instant Access to information



Full Integration with DisclosureDocs™



Supporting Digital Offices

Did you know that the average office worker uses 10,000 sheets of copy paper each year? Just imagine all the costs involved and how fast they add up... purchasing, storage, copying, printing, postage, disposal and recycling fees. So why print, when you can go digital? Efficient, eco-friendly and highly cost effective, electronic forms will transform and simplify the way you do business.



SECURE WEB-BASED ACCESS

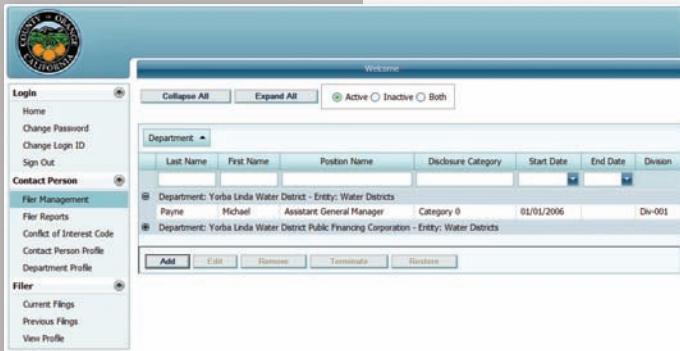
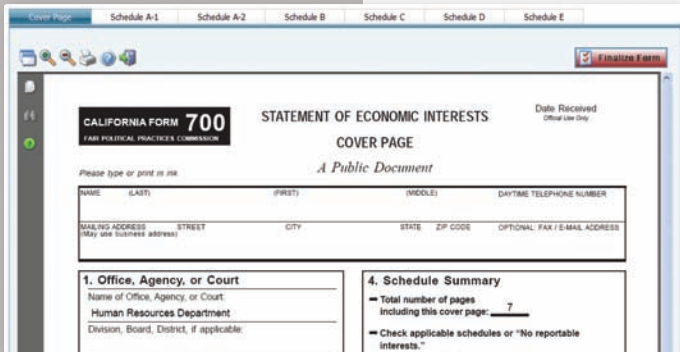
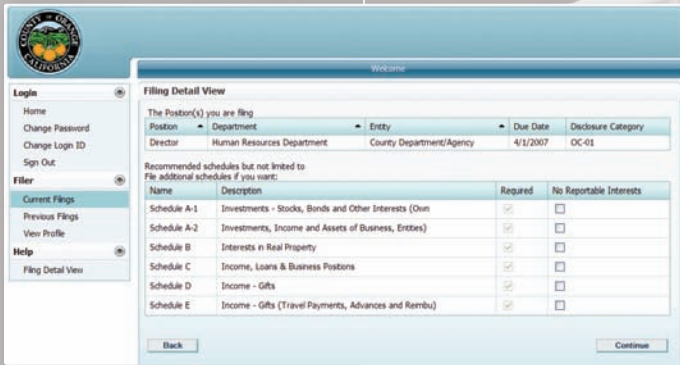
User-based login provides secure access to individual filer's profile and prior years' filings. The filer is alerted as to which forms are due for filing. Form completion is simplified by the ability to copy from prior year filings and make necessary adjustments. Automatic form validations reduce most common errors.

FILING & SUBMISSION

Filers can easily save, preview and submit one set of forms for all positions held. When completed, the filer may print, sign and mail the form or—if permitted by his or her agency—submit electronically.

FILING OFFICIAL TOOLS

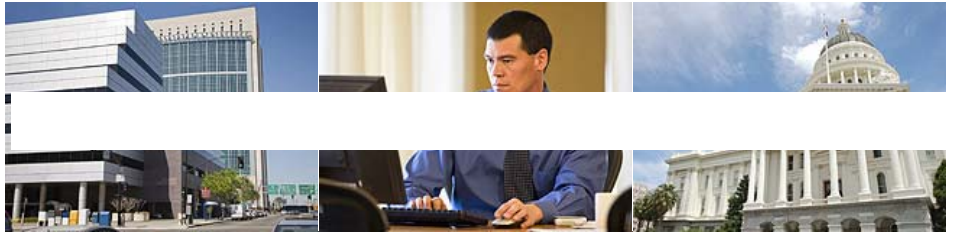
Filing Officials have full access to the status of their agency filers, including a complete set of management reports, and are empowered to make changes due to filers assuming or leaving positions within their agency. Officials are also provided powerful tools to manage and electronically submit Conflict of Interest Code Amendments.



ABOUT SOUTHTECH SYSTEMS

SouthTech Systems is dedicated to making a difference in the way you work. Specializing in software development and systems implementation, we equip public agencies with products, services and enterprise solutions that automate manual processes and improve staff productivity. SouthTech Systems not only provides technical expertise, but also in-depth government operational experience. Based on a successful history of working with organizations like yours, our products and solutions have been specifically designed to meet the needs of government offices including County Recorders, County Clerks, Clerk of the Board of Supervisors, Election Officials and City Clerks. By combining an established track record of serving local government agencies with our proven technical experience, SouthTech Systems is able to offer end-to-end, turnkey solutions that meet our clients' specific eGovernment software needs.





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OUR CUSTOMERS

COUNTIES

County of Amador, CA	County of Placer, CA
County of Contra Costa, CA	County of Riverside, CA
County of Colusa, CA	County of Sacramento, CA
County of Fresno, CA	County of San Benito, CA
County of Glenn, CA	County of San Diego, CA
County of Imperial, CA	County of Santa Clara, CA
County of Inyo, CA	County of San Joaquin, CA
County of Kings, CA	County of San Mateo, CA
County of Lake, CA	County of Santa Barbara, CA
County of Los Angeles, CA	County of Shasta, CA
County of Marin, CA	County of Solano, CA
County of Mariposa, CA	County of Sonoma, CA
County of Merced, CA	County of Tehama, CA
County of Mendocino, CA	County of Tuolumne, CA
County of Mono, CA	County of Ventura, CA
County of Nevada, CA	County of Yolo, CA
County of Orange, CA	

CITIES

City of Belmont
 City of Beverly Hills, CA
 City of Carson
 City of Cupertino
 City of Glendale, CA
 City of Inglewood, CA
 City of Long Beach, CA
 City of Los Angeles, CA
 City of Riverside, CA
 City of San Clemente
 City of Santa Clarita
 City of Soledad
 City of Thousand Oaks
 City of Walnut Creek, CA

STATE AGENCIES / SPECIAL DISTRICTS

ACWA JPIA
 CA Dept. of Food and Agriculture
 CalMHSA
 CalPERS
 CERTNA
 CSAC Excessive Insurance Authority
 Employment Development Department
 Los Angeles Community College District
 Orange County Fire Authority
 Orange County Transportation Authority
 San Mateo Health Department
 State Compensation Insurance Fund
 Western Municipal Water District

PRIVATE SECTOR

ACS/Xerox
 AppleOne Payroll and Tax Filing Services
 Data Connect
 Ferrari and Maserati of Orange County
 Global 360 Inc.
 IMS

Testimonial from San Mateo County

SouthTech Systems has helped move our office from manual processes to automated ones. Years ago our primary goal was to streamline our functions and SouthTech had the solutions to move us in that direction quickly and efficiently...

[read more...](#)

Testimonial from Butte County

Butte County has been using the SouthTech [Campaign Docs](#) system for about 5 or more years now. It is very straight forward and actually quite easy to use. Whenever tech support has been needed, we have always had quick response from SouthTech...

[read more...](#)

Testimonial from Orange County

I have been involved with SouthTech Systems, Inc. for the past twelve years on several automation development projects as Clerk of the Board and for an 11-month period in 2002 as Interim Clerk-Recorder. They have taken on many successful projects where others have failed...

[read more...](#)

Testimonial from Sonoma County

Sonoma County began using CATS (Clerks Automated Tracking System) for issuing marriage licenses in February 1995, and have been using SouthTech Systems ever since. In 2007 we upgraded to the SQL version of [Clerk Docs](#) for issuing and registering marriage licenses, and are in the process of enhancing our system to include the e-marriage modules as well...

[read more...](#)





Statement of Economic Interests Form 700

E-Filing & Admin System

Filing Forms 700 & 800 Series Made Simple and Secure

Make your hard to track paper filing system obsolete with the industry leading provider of an e-filing system for the FPPC Form 700. Don't be fooled by companies with large start up costs and overseas programming. NetFile is the founder and leader of this market space with several thousands of e-filings made over many years and our system has no startup costs at all!

Being an online system, the agency, filer, and the public can access the system 24/7/365. Since this is a shared platform, the system is affordable for even the smallest local government client. NetFile offers around the clock support that is 100% based in California - no need to worry about foreign based support! All revenue stays in CA - not outsourced like the competition!

A sampling of NetFile's system advantages are:

- Several NetFile clients have already been FPPC approved as paperless agencies!
- Easily manage your filer's conflict of interest code
- Multiple levels of administration for admin and department level filing officers
- Database is kept current throughout the year - no more year-end panic!
- Public portal for 800 series form online requirement
- Multiple position filings are fast and efficient with NetFile
- Previous Form 700 Filer data populates new filing (huge time savings)!
- Works with any modern Windows PC, Mac, or Linux system with current browser
- NetFile is 100% based in CA (no outsourcing of work to other countries)

Features

Electronic Filing

Each Form 700 filer can self-register and is issued a unique Filer ID and password. A link from your website starts the filing process. The site is hosted by NetFile but looks just like your site. NetFile servers ensure fast and efficient filings. The submitted filing is validated to stop amendments from happening in the first place. Online video tutorials makes filing easy!

