



CSURMA BOARD OF DIRECTORS 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 a publicly accessible place, including the internet, at least ten days in advance of the meeting. This meeting agenda shall also be posted at the address of the teleconference location with access for the public via phone/speaker phone.

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 may require 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.

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

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

Legend: A = Action
I = Information
V = Verbal
S = Separate

A. CALL TO ORDER

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

B. PUBLIC COMMENTS

C. CONSENT CALENDAR **A**

The Board is asked to take action on the consent calendar items as a group, except a member may request an item be withdrawn from the Consent Calendar for discussion and action.

- 1. Approval of Minutes – November 2, 2016** p. 6
The Board will be asked to approve the minutes from their last meeting.
- 2. CSURMA Treasurer’s Report** p. 16
The Board will be asked to accept the Treasurer Report at December 31, 2016 and March 31, 2017
- 3. Adoption of the CSURMA’s Conflict of Interest Code** p. 28
The Board will be asked to approve CSURMA’s Conflict of Interest Code
- 4. CSURMA October 2017 Meeting Date Proposed Change** p. 32
The Board will be asked to approve the October 2017 Board Meeting date

D. GENERAL ADMINISTRATION

- 1. Adoption of the FY 2017/18 CSURMA Operating Budget** **A** p. 34
The Board will be asked to adopt the proposed FY 2017/18 CSURMA Budget and Resolution No. 01-17 (BOD).

- | | | | |
|-----------|--|----------|--------|
| 2. | Campus Risk Pools Funding Status
<i>The Board will receive a report on the campus pooled program funding status.</i> | I | p. 75 |
| 3. | Nominating Committee Report and Executive Committee Elections
<i>The Board will receive a report from the Nominating Committee and will be asked to elect representatives to the seats up for reelection.</i> | A | p. 85 |
| 4. | CSURMA Policy & Procedure No. 21 - Risk Management Innovation Grants
<i>The Board will hear a report on revisions to P&P 21 which changes the focus on risk reduction projects from campus proposals to systemwide proposals.</i> | I | p. 90 |
| 5. | CSURMA Policy and Procedure No. 26 – Allocation of Property Program Loss Limits
<i>The Board will hear a report on new P&P 26 which describes how the allocation of shared Property coverage loss limits will be determined.</i> | I | p. 95 |
| 6. | Excess Insurance Renewals and Underwriter Meetings Report
<i>The Board will hear a report regarding the progress of the excess insurance renewals.</i> | I | p. 98 |
| 7. | FY 2017/18 Long Range Planning Goals
<i>The Board will be asked to review the FY 2017/18 Long Range Action Plan which was approved by the Executive Committee.</i> | I | p. 101 |
| E. | OTHER INSURANCE PROGRAMS | | |
| 1. | AORMA Programs Update
<i>The Board will receive a verbal report on the activities of the AORMA Committee.</i> | I | p. 106 |
| 2. | AIME Programs Update
<i>The Board will receive a verbal report of the activities of the AIME Committee.</i> | I | p. 107 |
| F. | CLOSED SESSION Pursuant to Cal. Gov. Code Sec. 11126(e)(1) & 11126(f)(1)
<i>Action may be taken per Government Code Section 11126(e)(1) & 11126(f)(1). Please refer to the below list of claims that may be discussed. The Committee may assess and evaluate pending claims and related issues and take action or provide direction to Staff regarding the litigation described below.</i> | | |

No items are scheduled for closed session at today’s meeting.

G. INFORMATION ITEMS

- | | | |
|--|----------|---------------|
| 1. Agility Recovery | I | <i>p. 108</i> |
| <i>The Board will receive a report on the renewal of the Agility Recovery Contract</i> | | |
| 2. Praesidium | I | <i>p. 116</i> |
| <i>The Board will receive a report on the new three-year contract with Praesidium for prevention of abuse of minors</i> | | |
| 3. CSAC EIA Member Services and Resources | I | <i>p. 141</i> |
| <i>The Board will review the member services available through CSAC EIA</i> | | |
| 4. Witt O’Brien Consulting | I | <i>p. 144</i> |
| <i>The Board will review the overview of the services completed and future services to be completed</i> | | |
| 5. Unemployment Insurance Claims Cost Summary Charts | I | <i>p. 148</i> |
| <i>The Board will be asked to review the UI Summary Charts</i> | | |
| 6. Phising: Don’t take the Bait | I | <i>p. 152</i> |
| <i>The Board will be asked to review the article attached.</i> | | |
| 7. Review of the Service Provider Performance Survey Report | I | <i>p. 154</i> |
| <i>The Board will receive a report from Systemwide Risk Management on the CSURMA Vendor Survey.</i> | | |
| 8. CSURMA Administrative Service Calendar | I | <i>p. 160</i> |
| <i>The Board will be asked to review the CSURMA Administrative Service Calendar.</i> | | |
| 9. CSURMA Board of Directors and Staff Contact List | I | <i>p. 167</i> |
| <i>The Board will be asked to review the CSURMA Board of Directors contact information and provide Staff with revisions.</i> | | |

H. ADJOURNMENT

*The next Board of Directors meeting is scheduled for October 27, 2017 at 10:30 AM in Long Beach at the CSU Chancellor’s Office, 401 Golden Shore.
Please contact Mimi Long mlong@alliant.com or Tevea Him thim@alliant.com with questions.*

Teleconference Locations:

1. CSU Chancellor's Office, 401 Golden Shore, Long Beach, CA
2. CSU East Bay, 25800 Carlos Bee Blvd, Hayward, CA
3. CSU Los Angeles, 5151 State University Drive, Los Angeles, CA
4. California Maritime Academy, 200 Maritime Academy Dr, Vallejo, CA
5. CSU Northridge, 18111 Nordhoff Street, Northridge, CA
6. San Francisco State University, 1600 Holloway Avenue, San Francisco, CA
7. San Jose State University, One Washington Square, Clark Hall, Room 500, San Jose, CA
8. Sonoma State University, Police and Safety Services, 1801 E. Cotati Ave., Rohnert Park, CA

APPROVAL OF THE AGENDA

ISSUE: The Board of Directors will be asked to approve the agenda for today's meeting.

RECOMMENDATION: The Board of Directors is asked to review and approve the proposed agenda before discussion of any business.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

APPROVAL OF MINUTES – NOVEMBER 2, 2016

ISSUE: The Board of Directors will be asked to review and approve the draft minutes from its November 2, 2016 meeting.

RECOMMENDATION: It is recommended that the Board of Directors approve the minutes from its November 2, 2016 meeting, including corrections as necessary.

FISCAL IMPACT: None.

BACKGROUND: The minutes reflect the actions taken by the Board of Directors at its last meeting.

PUBLICATION: The approved minutes will be uploaded to the CSURMA website.

ATTACHMENT(S):

- a. CSURMA Board of Directors Meeting Minutes – November 2, 2016

**MINUTES OF THE
CSURMA BOARD OF DIRECTORS MEETING**

November 2, 2016

**HOLIDAY INN CAPITOL PLAZA
300 J Street • Sacramento, CA**

4:00 PM

A. CALL TO ORDER

The meeting was called to order at 4:01 p.m. by the CSURMA Vice-Chair, Mike Lee.

A1. Approval of the Agenda

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

MOTION: Jody Van Leuven

SECOND: Lisa Chavez

MOTION CARRIED

B. PUBLIC COMMENTS

Daniel Howell introduced Amy Lightner a new employee of Alliant Insurance Services, Inc. who will be joining the CSURMA team. There were no other public comments.

C. CONSENT CALENDAR

C1. Approval of Minutes – May 6, 2016

C2. Treasurer’s Report at June 30, 2016

C3. Adoption of Meeting Dates for Calendar Year 2017

A motion was made to approve or accept each action item on the Consent Calendar as presented.

MOTION: Kevin Saunders

SECOND: Guy Dalpe

MOTION CARRIED

D. GENERAL ADMINISTRATION

D1. Independent Auditor’s Financial Audit Report as of June 30, 2016

Daniel Howell noted that KPMG completed the Independent's Auditors Financial Audit Report as of June 30, 2016 and indicates it includes an unqualified opinion on the financial statements as well as the supplementary information. The CSURMA net position has increased by 32% as compared to the previous year. This is primarily due to the Executive Committee's decision to purchase reinsurance for the Workers' Compensation Program, which reduces reserve requirements.

A motion was made to accept the audited financial report ending June 30, 2016 as presented.

MOTION: Guy Dalpe

SECOND: Frank Mumford

MOTION CARRIED

D2. FY 17/18 Pooled Program Funding Status

D2a. Campus Risk Pools - Actuarial Reports for Campus Liability, Campus Workers' Compensation and Athletic Injury Medical Expense (AIME) Programs

Rob Leong summarized the actuarial report which evaluates the liabilities of CSURMA's major self-insured risk pools. The information provided by the actuary is used to establish fiscal year-end financial reports, and serves as the starting point to develop rates and funding for FY 2017/18, as well as evaluating potential dividends or assessments.

Within the Campus Liability Program, the Projected Ultimate Limited Losses increased slightly by +0.14% for FY 17/18 and the Loss Funding at 70% actuarial confidence increased from \$14,045,000 (FY 16/17) to \$14,065,000 (FY 17/18). The number of liability claims is down.

Within the Campus Workers' Compensation Program, the Projected Ultimate Limited Losses decreased by 6% for FY 17/18 and the loss Funding at 70% actuarial confidence decreased from \$31,607,000 (FY 16/17) to \$29,691,000 (FY 17/18). The Board reviewed Graph I-1 which illustrates how the workers' compensation losses are trending up slightly. The current loss rate for FY 16/17 is \$.84. The Workers' Compensation Insurance Rating Bureau (WCIRB) which is a California objective provider of actuarially-based information and research, and advisory for pure premium rates. The WCIRB advisory rate for California public schools including colleges and universities is 1.74. This demonstrates how the CSU is performing better than statewide projections. The Campus Workers' Compensation Program has had fewer claims, compared to the prior year, however the total cost of each claim is rising.

Within the Athletic Injury Medical Expense Program, the Projected Ultimate Limited Losses increased by 7.0% for FY 17/18 and the Loss Funding at 70% actuarial confidence increased from \$3,529,000 (FY 16/17) to \$3,764,880 (FY 17/18). The number of claims has increased 3%.

D2b. Campus Risk Pools - Funding Status at June 30, 2016

The Board reviewed the funding status reports of CSURMA's major risk pool programs. Staff uses the most recent actuarial reports and financial statements prepared by the Accountant. Staff has completed its evaluation of the funding status for Campus Liability, Campus Workers' Compensation, Athletic Injury Medical Expense risk pools as well as the AORMA Workers' Compensation and Liability Programs for the fiscal year ending on June 30, 2016.

D2c. Campus Risk Pools – Dividends and Assessments

Rob Leong explained that at its meeting on September 23, 2016, the Executive Committee approved a total dividend distribution of \$13,688,395. Leong summarized the Target Surplus Funding Analysis Report. CSURMA adopted three ratios which are used as guidance to determine the maximum dividend available to be released. The Premium to Surplus ratio is a measure of how surplus is leveraged against possible pricing inaccuracies. The Surplus to Retention ratio is a measure of the maximum amount that surplus could decline due to a single loss. The Outstanding Reserves to Surplus ratio is a measure of how surplus is leveraged against possible reserve inaccuracies. Leong noted that historically the practice has been to declare a dividend of up to fifty percent (50%) of unencumbered program funds where available and an assessment to cover existing and anticipated funding shortfalls for funds that have a negative fund balance. Based on these ratios, the IDL/NDL/UI programs do not have enough surplus to recommend a dividend. Within the liability and workers' compensation program, there is an opportunity to release a dividend of \$5,576,910 from the liability program and \$8,111,485 from the workers' compensation program. The dividend will be paid to the campuses by the end of November via a cash posting order.

D3. Campus Risk Pools Rating Plans Task Group Report

Rob Leong summarized the review process and recommendation being made by the Rating Plans Task Groups (RPTG). The Executive Committee established the RPTG to review and recommend modifications to the cost allocation formulae for the Campus Risk Pools. The RPTG met on July 14, 2016 and August 9, 2016.

The members of the rating plans task groups are:

1. Kevin Saunders, CSU Monterey Bay (*RPTG Chair*)
2. Lisa Chavez, CSU Los Angeles
3. Robert Eaton, CSU Chancellor's Office
4. Mike Lee, CSU Sacramento
5. Zachary Gifford, CSU Chancellor's Office

The Board received the Campus Program Rating Plans Task Group Report dated September 23, 2016. Rob Leong summarized the recommendations for change from the RPTG.

(1) The RPTG recommended a few clean up items on the workers' compensation rating worksheet but no changes to the cost allocation formula.

(2) The RPTG recommended adjusting the Liability Deductible Credit Factors per the actuary's recommendation dated August 25, 2016. The RPTG reaffirms self-supporting funds continue to have a \$35,000 deductible regardless of the deductible selected by the campuses. The effect of the new deductible credit factors would increase FY 2017/18 Liability program funding by \$1,122,013 (+7.75%) at present campus deductible selections.

(3) The RPTG recommends adjusting the Liability Experience Modification Creditability Factors per the actuary's recommendation dated September 6, 2016. The recommendation replaces the Credibility Factors Table with an algorithm that assigns 90% credibility to the largest campus (defined by total annual payroll), then scaling all other campuses down relative to this maximum. The effect of the credibility algorithm reduces loss funding by \$30,390 (-0.21%). The creditability factors serve to adjust for statistical deviations resulting from variations in campus size, which is defined by total campus payroll for rating purposes.

(4) The central fund used by the Chancellor's Office to pay SPWB-funded facility expenses has been dissolved. Thus, premium deposits for bond-funded facilities are no longer payable by the central fund, but are chargeable to the respective campuses. Staff was instructed to eliminate "Systemwide" from the calculations, thereby reallocating premium deposits to the campuses beginning with FY 2017/18. A memo from the EVC/CFO, Steve Relyea, announcing the change and the need for campuses to plan accordingly was issued for the Chief Administrators and Business Officers (CABO).

A motion was made to approve the Rating Plans Task Group's recommended changes to the cost allocation formulae for the Campus Risk Pools.

MOTION: Guy Dalpe

SECOND: Kevin Saunders

MOTION CARRIED

D4. FY 2017/2018 Rates and Gross Funding Campus Coverage Programs

Robert Leong explained that the Executive Committee is recommending adoption of the rates and funding for the upcoming fiscal year. Staff prepared FY 2017/18 funding recommendations for the Campus Coverage Programs using the actuarial reports valued at fiscal year end June 30, 2016.

	FY 2016/17	FY 2017/18	
	<i>Actual</i>	<i>Recommended</i>	% Chg
Liability	\$ 14,240,860	\$ 15,561,071	9.3%
Workers' Compensation	37,823,215	36,337,621	-3.9%
IDL/NDI/UI	13,500,000	15,000,000	11.1%
Property	8,250,000	8,250,000	0.0%
Auto Liability	845,823	829,510	-1.9%
AIME	4,158,323	4,500,896	8.2%
Total	\$ 78,818,221	\$ 80,479,098	2.1%

The Campus Liability Program costs include premium deposits for the Student Professional Liability Insurance Program (SPLIP) and the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Campus Property Program costs include Blanket Employee Fidelity coverage, Cyber Risk insurance and Fine Arts Artifacts & Archives insurance (FAAAP). Auto Liability is covered by the State Vehicle Liability Self-Insurance Program (VELSIP), whose cost is determined by the Office of Risk and Insurance Management (ORIM). The costs for the purchased insurance programs (SPLIP, SAFECLIP, Property, Fidelity, and Cyber) are estimates at this time since actual rates will not be known until negotiations are finalized in June 2017.

Campuses will have the opportunity to select a new Liability deductible for the next three coverage periods beginning FY 2017/18. The proposed Liability costs have been calculated at present campus deductibles. Campus Property costs have been adjusted for the elimination of the systemwide central fund that previously paid for SPWB funded facilities. As such, in accordance with the instructions from the Office of the Chancellor, all bond-funded facilities are chargeable to the respective campuses beginning with FY 2017/18.

1. Liability is funded on an undiscounted basis.
2. Workers' Compensation is funded on a discounted basis.
3. AIME Committee to recommend final funding for 2017/18.

A motion was made to adopt the Campus Coverage programs funding for FY 2017/18 as recommended by the Executive Committee and presented in the table above and to authorize the Executive Committee to determine final funding for Liability on either an undiscounted or discounted basis when it meets in March 2017.

MOTION: Mike Beatty
SECOND: Jody Van Leuven

MOTION CARRIED

D5. Review of FY 2016/2017 Long Range Planning Goals

Daniel Howell updated the Board on the long range planning goals adopted by the Executive Committee.

- LRP-1 – On-Line Education Multi-State Surety Initiative.
- LRP-2 – Special Events Resource Guide
- LRP-3 – Benchmarking and Trend Analysis
- LRP-4 – Insurance Policy Database
- LRP-5 – Captive Insurer
- LRP-6 – Loan Policy and Investment Options
- LRP-7 – On-Campus Visits with Vice Presidents
- LRP-8 – CSURMA Communications and Outreach Plan
- LRP-9 – Master Enabling Agreement for Transportation

D6. Resolution Recognizing the Contributions

A motion was made to adopt the Resolutions recognizing the contributions of Dwayne Brummett and Keith Kompsi.

- Dwayne Brummett – Resolution No. 02-16
- Keith Kompsi – Resolution No. 03-16

MOTION: Guy Dalpe

SECOND: Mike Thorpe

MOTION CARRIED

E. OTHER INSURANCE PROGRAMS

E1. AIME Program Update

Jody Van Leuven, the AIME Liaison, updated the Board on the recent activities of the AIME Committee.

E1. AORMA Programs Status Report

Frank Mumford, the AORMA Chair, updated the Board on the recent activities of the AORMA Committee.

F. CLOSED SESSION

There were no items scheduled for closed session.

G. INFORMATION ITEMS

G1. Program Administrator’s Stewardship Report

Daniel Howell let the Board know that each year the Program Administrators prepare a Stewardship Report for the Board. The Stewardship Report describes the activities and accomplishments of CSURMA and its Program Administrators.

G2. CSURMA Administrative Service Calendar

Daniel Howell directed the Board’s attention to the CSURMA Administrative Services Calendar contained in the agenda packet and encouraged everyone to review the Administrative Services Calendar.

G3. CSURMA Board of Directors and Staff Contact List

The Board was asked to review the attached Board of Directors contact information and provide Staff with revisions.

H. ADJOURNMENT

The meeting was adjourned at 4:56 P.M.

**CSURMA BOARD OF DIRECTORS MEETING
ATTENDANCE**

November 2, 2016

**HOLIDAY INN CAPITOL PLAZA
300 J Street • Sacramento, CA**

4:00 PM

Board of Directors - Campus Representatives

Campus	Primary	Present	Alternate	Present
Chancellor's Office	Robert Eaton	Teleconference	None	
Bakersfield	Thom Davis	In Person	Tim Ridley	In Person
Channel Islands	Katharine Hullinger	In Person	Caroline Doll	In Person
Chico	Michael Thorpe	In Person	James Hyatt	
Dominguez Hills	Stephen J. Mastro	Teleconference	Jeff Wood	Teleconference
East Bay	Nyassa Love Johnson	In Person	Debbie Chaw	
Fresno	Debbie Adishian-Astone		Lisa Kao	In Person
Fullerton	Michael Coughlin		John Beisner	
Humboldt	Kimberly Comet	In Person	Joyce Lopes	
Long Beach	Scott Apel	In Person	Felissa Waynick	Teleconference
Los Angeles	Lisa Chavez	In Person	Kevin Brady	In Person
Maritime	Marianne Spotorno	In Person	Franz Lozano	In Person
Monterey Bay	Kevin Saunders	In Person	Lenore Reed	In Person
Northridge	Edith Winterhalter		Lisa Telles	In Person
Pomona	Rufus Grant		Valerie Eberle	
Sacramento	Ming-Tung (Mike) Lee	In Person	Kirtland Stout	In Person
San Bernardino	Jody VanLeuven	In Person	Douglas Freer	
San Diego	Tom McCarron		Jessica Rentto	Teleconference
San Francisco	Ron Cortez		Michael Beatty	In Person
San Jose	Marla Perez-Guerra	In Person	Josee Larochelle	Teleconference
San Luis Obispo	Dru Zachmeyer	Teleconference	Cindy Vizcaino Villa	
San Marcos	Linda Hawk		Erin Fullerton	In Person
Somona	Tyson Hill		Stan Nosek	
Stanislaus	Amy Thomas	In Person	Douglas Dawes	

Board of Directors - AORMA Representatives

AORMA Committee	Members	Present
Fullerton	Frank Mumford	In Person
Channel Islands	Dave Nirenberg	In Person
Humboldt	Dave Nakamura	Teleconference
Long Beach	Robert de Wit	In Person
Long Beach	Brian Nowlin	
Monterey Bay	Gigi Kiama	In Person
Sacramento	Jim Reinhart	
Sacramento	Leslie Davis	
San Francisco	Guy Dalpe	In Person

Staff, Guests and/or Consultants Present:

Name	Company
Amy Lightner	Alliant
Brendan Falvey	Markel
Brian Frost	AmWins
Daniel Howell	Alliant
David Morthead	Arch Ins Group
Franz Mautene	
Gena Lopez	Cal State LA
Intef Wesel	Cal State LA
Jacki Graf	Alliant
Joe Risser	Risk Management Design
Joseph Shepler	CO
Marv Rubin	Great American
Merle Shapiro	Ironshore
Mimi Long	Alliant
Pamela Asbury	Berkley Custom
Rebecca Skidmore	CO
Robert Leong	Alliant
Stacey Weeks	Alliant
Tevea Him	Alliant
Tina Kotin-Savitch	CSU CI
William Hsu	CO
Zachary Gifford	CO

CSURMA TREASURER'S 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 Board is asked to review the Quarterly Investment Reports ending December 31, 2016 and March 31, 2017. The CSURMA Treasurer will be on hand to answer questions.

RECOMMENDATION: Staff recommends the Board accept the Treasurer's Report, as presented at today's meeting.

FISCAL IMPACT: None.

BACKGROUND: The objective of reviewing the investment of funds is to assure that policies and procedures are in effect to protect and preserve the JPA's financial assets.

PUBLICATION: None.

ATTACHMENT(S):

- a. Certification of Funds Letter - April 27, 2017
- b. CSURMA Investment Report - October 1, 2016 to December 31, 2016
- c. CSURMA Investment Report - January 1, 2017 to March 31, 2017



California State University Risk Management Authority

Officers

Linda Hawk
Chair - 760-750-4950

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

Robert Eaton
Treasurer - 562-951-4572

Zachary Gifford
Secretary-Auditor - 562-951-4568

To: Executive Committee
CSU Risk Management Authority

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

Re: Quarterly Investment Report
Ending March 31, 2017

Date: April 17, 2017

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

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

Robert Eaton
Treasurer
CSU Risk Management Authority

CSURMA

Quarterly Investment Report

October 1, 2016 - December 31, 2016

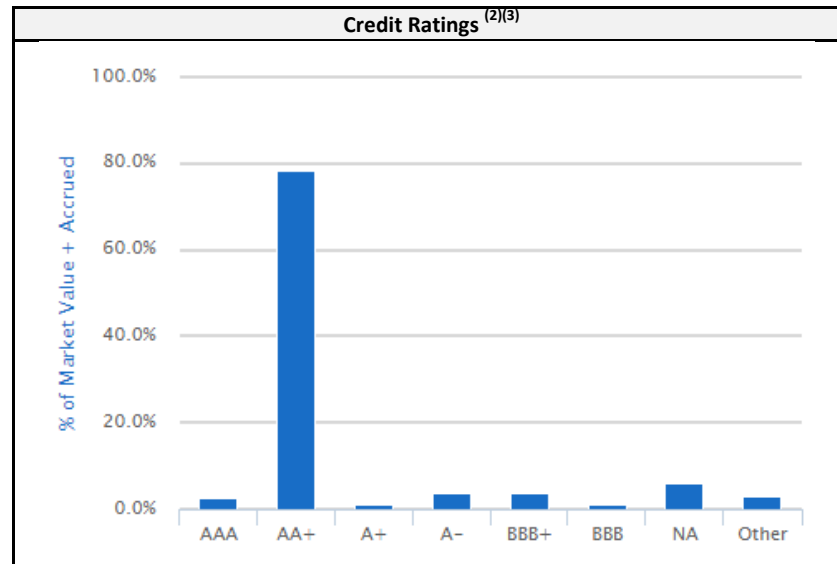
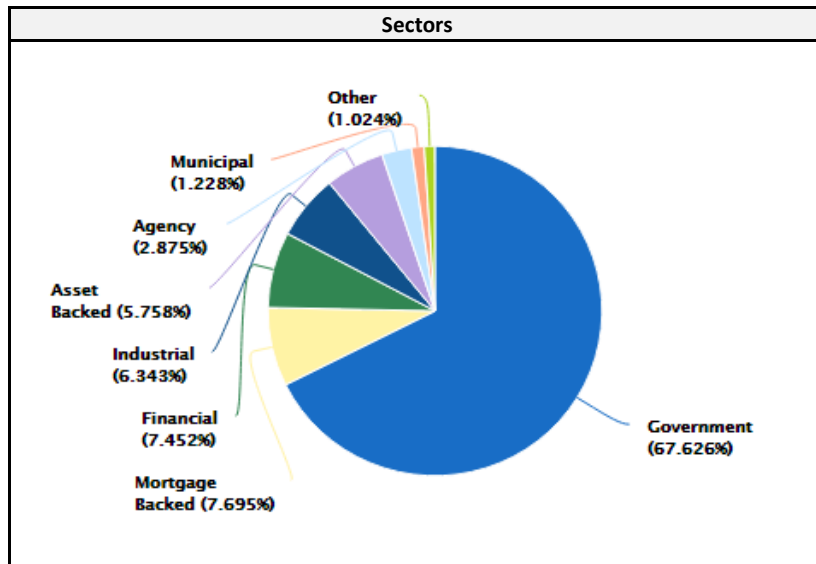
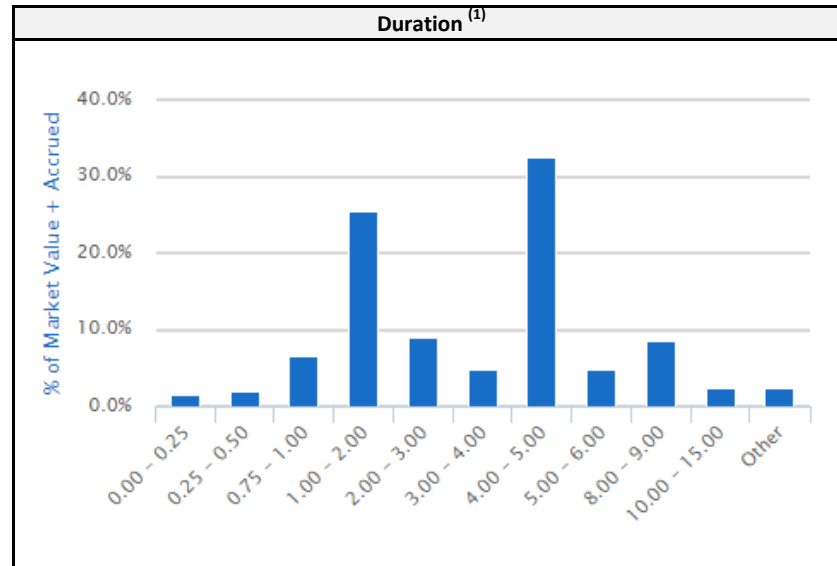
Prepared by Treasury

California State University Risk Management Authority

Fixed Income Portfolio (Auxiliary Investment Platform)

As of 12/31/2016

Portfolio Summary Total	
Total Assets	131,325,700
Duration	3.884
Yield	1.875
Avg Credit Rating	AA-/Aa3
QE Performance	-2.013%



(1) The Other category combines duration ranges and in aggregate equals 2.336% of the portfolio.

