



# CSURMA EXECUTIVE COMMITTEE MEETING AGENDA

## “This is an Open Public Meeting”

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

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

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

Meeting Date: May 9, 2014  
Time: 8:30 AM

Primary Location: CSU Chancellor’s Office  
401 Golden Shore, Munitz 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. 4

### B. PUBLIC COMMENTS

### C. CONSENT CALENDAR

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is asked to take action on the consent calendar items as a group, except that a member may request that an item be withdrawn from the Consent Calendar for discussion and action.*

- 1. **Approval of Minutes – March 20 & 21, 2014** A p. 5  
*The Committee will be asked to approve the minutes from their last meeting.*

- 2. **Financial Report**

- a. **Receipt and Review of the Draft Financial Statements at March 31, 2014** A p. 23  
*The Committee will be asked to review and accept the unaudited Financial Statement as March 31, 2014.*

- b. **Treasurer’s Report – March 31, 2014** A p. 35  
*The Committee review and accept the Treasurer’s Report at March 31, 2014.*

### D. GENERAL ADMINISTRATION

- |  |  |   |        |
|--|--|---|--------|
| 1.   | <b>Approval of Member Loan</b><br><i>The Committee will be asked to review and approve a proposed member loan request pursuant to Policy and Procedure No. 10 – Member Loans at today’s meeting.</i>   | A | p. 42  |
| 2.   | <b>Underwriters’ Meeting Report</b><br><i>The Committee will receive a report on the recent underwriter meetings, taking action as necessary.</i>  | A | p.49   |
| 3.   | <b>Student Insurance Programs Rating Plan Task Group</b><br><i>The Committee will receive a report from the Student Insurance Programs Rating Plan Task Group, taking action as necessary.</i>   | A | p. 54  |
| 4.   | <b>Extension of Emergency Services Contract with Witt-O’Briens</b><br><i>The Committee will review a proposal to extend the Emergency Services contract with Witt-O’Briens, taking action as necessary.</i>  | A | p. 86  |
| 5.   | <b>Minors on Campus Training</b><br><i>The Committee will receive an update on Praesidium Training for Programs involving Minors on Campus.</i>  | A | p. 92  |
| 6.   | <b>Cyber Risk Insurable Exposure Project</b><br><i>The Committee will receive an update on the project to evaluate insurable exposures to cyber risks.</i>   | I | p. 101 |
| 7.   | <b>Review of 2014/2015 Long Range Action Plan</b><br><i>The Committee will be asked to review and discuss the 2014/2015 Long Range Action Plan and targets for goal setting, taking action as necessary.</i>   | A | p. 102 |
| 8.   | <b>Overview of Investment Update</b><br>*****TIME CERTAIN 9:00 a.m.*****<br><ul style="list-style-type: none"> <li>a. Loan portfolio</li> <li>b. SWIFT portfolio</li> <li>c. Fixed income portfolio</li> </ul> <i>The Committee will receive a report from the CSURMA investment advisors; taking action as necessary.</i> | A | p. 106 |
| <b>E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS</b> |  |   |        |
| 1.   | <b>AORMA Programs Update</b><br><i>The Committee will receive a verbal report on the AORMA programs.</i>   | I | p. 130 |



California State University Risk Management Authority

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

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

**G. INFORMATION ITEMS**

- 1. Litigation Report from the Office of General Counsel** **I** *p. 134*  
 \*\*\*\*\***TIME CERTAIN 9:45 a.m.**\*\*\*\*\*  
*The Committee will hear a presentation from the Office of General Counsel.*
- 2. 2015 Fitting The Pieces Together Conference** **I** *p. 135*  
*The Committee will receive an update on the 2015 Fitting The Pieces Together  
 Conference.*
- 3. CSURMA Administrative Service Calendar** **I** *p. 136*  
*The Committee will review the CSURMA Administrative Service Calendar.*
- 4. CSURMA 2014 Meeting Calendar** **I** *p. 141*  
*The Committee will review the CSURMA 2014 Meeting Calendar.*
- 5. CSURMA Executive Committee and Staff Contact List** **I** *p. 144*  
*The Committee is asked to review the contact lists and to advise the Program  
 Administrators if any changes are needed.*

**H. ADJOURNMENT**

**The next CSURMA Executive Committee meeting is scheduled for September 12, 2014 in Newport Beach, CA**  
*If you have questions regarding the agenda package, please contact  
 Myron Leavell at (415) 403-1404 or via email at [mleavell@alliant.com](mailto:mleavell@alliant.com)*

**APPROVAL OF THE AGENDA**

**ISSUE:** Approval of the order of agenda items.

**RECOMMENDATION:** The Executive Committee 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 – MARCH 20 & 21, 2014**

**ISSUE:** Acceptance of the Executive Committee draft meeting minutes.

**RECOMMENDATION:** The Executive Committee is asked to review and accept the March 20 & 21, 2014 draft meeting minutes with corrections as necessary.

**FISCAL IMPACT:** None.

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

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Draft Minutes – March 20, 2014 CSURMA EC Meeting
- b. Draft Minutes – March 21, 2014 CSURMA LRP meeting

**MINUTES OF THE CSURMA  
EXECUTIVE COMMITTEE MEETING  
MARCH 20, 2014  
NEWPORT BEACH, CALIFORNIA**

**MEMBERS PRESENT**

Lisa Chavez, CSU Los Angeles (arrived 3:20PM)  
Robert DeWit, CSU Long Beach  
Robert Eaton, CSU Office of the Chancellor, Secretary-Auditor  
Lori Gentles, CSU Fullerton  
Linda Hawk, CSU San Marcos, Vice-Chair  
Mike Lee, Sacramento State University  
Cynthia Teniente-Matson, CSU Fresno, Chair (via teleconference)  
Michael Thorpe, CSU Chico

**MEMBERS ABSENT**

George V. Ashkar, CSU Office of the Chancellor, Treasurer  
Dwayne Brummett, California Polytechnic State University

**STAFF, GUESTS & CONSULTANTS**

Zachary Gifford, CSU Office of the Chancellor  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, CSU Office of General Counsel  
Myron Leavell, Alliant Insurance Services, Inc.  
Robert Leong, Alliant Insurance Services, Inc.  
Mimi Long, Alliant Insurance Services, Inc.