Agency Management Tool

The system acts as your repository of filers. Create the filers in the database just once. Notifications can be sent out via an e-mail blast to all filers or filers by department. Run your filing status report for an up to date filing receipt list. From the report you can see exactly who or who has not filed. This report can be run by department or for your entire database.

Paperless Filings, Paper Filings, or Both!

The system handles all types of filings. You can go entirely paperless, entirely paper based, or a combination of both!

SEI Form 700 E-Filing & Admin System Facts:

FPPC Paperless Approved

Several NetFile clients have been approved as paperless filing agencies by the FPPC. Very simple and easy approval process.

Many Years Proven Success

NetFile's local government clients in California have been using this system for many years. NetFile has numerous County and City clients who make several thousands of filings per year.

No Huge Upfront Costs

You pay a very reasonable ongoing fee. Affordable for most any sized agency.

Staff Support and Training Included in Ongoing Fee

Being a hosted solution, you enjoy a low ongoing cost that includes both staff support and training at no additional cost to you! There is no limit to the amount of staff support or training provided to our clients.

No Long Term Commitment

All our contracts have 30-day out clauses (for any reason)!

Data is Safe and Secure

Backups are made nightly for all of you and your filer's data. The data is sent offsite to multiple locations to ensure the safety and integrity of your data.

No IT Involvement Necessary

All IT has to do is place a link on your website (that's it)!

NetFile Dedication

NetFile has been in business since 1998. Providing e-filing systems and software is all we do! There are no other distractions to keep us from servicing our clients to the fullest extent!

Document Viewing Portal - Public Site

You can choose to have your filers' documents shown over the internet in redacted form with your own redaction specifications. You can even narrow down which filers you would want to show. Public site meets FPPC's mandated 30-day online posting requirements for certain 800 series forms!

Document Viewing Portal - Private Site

The system also comes with a kiosk mode that allows you to show filings in unredacted form but only in your office. That way if someone walks in requesting to view a filing, just point them to one of your computers to search for the filings. They could print to your internal printer if they wanted to purchase a hard copy. No more pulling files and making copies wasting valuable staff time!

NetFile is Number One in California

NetFile is California's first internet based accounting, disclosure, and data management system. Our clients account for over half of all electronic disclosure document filings in the state of California. For our local government platform, there have been several thousand e-filings made for both our SEI Filing and admin system as well as our Campaign Disclosure filing and admin system.

Unparalleled Training and Technical Support

Our business model is based on an ongoing service with no long term contractual commitments from our clients. This guarantees you the best in training and support!

Contact Information:

Company Name: **NetFile**
 Address: 2707 Aurora Rd
 Mariposa, CA 95338
 Phone: (209) 742-4100 (Main Line & Support)
 Phone: (559) 434-2045 (Local Government Sales)
 Fax: (209) 391-2200
 E-mail: sales@netfile.com
 website: www.netfile.com

NOTE: NetFile also has an e-filing system for local government for campaign disclosure for the e-filing and admin of FPPC Forms 460, 496, 497 450, 461, 465 and 470.



Tevea Him

From: Tom Diebert <diebert@netfile.com>
Sent: Monday, August 31, 2015 3:23 PM
To: Tevea Him
Subject: Current clients using Form 700 system

Hi Tevea:

Please see the list below. If you need anything else, just let me know.

Anaheim
Berkeley
Burbank
Butte County
Carlsbad
Chico
Chula Vista
Cotati
Covina
Fresno City
Gilroy (new)
Glendora
Hayward
Huntington Beach
Irvine
Laguna Niguel
Lake Forest
Livermore
Manteca
Marin County
Merced County
Monterey County
Murrieta
Oakland
Oceanside
Palo Alto
Pasadena
Patterson
Pleasanton
Rialto
Riverside County
Sacramento City
Salinas
San Bernardino City
San Bernardino County
San Diego City
San Dimas
San Francisco Ethics Commission
San Jose
San Leandro
San Luis Obispo County

Santa Ana
Santa Barbara City
Santa Cruz Library JPL
Santa Cruz City
Santa Monica
Santa Rosa
Shasta County
Stockton
Sunnyvale
Ventura City
West Sacramento
Westminster
Yountville

Best regards,

Tom Diebert

Mariposa HQ & Support Phone: 209.742.4100

Fresno Office Phone: 559.250.4847

Fax: 209.391.2200

Support e-mail: support@netfile.com

Direct e-mail: diebert@netfile.com

Website: www.netfile.com



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

DRAFT POLICY AND PROCEDURE NO. 23
ADDITIONAL COVERED PARTY ENDORSEMENT

ISSUE: CSURMA provides self-insured liability coverage for CSURMA Member campuses and auxiliary organizations. CSURMA is often requested to extend coverage to another party for various activities including but not limited to services performed for a third party, for a lease of premises, and other business operations in which a third party may have a legal interest. This policy and procedure advises in a general manner how an Additional Coverage Party can be included for coverage by CSURMA where appropriate. In no event shall Errors & Omissions Liability coverage be extended to a third party.

RECOMMENDATION: The Executive Committee is asked to review draft Policy and Procedure No. 23 and recommend adoption by the Board at its next meeting with changes as it deems appropriate.

FISCAL IMPACT: None.

BACKGROUND: For CSURMA purposes, Additional Covered Party means Additional Insured. Coverage by way of Additional Insured is a common requirement of lessors and others, which is typically included in a written agreement. It is appropriate for CSURMA to include a third party as Additional Covered Party when the third party requires Member to extend coverage to the third party for Member's activities.

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft Policy and Procedure No. 23

ADOPTED: October 23, 2015 (*proposed*)

EFFECTIVE: October 23, 2015 (*proposed*)

SUBJECT: Additional Covered Party Endorsements – Campus Risk Pool and AORMA Program

PURPOSE:

CSURMA provides self-insured liability coverage for CSURMA Member campuses and auxiliary organizations. CSURMA is often requested to extend coverage to another party for various activities including but not limited to services performed for a third party, for a lease of premises, and other business operations in which a third party may have a legal interest. This policy and procedure advises in a general manner how an Additional Coverage Party can be included for coverage by CSURMA where appropriate. In no event shall Errors & Omissions Liability coverage be extended to a third party.

POLICY:

Upon review of a written request from a Member, CSURMA shall determine if the request to add a third party as an Additional Covered Party falls within CSURMA’s underwriting guidelines in the judgment of the Program Administrator, and may confirm that the other party is an Additional Covered Party per the blanket provision included in CSURMA’s Memorandum of Liability Coverage (Liability MOC), and if further required, may issue a specific endorsement to the Liability MOC expressly naming the third party as an Additional Covered Party when required by a written agreement between the Member and the Additional Covered Party.

PROCEDURE:

1. Request for Additional Covered Party – Member shall provide to the Program Administrator a copy of the written agreement requiring that the third party be named an Additional Insured (known as an “Additional Covered Party” for CSURMA purposes) with an explanation of the purpose for the agreement, including the agreement period; i.e., dates of commencement and completion of the agreement. The request shall include the complete name, mailing address and contact information of both the Member representative and the third party to the agreement. The request must include, and should highlight, the specific section of the agreement regarding the insurance required, including acceptance of CSURMA’s self-insurance programs as acceptable coverage, as well as the appropriate section regarding any required indemnification.
2. Review of Request for Additional Covered Party – Upon receipt of all required elements described above, the Program Administrator shall:

- a. Review the appropriateness of the request in accordance with the terms of the Liability MOC and within the Program Administrator's advisability of covering the requested exposure.
- b. If deemed appropriate, Program Administrator will provide written confirmation that the request is approved by issuance of a Certificate of Coverage to the other party with a copy to the Member. If further required, a specific Additional Covered Party Endorsement may be issued; otherwise all parties shall rely on the automatic Additional Covered Party provision contained in the Liability MOC or applicable excess liability insurance policies. In either case, such confirmation shall not serve to increase CSURMA's liability nor modify the terms of the Liability MOC or excess liability insurance policies.
- c. If the request is not deemed appropriate, Program Administrator shall advise the Member of the determination with an explanation for the denial of the request. Upon receipt, Member may:
 - i. Seek resolution from the third party regarding its insurance requirements.
 - ii. Request review by the CSURMA Secretary-Auditor. The CSURMA Secretary-Auditor may consult with CSURMA's General Counsel, and shall make a determination on the matter.
 - iii. If the Member disagrees with the determination in the preceding paragraph, Member may appeal as described below:
 1. Campus Member may appeal to the CSURMA Executive Committee at its next regularly scheduled meeting.
 2. AORMA Member may appeal to the AORMA Committee at its next regularly scheduled meeting.
 3. The decision of the Committee shall be final and no further appeal permitted.