(2) The Other category contains assets that do not fall within the seven specific charted credit ratings. These assets make up 3.048% of the portfolio and include the following ratings: AA, AA-, A, and BBB-.

(3) The NA category contains assets that do not have credit ratings available. These assets make up 5.908% of the portfolio.

California State University Risk Management Authority

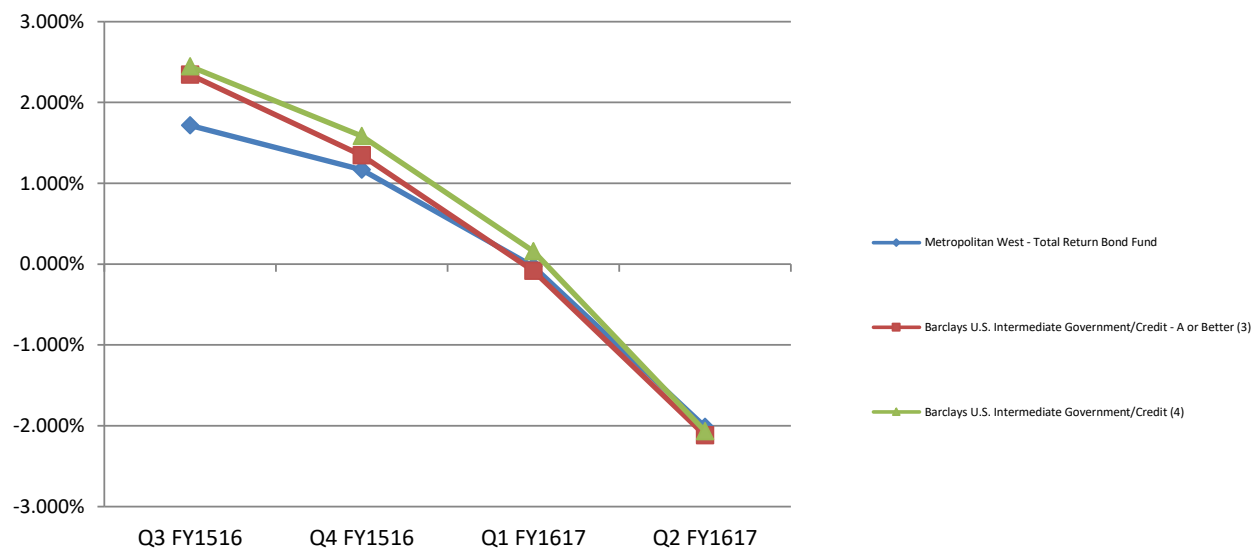
Fixed Income Portfolio (Auxiliary Investment Platform)

Performance Summary

Period Ending 12/31/2016

Account / Index	Market Value	3 Month ⁽¹⁾	Trailing	Trailing	Trailing	Since	Yield	WAM ⁽²⁾	Duration
			12 Month ⁽¹⁾	3 Year ⁽¹⁾	5 Year ⁽¹⁾	Inception ⁽¹⁾			
	12/31/2016	10/01/16 - 12/31/16	01/01/16 - 12/31/16	01/01/14 - 12/31/16	01/01/12 - 12/31/16	07/01/07 - 12/31/16			
Metropolitan West - Total Return Bond Fund	131,325,700	-2.013%	0.804%	1.423%	1.382%	3.608%	1.875	5.695	3.884
Barclays U.S. Intermediate Government/Credit - A or Better ⁽³⁾		-2.119%	1.437%	1.857%	1.531%	2.879%	1.879	4.212	3.940
Barclays U.S. Intermediate Government/Credit ⁽⁴⁾		-2.067%	2.081%	2.087%	1.846%	3.261%	2.107	4.368	4.051

Account / Index	Q3 FY1516	Q4 FY1516	Q1 FY1617	Q2 FY1617	Trailing
	01/01/16 - 03/31/16	04/01/16 - 06/30/16	07/01/16 - 09/30/16	10/01/16 - 12/31/16	12 Month ⁽¹⁾
Metropolitan West - Total Return Bond Fund	1.716%	1.169%	-0.029%	-2.013%	0.804%
Barclays U.S. Intermediate Government/Credit - A or Better ⁽³⁾	2.343%	1.344%	-0.083%	-2.119%	1.437%
Barclays U.S. Intermediate Government/Credit ⁽⁴⁾	2.446%	1.585%	0.159%	-2.067%	2.081%



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

(2) Weighted Average Maturity

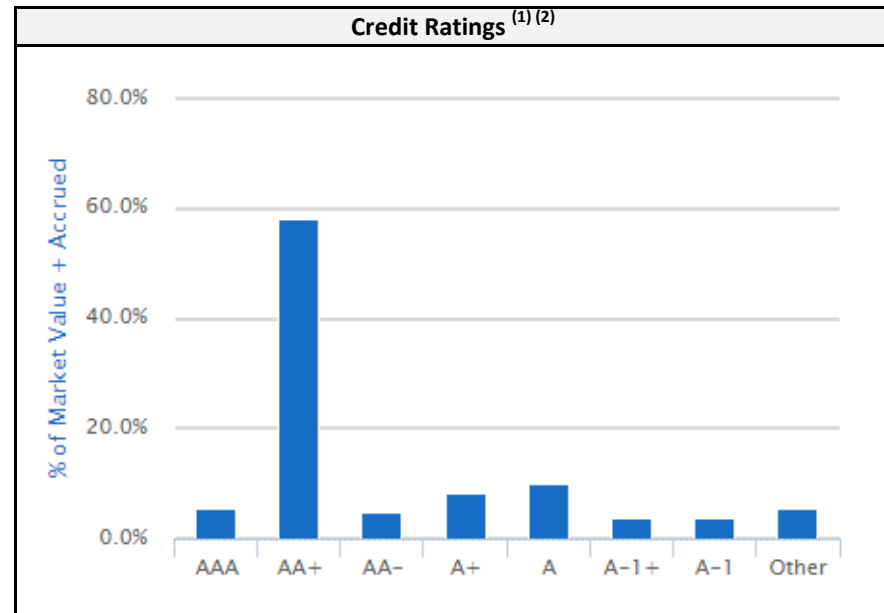
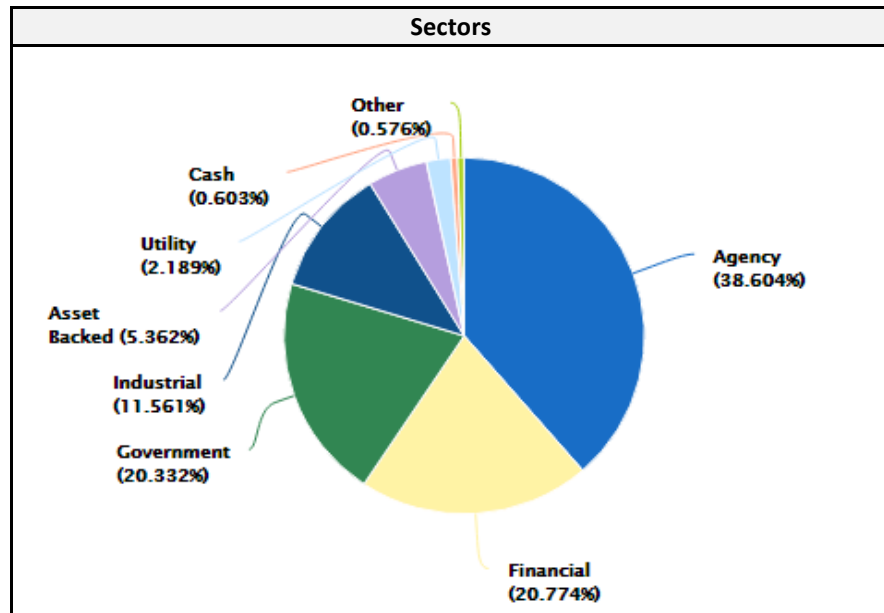
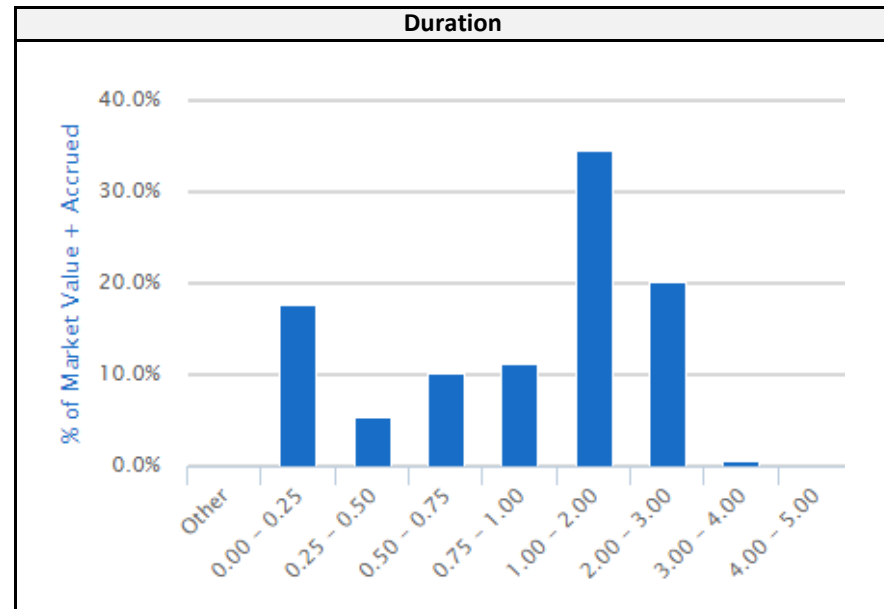
(3) Portfolio Benchmark as of 05/2014.

(4) Portfolio Benchmark prior to 05/2014.

California State University SWIFT Portfolio

As of 12/31/2016

Portfolio Summary Total	
Total Assets	36,953,498
Duration	1.229
Yield	1.226
Avg Credit Rating	AA-/Aa3
QE Performance	-0.160%



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

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

California State University Risk Management Authority

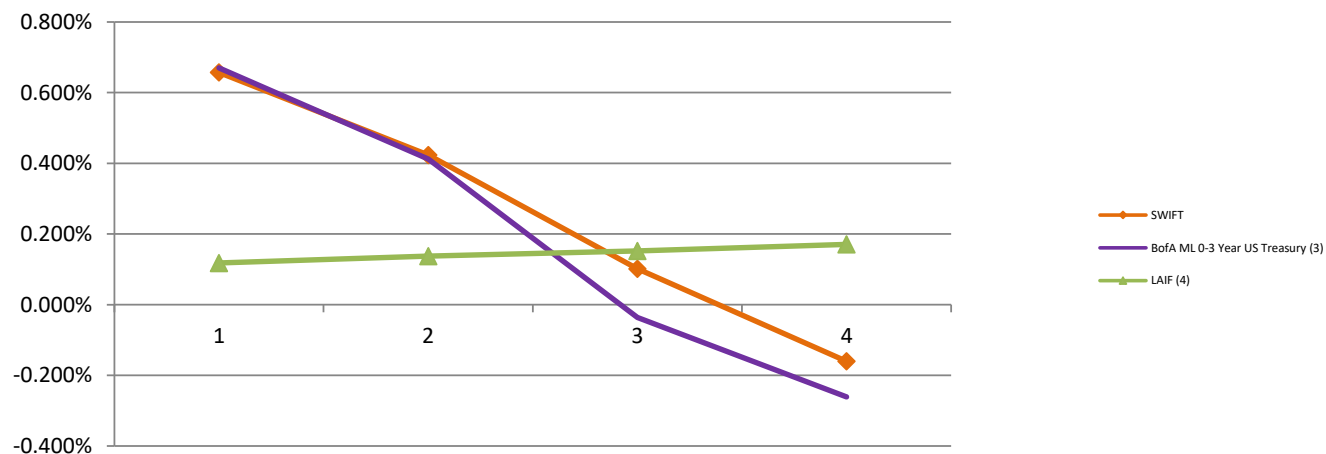
SWIFT Portfolio

Performance Summary

Period Ending 12/31/2016

Account / Index	Market Value	3 Month ⁽¹⁾	Trailing 12 Month ⁽¹⁾	Trailing 3 Year ⁽¹⁾	Trailing 5 Year ⁽¹⁾	Since Inception ⁽¹⁾	Yield	WAM ⁽²⁾	Duration
	12/31/16	10/01/16 - 12/31/16	01/01/16 - 12/31/16	01/01/14 - 12/31/16	01/01/12 - 12/31/16	07/01/07 - 12/31/16			
SWIFT - CSU Systemwide Investment Fund Trust	36,953,498	-0.160%	1.024%	0.737%	0.713%	1.275%	1.226	1.489	1.229
BofA ML 0-3 Year US Treasury ⁽³⁾		-0.261%	0.784%	0.555%	0.463%	1.630%	1.021	1.470	1.434
LAIF - Local Agency Investment Fund ⁽⁴⁾		0.171%	0.580%	0.381%	0.354%	1.019%	0.684		

Account / Index	Q3 FY1516	Q4 FY1516	Q1 FY1617	Q2 FY1617	Trailing 12 Month ⁽¹⁾
	1/1/16 - 3/31/16	4/1/16 - 6/30/16	07/01/16 - 09/30/16	10/01/16 - 12/31/16	01/01/16 - 12/31/16
SWIFT	0.657%	0.424%	0.102%	-0.160%	1.024%
BofA ML 0-3 Year US Treasury ⁽³⁾	0.670%	0.412%	-0.036%	-0.261%	0.784%
LAIF ⁽⁴⁾	0.118%	0.138%	0.152%	0.171%	0.580%



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

(2) Weighted Average Maturity

(3) SWIFT Portfolio Benchmark

(4) LAIF returns calculated by CSUCO Treasury

CSURMA

Quarterly Investment Report

January 1, 2017 - March 31, 2017

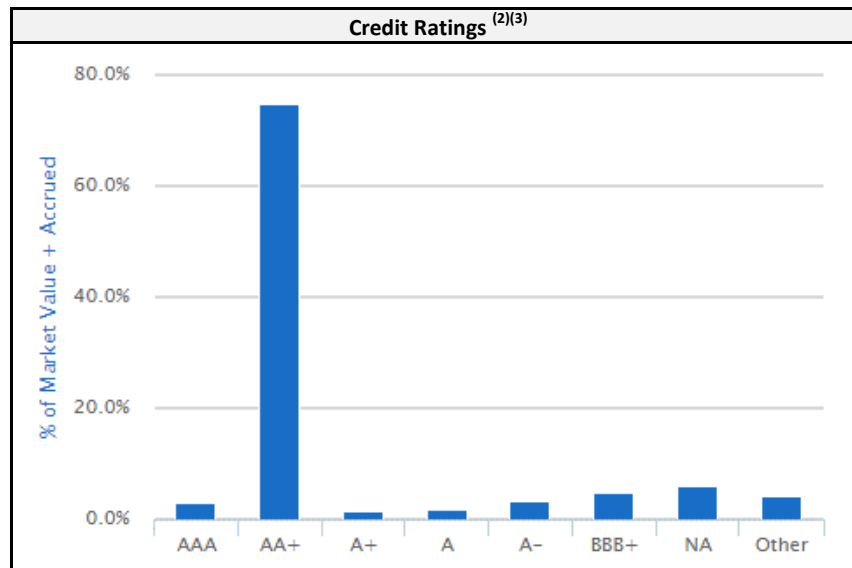
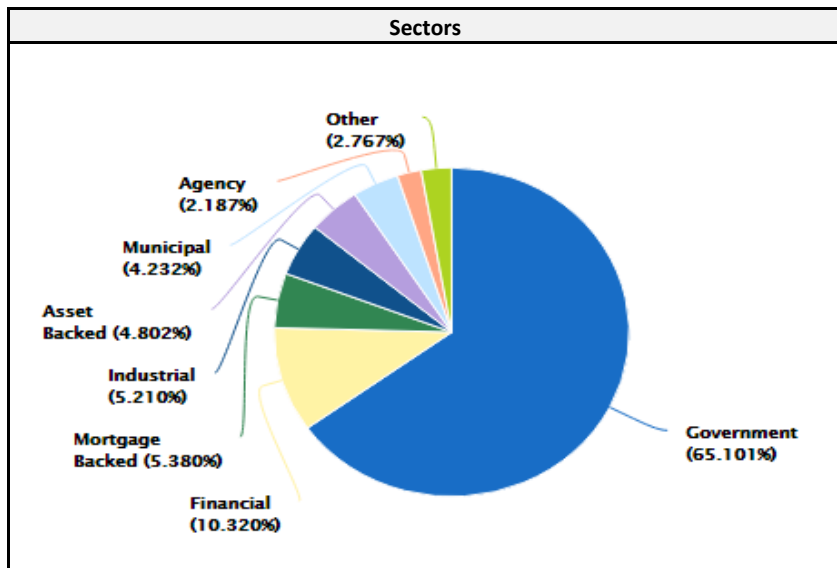
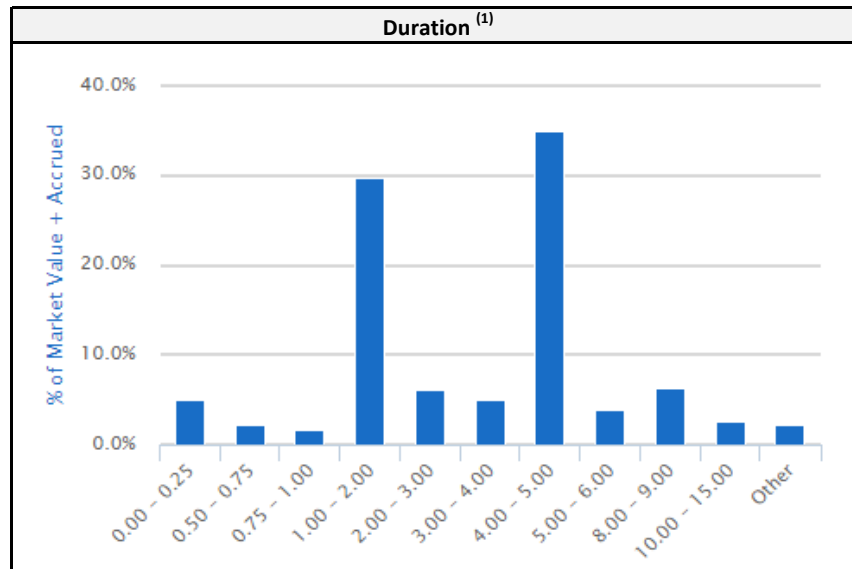
Prepared by Treasury

California State University Risk Management Authority

Fixed Income Portfolio (Auxiliary Investment Platform)

As of 03/31/2017

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



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

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

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

California State University Risk Management Authority

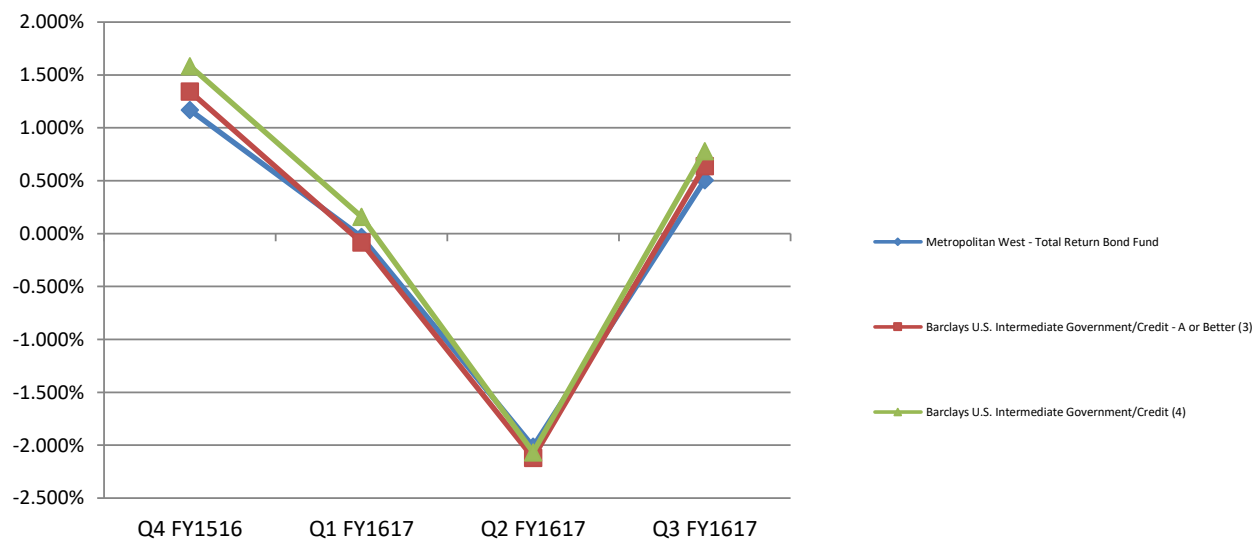
Fixed Income Portfolio (Auxiliary Investment Platform)

Performance Summary

Period Ending 03/31/2017

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

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



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

(2) Weighted Average Maturity

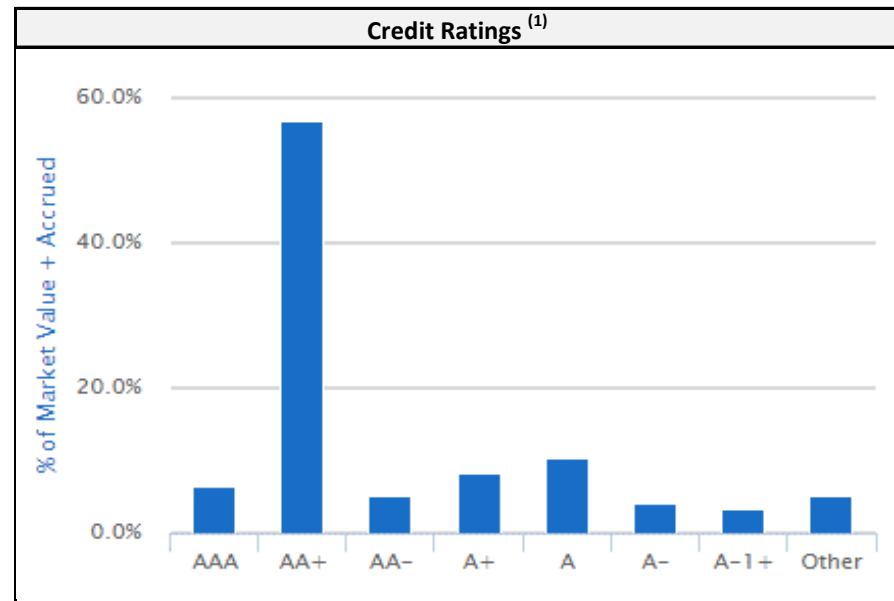
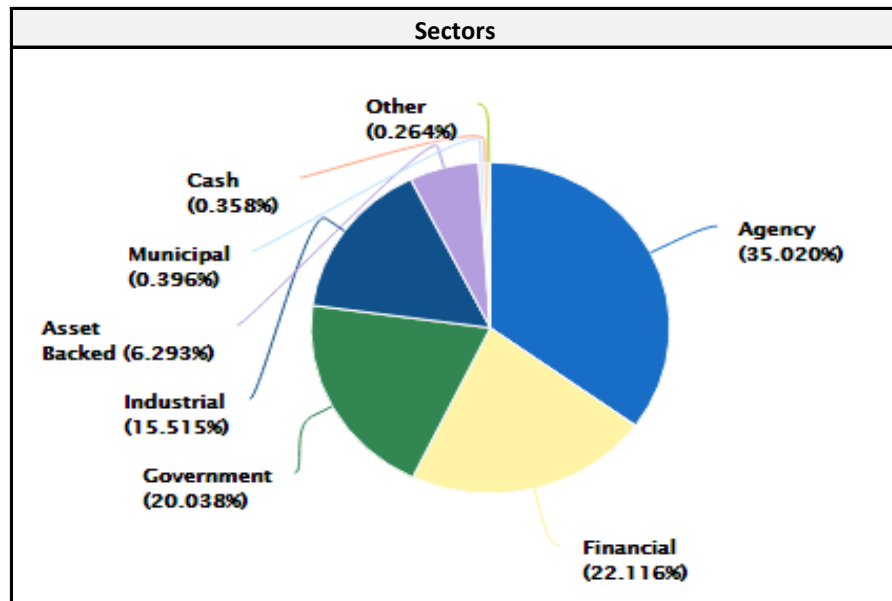
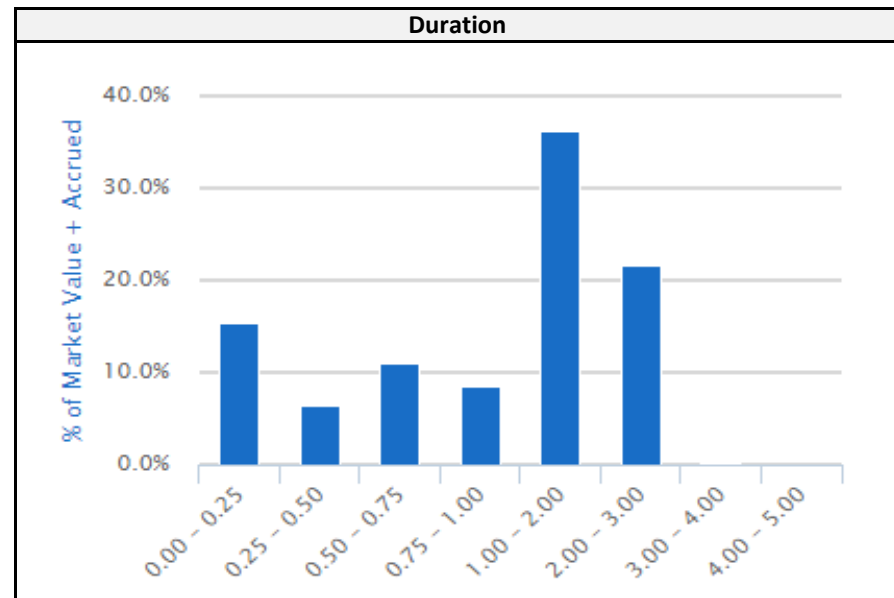
(3) Portfolio Benchmark as of 05/2014.