**A. CALL TO ORDER**

The meeting was called to order by Vice-Chair, Linda Hawk at 2:32 p.m.

**A.1. Approval of the Agenda**

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

**MOTION:** Mike Lee                      **SECOND:** Lori Gentles                      **MOTION CARRIED**

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez				<b>X</b>
Robert de Wit	<b>X</b>			

Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**B. PUBLIC COMMENTS - None**

**C. CONSENT CALENDAR**

- C.1 Approval of Minutes – January 12, 2014**
- C.2 Receipt and Review of the Draft Financial Statements at December 31, 2013**
- C.3 FY 2013/2014 Midterm Budget Amendments and Adoption of Resolution No. 02-14 (EC)**

A motion was made to approve the items on the consent calendar as discussed at today’s meeting with the noted corrections to the meeting minutes of January 12, 2014.

**MOTION:** Michael Thorpe      **SECOND:** Robert De Wit      **MOTION CARRIED**

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez				<b>X</b>
Robert de Wit	<b>X</b>			
Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D. GENERAL ADMINISTRATION**

**D.1 Chancellor’s Office Services Budget Proposal for FY 2014/15**

CSURMA engages and reimburses the CSU Chancellor’s Office for services provided by Enterprise Accounting, Office of General Counsel, and Systemwide Risk Management in support of CSURMA’s programs. Kelly Cox reviewed the Financial Services MOU with the Executive Committee. Robert Eaton explained the reduction in Risk Management, which includes Public Safety as a placeholder while it is being moved under Internal Audit. Willy Hsu provided a written explanation for Office of General Counsel’s services. Risk Management is a direct charge to CSURMA while Financial Services and the Office of General Counsel are on a flat rate basis billed quarterly.

The table below summarizes the cost of services provided:

Service Provider	FY 2012/13	FY 2013/14	FY 2014/15
Financial Services	\$325,000	\$325,000	\$325,000
Office of General Counsel	327,360	338,000	366,514
Risk Management	769,398	792,480	715,000
Public Safety	213,660	220,070	220,000
<b>TOTAL:</b>	<b>\$1,635,418</b>	<b>\$1,675,550</b>	<b>\$1,626,514</b>

A motion was made to approve the memoranda of understanding and to delegate authority to the Chair to execute the documents.

**MOTION:** Mike Lee                      **SECOND:** Michael Thorpe                      **MOTION CARRIED**

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez				<b>X</b>
Robert de Wit	<b>X</b>			
Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D.2 CSU International Programs FTIP Renewal and Funding**

Daniel Howell reviewed this item with the Executive Committee. In 2012, CSURMA was selected by the Chancellor’s Office International Programs (IP) to provide the Foreign Travel Insurance Program product to students participating in the IP. The change resulted in broader coverage for the travelers and ensured that the IP travelers would be covered under the University’s foreign liability program. IP’s cost for the enhanced insurance was approved to be absorbed in the Campus Risk Pool Liability Fund where the campus FTIP program is funded. Over the past year, the IP FTIP experienced two large medical evacuation claims and an increase in routine medical utilization which resulted in a premium increase for the 2014/15 policy period.

The Program Administrator proposed the following action:

- Direct the CSURMA Accountant to fund the existing program deficit with a transfer from the Campus Risk Pool Liability Fund as originally anticipated – a charge of \$72,440.
- Increase the IP student travel insurance cost to \$225 for FY 2014/15 travel, which will result in an estimated charge of \$82,250 to the Campus Risk Pool Liability Fund for FY 2014/15.
- Increase the IP student travel insurance cost to \$275 for FY 2015/2016 which should be close to break even if claims history returns to historical average and utilization is managed.

A motion was made to approve and implement the above plan to offset the existing liabilities.

**MOTION:** Michael Thorpe      **SECOND:** Robert De Wit      **MOTION CARRIED**

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez				<b>X</b>
Robert de Wit	<b>X</b>			
Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D.3. Delegation of Authority to Renew Insurance Program**

Daniel Howell reviewed this item with the Executive Committee. The Program Administrator is actively marketing the programs to ensure competitive rates and terms. Underwriting meetings are scheduled for the week of March 31, 2014 with key insurers, including presentations to underwriters by the Chancellor and the Acting Deputy Assistant Vice Chancellor Financing and Treasury/Risk Management.

A motion was made to delegate authority to the CSURMA Secretary-Auditor to negotiate and bind insurance renewals as appropriate within the budgeted amounts planned for FY 14/15, and to be adopted by the Board of Directors at their May 9, 2013 meeting.

**MOTION:** Cynthia Teniente-Matson      **SECOND:** Mike Lee      **MOTION CARRIED**

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez	<b>X</b>			
Robert de Wit	<b>X</b>			
Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D.4 Recommendation for Approval of the FY 2014/2015 Operating Budget**

Robert Leong reviewed the item with the Executive Committee. The FY 2014/15 operating budget is to be approved by the Board of Directors at its May 9, 2014 meeting. The Chancellor’s

Office and the Program Administrators worked together to develop a draft FY 2014/15 budget for the Executive Committee’s review.