STUDENT PLACEMENT AGREEMENTS

ISSUE: A review of case law indicates students in practicum programs for teaching, nursing and allied health may be eligible for Workers' Compensation. Further, a recent accident at a learning site resulted in serious injury to a student teacher (not a CSU student). The school district was covered by a JPA, and this incident resulted in a blanket refusal by members of that JPA to accept student interns when a university refuses to provide Workers' Compensation coverage. As a result, CSU finds itself in the position of being denied placements in many districts regionally, and staff expects this would spread statewide.

Daniel Howell and Zachary Gifford met with the leadership of three Northern California Joint Powers Authorities to develop student teaching placement agreement templates. These K-12 and community college JPAs cover over 50 different districts. Draft agreements have been exchanged and we anticipate concluding the endeavor in the near future. Staff is currently meeting with San Mateo County Schools Insurance Group, North Bay Schools Insurance Group and Schools Insurance Authority. Staff has identified over 130 different entities, mostly Cities, Counties, School Districts and Hospitals that CSURMA could target for master insurance and indemnity agreements.

RECOMMENDATION: Staff will provide a verbal report at today's meeting and requests direction regarding the proposed draft agreement for student placements.

FISCAL IMPACT: None. Paid claims are used to calculate campus x-mods and future member contributions accordingly.

BACKGROUND: CSU has a practice of accepting Workers' Compensation exposure for teaching, nursing and allied health placements as necessary, and the claims history for this exposure has been good over the years. Staff continues to believe service learning placements would not be considered subject to Workers' Compensation. Thereby, CSU may continue to promote service learning placements that do not burden the university with Workers' Compensation.

PUBLICATION: None.

ATTACHMENT(S): None.

INSURANCE POLICY DATABASE

ISSUE: At their March 2015 long range planning meeting, the CSURMA Executive Committee determined that CSURMA should establish a database of insurance policy records for the California State University and participating auxiliary organizations. Staff has been investigating products specifically designed for insurance policy management as well as the CSU Chancellor's Office software, Laserfiche.

If the recommendation is that CSURMA implement insurance industry specific policy management software, it is expected that an RFI will be used to identify qualified vendors and their associated cost. The Executive Committee will be asked to take action to approve proposed software procurement and implementation.

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

FISCAL IMPACT: No cost is anticipated from action at today's meeting. A budget will be presented to the Executive Committee if a product is selected and recommended.

BACKGROUND: CSURMA purchases over 50 insurance policies per year and issues over 200 memoranda of coverage to the members. It is important that we are able to track and locate the coverage documents. Beyond document management, insurance industry vendors have developed products that optically scan insurance policies and populate database fields that can produce reports on program structure, available remaining limits and insurer solvency.

PUBLICATION: None.

ATTACHMENT(S):

- a. Sample marketing materials for an insurance policy management product.


Risk managers have always turned to us with their hardest problems.


For more than 40 years, we've delivered creative, proven solutions.


You may not recognize our name, but Ventiv Technology became an independent company last year when Aon eSolutions became part of the strategic investment firm Symphony Technology Group (STG). Our name and ownership may have changed, but our unrelenting passion for inspired thinking and client success hasn't changed.


We understand that your job is more challenging than ever. More data. Increased business complexity. Greater security risks. Heightened expectations. Less time to respond, and with fewer resources.


There's never been a greater need for effective risk technology solutions. But how do you cut through all the clutter and find the right solution for your business? Start by considering the top factors your peers use when evaluating risk, insurance and safety software providers...

 **Control: *The buck stops here.*** Ventiv is the only independent software provider who owns and is responsible for our system, end-to-end. Other providers rely on 3rd party platforms and have limited control over development priorities, security or performance.

 **Independence: *Your interests come first.*** Ventiv is the only independent software provider with the ability to put your interests first and the resources required to continuously evolve our products to deliver mission critical capabilities that better meet your needs.

 **Purpose-Built: *Products designed to support how you work.*** Ventiv is the only provider with risk, insurance & safety products developed from the ground up using the latest technology, meeting your needs with integrated capabilities like data services and predictive analytics.

 **Support: *The ability to serve and grow with your business.*** Ventiv is the only software provider who includes 24 hour local support in the US, EMEA and Asia-Pacific. We also have dedicated account teams who know and care about your business needs, and not just our software.

 **Security: *Protect your data at all times.*** The average data breach cost \$3.5 million in 2013. Ventiv delivers our solutions via the industry's only fully owned and managed private cloud. Other providers put your data at risk by involving external fourth- and fifth-party vendors.

For the best information management solutions, risk managers turn to Ventiv Technology. But don't just take our word for it. Ventiv received ***Business Insurance magazine's 2015 Innovation Award*** for its Combined Corporate & Captive Risk Management Solution. It exemplifies our ability to solve critical client problems by combining our proven technology with our deep industry experience.

We've done it again this year

Redesigned for 2015, our most advanced version ever of RiskConsole lets you take control of your risk, safety and insurance management programs. Key enhancements include:



CUSTOMIZABLE DASHBOARDS

Easy-to-use widgets let you choose from numerous key-performance statistics and indices to build the exact dashboards you need.



EMPOWERED SELF-SERVICE

Client administrators can add new fields and objects and design and modify screens. Everyday users can be presented tailored screen views.



POWERFUL GEOGRAPHICAL ANALYTICS

New analytic tools and data sources, including flood zones, improve ability to allocate loss-control resources, validate exposures and drive down premiums.



INTEGRATED SAFETY MANAGEMENT

Track and evaluate pre-loss activities (safety meetings, surveys, audits, preventive measures) and link them directly to your loss experience.



DYNAMIC DATA INTAKE

Capture complete, accurate information from the field with our new "Flexible Forms" tool: from incidents and claims to safety audits and surveys.



VISUAL POLICY MANAGEMENT

Analyze program coverage, spot coverage gaps, and view placements by insurer with our redesigned policy module and built-in mud-map report tool.

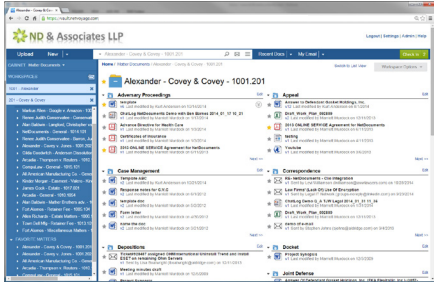
Benefit from our experience. Check out our library of client success stories, ebooks, market research and product resources.

Visit ventivtech.com/resources

Problem ► Solved



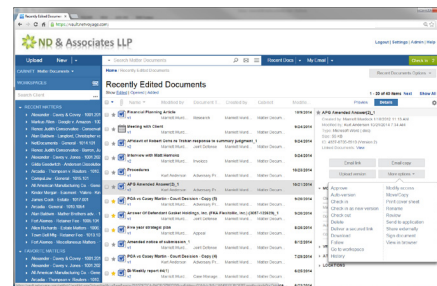
NetDocuments Features List



MATTER CENTRIC WORKSPACES

- 1. Auto creation of workspaces based on predefined templates:** Client, project or matter-centricity is at the core of NetDocuments, aggregating all content related to a client/project/matter and displaying on a single summary or list view page. Additionally, workspace templates can be created depending on different practice areas or workspaces that require a different display of data.
- 2. Personalized lists of ‘favorite matters’ and ‘recent matters’:** Each user can define shortcuts to workspaces, documents, or folders by tagging them as favorites simply by clicking the star next to the item. Once they have been defined as a favorite, they will populate on the user’s home page and subsequently be quickly accessed on the left navigation pane. The recent client/matter/project list will also populate on the left navigation pane and in Outlook if EMS folders are installed.
- 3. Workspace selector to quickly find and access any matter workspace:** The search bar on the left navigation pane allows for a predictive search for workspaces by typing in the beginning letters of the name or by accessing the full pick list of options.
- 4. Automatic organization of documents in workspaces based on document type:** The workspaces will be automatically organized based on document type filters (containers that function like a dynamic folder, capable of filing to or tagging to). These can be thought of as sub-folders within the workspace.
- 5. Save documents to workspaces with dynamic filters or folders in a workspace:** The workspace is organized by document type filters, but you can also create temporary folders within the workspace as well. Folders are irrespective of metadata profile tags.

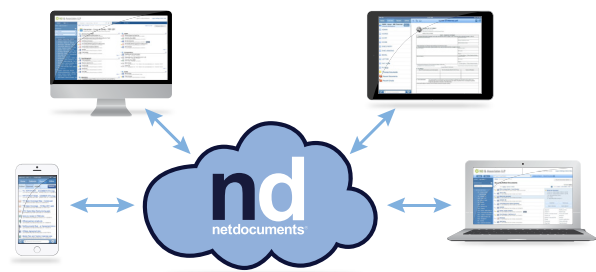
- 6. Easy external document sharing tool on workspaces (ShareSpaces):** The ShareSpace is a secure container used to share and collaborate on documents with people who are not internal or external users of your cabinet. You can also share the ShareSpace with cabinet users if you choose. A ShareSpace allows for ongoing collaboration among users on documents without creating multiple copies as you do when using email.
- 7. Easy to create folders/subfolders on workspaces:** A folder is a holding place for documents, regardless of filter or metadata tags. The profiled documents within a folder will not lose attributes and can still be accessed through advanced searches.
- 8. View other web site sources within a workspace:** A website view can be embedded into the workspace, and displays similar to a profile attribute on the workspace.
- 9. Apply litigation hold to a matter workspace:** Documents subject to litigation holds cannot have their profiles edited, cannot have the content of existing versions edited, and cannot be deleted.



