



# 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: January 7, 2018  
Time: 3:30 PM  
Primary Location: Hyatt Regency Sacramento  
1209 L Street  
Sacramento, CA 95814  
Meeting Room: Sequoia Boardroom

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

### A. CALL TO ORDER

- 1. **Approval of the Agenda** **A** p. 3

### 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will be asked to take action on the consent calendar items as a group; however, a member may request that an item be withdrawn from the Consent Calendar for discussion and action.*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 – October 27, 2017** **A** p. 4  
*The Committee will be asked to approve the minutes from its last meetings.*
- 2. **Financial Report – Treasurer’s Report** **A** p. 11  
*The Committee will be asked to review and accept the Treasurer’s Quarterly Investment Report.*

### D. GENERAL ADMINISTRATION

- 1. **Executive Committee Appointments / Nominations** **A** p. 13  
*The Committee will be asked to review the seats coming available and take action to appoint a Nominating Committee to propose a slate of candidates.*
- 2. **Underwriter Meetings Report** **I** p. 17  
*The Committee will be asked review the underwriter meeting report and to provide direction as needed.*

- 3. **Liability Program Memoranda of Coverage – Medical Malpractice Endorsement** A p. 20  
*The Committee will be asked to review and approve the new medical malpractice endorsement, with amendments as appropriate.*

- 4. **Policies and Procedure (Even Numbered)** A p. 23  
*The Committee will be asked to review the even-numbered policies and procedures and take action or provide direction to staff, as appropriate.*

**E. OTHER PROGRAMS**

- 1. **AORMA Programs Update** I p. 54  
*The Committee will receive a verbal report on the AORMA programs.*

- 2. **AIME Program Update** I p. 55  
*The Committee will receive a verbal report on the AIME program.*

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

- 1. CalPERS Audit Finding regarding Humboldt State University Board of Directors
- 2. Chili vs SFSU
- 3. Burns vs SDSU
- 4. Benjamin vs SSU
- 5. Villarreal vs CSUMB

**G. INFORMATION ITEMS**

- 1. **Review of FY 2017/2018 Long Range Planning Goals** I p. 56
- 2. **CSURMA Administrative Service Calendar** I p. 61
- 3. **2018 CSURMA Meeting Calendar** I p. 68
- 4. **CSURMA Executive Committee & Staff Contact List** I p. 70

**H. ADJOURNMENT**

**The next CSURMA Executive Committee meeting is scheduled for March 8, 2018 (location – TBD).**

*If you have questions regarding the agenda package, please contact*

*Mimi Long at [mimilong@alliant.com](mailto:mimilong@alliant.com) / (415) 403-1423 or Tevea Him at [thim@alliant.com](mailto: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 – OCTOBER 27, 2017**

**ISSUE:** The Executive Committee will be asked to review and approve the draft minutes of its October 27, 2017 meeting.

**RECOMMENDATION:** It is recommended that the Executive Committee approve the minutes from its October 27, 2017 meeting, including revisions as necessary.

**FISCAL IMPACT:** None.

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

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

**ATTACHMENT(S):**

- a. CSURMA EC Meeting Minutes - October 27, 2017

**MINUTES OF THE  
CSURMA EXECUTIVE COMMITTEE MEETING**

**OCTOBER 27, 2017**

**CSU CHANCELLOR'S OFFICE, ANACAPA ROOM  
401 GOLDEN SHORE • LONG BEACH, CA**

**9:00 AM**

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**MEMBERS PRESENT**

Scott Apel, California State University Long Beach  
Dwayne Brummett (AORMA Vice-Chair), Associated Students, Inc. at San Luis Obispo  
Lisa Chavez (Vice-Chair), California State University Los Angeles  
Thom Davis, California State University, Bakersfield  
Robert Eaton (Treasurer), California State University, Office of the Chancellor  
Mike Lee (Chair), California State University, Sacramento  
Frank Mumford (AORMA Chair), CSU Fullerton Auxiliary Services Corporation  
Jody Van Leuven, California State University, San Bernardino (*arrived at 9:03am*)

**MEMBERS ABSENT**

Kevin Saunders, California State University, Monterey Bay

**STAFF, GUESTS & CONSULTANTS**

Michael Beatty, San Francisco State University  
Zachary Gifford (CSURMA Secretary/Auditor), CSU Office of the Chancellor  
Jacki Graf, Alliant Insurance Services, Inc.  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, CSURMA General Counsel, CSU Office of the Chancellor  
Sedong John, CSU Office of the Chancellor, CSURMA Accounting (*arrived at 9:07am*)  
Alice Kim, CSU Office of the Chancellor, CSURMA Accounting  
Rob Leong, Alliant Insurance Services, Inc.  
Amy Lightner, Alliant Insurance Services, Inc.  
Tevea Him, Alliant Insurance Services, Inc.  
Mimi Long, Alliant Insurance Services, Inc.  
Jessica Liu, CSU Office of the Chancellor, CSURMA Accounting  
David Olsen, GUEST  
Christopher Ray, KPMG  
Liezl Sangalang, KPMG  
Ann Sherman, San Francisco State University

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Mike Lee at 9:00 AM.

**A1. Approval of the Agenda**

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

Motion: Lisa Chavez  
Second: Robert Eaton

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

**MOTION CARRIED**

**B. PUBLIC COMMENTS**

There were no comments from members of the public.

**C. CONSENT CALENDAR**

- C1. Approval of Minutes – September 8, 2017**
- C2a. Financial Report – Treasurer’s Report**
- C2b. Financial Report – Draft Financial Statement at September 30, 2017**
- C3. Cancellation of the December 8, 2017 CSURMA Executive Committee Meeting**

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

Motion: Jody Van Leuven  
Second: Dwayne Brummett

| NAME            | AYE | ABSTAIN | NAY | ABSENT |
|-----------------|-----|---------|-----|--------|
| Scott Apel      | X   |         |     |        |
| Dwayne Brummett | X   |         |     |        |
| Lisa Chavez     | X   |         |     |        |
| Thom Davis      | X   |         |     |        |
| Robert Eaton    | X   |         |     |        |
| Mike Lee        | X   |         |     |        |
| Frank Mumford   | X   |         |     |        |

|                 |   |  |  |   |
|-----------------|---|--|--|---|
| Kevin Saunders  |   |  |  | X |
| Jody Van Leuven | X |  |  |   |

**MOTION CARRIED**

**D. GENERAL ADMINISTRATION**

**D1. Report on Independent Auditor’s Financial Audit as of June 30, 2017**

Alice Kim introduced Christopher Ray, KPMG’s Systemwide Engagement Partner, and Liezl Sangalang, KPMG’s Engagement Senior Manager. Ray stated that the Independent’s Auditors Report includes an unmodified opinion on the financial statements as well as the supplementary information. Ray noted that the areas of the audit emphasis were the member contribution revenues, investments, insurance premiums, dividend distributions, and claims liability for losses & loss adjustments expenses, as well as claims losses and loss adjustment expenses, which are reviewed by KPMG’s actuary.

A motion was made to accept the audited financial report ending June 30, 2017 and recommend approval to the Board of Directors.

Motion: Thom Davis  
 Second: Lisa Chavez

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

**MOTION CARRIED**

**D2. Development of CSURMA Earthquake Coverage Program**

Daniel Howell stated the CSURMA’s long range plan included directing staff to evaluate the potential for CSURMA to launch an earthquake insurance program using non-traditional approaches. At the September CSURMA Executive Committee meeting the EC took action to delegate authority to the CSURMA Treasurer and Secretary-Auditor to bind coverage with SwissRe provided the CSU Senior Executive Vice Chancellor of Business and Finance concurred with the action. Coverage has been bound effective October 1, 2017 at a premium of \$1,550,000, which is a reduction from the indicated pricing of \$1,625,000 to \$1,700,000. The insurer has paid

Alliant a commission of 7.5% on the placement, which is the same amount Alliant has been paid for similar placements.

The cost of earthquake coverage will be allocated to the campus and AORMA property funds and premiums for the upcoming FY 18/19 will include a charge for coverage.

A motion was made to ratify decision to purchase Earthquake coverage.

Motion: Frank Mumford  
Second: Robert Eaton

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

**MOTION CARRIED**

**D3. Policy and Procedure No. 10 – Member Loan Policy**

In response to direction provided by the Executive Committee in previous meetings, Policy and Procedure No. 10 – Member Loans, was revised to provide clarity to those Members wishing to seek a loan from CSURMA. The revisions aim to provide a clear description of the types of risk management projects that may be approved.

A motion was made to approve the revisions to Policy and Procedure No. 10.

Motion: Robert Eaton  
Second: Jody Van Leuven

| NAME            | AYE | ABSTAIN | NAY | ABSENT |
|-----------------|-----|---------|-----|--------|
| Scott Apel      | X   |         |     |        |
| Dwayne Brummett | X   |         |     |        |
| Lisa Chavez     | X   |         |     |        |
| Thom Davis      | X   |         |     |        |
| Robert Eaton    | X   |         |     |        |
| Mike Lee        | X   |         |     |        |
| Frank Mumford   | X   |         |     |        |

|                 |   |  |  |   |
|-----------------|---|--|--|---|
| Kevin Saunders  |   |  |  | X |
| Jody Van Leuven | X |  |  |   |

**MOTION CARRIED**

**E. OTHER PROGRAMS**

**E1. AORMA Programs Update**

Dwayne Brummett, the AORMA Committee Co-Chair, reported on the recent activities of the AORMA Committee.

**E2. AIME Programs Update**

Jody Van Leuven reported on the activities of the AIME Committee.

**F. CLOSED SESSION**

1. **Sargent v. CSU (Sonoma State)**
2. **Benjamin v. CSU (Sonoma State)**
3. **SF State Science Building Coverage Claim**
4. **HSU Appeal re: CalPERS**
5. **Apodaca v. ASI and CSU (San Marcos)**
6. **Garcia v. ASC**

A motion was made to enter closed session at 9:28 AM.

Motion: Thom Davis  
 Second: Lisa Chavez

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

**MOTION CARRIED**

The Committee came out of closed session 10:22 PM. The Chair reported that no action was taken during the closed session.

**G. INFORMATION ITEMS**

- G1. Review of FY 2017/2018 Long Range Planning Goals**
- G2. CSURMA Administrative Service Calendar**
- G3. 2017 CSURMA Meeting Calendar**
- G4. CSURMA Executive Committee & Staff Contact List**

**H. ADJOURNMENT**

The meeting was adjourned at 10:23 PM.

**FINANCIAL REPORT**  
**TREASURER'S QUARTERLY INVESTMENT REPORT**

**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 available to address questions.

**RECOMMENDATION:** It is recommended that the Executive Committee accept the Treasurer's Report dated December 14, 2017 as a part of the Consent Calendar.

**FISCAL IMPACT:** None.

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

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Certification of Funds Letter dated December 14, 2017



California State University Risk Management Authority

**Officers**

**Ming Tung (Mike) Lee**  
Chair - 916-278-6312

**Lisa Chavez**  
Vice Chair - 323-343-3500

**Robert Eaton**  
Treasurer - 562-951-4572

**Zachary Gifford**  
Secretary-Auditor - 562-951-4568

To: Executive Committee  
CSU Risk Management Authority

From: Robert Eaton   
Treasurer of CSU Risk Management Authority

Re: Treasurer's Certification

Date: December 14, 2017

As of December 14, 2017, the Authority funds held in investments are sufficient to meet the Authority's cash flow needs for the following six (6) months, and the investments are in accordance with the investment policy of the Authority, as duly authorized by the Executive Committee.

Robert Eaton  
Treasurer  
CSU Risk Management Authority

## **EXECUTIVE COMMITTEE NOMINATIONS / ELECTIONS**

**ISSUE:** The following seats are up for re-election for a two-year term (July 1, 2018 to June 30, 2020):

- Chair: Currently held by Mike Lee
- Vice-Chair: Currently held by Lisa Chavez
- CSU Seat #3: Currently held by Scott Apel
- CSU Seat #4: Currently held by Kevin Saunders

**RECOMMENDATION:** Staff recommends that the Chair appoint a Nominating Committee to seek nominations for the election to be held at the April 25, 2018 Board of Directors meeting.

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

**BACKGROUND:** CSURMA's Executive Committee comprises nine members. The Treasurer is appointed by the EVC/CFO and holds a permanent seat on the Executive Committee. Two seats are held by the AORMA Committee Chair and First Vice-Chair and six seats are elected from among Campus Board of Directors members.

**PUBLICATION:** The CSURMA Board of Directors will be informed of the election results and CSURMA's publications and documents will be updated accordingly.

**ATTACHMENT(S):**

- a. CSURMA Executive Committee Terms of Office Summary
- b. Policy and Procedure No. 18 – Board of Directors Participation and Executive Committee Nominations and Elections Process

**CSURMA  
EXECUTIVE COMMITTEE TERMS OF OFFICE**

| Position (election year)                     | July 1, 2015 to June 30, 2016 | July 1, 2016 to June 30, 2017 | July 1, 2017 to June 30, 2018 | July 1, 2018 to June 30, 2019 |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Chair - (even year)                          | Hawk                          | Hawk/Lee                      | Lee                           | <b>Lee</b>                    |
| Vice-Chair - (even year)                     | Lee                           | Lee/Chavez                    | Chavez                        | <b>Chavez</b>                 |
| CSU Seat #1 - (odd year)                     | Chavez                        | Chavez/Davis                  | Davis                         | Davis                         |
| CSU Seat #2 - (odd year)                     | Van Leuven                    | Van Leuven                    | Van Leuven                    | Van Leuven                    |
| CSU Seat #3 - (even year)                    | Gentles/Apel                  | Apel                          | Apel                          | <b>Apel</b>                   |
| CSU Seat #4 - (even year)                    | Saunders                      | Saunders                      | Saunders                      | <b>Saunders</b>               |
| AORMA Seat #5 - Chair                        | Mumford                       | Mumford                       | Mumford / Brummett            | Brummett                      |
| AORMA Seat #6 - First Vice Chair             | Dalpe                         | Dalpe/Brummett                | Brummett / Nakamura           | Nakamura                      |
| CSU Seat #7/Treasurer - Appointed by EVC/CFO | Eaton                         | Eaton                         | Eaton                         | Eaton                         |
| Secretary/Auditor - Appointed CSURMA EC      | Gifford                       | Gifford                       | Gifford                       | Gifford                       |

Notes:

The Treasurer is appointed by the CSU Executive Vice Chancellor/CFO and holds a seat on the CSURMA Executive Committee.