AORMA separately develops a budget for its coverage programs. The AORMA Committee will meet on May 8, 2014 to finalize its proposed budget for FY 2014/15 and will make a recommendation to the Executive Committee to include its budget in the CSURMA operating budget for adoption by the Board of Directors.

The proposed operating budget would develop Total Contributions of \$94,821,327; Total Operating Expenses of \$78,801,806; and Total Non-Operating Revenues of \$5,000,000; generating excess revenue to expenses of \$20,029,521 in projected additions to reserves. *The preceding does not include projected Dividend Distributions during FY 2014/15, which, if any, will increase expenditures and decrease fund reserves.*

There was discussion on the reduction of the Interest Income line item from \$5 Million to \$2.5 Million for FY 2014/15.

A motion was made to recommend the draft FY 2014/15 Budget to the Board of Directors for adoption at their May 9, 2014 meeting reflecting the change in investment income as described above.

**MOTION:** Mike Lee                      **SECOND:** Lisa Chavez                      **MOTION CARRIED**

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez	<b>X</b>			
Robert de Wit	<b>X</b>			
Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D.5 FY 2014/15 Premium Deposits**

Rob Leong reviewed the item with the Executive Committee. The Board of Directors adopted preliminary rates and funding for FY 2014/15 Campus Risk Pools on November 6, 2013 subject to costs for certain pools being finalized. Subsequently, the Program Administrators prepared FY 2014/15 draft calculations using the final actuarial reports dated September 18, 2013 for Liability and Workers’ Compensation, for AIME on November 4, 2013, projected claim trends for IDL/NDL/UI and Property, and latest indication from ORIM for Auto Liability. The Executive Committee was asked to review the recalculated rates and recommend adoption by the Board of Directors at the Board’s meeting on May 9, 2014.

The following table summarizes total program costs:

**Campus Coverage Programs Funding Comparison**

	<b>FY 13/14 Adopted</b>	<b>FY 14/15 Proposed</b>	<b>FY 14/15 Revised</b>	<b>\$ Chg from FY 13/14</b>	<b>% Chg from FY 13/14</b>
Liability	\$13,670,600	\$14,217,698	\$14,384,185	\$713,585	5.2%
Workers' Comp	29,448,933	34,752,679	33,196,159	3,747,226	12.7%
IDL NDI UI	13,500,000	13,500,000	12,500,000	(1,000,000)	-7.4%
Property	9,500,000	9,500,000	9,000,000	(500,000)	-5.3%
AIME	2,932,489	2,932,489	3,577,749	645,260	22.0%
Auto Liability	648,727	648,727	688,468	39,741	6.1%
<b>Total</b>	<b>\$69,700,749</b>	<b>\$75,551,593</b>	<b>\$73,346,561</b>	<b>\$3,645,812</b>	<b>5.2%</b>

Chair Teniente-Matson asked that we send the premium deposit information to CABO for their review as some members will see increases over the original projections.

A motion was made to recommend the FY 2014/15 Program Funding as summarized above to the Board of Directors for adoption at their May 9, 2014 meeting.

**MOTION:** Mike Lee                      **SECOND:** Lisa Chavez                      **MOTION CARRIED**

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez	<b>X</b>			
Robert de Wit	<b>X</b>			
Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D.6 Report of Nominating Committee on Executive Committee Elections**

Michael Thorpe reviewed the item with the Executive Committee. Regular elections of members are conducted pursuant to Policy and Procedure No. 18 – Board of Directors Participation and Executive Committee Nominations and Elections Process. Members of the Executive Committee serve two year terms, with half the seats up for election in odd-numbered years, and half in even-numbered years.

There are four seats are up for election at the May 9, 2014 Board of Directors meeting:

- Chair, incumbent Cynthia Teniente-Matson
- Vice Chair, incumbent Linda Hawk
- Seat 3, incumbent Lori Gentles

- Seat 4, incumbent Mike Lee

At the January meeting, the Chair appointed a nominating committee of George Ashkar, Lisa Chavez and Michael Thorpe.

All those eligible for reelection have agreed to continue to serve.

**D.7 Proposed Revision to Policy & Procedure 5 – Claims Audits**

Robert Leong reviewed the item with the Executive Committee. CSURMA established Policy & Procedure No. 5 outlining the purpose and schedule for the periodic review of the service performance of its claims administrators. The proposed revisions serve to clarify the audit schedules for Campus and AORMA Risk Pools.

Performance audits were completed in Calendar Year 2013 for Campus Liability, Campus Workers’ Compensation, Campus AIME, and AORMA Liability. An audit of AORMA Workers’ Compensation is scheduled for 2014 and is currently in progress.

A motion was made to accept the revisions to Policy & Procedure 5 – Claims Audits.

**MOTION:** Lisa Chavez                      **SECOND:** Lori Gentles                      **MOTION CARRIED**

NAME	AYE	ABSTAIN	NAY	ABSENT
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez	<b>X</b>			
Robert de Wit	<b>X</b>			
Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D.8 Status of Form 700 Filings**

Myron Leavell reviewed the item with the Executive Committee. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the Statement of Economic Interests, Form 700, and for interpreting the law’s provisions.

Annually, in late January, the Program Administrator begins the process of transmitting Form 700 documents to the membership via email. There is schedule of reminders in place to be sure that all forms are returned to the Program Administrators, who then in turn forwards them to the FPPC for permanent filing. The completed forms are due to the FPPC no later than April 2, 2014.

No action was taken at this time.

**D.9 Minors on Campus Training**

Daniel Howell reviewed the item with the Executive Committee. At the January 2014 meeting, the Executive Committee delegated authority to the Secretary-Auditor to execute the Praesidium, Inc. contract for services with a presentation to CABO for its support. Additionally, staff is reaching out to Human Resource Officers for their support as well.