GENERAL APPLICATION FEATURES

- 1. Access rights/ethical walls:** Define user permission to cabinets, folders, workspaces, and documents. Rights can be defined on a per user bases, by user group, or be tied to the metadata profile fields with profile-based security. Set user privileges to be a view (V), edit (E), share (S), administrator (A), or no access.
- 2. User-defined home page:** When clicking the star icon next to a document name, folder, or workspace, a shortcut of that item is put on your Home Page for quick access. You can also create personalized sections for smarter organization.

3. **Recent documents page with three tabs – recently opened, recently edited, and recently added:** This drop down tab is accessible from anywhere in the service and lists the 40 most recent document for each category that the user interacted with.
4. **Drag and drop in the browser:** You can drag and drop a document from your desktop into a folder in ND, or into the upload box to be profiled.
5. **Customizable right-click menu:** User-customized right-click menu to have specific document options available to the individual with a single click.
6. **Unlimited versions:** Users can create unlimited versions of a document. *Note: Only the ‘Official version’ of the document will be searchable.
7. **Optional auto versioning:** Whenever automatic versioning is enabled, a new version is created automatically whenever a different person edits a document.
8. **Lock versions:** Keeps the version from being altered. You can also include a description when you lock a version. You cannot unlock or delete a locked version. Administrators of the repository are the only ones who can delete a locked version.
9. **Online editing:** Users have the option to edit their documents using Microsoft OneDrive (personal edition) by right clicking a document in a list view. Edits are saved automatically in real time as the document is being worked on.
10. **Link/relate documents:** By linking two or more documents together, a hyperlink to the full list of related documents is viewable on the Details pane that will direct the user to all of the linked documents
11. **Automated login:** Administrators may configure automated login with Microsoft’s Active Directory for full user management, SAML 2.0, or digital certificates.
12. **User activity reporting:** The Consolidated Activity Log will deliver a date range report to the Admin to show when documents have been opened, viewed, or saved, including IP address. This information is then e-mailed in a format that will allow it to be easily imported into database software such as SQL Server, Access, or Excel.
13. **Document history/audit trail:** Automatic document audit trails record activity at a document level showing individuals activities relating to a document in an unalterable, printable, downloadable file. Activities on each individual document include edits, access list changes, profile changes, renaming, deletions, printing, versioning, sharing, editing, viewing, and copying.
14. **Retention policies and purging:** Repository administrators can define policies based on defined metadata criteria to initiate a retention policy. When a policy comes due, the repository administrators are notified of a list of documents that meet the retention criteria, allowing for further action of deleting, archiving to WORM storage, or other possible actions.
15. **Multiple import and export options:** Documents enter NetDocuments through a number of ways, including: REST APIs, the upload button in the interface, ndOffice MS Office integrations, Mass Import Utility, Folder Import Utility, Adobe integrations, email documents, Email Management Service (EMS), AutoImport, or direct scanning to folders, workspaces, or via third-party integrations such as Accuroute, ScanSnap plugin, and Airmail2.
16. **Email link or copy of document:** The email link feature sends a link to the document that can be accessed by NetDocuments users with the appropriate rights. The email copy will send an attachment to the document to outside recipients.
17. **Versions can be different file types:** The ‘upload a new version’ option allows for adding documents as additional versions of a previous document, regardless of file type.
18. **MS Office integration:** Embedded application integrations with MS Office 2010 and 2013. Open, edit, save, tag, file, and control versions without leaving MS Office. Previous MS Office integrations allow for customized save as dialogues.



EXTERNAL COLLABORATION

1. **Secure document delivery:** Share documents with a public and optional password protected URL. This easy one-off collaboration tool also allows for link expiration, original document version locking, and the ability to allow/restrict download rights.

2. **Global sharing with access rights:** Extranet capabilities allow customers to create separate cabinets for sharing with external users, enabling the full functionality of the software with third parties who are not NetDocuments subscribers.
3. **Global directory/password management:** Direct integration with Active Directory for single sign-on and user administration of security rights provisioning.
4. **Extranet “Home” page:** Customize the sections and items placed on an extranet cabinet homepage. Similar to an individual’s homepage, the cabinet homepage can be customized for all those who have access to it.
5. **Extranet branding:** Company logo can be inserted to a ShareSpace, Cabinet, and Repository.
6. **Sharespaces – quick and easy external collaboration space:** A ShareSpace can be set up in a workspace or folder and shared externally with anyone by sending out a link or creating the individual as a ShareSpace user based on their email address. There are an unlimited number of members allowed within a ShareSpace and no limit to the number of ShareSpaces that can be created. ShareSpaces are designed to share a low volume of documents to ensure a high level of performance.
7. **Email notifications and automatic alerts:** By following a ShareSpace, folder, or document, you can sign up to receive email notifications or an RSS feed when users edit contents, or add documents.
8. **Document approvals:** Individual approval that applies digital and graphical representation and approval stamp. The approval stamp records name, current date, time and the individuals who approved the document in its current state. Approving a document does not lock the document from editing by others with edit rights. If the document is edited by you or anyone else after you or others approve it, all approvals will be rescinded automatically, but all approvals are permanently recorded in the history log.
9. **Threaded discussions:** A threaded discussion can be initiated, profiled, and searchable within NetDocuments. They are treated just like a document within NetDocuments and can be accessed by anyone with access rights. By ‘following’ the discussion, you will be alerted of new comments.
10. **Concurrency control for collaboration with internal and external users:** Documents are automatically checked out and locked for editing when an individual with edit rights clicks on a document either from the web interface or ndOffice MS Office integrations. While

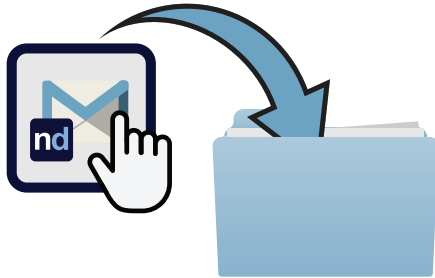
check out, other users with access to the document can open and view the document, but cannot make edits until the document is closed and checked-in by the original person who check it out. Administrative override is available to reset the document status.



SEARCH

1. **Simple search box on every page (searches both metadata and full text):** This can be accessed from anywhere in the service. Googlesque searching.
2. **Advanced search page:** Access all accessible search fields, including all customized metadata, created by, date, range, doc ID, as well as file extension type.
3. **Phrase and proximity searching:** Search specific phrases in quotations, or words within a certain distance of other word.
4. **Find similar:** (conceptual searching for similar documents)
5. **Alternate word forms:** This feature finds plural forms of a word. It may not include all variations of every word.
6. **Support for 40+ foreign languages**
7. **Special email search page:** The envelope icon next to the simple search bar is for searching .msg emails only. This functionality is also available from the Advanced Search Page.
8. **Filter results by a number of different categories and topics, as well as configurable profile attributes:** Drill further into search results based on topics, names, people, companies, email, and custom metadata fields the search engine extrapolates when executing a search.
9. **Built-in document viewer that highlights search results:** You can toggle between the document details and the actual document itself in the preview mode. This allows full view of the document without having to download.

10. **Snippets on search results page:** Similar to Google, the snippets will provide portions of the document text returned in search results, highlighting the inline text.
11. **Special email search dialogue and lists**



EMAIL MANAGEMENT SERVICE

1. **Drag and drop to matter folders:** Simply choose the email you wish to file in NetDocuments, and drag it into an Outlook folder that sync with the workspace or folder designated in the repository.
2. **Alternative way to profile emails in Outlook (EMS profiler tool bar):** Instead of dragging emails into folders, a profiler can be installed in Outlook to manually apply profile values to an email.
3. **Suggestive profiling with EMS Profiler tool bar:** After an email has been profiled once, subsequent correspondence from the same recipient will be recognized and auto-filled by the profiler. These values can be manually changed if necessary.
4. **Send and file functionality with suggestive filing:** When sending an email, you can also profile the sent email into the repository, and the email address is sticky as well, and will be auto-filled with the last known location.
5. **Attach copy of a document to an email:** From Outlook, you can reach into the repository to attach documents.

STARS is the global leader in technology, analytics and service solutions across risk, safety and claims management.

STARS supports more than 750 customers in 25 countries and has a trusted data store of over 60 million claims amassed through decades of operation. With the industry's single largest risk database, STARS uniquely enables its customers to accurately analyze trends, gain industry insights, optimize decision-making, and reduce costs across the entire risk lifecycle.

Request a demo today at csstars.com to learn why many of the world's leading organizations choose STARS more than any other vendor.