The Secretary-Auditor is appointed by the CSURMA Executive Committee and does not hold a voting seat on the Executive Committee.

Names in **RED** indicates seat up for election at April 2018 Board of Directors meeting.



## CSURMA

## POLICY AND PROCEDURE NO. 18

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**ADOPTED:** March 22, 2013

**EFFECTIVE:** March 22, 2013

**REVISED:** January 10, 2016, May 6, 2016

**SUBJECT:** BOARD OF DIRECTORS PARTICIPATION AND EXECUTIVE COMMITTEE NOMINATIONS AND ELECTIONS PROCESS

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

**PURPOSE:** The purpose of this Policy and Procedure No. 18 is to describe the process by which members of the CSURMA Board of Directors are appointed and Executive Committee members are nominated and elected.

**POLICY:** It is the policy of the CSURMA that membership in the Board of Directors shall be adequately documented, and that nomination and election to the Executive Committee shall follow the process described in this Policy and Procedure No. 18. The AORMA Committee may adopt a separate policy and procedure applicable to auxiliary organization representation on the AORMA Committee, Executive Committee and Board of Directors.

**PROCEDURE:** The following activities will be performed to effect the above stated policy.

1. Board of Directors Participation:

- a. The CSU Executive Vice Chancellor, Business & Finance (EVC/CFO) will determine in writing to the Secretary-Auditor how to allocate CSURMA Board votes.
- b. If votes are to be delegated to a campus, the EVC/CFO's campus designee will provide a written statement to the Secretary-Auditor of which person will be the primary representative of the campus and may designate one alternate representative. If the primary or alternate representative are to be replaced or are no longer eligible to serve, the campus designee will provide a written statement of the replacement.
- c. The Program Administrator will maintain a list of primary and alternate representatives and will conduct orientations at least annually for new Board members.

2. Executive Committee Nominations and Elections:

## **CSURMA**

## **POLICY AND PROCEDURE NO. 18**

- a. Prior to the spring Board of Directors meeting the Chair will appoint a Nominating Committee to seek nominations for available positions on the Executive Committee.
  - b. The Nominating Committee will evaluate potential candidates and provide a report to the Board of Directors at the spring meeting.
  - c. The Board of Directors will conduct elections at the spring meeting for terms beginning July 1.
  - d. The Program Administrator will conduct orientations for new Board members.
3. Other than the AORMA Chair representing the CSURMA AORMA programs to the Auxiliary Organizations Association, no member or alternate of a CSURMA Executive Committee or Board of Directors shall represent the CSURMA without the prior written approval of the CSURMA Chair and that any proposal to do so shall be submitted to the CSURMA Secretary-Auditor for review and recommendation to the CSURMA Chair at least 30 days prior to such proposed representation. Costs of representing CSURMA will be subject to CSURMA Policy and Procedure and any other requirements established by the CSURMA Executive Committee or Board of Directors.

## **EXCESS INSURANCE RENEWALS AND UNDERWRITER MEETINGS REPORT**

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

Table 1  
**Projected Renewal Cost Change Estimates**

| <b>Program</b>        | <b>AORMA Percent Change</b> | <b>Campus Percent Change</b> |
|-----------------------|-----------------------------|------------------------------|
| Excess Liability      | +5%                         | +5%                          |
| Property              | +10%                        | +10%                         |
| Worker’s Compensation | Flat Rate or Decrease       | Flat Rate or Decrease        |
| Builder’s Risk        | N/A                         | Flat Rate or Decrease        |
| Fine Arts             | 0%                          | +25%                         |
| SPLIP & SAFECLIP      | Flat Rate or Decrease       | Flat Rate or Decrease        |
| FTIP                  | Flat Rate or Decrease       | Flat Rate or Decrease        |
| Aviation              | Flat Rate or Decrease       | Flat Rate or Decrease        |
| Medical Malpractice   | N/A                         | Flat Rate or Decrease        |
| Fidelity              | -5%                         | -5%                          |

**RECOMMENDATION:** No action is requested at today’s meeting; however the Executive Committee may take action or provide direction to Staff based on the report of the meetings.

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

**BACKGROUND:** CSURMA representatives met with CSURMA’s program underwriters in London on November 13-14, 2017. CSURMA was represented by Timothy White, CSU Chancellor, Steven Relyea, CSU Executive Vice Chancellor, Robert Eaton, CSU Assistant Vice Chancellor, Financing, Treasury and Risk Management, Daniel Howell, CSURMA Program Director, P.J. Skarlanic, CSURMA Program Administrator and Amy Lightner, CSURMA Program Administrator. The main goals of underwriter meetings are:

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

Over the two days of meetings there were over 10 meetings with over 25 market participants. The recent meetings focused on CSURMA's Excess Liability, Property, Fine Arts, SAFECLIP, SPLIP, and Medical Malpractice coverage programs. Important discussions include:

- Potential for CSURMA to retain more risk on the very well performing SAFECLIP and SPLIP Programs while adding international claims venue;
- Establishment of a blanket student organization liability program modelled after SAFECLIP;
- Meeting with CSURMA's excess liability underwriters to discuss response to industry concern for traumatic brain injury (TBI) claims by student athletes;
- Meeting with the lead underwriter for the first joint excess layer, Ironshore;
- Review of the performance of the Fine Arts, Archives and Artifacts Program and renewal outlook considering high claims costs; and,
- Discussion of the impact of the significant catastrophic losses (Harvey, Irma and Maria ("HIM" to the marketplace) hurricanes, Mexico Earthquakes and California Wildfires) along with CSU's recent high cost claims on the property insurance renewal.

Following are comments on the status of programs:

- **Excess Liability** – This program has seen loss development in the first excess layers for both the AORMA and Campus programs. The Program Administrator anticipates rate increases in the lower layers and possible rate increases in the excess layers due to catastrophic losses impacting the entire marketplace. Underwriters have concerns about TBI injuries in professional and college sports and we anticipate pressure to reduce or eliminate the coverage, which may require changing our insurer partners.
- **Property** – Property losses to both the AORMA and Campus programs has increased the past two years. While CSU performed well in the wet winter and recent wildfires, related losses and other losses continue to mount. Significant rate decreases in recent years will likely be partially eroded by increases this coming renewal.
- **Workers' Compensation** – CSURMA has an existing two year rate agreement. A current year increase in the number of temporary disability claims may reduce the ability to negotiate an additional FY 19/20 extension at favorable terms.
- **Builders Risk** – This program is stable and the Program Administrator expects a flat rate renewal, though general market pressures due to catastrophic property losses may result in an increase. Rates are down 25% in recent years.

- **Fine Arts** – This program was launched in 2016 and the Program Administrator anticipates underwriters will require a rate increase due to a loss ratio above 100% in the first 24 months of the program.
- **SPLIP & SAFECLIP** – This program performs exceptionally well with no losses and rates will continue to drop.
- **FTIP** – The loss ratio has stabilized at a level acceptable to underwriters. The Program Administrator expects a flat rate renewal.
- **Aviation** – This program has no losses and the market is soft. The Program Administrator expects a flat rate renewal or slight decrease; however, general market firming may come into play.
- **Medical Malpractice** – This program is at minimum premiums and we expect a flat renewal; however, general market firming may come into play.
- **Fidelity** – Claims have remained low and the Program Administrator expects a premium decrease on renewal unless new claims materialize prior to renewal.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

**CAMPUS LIABILITY MEMORANDUM OF COVERAGE  
MEDICAL MALPRACTICE LIABILITY ENDORSEMENT**

**ISSUE:** CSURMA provides Health & Medical Professional Liability coverage for physicians, dentists, pharmacists, optometrists, and all other health and medical professionals who are employed by the University. Because Medical Professional Liability is self-insured, the coverage is not specifically defined in the Memorandum of Liability Coverage (Liability MOC). Rather, it is presumed inclusive in CSURMA’s definition of “Professional Liability”. Staff recommends an endorsement to the Liability MOC to affirm coverage for medical professionals who are employed by the University for services they perform within the course and scope of their duties for the University.

**RECOMMENDATION:** The Executive Committee is asked to review and approve the draft endorsement for adoption by the Board of Directors, with any change it deems appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** Some campuses received requests from employed physicians for a copy of the University’s medical malpractice liability insurance policy. The Liability MOC does not specifically address medical malpractice liability, but coverage is afforded because the MOC does not exclude it. Further, CSURMA’s reinsurance excludes physicians and other professionals such as dentists, but does provide coverage for some medical and health services. The proposed endorsement serves to provide documentation for CSURMA’s Medical Professional Liability coverage.

**PUBLICATION:** Upon adoption by the Board, a copy of the endorsement will be posted on CSURMA’s website as a part of the Liability MOC.

**ATTACHMENT(S):**

- a. Medical Malpractice Liability Endorsement (Draft)



Endorsement No.: \_\_\_\_\_  
 Effective: 07/01/2017  
 Forms a part of MOC No.: CSURMA-LIAB-1718  
 Issued to (Member): CSU Member Campuses  
 Issued by: California State University Risk Management Authority (CSURMA)

*This Endorsement Changes The Memorandum of Coverage. Please Read It Carefully.*

**MEDICAL PROFESSIONAL LIABILITY COVERAGE**

This endorsement is attached to and forms a part of the Memorandum of Liability Coverage (CSURMA-LIAB-1718) issued to the **Member** named above, and subject additionally to the COVERAGE DESCRIPTION, DEFINITIONS, COVERAGE LIMITS, DEDUCTIBLE, and EXCLUSIONS described in this Endorsement.

Words and phrases that appear in **boldface** type have special meanings as defined in the Memorandum of Liability Coverage, and as they are further defined in this Endorsement.

COVERAGE DESCRIPTION:

Coverage includes **Medical Professional Liability** of **Medical Professionals** employed by The California State University and its campuses (collectively the “CSU” or **Member**) for services performed by **Medical Professionals** that are within the course and scope of their duties as an **employee** of the CSU.

DEFINITIONS:

**Medical Professional Liability** means the rendering or failure to render:

1. Medical, surgical, dental, x-ray, or nursing service or treatment, or the furnishing of food or beverages in connection therewith;
2. Any service or treatment related to physical or mental health or of a professional nature; or
3. Any cosmetic or tonsorial service or treatment;
4. The furnishing of or dispensing of drugs or medical, dental or surgical supplies or appliances.

**Medical Professional** includes the following professional positions under an employment agreement with CSU to provide medical or health services, including but not limited to: physicians, nurses, therapists, pathologists, nutritionists, psychologists, pharmacists, dentists, optometrists, chiropractors, and their assistants.

*A Public Entity Joint Powers Authority*



COVERAGE LIMITS: \$20,000,000 each **Wrongful Act**

DEDUCTIBLE: Selected by **Member** from \$35,000 to \$900,000 each **Wrongful Act**

EXCLUSIONS:

1. Physical and Sexual Abuse.
2. Services performed outside the course and scope of employment.
3. Private Practice.

All other terms and conditions in the Memorandum of Liability Coverage remain unchanged.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

**REVIEW OF POLICIES & PROCEDURES**  
*(Even-Numbered)*

**ISSUE:** The Executive Committee adopted Resolution No. 04-13 (EC) directing review of the Authority’s Policies & Procedures on a regular basis to ensure administrative processes of the Authority and their documentation remain relevant and effective. The resolution defines the process for the Executive Committee to review even-numbered Policies & Procedures in even-numbered calendar years, and odd-numbered Policies & Procedures in odd-numbered calendar years.

Staff reviewed all even-numbered Policies & Procedures and finds they reflect CSURMA’s current administrative practices, and therefore recommends no amendments to even-numbered Policies & Procedures Nos. from 2 to 24, but does recommend an addendum to P&P No. 26.

Addendum to P&P No. 26 serves to define how the Property Deductibles will be applied when two or more buildings having different deductibles are damaged in the same loss occurrence.

*“Deductibles” shall mean the maximum amount the MEMBER is liable to pay for covered losses. In the event two or more buildings are damaged by the same loss (or occurrence), and a different deductible applies to the buildings (i.e., at least one building is covered by Campus 99 at a lower deductible), the applicable deductible shall apply to each building as if a separate policy was issued to each, and the aggregate deductible for all buildings damaged by the same occurrence shall be the largest single deductible that is applicable to the loss.*

Example: Building A opted for a \$5,000 deductible, Building B has a \$100,000 deductible. Both buildings are vandalized during a political protest. The total deductible is \$100,000 (\$5k Building A + \$95k Building B). Essentially, the loss is adjusted for each building, then all the deductibles related to the loss are summed and capped at the largest deductible. Thus, the most a campus is out-of-pocket is the largest deductible among all deductibles that apply to the loss.

**RECOMMENDATION:** The Executive Committee is asked to review the even-numbered Policies & Procedures, approve the draft amendment to P&P No. 26 with changes it may desire, and take other action it deems appropriate.

**FISCAL IMPACT:** None.

**BACKGROUND:** To date, the Authority has adopted twenty-six (26) Policies & Procedures.

**PUBLICATION:** Any revision to the Policies & Procedures adopted at today's meeting will be noticed to the CSURMA membership and posted on the CSURMA website.

**ATTACHMENT(S):**

- a. Resolution No. 04-13 (EC)
- b. No. 2 – Resolution of Coverage and Claim Disputes
- c. No. 4 – Periodic Actuarial Studies
- d. No. 6 – Payment Policy
- e. No. 8 – Coverage Determinations for Claims Designated Systemwide
- f. No. 10 – Member Loans
- g. No. 12 – Committee Member Professional Development
- h. No. 14 – Campus Risk Pool Dividends and Assessments
- i. No. 16 – Use of CSURMA Equipment
- j. No. 18 – Board of Directors Participation and EC Nominations and Elections
- k. No. 20 – Owner Controlled Insurance Program
- l. No. 22 – Claims Handling Guidelines
- m. No. 24 – Builders Risk Insurance Program
- n. No. 26 – Allocation of Property Program Loss Limits *with proposed addendum*

**CALIFORNIA STATE UNIVERSITY  
RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE  
RESOLUTION NO. 04-13 (EC)**

**Resolution to Review CSURMA Policies and Procedures**

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

1. CSURMA has adopted various policies and procedures necessary and beneficial to the operation of the Authority.
2. Periodic review of CSURMA's adopted policies and procedures is necessary to ensure they remain current and appropriate.
3. The Executive Committee and AORMA Committees each hold annual Long Range Planning Meetings at which a review of policies and procedures would be appropriate.