An update is expected at the May 9 Executive Committee meeting.

No action was taken at this time.

**D.10 Cyber Risk Insurable Exposure Project**

Daniel Howell reviewed this item with the Executive Committee. CSURMA’s insurance program includes \$5 million of coverage for Cyber Risks. Coverage includes protection for loss of personal information, privacy notifications, copyright infringement, data and systems restoration, and claim response services. In meetings with underwriters last Fall, the Chancellor asked staff to initiate a project to evaluate CSU’s exposures and potential for loss so that the coverage program can be tailored to meet CSU’s needs.

The cost of the project is expected to be less than \$15,000 and is included in the FY 13/14 mid-year budget amendments.

A motion was made to delegate authority to the CSURMA Secretary-Auditor to negotiate and execute an engagement agreement for the proposed Cyber Risks Exposure Evaluation Project at a cost not to exceed \$15,000.

**MOTION:** Cynthia Teniente-Matson **SECOND:** Mike Lee **MOTION CARRIED**

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
George Ashkar				<b>X</b>
Dwayne Brummett				<b>X</b>
Lisa Chavez	<b>X</b>			
Robert de Wit	<b>X</b>			
Lori Gentles	<b>X</b>			
Linda Hawk	<b>X</b>			
Ming Tung (Mike) Lee	<b>X</b>			
Cynthia Teniente-Matson	<b>X</b>			
Michael Thorpe	<b>X</b>			

**E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS**

**E.1 AORMA Programs Update**

Robert De Wit, AORMA Vice-Chair was in attendance at the meeting and provided the following highlights from the AORMA meeting earlier today:

- Revisions to several Policies and Procedures.
- Adjustment of the Loss Control Services Contract to allow for additional safety days.
- Amendments of the Property and Crime Program Memoranda of Coverage.
- Review of slate of nominees for the AORMA Committee.
- Expansion of Risk Management Innovation Grant criteria.

**E.2 Report on the 2014 AOA Annual Conference**

Robert De Wit, AORMA Vice-Chair was in attendance at the meeting and presented the following highlights from the AOA Annual Conference:

- The highest attendance of any conference to date
- AORMA’s breakout sessions were well attended

**F. CLOSED SESSION**

**F.1 The Board of Trustees of the California State University vs. Schools Excess Liability Fund**

**F.2 Pending Litigation pursuant to Government Code section 11126 (e)(2)(B)(i)**

A motion was made to enter Closed Session.

**Motion:** Linda Hawk                      **Second:** Michael Thorpe                      **MOTION CARRIED**

The Executive Committee entered Closed Session at 4:25 p.m.

A motion was made to leave Closed Session.

**Motion:** Michael Thorpe                      **Second:** Mike Lee                      **MOTION CARRIED**

The Executive Committee left Closed Session at 5:33 p.m.

**G. INFORMATION ITEMS**

**G.1 Fitting the Pieces Together Conference 2015**

Zachary Gifford reviewed the item with the Executive Committee. The next Fitting the Pieces Together Conference is slated for late April-early May 2015. Every effort will be made to include the CSURMA Executive Committee and the Board of Directors meetings during the conference to minimize travel and hotel expenses of attendees.

## **G.2 Concussive Injuries**

Zachary Gifford reviewed this item with the Executive Committee. He stepped through the Genesis sports-related concussions white paper that was included in the agenda packet for the Executive Committee's review.

CSURMA is in the process of updating its Sports Club Manual to cover this topic more thoroughly. There was some discussion on whether the guidelines would be included in the Administrative Manual or in an upcoming Executive Order.

## **G.3 CSURMA 2014 Meeting Calendar**

The CSURMA Meeting calendar was included in the agenda for the Executive Committee's review.

## **G.4 CSURMA Executive Committee & Staff Contact List**

The Executive Committee reviewed the Contact List and was advised to inform the Program Administrators of any needed updates or corrections to the information presented.

## **H. ADJOURNMENT**

A motion was made to adjourn the meeting.

The meeting adjourned at 5:18 PM.

**MINUTES OF THE CSURMA  
LONG RANGE PLANNING SESSION  
MARCH 21, 2014  
NEWPORT BEACH, CALIFORNIA**

**MEMBERS PRESENT**

Robert De Wit, Forty-Niner Shops, Inc., AORMA Vice-Chair  
Lori Gentles, San Francisco State University  
Linda Hawk, CSU San Marcos, Vice-Chair  
Mike Lee, Sacramento State University  
Michael Thorpe, CSU Chico

**MEMBERS ABSENT**

George V. Ashkar, CSU Office of the Chancellor, Treasurer  
Dwayne Brummett, California Polytechnic State University, AORMA Chair  
Lisa Chavez, CSU Los Angeles  
Cynthia Teniente-Matson, CSU Fresno, Chair

**STAFF, GUESTS & CONSULTANTS**

Suzanne Blake, Witt – O’Briens  
Michael Castro-Weir, Witt – O’Briens  
Kelly Cox, CSU Office of the Chancellor  
Gordon DesCombes, Alliant Insurance Services, Inc.  
Robert Eaton, CSU Financing and Treasury, Secretary-Auditor  
Zachary Gifford, CSU Office of the Chancellor  
Jacki Graf, Alliant Insurance Services, Inc.  
Jim Hoffman, CSU Office of the Chancellor, CPDC  
Jim Holobaugh, Alliant Insurance Services, Inc.  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, CSU Office of General Counsel  
Myron Leavell, Alliant Insurance Services, Inc.  
Robert Leong, Alliant Insurance Services, Inc.  
Mimi Long, Alliant Insurance Services, Inc.  
Josh Schultz, Alliant Insurance Services, Inc.