(4) Portfolio Benchmark prior to 05/2014.

California State University SWIFT Portfolio

As of 03/31/2017

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



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

California State University Risk Management Authority

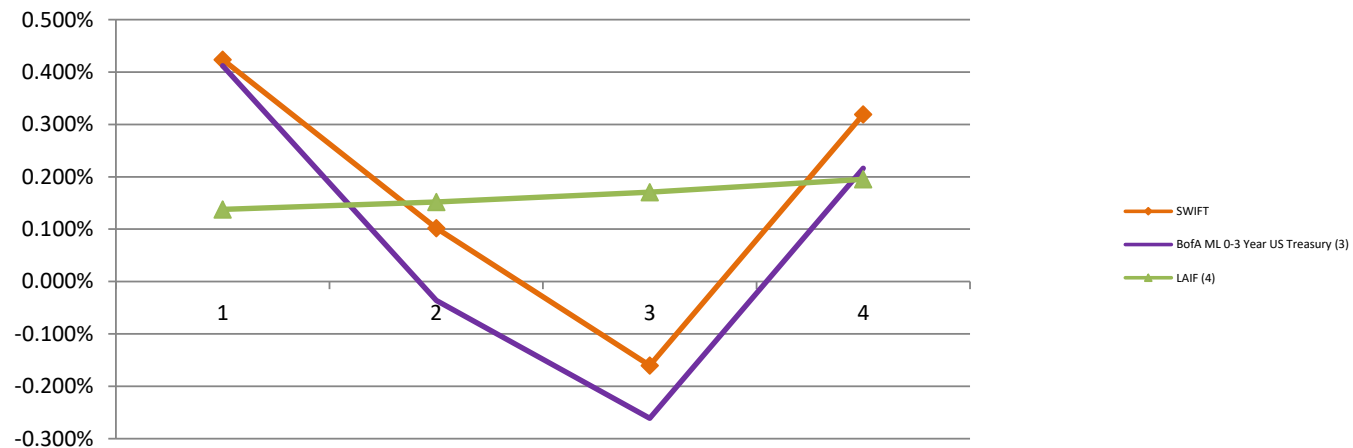
SWIFT Portfolio

Performance Summary

Period Ending 03/31/2017

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

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



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

(2) Weighted Average Maturity

(3) SWIFT Portfolio Benchmark

(4) LAIF returns calculated by CSUCO Treasury

ADOPTION OF THE CSURMA’S CONFLICT OF INTEREST CODE

ISSUE: The Board will be asked to review and approve revisions to its current Conflict of Interest Code.

RECOMMENDATION: The Executive Committee recommends that the Board approve the revisions to the CSURMA Conflict of Interest Code.

FISCAL IMPACT: None.

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

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

PUBLICATION: None at this time; but will be distributed and uploaded into the CSURMA website once approved by the FPPC.

ATTACHMENT(S):

- a. Revised Conflict of Interest Code for the CSURMA

CONFLICT OF INTEREST CODE FOR THE CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY

The Political Reform Act (Cal. Gov. Code Sect. 81000, *et seq.*) requires that state and local government agencies adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Sec. 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY (CSURMA).

Designated positions shall file their statements with the California State University Risk Management Authority who will make the statements available for public inspection and reproduction. (Cal. Gov. Code Sect. 8100~~08~~). Statements for all designated positions will be retained by the CALIFORNIA STATE UNIVERSITY MANAGEMENT AUTHORITY. Upon receipt of the statements, the ~~Authority~~ CSURMA shall make and retain copies and forward the originals to the **Fair Political Practices Commission**. All original statements will be retained by the **Fair Political Practices Commission**.

Note: CSURMA cited: Sections 81008, 87300, 87306, Government Code. Reference: Section 87302, Government Code.

**APPENDIX TO
CONFLICT OF INTEREST CODE OF THE
CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY**

<u>Designated Positions* *:</u>	<u>Disclosure Category:</u>
Members of the AORMA Committee	All
Attorney	All
Risk Management Consultant***	All
Secretary-Auditor	All
Claims Administrators* * *	All
Other Consultants * * *	All

Officials who manage public investments**:

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interest pursuant to California Government Code Section 87200:

- Members of Board of Directors
- Alternate Members of Board of Directors
- Members of Executive Committee
- Chair
- Vice-Chair
- Program Director* * *
- Treasurer

**Certain CSURMA employees and officers may hold more than one position. In the case of an employee or officer who holds two designated positions, that person need file only one economic disclosure statement covering both/all designated positions. In the case of an employee or official who holds a designated position or positions and is also classified as an official who manages public investments, that person need file only the Statement of Economic Disclosure required under California Government Code Section 587200 for both/all of his or her positions.

* * * With respect to consultants, the Chair of the CSURMA may determine in writing whether a particular consultant is hired to perform a range of duties which are limited in scope, and thus, is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties, and, based on that description, a statement of the extent of disclosure requirements. The Chair shall forward a copy of this determination to the Fair Political Practices Commission. Nothing herein excuses any such consultant from any other provisions of this Conflict of Interest Code. (Government Code Section 81008.)

If these positions are held by business firms, the statement shall be filed by the individual in the firm who has primary responsibility for conducting the firm's business activities for the CSURMA.

Disclosure Categories

Persons designated to report in any of the following categories shall disclose relevant information concerning:

- ~~(a) Investments in—~~
- ~~(b) Sources of income from— or~~
- ~~(c) His or her status as a director, officer, partner, trustee, employee or any position of management in any business entities hereafter described.—~~

Category 1. ~~Investments and business positions in B~~business entities, ~~and income (including the receipt of loans, gifts, and travel payments), from sources of —which are—~~ the type to ~~contract with~~supply the CSURMA ~~to supply~~ materials, goods, products, supplies, ~~services,~~ commodities or equipment, ~~or lease space~~ utilized by the CSURMA.

Category 2. ~~Investments and business positions in b~~Business entities, ~~and income (including the receipt of loans, gifts, and travel payments), from contractors engaged in the performance of work or services of the —which are the type to supply—~~utilized by the CSURMA ~~services,~~ including professional services, ~~utilized by the CSURMA.~~

Category 3. ~~Investments and B~~business positions in ~~business~~ entities, ~~and income (including the receipt of loans, gifts, and travel payments), from contractors~~ engaged in the business of insurance including, but not limited to, insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers and actuaries.

Category 4. ~~Investments and business positions in F~~financial institutions, ~~and income (including the receipt of loans, gifts, and travel payments)~~ including, but not limited to, banks, savings and loans associations and credit unions in which the CSURMA has deposited or invested funds during the year preceding the filing of the statement.

Category 5. ~~Investments and business positions in b~~Business entities, ~~and income (including the receipt of loans, gifts, and travel payments) from~~ which either have claims pending or during the year preceding the filing of the statement, filed a claim against the CSURMA or any member of the CSURMA.

CSURMA OCTOBER 2017 MEETING DATE PROPOSED CHANGE

ISSUE: Due to a scheduling conflict, Staff recommends moving the October 20, 2017 Executive Committee and Board of Directors meetings to October 27, 2017.

RECOMMENDATION: It is recommended that the Board move its next meeting from October 20, 2017 to October 27, 2017.

FISCAL IMPACT: None

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. 2017 CSURMA Meeting Calendar (with new meeting date)



California State University Risk Management Authority

2017 CSURMA MEETING CALENDAR

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

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

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

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

ADOPTION OF THE FY 2017/18 OPERATING BUDGET

ISSUE: CSURMA's next fiscal year begins on July 1, 2017. The FY 2017/18 operating budget is to be approved by the Board of Directors at today's meeting. The Chancellor's Office Enterprise Accounting Services and the Program Administrators worked together to develop the FY 2017/18 budget proposal. The draft budget has been reviewed and approved by the Executive Committee with a recommendation for the Board of Directors to adopt the proposed 2017/18 operating budget as presented.

AORMA separately develops a budget for its coverage programs. The AORMA Committee finalized its proposed budget for FY 2017/18, which is included in CSURMA's operating budget for adoption by the Board of Directors.

Major features of the proposed **Campus Programs** budget include:

- Increase in Total Operating Revenues from \$72,064,962 to \$73,508,962.
- Decrease in Total Operating Expenses from \$97,537,384 to \$83,729,764.
- Decrease in Non-Operating Revenue \$2,127,765 to \$2,096,464.
- Reduce Net Operating Deficit from \$23,344,657 to \$8,124,338.
- Retained Earnings is estimated to be reduced from \$35,522,548 to \$27,398,210 at June 30, 2018.

The preceding does not include Dividend Distributions during FY 2017/18, which, if any, will increase expenditures and decrease fund reserves.

Major features of the **AORMA Programs** budget include:

- Decrease in Total Operating Revenues from \$10,713,992 to \$9,856,592.
- Increase in Total Operating Expenses from \$11,156,126 to \$13,576,386.
- Increase in Non-Operating Revenue \$350,975 to \$400,594.
- Increase Net Operating Deficit from \$91,158 to \$3,319,200.
- Retained Earnings is estimated to be reduced from \$20,716,643 to \$17,397,443 at June 30, 2018.

The preceding include Dividend Distributions totaling \$1,712,755 on July 1, 2017.

Staff will be present at today's meeting to review the proposed budget.

RECOMMENDATION: The Board is asked to review the proposed budget for FY 2017/18 and take action to approve Resolution No. 01-17 (BOD) which adopts the FY 2017/18 operating budget as presented, and authorizes the Treasurer to invest or reinvest funds of CSURMA, or to sell or exchange securities so purchased and may also delegate responsibilities, as appropriate, to the Assistant Vice Chancellor of Financing, Treasury and Risk Management of the CSU (Assistance Vice Chancellor) in his/her capacity as staff to CSURMA.

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

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

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft FY 2017/18 CSURMA Budget of Revenues and Expenses
- b. Resolution No. 01-17 (BOD)

CSURMA

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

EC Approved for BOD Adoption

Board of Directors
May 5, 2017

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: ALL FUNDS

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: ALL FUNDS

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

GENERAL FUND

To allocate General Expenses
across All Program Funds

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

GENERAL FUND

To allocate General Expenses
across All Program Funds

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

CSURMA
Cash Flow Budget of Revenues and Expenses
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TOTAL: CAMPUS PROGRAMS

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: CAMPUS PROGRAMS

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

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

FY 17/18 Proposed Budget
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CAMPUS LIABILITY PROGRAM

(Fund 10)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS LIABILITY PROGRAM

(Fund 10)

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

CSURMA

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

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

CAMPUS WORKERS' COMPENSATION PROGRAM

(Fund 11)

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

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

FY 17/18 Proposed Budget
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CAMPUS WORKERS' COMPENSATION PROGRAM

(Fund 11)

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

General & Administrative Expenses

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

Non-Operating Revenues

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

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

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS IDL NDL UI PROGRAM *

(Fund 12)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS IDL NDL UI PROGRAM *

(Fund 12)

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

* Industrial Disability, Non-industrial Disability, Unemployment Insurance

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

FY 17/18 Proposed Budget
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CAMPUS PROPERTY PROGRAM

(Fund 13)

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

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

FY 17/18 Proposed Budget
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CAMPUS PROPERTY PROGRAM

(Fund 13)

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

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

(Fund 14)

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

Operating Revenues

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

Operating Expenses*Direct Program Expenses*

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

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

(Fund 14)

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

General & Administrative Expenses

Financial Audit	1,834	1,593	-241
Executive Committee & Board Expenses	1,450	1,548	98
JPA Insurance	1,173	728	-444
Memberships, Associations & Dues	318	341	24
Chancellor's Office Accounting Services	14,926	16,728	1,802
Chancellor's Office Risk Management Service	43,201	47,089	3,888
JPA Accreditation	0	0	0
JPA Legal	4,478	4,923	445
Miscellaneous Expenses	640	683	43
Total General & Administrative Expenses	<u>68,019</u>	<u>73,634</u>	<u>5,614</u>
Total Operating Expenses	<u>3,697,913</u>	<u>3,837,489</u>	<u>139,575</u>

Non-Operating Revenues

Investment Income	63,221	60,684	-2,537
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>63,221</u>	<u>60,684</u>	<u>-2,537</u>

Net Surplus (Deficit)	<u>523,631</u>	<u>729,525</u>
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Beginning Retained Earnings (est at 7/1/17)	476,671	1,000,302
Ending Retained Earnings (est at 6/30/18)	1,000,302	1,729,827

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS AUTO LIABILITY PROGRAM *

(Fund 15)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CAMPUS AUTO LIABILITY PROGRAM *

(Fund 15)

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

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

CSURMA

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

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

TOTAL: AORMA PROGRAMS

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

TOTAL: AORMA PROGRAMS

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA LIABILITY PROGRAM

(Fund 21)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA LIABILITY PROGRAM

(Fund 21)

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

Includes Cyber Risk Liability

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Midterm</i> FY 16/17 Amended	<i>Proposed</i> FY 17/18 Budget	Budget <u>Change</u>
Operating Revenues			
Contributions	2,368,714	2,075,000	-293,714
Reinsurance Premiums	-1,679,000	-1,500,000	179,000
Total Operating Revenues	<u>689,714</u>	<u>575,000</u>	<u>-114,714</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	250,000	250,000	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Management Information System	1,215	1,048	-167
Program Administrators	255,000	258,913	3,913
Brokerage Commissions & Fees	189,843	189,843	0
Insurance Premiums (net of brokerage)	65,026	21,000	-44,026
Taxes, Assessments & Fees	0	0	0
Actuarial Services	6,802	6,802	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	260	224	-36
Workshop/Training Expenses	7,338	4,697	-2,641
Loss Control Expenses	18,219	24,130	5,911
Appraisals	0	0	0
Excess/Reinsurance Recoveries	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>793,702</u>	<u>756,657</u>	<u>-37,046</u>

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA PROPERTY PROGRAM *

(Fund 23)

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

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

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

(Fund 22)

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

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

(Fund 22)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA CRIME PROGRAM *

(Fund 24)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

AORMA CRIME PROGRAM *

(Fund 24)

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

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

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

(Fund 25)

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

CSURMA

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

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

AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

PURCHASED INSURANCE PROGRAM *

(Fund 20)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

PURCHASED INSURANCE PROGRAM *

(Fund 20)

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

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

CSURMA

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

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

OWNER CONTROLLED INSURANCE PROGRAM

(Fund 16)

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

Operating Revenues

Contributions	6,118,518	6,118,518	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>6,118,518</u>	<u>6,118,518</u>	<u>0</u>

Operating Expenses

Direct Program Expenses

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

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

(Fund 16)

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

CSURMA

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

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

CLUB SPORTS INSURANCE PROGRAM

(Fund 17)

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

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

FY 17/18 Proposed Budget
EC Approved for BOD Adoption

CLUB SPORTS INSURANCE PROGRAM

(Fund 17)

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

Launched beginning August 1, 2012

CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY

**BOARD OF DIRECTORS
RESOLUTION NO. 01-17 (BOD)**

Resolution Adopting CSURMA Operating Budget for FY 2017/18

The Board of Directors of the California State University Risk Management Authority finds and determines that the FY 2017/18 operating budget shall be as follows:

Major features of the proposed **Campus Programs** budget include:

- Increase in Total Operating Revenues from \$72,064,962 to \$73,508,962.
- Decrease in Total Operating Expenses from \$97,537,384 to \$83,729,764.
- Decrease in Non-Operating Revenue \$2,127,765 to \$2,096,464.
- Reduce Net Operating Deficit from \$23,344,657 to \$8,124,338.
- Retained Earnings is estimated to be reduced from \$35,522,548 to \$27,398,210 at June 30, 2018.

Major features of the **AORMA Programs** budget include:

- Decrease in Total Operating Revenues from \$10,713,992 to \$9,856,592.
- Increase in Total Operating Expenses from \$11,156,126 to \$13,576,386.
- Increase in Non-Operating Revenue \$350,975 to \$400,594.
- Increase Net Operating Deficit from \$91,158 to \$3,319,200.
- Retained Earnings is estimated to be reduced from \$20,716,643 to \$17,397,443 at June 30, 2018.

The proposed operating budget would develop Total Operating Revenues of \$90,279,072 (net of reinsurance premiums), Total Operating Expenses of \$100,477,816 and Total Non-Operating Revenues of \$2,500,000, generating Net Operating Deficit of \$7,698,744. Retained Earnings is estimated decrease from \$67,372,983 to be \$59,674,239 at June 30, 2018. *The preceding does not include Campus Dividend Distributions, which if any, will increase expenditures and decrease fund reserves.*

* * * * *

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the Board of Directors of the California State University Risk Management Authority as follows:

- 1) The California State University Risk Management Authority does hereby adopt the FY 2017/18 operating budget as presented herein.
- 2) The CSURMA Treasurer is hereby authorized pursuant to California Government Code Section 53607 to invest or reinvest funds of CSURMA, or to sell or exchange securities so purchased and may also delegate responsibilities, as appropriate, to the Assistant Vice Chancellor of Financing, Treasury and Risk Management of the CSU (Assistance Vice Chancellor) in his/her capacity as staff to CSURMA.

CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY

* * * * *

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 Board of Directors of the California State University Risk Management Authority held on May 5, 2017 which was approved by the following votes:

AYES, and in favor thereof, members: ALL

NOES, members: None

ABSTAIN, members:

ABSENT, members:

Mike Lee, Chair

Zachary Gifford, Secretary-Auditor

CAMPUS RISK POOLS FUNDING STATUS

ISSUE: In accordance with CSURMA's adopted funding policy for its self-funded risk pools, Staff prepared an analysis of the pooled programs funding position relative to the actuary's projection for CSURMA's funding requirements and expected expenditures as of December 31, 2016 projected to June 30, 2017. The Executive Committee reviewed the risk pools' funding position at its March 10, 2017 long range planning meeting, and determined there are sufficient funds to meet anticipated needs, including a confidence margin for unexpected expenditures. The Executive Committee will meet again on September 8, 2017 and, upon its review of the audited financial statements for fiscal year ending June 30, 2017, determine if there is ample surplus to release dividends to members.

RECOMMENDATION: No action requested. This item is provided as information for the Board of Directors.

FISCAL IMPACT: Dividends, if any, will reduce fund balances by the amount recommended by the Executive Committee in the fiscal period from which excess funds are distributed to members.

BACKGROUND: Prior to FY 1995/1996, the CSU Chancellor's Office paid all liability, Workers' Compensation and IDL/NDL/UI claims and related expenses. CSU funded these liabilities on a cash basis as the claims became payable. Beginning in FY 1995/1996, the campuses became accountable for these liabilities. The *Risk Pool* was developed as a funding mechanism so that campuses could share primary layer costs while simultaneously being encouraged to manage risks. Each campus' base budget was increased by a pro rata share of the systemwide budget for these liabilities.

The CSURMA (successor to the *Risk Pool*) inherited prior years' claim liabilities when it was established. The CSURMA Board of Directors adopted a policy of fully funding each year's liabilities as they are incurred. That is, campuses will pay a premium to CSURMA for each fiscal year to cover all projected costs of claims attributed to that fiscal year, even though the claims will be paid over future years.

PUBLICATION: None.

ATTACHMENTS:

- a. Target Surplus Funding Analyses
- b. Estimated Pool Funding Projected to Fiscal Year End 2017
- c. CSURMA Policy and Procedure No. 7 - Self-Insured Program Funding
- d. CSURMA Actuarial Reports dated September 11, 2016 and October 18, 2016 (*available at the meeting for reference*)

Campus Liability Coverage Fund
Target Surplus Funding Analysis at \$5,000,000 SIR
as of 12/31/16 projected to 6/30/17

Gross Premium (FY 16/17):	\$14,240,860
Maximum Retention:	\$5,000,000 <i>each Occurrence</i>
Est. Outstanding Liabilities @ 6/30/17	\$15,855,006 <i>Expected, Undiscounted, Net of Deductibles</i>
Est. Outstanding Liabilities @ 6/30/17	\$17,599,057 <i>at 70% Confidence</i>
Est. Fund Balance @ 6/30/17	\$32,608,781
Est. Funded Loss & ULAE @ 6/30/17	\$19,129,689 <i>at 70% Confidence</i>
Est. Funding above 70% Conf Level:	\$13,479,092

Ratio	Target	Indicated Minimum Surplus	Projected Ratio
Premium to Surplus	< 3:1	\$4,746,953	0.44
Surplus to Retention	> 1:1	\$5,000,000	6.52
O/S Reserve to Surplus	≤ 5:1	\$3,171,001	0.49

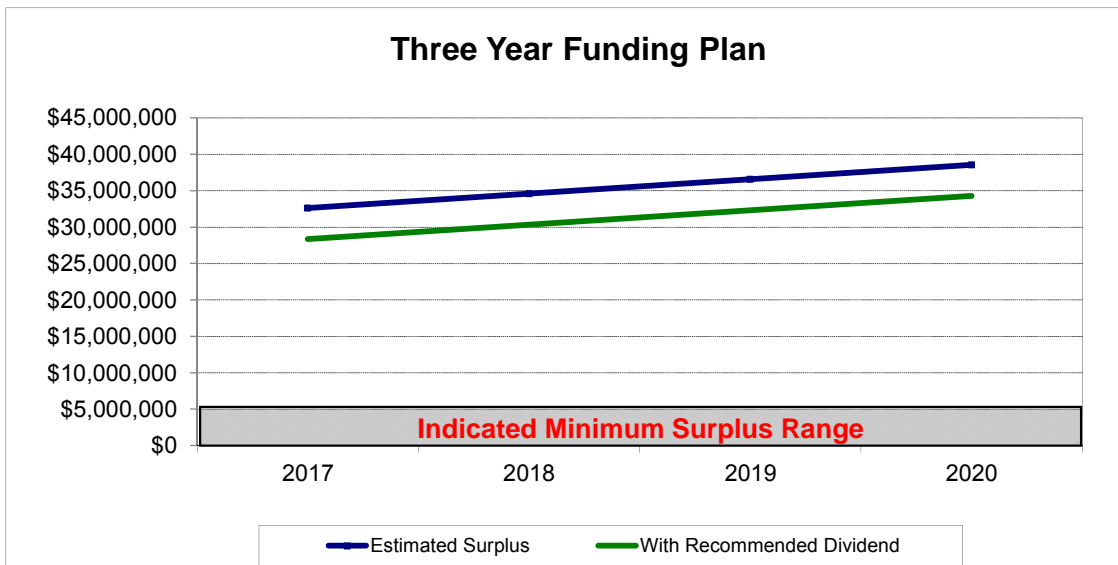
Maximum Dividend Available:	\$8,479,092
Recommended Dividend 50%:	\$4,239,546

2017/18 Pool Funding Options

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

Three Year Funding Plan

	Amount Added to Reserves	Estimated Reserve Balance	Est Reserve Balance Net of Rec'd Dividend
Estimated Balance at 6/30/17	N/A	\$32,608,781	\$28,369,235
2017/18 - Collection @ 70% CL	\$1,979,505	\$34,588,286	\$30,348,740
2018/19 - Collection @ 70% CL	\$1,979,505	\$36,567,791	\$32,328,245
2019/20 - Collection @ 70% CL	\$1,979,505	\$38,547,296	\$34,307,750



Campus Workers' Compensation Coverage Fund
Target Surplus Funding Analysis at \$2,500,000 SIR
as of 12/31/16 projected to 6/30/17

Gross Premium (FY 16/17):	\$37,823,215
Maximum Retention:	\$2,500,000 <i>each Occurrence</i>
Est. Outstanding Liabilities @ 6/30/17	\$37,760,046 <i>Expected, Undiscounted</i>
Est. Outstanding Liabilities @ 6/30/17	\$39,270,448 <i>at 70% Confidence</i>
Est. Fund Balance @ 6/30/17	\$57,349,712
Est. Funded Loss & ULAE @ 6/30/17	\$41,233,970 <i>at 70% Confidence</i>
Est. Funding above 70% Conf Level:	\$16,115,742

Ratio	Target	Indicated Minimum Surplus	Projected Ratio
Premium to Surplus	< 3:1	\$12,607,738	0.66
Surplus to Retention	> 2:1	\$5,000,000	22.94
O/S Reserve to Surplus	≤ 5:1	\$7,552,009	0.66

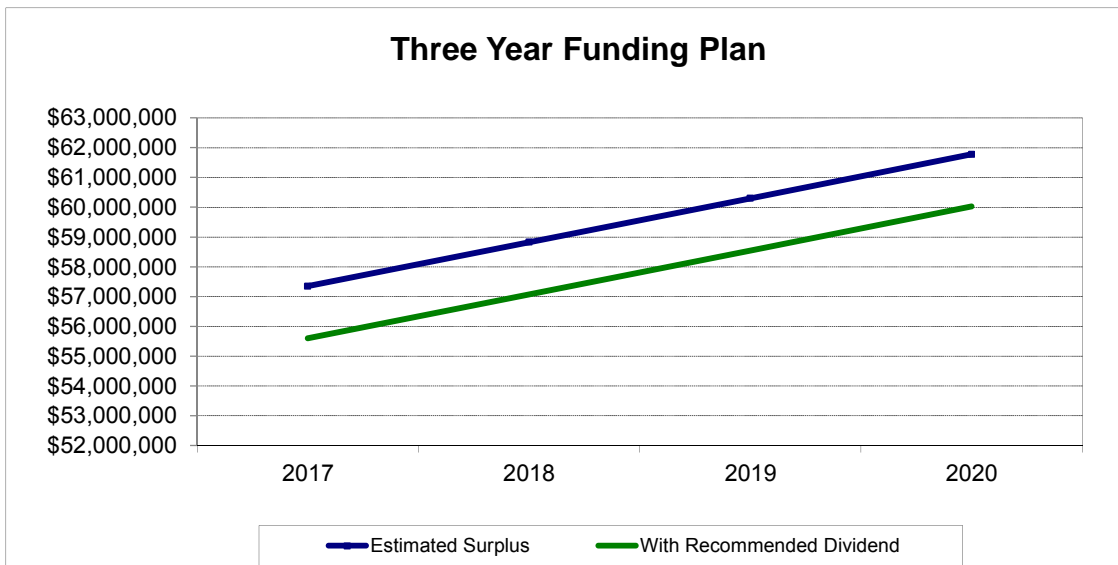
Maximum Dividend Available:	\$3,508,003
Recommended Dividend 50%:	\$1,754,002