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 and AORMA Committees shall each conduct an annual review of their respective policies and procedures at each Committee's annual Long Range Planning Meeting.
2. In the absence of other reasons to review a policy and procedure more frequently, odd numbered policies and procedures shall be reviewed in odd calendar years and even numbered policies and procedures shall be reviewed in even calendar years.
3. The CSURMA Program Administrator shall schedule the reviews in the annual administrative service calendar which shall be included in each Committee's agenda materials for regularly scheduled meetings, and cause the reviews required under this resolution to be included in the Long Range Planning agendas.

\* \* \* \* \*

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 12-13, 2013 which was approved by the following votes:

AYES, and in favor thereof, members:

NOES, members: None.

ABSTAIN, members:

ABSENT, members:

ATTEST: Cynthia Teniente-Matson  
Cynthia Teniente-Matson, Chair

MARodriguez  
Mary Ann Rodriguez, Secretary-Auditor



## CSURMA

## POLICY AND PROCEDURE NO. 2

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**EFFECTIVE:** January 10, 2016

**REVISED:** August 5, 1999; July 1, 2000; March 26, 2009; January 10, 2016

**SUBJECT:** RESOLUTION OF COVERAGE DISPUTES FOR CAMPUS POOLED RISK COVERAGE PROGRAMS

**SUPERSEDES:** 2-JPA; 8-JPA REVISED

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

### **POLICY:**

It is the policy of the CSURMA that campuses have an opportunity to communicate their position on coverage for claims in a way that gives them meaningful opportunities to interact with the CSURMA committees and staff. Acknowledging that the CSURMA has a fiduciary duty to make accurate coverage determinations, this Policy and Procedure is intended to provide campuses the broadest opportunity for input in the coverage determination process.

### **PROCEDURE:**

The CSURMA Claims Manager is responsible for making initial coverage determinations for claims. Claims will either be accepted, determined as not covered or provided coverage subject to a reservation of rights. The Claims Manager will notify the campus of any claim that is not covered or that is being covered subject to a reservation of rights in writing within 90 days of notice of the claim; however, the Claims Manager may request additional information to make a coverage determination.

If a campus disagrees with the Claims Manager's determination, the campus within 45 days of receipt of such determination shall send a written request to the Claims Manager for reevaluation of the coverage determination by the appropriate Program Committee (or Executive Committee, if no Program Committee exists) to which the matter pertains. The Program Committee (or Executive Committee) will make its determination based upon information provided by both the Claims Manager and campus at the Committee's next available regularly scheduled meeting.

The Program Committee (or Executive Committee) shall deliberate the matter and communicate with the member and with the adjusting staff to gather information about the claim through the Chair or the Chair's designee. If the claim is reevaluated by a Program Committee, and after careful consideration, the Program Committee believes it cannot support the decision of the claims adjuster or assigned counsel, it shall forward the matter along with a recommendation to the Executive Committee. If the Program Committee does support the decision of the claim adjuster or assigned counsel, it shall communicate its opinion to the member and notify the



## **CSURMA**

## **POLICY AND PROCEDURE NO. 2**

member that it can appeal the opinion to the Executive Committee by sending a written request within 30 days of receipt of such determination to the Claims Manager asking that the Executive Committee evaluate the claim at the Committee's next available regularly scheduled meeting.

On any matter forwarded to the Executive Committee for review, the Executive Committee may also communicate with the member through the Chair or its designee and the adjusting staff to formulate an opinion on the matter. The Executive Committee, the member, or the Program Committee may consult with the Program Administrator, Claims Manager, CSU Executive Vice Chancellor and Chief Financial Officer, CSU Office of General Counsel, and other appropriate parties. The Executive Committee shall make a determination of the matter and communicate its decision to the member. The Executive Committee's determination shall be final as respects the CSURMA's liability to cover the claim.

In all steps of the coverage determination process, the Claims Manager, Program Committee and Executive Committee shall take into consideration the Memorandum of Coverage, practices of the CSU and CSURMA, and the best interests of CSU. Note that the CSURMA coverage extends to its retained limits and CSURMA's excess insurers may provide coverage under different terms than CSURMA's coverage.

### **BACKGROUND:**

It is the intent of the California State University Risk Management Authority (CSURMA) to adjust and manage claims properly and for standard adjusting practices and any adopted claims handling guidelines to be followed. It is understood that from time to time coverage and/or general claim disputes can arise between members and the Authority. When such a dispute or disputes arise, this Policy and Procedure shall be followed.



## CSURMA

## POLICY AND PROCEDURE NO. 4

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**EFFECTIVE:** JULY 1, 1999  
**REVISED:** January 10, 2016  
**SUBJECT:** PERIODIC ACTUARIAL STUDIES

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

### **POLICY:**

It is the policy of the California State University Risk Management Authority (CSURMA) that its self-funded programs remain financially sound. To assist the CSURMA in projecting self-funded program funding requirements, the CSURMA will conduct periodic actuarial studies.

### **PROCEDURE:**

The CSURMA shall engage the services of a professional actuary to perform actuarial studies on the following basis:

- **Pooled Liability Program** - Actuarial studies for the Campus Risk Pool and AORMA Liability Program shall be prepared each year, calculating outstanding and projected liabilities as of June 30<sup>th</sup> of that year.
- **Workers' Compensation** - Actuarial studies for the Campus Risk Pool and AORMA Workers' Compensation Programs shall be prepared each year, calculating outstanding and projected liabilities as of June 30<sup>th</sup> of that year.
- **Athletic Injury Medical Expense Program** – An actuarial study for the AIME Program shall be prepared each year, calculating outstanding and projected liabilities as of June 30<sup>th</sup> of that year.
- **Other Programs** - Actuarial reports for other CSURMA programs shall be prepared as directed by the Executive Committee or AORMA Committee.



## CSURMA

## POLICY AND PROCEDURE NO. 6

**EFFECTIVE:** May 18 2007  
**REVISED:** May 19, 2010; January 10, 2016  
**SUBJECT:** PAYMENT POLICY

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

### **POLICY:**

It is the policy of the California State University Risk Management Authority (the Authority) that all members fairly benefit from investment income accrued by the Authority. This policy is supported by prompt collection of member payments.

### **PROCEDURE:**

The CSURMA Treasurer shall prepare or cause to be prepared transaction documents for premiums, fees, assessments, deductible recoveries and other moneys that are due the Authority from a member. The Authority will utilize Cash Posting Orders (CPO)<sup>1</sup> or invoices for each transaction. The use of a CPO will charge the member immediately while an invoice is a request for the member to remit payment. When CSURMA invoices are generated, they all shall be subject to the following payment terms:

- **Payment Due Date** - Member payments shall be due within thirty (30) days of the invoice date; and
- **Late Payment Penalty** - CSURMA Accounting will calculate and assess a late payment penalty fee of 1% on all receivable(s), outstanding beyond sixty (60) days, whose total program balance is over \$1,000 for each month that the receivable is outstanding.

***Disputed Transactions*** - Disputed transactions must be reported to the CSURMA Accounting Department within sixty (60) days of the transaction date. Upon receiving notice from a member of a disputed invoice, the CSURMA Accounting Department will suspend late payment penalty assessment for the disputed transaction until further notice and refer the dispute to the CSURMA Program Administrator who shall attempt to resolve the dispute with the member. If the Program Administrator and member cannot resolve the dispute, the dispute shall be referred to the CSURMA Executive Committee for consideration at the Executive Committee's next available regularly scheduled meeting. The CSURMA Treasurer shall recommend a proposed

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<sup>1</sup> A Cash Posting Order (CPO) is a mechanism to move Systemwide Investment Fund Trust (SWIFT) dollars between campuses, the Chancellor' Office (CO) and the Authority. Once the CPO is issued, funds will be transferred to the CSURMA SWIFT account from the campus member's SWIFT account.



## **CSURMA**

## **POLICY AND PROCEDURE NO. 6**

resolution of the dispute to the Executive Committee, and the Executive Committee's determination on the disputed transaction shall be final. The Executive Committee at its sole discretion may waive or include late payment penalties as it determines appropriate.

***Refunds/Adjustments***– If the dispute resolution results in a reduction, the member can elect to:

1. Request a refund check to be issued within 2 business days of the approved request.
2. Request a CPO be issued within 2 business days of the approved request.
3. Request the adjustment be applied towards the next payment.

All requests should be communicated to CSURMA Accounting to ensure compliance with member's request.

***Disputed Late Payment Penalties*** – Disputed late payment penalties must be reported in writing to the CSURMA Accounting Department. Upon receiving notice from a member of a disputed late payment penalty, the CSURMA Accounting Department shall refer the dispute to the CSURMA Program Administrator to research the dispute with the member. Based on this research, the CSURMA Program Administrator shall recommend a course of action to the CSURMA Treasurer. The CSURMA Treasurer shall have the discretion to waive late payment penalties for charges under \$1,000 as determined appropriate. Waiver of charges over \$1,000 requires Executive Committee approval at the Executive Committee's next available regularly scheduled meeting.



## CSURMA

## POLICY AND PROCEDURE NO. 8

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**EFFECTIVE:** JULY 1, 2009

**REVISED:** OCTOBER 28, 2009; MAY 9, 2014 and January 10, 2016

**SUBJECT:** COVERAGE DETERMINATIONS FOR CLAIMS DESIGNATED  
"SYSTEMWIDE"

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

### **POLICY:**

It is the policy of the CSURMA that certain claims covered under the Campus Risk Pool Liability Program may present matters with systemwide implication that should not be treated as campus specific claims that impact a campus' deductible and loss experience. Such otherwise covered claims that are designated as "Systemwide Claims" shall be funded by the Campus Risk Pool Liability Program but tracked separately from campus loss history.

### **PROCEDURE:**

The campus or Chancellor's Office may identify claims that are nominated as "Systemwide Claims." Without regard to how a claim is filed or plead, Systemwide Claims are defined as those claims that:

- Raise matters of law that go beyond a single campus' operations;
- Have the potential to create precedent that impacts the University beyond a single campus' operations; or,
- Arise as a result of allegations that a campus has followed a directive of the Chancellor's Office.

A campus or the Chancellor's Office may nominate a claim for treatment as a Systemwide Claim by notifying the Claims Manager. The Claims Manager will work with the CSU's Director of Systemwide Risk Management and Office of General Counsel and campus to develop information on which a determination recommendation shall be made by the CSURMA Secretary-Auditor. The CSURMA Secretary-Auditor's determination and recommendation shall be presented to the CSURMA Executive Committee at the Executive Committee's next available regularly scheduled meeting for action.

If a campus disagrees with the Executive Committee's determination action, the campus within 45 days of receipt of such determination must send a written request to the CSURMA Secretary-Auditor for reevaluation of the coverage determination by the CSU Executive Vice Chancellor,



## **CSURMA**

## **POLICY AND PROCEDURE NO. 8**

Business and Finance. The determination of the Executive Vice Chancellor, Business and Finance shall be communicated to the member and shall be final.

If the campus does not agree with the CSURMA Claims & Coverage Committee's determination, the campus within 30 days of receipt of such determination will send a written request to the Claims Manager asking that the CSURMA Executive Committee evaluate the claim at the Committee's next regularly scheduled meeting. The Executive Committee's determination shall be final as respects the CSURMA's liability to cover the claim.

In all steps of the coverage evaluation process, the Claims Managers, Claims & Coverage Committee and Executive Committee shall take into consideration the written Memorandum of Coverage, practices of the CSU and CSURMA and best interests of the CSU. Note that the CSURMA coverage extends to its retained limits. The CSURMA's excess insurers may not cover claims that are covered in the CSURMA's layer.



## CSURMA

## POLICY AND PROCEDURE NO. 10

**ADOPTED:** MAY 13, 2011  
JANUARY 10, 2016  
SEPTEMBER 27, 2017

**EFFECTIVE:** JULY 1, 2011

**SUBJECT:** MEMBER LOANS

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

### **POLICY:**

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

### **PROCEDURE:**

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

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

- 3. Purpose of Loan** – The loan program is to provide low cost funding to a campus in order to implement a risk mitigation program (compliance or regulatory requirement, i.e. consent decree) that could not otherwise be implemented without CSURMA funding or to respond to a current risk / condition that if not addressed could demonstrate an enhanced potential risk to people and/or property.
- 4. Treasurer’s Review and Recommendation** - The Treasurer shall review the Member Loan request and seek additional information as necessary to make a determination. If a favorable determination is made, the Treasurer shall recommend to the Executive Committee the proposed Member Loan including the Treasurer’s recommended terms and conditions. Recommended terms shall require that the frequency of interest payments shall be at least quarterly in arrears and at an interest rate at least equivalent to the investment income rate that CSURMA would have earned if the funds had instead been invested during the same calculation period.
- 5. Executive Committee Action** – At duly noticed meeting, the Executive Committee shall take action on the Treasurer’s recommendation. If the proposed Member Loan is to be approved, such approval shall be memorialized by resolution directing the Treasurer to prepared the loan note for review and approval by CSURMA’s General Counsel.
- 6. Administration of Member Loans** – The Treasurer shall direct the CSURMA Accountant to transfer funds, calculate interest, collect repayment proceeds and prepare reports on the status of outstanding loans. Any failure to make timely payments or proposed change in terms or conditions shall be reported by the Treasurer to the Executive Committee for review and action.



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**CSURMA** **POLICY AND PROCEDURE NO. 12**

**ADOPTED:** March 24, 2011, March 21, 2014, January 10, 2016

**EFFECTIVE:** January 10, 2016

**SUBJECT:** CSURMA COMMITTEE MEMBER PROFESSIONAL  
DEVELOPMENT

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

**POLICY:**

It is in the best interest of the Authority that individuals who serve on the CSURMA Executive Committee are knowledgeable of the administrative workings of joint powers authorities and risk management practices, procedures, and insurance markets. It shall be the policy of the CSURMA to fund annually travel for Executive Committee Members who elect to attend professional development training and conferences as described in this Policy and Procedure.