**CALL TO ORDER**

The meeting was called to order at 8:06 a.m. by Vice-Chair, Linda Hawk.

**1. Review of 2013/2014 Long Range Action Plan**

Rob Leong reviewed the 2013/2014 Long Range Action Plan with the Executive Committee.

LRP – 1      Removed  
LRP – 2      Completed  
LRP – 3      Completed

LRP – 4	Student Personal Property & Liability Insurance – In Progress
LRP – 5	Removed
LRP – 6	Service Animals on Campus – In Progress
LRP – 7	Bicycles/Skateboards on Campus – In Progress
LRP – 8	Ongoing
LRP – 9	Completed
LRP -10	Completed
LRP – 11	Minors on Campus – In Progress
LRP – 12	In Review
LRP – 13	In Review

## **2. Campus Pooled Program Funding Status**

Rob Leong reviewed the item with the Executive Committee. Staff prepared an analysis of the pooled programs funding position relative to the actuary’s projection for CSURMA’s minimum funding requirements and expected cash expenditures for program administration through June 30, 2014. It was reported that there are sufficient funds to meet anticipated needs, including a confidence margin for unexpected expenditures. Additionally, there will be approximately \$7.6m in Workers’ Compensation Program fund reserves, with 50% of that available to consider a release of dividends to the members.

## **3. Review of Data Security and Applicable ICSUAM Policies**

### **3.a Data Security Policies**

Zachary Gifford reviewed the item with the Executive Board. In response to the recent University Auditor’s report, CSURMA agreed to annually review the iVOS Data Security Policy.

The review was completed and no changes were noted.

### **3.b Applicable ICSUAM Policies**

Kelly Cox reviewed the item with the Executive board. In response to the recent University Auditor’s report, CSURMA Financing and Treasury agreed to annually review the ICSUAM for any revised policies and procedures that should now apply to operation of CSURMA.

The Executive Committee reviewed the matrix of ICSUAM sections and found all relevant sections incorporated into CSURMA operations.

## **4. Workers Compensation Program**

### **4.a Claims Audit Presentation**

Jacki Graf, CSURMA’s Senior WC Claims Consultant, reviewed the item with the Executive Committee. Pursuant to CSURMA P&P No. 5, a regular performance audit is performed to

review services delivered by Sedgwick, particularly in regards to the standards of performance for the industry and the specific requirements outlined in the Service Agreement between CSURMA and Sedgwick CMS. A service performance audit for 2013 was completed by Jacki Graf, in August and September 2013.

The audit presented an 87% result in selected categories vs. our compliance standard of 90%. Two categories were above the standard – Initial Contact, 90% and Claims Management, 92% while one category was below the standard – Process Control. Sedgwick CMS has already put recommendations in place to address the audit concerns presented.

It was suggested that a “mini-audit” be conducted this fall to monitor the situation for improvement.

#### **4.b Approval of Proposed Claims Closure Initiative**

Daniel Howell reviewed the item with the Executive Committee. The CSURMA Campus Workers’ Compensation Risk Pool has 1,561 open indemnity and future medical claims files as of January 31, 2014. Many of these files are from years ago and have been difficult to close out. Claims files become more costly with age and result in higher actuarial loss estimates due to trending.

Staff proposed a new project that involves engaging workers’ compensation claims counsel in a focused claims closure project on targeted claims. The proposal includes engaging Ingber and Weinberg, LLP to implement their “Operation Doubleplay” program on claims files identified as good targets for closure. The cost of the project would be charged to the claim files as a normal claims expense.

No action was taken at today’s meeting due the lack of a quorum.

#### **4.c Evaluation of Restarting Primary Reinsurance Program**

Daniel Howell reviewed the item with the Executive Committee. For the years FY 08/09, 09/10 and 10/11, the Executive Committee authorized the purchase of a primary reinsurance program CSURMA Campus Workers’ Compensation Risk Pool. CSURMA reinsured the first \$2.5 million of each workers’ compensation claim from 7/1/08 to June 30, 2012. After that time, the cost of reinsurance coverage significantly exceeded the CSURMA actuary’s projection of the cost to retain the risk.

Staff has received interest from the Excess Insurance Authority (EIA) to offer a primary reinsurance program. The EIA insures 70% of California cities for primary workers’ compensation. The EIA offering is a combination of two programs: 1) \$10K EIA Pool (self-insured) and 2) \$125K Security National Insurance Company (AmTrust Group) placement. The EIA Program has 3 base rate categories – Cities, Counties and All Others.

The cost of a primary reinsurance program would be paid from campus risk pool deposits that would otherwise be used to self-insure the claims to be transferred to the primary reinsurer. In general, it is less costly to self-insure first dollar claims with high frequency.

Direction was given to staff to research the EIA option further for viability.

## **5. Rating Plans Task Groups**

### **5.a Campus Risk Pool**

Rob Leong reviewed the item with the Executive Committee. Rob thanked all of those who participated in the Task Groups for the efforts.

The Campus Programs RPTG found that the current rating plans are fair and achieve program objectives. The task group has developed certain refinements to the General and Errors & Omissions Liability and the Workers' Compensation coverage programs as detailed below.

The Campus Programs RPTG recommends that the Liability Deductible credits should be adjusted per the Actuary's recommendation dated November 1, 2013. The task group affirms that self supporting funds should continue to have a \$35,000 deductible regardless of the campus selected deductible. The effect of the new deductible credit factors would increase FY 2014/15 Liability program funding by \$552,738 – at present campus deductible selections.