2017/18 Pool Funding Options

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

Three Year Funding Plan

	Amount Added to Reserves	Estimated Reserve Balance	Est Reserve Balance Net of Rec'd Dividend
Estimated Balance at 6/30/17	N/A	\$57,349,712	\$55,595,710
2017/18 - Collection @ 70% CL	\$1,475,276	\$58,824,988	\$57,070,987
2018/19 - Collection @ 70% CL	\$1,475,276	\$60,300,265	\$58,546,263
2019/20 - Collection @ 70% CL	\$1,475,276	\$61,775,541	\$60,021,539



Athletic Injury Medical Expense Coverage Fund

Target Surplus Funding Analysis at \$90,000 SIR

as of 12/31/16 projected to 6/30/17

Gross Premium (FY 16/17):	\$4,158,323
Maximum Retention:	\$90,000 <i>each Occurrence</i>
Est. Outstanding Liabilities @ 6/30/17	\$2,212,048 <i>Expected, Undiscounted</i>
Est. Outstanding Liabilities @ 6/30/17	\$2,389,012 at 70% Confidence
Est. Fund Balance @ 6/30/17	\$3,177,339
Est. Funded Loss & ULAE @ 6/30/17	\$2,508,462 <i>at 70% Confidence</i>
Est. Funding above 70% Conf Level:	\$668,877

Ratio	Target	Indicated Minimum Surplus	Projected Ratio
Premium to Surplus	< 6:1	\$693,054	1.31
Surplus to Retention	> 5:1	\$450,000	35.30
O/S Reserve to Surplus	≤ 5:1	\$442,410	0.70

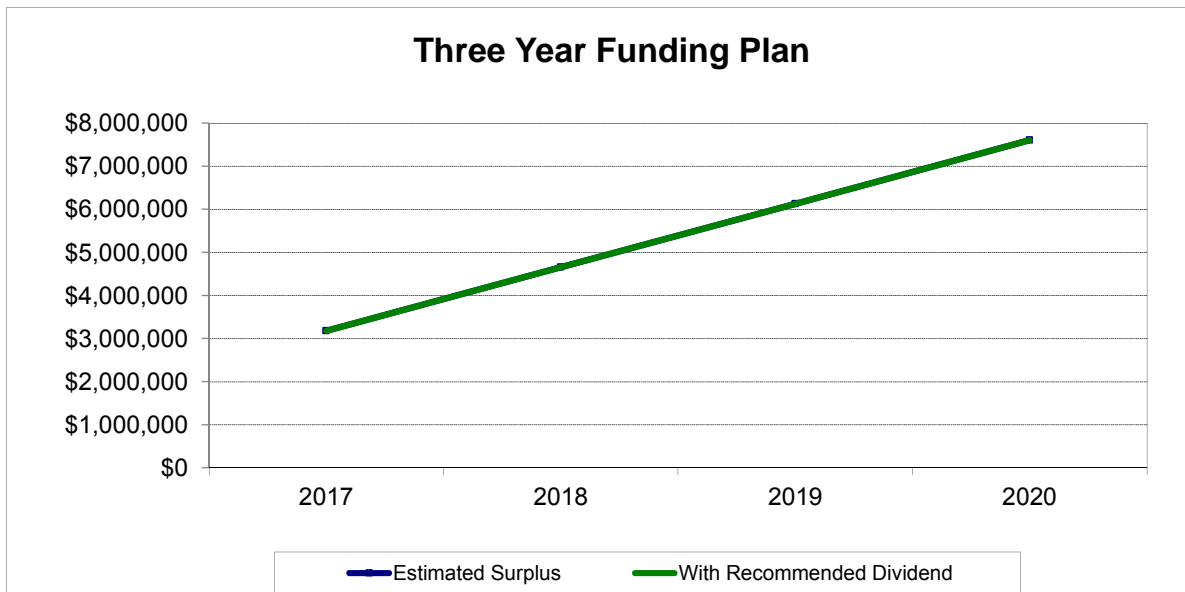
Maximum Dividend Available:	\$0
Recommended Dividend 50%:	\$0

2017/18 Pool Funding Options

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

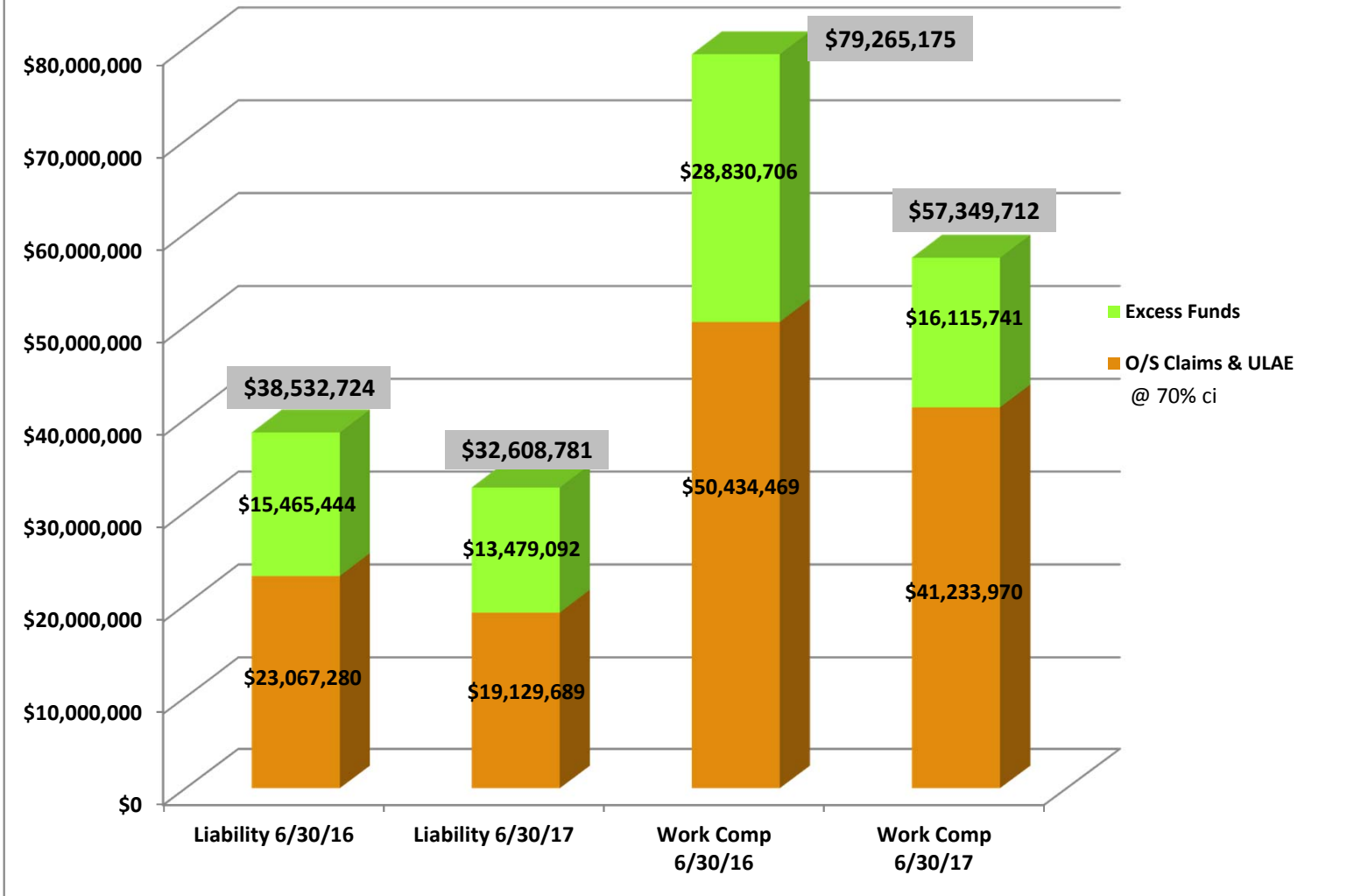
Three Year Funding Plan

	Amount Added to Reserves	Estimated Reserve Balance	Est Reserve Balance Net of Rec'd Dividend
Estimated Balance at 6/30/17	N/A	\$3,177,339	\$3,177,339
2017/18 - Collection @ 70% CL	\$1,475,276	\$4,652,615	\$4,652,615
2018/19 - Collection @ 70% CL	\$1,475,276	\$6,127,892	\$6,127,892
2019/20 - Collection @ 70% CL	\$1,475,276	\$7,603,168	\$7,603,168



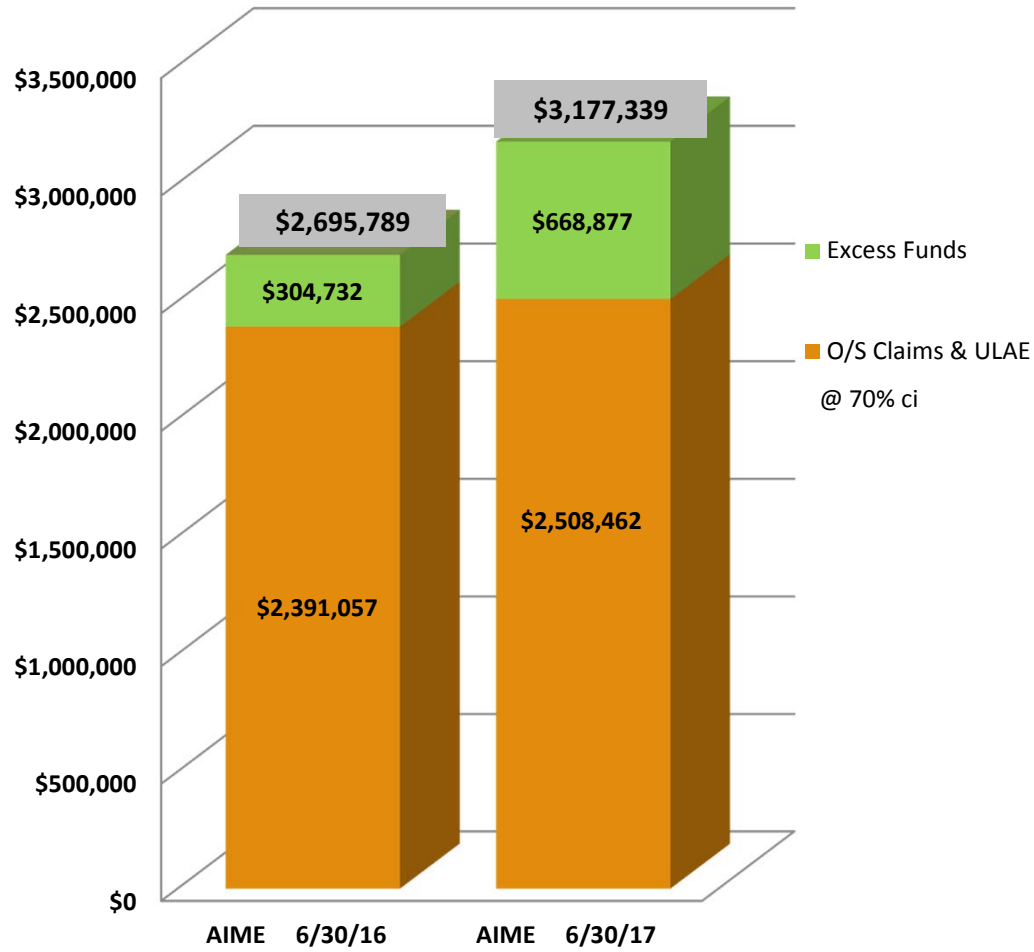
Campus Risk Pools

Estimated Funding Projected to FYE 2017 (undiscounted)



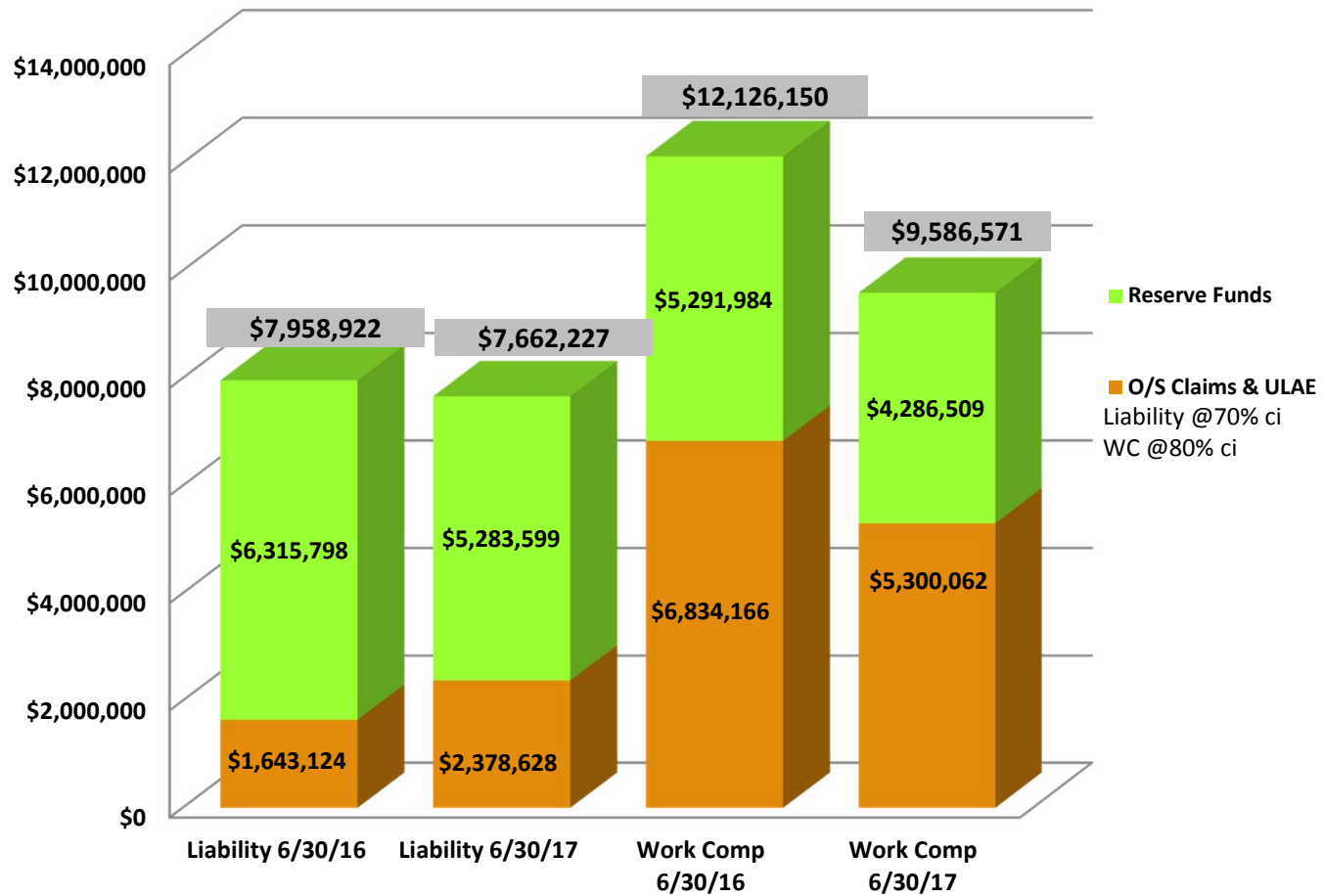
Athletic Injury Medical Expense

Estimated Funding Projected to FYE 2017 (undiscounted)



AORMA Risk Pools

Estimated Funding Projected to FYE 2017 (undiscounted)





CSURMA

POLICY AND PROCEDURE NO. 7

EFFECTIVE: JANUARY 1, 2000
REVISED: APRIL 27, 2015
SUBJECT: SELF-INSURED PROGRAM FUNDING

ISSUE:

The CSURMA operate various self-insured coverage programs. Generally, these programs include a primary layer of pooling, with excess and reinsurance coverage. Each program is responsible for all costs generated by that program, as well as a proportionate share of the JPA's general administrative costs. It is important that each self-insured program be properly funded to satisfy its liabilities. This policy and procedure continues the policy adopted by the CSURMA Board of Directors on April 24, 1997.

POLICY STATEMENT:

It is the policy of the CSURMA that each self-insured program shall establish budgets with a goal of full funding, including a reasonable risk margin. Such funding shall be determined by the Executive Committee as a part of each year's annual budget based upon the recommendations of a professional actuary and staff.

PROCEDURE:

CSURMA staff is responsible for developing draft budgets for each of the self-insured programs for each fiscal year. As a part of the budget development, staff will work with the CSU and its actuary to determine projected liabilities for the CSURMA's self-insured programs. The actuary's reports shall be used by staff and the Executive Committee to develop recommended rates and funding for each self-insured program.

It is the policy of the CSURMA to fund fully the self-insured programs. Adopted funding shall include sufficient funds projected to pay the following cost elements:

- Administrative expenses shall be funded on a cash basis for each program year;
- Prior year cash deficits (if any) shall be funded on a cash basis;
- Prior years' claims payable shall be funded on a cash basis to the extent accrued reserves do not amount to full funding;
- Current year expected liabilities shall be funded on an accrual (incurred) basis; and
- At such time as all outstanding liabilities are fully funded, a reasonable risk margin shall be funded.



CSURMA

POLICY AND PROCEDURE NO. 7

Staff shall make an annual report to the Board of Directors, detailing the self-insurance programs' funding status in accordance with this Policy & Procedure No. 7.

**NOMINATING COMMITTEE REPORT AND
EXECUTIVE COMMITTEE ELECTIONS**

ISSUE: Linda Hawk has retired from CSU San Marcos creating a vacancy in the position of the CSURMA Chair. The CSURMA Joint Exercise of Powers Agreement confers on Steve Relyea as the CSU's Executive Vice Chancellor and Chief Financial Officer the power to appoint an interim successor until the CSURMA Board of Directors holds an election. Mr. Relyea has appointed Mike Lee as interim Chair and Lisa Chavez as interim Vice Chair. Pursuant to Section 4.4(h) of the CSURMA Bylaws, Mike Lee as the Interim Chair, may appoint an interim Executive Committee member to fill the vacancy created by the elevation of Lisa Chavez to Vice Chair. After consideration of the representation of campuses on the Executive Committee, the interim Chair has appointed Thom Davis, Vice President of Business and Administrative Services at CSU, Bakersfield.

As documented in attached CSURMA Policy and Procedure No. 18, Executive Committee members are nominated by a Nominating Committee, which is appointed by the CSURMA Chair, and an election is held by CSURMA the Board of Directors. The following four seats are up for election at today's Board of Directors meeting:

1. (Chair) Currently held by Mike Lee as interim. Up for election for the remainder of term expiring June 30, 2018.
2. (Vice-Chair) Currently held by Lisa Chavez as interim. Up for election for remainder of term expiring June 30, 2018.
3. (CSU Executive Committee Seat #1) Currently held by Thom Davis. Up for election for a first two-year term expiring June 30, 2019.
4. (CSU Executive Committee Seat #2) Currently held by Jody Van Leuven. Up for election for second two-year term expiring June 30, 2019.

RECOMMENDATION: It is recommended that the Board of Directors receive the Nominating Committee's report and take action to elect representatives to the pending open seats.

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

PUBLICATION: None.

BACKGROUND: The Executive Committee shall be composed of the Chair, Vice Chair, Treasurer, four members elected from among the University-appointed Directors and two members elected from among the Auxiliary Organization Directors. Of the four members elected from University appointed Directors, two terms of office shall end on June 30 in odd-numbered years, and two terms of office shall end on June 30 in even-numbered years. At the end of their term limits, the Chair and Vice Chair may run for election to become non-officer members of the Executive Committee. Term limitations shall not apply to the Executive Committee members elected by the University (other than the Chair and Vice Chair).

ATTACHMENT(S):

- a. CSURMA Executive Committee Terms of Office
- b. CSURMA 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, 2012 to June 30, 2013	July 1, 2013 to June 30, 2014	July 1, 2014 to June 30, 2015	July 1, 2015 to June 30, 2016	July 1, 2016 to June 30, 2017	July 1, 2017 to June 30, 2018
Chair - (even year)	Matson	Matson	Matson/Hawk	Hawk	Hawk/Lee	TBD
Vice-Chair - (even year)	Rodriguez	Rodriguez/ Hawk	Hawk/Lee	Lee	Lee/Chavez	TBD
CSU Seat #1 - (odd year)	Hawk	Hawk/Chavez	Chavez	Chavez	Chavez/Davis	TBD
CSU Seat #2 - (odd year)	Thorpe	Thorpe	Thorpe	Van Leuven	Van Leuven	TBD
CSU Seat #3 - (even year)	Gentles	Gentles	Gentles	Gentles/Apel	Apel	Apel
CSU Seat #4 - (even year)	McCarron	Lee	Lee	Saunders	Saunders	Saunders
AORMA Seat #5 - Chair	Borsting	Brummett	DeWit	Mumford	Mumford	Mumford
AORMA Seat #6 - First Vice Chair	Brummett	DeWit	Mumford	Dalpe	Dalpe/Brummett	Brummett
CSU Seat #7/Treasurer - Appointed by EVC/CFO	Ashkar	Ashkar	Ashkar	Eaton	Eaton	Eaton
Secretary/Auditor - Appointed CSURMA EC	Minnick/ Rodriguez	Rodriguez/Eaton	Eaton	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 May 2017 Board of Directors meeting.



CSURMA

POLICY AND PROCEDURE NO. 18

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

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.

CSURMA POLICY & PROCEDURE NO. 21
RISK MANAGEMENT INNOVATION GRANTS

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

RECOMMENDATION: No action requested. This item is provided for the Board of Directors' information.

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

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

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

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

ATTACHMENT(S):

- a. Draft Revised Policy and Procedure No. 21 – Risk Management Innovation Grants
- b. Draft Revised Risk Management Grant Application

ADOPTED: September 13, 2013

EFFECTIVE: September 13, 2013

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

SUBJECT: Risk Management Innovation Grant Program

PURPOSE:

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

POLICY:

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

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



Campus Risk Pools Grant Application

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

Please Complete All Fields

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

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

CSURMA POLICY & PROCEDURE NO. 26
ALLOCATION OF PROPERTY PROGRAM LOSS LIMITS

ISSUE: At its meeting on March 9, 2017, the Executive Committee adopted new Policy & Procedure No. 26 - Allocation of Property Program Loss Limits. Because the Property Coverage Program limits are finite, Policy & Procedure No. 26 addresses the method of members' sharing of the available coverage should the limits of coverage be exhausted by a single loss event which exceeds the "per loss" limit and/or any applicable "aggregate" limit of the reinsurance or excess insurance policies.

RECOMMENDATION: No action requested; this item is for the Board of Directors' information.

FISCAL IMPACT: None.

BACKGROUND: The Master Property Program insures all of the state university's real property (buildings and related structures) through a combination of reinsurance and excess insurance policies. The program is blanket insurance, insuring all state-owned structures for all twenty-three campuses and the Chancellor's Office. The program provides a single coverage limit of \$1 billion per loss event, with a \$1 million deductible per loss, \$2,000,000 deductible aggregate, and \$100,000 maintenance deductible thereafter. With the exception of specific business personal property (i.e., building contents) where bond covenants require insurance, the University chose to insure its buildings only. Damages caused by earth movement are not covered as the University deemed the cost of earthquake insurance as too expensive, and the minimum deductible required by earthquake underwriters too high. The program insures damage caused by floods per the policy terms. Participating campuses in the Campus Property Risk Pool are covered within the deductible from \$100,000 per loss to \$1,000,000 per loss.

PUBLICATION: Policy & Procedure No. 26 is posted on the CSURMA website.

ATTACHMENT(S):

- a. Policy & Procedure No. 26 – Allocation of Property Program Loss Limits

ADOPTED: March 9, 2017

EFFECTIVE: March 9, 2017

SUBJECT: Allocation of Property Program Loss Limits

Should there be any discrepancy between this policy and procedure and either the JOINT POWERS AGREEMENT or BYLAWS, the JOINT POWERS AGREEMENT or BYLAWS shall govern.

PURPOSE:

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".

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".

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 shall 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 the CSURMA's Treasurer, Secretary-Auditor and EXECUTIVE COMMITTEE consider to be pertinent in its determination of what they deem to be the fairest 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" means 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" means the Executive Committee of the CSURMA Board of Directors.

"Loss Limits" means 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" means the signatory to the CSURMA Joint Powers Authority.

"Total Insurable Value (TIV)" means the property values reported by the MEMBER to CSURMA and included on the CSURMA Property Coverage Program property schedule.

**EXCESS INSURANCE RENEWALS AND UNDERWRITER MEETINGS
 REPORT**

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

Table 1

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

RECOMMENDATION: This item is for information only. No action is expected at today’s meeting.

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

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

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

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

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

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

Following are comments on the status of programs:

- **Excess Liability** – this program has seen loss development in the first excess layers for both the AORMA and Campus programs. The Program Administrator anticipates rate increases in the lower layers and flat renewals in the excess. Due to favorable market conditions, the Treasurer and Secretary-Auditor have asked the Bermudan market to price additional excess capacity above the expiring.
- **Property** - AORMA's property loss experience is at 55% in the primary excess layer and the campus program is at 88%. The Program administrator expects a slight reduction in rate for AORMA and a 5% increase for the campuses. Insured values have risen by 3%. Rates have declined over 38% during the past 5 years.
- **Workers' Compensation** – CSURMA has an existing two year rate agreement and the Executive Committee is considering a new agreement that would reduce rates and extend the rate guarantee to FY 18/19 as well.
- **Builders Risk** – This program is stable and the Program Administrator expects a 5% rate reduction at renewal. Rates are down 25% in recent years.

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

PUBLICATION: None.

ATTACHMENT(S): None.