**PROCEDURE:**

1. If the Board of Directors adopts a budget that includes travel expenses for Executive Committee professional development, then travel during the applicable fiscal year will be approved and reimbursed pursuant to this Policy and Procedure.
2. The Executive Committee member may submit to the Secretary-Auditor a written request to attend a professional development program. Eligible programs shall include risk management related courses and attendance at conferences such as PARMA, CAJPA, PRIMA, URMIA, NACUBO, WACUBO or other similar professional conferences.

Allowable Expenses

- a) **Registration** cost of registering for the Professional Development conference in the amount not to exceed \$1,500.00.

**Travel Expenses pursuant to CSURMA Policy and Procedure No. 17 – Travel Reimbursement.**

3. The Attendee will provide the Executive Committee or Board of Directors with a verbal or written report of information gained from the professional development program attended.



## **CSURMA**

## **POLICY AND PROCEDURE NO. 14**

**ADOPTED:**

OCTOBER 28, 2011

**EFFECTIVE:**

OCTOBER 28, 2011; REVISED MAY 6, 2016

**SUBJECT:**

CAMPUS RISK POOL DIVIDENDS & ASSESSMENTS

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*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. 6/30/13 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 Administrator 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 Administrator’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** – The Executive Committee 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-Auditor within forty-five (45) days of the disputed decision. The Secretary-Auditor shall present the MEMBER appeal to the Executive Committee agenda at its next available regularly scheduled meeting. The Executive Committee will review the appeal at its next available 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 or the Chancellor’s Office 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.



**ADOPTED:** MARCH 22, 2012  
**EFFECTIVE:** MARCH 22, 2012; Revised January 10, 2016  
**SUBJECT:** USE OF CSURMA EQUIPMENT

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

**PURPOSE:**

This policy and procedure outlines the usage policy of Electronic Communication Equipment for the CSURMA Executive Committee members and the CSURMA AORMA Committee members. This policy and procedure addresses the desire of the CSURMA to control access to end users who have legitimate business requirements to access the hardware, the data contained therein and ensure responsible use.

**POLICY:**

It is the policy of the CSURMA that, in accordance with the Bylaws, the CSURMA shall adopt the procedure outlined in this document for purposes of granting access to Electronic Communication Equipment to facilitate the sharing of vital information related to the business of CSURMA while promoting continuity of leadership, encouraging opportunity for diverse committee representation and participation, and continuing effective administration of established coverage programs and services.

**PROCEDURE:**

The following steps will be taken to affect this policy:

1. If desired by the individual Committee Member, the CSURMA Executive Committee Members and CSURMA AORMA Committee Members will be issued Electronic Communication Equipment for their exclusive use during their term on the Committee for the purpose of accessing information related to the business of the Committee.
2. The CSURMA Executive Committee Member and CSURMA AORMA Committee Member will return the CSURMA owned Electronic Communication Equipment within forty-five (45) days of the end of their term on the Committee. Electronic Communication Equipment will remain the property of the CSURMA unless the Committee Member exercises his/her option to purchase the used equipment at fair market value at the end of his/her term on the Committee.

3. Each CSURMA Executive Committee Member and CSURMA AORMA Committee Member must employ reasonable physical security measures. Users of the Electronic Communication Equipment are expected to secure all such devices used for this activity whether or not they are actually in use and/or being carried. This includes, but is not limited to, passwords, encryption, and physical control of such devices whenever they contain enterprise data. Any non-business computers used to synchronize with these devices will have installed anti-virus and anti-malware software deemed necessary by CSURMA. Anti-virus signature files on any additional client machines – such as a home computer – on which this media will be accessed, must be up to date.
4. Each CSURMA Executive Committee Member and CSURMA AORMA Committee Member agrees to responsible usage of the Internet to further the goals and objectives of the Committee. Individual Internet use shall not interfere with others' productive use of Internet resources. Users will not violate the network policies of any network accessed through their account. Usage of Electronic Communication Equipment will comply with all Federal and State laws, all CSU and CSURMA policies.

The types of activities that are encouraged include:

- a. Communicating with colleagues within the context of an individual's assigned responsibilities;
  - b. Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities; and,
  - c. Participating in educational or professional development activities.
5. Equipment will be reviewed and refreshed on a three (3) year schedule, contingent upon resources available.



## CSURMA

## POLICY AND PROCEDURE NO. 18

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**ADOPTED:** March 22, 2013

**EFFECTIVE:** March 22, 2013

**REVISED:** January 10, 2016, May 6, 2016

**SUBJECT:** BOARD OF DIRECTORS PARTICIPATION AND EXECUTIVE COMMITTEE NOMINATIONS AND ELECTIONS PROCESS

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

**PURPOSE:** The purpose of this Policy and Procedure No. 18 is to describe the process by which members of the CSURMA Board of Directors are appointed and Executive Committee members are nominated and elected.

**POLICY:** It is the policy of the CSURMA that membership in the Board of Directors shall be adequately documented, and that nomination and election to the Executive Committee shall follow the process described in this Policy and Procedure No. 18. The AORMA Committee may adopt a separate policy and procedure applicable to auxiliary organization representation on the AORMA Committee, Executive Committee and Board of Directors.

**PROCEDURE:** The following activities will be performed to effect the above stated policy.

1. Board of Directors Participation:

- a. The CSU Executive Vice Chancellor, Business & Finance (EVC/CFO) will determine in writing to the Secretary-Auditor how to allocate CSURMA Board votes.
- b. If votes are to be delegated to a campus, the EVC/CFO's campus designee will provide a written statement to the Secretary-Auditor of which person will be the primary representative of the campus and may designate one alternate representative. If the primary or alternate representative are to be replaced or are no longer eligible to serve, the campus designee will provide a written statement of the replacement.
- c. The Program Administrator will maintain a list of primary and alternate representatives and will conduct orientations at least annually for new Board members.

2. Executive Committee Nominations and Elections:

## **CSURMA**

## **POLICY AND PROCEDURE NO. 18**

- a. Prior to the spring Board of Directors meeting the Chair will appoint a Nominating Committee to seek nominations for available positions on the Executive Committee.
  - b. The Nominating Committee will evaluate potential candidates and provide a report to the Board of Directors at the spring meeting.
  - c. The Board of Directors will conduct elections at the spring meeting for terms beginning July 1.
  - d. The Program Administrator will conduct orientations for new Board members.
3. Other than the AORMA Chair representing the CSURMA AORMA programs to the Auxiliary Organizations Association, no member or alternate of a CSURMA Executive Committee or Board of Directors shall represent the CSURMA without the prior written approval of the CSURMA Chair and that any proposal to do so shall be submitted to the CSURMA Secretary-Auditor for review and recommendation to the CSURMA Chair at least 30 days prior to such proposed representation. Costs of representing CSURMA will be subject to CSURMA Policy and Procedure and any other requirements established by the CSURMA Executive Committee or Board of Directors.

**ADOPTED:** September 13, 2013

**AMENDED:** November 6, 2013, May 6, 2016

**EFFECTIVE:** January 1, 2012

**SUBJECT:** Owner Controlled Insurance Program

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

**PURPOSE:**

CSURMA launched the Owner Controlled Insurance Program (OCIP) to realize a cost savings, improve coverage, and efficiently administer General Liability, Completed Operations Liability, Workers' Compensation, environmental and design professional coverages for all CSU's Major Capital Outlay construction projects over \$10,000,000, as established by the CSU Chancellor's Office Capital Planning, Design and Construction Office (CPDC). The purpose of this Policy and Procedure is to describe the operation of the OCIP program and provide a process for CSURMA and CPDC to collaborate on administering the programs efficiently and effectively.

**POLICY:**

It is the policy of CSURMA that the Program Administrator, Alliant Insurance Services, Inc., Chancellor's Office Accounting Department (Accounting) and Systemwide Office of Risk Management will collaborate with CPDC to administer the OCIP as described in this Policy and Procedure.

**PROCEDURE:**

Section 1: General Procedures

1. CSURMA shall pay the insurance premiums and deductible collateral up front to the Program Administrator, and CSURMA will recover the advanced monies on a project-by-project basis, through CPDC, as described herein.
2. The Program Administrator shall manage the OCIP carrier contracts, collect required data from the contractors directly each month, and develop and maintain a quarterly report which will be used by CSURMA to invoice CPDC for the cost of the OCIP on a per-project basis. The quarterly report shall contain:
  - Projects started, continuing, or completed in each quarter
  - Completed projects shall not drop off report
  - Project start and completion dates
  - CPDC project name and CPDC project number
  - Initial Construction Contract Value, which varies by procurement method as follows:
    - For CM at Risk or Design-Bid-Build: Total construction contract award amount
    - For Design-Build: Total contract award minus pre-construction and design costs
  - Initial premiums and deductible collateral for each project

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- Updated, final / completed premiums and deductible collateral for each project based on final labor costs and loss rates.
  - Total premiums and deductible collateral for all projects
  - Audited final labor costs
  - Final labor costs as a percentage of the Initial Construction Contract Value for each project
  - Estimated final value for reduced contractor insurance costs for each project
  - Claims & loss report with actual to date loss rate (provided separately).
3. For the initial Program Period (OCIP I), the Program Administrator's billings to CSURMA will be based on the programs' fixed premiums and a 68% loss rate of the maximum aggregate deductible, which equates to a 2.072% project billing rate relative to the Initial Construction Contract Value (a total of \$10,358,204.00 program cost).
  4. CSURMA's billings to CPDC will be based on a pro-rata portion of the fixed premiums at a 1.672% project billing rate relative to the Initial Construction Contract Value of projects as enrolled.
  5. For OCIP I, CPDC will provide a guarantee for \$1,519,400 of Deductible Collateral and Loss Adjusting Factor to cover the difference between the 68% loss rate CSURMA has billed for and the 100% loss rate. This guarantee will be backed by CPDC's seismic self-insured trust fund account. If OCIP I's loss rate exceeds a 68% loss rate, CPDC will reimburse CSURMA the actual cost difference up to \$1,519,400.
  6. For OCIP I, CSURMA will underwrite an additional \$2,000,000 to bring the total of the Deductible Collateral and Loss Conversion Factor costs down. This equates to a 25.5% Loss Rate and a total 1.672% billing rate relative to the Initial Construction Contract Value of projects as enrolled.
  7. When the Program Administrator reconciles the total program costs for OCIP I with CSURMA based on actual percentage loss of the deductible collateral, CSURMA shall reconcile its invoicing to CPDC to reflect those adjusted actual costs, and, if the loss rate is under 25%, CSURMA shall credit CPDC as appropriate for the actual program costs. Reconciliation of OCIP I is expected 18-24 months after the completion of the initial 5-year program, but may happen sooner.
  8. If there is a credit described in Paragraph 6 above, the credit may, upon agreement by CPDC, be applied to a second OCIP II program, and/or any unapplied funds shall be returned by CSURMA to CPDC for deposit in the system-wide seismic self-insured trust fund account.

#### Section 2: OCIP Enrollment and Invoicing

1. The Program Administrator shall enroll new projects in OCIP with an Initial Construction Contract Value of \$10,000,000 or more during the construction contract award process. There will be a pre-enrollment period for contractors and their subcontractors in the months leading up to a construction contract award. During this time the contractors will receive enrollment and safety information and will submit cost of insurance documentation for the policies the CSURMA OCIP will replace.
2. Projects with an Initial Construction Contract Value that is less than \$10,000,000 may enroll in OCIP upon the recommendation of CPDC and approval by the Program Underwriters.
3. The Program Administrator shall provide a quarterly report, adding new projects that have started construction during the quarter, along with the initial premium for each project. The Program Administrator will also provide updated information to the existing projects in the quarterly report. The Program Administrator shall submit the quarterly report to Accounting and CPDC program administrators simultaneously for review and approval.

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4. When CPDC and CSURMA approve the quarterly reports Accounting will use them as the basis to invoice CPDC for the initial insurance costs of the enrolled projects based on a 1.672% of Initial Construction Contract Value. CPDC will approve or reject CSURMA invoices via email within 10 business days of receipt.
  5. All invoicing shall be done on templates as agreed upon by CPDC and CSURMA.
  6. Upon approval of the invoices by CPDC, CSURMA shall collect the monies invoiced for the projects via Cash Posting Order (CPO).
  7. CPDC shall maintain a separate account for OCIP, and CSURMA shall collect the monies invoiced from that account via CPO.

### Section 3: OCIP Project Completion Activities

1. At the completion of a project The Program Administrator shall add to the quarterly report:
  - Final labor costs
  - Project completion date
  - Final premium amounts
  - Confirmation that all contractor closeout materials have been submitted. Within 30 days of completion the Program Administrator shall separately provide a clearance letter to CPDC for release of contractor retention.
  - Other required information as described in “Procedure” Section #2.
2. As described above, the Program Administrator shall submit the quarterly report to Accounting and CPDC for review and approval.
3. The Program Administrator’s quarterly reports will be used as the basis for Accounting to invoice CPDC for the final additive or deductive reconciliation of insurance costs for the enrolled projects, based on final labor costs.
4. To benefit enrolled projects with predictable OCIP insurance costs, there shall be no premium adjustment for projects that are completed within five percent (5%) of their original projected premium cost. Projects that are completed with a final calculated premium cost exceeding 105% of their original projected premium cost shall be invoiced at 0.73% of the amount exceeding 105%. Projects that are completed with a final calculated premium cost lower than 95% of their original projected premium cost shall be credited the amount less than the original projected premium cost.
5. Upon CPDC’s approval of the invoices, CSURMA shall collect the monies invoiced via CPO to recover, or credit as necessary, the final premiums from the project.

### Section 4: OCIP Program Closeout

1. After completion of a project, and over the duration of OCIP policy coverage, the Program Administrator shall continue to administer project claims.
2. Following completion of the initial OCIP I program term (expected to achieve program target enrollment by 36 months from January 1, 2012), CSU, acting through CPDC, may close out or re-enroll in a second CSURMA OCIP II program with the Program Administrator and the carrier(s). At that time premium dividends and deductible obligations will be subject to a final settlement based on total construction value and actual loss rates. During and after this time the Program Administrator and the

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carriers may still be actively involved with outstanding claims, but the projects' premiums and dividends may be closed.