The Campus Programs RPTG recommends the elimination of funding for claims with industrial injury dates occurring prior to July 1, 1999 since the Workers' Compensation Risk Pool is fully-funded per the actuary's recommendation at the 70% confidence interval (which exceeds expected loss funding defined to be 50-55% confidence). The effect of this recommendation reduces total deposit by \$1,556,520.

The Campus Programs RPTG recommends that a comprehensive review of the rating plans be initiated in the Spring 2016 so that appropriate changes can be considered before adoption of the rates for FY 2017/18.

### **5.b Student Programs**

Michael Thorpe reviewed the item with the Executive Committee, stepping through the project timeline.

Thus far, the Student Programs Rating Plans Task Group has recommended the following: 1) A restructuring of the FTIP Program, to accommodate longer lengths of stay; 2) Development of bridge coverage between FTIP and USAC programs. The bridge coverage is necessary to fill the gaps in coverage between the two required programs.

## **6. Review of Policies and Procedures (Even Numbered)**

- a) No. 2. Resolution of Coverage and Claim Disputes
- b) No. 4. Periodic Actuarial Studies

- c) No. 6. Payment Terms
- d) No. 8. Coverage Determination For Claims Designated “Systemwide
- e) No. 10. Member Loans
- f) No. 12. CSURMA Committee Members Attendance of Conferences Professional Development
- g) No. 14. Campus Risk Pool Dividends & Assessments
- h) No. 16. Use of CSURMA Equipment
- i) No. 18. Board of Directors Participation and Executive Committee Nominations and Elections Process
- j) No. 20. OCIP & BRIP

Daniel Howell reviewed the item with the Executive Committee. In response to the recent University Auditor’s report, CSURMA agreed to annually review the Policies and Procedures annually, odd-numbered policies in odd-numbered years and even-numbered in even years.

Of the policies and procedures reviewed as noted above, only P & P No. 8 - Coverage Determination For Claims Designated “Systemwide and P & P No. 12 - CSURMA Committee Members Attendance of Conferences Professional Development require revision at this time. P & P No. 8 clarifies the process for handling of systemwide issues and updates to the current titles of those responsible. P & P No. 12 was amended to remove any duplicative language from the Travel Policy in place and added the requirement of a report to the Executive Committee

## **7. Emergency Services Consulting Presentation**

Zachary Gifford introduced Suzanne Blake and Michael Castro-Weir of Witt-O’Brien’s to the Executive Committee. They provided a brief overview of the disaster recovery services provided to CSURMA. Witt O’Brien’s provides emergency services consulting for the California State University System under an agreement between CSURMA and Witt Group Holdings, LLC. The current term of the agreement is from July 1, 2012 to July 1, 2014, and renewable for successive two-year periods subject to adjustments of costs and fees to be agreed upon in writing.

## **8. Development of New Programs and Services**

Daniel Howell reviewed the item with the Executive Committee. There was discussion on the following issues:

- Student Tenant Insurance Program (STIP) – Investigate currently available programs (Sallie Mae) to use as initial coverage model then later create a CSURMA program; being careful in the campus contracting process.
- Student Health Insurance Program (SHIP) – This has been tabled.
- Unmanned Aerial Vehicles (UAV) – Work with Liability Underwriters to add back coverage.
- Unemployment Insurance Program Stop Loss Coverage – No Interest at this time.
- Primary Reinsurance of the Campus Workers’ Compensation Program – Investigating further
- Earthquake/CAT Coverage – Are bonds a viable possibility?

- Accident Policy for External Student Placements (Service Learning) – Michael Thorpe will work with Willie Hsu in the OGC as he fully understands the issue.

## **9. Rolling OCIP Status Report**

Daniel Howell introduced the OCIP Service Team to the Executive Committee. CSURMA launched the systemwide rolling Owner Controlled Insurance Program effective January 1, 2012. The program is designed to provide insurance coverage for construction of major capital projects with a construction cost of \$10 million or greater. “CSU OCIP I” covers projects breaking ground between January 1, 2012 and December 31, 2014 through their completion. The CSU CABO group has asked the CSURMA EC to monitor the program and develop a progress report on the program results, especially actual savings from contractor procured insurance.

Jim Holobaugh and Josh Schultz from Alliant Insurance Services and Jim Hoffman from CPDC presented an overview of the program highlights. Thus far, there are \$366,141,637 in total enrolled projects in the program with another \$239,480 in upcoming projects to be added to the pipeline shortly with \$605,621,637 in total projects.

## **10. Service Provider Performance Evaluation of CSURMA Vendors**

Zachary Gifford provided a high-level report on the Service Provider Performance evaluation process to the Executive Committee. The CSU Office of Risk Management contacted all CSURMA/AORMA members requesting comments on vendor performance. The Service Provider Performance evaluation process provides CSURMA with information to address member service needs for strategic planning.

The following vendors were evaluated in the process:

- A-G Administrators – AIME Claims Administrator
- Alliant – CSURMA Program Administrator
- Alliant – CSURMA Insurance Brokerage/Consulting
- Alliant – Workers’ Compensation Consulting
- Alliant – Property/Crime Claims Consulting
- AON e-Solutions – WC/Liability Claims System Software
- Belfor – Property Loss Mitigation & Restoration
- CSU Office of Risk Management – CSURMA Liability Claims Administrator
- CSU Office of Risk Management – Risk Consulting
- CSU Enterprise Accounting – Accounting Services
- Equifax - TALX – Unemployment Claims Administrator
- Har-Bro – Property Loss Mitigation & Restoration
- Sedgwick CMS – CSURMA Workers’ Compensation Claims Administrator
- Workplace Answers – Campus Web-based Training

The survey is designed to maintain respondent confidentiality in order to elicit candid comments. The survey was modified last year so that respondents were only asked complete the survey for

those service providers that they interacted with. Vendors were generally viewed as providing good service to the membership.