FY 2017/18 LONG RANGE ACTION PLAN

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

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

FISCAL IMPACT: None.

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

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

ATTACHMENT(S):

- a. FY 17/18 Long Range Action Plan

FY 2017/18 CSURMA LONG RANGE ACTION PLAN

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

FY 2017/18 CSURMA LONG RANGE ACTION PLAN

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

FY 2017/18 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-9 RISK MANAGEMENT GRANT PROGRAM					
Revise the Risk Management Innovation Grant Program to apply only to projects proposed by the affinity groups	1	Update the Risk Management Innovation Grant Program application and Policy and Procedure No. 21 to apply only to projects proposed by the affinity groups	PA, SRM	Apr-17	Completed
	2	Present changes to the EC for approval	PA, SRM	May-17	Pending
	3	Report on project to BOD	PA, SRM	May-17	Pending
	4	Send out a bulletin to the membership explaining the change to the risk management grant program	PA, SRM	May-17	Pending
LRP-10 WORKERS' COMPENSATION PROJECTS BASED ON CWCI DATA					
Create risk management / loss control workers' compensation projects based on the CWCI data	1	Report on project to BOD	PA, SRM	May-17	
	2	Review CWCI benchmarking results and reports for the CSURMA dashboard	PA, SRM	Jul-17	
	3	Identify campus / auxiliary organization outliers and suggest action to be taken	PA, SRM	Sep-17	
LRP-11 MARINE PROGRAM					
Create a marine program to cover watercraft owned by campus and auxiliary organization members	1	Review and update watercraft schedule, as appropriate	PA	Nov-16	Completed
	2	Create marine program coverage specifications	PA	Nov-16	Completed
	3	Report on project to the BOD	PA	May-17	Pending
	4	Obtain coverage options, and pricing, for program and present to the EC	PA	Jun-17	
	5	Present final program design	PA	Jul-17	
	6	Disseminate the Marine Program information to CSURMA members	PA	Jul-17	
LRP-12 AUXILIARY ORGANIZATION EMPLOYEE BENEFITS					
Provide assistance and oversight to the AOA	1	Report on project to the BOD Pending Completion of the AOA Benefits User Group RFP	PA	May-17	Pending
LRP-13 STUDENT HEALTH AND UC SHIP					
Formation of a student health program	1	Report on project to the BOD	PA	May-17	Pending
LRP-14 WORKERS' COMPENSATION EXPERIENCE MODIFICATION FACTOR					
Review and modification if	1	Appoint a task group to review the current workers' compensation experience modification	EC	Mar-17	Completed

FY 2017/18 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
appropriate the Workers' Compensation Experience Modification calculation	2	Review current calculation to address the disincentive for members to negotiate claim	SRM, PA	Mar-17	Completed
	3	Report on project to BOD.	BOD	May-17	Pending
	4	Meet with the task group to finalize recommendations for change.	Task Group	Jun-17	
	5	Report and recommendation for change to EC	EC	Sep-17	
	6	Final report on project to BOD	BOD	Oct-17	

BOD: CSURMA Board of Directors

CABO: CSU Chief Administrators and Business Officers

CO: Chancellor's Office

CPDC: CO Capital Planning Design & Construction

EC: CSURMA Executive Committee

OGC: CSU Office of General Counsel

PA: CSURMA Program Administrator

SRM: CSU Systemwide Risk Management

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.

AGILITY RECOVERY

ISSUE: The contract with Agility Recovery for temporary space, power, communication and computer systems after a declared disaster will expire on June 30, 2017. The CSURMA Executive Committee at its meeting on March 9, 2017, approved a one-year contract renewal.

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

FISCAL IMPACT: The costs for the renewal contract with Agility for FY 17/18 of \$6,589 per month (\$79,068 per year). \$79,068 has been included in the CSURMA draft FY 17/18 CSURMA Budget.

BACKGROUND: See the contract proposal and utilization report attached.

PUBLICATION: None at this time.

ATTACHMENT(S):

- a. Agility Recovery One-Year Contract Extension Proposal
- b. Agility Brochure
- c. Agility Utilization Report

SCHEDULE A
As per the Master Recovery Services Agreement
California State University Risk Management Authority (CSURMA)

Summary of Fees and Term

Schedule Term:	12-MONTHS
Schedule Commencement Date:	July 1, 2017
Schedule End Date:	June 30, 2018
This Schedule A, supersedes Schedule A dated:	July 1, 2016
Total Monthly Subscription Fees:	\$6,589.00

Invoices will be sent to Customer at:

Customer Name: CSURMA
 Address: 100 Pine Street 11th Floor
 San Francisco, CA 94111-5101

Attention: Robert Leong
 Telephone: 415-403-1441
 Email: rleong@alliant.com

By the signatures of their duly authorized representatives below, Agility and the Customer, intending to be legally bound, agree to all of the provisions of the Master Recovery Services Agreement including this schedule.

Agility Recovery Solutions, Inc.



 CSURMA
 Customer

 Contact/Title

 Signature

 Date Signed

 Erin Mitchell
 Agility Representative

 Signature

 Accepted and Approved By

 Date Signed

SCHEDULE A**As per the Master Recovery Services Agreement****California State University Risk Management Authority (CSURMA)****1. Summary of Services**

Upon signing this Schedule, should your pool Member experience an interruption, Agility will provide the resources necessary to rescue their business providing the following capabilities:

SPACE	Office space with desks and chairs
POWER	Emergency generator for your office
COMMUNICATION	Telephone and Internet access
COMPUTER SYSTEM	Computers, printer(s) and fax machine(s)

With this Agreement Agility will work with each of the pool Members to develop a customized recovery plan via MyAgility, our secure online planning portal. The functionality of MyAgility portal will include:

PREPAREDNESS PLAN	Build an implementation plan, access via any web browser, develop a communications strategy
ALERT NOTIFICATION SYSTEM	Send text and email messages to employees and vendors
DOCUMENT MANAGEMENT SYSTEM	Store critical business documents
ASSET MANAGEMENT TOOL	Document and manage assets

TO DECLARE A DISASTER OR PUT AGILITY ON ALERT, CUSTOMER AND/OR CSURMA CAN CALL AGILITY'S 24-HOUR RECOVERY HOTLINE: 877-364-9393 ALTERNATES: 888-242-3740 OR 866-894-3336.

2. Mobile Recovery Equipment Chart**2.1 Facility**

- Mobile Unit(s) as required
 - Wired for voice and data
 - 10/100/1000TX access layer switch for LAN connectivity
 - HVAC
 - Diesel generator(s)
 - 200 ft. Gb Fibre Connectivity between mobile units and/or hitching post.

2.2 Mobile Requirements

Total Number of Seats: 48 including

- User Seats: up to 48
 - Intel Based PC's
 - Dual-core Processor
 - 4 GB of Memory
 - 120 GB of Hard Disk
 - DVD-ROM Drive
 - 10/100/1000 Ethernet Adapter
 - Keyboard, Monitor & Mouse, Table, chair and phone

SCHEDULE A**As per the Master Recovery Services Agreement****California State University Risk Management Authority (CSURMA)****2.3 Network Connectivity**

- 512/256 kbps of Satellite bandwidth to Teleport facility.
 - Internet access
 - VPN connectivity from teleport to Customer site.
- Up to 10 simultaneous voice services total will be support over satellite:
 - Up to 48 Desktop phones
- 4G/LTE Solution for Data:
 - As part of the recovery solution Agility will provide a CradlePoint Router with a 4G/LTE stick from one of AT&T, Verizon or Sprint, based on coverage available.
 - Speed range from 5 to 40 Mbps down and 2 to 5 Mbps up.
 - Data usage fee of \$15.00 per GB will apply.

Note: Network engineering and/or set up fees of voice and/or ACD/IVR charges will apply, based on the complexity of the required recovery environment.

3. Covered Location(s)

Customer has put in place with Agility, coverage for 114 CSURMA locations, which will be identified in a duly executed Addendum, which must be put in place no later than 30 (thirty) days after execution of this Schedule.

Agility will provide recovery services to a maximum of ten (10) CSURMA covered location(s), at any one time. Customer is responsible for managing the declaration process and identifying which locations are allowed to declare and Agility will inform CSURMA when they have reached their limit for simultaneous recoveries.

SCHEDULE A

**As per the Master Recovery Services Agreement
California State University Risk Management Authority (CSURMA)**

4. Terms & Conditions

4.1 Technology

- In the event of a disaster, there will be no daily usage fee for the first sixty (60) days. Day sixty-one (61) and each day thereafter, a daily usage fee as noted in the chart below will apply.
- The daily test fee per unit is noted in the chart below, Customer is responsible for all shipping costs related to the test.

Equipment	Daily Test/Usage	Equipment	Daily Test/Usage
Desktop PC	\$2.00	Printer/Fax Machine	\$2.00
Router	\$25.00	Switch	\$10.00

4.2 Mobile

- In the event of a disaster, there will be no daily usage charge for the first 60 (sixty) days. Day 61 (sixty-one) and each day thereafter, a daily usage fee will apply per mobile recovery unit.
- Customer may allow its individual pool Members to test the recovery solution, and a onetime test event fee will apply per pool Member’s test event.

4.3 Other

- All equipment provided will be equivalent or better, unless otherwise identified.
- For a QuickShip test Customer may allow its individual pool Members to test the recovery solution, a onetime test event fee applies per pool Member test event.
- All pricing is based on a firm term contract.
- **Pricing and Terms & Conditions are valid for forty-five (45)-DAYS**

THE EXECUTIVE'S CHALLENGE

Every business executive must consider the consequences of a business interruption and the potential inability to serve customers and/or stakeholders. Unfortunately, planning and budgeting for every threat and contingency can be overwhelming, if not impossible.

Nevertheless, it is vital to have plans in place that can respond to a myriad of business interruptions. For example, how do you ensure the ability to answer phones, produce goods or deliver services? How do you ensure access to computers? And how do you maintain communication with employees, suppliers and customers? This is where **Agility Recovery's comprehensive solutions can play a critical role in preserving your organization's future.**

THE PROVEN SOLUTION

Agility's proven, economical and easy-to-implement solutions are designed to quickly restore critical elements of your operations following an interruption. When an unexpected event or disaster occurs, our experienced account managers and operations personnel have the ability to quickly deploy the necessary resources. They will ensure that your business has office space suited to your needs, satellite access to phones and Internet, and computers to replace destroyed assets. In fact, **Agility has rescued thousands of organizations and with an unparalleled success rate.**

WHAT WE DO AND HOW WE DO IT.

At a moment's notice, Agility is ready to deploy any of the **6 key elements of business continuity: Planning, Power, Office Space, Communications, Computer Systems, Testing.**

Agility Recovery has access to resources strategically positioned across North America. This enables us to respond in a timely manner. And it keeps us from being overwhelmed by any regional event.

WE PROVIDE 6 ESSENTIAL ELEMENTS TO MAINTAIN BUSINESS CONTINUITY.



Planning

Secure online planning platform to create and update recovery plans, store vital documents and send alert notifications



Communications

Satellite and/or LTE connectivity to restore Internet and phones



Power

Emergency generators positioned across North America



Computer Systems

Computers, servers, tape drives, printers and fax equipment ready for express delivery



Office Space

Recovery office space for any need, whether short or long-term, including mobile or local on-demand options



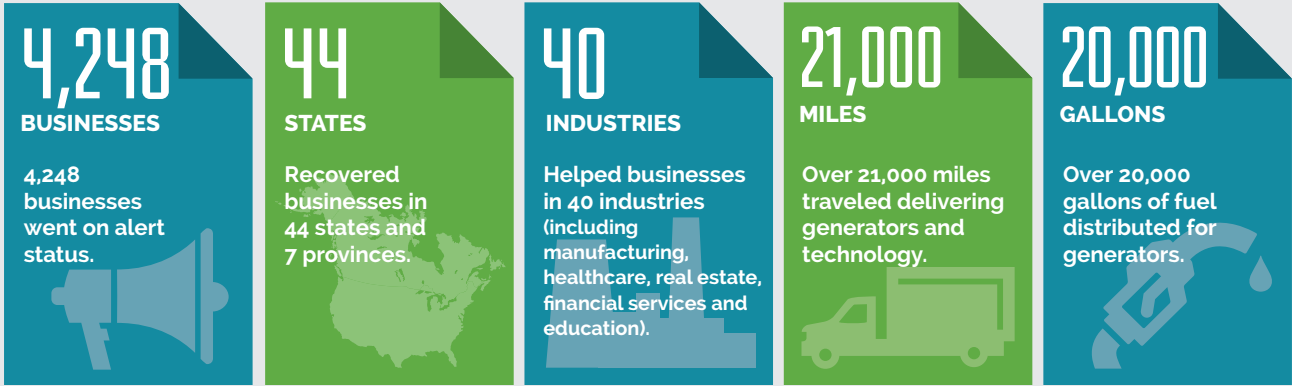
Testing

Multiple testing options are available for on-site, remote or virtual test exercises

PROVEN SUCCESS

Agility Recovery responds to more disasters than the rest of the industry combined.

AGILITY RECOVERY HAS A PROVEN TRACK RECORD.



SAMPLE RECOVERY HIGHLIGHTS OVER A 24-MONTH PERIOD

OUR ONLY CONCERN IN A DISASTER IS RECOVERING YOUR ORGANIZATION.

Other disaster recovery firms charge fees for alerts, disaster declarations and daily service use. Agility does not. What's more, a **disaster recovery is a non-financial event for Agility**. We only bill you for out-of-pocket expenses (e.g., transporting assets to and from the site, generator rental and fuel, travel and living expenses of staff on site, etc.).

AGILITY RECOVERY SETS THE STANDARD FOR THE INDUSTRY.

Over the years, Agility has developed the unparalleled ability to scale resources for nearly any kind of event. We can provide cost-effective and customized solutions for organizations of every size and type. And our employees continuously strive to maintain Agility's flawless track record. **As a result, here are just a few of the associations and partners across the continent who have endorsed our solution:**



U.S. GOVERNMENT
Agility is proud to announce a co-sponsorship with the **Small Business Administration** – to help America's businesses prepare and recover from disaster.
www.preparemybusiness.org



INSURANCE INDUSTRY
Agility Recovery is the endorsed provider of disaster recovery services to the Independent Insurance Agents & Brokers of America.



CREDIT UNIONS
Agility has been a Credit Union National Association strategic services partner since 2006.



BANKING
Agility Recovery is the Preferred Service Provider of compliance and disaster recovery services for the Independent Community Bankers of America.



LEGAL ADMINISTRATORS
Agility Recovery is an ALA endorsed disaster planning & business continuity vendor to the Association of Legal Administrators.

**CSURMA Business Continuity
Agility Recovery Solutions
2016 Utilization Report**

Term and Activity:

2016 is the first full year of partnership, which started 7/1/2015

Q1 2016- confirmed understanding that while main campuses are listed in the contract, all auxiliary campuses are covered under this program as well. Recommend listing all sites for clarity at time of disaster.

Q2 2016- cooperatively designed marketing plan to raise awareness around preparedness:

1. Email with Agility program description and 2-page flyer
2. Program Boost webinar on 6/29
3. CSURMA tri-fold print pieces of affinity relationship benefits

myAgility Usage:

myAgility is the online planning portal used to specify recovery resources, store Plans for easy maintenance and access, and communicate via emergency notifications. CSU use of myAgility is not as widespread as we'd like to see (details below), so we recommend an engagement campaign focused around the upcoming launch of the new and improved myAgility site in early Q2 2017.

Customer-Name	# Login	Last-Login-Date
CSU HUMBOLDT STATE UNIVERSITY	8	2/1/2017
CSU CHICO	1	12/6/2016
CSU STANISLAUS	12	11/14/2016
CSU LONG BEACH	3	1/15/2016
CSU SAN JOSE ST UNIV RES FOUND	1	7/22/2015

Additional Recommendations:

Based on the transition of this relationship to a new Agility Enterprise Relationship Management team led by Erin Mitchell, 2017 will be a great time to reengage your pool members with preparedness planning. Since the colleges happily avoided the need for recoveries in the past year we can instead share lessons learned and case studies from other Agility customers who have recovered from interruptions of various types.

PRAESIDIUM

ISSUE: The contract with Praesidium for Prevention of Sexual Abuse of Minors will expire on June 30, 2017. The CSURMA Executive Committee at its meeting on March 9, 2017, approved the following contract renewal with Praesidium:

1. Three-year contract (7/1/17 to 6/30/20)
2. All Praesidium products and services remain available to the campuses and auxiliaries at the same discount rates
3. CSURMA funds \$140,000 (or \$46,667 per year), which includes:
 - a. \$69,000 (\$3,000 per campus credits over the life of the contract)
 - b. Six on-site leadership training workshops (two per year, valued at \$9,000 total)
 - c. Two California-based Certified Praesidium Guardian Workshops over the life of the contract (valued at \$62,000)

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

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

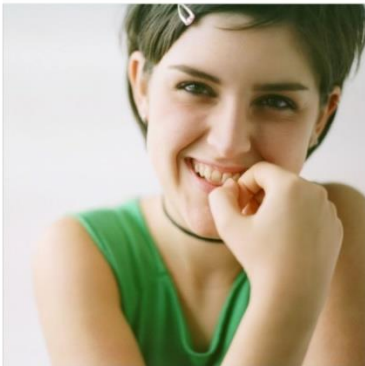
BACKGROUND: Praesidium notes that following the first leadership presentation in January 2017, they saw an increase in general conversations about abuse prevention and how to leverage the existing Praesidium partnership. Overall, campuses appeared to be very thoughtful and deliberate in the process and were taking the time to engage various stakeholders before spending their available funds. Praesidium expects to see an upward usage trend as campuses attend more events this spring and decide how to use the resources.

The cumulative *Know Your Score!* usage reflects 12 campuses that have started 90 assessments (from inception to present). Praesidium noted that in speaking with Members, they are often aware of the need to manage this risk but recognize they must first engage layers of decision makers to move forward with next steps.

PUBLICATION: When the renewal services are finalized, notice will be sent out to all members.

ATTACHMENT(S):

- a. Praesidium's Higher Education Abuse Risk Management Proposal for CSURMA - February 22, 2017
- b. Utilization Report Q3 and Q4 of 2016



Proposal for
California State University
Risk Management Authority

February 22, 2017



25th
PRAESIDIUM
Anniversary

800.743.6354 • 817.261.7864 fax
www.PraesidiumInc.com

Information contained in this proposal is confidential and proprietary to Praesidium, Inc. and should not be disclosed to anyone not a designated recipient or reviewer.

INTRODUCTION

ABOUT PRAESIDIUM

Since 1991, Praesidium’s mission is “to help you protect those in your care from abuse and to help preserve trust in your organization.” Praesidium works with organizations across the world to prevent the sexual abuse of children and vulnerable adults, to prevent false allegations of abuse against innocent employees and volunteers, and to prevent the loss of reputation and revenue for organizations serving vulnerable populations. The founders of Praesidium have over 30 years of experience working in abuse risk management. For the past two decades Praesidium has served more than 4,000 clients and offers a full range of risk management and loss control services. Praesidium’s clients include higher education institutions, public and private schools, churches, camps, youth development organizations, water parks, long-term care facilities, hospitals, luxury resorts, social service programs, sports programs, fitness clubs, and child care centers.

PRAESIDIUM’S SCIENTIFIC METHODOLOGY

Using root cause analysis, Praesidium developed its own abuse risk management model, The Praesidium Safety Equation.® Root cause analyses of several thousand incidents of abuse across industries demonstrated that risks fell into eight organizational operations: Policies, Selection and Screening, Training, Monitoring and Supervision, Internal Feedback Systems, Consumer Participation, Responding, and Administrative Systems. By implementing best practices in each of these operations, Praesidium determined that risks could be reduced or eliminated.



RECOMMENDED RENEWAL CONTRACT TERMS

Building on Praesidium's knowledge and experience and CSURMA's commitment to provide risk mitigation controls to the California State University campuses and auxiliary organizations, Praesidium, CSURMA, and Alliant Insurance Services seek to continue their existing partnership. As part of this process, this proposal is designed to provide additional information on Praesidium, its products and services, optional pricing structures, and continue the discussions regarding rollout and implementation options.

- ✓ Three-year contract (7/1/2017 to 6/30/2020)
- ✓ All Praesidium products and services remain available to the campuses and auxiliaries at the same discounted rates
- ✓ CSURMA funds \$140,000 (or \$46,667 per year), which includes:
 1. \$69,000 (which CSURMA can distribute as \$3,000 per campus credits over the life of the contract)
 2. 6 On-Site Leadership Workshops (2 per year, valued at \$9,000 total)
 3. 2 California-based Certified Praesidium Guardian Workshops over the life of the contract (valued at \$62,000)

A comprehensive list of products, services, and prices is enclosed as Appendix 1 *Praesidium Price Listing*. Each of these items can be combined into additional packages at the system or campus level. Additional discounts are available for most items with packages or bulk purchases.

OVERVIEW OF PRAESIDIUM PRODUCTS AND SERVICES

Praesidium Guardian Certification. As part of the robust certification process, participants learn best practices in organizational abuse prevention, including specific steps to take to prevent incidents of abuse by employees, volunteers, or program participants, and how to respond effectively if an allegation or incident occurs. Participants also learn how to ensure that your organization stays current and consistent in the implementation of abuse prevention best practices.

Who makes a good candidate?

Good candidates may come from any number of positions in your organization: risk management, human resources, training, legal, program directors, quality assurance, compliance, etc. What's more important is that the selected individual cares deeply about the safety of those in care; be respected by colleagues; be well-organized; and have the time and flexibility to spend up to a few hours a week executing Praesidium Guardian™ responsibilities.

What are the benefits?

Your status as a Certified Praesidium Guardian™ demonstrates to consumers how seriously your organization takes the care of their loved ones, and it demonstrates to insurance carriers that it has in place the highest standards in abuse prevention. In fact, many carriers financially recognize the value of Praesidium's services. And of course, your credential is a valuable career enhancement.

The Praesidium Guardian™ experience

The Praesidium Guardian™ experience has three main components:

1. Online preparation activities;
2. A three-day instructor-led workshop; and
3. A Work and Learn Assignment, an individually designed skills-application exercise.

The online preparation activities include completing approximately 8-10 hours of online courses focusing on Praesidium's proprietary risk management model, the Praesidium Safety Equation™. This content prepares participants for the workshop. The workshop is a highly interactive experience, packed full of engaging activities, group discussions, and actual field work. You will learn best practices in organizational abuse prevention and organizational change strategies to implement and maintain the best practices. The Work and Learn Assignment involves participants completing structured activities in their own organization with guidance from Praesidium—actually applying on the job what they've learned from the workshop. Throughout all components of the certification process—and beyond—participants benefit from access to Praesidium experts and to the online Praesidium Community where they can connect with other Certified Praesidium Guardian™ colleagues from across the nation.

TRAINING SOLUTIONS

Armatus® Learn to Protect System. Adults directly involved in providing services to minors, those who supervise others directly involved with minors, and those who manage or oversee programs serving minors must know how offenders operate, how to recognize warning signs, when and how to intervene to interrupt interactions that may foretell of abuse, mandated reporting requirements, and how to manage high risk situations in their own programs. This training can be provided online where participants must demonstrate mastery and completion can be documented.

At the core of the system is a range of online courses, 25-45 minutes in length, designed to ignite the learning process and provide learners with the tools they need to implement best practices in abuse prevention. *See Appendix 3 for a sample course listing.* Armatus® online courses include actionable learning objectives, research-validated content, engaging graphics, frequent interactivity and a content mastery quiz. In addition to the online courses, learners are supported with a variety of tools including:

- *Action Plans* that are printed and used with the online course. Action Plans summarize the key learning points and prompt learners to take notes throughout the course. They provide a great reference after the course.
- *Coaching Guides* provide supervisors a high-level summary of the course, including learning objectives and key learning points. The coaching guide gives supervisors practical steps they can take to reinforce the learning, with specific things they can say, do, and reinforce.
- *Discussion Guides* are developed for small group and classroom discussions. A facilitator is able reinforce important content and remind learners of what they learned in the online course. The group is able to discuss practical application of the learning for their work group and organization.
- *Mini Minders* (coming soon!) are 30 second to 3 minute learning segments that reinforce or remind learners of content from an Armatus course. These can range from a short interactive segment, to a standalone video clip, a scenario(s) to apply skills, a PDF (Ready Reference or Pocket Card) or an offline worksheet. The goal is to remind learners of and review with them key content that they have previously learned.
- *Guide Posts* (coming soon!) are signs that you can post around your facility to remind learners of key policies, practices, and principles. Guide Posts have QR codes that can be scanned with a smart phone to pop-up a Mini Minder interaction.

Armatus® comes with a robust database that allows organizations to confirm in real time who has completed training, as well as other useful user information such as criminal background check completions. Praesidium also has the internal capability to design, program, and produce online courses to meet the specific needs of high volume usage and maintains a national network of content experts in a wide array of subjects.

On-Site Leadership Presentations. To fully integrate Minors on Campus initiatives and create cultural changes at the campus level, senior leadership on each campus should have a fundamental understanding of the scope of the risk, how abuse of minors happens in youth serving programs, and best practice standards designed to reduce the likelihood of an incident and effectively mitigate harm. Leadership should also understand and embrace their responsibilities and contributions to these initiatives. Because this information is best delivered in face-to-face meetings with leadership teams (i.e., Campus Presidents / Provosts, Cabinet Members, Vice Presidents, Department Leaders, etc.), Praesidium recommends a one-hour initial leadership meeting on each campus.

On-Site Abuse Prevention Training. To continue the blended learning environment and facilitate a campus-specific application of the key learning points, Praesidium recommends at least one on-site abuse prevention training for all campuses. Target audiences include all individuals who work with minors, including campus and auxiliary employees, staff, faculty, students, interns, volunteers, and chaperones.

Praesidium offers an array of on-site workshops and seminars for front-line employees and volunteers, supervisors, administrators, and board members covering screening and selection, best practices in abuse risk management, how to prevent peer-to-peer sexual abuse, legal issues in abuse risk management, and many others. Workshops can be tailored to meet the needs of each audience.

Your Boundaries. Your Call!TM This three-part video series teaches children between fifth and twelfth grades how to protect themselves if someone tries to violate their emotional, physical, or behavioral boundaries.

Educational Webinars and Abuse Prevention Tips/Updates. Praesidium can conduct regular abuse risk management seminars on a wide range of topics including sexual harassment, social networking, bullying, internal incident investigations, how offenders operate, reputational risk management, creating a culture of safety, quality assurance methods, employee and volunteer screening and selection for abuse risk, and others.