3. Any additive or deductive adjustments made to the total program costs based on the reconciliation(s) described above shall be passed through to CPDC via a CSURMA reconciliation billing. This is expected no later than 18-24 months after the CSURMA OCIP I program closeout.
4. In no case shall CPDC pay in excess of CSURMA's actual costs for OCIP I, as identified in Section 1 (3). These actual costs are anticipated to be \$10,358,204 as adjusted by actual loss rates and the total cost of enrolled projects.
5. Because the benefits of the OCIP apply systemwide, CSURMA shall not allocate a charge for missed investment income on advanced premiums.

#### Section 5: Definitions

As used in this Policy and Procedure, the following terms are defined:

**Accounting (Department):** CSURMA has engaged the CSU Chancellor's Office Department of Financial Services to perform OCIP and BRIP accounting duties on behalf of the CSURMA.

**CSURMA:** CSURMA is the California State University Risk Management Authority which is a joint powers authority separate from the CSU and its participating auxiliary organizations. CSURMA has established various programs for insurance and self-insurance to serve the University and the OCIP program is a program of the CSURMA.

**CPDC:** CSU's Department of Capital Planning, Design and Construction in the Chancellor's Office is the primary client for the OCIP program and the designated representative for managing the programs internal to the CSU.

**OCIP Initial Construction Contract Value** - varies by procurement method as follows:

- For CM at Risk or Design-Bid-Build: total construction contract award amount
- For Design-Build: total contract award less pre-construction and design costs

**Program Administrator:** CSURMA has appointed Alliant Insurance Services, Inc. as Program Administrator responsible for designing and implementing the programs serving the CSU and auxiliary organization participants.

**Program Underwriters:** The insurance companies that underwrite the OCIP insurance policies.

**Systemwide Office of Risk Management:** CSURMA has engaged the CSU Chancellor's Office Department of Risk Management and Public Safety to provide risk management consulting services to the CSURMA including oversight of programs.



**ADOPTED:** October 24, 2014

**EFFECTIVE:** October 24, 2014; Revised January 10, 2016

**SUBJECT:** Claims Handling Guidelines

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

**PURPOSE:**

CSURMA operates various insured and self-insured coverage programs. This policy and procedure advises in a general manner how claims will be resolved, and how to address a coverage dispute.

**POLICY:**

It is the policy of CSURMA that claims presented under applicable CSURMA programs will be resolved in a timely and professional manner and that Members will have the opportunity to present information supporting their recovery position should a disagreement arise. This Policy and Procedure No. 22 will apply except where a Policy and Procedure more specific to a coverage program has been duly adopted. If there is a conflict between coverage documents and this Policy and Procedure No. 22, the coverage documents will take precedence and be determinative of how the coverage matter is to be decided.

**PROCEDURE:**

1. Notice of a Claim - Members will provide notice of a claim to the designated claims representative of CSURMA as provided in the coverage documents. Notice will include the required information and CSURMA claims representatives will work with the Member to gather the information required to present the claim. CSURMA's claims representative will advise the Member of the assigned claims adjuster and maintain contact through disposition of the claim.
2. Claim Process – CSURMA's claim representative will:
  - a. Advise the Member of the status of the claim
  - b. Assist the Member in presenting the claim for payment, including identification of professionals who may assist the member in presenting the claim.
  - c. Respond timely and provide appropriate documentation during the claim process.
  - d. The claim process will vary from program to program as provided in the coverage document or in a policy and procedure specific to the program.
3. The Member will:

- a. Cooperate with the CSURMA claims representative and insurance company adjusters to assist in completing the claim process.
- b. Notify CSURMA claims representative and insurance company adjusters of questions or concerns relative to the claims adjustment process.
4. Coverage Determinations – CSURMA’s claims representative will advise the Member of issues that may prevent or reduce coverage of a claim. For claims arising under insured coverage programs, the adjuster will perform the claim adjusting process in compliance with the applicable coverage documents and laws of the State of California.
5. Coverage Disputes – When a dispute arises, the Member will advise CSURMA’s claims representative of the dispute and seek to resolve the matter as provided in the governing coverage documents or policy and procedure. If a coverage dispute cannot be resolved, it will be referred to the CSURMA Executive Committee, which will take action in open or closed session, and advise the Member of the decision. In no event will a member take action against CSURMA, its representatives or insurers except upon review and consent by CSURMA’s general legal counsel.

**ADOPTED:** September 13, 2013 as part of P&P No. 20

**AMENDED:** November 6, 2013; May 6, 2016

**EFFECTIVE:** January 1, 2012

**SUBJECT:** Builder's Risk Insurance Program

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

**PURPOSE:**

CSURMA launched the Builder's Risk Insurance Program (BRIP) to realize a cost savings, improve coverage, and efficiently administer Course of Construction coverage for all projects exceeding the threshold for Minor Capital Outlay Projects as established by the CSU Chancellor's Office Capital Planning, Design and Construction Office (CPDC). The purpose of this Policy and Procedure is to describe the operation of BRIP and provide a process for CSURMA and CPDC to collaborate on administering the program efficiently and effectively.

**POLICY:**

It is the policy of CSURMA that the Program Administrator, Alliant Insurance Services, Inc., Chancellor's Office Accounting Department (Accounting) and Systemwide Office of Risk Management will collaborate with CPDC to administer the BRIP as described in this Policy and Procedure.

**PROCEDURE:**

Section 1: General Administration

1. Annually by the program anniversary date of July 1, the Program Administrator, the Program Underwriters, and CPDC shall develop a quarterly payment schedule based on anticipated project enrollment. A schedule of premium deposits would include: July 1 for new policy year deposit, October 1, first quarter premiums, January 1 for second quarter premiums, and April 1 for third quarter premiums. For subsequent years, the July 1 deposit would include all projects enrolled in the fourth quarter along with the new policy year deposit.
2. The quarterly payment schedule of premium deposits may be adjusted by mutual agreement with the underwriters if project starts or construction amounts vary from the information on which the anticipated payment schedule is based.
3. a) Premium Deposit Invoice.  
The Program Administrator shall provide quarterly premium deposit invoices to CPDC based upon the agreed upon quarterly premium deposit payment schedule, and these invoices will include the project name and CPDC project number. CPDC will pay these premium deposit invoices within 30 business days of receipt.
- b) Reconciliation Invoice.

The Program Administrator shall also provide quarterly reconciliation invoices to CPDC, based on CPDC's quarterly reports. These reports shall contain, for the preceding quarter detail of initial premiums for actual new construction starts and final premium adjustments on completed projects that are deemed closed by CPDC. The quarterly reconciliation invoices shall also detail all CPDC payments of premium deposit invoices made and credit previous payment of premium deposit invoices from the actual amount due on each invoice. If the quarterly reconciliation invoice after the application of previously paid premium deposit invoices, is 1) a net credit, this credit shall be debited from the next quarterly premium deposit invoice due as identified in the premium deposit payment schedule, 2), if a net add, the amount shall be carried over to the following quarterly premium deposit invoice or year-end premium audit invoice calculation.

4. The Program Administrator will identify and include applicable premium taxes / fees to be added to each invoice at the rates established by the Department of Insurance. CPDC completed, closed projects exceeding \$5,000,000 in construction cost will pay the applicable final adjusted premium and tax /fee rate, when invoiced, based on the policy year when originally enrolled in BRIP.
5. The Program Administrator will provide the carrier's endorsements to CPDC naming each project enrolled with each reconciliation invoice. The endorsements will include each project's name and CPDC project number. Additionally The Program Administrator will prepare and send evidence of coverage certificates immediately as each project is enrolled as required by campuses for their contractors performing work on enrolled projects.

## PART B: Definitions

As used in this Policy and Procedure, the following terms are defined:

**Accounting (Department):** CSURMA has engaged the CSU Chancellor's Office Department of Financial Services to perform OCIP and BRIP accounting duties on behalf of the CSURMA.

**BRIP Construction Cost** – varies by procurement method as follows:

- o Design-Bid-Build: Construction Contract Value. ~~12% for OH&P.~~
- o CM at Risk: Construction Contract Value. ~~Construction Phase Services/Site Management Fee, CM Contingency, and CM OH&P.~~
- o Design-Build and Collaborative Design Build: Contract Value less preconstruction and design services. ~~and 12% for OH&P.~~ o Final Construction Cost –Construction Cost plus all construction contract change orders.

**CSURMA:** CSURMA is the California State University Risk Management Authority which is a joint powers authority separate from the CSU and its participating auxiliary organizations. CSURMA has established various programs for insurance and self-insurance to serve the University and the BRIP program is a program of the CSURMA.

**CPDC:** CSU's Department of Capital Planning, Design and Construction in the Chancellor's Office is the primary client for the BRIP programs and the designated representative for managing the programs internal to the CSU.

**Program Administrator:** CSURMA has appointed Alliant Insurance Services, Inc. as Program Administrator responsible for designing and implementing the programs serving the CSU and auxiliary organization participants.

**Program Underwriters:** The insurance companies that underwrite the BRIP insurance policies.



## CSURMA

## POLICY AND PROCEDURE NO. 24

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**Systemwide Office of Risk Management:** CSURMA has engaged the CSU Chancellor's Office, Office of Risk Management to provide risk management consulting services to the CSURMA including oversight of programs.

**ADOPTED:** January 7, 2018

**EFFECTIVE:** July 1, 2017

**SUBJECT:** Allocation of Property Program Loss Limits and Deductibles

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**PURPOSE:**

This policy and procedure addresses the settlement of claims through the CSURMA Property Coverage Program in the event more than one MEMBER (Campus or AUXILIARY ORGANIZATION MEMBER) is involved in an occurrence (aka: loss event) which triggers the “Loss Limits”.

The CSURMA Property Program includes certain maximum amounts that the excess insurer / reinsurer is liable to pay for covered losses; these maximum amounts are known as "Loss Limits." The “Loss Limits” are shared by all MEMBERS of the CSURMA Property Coverage Program. For example, available “Loss Limits” could be exhausted in the following situations:

- A single MEMBER has a loss in excess of the “Loss Limits”.
- More than one MEMBER are involved in the same loss event resulting in total payable claims in excess of the “Loss Limits”.
- A series of unassociated loss events during the policy term involve more than one MEMBER resulting in total payable claims in excess of the “Loss Limits”.

**POLICY:**

In the event the Property coverage “Loss Limits” involve more than one MEMBER, the EXECUTIVE COMMITTEE shall determine the allocation of the “Loss Limits” upon the recommendation of CSURMA’s Treasurer and its Secretary-Auditor, whose recommendation may include consideration of the following:

1. The aggregate “Loss Limits” available for the loss event;
2. The Total Loss incurred by each MEMBER involved in the loss event;
3. The Aggregate Loss of all MEMBERS involved in the loss event;
4. The Total Insurable Value (TIV) of Damaged Locations Only of each member involved in the loss event;
5. The Aggregate TIV of Damaged Locations Only of all members involved in the loss event;
6. The TIV for All Covered Locations of each member involved in the loss event;
7. The Aggregate TIV for All Covered Locations of all members involved in the loss event;

8. Any other factor or factors that CSURMA's Treasurer, Secretary-Auditor and EXECUTIVE COMMITTEE may consider to be pertinent in its determination of what it considers to be a fair allocation of the "Loss Limits".

In any loss event where it appears the "Loss Limits" may require allocation among two or more MEMBERS, the EXECUTIVE COMMITTEE shall be, and is, empowered to instruct the excess insurer / reinsurer concerning the manner in which claims of affected MEMBERS shall be paid so as to achieve the objectives required by this policy and procedure. However, in exercising this power, the EXECUTIVE COMMITTEE shall give due consideration to the needs of affected MEMBERS for expeditious administration and prompt payment of their claims, and payment of proper claims shall not be unduly delayed because of the application of this policy and procedure. If in any case, a MEMBER should receive payment(s) for claim or claims which exceed, in the aggregate, the amount to which the MEMBER is entitled, the MEMBER shall promptly refund the excess funds to CSURMA for redistribution in accordance with this policy and procedure.

**DEFINITIONS:**

**"Auxiliary Organization"** shall mean an organization described in California Education Code § 89901 *et seq.*, which is on the approved list of Auxiliary Organizations of the University Chancellor's Office.

**"Executive Committee"** shall mean the Executive Committee of the CSURMA Board of Directors.

**"Loss Limits"** shall mean the maximum amount the excess insurer / reinsurer is liable to pay for covered losses; the aggregate amount of insurance payable under the CSURMA Property Coverage Program for damages to real and personal property covered by the program.

**"Member"** shall mean the signatory to the CSURMA Joint Powers Authority.

**"TIV"** refers to total insurable value, meaning property values reported by the MEMBER to CSURMA and included on the CSURMA Property Coverage Program property schedule.

**"Deductibles"** shall mean the maximum amount the MEMBER is liable to pay for covered losses. In the event two or more buildings are damaged by the same loss (or occurrence), and a different deductible applies to the buildings (i.e., at least one building is covered by Campus 99 at a lower deductible), the applicable deductible shall apply to each building as if a separate policy was issued to each, and the aggregate deductible for all buildings damaged by the same occurrence shall be the largest single deductible that is applicable to the loss.

## **AORMA PROGRAMS UPDATE**

**ISSUE:** The Auxiliary Organizations Risk Management Alliance (AORMA) continues to address the insurance and risk management needs of its members. All Auxiliary Organizations in Good Standing purchase insurance coverage through the AORMA. The AORMA Chair, will report on the activities of the AORMA Committee.

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

**FISCAL IMPACT:** None.

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

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

## **AIME PROGRAMS UPDATE**

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

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

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

**FISCAL IMPACT:** None.

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

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

**FY 2017/2018 LONG RANGE PLANNING GOALS**

**ISSUE:** Each year the Executive Committee conducts a Long Range Action Planning meeting to gauge progress and to re-evaluate where efforts should be focused.