## **11. Development of CSURMA Goals for next 1 to 3 years**

Daniel Howell introduced the item to the Executive Committee. Discussion on FY 14/15 Long Range Action Plan goals included:

1. Develop PowerPoint presentation on "An Introduction to CSURMA" for new CSU staff with objectives to (1) increase awareness of CSURMA, (2) explain Purpose, (3) describe Organizational Structure, and (4) affirm Value.
2. Evaluate CSU's Unemployment Insurance claim trends and establish methods to improve results.
3. Develop and implement plan to reduce WC claims liability, with specific goal to improve claims settlement and closure of very old claims. Student Property and Liability coverage - Like Renters' Insurance
4. Re-evaluate Primary Workers' Compensation Reinsurance as a vehicle to mitigate CSU's cost of WC claims funding.
5. Develop process and establish timeline to renew the Owner-controlled Insurance Program covering CSU's capital construction projects.
6. Develop and implement coverage plan to cover CSU's liability arising from ownership and operation of UAVs (drones) used for research activities.
7. Re-examine internship agreements, develop contractual standards, draft model agreement.

## **12. Adjournment**

The meeting adjourned at 12:53 p.m.

A motion was made to adjourn the meeting.

**RECEIPT AND REVIEW OF THE DRAFT FINANCIAL STATEMENTS  
AT MARCH 31, 2014**

**ISSUE:** The Chancellor's Office Financial Services Accounting prepares the Financial Statements for CSURMA. The Financial Statements at March 31, 2014 are provided as an attachment to this item. The Executive Committee is asked to review the Financial Statements as part of the Consent Calendar. A representative from the Chancellor's Office Finance Services Accounting will be on hand to answer questions.

**RECOMMENDATION:** It is recommended that the Executive Committee review and accept the Draft CSURMA Financial Statements at March 31, 2014 as part of the Consent Calendar.

**FISCAL IMPACT:** None.

**BACKGROUND:** The Financial Statements will be relied upon for CSURMA decision making.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Draft CSURMA Financial Statements at March 31, 2014

**California State University Risk Management Authority**  
**Member Aged Accounts Receivable**  
As of 4/9/2014

	Client Name	Current	31-60	Over 61	Balance
a	Associated Students Incorporated CSU East Bay	\$0.00	\$13,598.00	\$0.00	\$13,598.00
b	Associated Students, CSU Fullerton	\$0.00	\$23,180.00	\$0.00	\$23,180.00
a	Associated Students, Inc.of Sonoma State University	\$0.00	\$1,030.00	\$0.00	\$1,030.00
	California Maritime Academy	\$180.00	\$0.00	\$0.00	\$180.00
	CSU Bakersfield	\$120.00	\$0.00	\$0.00	\$120.00
	CSU Chico	\$4,210.00	\$0.00	\$0.00	\$4,210.00
	CSU Dominguez Hills	\$2,395.00	\$0.00	\$0.00	\$2,395.00
	CSU East Bay	\$1,890.00	\$0.00	\$0.00	\$1,890.00
	CSU Fresno	\$7,620.00	\$0.00	\$0.00	\$7,620.00
	CSU Fullerton	\$22,155.00	\$0.00	\$0.00	\$22,155.00
	CSU Long Beach	\$11,085.00	\$0.00	\$0.00	\$11,085.00
	CSU Los Angeles	\$2,385.00	\$0.00	\$0.00	\$2,385.00
	CSU Monterey Bay	\$170.00	\$0.00	\$0.00	\$170.00
	CSU Northridge	\$6,494.00	\$0.00	\$0.00	\$6,494.00
	CSU Office of the Chancellor	\$280.00	\$0.00	\$0.00	\$280.00
	CSU San Bernardino	\$715.00	\$0.00	\$0.00	\$715.00
	CSU Stanislaus	\$5,780.00	\$0.00	\$0.00	\$5,780.00
	Humboldt State University	\$4,465.00	\$0.00	\$0.00	\$4,465.00
	San Jose State University Research Foundation	\$170.00	\$0.00	\$0.00	\$170.00
	The University Corporation, CSU Northridge	\$61.00	\$0.00	\$0.00	\$61.00
	University Enterprises Corporation at CSUSB	\$354.00	\$0.00	\$0.00	\$354.00
	<b>Totals:</b>	<b>\$70,529.00</b>	<b>\$37,808.00</b>	<b>\$0.00</b>	<b>\$108,337.00</b>

a Payments from members will be processed in April 2014.

b CSURMA accounting is following up with the member regarding the outstanding invoice # 7819 and 7774 for FY 13/14 3rd Qtr AORMA WC and UIP.

**California State University Risk Management Authority  
Outstanding Member Loan Status  
As of 3/31/2014**

**Loan Pool: 15% of the overall average cash and investment for the preceding 12 months (Apr 2013 - Mar 2014)**

**\$ 27,318,787.80**

Member Name	Maturity Date	Original Issue Date	Original Issue Amount	Outstanding Loan Balance 3/31/2014	Outstanding Loan Balance 6/30/2013
Humboldt State University Advancement Foundation	Oct 2017 (Extension)	Aug 2008	\$ 2,535,000.00	\$ 2,000,000.00	\$ 2,000,000.00
CSU Fresno	Sep 2018 (Extension)	Nov 2008	\$ 4,500,000.00	\$ 1,558,471.11	\$ 2,642,036.88
CSU Northridge	Jun 2015	May 2010	\$ 5,000,000.00	\$ 3,500,000.00	\$ 3,500,000.00
<b>Total Loans</b>			<b>\$ 12,035,000.00</b>	<b>\$ 7,058,471.11</b>	<b>\$ 8,142,036.88</b>
<b>Remaining Amount Available for Member Loans:</b>				<b>\$ 20,260,316.69</b>	