RISK ASSESSMENTS AND THE PATH TO ACCREDITATION

Know Your Score! Online Self Assessment. Individuals complete an online self-assessment, or in-depth questionnaire about existing policies and procedures in their program or organization. The self-assessment (available in generic or customizable versions) allows organizations to quickly and confidentially learn the strength of their policies and practices designed to keep those in their care safe from abuse. The completed self-assessment provides organizations with a blueprint and sample resources to address any potential abuse prevention gaps.

Comprehensive On-Site Risk Assessment with Praesidium Accreditation. Praesidium's Safety Analysts conduct a comprehensive risk assessment of all programs offered by the organization including a review of policies, on-site architectural inspections, interviews with employees and volunteers at all levels, interviews with administrators, analysis of claims and incident data, and direct observations of programs in operation. At the conclusion of the assessment, the organization can request The Praesidium Report,[™] which includes detailed findings and custom-tailored risk management recommendations. Upon implementation of the recommendations, the organization is eligible to attain Praesidium Accreditation status for three years and receives three random follow-up mini-audits at no additional costs (although travel may apply); a press release; a statement for parents and consumers; and, an etched-glass Praesidium award.

On-Site Management Systems Review. Praesidium's Management Systems Review identifies potential gaps in an organization's risk management practices related to preventing the sexual abuse of children or vulnerable adults by an employee, a volunteer, or by another program participant. Praesidium analyzes the organization's existing policies; interviews representatives from program, human resources, risk management, legal, and training; and reviews past incidents, allegations or litigation related to abuse. At the conclusion of this on-site review, Praesidium shares the findings with key leaders and outlines high level recommendations to address potential exposures.

Minors on Campus Survey. Praesidium's heat map process utilizes a minors on campus survey to identify all programs serving minors on campus at a higher education institution and in the community. This brief survey asks some basic questions to identify any program serving minors that an individual or department operates, sponsors, or hosts and is customizable in many respects. Among other things, this survey also identifies the number of minors served and various program characteristics, including risk level and ownership. Praesidium provides a comprehensive analysis of the data, along with recommendations in areas including policy development, training, monitoring and supervision, and relationships with third parties. The survey can also be tailored to accommodate other industries and risks.

SCREENING SOLUTIONS

Criminal Background Checks. Praesidium offers several standard and customizable criminal background check packages plus other a la carte background check services. One of our most popular packages includes comprehensive searches in the industry and includes over 305 million criminal records from county, state, national, and international sources. It includes a Social Security Number Trace and Alias Search, Multi-State Criminal Records Search, National Sex Offender Registry Search, and national and international security searches. And, at no additional charge, Praesidium is also available to discuss additional screening issues with organizations upon receipt of their results.

Screening and Selection Toolkit. Less than five percent of offenders have a criminal history. Because criminal background checks can't be relied on to screen out offenders, organizations must use other methods to prevent potentially harmful adults from gaining access to their clients. Praesidium's Screening and Selection Toolkit provides organizations with everything necessary to effectively screen and select employees and volunteers. The Toolkit includes policies, forms (applications, interviewing questions, and reference forms), and guidelines for identifying high-risk and low-risk responses during interviews, reference checks, and on applications. It also identifies six applicant characteristics that are critical for adults working with children and vulnerable adults and a scoring system to evaluate applicants on each characteristic. The complete package includes one-day intensive on-site training that teaches hiring managers how to use the screening and selection toolkit.

CONSULTATION, REPORTING MECHANISMS, AND CRISIS MANAGEMENT

Model Policies and Policy Analysis. Sound policies provide the foundation for a safe environment. They tell an organization's employees and volunteers what is and is not acceptable; they set tolerance levels; and they can protect an organization if it faces litigation. But are your policies doing their job? Do they address such ever-changing issues as whether employees can communicate with clients via email, social networking sites, or after work? Do they set limits on when and how employees or volunteers can demonstrate affection towards clients? Send the organization's policies to us, and we'll advise what works and what needs re-visiting, and why!

Online Community. Praesidium's online community allows individuals from across organizations and programs to connect and share their abuse prevention experiences, challenges, and successes. Praesidium's team of experts facilitates and monitors discussions to provide quick tips and initial consultation.

General Consultation. Does one of your campuses have concerns about a summer applicant? Does a Risk Manager need advice on how to manage a particular youth program's interactions with minors? Want to discuss their screening and selection practices? Not sure how to respond to a report of suspicious interactions between an employee and a program participant? Praesidium can be available over the phone to

discuss anything that may forewarn of an incident or lead to an abuse claim. Our experts include psychologists, social workers, attorneys, private investigators, policy analysts, doctoral level educators, and human resource professionals, all with extensive experience in organizational abuse risk management.

Toll-Free Confidential Helpline. In most cases of abuse in organizations, individuals often report having seen or heard something suspicious, inappropriate, or of concern, yet failed to take action. Praesidium’s consultation services allow your campuses a way to report concerns as well as an open line of communication in the event of an incident or crisis.

Crisis Management and On-Site Victim’s Assistance. In the event that a campus has an allegation or incident of suspicious or inappropriate interactions or suspected abuse, a member of Praesidium’s team can be available to provide a range services, including on-site consultation, response coordination, investigation, and victim’s assistance.

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Appendix 1

Praesidium Price Listing

Praesidium Price Listing¹ for CSURMA Global Contract

*Additional discounts available for most items with packages,
bulk purchases, or multi-year contracts.*

Praesidium Product or Service	Pricing ¹
Praesidium Guardian Certification ²	<p>\$4,000 per individual (if attending TX classes)</p> <p style="text-align: center;">-----</p> <p>1 CA class: \$39,000 2 CA classes: \$62,000</p> <p><i>Recommend CPG workshops be split between Northern and Southern California. Recommended CPG class size is 15 attendees.</i></p>
General Consultation	<p>\$2,000 per day on-site \$250 per hour off-site</p>
<p>Regional Workshops</p> <p><i>Half-day presentation, with half-day reserved for consultation</i></p>	<p>\$1,500 per regional workshop Includes a combination of general consultation, leadership strategies, best practices, and table top exercises.</p> <p><i>Recommend workshops be split between Northern and Southern California.</i></p>
Access to Praesidium's Online Community	<i>Pricing requires additional consultation with CSURMA to further define implementation and rollout.</i>
Policy Analysis and Sample Policies	<p>Ranges from \$1,000-\$25,000 <i>Depends on the nature and extent of analysis and samples (i.e., individual program procedure versus campus-wide policy)</i></p>
Armatus® Learn to Protect System ³	\$8 per course
On-Site Campus Leadership Presentation	\$2,000 per day
On-Site Abuse Prevention Training	\$2,000 per day

Praesidium Product or Service	Pricing ¹
Educational Webinars and Abuse Prevention Tips/Updates <i>Includes regular email tips. Other topic updates, webinars, and additional content for CSU publications may also be available upon further request and discussion.</i>	<i>Praesidium can provide 2 webinars and access to Praesidium's tips/updates at no cost.</i> \$500 for each additional webinar
<i>Know Your Score!</i> Online Self Assessment	\$2,000 per campus, per year Includes: <ul style="list-style-type: none"> • 10 assessments initiated in the <i>KYS!</i> system (regardless of whether an assessment is completed or archived) • <i>KYS!</i> demonstrative and marketing webinars • Existing written sample resources Additional assessments: \$500 per assessment initiated in the <i>KYS!</i> system (regardless of whether an assessment is completed or archived)
Comprehensive On-Site Risk Assessment with Praesidium Accreditation	\$5,000+ <i>Depends on number of programs and locations</i>
On-Site Management Systems Review	Ranges from \$4,000 to \$10,000 <i>Depends on number of programs and locations. Note that in addition to discussions with leadership, pricing also includes one training for leadership during the on- site portion of the review.</i>
Minors on Campus Survey	Ranges from \$6,000+ <i>Depends on level of customization</i>
Toll-Free Confidential Helpline	\$1,000 one-time initial set up fee \$500 annual maintenance fee \$250 per call
Crisis Management and On-Site Victim's Assistance	\$2,000 per day on-site \$250 per hour for off-site consultation

Criminal Background Checks ^{4,5}	
<i>À la Carte Pricing</i>	
Employment Credit	\$7.00
Multi State Criminal Database w/Name and Address Locator	\$10.00
7 Year County Criminal Records Search: 1 County	\$7.00
7 Year County Criminal Records Search: All Counties Provided/Developed	\$25.00
County Civil Records Search (upper): 1 County	\$12.00
Statewide Criminal Search: 1 State	\$9.00
Federal Criminal Records Search: 1 State, All Districts	\$9.00
Federal Civil Records Search: 1 State, All Districts	\$12.00
DOJ National Sex Offender Registry Search	\$4.00
Motor Vehicle Records Search	\$4.00
Employment Verification: 1 Position	\$11.00
Education Verification: 1 Degree	\$10.00
Personal Reference: 1 Reference	\$13.00
Professional Reference: 1 Reference	\$14.00
Professional License Verification: 1 License	\$9.00
International Criminal Search: 1 Jurisdiction	\$25 + In country Acquisition Fee
<i>Packaged Pricing</i>	
Screening and Selection Toolkit	Available upon further consultation
	\$6,000
	<i>Price includes one day of on-site training related to screening and selection.</i>

ADDITIONAL PRICING NOTES:

1. Pricing does not include reasonable travel costs and expenses. Reasonable travel costs and expenses will be separately billed.
2. Certified Praesidium Guardian pricing for California-based classes reflects client's responsibility to secure an on-site location for the 3-day workshop and provide on-site catering and hospitality for faculty and attendees. Praesidium anticipates participation of 3-4 faculty members with each CPG on-site workshop.
3. Pricing for Armatus[®] usage may be billed on a monthly or quarterly basis.
4. Third-party record keeper fees may apply and will be passed on at cost when incurred.
5. Criminal records found in the Multi State Database check are subject to verification at the source and additional costs may apply.

Appendix 2
Armatus® Learn to Protect Course Listing

CORE COURSES	
Meet Sam * ^	It Happened to Me * ^
<p>Sam molests children. Hear him tell how he gets away with it.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • The three types of offenders • The three things offenders need in order to offend • The types of boundaries offenders often violate 	<p>Anger. Failing grades. Depression. These are just some of the effects of sexual abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • The long-term effects of abuse • Which children are most vulnerable to abuse • Why children don't report abuse • What to do if a child discloses abuse
Duty to Report: Mandated Reporter * ^	Abuse Risk Management for Volunteers * ^
<p>Adults have a moral responsibility—and in many cases a legal responsibility—to report suspected child abuse or neglect.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Why reporting is critical • What their legal obligation is to report • What types of conduct must be reported • How to report • How to respond if a child discloses abuse or neglect 	<p>Volunteers give their precious time to their organization to serve others. They need to know how to protect those they serve from abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • The facts about sexual abuse • Steps they can take to keep kids safe • How to protect themselves from false allegations of abuse
Preventing Sexual Activity Between Young Children *	Preventing Sexual Activity Between Adolescents
<p>Statistics show that incidents of sexual acting out between children have increased 300% in recent years.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • How – and where – sexual activity between children typically occurs • Steps to prevent sexual activity between children • How to respond if sexual activity between children occurs 	<p>When adolescents bully or act out sexually with one another, these behaviors not only violate policy, they can become abusive.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • What peer pressure and bullying can do to influence sexual behavior in adolescents • Where sexual behavior between adolescents is likely to occur • Steps they can take to prevent sexual activity between adolescents • How to respond if sexual activity between adolescents occurs

* Denotes course available in Spanish
^ Denotes course available in Canadian-French



CORE COURSES	
<p>NEW</p> <p>Social Media</p> <p>Social media increases opportunities for sexual abusers to communicate with their intended victims.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • The different types of abuse risks that organizations face • How to educate parents and youths on healthy social media use • How to protect themselves from false allegations of abuse • How to respond to warning signs and incidents of abuse 	<p>Preventing Bullying *</p> <p>Bullying, in some way, is a part of everybody's childhood memories. However, the severity of recent bullying incidents has shown that bullying can no longer be a "normal" part of growing up.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • What bullying is • How bullying happens • The impact of bullying • What they can do to stop bullying • What to do if they are a supervisor
<p>Abuse Prevention Refresher * ^</p> <p>Once employees and volunteers know the basics about preventing abuse in their organization, it's time for real- life application.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • The importance of acting on warning signs, and how to do so • How to keep themselves and co-workers safe from false allegations <p>How to apply their knowledge to real-life scenarios</p>	

* Denotes course available in Spanish
 ^ Denotes course available in Canadian-French

INDUSTRY-SPECIFIC COURSES	
<i>Keeping Your School Safe</i> *	<i>Keeping Your Foster Care Program Safe</i>
<p>Parents send their children to school to have fun, meet challenges, make friends, practice skills, and learn. They also expect them to be safe.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • When, where, and by whom child abuse is most likely to occur at school • Specific steps to take to keep children safe at school • How to prevent false allegations of abuse 	<p>Approximately half of the children in foster care have been sexually abused and almost a third are abused again while in care.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Techniques to establish effective relationships with foster parents and children • What to watch for when making home visits • Six tested methods to keep foster children safe
<i>Keeping Your Foster Home Safe</i>	<i>Keeping Your Church Safe</i> * ^
<p>Foster parents open their hearts and homes to provide for those in need. But in some cases, foster parents may also be vulnerable to false allegations of abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Unique risks that exist in foster care homes • How to protect children in care from abuse, including abuse between children • How to protect foster parents from false allegations of abuse 	<p>God has entrusted church staff with something precious to Him – His children.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Five specific actions to keep children safe • The importance of keeping a watchful eye • What to do in the case of suspicious behaviors • How to respond to inappropriate behavior
<i>Keeping Your Camp Safe</i> * ^	<i>A Day at Day Camp</i> * ^
<p>Camp can be a wonderful experience for kids – but not if they are abused by a counselor or a peer.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Abuse risks at a residential camp • Six locations where abuse is most likely to happen at a residential camp • How all employees and volunteers can make a difference 	<p>This course spotlights various activities and associated risks in a typical day at camp.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • How to keep day campers safe from sexual abuse • How to protect themselves from false allegations of abuse • How to identify and manage high-risk situations at day camp • What to do if they see something suspicious or inappropriate

* Denotes course available in Spanish
 ^ Denotes course available in Canadian-French

INDUSTRY-SPECIFIC COURSES

 <i>Athlete Protection</i>	 <i>Athlete Protection: Swim Edition</i>
<p>This course teaches coaches and other adults who work in youth sports how to keep athletes safe.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Types of offenders and how they operate • Scope and effects of abuse in sports and how to maintain a healthy coach-athlete relationship • High-risk situations and how to manage them • How to report abuse and red-flag behaviors • How to protect against false allegations of abuse 	<p>This course teaches coaches and other adults who work with youths in swim clubs and organizations how to keep athletes safe.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Types of offenders and how they operate • Scope and effects of abuse in sports and how to maintain a healthy coach-athlete relationship • High-risk situations and how to manage them • How to report abuse and red-flag behaviors • How to protect against false allegations of abuse
<i>Preventing Elder Abuse and Neglect (USA version)</i>	<i>Preventing Abuse against Adults with Disabilities (USA version)</i>
<p>It's hard to believe that anyone would hurt the elderly. Fortunately, federal and state laws and regulations help protect vulnerable adults from abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Facts about abuse and neglect • How to recognize risk factors, warning signs, and red-flag behaviors • Steps to take to keep residents safe • Steps to protect care givers from false allegations • Steps administrators can take to prevent abuse and neglect 	<p>Providing care to people with disabilities is rewarding and challenging work. However, some caregivers psychologically abuse, physically abuse, steal from those they care for, and some even sexually abuse people in their care.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Facts about abuse of people with disabilities • Characteristics of potential victims • Awareness of potential abusers and high-risk environments • Steps to keep clients safe • How to prevent false allegations




* Denotes course available in Spanish

^ Denotes course available in Canadian-French

INDUSTRY-SPECIFIC COURSES	
<i>Preventing Elder Abuse and Neglect (Canada version)</i> [^]	<i>Preventing Abuse against Adults with Disabilities (Canada version)</i>
<p>It's hard to believe that anyone would hurt the elderly. Fortunately, federal, provincial, and territorial laws and regulations help protect vulnerable adults from abuse.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Facts about abuse and neglect • How to recognize risk factors, warning signs, and red-flag behaviors • Steps to take to keep residents safe • Steps to protect care givers from false allegations • Steps administrators can take to prevent abuse and neglect 	<p>Providing care to people with disabilities is rewarding and challenging work. However, some caregivers psychologically abuse, physically abuse, steal from those they care for, and some even sexually abuse people in their care.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Facts about abuse of people with disabilities • Characteristics of potential victims • Awareness of potential abusers and high-risk environments • Steps to keep clients safe • How to prevent false allegations
<div style="display: flex; align-items: center;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; transform: rotate(-45deg); font-size: 8px; margin-right: 5px;">coming soon</div> <div> <i>Preventing Abuse and Exploitation in Pastoral Ministry</i> </div> </div>	
<p>When a pastoral relationship becomes sexualized or exploitative, it is harmful to the individuals involved, their families, and to the people in the church.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Effects of sexual abuse and exploitation • Factors that contribute to abuse and exploitation • Types of offenders • Red flags in abuse and exploitation • How to prevent and respond to abuse and exploitation 	

* Denotes course available in Spanish
[^] Denotes course available in Canadian-French

INTERPERSONAL /PERSONAL SAFETY COURSES

 Behavior Management	Bloodborne Pathogens
<p>Teachers, counselors, and caregivers face a daily challenge of influencing and responding to the behavior of the youths in their care. By using basic techniques to teach appropriate behaviors and eliminate negative behaviors, adults can create a positive, productive environment in the organization.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • Behavior management basics • What to do when nothing else works • How to determine if a youth should be removed from the program • Tips for self-management 	<p>Bloodborne pathogens cause diseases that are difficult to treat and cannot be cured. That’s why it is so important to know how to reduce the risk of contracting a bloodborne disease.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • What bloodborne pathogens are • Standards businesses must follow • How bloodborne pathogens might enter one’s body • Common exposures that could occur at an organization • The three most common diseases caused by bloodborne pathogens • How to protect themselves from bloodborne pathogens • What to do if they are exposed to bloodborne pathogens
 Preventing Sexual Harassment: Employee Edition	 Supervising for a Positive Work Environment
<p>All employees want to work in an environment free of sexual harassment.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • How to recognize different types of harassment • How to determine if a situation is or is not sexual harassment • How to prevent and respond to sexual harassment 	<p>Supervisors play an important role in complying with employment laws and encouraging a positive workplace environment.</p> <p>Participants learn:</p> <ul style="list-style-type: none"> • What constitutes workplace discrimination, harassment, and retaliation • What the law requires of supervisors to prevent, stop, and respond to discrimination, harassment, and retaliation • What supervisors should do if they are accused of discrimination, harassment, or retaliation

CUSTOM COURSES	
<i>Your Policies</i>	<i>Core and Advanced Courses</i>
<p>Policies allow your organization to define what's acceptable – and what isn't. To complete this course, users read the organization's policies and confirm online that they understand and agree to comply with these policies.</p>	<p>Many of Praesidium's core and advanced courses can be customized to the needs of your organization. This will allow you to include your company-specific policies, scenarios, case studies, and examples.</p> <p>Inquire with your account manager for availability and pricing.</p>

PRAESIDIUM SAFETY EQUATION® COURSES	
new	<i>The Praesidium Safety Equation Series</i>
<p>The Praesidium Safety Equation® is the foundation for all of Praesidium's abuse-prevention work. This set of nine courses provides individual focus on each operation of the Safety Equation:</p>	
<ul style="list-style-type: none"> ✓ Policies ✓ Training ✓ Internal Feedback System ✓ Responding 	<ul style="list-style-type: none"> ✓ Screening and Selection ✓ Monitoring and Supervision ✓ Consumer Participation ✓ Administrative Practices
<p>Participants learn:</p> <ul style="list-style-type: none"> • How and why Praesidium developed the Safety Equation • How each of the operations help organizations decrease the risk of abuse by employees, volunteers, and program participants • Strategies and best practices for implementation of the Safety Equation 	
<p>Inquire with your account manager for availability and pricing.</p>	

Praesidium Utilization Report for California State University

Regarding Contract Period 7/1/2016 to 6/30/2017

Campus	Praesidium Services Used	Know Your Score!	Online Training	Billing Notes		
		No. Assessments Started <i>7/1/2016 to 2/15/2017</i>	Q3+Q4 2016 Training Course USage <i>includes Armatus + Skillport</i>	Service Total by Campus/Auxiliary	Status of \$2,000 CSURMA Campus Credit	Additional Notes
Bakersfield	Know Your Score!	2	0	\$2,000	\$0	
Cal Poly Pomona ASI	Online Training		7	\$56	N/A	
Cal Poly Pomona Pomona			0	\$0	\$2,000	
Chancellor's Office - Risk Managent	4 On-Site Leadership Workshops 1/17/2017 hosted by CSU San Marcos 3/21/2017 hosted by Stanislaus State 4/25/2017 hosted by Cal Poly Pomona 4/27/2017 hosted by CSU East Bay		2	\$6,000 plus travel	N/A	
Channel Islands			0	\$0	\$2,000	
Chico	Know Your Score!	1	0	\$2,000	\$0	
Dominquez Hills	Online Training		1	\$8	\$1,992	
East Bay			0	\$0	\$2,000	
Fresno	Online Training		3	\$24	\$1,976	
Fullerton			1	\$8	\$1,992	
Humboldt State University			0	\$0	\$2,000	
Long Beach	Online Training		234	\$1,844	\$2,000	CSULB has a separate training contract, set to expire in February 2017.
Long Beach ASI	Online Training		96	\$768	N/A	
Los Angeles	Online Training		0	\$0	\$2,000	
Maritime Academy			0	\$0	\$2,000	

Praesidium Utilization Report for California State University

Regarding Contract Period 7/1/2016 to 6/30/2017

Campus	Praesidium Services Used	Know Your Score!	Online Training	Billing Notes		
		No. Assessments Started 7/1/2016 to 2/15/2017	Q3+Q4 2016 Training Course USage <i>includes Armatus + Skillport</i>	Service Total by Campus/Auxiliary	Status of \$2,000 CSURMA Campus Credit	Additional Notes
Monterey Bay	On-Site Leadership Presentation (9/12/2016) On-Site Risk Assessment (2017)		0	\$35,000 plus travel	\$0	CSUMB executed a contract modification for this service.
Northridge	Online Training		0	\$0	\$2,000	
Sacramento	Online Training		0	\$0	\$2,000	
San Bernardino	Online Training		20	\$160	\$1,840	
San Diego State University			0	\$0	\$2,000	
San Francisco State University			0	\$0	\$2,000	
San Jose State University			1	\$8	\$1,992	
San Luis Obispo			5	\$40	\$1,960	
San Marcos	Online Training Certified Praesidium Guardian (March 2017)		0	\$4,000	\$0	CSUSM was separately invoiced for the amount exceeding the campus credit.
Sonoma State University			0	\$0	\$2,000	
Stanislaus State	Online Training		687	\$5,488	\$0	Services in excess of credit are: \$3,488

CSAC-EIA MEMBER SERVICES AND RESOURCES

ISSUE: As a member of CSAC EIA, the CSURMA, and its members, are eligible to participate in the many loss prevention, and claims and risk management services offered through CSAC EIA. The attached brochure lists the services provided; however, the best way to view the brochure is via the link shown below. You can hover over any program and then click the link which will give you additional information on the service and how to get started.

<https://www.csac-eia.org/services/eia-program-services-menu/>

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

FISCAL IMPACT: None.

BACKGROUND: CSURMA joined the CSAC EIA excess workers' compensation program effective January 1, 2015.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSAC EIA Member Services and Resources Brochure

**LOSS PREVENTION SERVICES
BY PROGRAM**

**CLAIMS & RISK MANAGEMENT SERVICES
BY PROGRAM**

Program	Primary General Liability	General Liability 1	General Liability 2	EIA/Health/Dental	Medical Malpractice	Property	Primary Workers' Compensation	Excess Workers' Compensation	MIR OCIP
Background Check Services	◊	◊	◊	◊	◊	◊	◊	◊	◊
Direct Consultation	●	●	●	●	●	●	●	●	●
DMV Employer Pull Notice	●	●	●	●	●	●	●	●	●
Drug & Alcohol Consortium	◊	◊	◊	◊	◊	◊	◊	◊	◊
Incident Reporting System	◊	◊	◊	◊	◊	◊	◊	◊	◊
Learning Management System (LMS)	●	●	●	●	●	●	●	●	●
Safe School Ambassadors	◊	◊	◊	◊	◊	◊	◊	◊	◊
Soft Tissue Injury Prevention	◊	◊	◊	◊	◊	◊	◊	◊	◊
Training Resources	●	●	●	●	●	●	●	●	●

Program	Primary General Liability	General Liability 1	General Liability 2	EIA/Health/Dental	Medical Malpractice	Property	Primary Workers' Compensation	Excess Workers' Compensation	MIR OCIP
24/7 Nurse Triage							◊	◊	◊
Body Worn Cameras	◊	◊	◊				◊	◊	
Claims Audits	●	●	●				●	●	
Claims Index Reporting	●	●	●				●	●	
Claims System	◊	◊	◊				◊	◊	
Contracts Review/Legal Advice	●	●	●	●	●	●	●	●	●
Crisis Incident Management	□	□	□		□	□	□	□	□
Employment/Labor Law Legal Services	●	●	□	□	□	□	●	□	□
Medical Provider Network							◊	◊	
Return-to-Work							◊	◊	
Risk Assessment Tool	●	●	●	●	●	●	●	●	●
Subsidy Funds	●	●	●	●	●	●	●	●	

SYMBOL	DEFINITION
●	Included
□	Hybrid Pricing Options
◊	Negotiated Rates

The EIA offers a wide array of coverage programs. For a complete listing, please check out our website below.