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CAMPUS RISK POOL RATING PLAN FOR BOND FUNDED FACILITIES

ISSUE: Presently, the Campus Risk Pools for the Property and the Liability coverage programs, separate from the campus, schedule certain bond funded facilities for premium rating purposes. CSURMA’s rating plan applies a premium for these bond funded facilities to be paid by “Systemwide”. New capital financing legislation eliminated the annual adjustments for debt service or cost for State Public Works Board (SPWB) bond funded facilities. Thus, CSU (or “Systemwide”) will be allocated a fixed amount going forward, and the difference becomes an added burden for CSU. Robert Eaton and staff will be on hand to explain the impacts and possible methods to fund the difference.

RECOMMENDATION: Staff has developed suggested modifications to the rating plan as follows:

- To the extent premium costs are payable from a central sinking fund (i.e., “Systemwide”) –

For designated bond funded facilities (PWB, SRB, Def Maint) where there has been set up a central sinking fund to pay for the insurance, these structures will be rated separately from the campus’ other structures and funded by the “Systemwide” account. They will have a \$100K deductible and will have contents covered if it was included in the “E” money of the bond.

Remaining costs that are in excess of the premium payable by Systemwide shall be charged to the campus in proportion total insured value (TIV) for designated bond funded facilities for that campus bears to the total TIV for designated bond funded facilities for all campuses.

- If costs are not payable from a central sinking fund –

For bonds such as newer SRB, etc., where there is not a central sinking fund to pay for the insurance, the structures will be listed on the campus’ schedule and premiums charged to the campus. Contents will be scheduled if there was “E” money in the bond funding.

FISCAL IMPACT: None. FY 2015/16 program costs have been finalized. FY 2016/17 program funding have been calculated and presented as a separate item at today’s meeting. The decision made today will not impact FY 2016/17 program gross funding, but will change the allocation to campuses with bond funded facilities.

BACKGROUND: Presently, the Campus Risk Pools for the Property and the Liability coverage programs allocate premium costs based on total insured values (TIV) by campus after separating costs for certain bond funded facilities (PWB, SRB, Def Maint), which are applied to a “Systemwide” account and paid by a central sinking fund.

PUBLICATION: None.

ATTACHMENT(S): None.

**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.

DEVELOPMENT OF FINE ARTS, ARCHIVES AND ARTIFACTS PROGRAM

ISSUE: CSU has had a history of usually self-insuring personal property (i.e. building contents). Campuses have added “fine arts” coverage when required by exhibition loan agreements, and certain collections have been specifically insured. The fall 2015 launch of the New University Museum at San Francisco State University has highlighted the need for CSU to evaluate how it protects its fine arts, archives and artifacts. With the support of the CSU Systemwide Office of Risk Management, an interdisciplinary working group at SFSU has met with the Program Administrator to create an insurance program with the following features:

- Broad coverage, including earthquake and water Damage;
- Very low deductible (target of \$10,000 or less);
- Automatic coverage for incoming and outgoing exhibitions;
- Reduce campus administrative costs of processing ad hoc insurance placements for temporary exhibitions; and,
- Cost neutral to campus colleges and departments.

The program is being called the “Fine Arts, Archives and Artifacts Program” (FAAAP). For purposes of administration and accounting, FAAAP would be classified by CSURMA as a subprogram of the Property Insurance Program, similar to the treatment of the Fidelity Insurance Program.

RECOMMENDATION: It is recommended that the Executive Committee discuss the proposed FAAAP and take action to delegate authority to the CSURMA Treasurer and Secretary-Auditor to launch the program mid-year upon completion of the development process and upon a campus’ request for FAAAP coverage.

FISCAL IMPACT: The cost of the proposed FAAAP is included in the budgeted rates for FY 2016-17. If there is a mid-year launch during the current year, the cost would be paid by the campuses or from Property Insurance Program reserves, at the direction of the Treasurer and Secretary-Auditor.

BACKGROUND: Please refer to the attached presentation.

PUBLICATION: Development of the program will be communicated to the CSURMA Board, CABO Group and Campus Risk managers as well as via the CSURMA web site

ATTACHMENT(S):

- a. FAAAP Program Presentation to SFSU dated August 12, 2015.

San Francisco State University
FINE ARTS PROGRAM

Introductory Session

August 12, 2015

Agenda

- Introductions
 - Grace Crickette
 - Edward Luby
 - Daniel Bernardi
- How CSU Approaches Risk and Insurance - Dan Howell & Rob Leong
 - History and Overview of CSURMA, AORMA, its programs etc.
 - Alliant and RK Harrison Fine Arts Teams
 - How CSURMA currently insures Fine Art
 - Comparing current insurance with a True Fine Arts Program
- Fine Art Insurance - Filippo Guerrini-Maraldi and P.J. Skarlanic
- Next Steps
 - What will help the Risk Management Team and Insurance in covering our collections?
 - What kinds of inventory lists are needed, focusing on the broad scope of collections?
 - Second Meeting on August 18: Strength in Numbers--Learning More about all campus collections

SFSU STRATEGIC PLAN



Community



Courage



Resilience



Life of the Mind

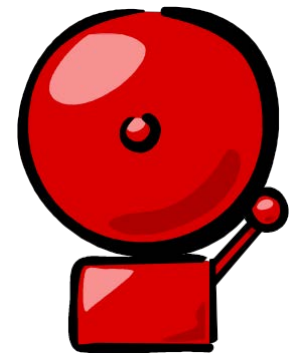


Equity

**We Make
Risk Knowledge
Happen
So that the
Fine Arts
Appreciation
will
HAPPEN**

Loss Prevention / Best Practices

1. Reviewing and updating insurance limits
2. Competent Packers / Shippers
3. Condition Reporting
4. Loan Agreements
5. Inventory/Backup of Records
6. Good Housekeeping/Landscaping
7. Light exposures / Humidity Control
8. Fire and Burglar Alarm Systems
9. Managing Patrons

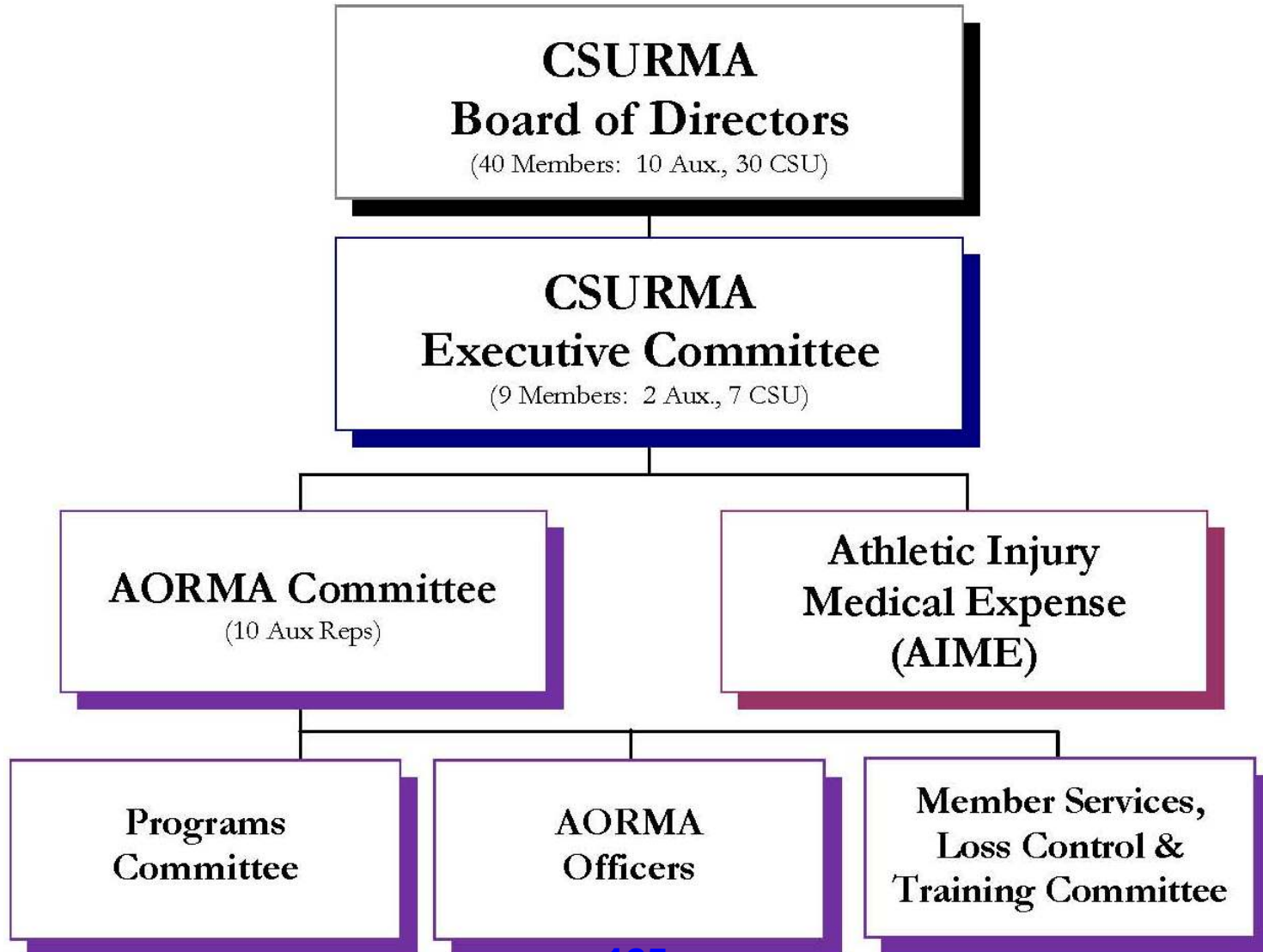


Mission Statement

The California State University Risk Management Authority (CSURMA) is a joint power authority composed of CSU and its Auxiliary Organizations joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk cost in a reliable, economical and beneficial manner.