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

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

**BACKGROUND:** The CSURMA Executive Committee adopts the FY 2017/2018 Long Range Planning goals to be accomplished. The Committee will receive a report from Staff on the assigned responsibilities and deadlines of the FY 2017/2018 Long Range Planning goals.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. FY 2017/2018 CSURMA Long Range Action Plan

## FY 2017/18 CSURMA LONG RANGE ACTION PLAN

| GOAL  | ACTION / TASK  | RESPONSIBLE ENTITY | DEADLINE | STATUS     |
|---|--|--------------------|----------|------------|
| <b>LRP-1</b>  | <b>SPECIAL EVENTS RESOURCE GUIDE</b>   |                    |          |            |
| <b>Create a Special Events Resource Guide. Implement risk management training for special events.</b> | 1 Identify and engage consultant to create Special Events Risk Management Manual and training modules. | SRM                | Aug-15   | Completed  |
|   | 2 Consultant presents Special Event Management Project at Fitting the Pieces Together Conference       | SRM                | Nov-16   | Completed  |
|   | 3 Develop subject content for special events risk management manual.                                   | SRM                | Apr-17   | Completed  |
|   | 4 Oversee design and development of special events risk management manual.                             | SRM                | Apr-17   | In Process |
|   | 5 Consultant develops training module(s) for CSU LMS   | SRM                | Jan-18   |            |
|   | 6 Roll out manual to all campus and auxiliary organization staff                                       | SRM                | Jan-18   |            |
|   | 7 Post manual on the CSURMA website.   | PA                 | Jan-18   |            |
|   | 8 Roll out special events training on the CSU LMS.   | SRM                | May-18   |            |
| <b>LRP-2</b>  | <b>RMIS REPORTING</b>  |                    |          |            |
| <b>Implement a Risk Management Information System and Provide Regular Reporting</b>                   | 1 Populate Ventiv database with hierarchy structure.   | PA                 | 17-Oct   | In Process |
|   | 2 Populate Ventiv database with Phase 1 policy data.   | PA                 | 17-Dec   | In Process |
|   | 3 Present Phase 1 project results and recommendations for Phase 2.                                     | SRM, PA            | 17-Dec   | In Process |
|   | 4 Implement initial benchmarking project.  | SRM, PA            | 18-Jan   |            |
|   | 5 Approve Phase 2 and ongoing database maintenance plan.   | EC                 | 18-Mar   |            |
|   | 6 Initial report to EC and BOD.  | SRM, PA            | 18-Apr   |            |
|   | 7 Presentation of sustainable long term benchmarking program.  | SRM, PA            | 18-Oct   |            |
|   | 8 Approval of long term benchmarking project scope and costs.  | EC                 | 19-Jan   |            |
| <b>LRP-3</b>  | <b>CAPTIVE INSURER</b>   |                    |          |            |
| <b>Complete cost / benefits analysis for a captive insurance company to operate within CSURMA.</b>    | 1 Identify and engage consultant to evaluate CSURMA's captive utilization options.                     | EC, SRM, PA        | Jan-16   | Completed  |
|   | 2 Review the Pinnacle Actuarial Resources initial evaluation of CSURMA's captive utilization options.  | EC                 | May-16   | Completed  |
|   | 3 Present further evaluation to EC for direction   | EC                 | Sep-16   | Completed  |
|   | 4 Report on project to EC and BOD  | BOD                | Nov-16   | Completed  |
|   | 5 Approval of the use of a captive for the legacy workers' compensation claims                         | EC                 | Mar-17   | Completed  |
|   | 6 Report on project to the BOD   | PA                 | May-17   | Completed  |
|   | 7 Perform legal and actuarial work needed to evaluate further  | SRM, PA            | Feb-18   | In Process |
|   | 8 Analyze captive relative to JPA & new investment flexibility   | SRM, PA            | Mar-18   |            |
|   | 9 Oversee development of a captive cell  | SRM, PA            | May-18   |            |

## FY 2017/18 CSURMA LONG RANGE ACTION PLAN

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

## FY 2017/18 CSURMA LONG RANGE ACTION PLAN

| GOAL   | ACTION / TASK   | RESPONSIBLE ENTITY | DEADLINE | STATUS     |
|--|---|--------------------|----------|------------|
|  | 5 Present coverage and premium quotation to the EC for approval (if moving forward)   | PA                 | Sep-17   | Completed  |
| <b>LRP-9 RISK MANAGEMENT GRANT PROGRAM</b>   |   |                    |          |            |
| <b>Revise the Risk Management Innovation Grant Program to apply only to projects proposed by the affinity groups</b> | 1 Update the Risk Management Innovation Grant Program application and Policy and Procedure No. 21 to apply only to projects proposed by the affinity groups | PA, SRM            | Apr-17   | Completed  |
|  | 2 Present changes to the EC for approval  | PA, SRM            | May-17   | Completed  |
|  | 3 Report on project to BOD  | PA, SRM            | May-17   | Completed  |
|  | 4 Send out a bulletin to the membership explaining the change to the risk management grant program  | PA, SRM            | May-17   | Completed  |
| <b>LRP-10 WORKERS' COMPENSATION PROJECTS BASED ON CWCI DATA</b>  |   |                    |          |            |
| <b>Create risk management / loss control workers' compensation projects based on the CWCI data</b>                   | 1 Report on project to BOD  | PA, SRM            | May-17   | Completed  |
|  | 2 Review CWCI benchmarking results and reports for the CSURMA dashboard   | PA, SRM            | Jul-17   | Completed  |
|  | 3 Identify campus / auxiliary organization outliers and suggest action to be taken  | PA, SRM            | Oct-17   | In Process |
| <b>LRP-11 MARINE PROGRAM</b>   |   |                    |          |            |
| <b>Create a marine program to cover watercraft owned by campus and auxiliary organization members</b>                | 1 Review and update watercraft schedule, as appropriate   | PA                 | Nov-16   | Completed  |
|  | 2 Create marine program coverage specifications   | PA                 | Nov-16   | Completed  |
|  | 3 Report on project to the BOD  | PA                 | May-17   | Completed  |
|  | 4 Obtain coverage options, and pricing, for program and present to the EC   | PA                 | Jun-17   | Completed  |
|  | 5 Present final program design  | PA                 | Jul-17   | Completed  |
|  | 6 Disseminate the Marine Program information to CSURMA members  | PA                 | Jul-17   | Completed  |
| <b>LRP-12 AUXILIARY ORGANIZATIONS EMPLOYEE BENEFITS</b>  |   |                    |          |            |
| <b>Provide assistance and oversight to the AOA</b>   | 1 Report on project to the BOD Pending Completion of the AOA Benefits User Group RFP  | PA                 | May-17   | Completed  |
|  | 2 Approve potential program   | BOD                | Oct-17   | Completed  |
|  | 3 Evaluate an AORMA based program   | AORMA              | May-18   | In Process |
| <b>LRP-13 STUDENT HEALTH AND UC SHIP</b>   |   |                    |          |            |
| <b>Formation of a student health program</b>   | 1 Report on project to the BOD  | PA                 | May-17   | In Process |

## FY 2017/18 CSURMA LONG RANGE ACTION PLAN

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

**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 information to advise the Executive Committee of the various recurring administrative activities and when they take place over the course of the year. It includes items noting when they appear before the Executive Committee and Board of Directors. It is to be provided for information with each agenda packet.

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

**FISCAL IMPACT:** No direct fiscal impact is expected.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA Administrative Service Calendar

## CSURMA AORMA SERVICE CALENDAR

| DATE                 | ACTION / RESPONSIBILITY   | RESPONSIBLE ENTITY       | LEAD                          |                  |
|----------------------|---|--------------------------|-------------------------------|------------------|
| <b>JANUARY 2017</b>  |   |                          |                               |                  |
| 01/01/17             | CSURMA Policies and Procedures (odd in odd years / even in even years)  | Alliant Staff            | Robert Leong                  | Completed        |
| 01/01/17             | FTIP: Order FTIP loss run and IP loss run valued at 12/31   | Alliant Staff            | Stacey Weeks/<br>Robert Leong | Completed        |
| 01/02/17             | FORM 700 - JPA ADMIN finalizes current year member listing  | Alliant Staff            | Tevea Him                     | Completed        |
| 01/06/17             | Statement of Facts – Roster of Public Agencies - file with Secretary of State   | Alliant Staff            | Tevea Him                     | Pending          |
| 01/07/17             | Announce the new AORMA Committee Vice Chair as well as open seats on the AORMA Committee  | Nominations Committee    | Mimi Long                     | Completed        |
| <i>01/08/17</i>      | <i>CSURMA AOA CONFERENCE</i>  | <i>Alliant Staff</i>     | <i>Mimi Long</i>              | <i>Completed</i> |
| <i>01/08/17</i>      | <i>CSURMA EC Meeting</i>  | <i>Alliant Staff</i>     | <i>Mimi Long</i>              | <i>Completed</i> |
| <i>01/11/17</i>      | <i>AIME Committee Meeting</i>   | <i>Alliant Staff</i>     | <i>Stacey Weeks</i>           | <i>Completed</i> |
| 01/15/17             | FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS, including EC, BOD, AORMA, Standing Committees, and designated consultants, including identified Alliant personnel | Alliant Staff            | Tevea Him                     | Completed        |
| 01/31/17             | Final premium / rate letter to all AORMA members  | Alliant Staff            | Mimi Long                     | Completed        |
| 01/31/17             | Workers' Compensation Scorecard - Receive report from Sedgwick and distribute   | Alliant Staff / Sedgwick | Tevea Him                     | Completed        |
| <b>FEBRUARY 2017</b> |   |                          |                               |                  |
| 02/01/17             | FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER  | Alliant Staff            | Tevea Him                     | Completed        |
| 02/01/17             | UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 12/31   | Alliant Staff            | Tevea Him                     | Completed        |
| 02/01/17             | UIP - Send EDD Claims Information to Individual Members   | Alliant Staff            | Tevea Him                     | Completed        |
| 02/01/17             | Campus Liability Risk Pool claims audit (every odd year)  | Alliant Staff            | Mimi Long                     | Completed        |
| 02/01/17             | Campus Workers' Compensation Risk Pool claims audit (every odd year)  | Alliant Staff            | Jacki Graf                    | Completed        |
| 02/01/17             | AORMA Workers' Compensation program claims administration audit (every even year)   | Alliant Staff            | Jacki Graf                    | N/A              |
| 02/01/17             | AIME Risk Pool claims audit (every odd year)  | Alliant Staff            | Mimi Long                     | N/A              |
| 02/01/17             | AORMA Liability Program claims audit (every odd year)   | Alliant Staff            | Mimi Long                     | Completed        |
| 02/01/17             | FTIP: Prepare loss summaries, review with SRM to determine renewal strategy (market or not, etc)  | Alliant Staff            | Stacey Weeks/<br>Robert Leong | Completed        |
| 02/15/17             | FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER  | Alliant Staff            | Tevea Him                     | Completed        |
| <i>02/23/17</i>      | <i>AORMA Program Committee Meeting (Teleconference)</i>   | <i>Alliant Staff</i>     | <i>Mimi Long</i>              | <i>Completed</i> |
| <b>MARCH 2017</b>    |   |                          |                               |                  |
| 03/01/17             | Annual Review of (1) Data Security Policies and (2) the Integrated CSU Administration Manual  | Alliant Staff            | Mimi Long                     | Completed        |
| 03/01/17             | AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)  | Carl Warren              | Mimi Long                     | Completed        |
| 03/01/17             | Chancellor's Office Services Budget Proposals   | Alliant Staff            | Mimi Long                     | Completed        |
| 03/01/17             | CSURMA Budget (EC and AORMA Approval)   | Alliant Staff            | Robert Leong                  | Completed        |
| 03/01/17             | Review of the CSURMA Master Investment Policy   | Alliant Staff            | Mimi Long                     | Completed        |
| 03/01/17             | CSURMA Mid-Term Budget Amendments   | Alliant Staff            | Robert Leong                  | Completed        |
| 03/01/17             | FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER  | Alliant Staff            | Tevea Him                     | Completed        |
| 03/01/17             | Review the Auxiliary Service Provider Report  | Alliant Staff            | Mimi Long                     | Completed        |
| 03/01/17             | Appointment of the Campus Programs RPTG - Spring 2017 (FY 2018/2019)  | Alliant Staff            | Robert Leong                  | Completed        |
| 03/01/17             | FTIP: Obtain initial feedback from underwriters on renewal pricing, prepare item for EC and obtain renewal for overall renewal pricing                                  | Alliant Staff            | Stacey Weeks/<br>Robert Leong | Completed        |