*Menu of Services
&
Partner Programs*

Leader in Member-Directed Risk Management

Claims

24/7 Nurse Triage

Members receive round the clock access to a first call/first reporting system from Company Nurse that provides both a medical needs triage at the time of injury and a means of completing the first report documents. ◇

Claims Audits

In accordance with EIA Claims Guidelines, contracted independent claims auditors review your book of claims to help increase TPA performance in accordance with EIA best practices and contracted administrative standards. ●

Claims Index Reporting

For the major programs of which you are a member, the EIA contracts with the ISO to cover all index reporting and inquiries for your claims. ●

Data Analytics & System Conversion

EIA staff are available to assist with claims system conversions and analyzing member data. ●

Medical Provider Network (MPN)

Our proprietary MPN provides employer control over the injured worker's medical care throughout the life of the claim. ◇

Medicare Reporting

Significant reporting requirements exist and penalties can be assessed for failing to comply with the Medicare Secondary Payer Act (MSP), so the EIA has contracted with ExamWorks to provide CMS (Center for Medicare/ Medicaid Services) query and reporting services. ◇

Return to Work Program

Pre-identified temporary work assignments from Norman Peterson and Associates' OUR System help employers return employees to work, increasing employee satisfaction and decreasing the cost of the claim. ◇

Subrogation Recovery

Recover claims dollars from losses caused by the negligent act of a third-party with assistance from George Hills Company. ◇

Third Party Administrator (TPA) RFP Assistance

Workers' Compensation and Liability staff are available to help with drafting a Request for Proposal (RFP), reviewing proposals, and interviewing assistance. ●

Loss Prevention

Background Check Services

Employers have a duty to ensure prospective employees will not pose a risk to the public, other agency employees, or the agency. Plexus Global provides members preferred pricing and value-added packages. ◇

Direct Consultation

Experienced team of consultants are familiar with both the regulatory requirements put forth by Cal/OSHA and with cost efficient solutions that will help control your identified risks. ●

DMV Employer Pull Notice (EPN)

Allows members to monitor employee driving records using a DMV approved EPN Agent, A-Check Global, all with a few clicks of your mouse. ●

Drug & Alcohol Testing Consortium

In-network pricing for drug and alcohol tests through E-screen and Alere Toxicology for both DOT regulated and non-DOT drivers. Includes Medical Review Officer (MRO) and Substance Abuse Professional (SAP) access. ◇

Incident Reporting System

A comprehensive incident reporting platform available at a discounted rate through our partnership with STOPIT. ◇

Safe School Ambassadors

Empower natural student leaders with non-violent communication and intervention skills provided by Community Matters. ◇

Soft Tissue Injury Prevention

Our partnership with Savvy Health Solutions can help reduce sprains, strains, tears and repetitive motion injuries, which is a crucial component of an integrated occupational health & safety strategy. ◇

TRAINING RESOURCES

Classroom/On-site - Instructor led training programs in a variety of health and safety topics. ●

EIAtv - Members have exclusive, on-demand, 24/7 access to over 190 webinars and training programs. ●

Learning Management System (LMS) - An online LMS provided by TargetSolutions allows 24/7 access to an extensive catalog of web based training. ●

Regional - Seminars delivered across the state, which are open to all EIA members. ●

Streaming Library - An online repository of safety and training videos through Wumbus. ●

Risk Management

Body-Worn Cameras

Access to turn-key body-worn cameras, software, and secure cloud services, which includes everything to get your agency up and running provided by LensLock. ◇

Claims System

A comprehensive claims system at a substantial discount through Systema. We can also assist members with implementation. ◇

Contracts Review/Risk Management Legal Advice

Alliant Insurance Services offers contract review services in conjunction with the updated Insurance Requirements in Contracts (IRIC) Manual to assist members with questions related to professional service providers, tenants, contractors and vendor contracts. The EIA's General Counsel, Steve Underwood, Esq. is also available to members for assistance and/or consultation on a variety of legal matters, such as: Brown Act, Public Records Act, litigated matters, and other general governmental issues. ●

Crisis Incident Management

Pre- and post-crisis incident services including webinars, situation assessment, media consulting, as well as communications and message management through Mainstream Unlimited. □

Employment/Labor Law Legal Services

Members of the Primary Workers' Compensation and General Liability 1 programs receive access to EIA's contracted attorney, Patricia Eyres of the Eyres Law Group, while all members are able to benefit from the library of webinars recorded and housed on EIAtv. □

Property Schedule Maintenance

Members can access property schedules, vendor certificate tracking, and request issuance of certificates of insurance via an online portal called Alliant-Connect. ●

Risk Assessment Tool

EIA's Risk Assessment Tool allows EIA members to proactively identify gaps in their risk management related programs, created in partnership with in2vate. ◇

Subsidy Funds

Members who participate in a major program can elect to participate in the voluntary Risk Management Subsidy program. Funds can be paid directly to a vendor or reimbursed to your entity for any risk management or loss prevention expense - other than payment of premiums. ●

Revision: 3/2017

WITT O'BRIEN CONSULTING SERVICES

ISSUE: Witt O'Brien's provides emergency services consulting for the California State University System under an agreement dated July 1, 2012 between Witt Group Holdings, LLC and CSURMA. The agreement is renewable for successive two-year periods. The current service term is July 1, 2016-18. The scope of work during the period July 1, 2016 and June 30, 2017 is as follows:

- Task 1: Chancellor's Office Emergency Plans, Training and Exercises
- Task 2: Presidents and Senior Emergency Management Training Seminar
- Task 3: CSU System Emergency Management and Business Continuity Affinity Groups Support
- Task 4: System-Wide Coordination Resource Guide
- Task 5: CSU System Public Information Officer Training
- Task 6: CSU Campuses Preparedness, Response, and Recovery Program Review and Recommendations; Assistance to the CSU Chancellor's Office Workgroup on Campus Safety
- Task 7: System-Wide Emergency Management Program Review – Follow-up
- Task 8: CSU Risk Management Association (CSURMA) Support
- Task 9: Provide strategic advisory, representation, and technical services as needed

By no later than June 1, 2017, Witt O'Brien's will provide an additional scope of work and project outline for the period July 1, 2017 to June 30, 2018.

Attached is a brochure which discussed Witt O'Brien's present, future and past projects for the CSU.

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

FISCAL IMPACT: The annual fee is included in the operating budget for FY 17/18.

BACKGROUND: Witt O'Brien's provides emergency services consulting for the California State University System under an agreement between Witt Group Holdings LLC and CSURMA. The original two-year agreement was effective July 1, 2012 and is renewable for successive two-year periods subject to adjustments of costs and fees to be agreed upon in writing.

PUBLICATION: None.

ATTACHMENT(S):

- a. Witt O'Brien's Partnership Experience with the California State University brochure

CSU The California State University

Present Projects

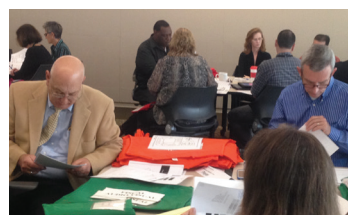
- At Chancellor's Office (CO), provide quarterly trainings and exercises to enhance CO resilience and preparedness, focused on Emergency Operations Center (EOC) operations and business continuity effectiveness.
 - Emphasis on resiliency for both the Chancellor's Office facilities AND for CSU system-wide support.
 - Revising and updating the Multi-Year Training and Exercise Plan (MYTEP), which includes a 3-year preparedness strategy for the office.
 - Updates to the CO Emergency Management Plan that integrates emergency operations and business continuity into one actionable plan, as deemed necessary and appropriate based on exercise evaluation findings and recommendations.
 - Updates to the EOC Position Guides and Checklists as supplemental documents to the EMP.
- For campuses and system-wide readiness and resilience programs, provide services that support the preparedness at campuses, and always with focus on collaboration and system-wide collaboration.
 - Support Business Continuity Affinity Group, and leading the working group that is revising Executive Order 1014 – Business Continuity in coordination with all 23 campuses through the Business Continuity Affinity Group.
 - Support Emergency Management Affinity Group, initiating and supporting the working group focused on development of system-wide standards that align with Executive Order 1056.
 - Initiate and support the Resource Coordination Guidance and Mutual Aid program working group. The final products will support meeting resource lists requested in EO 1056, and establishment of a EM mutual aid agreement as encouraged by the Chancellor.
 - Providing Training for Campus President and Executive Teams at individual campuses. Provided at CSU Bakersfield (Dec. 2015), Stanislaus State (Oct. 2016), and Chico State (Feb. 2017). Campuses likely to be scheduled in 2017 include CSU Northridge,

CSU Los Angeles, CSU Monterrey Bay, and others. Training includes ICS and Policy Group roles and responsibilities, and a short drill with a focused scenario.

- Other efforts include: leading breakout sessions and session talks at the Fitting the Pieces Conference; co-facilitating a session on mutual aid at the CSU-CCC-UC 2016 California Public Higher Education Collaborative Business Conference; supporting the CO with grant application research; providing support and consultation to the campus EMs at the annual CSU Emergency Managers' Conference in 2016 and 2017.

Future Projects

- Provision of a Policy Group training for the Chancellor and CO executives, especially in preparedness for acts-of-violence, demonstration events, and response to campus incidents.
- Develop and support a full-scale acts-of-violence exercise at the CO.
- Support of Campus Business Continuity programs, providing training, exercises and program development support.
- Webinars for the campuses to discuss best practices in emergency operations planning and business continuity planning to promote improvement in plans and procedures system-wide.
- Continue to support emergency managers and business continuity coordinators affinity groups, and provided facilitation, subject matter expertise, and product delivery services to the campus staff.
- Ongoing enhancement of CO EOC position training and implementation of the program steps as listed in the MYTEP strategic plan.
- Supporting a training seminar for campus EMs that use VEOCI, and training them how to use system during EOC operations.
- Develop department-specific training aids in memo format (completed or templates) that can be distributed to the various departments at campuses throughout the system, outlining their EOC and BCP roles during an emergency.



Past Projects for Chancellors Office

- Conducted quarterly trainings at the Chancellor's Office that included emergency operations center activation, position task assignments, and implementation of both continuity of operations and emergency operations protocols. The trainings always included an exercise activity that focused on key functional responsibilities for the office internally, or that would support the system as a whole.
- Facilitated an Advanced Tabletop Exercise for CO using an Act-of-Violence scenario event (Feb 2017). We collaborated with CSU Long Beach Police and Emergency Management (EM), and the City of Long Beach EM, Police and Fire.
- Conducted a Multi-Year Training and Exercise Plan (MYTEP) workshop, which resulted in a 3-year preparedness strategy for the office (August 2016).
- Conducted a Tabletop Exercise (August 2016) involving EOC leadership and staff with a demonstration event scenario. This exercise was developed in response to multiple actual events in higher education, and threat to CO and to various CSU campuses.
- Conducted training and a tabletop exercise on Veoci

related to leadership and emergency preparedness and recovery.

- Consulted with CO EM, Assistant Director of CO Public Safety, and AVP of Strategic Initiatives and Support Services on planning, preparedness, policy, and procedure for anticipated demonstrations at the CO.
- Updated the CO Emergency Management Plan that integrates emergency operations and business continuity into one actionable plan, and submitted to Chancellor for approval.
- Updated EOC Position Guides and Checklists as supplemental documents to the EMP.

Past Projects for System-Wide Campus Preparedness

- Analyzed each campus's EOP for compliance with federal guidelines and best practices. Shared results with and provided resource materials to campuses. (2011)
- Provided a follow-up assessment of Emergency Operations Plans (EOP) for each of the 23 campuses to ensure compliance with the new Guide for Developing High-Quality EOPs for Institutions of Higher Education. An executive summary was provided to all campuses and the

Thank you for sending the final EOP with additional documents to help me make the edits going forward. I appreciate your time and for working so well with Chief. He is very happy and pleased.

- Jennifer Jackson, California State University Bakersfield, Safety & Risk Management

implementation (web-based EOC toolkit), version 3.1 of the EMP, Section Chief roles in the EOC, and review of the existing Position Checklists (April 2016).

- Conducted tabletop exercise at Chancellor's Office with a scenario that impacted the information technology systems. The event was designed to explore the impacts to the office and the system, and to practice continuity of operations protocols to such events. (2015)
- Conducted drill at the Chancellor's Office to exercise the plans for evacuation of staff and internal communications protocols during a local emergency. The drill was conducted with a realistic earthquake scenario to support local hazards awareness. (2014)
- Developed plans and procedures to activate emergency response functions at the Chancellor's Office when an emergency affects one or more of the CSU campuses in order to assist with personnel, resources, and information in response and recovery operations. (2014-2016)
- Provided subject matter expertise to the Campus President's Retreat and other CSU events, addressing topics

Chancellor's Office. (2014/2015)

- Evaluated all campuses for pandemic flu preparedness and made recommendations for system-wide improvements.
- Created a pipeline incident emergency response annex template for use at all of the campuses after the San Bruno pipeline incident.
- Provided strategic advisory and emergency management services to the Chancellor's Office and to the various campuses as requested.
- Supported the Emergency Management and the Business Continuity Affinity Groups in direct consultation with system-wide emergency management and continuity of operations staff members.
- Designed and delivered Standardized Emergency Management System (SEMS) training for CSU presidents and executives, campus leadership, and public safety personnel.
- Provided Joint Information System/Joint Information Center training to CSU system Public Affairs staff (June 2015).

UNEMPLOYMENT INSURANCE CLAIMS COSTS SUMMARY CHARTS

ISSUE: Attached for information only is the Unemployment Insurance Claims report showing a quarter by quarter comparison of claims costs and also cost history.

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

FISCAL IMPACT: None.

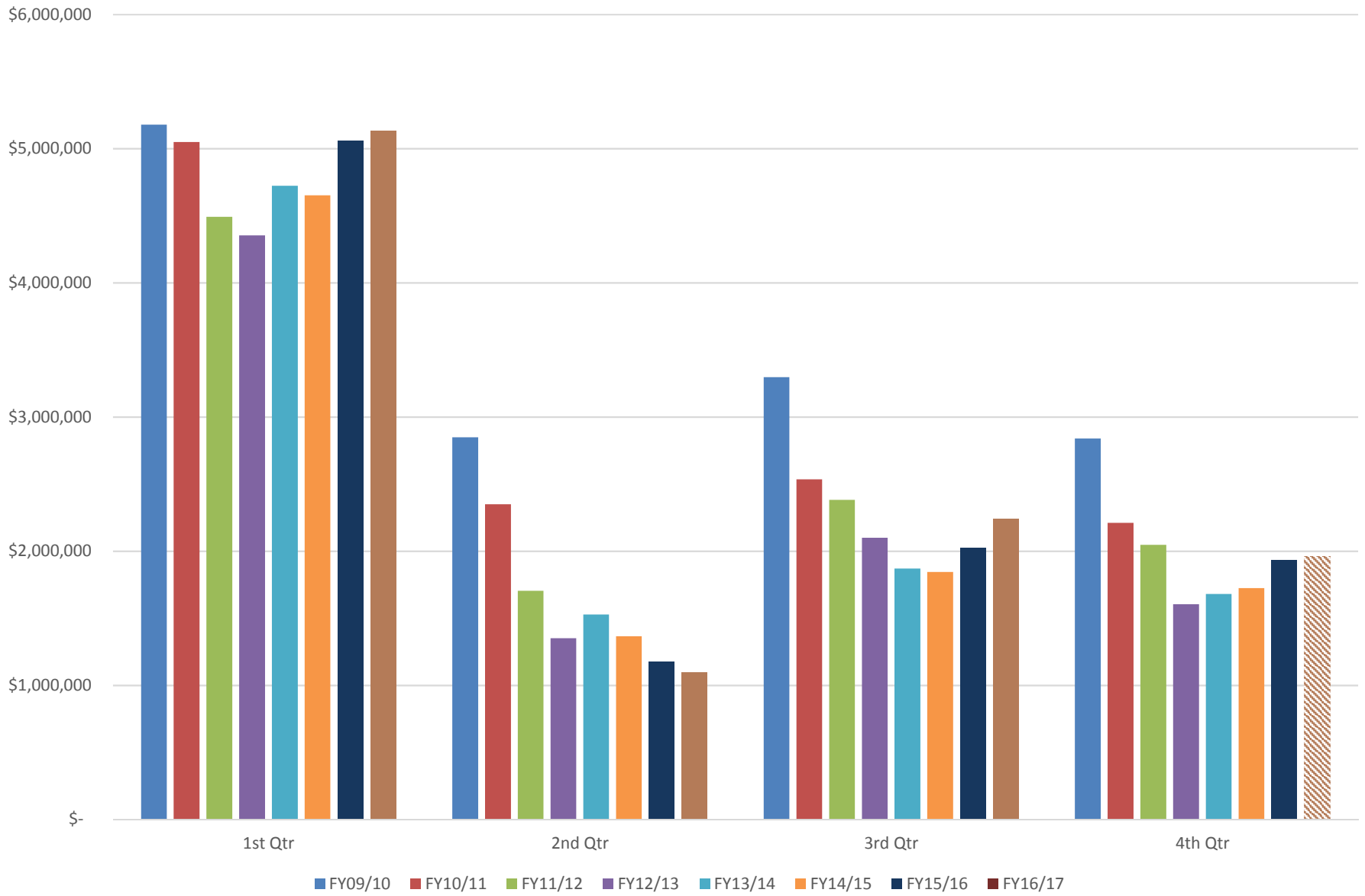
BACKGROUND: None.

PUBLICATION: None.

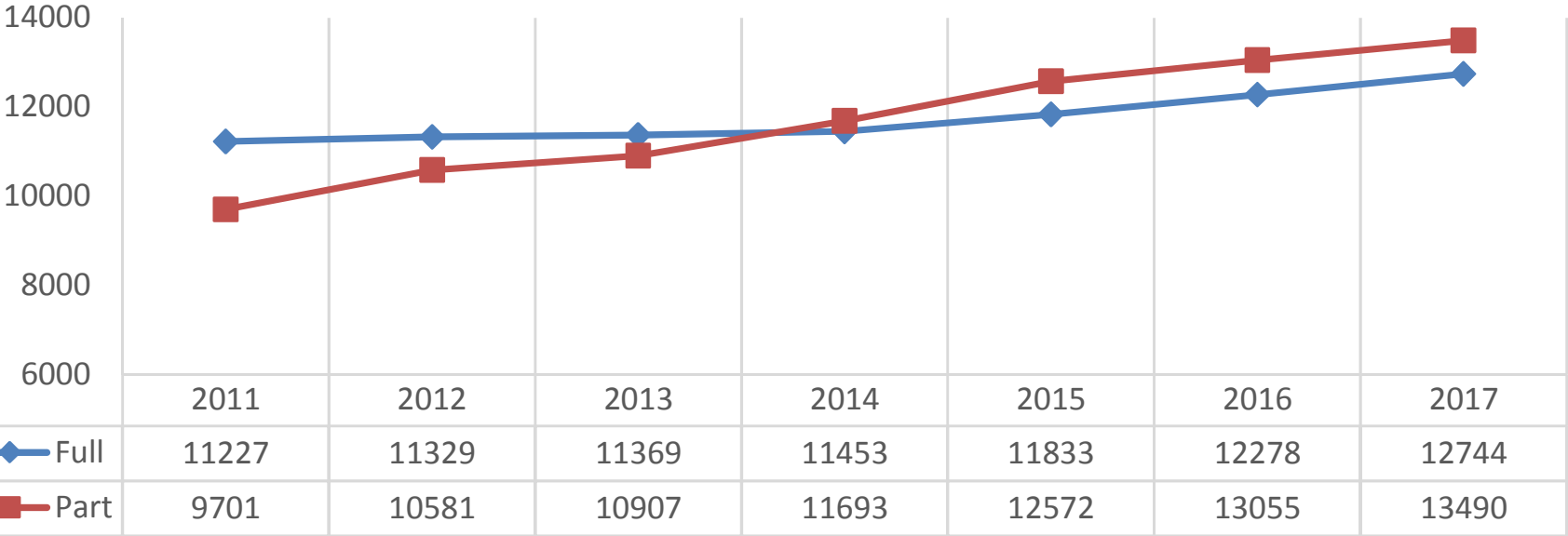
ATTACHMENT(S):

- a. UI Summary Charts

UI Comparison by Quarter
 FY2009/10 - 2016/17 (Est.)

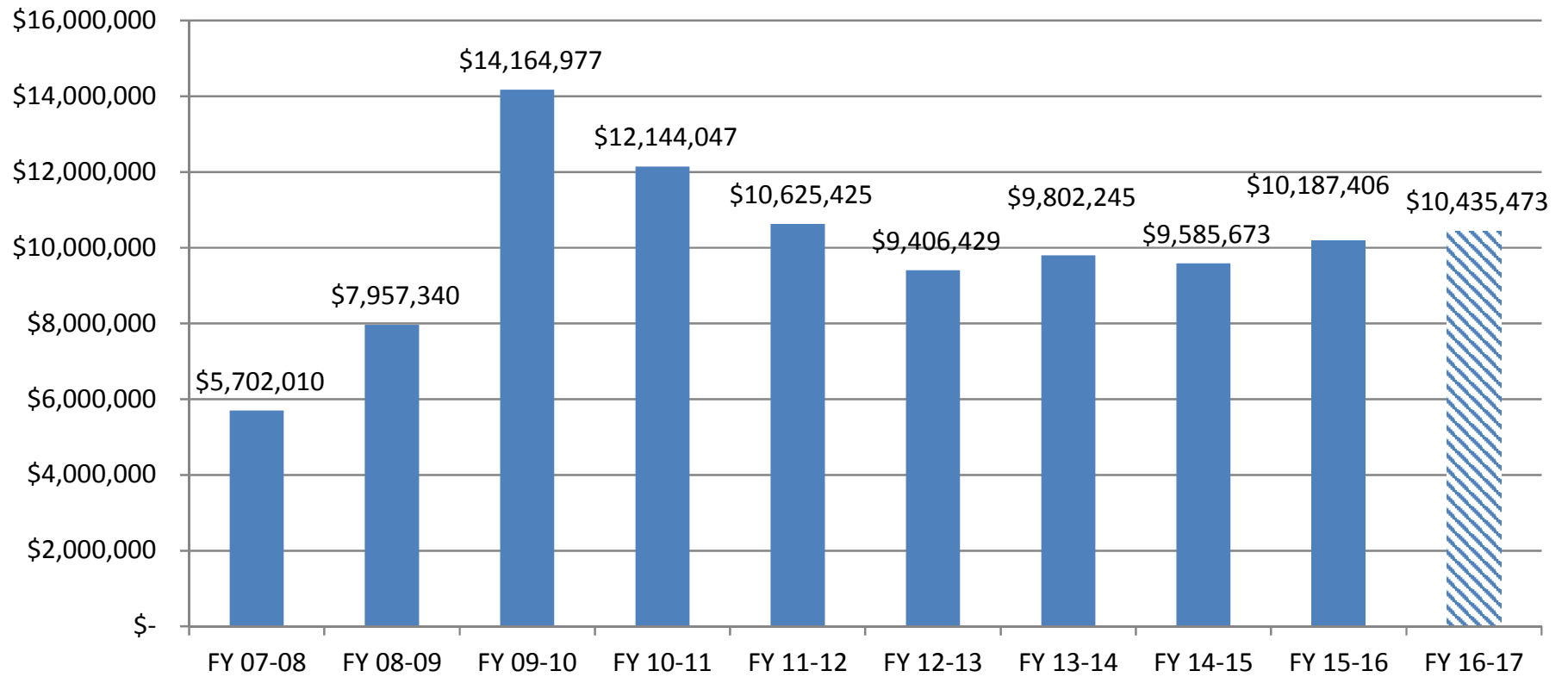


FULL AND PART-TIME FACULTY 2011 - 2017



◆ Full ■ Part

10-Year UI Charge Actuals (Est.)



PHISHING: DON'T TAKE THE BAIT

ISSUE: The attached CSU fraud report entitled “Phishing, Don’t Take the Bait” is provided for information.

RECOMMENDATION: This is an information only item; no action is recommended at this time.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Phishing: Don’t Take the Bait

Phishing: Don't Take the Bait



What is Phishing?

Phishing refers to the use of fraudulent email messages that appear to come from a legitimate vendor or an actual employee

The FBI has indicated that imposter fraud that targets colleges and universities is growing. Fraudsters are constantly changing the tactics they employ to dupe organizations out of their funds and thus we must be mindful of this whenever changes are requested or if something seems odd. As a public institution, it can be easily determined who has business contracts with us, which makes it even easier for criminals to pose as contacts for those companies. The following are some tips prevent a loss of funds to your campus or auxiliary.

Do not publish forms to change payment instructions publicly on the web

- ✓ Do not make it easy for fraudsters to request changes to payment instructions. Forms should be available only through formal request from a known vendor contact via phone or previously established e-mail correspondence.

Any requests for changes to payment instructions should be followed up with a phone call to a known phone number of a contact at that vendor

- ✓ Fraudsters will not only create an e-mail address that looks just like that of a vendor, but also will copy e-mail signatures and incorporate vendor logos in many instances. The phone number in the signature line may route to a fraudster's phone as well where they can try to verify the same information they provided in the phony e-mail. Thus, it is best to contact a known source at the vendor company to ensure that the request to change payment instructions is limited. Documentation of this verification is **key**. It is recommended that current banking information be included on the request to revise bank accounts. This will help validate the authenticity of the requesting source.

Beware of voicemail, fax and e-mail phishing

- ✓ Fraudsters may call or leave a voicemail claiming to be a vendor when really they are looking to source information that they can then use to their advantage. If an individual is posing questions that a vendor should already know the answer to, then it may be wise to halt the call and contact a known representative of the vendor to verify the other individual's connection to the vendor.
- ✓ There have been several times where fraudsters have also posed as executives within college campuses requesting payment via e-mail for a specific reason. Campuses and auxiliaries should have protocols for these types of payments and there is rarely a reason that they should be circumvented- pick up the phone and make sure the request is legitimate. A reply back to the e-mail is not sufficient as it could be going back to a fraudulent e-mail address.

Have a policy regarding refunds for overpayment

- ✓ Although not specifically wire or ACH fraud, funds coming in for an unidentifiable or unspesifiable reason should be scrutinized, especially if a student or vendor is requesting a refund for the "excess" funds. If the funds are grossly in excess, then instead of issuing a refund, the full amount should be returned to the originator; ensure we are not unwittingly engaging in money laundering.

Report fraud instances and attempts to management and the Treasury group

We can all learn from one another and form best practices along the way, but this can only occur if experiences and information are shared

**REVIEW OF THE SERVICE PROVIDER PERFORMANCE
SURVEY REPORT**

ISSUE: CSURMA strives to provide consistency and reliability over time. One key component to accomplishing this goal is evaluating those organizations that provide services to CSURMA. On an annual basis CSU Systemwide Risk Management contacts CSURMA members who regularly use vendor services and asks them to complete an on-line vendor survey.

The complete 2016 Vendor Survey Report will be posted on the CSURMA website.

RECOMMENDATION: This is an information only item; no action is recommended at this time.