- ✓ **Broad Coverage**
- ✓ **Quality Risk Management Services**
- ✓ **Stabilize Risk Cost**

Governance & Committees



Program Administrators



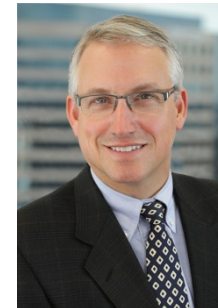
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Fine Arts Brokerage Team



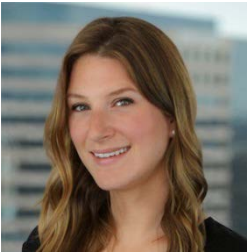
Alliant *Your Local Team*



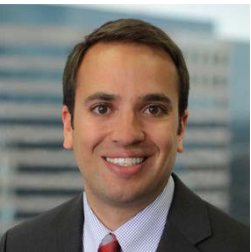
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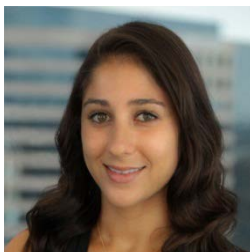
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- **University of California**
- **Fine Arts Museums of San Francisco**
 - **de Young**
 - **Legion of Honor**
- **Asian Art Museum**
- **Exploratorium**
- **California Academy of Sciences**
- **Municipalities around the country, and their public works on display**
- **Various Collections in Libraries, Airports and Civic Buildings**

How does CSURMA/AORMA currently insure Fine Arts and Specie?

Inland Marine Program

- \$1,000 Deductible
- Earthquake EXCLUDED
- Flood EXCLUDED
- Breakage EXCLUDED (unless caused by an insured peril)
- Employee Theft EXCLUDED
- All loaned artworks must be reported quarterly, with additional premium

Property Insurance Program

- \$100K - \$1MM Deductible
- Earthquake EXCLUDED
- Employee Theft EXCLUDED
- \$2.5MM Limit for Unscheduled Fine Art
- Limited to United States
- Loss Adjustment directed by Property insurer

Fine Arts Program



- Earthquake Coverage INCLUDED
- Flood Coverage INCLUDED
- Little to No deductible
- Tailored coverage form, can include losses arising from aridity, humidity, exposure to light and extreme temperatures, employee theft, mysterious or unexplained loss for scheduled items, etc.
- Coverage Extends to Inward and Outward Loans
- Guaranteed Capacity for Exhibitions
- Worldwide Coverage
- Specialty Brokerage and Insurance Company Personnel
- Access to services (i.e., lender agreement review, appraisals)
- Claim Settlement – A more focused/knowledgeable approach
- Promotes heightened awareness and understanding of collections
- More attractive to lenders

SUPPORTS CSU MISSION

- To advance and EXTEND KNOWLEDGE, learning, and **CULTURE**, especially throughout California.
- To provide opportunities for individuals to **DEVELOP INTELLECTUALLY**, personally, and professionally.
- To prepare significant numbers of educated, responsible people to contribute to California's schools, economy, **CULTURE, AND FUTURE.**
- To encourage and provide access to an excellent education to all who are prepared for and wish to participate in **COLLEGIATE STUDY.**
- To offer undergraduate and graduate instruction leading to bachelor's and higher degrees in the **LIBERAL ARTS** and sciences, the applied fields, and the professions, including the doctoral degree when authorized.
- To prepare students for an **INTERNATIONAL, MULTI-CULTURAL SOCIETY.**
- To provide public services that **ENRICH THE UNIVERSITY AND ITS COMMUNITIES.**

Collection of Data

- **Title of Artwork**
 - **Lender contact information if applicable**
 - **Country of Origin**
 - **Year created**
 - **Medium**
 - **Dimensions**
 - **Image if available**
- **Value**
 - **Secondary Information**
 - **Shipping and Packing Detail**
 - **Special Requirements from Lenders**

Title of Artwork	Thumbnail	Lender information if applicable	Country of Origin	Year Created	Medium	Dimensions	Value
<i>Self-Portrait</i>		The P.J. Skarlanic Foundation 100 Pine St. 11th Floor San Francisco, CA 94111	United States	2015	pencil sketch on paper	16" x 18"	\$ 12,500,000
<i>Alliant 9 Ways</i>		The Daniel Howell Foundation 100 Pine St. 11th Floor San Francisco, CA 94111	United States	2015	Oil on Canvas	36" x 12" x 2"	\$ 3,000,000
TOTAL							\$15,500,000

Thank You!

Questions? *Please contact your Program Administrators:*

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P.J. Skarlanic, Fine Arts Team Lead
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Rob Leong, Campus Programs
415-403-1441 rleong@alliant.com



Or, your friendly Systemwide Risk Management professional:

Zachary Gifford, Director Systemwide Risk Management
562-951-4568 zgifford@calstate.edu

Next Steps



CSURMA OPERATIONAL REVIEW REPORT

ISSUE: At their 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 the March 20, 2015 meeting. Staff will be present at today's meeting to discuss the status actions being taken in response to the report, as summarized in the attachment.

One of Mr. Johnson's recommendations was that the independent financial auditor's report include separate statements for the major self-insured funds. Mr. Johnson acknowledges that the separate statements are not required for compliance, but indicated that the additional information would be helpful to the CSURMA members. The Program Administrator reviewed this recommendation with CSURMA Accounting and we believe that the additional statements are not necessary. CSURMA regularly provides information to the membership of this nature. In today's agenda packet, for example, the Executive Committee will receive separate statements in the June 30, 2015 financial reports, and also a separate program funding status report. The CSURMA Board and AORMA committees also receive this information. For consistency, the Program Administrator believes that following this recommendation would add at least five additional sub-statements to the financial audit.

RECOMMENDATION: It is recommended that the Executive Committee review the attached Operational Review Response Status matrix and take action to accept the matrix as completion of all the recommended items.

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 and response status matrix will be posted on the CSURMA web site.

ATTACHMENT(S):

- a. CSURMA Operational Review Response Status Matrix.

April 2015 CSURMA Operational Review Response Matrix

#	Recommendation	Action	Status
GOVERNING DOCUMENTS			
1.	CSURMA files did not include a copy of JEPAs signed by CSU	The CSURMA Board of Directors will be asked to approve the proposed amendments to the JEPAs and Bylaws at its meeting on Monday, April 27, 2015.	Completed – The Board of Directors approved the recommended amendments.
2.	There is a seemingly incorrect reference in the JEPAs 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 JEPAs and Bylaws at its meeting on Monday, April 27, 2015.	Completed – The Board of Directors approved the recommended amendments.
3.	There is no provision for the withdrawal of CSU from the JEPAs	The CSURMA Board of Directors will be asked to approve the proposed amendments to the JEPAs and Bylaws at its meeting on Monday, April 27, 2015.	Completed – The Board of Directors approved the recommended amendments.
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 JEPAs and Bylaws at its meeting on Monday, April 27, 2015.	Completed – The Board of Directors approved the recommended amendments.
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.	Completed – The proposed amendments were approved by the Executive Committee.
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.	Completed – The proposed amendments were approved by the AORMA Committee and the contract addendum was executed.
3.	The Employer’s Group unemployment claims management should have a provision for cancellation	None.	Completed - The Employer’s Group contract includes a provision for cancellation.
4.	The Praesidium contract should require professional	Staff has proposed amendments to the	Completed – The proposed amendment was

April 2015 CSURMA Operational Review 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.	approved by the Executive Committee and the contract extension was executed.
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.	Completed – The renewal contract with the proposed amendments was approved by the AORMA Committee and the renewal contract was executed.
6.	Staff should obtain and maintain certificates of insurance for coverage required under contracts.	Staff has requested certificates of insurance from all vendors.	Completed – Certificates of insurance have been received 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.	Completed
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.	CSURMA Accounting reviewed this recommendation and will include this additional information within the quarterly financials at June 30.	Pending - 10 Years Claims Development Information (Unaudited) will be published in CSURMA's 6/30/2015 Financial Statement
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.	The Treasurer and Program Administration discussed this recommendation and believe that the Board, Executive Committee and AORMA Committee already receive detailed financial statements and funding status reports separate from the audited financial statement and therefore no additional action is required.	No action taken.

AORMA PROGRAMS UPDATE

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

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

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

FISCAL IMPACT: None.

BACKGROUND: The AORMA was first marketed to CSU Auxiliary Organizations in 1998. Since that time, the program has grown from 12 members to 87+ members, and represents 100% participation.

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.

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.

WORKERS' COMPENSATION PROGRAM CLAIMS CLOSURE INITIATIVE UPDATE

ISSUE: 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 claims which arose during the SELF year with an initial focus 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.