## CSURMA AORMA SERVICE CALENDAR

| DATE              | ACTION / RESPONSIBILITY   | RESPONSIBLE ENTITY        | LEAD                          |           |
|-------------------|---|---------------------------|-------------------------------|-----------|
| 03/09/17          | <b>AORMA Committee Meeting</b>  | Alliant Staff             | Mimi Long                     | Completed |
| 03/09/17          | <b>CSURMA EC Meeting</b>  | Alliant Staff             | Mimi Long                     | Completed |
| 03/10/17          | <b>CSURMA EC LRP Meeting</b>  | Alliant Staff             | Mimi Long                     | Completed |
| 03/15/17          | FORM 700 - Follow up - JPA ADMIN follows up with FILER, prepares status report for CSURMA EC review at Long Range Planning meeting  | Alliant Staff             | Tevea Him                     | Completed |
| 03/15/17          | Quarterly Risk Management Report  | Alliant Staff             | Mimi Long                     | Completed |
| 03/19/17          | CSURMA Policies and Procedures (odd in odd years / even in even years)  | Alliant Staff             | Robert Leong                  | Completed |
| 03/20/17          | Forward slate of nominees to fill the open seats on the AORMA Committee   | Alliant Staff             | Mimi Long                     | Completed |
| 03/31/17          | Completion of the Form 700 – Statement of Economic Interest   | BOD and Alliant Staff     | Tevea Him                     | Completed |
| 03/31/17          | CSURMA Quarterly EPL Deductible Recoverys   | Alliant Staff             | Van Rin                       | Completed |
| <b>APRIL 2017</b> |   |                           |                               |           |
| 04/01/17          | Campus Risk Pool Administrator verifies Campus Primary and Alternate representative remain in place by contacting campus representatives ( i.e. ensure no leave of absence, retirement, change in duties, etc.) | Alliant Staff             | Tevea Him                     | Completed |
| 04/01/17          | FORM 700 - JPA ADMIN sends all forms received to FPPC for processing  | Alliant Staff             | Tevea Him                     | Completed |
| 04/01/17          | Send out ballot for AORMA Committee term beginning on July 1, 2017  | Alliant Staff             | Tevea Him                     | Completed |
| 04/01/17          | FTIP: Announce upcoming FY rates to campuses, continue renewal marketing/negotiations   | Alliant Staff             | Stacey Weeks/<br>Robert Leong | Completed |
| 04/30/17          | Workers' Compensation Scorecard - Receive report from Sedgwick and distribute   | Alliant Staff / Sedgwick  | Tevea Him                     | Completed |
| <b>MAY 2017</b>   |   |                           |                               |           |
| 05/01/17          | FTIP: Include renewal rates/coverage summary to board of directors, finish underwriter negotiations, bind program with underwriters   | Alliant Staff             | Stacey Weeks/<br>Robert Leong | Completed |
| 05/01/17          | <b>AIME Committee Meeting</b>   | Alliant Staff             | Stacey Weeks                  | Completed |
| 05/01/17          | Approval by EC Resolution allowing Treasurer to invest or reinvest funds (annual approval required - see Res 01-15 BOD)   | BOD and Alliant Staff     | Tevea Him                     | Completed |
| 05/01/17          | Approval of Conflict of Interest Code by BOD every even-number year - File with FPPC as required.   | BOD and Alliant Staff     | Tevea Him                     | Completed |
| 05/04/17          | <b>AORMA Committee Meeting</b>  | Alliant Staff             | Mimi Long                     | Completed |
| 05/04/17          | <b>CSURMA BOD NMO Meeting via Teleconference</b>  | Alliant Staff             | Mimi Long                     | Completed |
| 05/04/17          | Receive back all AORMA Committee ballots for the term beginning on July 1, 2017   | Alliant Staff             | Tevea Him                     | Completed |
| 05/05/17          | <b>CSURMA EC Meeting</b>  | Alliant Staff             | Mimi Long                     | Completed |
| 05/05/17          | <b>CSURMA BOD Meeting</b>   | Alliant Staff             | Mimi Long                     | Completed |
| 05/11/17          | CSURMA Quarterly Investment Reschedule for EC Meeting   | Alliant Staff             | Tevea Him                     | Completed |
| 05/15/17          | FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER  | Alliant Staff             | Tevea Him                     | Completed |
| 05/30/17          | Send out appointment letters to the newly appointed AORMA Standing Committee Chairs for the term beginning on July 1, 2017  | AORMA Chair/Alliant Staff | Tevea Him                     | Completed |
| 05/30/17          | Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1, 2017  | AORMA Chair/Alliant Staff | Tevea Him                     | Completed |

## CSURMA AORMA SERVICE CALENDAR

| DATE             | ACTION / RESPONSIBILITY  | RESPONSIBLE ENTITY        | LEAD                        |                  |
|------------------|--|---------------------------|-----------------------------|------------------|
| 05/30/17         | Send out appointment letters to the newly elected Executive Committee members for the term beginning on July 1, 2017   | AORMA Chair/Alliant Staff | Tevea Him                   | Completed        |
| 05/30/17         | UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 3/31/17  | Alliant Staff             | Tevea Him                   | Completed        |
| 05/30/17         | Update the AORMA Committee and Standing Committee Org Chart for the term beginning July 1, 2017  | Alliant Staff             | Tevea Him                   | Completed        |
| 05/30/17         | Update the AORMA Committee and Standing Committee Roster for the term beginning July 1, 2017   | Alliant Staff             | Mimi Long                   | Completed        |
| <b>JUNE 2017</b> |  |                           |                             |                  |
| 06/01/17         | AORMA Liability Program - Reinsurance Recovery (verify w/ Mauri)   | Carl Warren               | Mimi Long                   | Completed        |
| 06/01/17         | FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER   | Alliant Staff             | Tevea Him                   | Completed        |
| 06/23/17         | <b>AORMA Program Committee Meeting (Teleconference)</b>  | Alliant Staff             | Mimi Long                   | <b>Completed</b> |
| 06/30/17         | CSURMA Quarterly EPL Deductible Recoverys  | Alliant Staff             | Van Rin                     | Completed        |
| 06/30/17         | <i>Expiring Contract: Carl Warren &amp; Company - July 1, 2016 to June 30, 2019, plus two options to June 30, 2020 and June 30, 2021</i>                                       | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: CO Enterprise Accounting / Financial Services - July 1, 2016 to June 30, 2017</i>  | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: UC Office of Risk Services Performing Arts Center of Excellence - November 1, 2013 to June 30, 2017</i>  | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: A-G Administrator (AIME) - July 1, 2009 to June 30, 2017</i>   | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: Alliant Loss Control Services - July 1, 2017 to June 30, 2018</i>  | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: CO OGC / Legal - July 1, 2017 to June 30, 2018</i>   | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: CO Risk Management - July 1, 2017 to June 30, 2018</i>   | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: Praesidium - July 1, 2017 to June 30, 2020</i>   | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: Target Safety dba Target Solutions - June 30, 2017</i>   | Alliant Staff             | Mimi Long                   | N/A              |
| 06/30/17         | <i>Expiring Contract: Employers Group - July 1, 2017 to June 30, 2020</i>  | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: Employers Risk - July 1, 2013 to June 30, 2018</i>   | Alliant Staff             | Mimi Long                   | N/A              |
| 06/30/17         | <i>Expiring Contract: HSR - July 1, 2015 to June 30, 2019</i>  | Alliant Staff             | Mimi Long                   | N/A              |
| 06/30/17         | <i>Expiring Contract: Agility - July 1, 2017 to June 30, 2018</i>  | Alliant Staff             | Mimi Long                   | Completed        |
| 06/30/17         | <i>Expiring Contract: Sedgwick - July 1, 2013 to June 30, 2018</i>   | Alliant Staff             | Mimi Long                   | N/A              |
| 06/30/17         | Request COI from all vendor's contract   | Alliant Staff             | Andrew Gaspari              | in process       |
| <b>JULY 2017</b> |  |                           |                             |                  |
| 07/01/17         | OCIP Renewal (5 year program)  | Alliant Staff             | Daniel Howell/<br>Mimi Long | Completed        |
| 07/01/17         | Financial audit prep with KPMG   | Alliant Staff / RM        | Van Rin                     | Completed        |
| 07/01/17         | Send to CSU Accounting the approved dividends and allocation of program costs for invoicing  | Alliant Staff             | Van Rin                     | Completed        |
| 07/04/17         | Send out AORMA binder, insurance summary and invoice to all members  | Alliant Staff             | Van Rin                     | Completed        |
| 07/05/17         | Request a review of the claims activity within the UIP – claims activity variations of more than 10% above or below pricing levels used will resulting in a pricing adjustment | Alliant Staff             | Mimi Long                   | Completed        |
| 07/05/17         | Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary  | Alliant Staff             | Mimi Long                   | Completed        |

## CSURMA AORMA SERVICE CALENDAR

| DATE                 | ACTION / RESPONSIBILITY   | RESPONSIBLE ENTITY       | LEAD                    |                  |
|----------------------|---|--------------------------|-------------------------|------------------|
| 07/07/17             | Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year                                    | Alliant Staff            | Tevea Him               | Completed        |
| 07/14/17             | FORM 700 - Follow up No. 1 - JPA ADMIN follows up with FILER  | Alliant Staff            | Tevea Him               | Completed        |
| 07/15/17             | Final FY Payroll - request from Chancellor's Office   | Alliant Staff            | Robert Leong            | Completed        |
| 07/15/17             | Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution                                   | CSU Accounting           | Van Rin                 | Completed        |
| <b>07/17-18/2017</b> | <b>AORMA Officers Retreat – San Diego, CA</b>   | <b>AORMA Officers</b>    | <b>Mimi Long</b>        | <b>Completed</b> |
| 07/21/17             | FORM 700 - Follow up No. 2 - JPA ADMIN follows up with FILER  | Alliant Staff            | Tevea Him               | Completed        |
| 07/28/17             | FORM 700 - FORMS DUE TO FPPC ON THIS DATE [ASSUMING/LEAVING]  | Alliant Staff            | Tevea Him               | Completed        |
| 07/31/17             | Actuarial Study - receive draft and forward to RM   | Alliant Staff            | Robert Leong            | Completed        |
| 07/31/17             | Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report - Present to EC in Sept                                   | Alliant Staff            | Robert Leong            | Completed        |
| 07/31/17             | Distribute the Liability and Workers' Compensation dividend checks  | Alliant Staff            | Van Rin                 | Completed        |
| 07/31/17             | Request final audited payroll from all Workers' Compensation program members for expired year   | Alliant Staff            | Tevea Him               | Completed        |
| 07/31/17             | Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate (every three years)           | Liability TPA            | Mimi Long               | Completed        |
| 07/31/17             | Workers' Compensation Scorecard - Receive report from Sedgwick and distribute   | Alliant Staff / Sedgwick | Tevea Him               | Completed        |
| 07/31/17             | Appointment of the Campus Programs RPTG - 2019 (FY 2021/2022)   | Alliant Staff            | Robert Leong            | N/A              |
| <b>AUGUST</b>        |   |                          |                         |                  |
| 08/01/17             | FORM 700 - JPA ADMIN sends entering and leaving office notices to AORMA FILERS who will be taking office on AORMA and Standing Committees | Alliant Staff            | Tevea Him               | Completed        |
| 08/01/17             | Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate   | Alliant Staff            | Tevea Him               | Completed        |
| 08/01/17             | Send out letter to regarding Claims Settlement Authority Annual Confirmation  | Alliant Staff            | Tevea Him               | Completed        |
| 08/01/17             | Send out letter to regarding Foreign Travel Authority Confirmation  | Alliant Staff            | Tevea Him/ Stacey Weeks | Completed        |
| 08/01/17             | Completion of draft actuarial studies for Workers' Compensation and Liability programs  | Actuary                  | Mimi Long               | Completed        |
| 08/01/17             | AOA EC Meeting: Send out AORMA Summary  | Alliant Staff            | Mimi Long               | Completed        |
| 08/11/17             | CSURMA Quarterly Investment Reschedule for EC Meeting   | Alliant Staff            | Tevea Him               |                  |
| 08/15/17             | AOA EC Meeting - San Diego  | Alliant Staff            | Mimi Long               | Completed        |
| 08/31/17             | Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll                 | Alliant Staff            | Mimi Long               | Completed        |
| 08/31/17             | Calculate each member's minimum EPL deductible for the upcoming program term  | Alliant Staff            | Mimi Long               | Completed        |
| 08/31/17             | Complete Target Surplus Funding Report  | Alliant Staff            | Mimi Long               | Completed        |
| 08/31/17             | Completion of Financial Audit   | CSU Accounting           | Mimi Long               | Completed        |
| 08/31/17             | UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30  | Alliant Staff            | Tevea Him               | Completed        |
| 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               | In Process       |

## CSURMA AORMA SERVICE CALENDAR

| DATE             | ACTION / RESPONSIBILITY  | RESPONSIBLE ENTITY        | LEAD                |                  |
|------------------|--|---------------------------|---------------------|------------------|
| <b>SEPTEMBER</b> |  |                           |                     |                  |
| 09/01/17         | AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)   | Carl Warren               | Mimi Long           | Completed        |
| 09/01/17         | Stewardship Report   | Alliant Staff             | Mimi Long           | Completed        |
| 09/01/17         | 10/01 - EQ Renewal Anniversary   | Alliant Staff             | Daniel Howell       |                  |
| 09/06/17         | <i>AORMA Long Range Plan meeting</i>   | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 09/06/17         | <i>AORMA New Committee Member Orientation meeting</i>  | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 09/07/17         | <i>AORMA Committee Meeting</i>   | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 09/07/17         | <i>CSURMA EC Orientation Meeting</i>   | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 09/08/17         | <i>CSURMA EC Meeting</i>   | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 09/12/17         | <i>CAJPA Fall Conference and Training Seminar -South Lake Tahoe</i>  | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 09/14/17         | CAJPA Standards review (2017 and every 3 years thereafter)   | Alliant Staff             | Mimi Long           | In Process       |
| 09/15/17         | Prepare invoices or checks for the Workers' Compensation payroll audit   | CSU Accounting            | Van Rin             | Completed        |
| 09/15/17         | Quarterly Risk Management Report for Systemwide Risk Management  | Alliant Staff             | Dan Howell          | In Process       |
| 09/28/17         | <i>AORMA Program Committee Meeting (Teleconference)</i>  | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 09/30/17         | CSURMA Quarterly EPL Deductible Recoverys ending September 30 (Begin Task)   | Alliant Staff             | Van Rin             | Completed        |
| 09/30/17         | Completion of the AORMA Committee (September Letter) updating all AORMA members on the funding and dividends approved for the upcoming fiscal year   | Alliant Staff/AORMA Chair | Mimi Long           | Completed        |
| <b>OCTOBER</b>   |  |                           |                     |                  |
| 10/01/17         | Request completion of the Liability application  | Alliant Staff             | Mimi Long           | Completed        |
| 10/01/17         | Request estimated Workers' Compensation payroll  | Alliant Staff             | Mimi Long           | Completed        |
| 10/15/17         | CSURMA Quarterly Investment Reschedule for EC Meeting  | Alliant Staff             | Tevea Him           | Completed        |
| 10/16/17         | <i>AIME Committee Meeting</i>  | <i>Alliant Staff</i>      | <i>Stacey Weeks</i> | <i>Completed</i> |
| 10/26/17         | <i>AORMA Committee Meeting</i>   | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 10/26/17         | <i>CSURMA BOD NMO Meeting via Teleconference</i>   | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 10/27/17         | <i>CSURMA BOD Meeting</i>  | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 10/27/17         | <i>CSURMA EC Meeting</i>   | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>Completed</i> |
| 10/31/17         | Government Compensation Report (request from CSU Accounting)   | Accounting                | Tevea Him           | Completed        |
| 10/31/17         | Workers' Compensation Scorecard - Receive report from Sedgwick and distribute  | Alliant Staff / Sedgwick  | Tevea Him           | Completed        |
| <b>NOVEMBER</b>  |  |                           |                     |                  |
| 11/01/17         | FORM 700 - Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process) | Alliant Staff             | Tevea Him           | Completed        |
| 11/28/17         | Send campus risk pool renewal budget (Budget)  | Alliant Staff             | Robert Leong        | Completed        |
| 11/28/17         | Send campus risk pool renewal budget (Early Bird Renewal Letter)   | Alliant Staff             | Robert Leong        | Completed        |
| 11/28/17         | Campus Risk Pool Deductible - Confirm (every 3 years - 2017, 2020)   | Alliant Staff             | Robert Leong        | Completed        |
| 11/30/17         | Review volunteer losses within the Workers' Compensation program   | Alliant Staff             | Mimi Long           | Completed        |
| 11/30/17         | UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30   | Alliant Staff             | Tevea Him           | Completed        |
| 11/30/17         | <i>AORMA Program Committee Meeting</i>   | <i>Alliant Staff</i>      | <i>Mimi Long</i>    | <i>CANCELED</i>  |