FISCAL IMPACT: None.

BACKGROUND: The Service Provider Performance evaluation will assist CSURMA with additional information to support strategic planning. The evaluation is tailored to meet the requirements of CSURMA members and maintain respondent confidentiality in order to elicit candid comments.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA 2016 Annual Vendor Survey Report

CSURMA 2016 Annual Vendor Survey Report

A foundation of CSURMA has been the concept of consistency and reliability over time. One key component to accomplishing this foundational element is evaluating those organizations that provide service to CSURMA. As such, on an annual basis the vendor survey is deployed and please allow this as our report regarding the outcome of the 2016 Annual CSURMA Vendor Survey.

The CSU Systemwide Risk Management annually contacts CSURMA/AORMA members who regularly use vendor services and ask that they complete the on-line survey. For 2016 the following vendors and service providers were listed on the campus survey:

Campus Vendors:

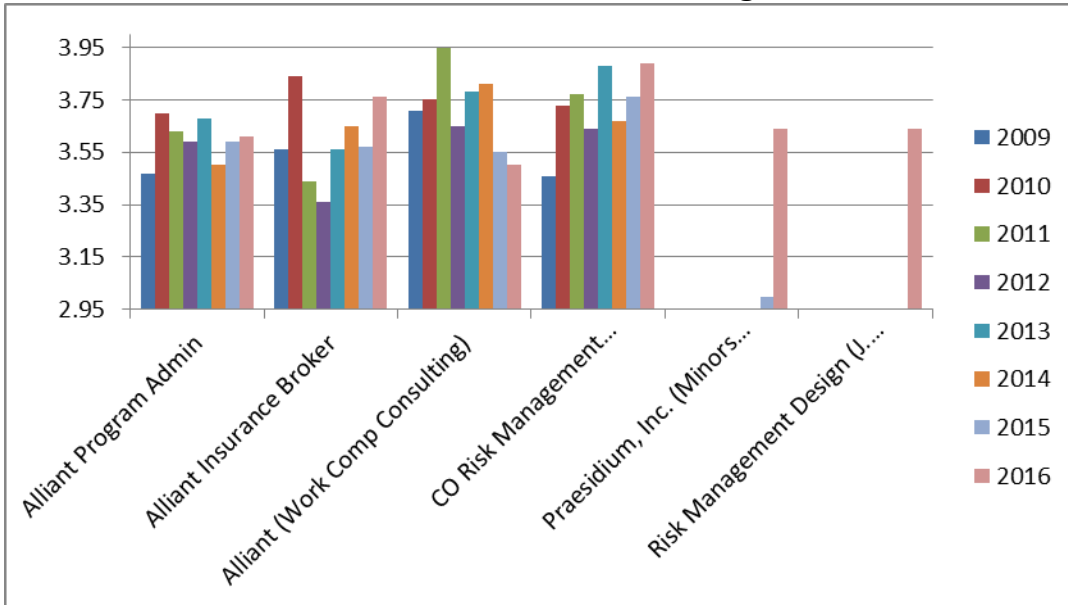
- Alliant Program Administration
- Alliant Insurance Broker
- Alliant Workers' Compensation Consulting
- Chancellor's Office Risk Management Consulting
- Praesidium, Inc. (Prevention of abuse of minors)
- Risk Management Design (Joe Risser)
- A-G Claims Administration (AIME)
- Health Special Risk, Inc. (AIME)
- Equifax-TALX (UI Claims Administration)
- Sedgwick CMS (Workers' Compensation Claims Administration)
- Alliant (Claims Administration – Property, Crime and Misc.)
- Chancellor's Office Risk Management (Liability Claims Administration)
- Ventiv (iVOS Workers' Compensation and Liability)
- Workplace Answers (Web-based Training)
- LawRoom (Web-Based Training)
- Chancellor's Office Enterprise Accounting
- Belfor (Property Restoration)
- Agility Recovery Solutions

The type of vendor has been grouped into three categories for multi-year comparison:

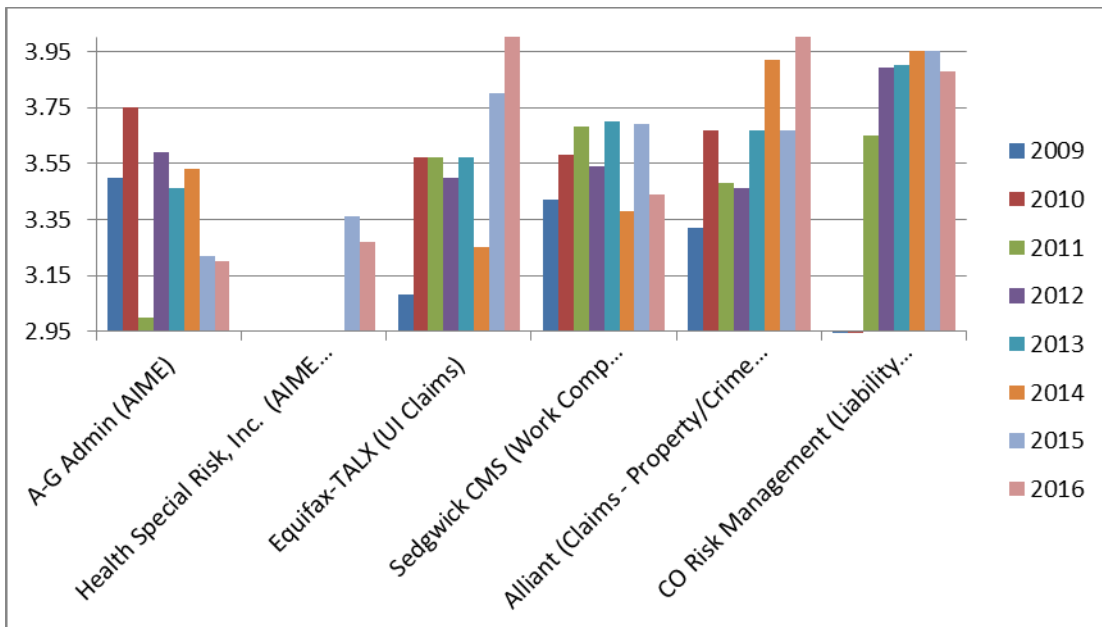
- Administration/Consulting
- Claims Handling
- Miscellaneous Services

We have graphed the "Overall Satisfaction level" question response to summarize the vendors' performance with 4.0 being a perfect score.

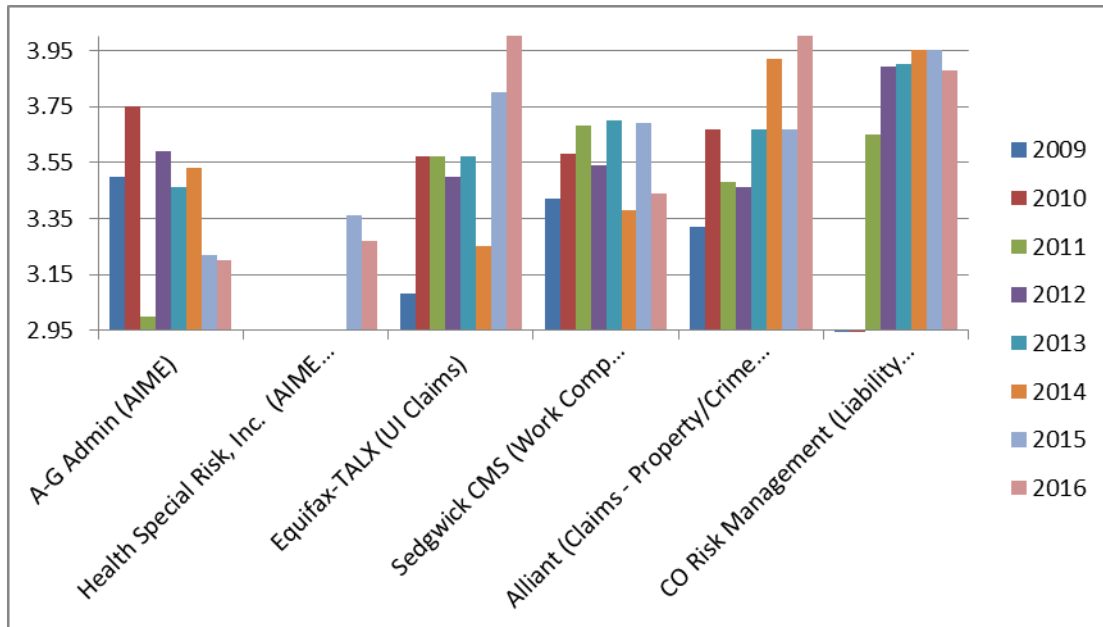
Administration / Consulting



Claims Administration



Miscellaneous Services



For 2016 the following vendors and service providers were listed on the auxiliaries' survey:

Auxiliary Vendors:

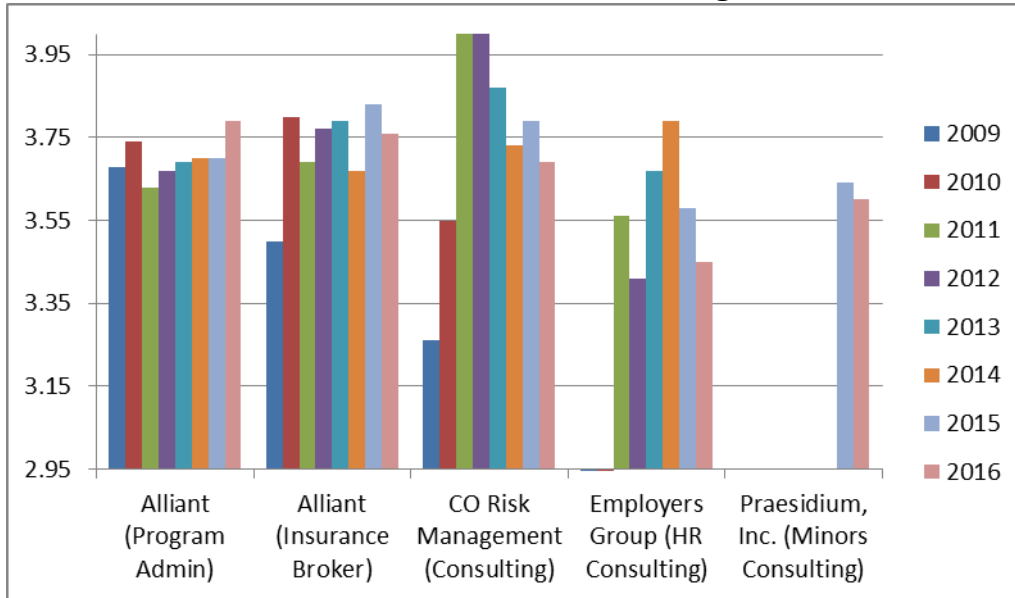
- Alliant Program Administration
- Alliant Insurance Broker
- Chancellor's Office Risk Management Consulting
- Employers Group (HR Consulting)
- Praesidium, Inc. (Prevention of abuse of minors)
- Alliant (Claims Administration – Property, Crime and Misc.)
- Carl Warren & Company (Liability Claims Administration)
- Sedgwick CMS (Workers' Compensation Claims Administration)
- E-Group (UI Claims Administration)
- Employers Edge (UI Claims Administration)
- Alliant (Risk Control Consulting)
- Target Safety (Web-Based Training)
- Chancellor's Office Enterprise Accounting
- Belfor (Property Restoration)

As with the campuses, we have grouped the type of vendor into three categories for multi-year comparison:

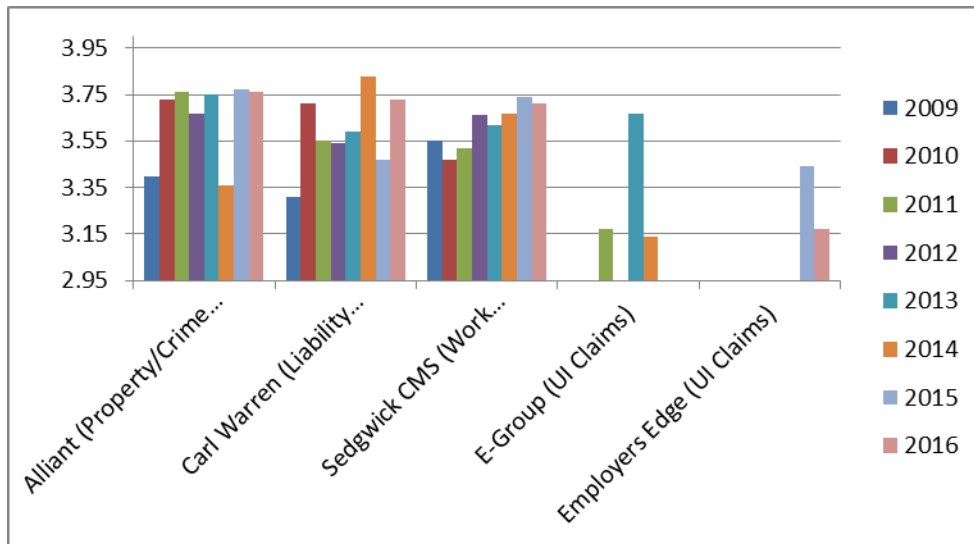
- Administration / Consulting
- Claims Administration
- Miscellaneous Services

We have graphed the “Overall Satisfaction level” question response to summarize the vendors’ performance with 4.0 being a perfect score.

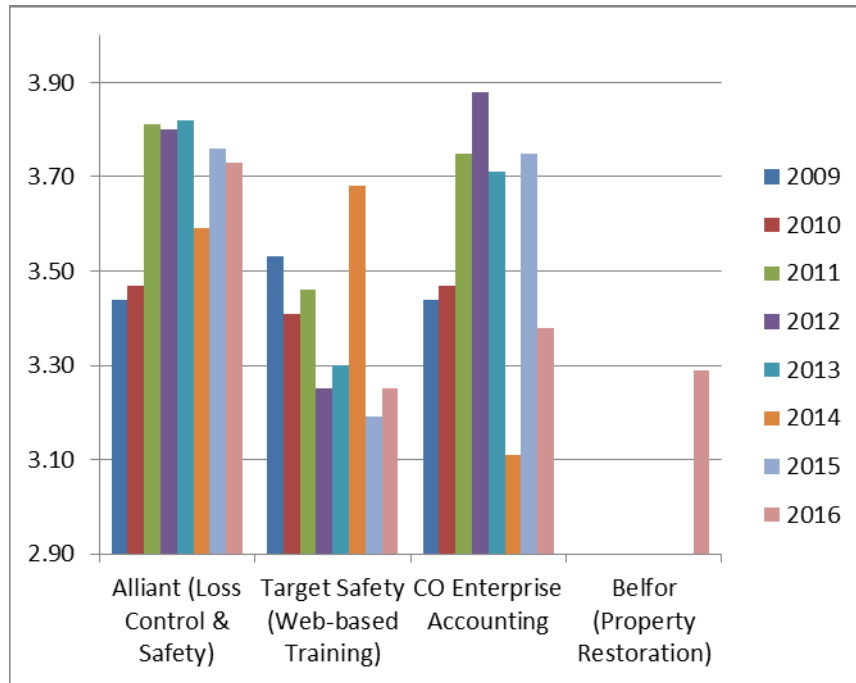
Administration / Consulting



Claims Administration



Miscellaneous Services



CSURMA ADMINISTRATIVE SERVICE CALENDAR

ISSUE: This item is provided as an information item to advise the Board of Directors 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 Board of Directors review the CSURMA Administrative Service Calendar and provide direction to staff as appropriate.

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

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Administrative Services Calendar

CSURMA AORMA SERVICE CALENDAR

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

CSURMA AORMA SERVICE CALENDAR

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

CSURMA AORMA SERVICE CALENDAR

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

CSURMA AORMA SERVICE CALENDAR

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

CSURMA AORMA SERVICE CALENDAR

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

CSURMA AORMA SERVICE CALENDAR

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

CSURMA BOARD OF DIRECTORS AND STAFF CONTACT LIST

ISSUE: Attached is a list of phone numbers and e-mail addresses for members of the CSURMA Board of Directors and CSURMA Staff.

RECOMMENDATION: Staff recommends that members review the list at each meeting for accuracy. If there are any changes, please contact Tevea Him via email at thim@alliant.com.

FISCAL IMPACT: None

BACKGROUND: An accurate and current list facilitates better communication among the Board members and with staff.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Board of Directors and Staff Contact List

CSURMA BOARD OF DIRECTORS MEMBERS

Effective at July 1, 2016

Representative /Alternate	Member	Position	Campus	Organization	E-Mail	Telephone Number
Representative	Thom Davis	Vice President for Business and Administrative Services	Bakersfield	California State University, Bakersfield	tdavis31@csub.edu	661-654-2287
Alternate	Tim Ridley, CSP, ARM-P	Associate Vice President Human Resources	Bakersfield	California State University Bakersfield	tridley1@csub.edu	661-654-2066
Secretary-Auditor	Zachary Gifford	Director, Systemwide Risk Management	Chancellor's Office	CSU Chancellor's Office	zgifford@calstate.edu	562-951-4600
Representative / Treasurer	Robert Eaton	Interim Assistant Vice Chancellor	Chancellor's Office	California State University, Office of the Chancellor	reaton@calstate.edu	562-951-4671
Alternate	Steve Relyea	Executive Vice Chancellor and CFO	Chancellor's Office	CSU Chancellor's Office	srelyea@calstate.edu	562-951-4600
Representative	Katharine Hullinger	Risk Manager	Channel Islands	California State University, Channel Islands	katharine.hullinger@csuci.edu	805-437-8846
AORMA Rep	Dave Nirenberg	Senior Director	Channel Islands	Channel Islands University Auxiliary Services, Inc.	dave.nirenberg@csuci.edu	805-437-2668
Alternate	Caroline J. Doll	Director, Special Projects for F&A	Channel Islands	California State University, Channel Islands	Caroline.Doll@csuci.edu	805-437-3232
Representative	Michael Thorpe	Risk Manager	Chico	California State University, Chico	methorpe@csuchico.edu	530-898-6588
Alternate	Robbi Stivers	VP, Business & Finance	Chico	California State University, Chico		
Representative	Stephen J. Mastro	Associate Vice President, Administration and Finance	Dominguez Hills	California State University, Dominguez Hills	smastro@csudh.edu	310-243-3707
Alternate	Jeff Wood	Risk Manager	Dominguez Hills	California State University, Dominguez Hills	jwood@csudh.edu	310-243-2895
Representative	Nyassa Love Johnson	Risk Management & Internal Control	East Bay	California State University, East Bay	nyassa.love@csueastbay.edu	510-885-2743
Alternate	Debbie Chaw	Vice President Administration & Finance/CFO	East Bay	California State University, East Bay	debbie.chaw@csueastbay.edu	510-885-3803
Representative	Debbie Adishian-Astone	Interim Vice President for Administration Services and Associate Vice President for Auxiliary Operations	Fresno	California State University, Fresno	debbiea@csufresno.edu	559-278-0802
Alternate	Lisa Kao	Associate Dir EHS, Risk Mgmt & Sustainability	Fresno	California State University, Fresno	lisak@csufresno.edu	559-278-6910
Representative	Michael Coughlin	Risk Manager	Fullerton	California State University, Fullerton	mcoughlin@fullerton.edu	657-278-8673
AORMA/EC	Frank Mumford	Executive Director	Fullerton	CSU Fullerton Auxiliary Services Corporation	fmumford@fullerton.edu	657-278-4101
Alternate	John Beisner	Vice President Human Resources, Diversity and Inclusion	Fullerton	California State University, Fullerton	jbeisner@fullerton.edu	714-278-2425
Representative	Kimberly Comet	Director of Risk Management & Safety	Humboldt	Humboldt State University	Kimberly.Comet@humboldt.edu	707-826-3305
AORMA Rep	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@humboldt.edu	707-826-4878
Alternate	Joyce Lopes	Vice President for Administration and Finance	Humboldt	Humboldt State University	joyce.lopes@humboldt.edu	707-826-3351
Representative	Scott Apel	Associate Vice President	Long Beach	California State University Long Beach	scott.apel@csulb.edu	562-985-8716
AORMA Rep	Brian Nowlin	Chief Operating Officer	Long Beach	California State University, Long Beach Foundation	Brian.Nowlin@csulb.edu	562-985-4690
AORMA Rep	Robert de Wit	Chief Financial Officer	Long Beach	Forty-Niner Shops, Inc., CSU, Long Beach	rdewit@csulb.edu	562-985-5549
Alternate	Felissa Waynick, ARM-P	Risk Manager	Long Beach 168	California State University, Long Beach	felissa.waynick@csulb.edu	562-985-2396

CSURMA BOARD OF DIRECTORS MEMBERS

Effective at July 1, 2016

Representative /Alternate	Member	Position	Campus	Organization	E-Mail	Telephone Number
Representative	Lisa Chavez	VP, Administration/CFO	Los Angeles	California State University, Los Angeles	lchavez10@cslanet.calstatela.edu	323-343-3500
Alternate	Kevin Brady	Director Risk Mgmt & EHS	Los Angeles	California State University, Los Angeles	kbrady@cslanet.calstatela.edu	323-343-3527
Representative	Marianne Spotorno	Director of Safety and Risk Management	Maritime	California Maritime Academy	mspotorno@csum.edu	707-654-1076
Alternate	Franz Lozano	Vice President for Administration and Finance	Maritime	California Maritime Academy	flozano@csum.edu	707-654-1038
Representative	Kevin Saunders	Vice President Administration & Finance	Monterey	California State University, Monterey Bay	kesaunders@csumb.edu	831-582-3398
AORMA Rep	Gigi Kiama	Human Resources Director	Monterey	University Corporation, CSU Monterey Bay	gkiama@csumb.edu	831-582-4301
Alternate	Lenore Reed	Director of Enterprise Risk Management & Records	Monterey	California State University, Monterey Bay	lreed@csumb.edu	831-582-4766
Representative	Edith Winterhalter	Director, Administrative Services	Northridge	California State University, Northridge	edith.t.winterhalter@csun.edu	818-677-4066
Alternate	Lisa Telles	Risk Manager	Northridge	California State University, Northridge	lisa.telles@csun.edu	818-677-2079
Representative	Whitney Fields	Director of Institutional Risk and Emergency Management	Pomona	California State Polytechnic University	wjfields@cpp.edu	909-869-3988
Alternate	Valerie Eberle	University Risk Manager	Pomona	California State Polytechnic University	vjeberle@cpp.edu	909-869-4846
Representative	Mike Lee	Vice President, Administration and Chief Financial Officer	Sacramento	California State University, Sacramento	mikelee@csus.edu	916-278-6312
AORMA Rep	Jim Reinhart	Executive Director	Sacramento	University Enterprises, Inc. (UEI)	Jim.Reinhart@csus.edu	916-278-7001
Alternate	Kirtland Stout	Director, Risk Mgmt & Business Continuity Planning	Sacramento	California State University, Sacramento	kirtland@csus.edu	916-278-7233
Representative	Jody Van Leuven	Executive Director	San Bernardino	California State University, San Bernardino	jody.vanleuven@csusb.edu	909-537-3939
Alternate	Douglas R. Freer	Vice President for Administration and Finance and Chief Financial Officer	San Bernardino	California State University, San Bernardino	dfreer@csusb.edu	909-537-5130
Representative	Thomas McCarron	VP for Business & Financial Affairs	San Diego	San Diego State University	tmccarron@mail.sdsu.edu	619-594-6017
Alternate	Jessica Rentto	Associate Vice President Administration	San Diego	San Diego State University	jrentto@mail.sdsu.edu	619-594-8640
Representative	Ann Sherman	Interim VP, Administration & CFO	San Francisco	San Francisco State University	asherman@sfsu.edu	415-338-1872
Alternate	Michael Beatty	Risk Manager	San Francisco	San Francisco State University	mbeatty@sfsu.edu	415.338.1124
Representative	Marla Perez-Guerra	Risk Management Manager	San Jose	San Jose State University	marla.perez@sjsu.edu	408-924-2159
Alternate	Charlie Faas	VP, Administration & Finance/CFO	San Jose	San Jose State University	charlie.faas@sjsu.edu	408-924-1550
Representative	Dru Zachmeyer	Director, Contracts & Procurement/Risk & Real Estate Management	San Luis Obispo	California Polytechnic State University, San Luis Obispo	dzachmey@calpoly.edu	805-756-6473
AORMA Rep	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
AORMA Rep	Starr Lee	Director, Administration and Legal	San Luis Obispo	Cal Poly Corporation	selee@calpoly.edu	805-756-1451
Alternate	Cindy Vizcaino Villa	Senior Vice President, Administration and Finance, CFO	San Luis Obispo	California Polytechnic State University, San Luis Obispo	cvvilla@calpoly.edu	805-756-2171

CSURMA BOARD OF DIRECTORS MEMBERS

Effective at July 1, 2016

Representative /Alternate	Member	Position	Campus	Organization	E-Mail	Telephone Number
Representative	Vacant		San Marcos	California State University, San Marcos		
AORMA Rep	Bella Newberg	Executive Director	San Marcos	University Auxiliary and Research Services Corporation	newberg@csusm.edu	760-750-4700
Alternate	Erin Fullerton	Risk Manager	San Marcos	California State University, San Marcos	Efullerton@csusm.edu	760-750-4516
Representative	Tyson Hill	Interim Senior Director for Risk Management	Sonoma	Sonoma State University	tyson.hill@sonoma.edu	707-664-4039
Alternate	Stan Nosek	Vice President for Administration and Finance	Sonoma	Sonoma State University	nosek@sonoma.edu	707-664-2310
Representative	Amy Thomas	Asst Director of Safety & Risk Management	Stanislaus	California State University, Stanislaus	Althomas@csustan.edu	209-667-3035
Alternate	Darrell Haydon	Interim Vice President for Business and Finance	Stanislaus	California State University, Stanislaus	dhaydon@csustan.edu	(209) 667-3077



California State University Risk Management Authority

CONTACT LIST

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

A Public Entity Joint Powers Authority

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



California State University Risk Management Authority

CONTACT LIST				
Coverage	Contact	E-Mail Address	Office	Fax
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	Alice Kim	akim@calstate.edu	562-951-4627	562-951-4865
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	Robert Eaton	reaton@calstate.edu	562-951-4572	562-951-4971
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	Martha Guiditta	mguiditta@calstate.edu	562-951-4557	562-951-4859
	Michael Clements	mclements@calstate.edu	562-951-4091	
	Jessica Liu	jliu@calstate.edu	562-951-4621	
	Cindi Le	cle@calstate.edu	562-951-4651	