RECOMMENDATION: This item is for information only. No action is requested.

FISCAL IMPACT: \$50,000 was initially authorized by the CSURMA Board of Directors in March 2014 for the project.

It is anticipated that the annual anticipated cost of \$64,000 for quarterly (4) file reviews would be applied to the files discussed. We anticipate eight files reviewed each quarter at a cost of approximately \$2,000/file.

BACKGROUND: Staff discussed at the Executive Committee meeting on March 20, 2015 continuing this program. Once the previously approved \$50,000 limited was reached, it was recommended that subsequent legal fees from Corey Ingber be allocated directly to the claim file for reimbursement. At the March Executive Committee meeting, the recommendation to allocate further Ingber legal fees for the Double Play program to the individual claim files was approved.

The Double Play team includes:

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

Since program inception in September 2014, 22 files have been reviewed by Mr. Ingber and discussed in a collaborative round table session with key claims personnel. Six round table sessions have taken place on 9/4/14, 10/16/14, 1/28/15, 2/19/15, 5/15/15 and 8/13/15.

To date, three files have resolved, two by way of Compromise and Release and one by Stipulated Award. These resolved files resulted in a reduction of the incurred/reserves of \$584K.

In addition, at the time of this writing, it is expected that two additional files will be walked through the Workers' Compensation Appeals Board for approval before the end of August. (One Stipulation and one Compromise and Release).

These sessions have also 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.

As previously shared with the Committee we have found these reviews and discussions to be helpful in raising the technical skill set of the examiners, have provided alternative strategies for the attorneys handling the CSU cases, and have resulted in file movement in a positive direction toward claim resolution and cost mitigation.

The initial recommendation in May of 2014 was to concentrate this added value service on files in the SELF Excess years (7/1/1995 -6/30/2004). With the Boards March 2015 approval, this project has been 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:

- High active spend
- High value total incurred
- Complex files
- Older dates of injury
- Stagnant files with substantial dollar exposure

PUBLICATION: None.

ATTACHMENT(S): None

CSURMA SUPPORT OF SYSTEMWIDE EFFORTS RELATED TO MITIGATION OF CONCUSSIVE INJURIES

ISSUE: At its October 24, 2014 meeting, the Executive Committee approved a proposal for CSURMA to support development of systemwide concussion mitigation training for athletic department and risk management department personnel. Dr. Justus Ortega at Humboldt State University is leading the effort. Status of the program is:

- Materials for Webcast training “Best Practices in University-Wide Concussion Management are in development.
- David Kervella at the Chancellor’s Office is assisting with deploying training modules in the systemwide Learning Management System.
- University of Michigan has been contacted regarding licensing of their training modules as an alternative to development from scratch

Staff will be present at today’s meeting to report on the efforts and expected timing of deliverables.

RECOMMENDATION: No action is requested on this item at today’s meeting.

FISCAL IMPACT: The cost of the training program is expected not to exceed \$15,000 which will be included in the FY 14/15 midterm budget amendment proposal.

BACKGROUND: Insurance underwriters are expressing concern about liability arising from concussive injuries, called “traumatic brain injury” (TBI) in the insurance industry. TBI claims and class action litigation have been multiplying and the cost of the recent settlement by the National Football League (NFL) exceeds \$700 million. Class actions are pending in professional hockey and soccer as well. Further, litigation is pending against the NCAA.

A needs assessment survey among CSU campuses was conducted by Dr. Justus Ortega, Associate Professor / Director, Biomechanics Lab at Humboldt State University, regarding concussive injury management. Additionally, a meeting with CSU’s lead excess liability underwriters was arranged at CSU Fresno on October 3, 2014 to discuss CSU’s concussive injury management practices, meetings with CSUF Athletic Department representatives, and attendance at an athletic event with CSU officials.

PUBLICATION: No publication is expected from this item at today's meeting.

ATTACHMENT(S): None.

CSU/ UC WORKERS' COMPENSATION SUMMIT

ISSUE: Sedgwick claims examiner staff administers the Workers' Compensation program for the California State University. There is also a separate team of Sedgwick claims examiner staff that administers the Workers' Compensation program for the University of California. Through collaborative endeavors with the UC there is interest in creating a meeting for the joint claims departments to share ideas, practices, trends, good practices and those perhaps that need improvement which may benefit both programs. Further, the Chancellor's Office, with the concurrence of the UC, suggests establishing a joint CSU UC symposium for training and exploration of strategies/practices for better case management and results.

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

FISCAL IMPACT: To be determined

BACKGROUND: Zachary Gifford has communicated regularly with Kevin Confetti and Sedgwick Staff to discuss the development of this endeavor. The initial foray into a collaborative exchange with examiners from both University Workers' Compensation programs will take place in Oakland at UCOP on August 27, 2015. The agenda for this program is attached. A verbal update of the August 27, 2015 meeting will be provided by Gifford at the meeting. CSU and UC will continue to explore and develop an agenda for a collaborative summit to take place in 2016. CSU continues to work with UC to develop both the content and resources for such a program.

The idea of the summit was an outgrowth of the annual Stewardship meeting held in August 2014. It was a collaborative meeting arranged with Zachary Gifford of Chancellor's Office at the CSU, Kevin Confetti of UC's Office of Risk Management and the Sedgwick Program and Operations manager of the respective CSU and UC WC programs. The initial focus of this working group was to share data and compare and contrast CSU WC data with the UC WC data.

As these discussions have continued several opportunities for collaboration have been discussed. These include but are not limited to: pending legislation analysis, resource sharing such as the Theater Project or "Workstrong", develop executive level trend reports, explore with CSU and UC examiners trends, issues, and/or opportunities from a desk level eye view and finally hold a WC Summit for one and a half days (estimated) to include examiners, supervisors, campus/med center coordinators, Occupational med staff etc.

A CSU UC WC summit will bring campus personnel (WC Coordinators, EH&S, RM) and examiner teams together for training/informative sessions as well as provide for an exchange of ideas, practices, and strategies on how to impact the handling of WC claims and the emerging trends in California Workers' Compensation.

At the March EC Meeting, the Committee approved \$30K in the budget for CSU's contribution to such a joint summit.

PUBLICATION: None.

ATTACHMENT(S):

- a. UC/CSU Examiner Summit Agenda – August 27, 2015

UC/CSU Examiner Summit

AGENDA

August 27, 2015

10:00-2:30

- Opening Remarks-Kevin Confetti and Zachary Gifford
- Introductions and Ice Breakers
- Drafting a timely and effective SAR
 - Group Discussion and Activity
- Communication with your Location
 - Return to Work
 - Investigation
- Desk and Time Management
 - A Day in the Life of an Examiner
 - Tips and Tricks for Tackling your To Do List
- Geographic Break Out Groups
 - WCAB nuances
 - Doctors
 - Other geographic obstacles
- Open Forum Discussion and Feedback
- Adjournment

ON-LINE EDUCATION MULTI-STATE SURETY INITIATIVE

ISSUE: California State University campuses offer online courses to students outside of California; i.e., distance learning. Because these educational tools have crossed state lines, an insurance bond is likely required by other state jurisdictions. The Executive Committee directed the Program Administrator to research the feasibility of securing a blanket bond covering all 23 campuses within the CSU. A survey was sent to all campuses with August 31, 2015 due date. Staff will provide at today's meeting an update on the questionnaire sent to the campuses.

RECOMMENDATION: This is an information item.

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

BACKGROUND: Bond requirements for distance learning programs vary by state.

PUBLICATION: None.

ATTACHMENT(S): None.

REVIEW OF FY 2015/2016 LONG RANGE PLANNING GOALS

ISSUE: Each year the Executive Committee conducts a Long Range Action Plan meeting to gauge progress and to re-evaluate where efforts should be focused. The Committee will review and discuss the FY 2015/2016 Long Range Planning Goals.

RECOMMENDATION: None.

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

BACKGROUND: The CSURMA Executive Committee adopts the FY 2015/2016 Long Range Planning goals to be accomplished. The Committee will receive a report from Staff on the assigned responsibilities and deadlines of the FY 2015/2016 Long Range Planning goals.

PUBLICATION: None.