## CSURMA AORMA SERVICE CALENDAR

| DATE            | ACTION / RESPONSIBILITY   | RESPONSIBLE<br>ENTITY    | LEAD             |                  |
|-----------------|---|--------------------------|------------------|------------------|
| <b>DECEMBER</b> |   |                          |                  |                  |
| 12/01/17        | 2018 Vendor Survey - Review List of Vendors and Work on Recipients  | Risk Management          | Risk Management  |                  |
| 12/01/17        | Appointment of the Club Sport Insurance Programs RPTG - Spring 2018 (FY 2018/2019)  | Alliant Staff            | Robert Leong     |                  |
| 12/01/17        | AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)  | Carl Warren              | Mimi Long        | in process       |
| <b>12/07/17</b> | <b>AORMA Committee Meeting</b>  | <b>Alliant Staff</b>     | <b>Mimi Long</b> | <b>Completed</b> |
| <b>12/08/17</b> | <b>CSURMA EC Meeting</b>  | <b>Alliant Staff</b>     | <b>Mimi Long</b> | <b>CANCELED</b>  |
| 12/15/17        | FORM 700 - Campus Risk Pool Administrator sends revised Campus Primary and Alternate CSURMA BOD member listing to JPA ADMIN | Alliant Staff            | Tevea Him        |                  |
| 12/15/17        | Quarterly Risk Management Report for Systemwide Risk Management   | Alliant Staff            | Dan Howell       |                  |
| 12/30/17        | Financial Audit - mail to Secretary of State and County Auditor   | Alliant Staff/Accounting | Tevea Him        |                  |
| 12/31/17        | CSURMA Quarterly EPL Deductible Recoverys   | Alliant Staff            | Van Rin          |                  |
| <b>12/31/17</b> | <b>Expiring Contract: Enterprises Rent A Car - January 1, 2017 - December 31, 2017</b>                                      | <b>Alliant Staff</b>     | <b>Mimi Long</b> | in process       |

## **2018 CSURMA MEETING CALENDAR**

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

**RECOMMENDATION:** No action is requested on this item.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA – 2018 Meeting Calendar

## 2018 CSURMA MEETING CALENDAR

| JANUARY |          |                               |                | FEBRUARY |          |           |                | MARCH     |          |                  |                |    |         |    |                |
|---------|----------|-------------------------------|----------------|----------|----------|-----------|----------------|-----------|----------|------------------|----------------|----|---------|----|----------------|
| Date    | Time     | Committee                     | Location       | Date     | Time     | Committee | Location       | Date      | Time     | Committee        | Location       |    |         |    |                |
| 7       | 3:00 PM  | EC (AOA Conference)           | Sacramento     | 22       | 9:00 AM  | PC        | Teleconference | 8         | 10:00 AM | AORMA            | TBD            |    |         |    |                |
| 9       | 7:30 AM  | PC                            | Sacramento     |          |          |           |                | 8         | 2:30 PM  | EC               | TBD            |    |         |    |                |
| 7 - 10  |          | AOA Annual Conference         | Sacramento     |          |          |           |                | 9         | 8:30 AM  | EC LRP           | TBD            |    |         |    |                |
| 15      | 10:30 AM | AIME                          |                |          |          |           |                |           |          |                  |                |    |         |    |                |
| APRIL   |          |                               |                | MAY      |          |           |                | JUNE      |          |                  |                |    |         |    |                |
| Date    | Time     | Committee                     | Location       | Date     | Time     | Committee | Location       | Date      | Time     | Committee        | Location       |    |         |    |                |
| 23 - 24 |          | Fitting the Pieces Conference | San Diego      | 7        | 10:30 AM | AIME      | San Francisco  | TBD       |          | AOA EC           | TBD            |    |         |    |                |
| 25      | TBD      | AORMA                         | San Diego      |          |          |           |                |           |          |                  |                | 21 | 1:00 PM | PC | Teleconference |
| 25      | TBD      | EC                            | San Diego      |          |          |           |                |           |          |                  |                |    |         |    |                |
| 25      | TBD      | BOD                           | San Diego      |          |          |           |                |           |          |                  |                |    |         |    |                |
| JULY    |          |                               |                | AUGUST   |          |           |                | SEPTEMBER |          |                  |                |    |         |    |                |
| Date    | Time     | Committee                     | Location       | Date     | Time     | Committee | Location       | Date      | Time     | Committee        | Location       |    |         |    |                |
|         | 11:00 AM | AORMA Officers Retreat        | TBD            | TBD      |          | AOA EC    | TBD            | 5         | 9:00 AM  | AORMA New Member | TBD            |    |         |    |                |
|         |          |                               |                |          |          |           |                | 5         | 10:00 AM | AORMA LRP        | TBD            |    |         |    |                |
|         |          |                               |                |          |          |           |                | 6         | 9:00 AM  | AORMA            | TBD            |    |         |    |                |
|         |          |                               |                |          |          |           |                | 6         | 4:00 PM  | EC Orientation   | TBD            |    |         |    |                |
|         |          |                               |                |          |          |           |                | 7         | 8:30 AM  | EC               | TBD            |    |         |    |                |
|         |          |                               |                |          |          |           |                | 27        | 1:00 PM  | PC               | Teleconference |    |         |    |                |
| OCTOBER |          |                               |                | NOVEMBER |          |           |                | DECEMBER  |          |                  |                |    |         |    |                |
| Date    | Time     | Committee                     | Location       | Date     | Time     | Committee | Location       | Date      | Time     | Committee        | Location       |    |         |    |                |
| 15      | 10:30 AM | AIME                          | Fullerton      | TBD      |          | AOA EC    | TBD            | 6         | 10:00 AM | AORMA            | TBD            |    |         |    |                |
|         | 2:00 PM  | BOD Orientation               | Teleconference |          |          |           |                |           |          |                  |                | 29 | 8:00 AM | PC | San Francisco  |
| 25      | 10:00 AM | AORMA                         | Long Beach     |          |          |           |                |           |          |                  |                |    |         |    |                |
| 26      | 8:30 AM  | EC                            | Long Beach     |          |          |           |                |           |          |                  |                |    |         |    |                |
| 26      | 10:30 AM | BOD                           | Long Beach     |          |          |           |                |           |          |                  |                |    |         |    |                |

*AORMA = Auxiliary Organizations Risk Management Alliance Committee*

*AIME = Athletic Injury Medical Expense Committee*

*AORMA LRP = AORMA Long Range Planning Meeting*

*PC = AORMA Programs Committee*

*AOA = CSU Auxiliary Organizations Association*

*BOD = CSURMA Board of Directors*

*EC = CSURMA Executive Committee*

*EC LRP = EC Long Range Planning Meeting*

## **CSURMA EXECUTIVE COMMITTEE AND STAFF CONTACT LIST**

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

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

**FISCAL IMPACT:** None.

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

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA Executive Committee and Staff Contact List

## CSURMA EXECUTIVE COMMITTEE MEMBERS

**Effective at July 1, 2017**

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



California State University Risk Management Authority

## CONTACT LIST

| Coverage  | Contact   | E-Mail Address   | Office   | Fax  |
|---|---|--|--|--|
| <b>JPA Program Administrator – Alliant Insurance Services, Inc.</b> |   |  |  |  |
| <b>Certificate of Insurance Requests</b>                            | <b>Van Rin</b>  | vrin@alliant.com   | 415-403-1408   | 415-874-4810   |
| <b>General CSURMA Coverage Questions</b>                            | <b>Robert Leong<br/>Van Rin<br/>Amy Lightner<br/>Daniel Howell</b>                  | rleong@alliant.com<br>vrin@alliant.com<br>amy.lightner@alliant.com<br>dhowell@alliant.com                | 415-403-1423<br>415-403-1408<br>415-403-1457<br>415-403-1426 | 415-874-4810<br>415-874-4810<br>415-874-4810<br>415-874-4810 |
| <b>General AORMA Coverage Questions</b>                             | <b>Mimi Long<br/>Van Rin<br/>Amy Lightner<br/>Daniel Howell</b>                     | mlong@alliant.com<br>vrin@alliant.com<br>amy.lightner@alliant.com<br>dhowell@alliant.com                 | 415-403-1423<br>415-403-1408<br>415-403-1457<br>415-403-1426 | 415-874-4810<br>415-874-4810<br>415-874-4810<br>415-874-4810 |
| <b>AIME</b>   | <b>Stacey Weeks<br/>Robert Leong</b>  | sweeks@alliant.com<br>rleong@alliant.com   | 415-403-1448<br>415-403-1441                                 | 415-874-4810<br>415-874-4810                                 |
| <b>Inland Marine</b>  | <b>Van Rin<br/>Mimi Long</b>  | vrin@alliant.com<br>mlong@alliant.com  | 415-403-1408<br>415-403-1423                                 | 415-874-4810<br>415-874-4810                                 |
| <b>Participant Accident Insurance (PAI)</b>                         | <b>Van Rin<br/>Tevea Him</b>  | vrin@alliant.com<br>thim@alliant.com   | 415-403-1408<br>415-403-1416                                 | 415-874-4810<br>415-874-4810                                 |
| <b>Special Events Insurance</b>                                     | <b>Van Rin</b>  | vrin@alliant.com   | 415-403-1408   | 415-874-4810   |
| <b>Foreign Travel Program</b>                                       | <b>Stacey Weeks<br/>Van Rin</b>   | sweeks@alliant.com<br>vrin@alliant.com   | 415-403-1448<br>415-403-1408                                 | 415-874-4810<br>415-874-4810                                 |
| <b>General Risk Management Questions</b>                            | <b>Mimi Long<br/>Van Rin<br/>Amy Lightner<br/>Daniel Howell</b>                     | mlong@alliant.com<br>vrin@alliant.com<br>amy.lightner@alliant.com<br>dhowell@alliant.com                 | 415-403-1423<br>415-403-1408<br>415-403-1457<br>415-403-1426 | 415-874-4810<br>415-874-4810<br>415-874-4810<br>415-874-4810 |
| <b>Workers' Compensation Claims Consultant</b>                      | <b>Jacki Graf</b>   | jgraf@alliant.com  | 415-403-1438   | 415-874-4810   |
| <b>Alliant Claims Consulting</b>                                    | <b>Robert Frey<br/>Diana Walizada<br/>Elaine (Kim) Tizon<br/>Sheila McClenaghan</b> | rfrey@alliant.com<br>dwalizada@alliant.com<br>elaine.tizon@alliant.com<br>sheila.mcclenaghan@alliant.com | 415-403-1445<br>415-403-1453<br>415-403-1458<br>415-403-1492 | 415-403-1466<br>415-403-1466<br>415-403-1466<br>415-403-1466 |
| <b>Form 700</b>   | <b>Tevea Him</b>  | thim@alliant.com   | 415-403-1416   | 415-402-0773   |
| <b>Website and Technology Questions</b>                             | <b>Yung Lam<br/>Tevea Him<br/>Myron Leavell</b>                                     | ylam@alliant.com<br>thim@alliant.com<br>mleavell@alliant.com   | 415-403-1461<br>415-403-1416<br>415-403-1404                 | 415-874-4810<br>415-874-4810<br>415-874-4810                 |

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| <b>CONTACT LIST</b>   |   |  |  |                              |
|---|---|--|--|------------------------------|
| <b>Coverage</b>   | <b>Contact</b>  | <b>E-Mail Address</b>  | <b>Office</b>  | <b>Fax</b>                   |
| <b>CSU Chancellor's Office</b>  |   |  |  |                              |
| <b>CSU Chancellor's Office</b>  | <b>Leona Ching</b>  | lching@calstate.edu  | 562-951-4580   | 562-951-4859                 |
|   | <b>Robert Eaton</b>   | reaton@calstate.edu  | 562-951-4572   | 562-951-4971                 |
|   | <b>Zachary Gifford</b>  | zgifford@calstate.edu  | 562-951-4568   | 562-951-4859                 |
|   | <b>Martha Guiditta</b>  | mguiditta@calstate.edu   | 562-951-4557   | 562-951-4859                 |
|   | <b>Audra Reed</b>   | areed@calstate.edu   | 562-951-4564   | 562-951-4971                 |
|   | <b>Steve Relyea</b>   | srelyea@calstate.edu   | 562-951-4600   | 562-951-4971                 |
| <b>CSU Chancellor's Office</b><br>Office of General Counsel   | <b>William Hsu</b><br><b>Nada Moeiny</b>  | whsu@calstate.edu<br>nmoeiny@calstate.edu  | 562-951-4500<br>562-951-4500                                 | 562-951-4956<br>562-951-4956 |
| <b>CSU Chancellor's Office</b><br>Financial Services Division<br>Systemwide Accounting &<br>Reporting | <b>Sedong John</b><br><b>Alice Kim</b><br><b>Cindi Le</b><br><b>Jessica Liu</b> | sjohn@calstate.edu<br>akim@calstate.edu<br>cle@calstate.edu<br>jliu@calstate.edu | 562-951-4577<br>562-951-4627<br>562-951-4651<br>562-951-4621 | 562-951-4865<br>562-951-4865 |
| <b>Chancellor's Office</b><br>Systemwide Professional<br>Development                                  | <b>David Kervella</b><br><b>Chris Fondacaro</b>                                 | dkervella@calstate.edu<br>cfondacaro@calstate.edu                                | 562-951-4403<br>562-951-4403                                 |                              |

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