ATTACHMENT(S):

- a. FY 2015/2016 CSURMA Long Range Action Plan

FY 2015/16 CSURMA LONG RANGE ACTION PLAN

Approved

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	Completed
	2	Evaluate available software options	PA, SRM	August, 2015	Completed
	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	Completed
	3	Implement transition to claim filing billing of project costs	PA, SRM, Sedgwick, Consultant	July, 2015	Completed
	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	Completed
	3	Announce the roll out Agility Recovery Program through a bulletin to campus and auxiliary organization staff	PA, SRM	July, 2015	Completed
	4	Develop loss event protocol to trigger use of Agility services	PA, SRM	July, 2015	Completed
	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	Pending

FY 2015/16 CSURMA LONG RANGE ACTION PLAN

Approved

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	On-going
	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	On-going
	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	Completed
	3	Approval of initial benchmarking project scope and costs	EC	May, 2015	Completed
	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	Completed
	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

Approved

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
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Implementation of an Insurance Policy Database to assist with litigation	1	Research and identify viable software products	PA, SRM	September, 2015	Completed
	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

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

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

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	Alliant Staff	Mimi Long	Completed
03/20/15	CSURMA EC LRP Meeting	Alliant Staff	Mimi Long	Completed
03/31/15	CSURMA Quarterly EPL Deductible Recovery	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
03/31/15	Approval of Conflict of Interest Code by BOD every even-number year - File with FPCC as required.	BOD and Alliant Staff	Tevea Him	on going

CSURMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
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	Completed
04/20/15	<i>AORMA MSLCTC Meeting (Teleconference)</i>	Alliant Staff	Mimi Long	Completed
04/27/15	<i>CSURMA BOD Meeting</i>	Alliant Staff	Mimi Long	Completed
04/28/15	<i>Fitting the Pieces Conference</i>	Alliant Staff	Mimi Long	Completed
MAY 2015				
05/06/15	Receive back all AORMA Committee ballots for the term beginning on July 1, 2015	Alliant Staff	Tevea Him	Completed
05/07/15	<i>AORMA Committee Meeting</i>	Alliant Staff	Mimi Long	Completed
05/08/15	<i>CSURMA EC Meeting</i>	Alliant Staff	Mimi Long	Completed
05/01/15	Develop a benchmarking project for the EC to review	Alliant Staff	Jacki Graf	Completed
05/11/15	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	Completed
05/14/15	<i>CSURMA BOD NMO Meeting via Teleconference</i>	Alliant Staff	Mimi Long	Completed
05/15/15	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
05/27/15	<i>AIME Committee Meeting</i>	Alliant Staff	Stacey Weeks	Completed
05/30/15	Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2015	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/15	Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2015	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/15	Send out appointment letters to the newly elected Executive Committee members for the term beginning on July 1, 2015	AORMA Chair/Alliant Staff	Tevea Him	Completed
05/30/15	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/15	Alliant Staff	Tevea Him	Completed
05/30/15	Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2015	Alliant Staff	Tevea Him	Completed
05/30/15	Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2015	Alliant Staff	Mimi Long	Completed
JUNE 2015				
06/01/15	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
06/25/15	<i>AORMA Program Committee Meeting (Teleconference)</i>	Alliant Staff	Mimi Long	Completed
06/29/15	<i>AORMA MSLCTC Meeting (Teleconference)</i>	Alliant Staff	Mimi Long	Completed
06/30/15	CSURMA Quarterly EPL Deductible Recoverys	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: Genesis Reinsurance Corp - July 1, 2010 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: UC Office of Risk Services Performing Arts Center of Excellence - November 1, 2013 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: A-G Administrator (AIME) - July 1, 2009 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: Alliant Loss Control Services - July 1, 2014 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: CO Enterprise Accounting / Financial Services - July 1, 2014 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: CO OGC / Legal - July 1, 2014 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: CO Risk Management - July 1, 2014 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: Praesidium - July 1, 2014 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	<i>Expiring Contract: Target Safety dba Target Solutions - July 1, 2012 to June 30, 2015</i>	Alliant Staff	Mimi Long	Completed
06/30/15	Request COI from all vendor's contract	Alliant Staff	Mimi Long	Completed

CSURMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
JULY 2015				
07/01/15	Financial audit prep with KPMG	Alliant Staff / RM	Van Rin	Completed
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	Completed
07/01/15	Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Alliant Staff	Van Rin	Completed
07/04/15	Send out AORMA binder, insurance summary and invoice to all members	Alliant Staff	Van Rin	Completed
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	Completed
07/05/15	Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Alliant Staff	Mimi Long	Completed
07/07/15	Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Alliant Staff	Tevea Him	Completed
07/07/15	AORMA Officers Retreat – San Francisco, CA	AORMA Officers	Mimi Long	Completed
07/14/15	FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
07/15/15	Final FY Payroll - request from Chancellor's Office	Alliant Staff	Robert Leong	Completed
07/15/15	Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	CSU Accounting	Van Rin	Completed
07/21/15	FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER	Alliant Staff	Tevea Him	Completed
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	In Progress
07/28/15	FORM 700 - FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]	Alliant Staff	Tevea Him	Completed
07/31/15	Actuarial Study - receive draft and forward to RM	Alliant Staff	Robert Leong	Completed
07/31/15	Distribute the Liability and Workers' Compensation dividend checks	Alliant Staff	Van Rin	Completed
07/31/15	Request final audited payroll from all Workers' Compensation program members for expired year	Alliant Staff	Hsan Htein	Completed
AUGUST 2015				
08/01/15	Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate	Alliant Staff	Tevea Him	In Progress
08/01/15	Research the single bond approach & report back at the September meeting	Alliant Staff	Dan Howell	In Progress
08/01/15	Send out letter to regarding Claims Settlement Authority Annual Confirmation	Alliant Staff	Tevea Him	In Progress
08/01/15	Send out letter to regarding Foreign Travel Authority Confirmation	Alliant Staff	Tevea Him/Stacey	In Progress
08/01/15	Completion of draft actuarial studies for Workers' Compensation and Liability programs	Actuary	Mimi Long	Completed
08/01/15	AOA EC Meeting: Send out AORMA Summary	Alliant Staff	Mimi Long	Completed
08/11/15	CSURMA Quarterly Investment Reschedule for EC Meeting	Alliant Staff	Tevea Him	Completed
08/15/15	AOA EC Meeting - San Diego	Alliant Staff	Mimi Long	Completed
08/31/15	Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Alliant Staff	Mimi Long	Completed
08/31/15	Calculate each member's minimum EPL deductible for the upcoming program term	Alliant Staff	Mimi Long	Completed
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	Completed
08/31/15	Complete Target Surplus Funding Report	Alliant Staff	Mimi Long	Completed
08/31/15	Completion of Financial Audit	CSU Accounting	Mimi Long	In Progress
08/31/15	UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Alliant Staff	Tevea Him	In Progress
Begin Task	Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.)	Alliant Staff	Mimi Long	Completed
Begin Task	AORMA Workers' Compensation Desk Audit	Alliant Staff	Mimi Long	
SEPTEMBER 2015				

CSURMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
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	
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	
09/15/15	Quarterly Risk Management Report	Alliant Staff	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	Expiring Contract: Praseidium - October 1, 2014 to October 1, 2015	Alliant Staff	Mimi Long	
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	
10/31/15	Expiring Contract: Praesidium - July 1, 2014 to October 31, 2015	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	

CSURMA SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	LEAD	STATUS
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	
12/15/15	Quarterly Risk Management Report	Alliant Staff	Mimi Long	
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	
12/31/15	Expiring Contract: Alliant Insurance Services (Brokerage Agreement) - January 1, 2014 to December 31, 2015	Alliant Staff	Mimi Long	
12/31/15	Expiring Contract: Alliant Insurance Services (Program Admin Agreement) - January 1, 2014 to December 31, 2015	Alliant Staff	Mimi Long	
12/31/15	Expiring Contract: Enterprises Rent A Car - January 1, 2015 - December 31, 2015	Alliant Staff	Mimi Long	

CSURMA EXECUTIVE COMMITTEE AND STAFF CONTACT LIST

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

RECOMMENDATION: It is recommended that members review the list at each meeting for accuracy and making revisions as appropriate. If there are any changes, please contact Tevea Him at thim@alliant.com.

FISCAL IMPACT: None.

BACKGROUND: An accurate and current 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, 2015

Seat	Member	Position	Campus	Organization	E-Mail	Telephone Number
Chair	Linda Hawk	Vice President, Finance & Administrative Services	San Marcos	California State University San Marcos	lhawk@csusm.edu	760-750-4950
Vice Chair	Ming Tung (Mike) Lee	Vice President, Administration and Chief Financial Officer	Sacramento	California State University Sacramento	mikelee@csus.edu	916-278-6312
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	Jody Van Leuven	Executive Director	San Bernardino	California State University San Bernardino	jody.vanleuven@csusb.edu	909-537-3939
CSU Seat #3	Lori Gentles	Vice President, Human Resources	Fullerton	California State University Fullerton	lgentles@fullerton.edu	657-278-2560
CSU Seat #4	Kevin Saunders	VP Administration & Finance	Monterey Bay	California State University Monterey Bay	kesaunders@csumb.edu	831-582-3397
AORMA Seat #5 - Chair	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
AORMA Seat #6 - V Chair	Guy Dalpe	Managing Director	San Francisco	Associated Students, Inc., San Francisco State University	gdalpe@sfsu.edu	415-338-1044
Treasurer	Robert Eaton	Assistant Vice Chancellor, Financing, Treasury, and Risk Management	Chancellor's Office	California State University, Office of the Chancellor	reaton@calstate.edu	562-951-4572
Proposed Secretary Auditor	Zachary Gifford	Director of Systemwide Risk Management and Public Safety	Chancellor's Office	California State University, Office of the Chancellor	zgifford@calstate.edu	562-951-4580



CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Hsan Htein Van Rin	hhtein@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 hhtein@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	mlong@alliant.com vrin@alliant.com hhtein@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
Inland Marine	Van Rin Hsan Htein Mimi Long	vrin@alliant.com hhtein@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 hhtein@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	Tevea Him Myron Leavell	thim@alliant.com mleavell@alliant.com	415-403-1416 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	