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

A single Member loan and its associated Member's Auxiliary Organizations shall not exceed 5% of the overall average cash and investment for the preceding 12 months (Apr 2013 - Mar 2014)

**\$ 9,106,262.60**

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

**Processed from July 1 to March 31, 2014**

Dates of Travel	Traveler	Location	Purpose	Lodging	Meals & Incidentals	Transportation & Business Expense	Total Amount
1/10/2014	Zachary Gifford	Los Angeles	Meeting with County of Los Angeles Risk Management	\$ -	\$ -	\$ 29.12	\$ 29.12
1/12 - 1/15/14	Zachary Gifford	Sacramento	CSURMA EC and AOA Annual Conference	\$ 576.60	\$ 68.01	\$ 270.02	\$ 914.63
1/22 - 1/23/14	Zachary Gifford	Santa Rosa	Arndt vs. Humboldt State University Mediation	\$ 102.66	\$ 43.26	\$ 568.26	\$ 714.18
2/5 - 2/7/14	Zachary Gifford	Monterey Bay	Park vs. SJSURF Mediation	\$ 248.78	\$ 83.28	\$ 463.32	\$ 795.38
2/9 - 2/12/14	Rebecca Skidmore	San Jose	PARMA Conference (Lodging at Relative's House)	\$ -	\$ -	\$ 146.72	\$ 146.72
2/10 - 2/12/14	Zachary Gifford	San Jose	Speaking and Moderating at PARMA Conference, Meeting with Ironshore, and PRIMA National/ CalPIRMA Meeting	\$ 438.40	\$ 34.56	\$ 256.38	\$ 729.34
3/4 - 3/5/14	Martha Guiditta	Garden Grove	Combined Claims Conference	\$ -	\$ -	\$ 56.96	\$ 56.96
3/5 - 3/6/14	Rebecca Skidmore	CSU Fullerton	Incident Investigation and Reporting Training Course	\$ -	\$ -	\$ 38.08	\$ 38.08
3/10 - 3/12/14	Zachary Gifford	Costa Mesa	Speaking Engagement at FOA Conference	\$ -	\$ -	\$ 92.24	\$ 92.24
3/18/2014	Zachary Gifford	Los Angeles	Williams vs CSU Northridge Mediation	\$ -	\$ -	\$ 28.00	\$ 28.00
3/19 - 3/21/14	Zachary Gifford	Newport Beach	CSU WC Program Meeting with J. Graf & P. Daniels, AORMA Committee, CSURMA EC and CSURMA LRP Meetings	\$ -	\$ -	\$ 100.80	\$ 100.80
3/25/2014	Zachary Gifford	CSU East Bay	Presentation @ ISAC - Cyber Issues	\$ -	\$ -	\$ 505.21	\$ 505.21
<b>Total Travel Expenses Paid from 1/1/14 to 3/31/14</b>				<b>\$ 1,366.44</b>	<b>\$ 229.11</b>	<b>\$ 2,555.11</b>	<b>\$ 4,150.66</b>

**Previously Reported**

10/21 - 10/24/13	Charlene Minnick	from Baton Rouge to Sacramento	CSU v. SELF Deposition as a Witness (Lodging at Family's House)	\$ -	\$ -	\$ 1,584.47	\$ 1,584.47
11/6-11/8/13	Robert Eaton	Sacramento	AORMA CSURMA EC, BOD, CABO, and Fitting the Pieces Together Conference (Complimentary Lodging from Double Tree Hotel)	\$ -	\$ 46.62	\$ 329.80	\$ 376.42
11/23-11/27/13	Cynthia Teniente-Matson	London	CSURMA Underwriting Meetings	\$ 861.54	\$ 190.58	\$ 1,238.14	\$ 2,290.26
11/25-11/26/13	Robert Eaton	London	CSURMA Underwriting Meetings	\$ 830.58	\$ 277.11	\$ 1,372.12	\$ 2,479.81
12/5-12/6/13	Zachary Gifford	San Francisco	Meeting at Alliant Office (EC Agenda, Contract, Agreement, AORMA Committee, AOA Presentation Work, and Sedgwick Meeting)	\$ 202.91	\$ 14.40	\$ 277.95	\$ 495.26
12/12/2013	Rebecca Skidmore	Pomona	PARMA Training	\$ -	\$ -	\$ 37.29	\$ 37.29
12/12/2013	Zachary Gifford	Los Angeles	CSU vs. SELF Deposition Preparation	\$ -	\$ -	\$ 33.90	\$ 33.90
12/18-12/19/13	Zachary Gifford	Costa Mesa	CSU vs. SELF Deposition	\$ -	\$ -	\$ 51.98	\$ 51.98
<b>Total Travel Expenses Paid from 12/1/13 to 12/31/13</b>				<b>\$ 1,895.03</b>	<b>\$ 528.71</b>	<b>\$ 4,925.65</b>	<b>\$ 7,349.39</b>

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

**Processed from July 1 to March 31, 2014**

Dates of Travel	Traveler	Location	Purpose	Lodging	Meals & Incidentals	Transportation & Business Expense	Total Amount
10/1/2013	Zachary Gifford	Santa Ana	LeClair et al vs CSULB & CSULBRF Mediation at Adjudicate West	\$ -	\$ -	\$ 39.71	\$ 39.71
10/2-10/3/13	Rebecca Skidmore	Dana Point	Workers Compensation & Risk Conference	\$ -	\$ -	\$ 106.84	\$ 106.84
10/2-10/3/13	George V. Ashkar	SDSU	CSURMA Liability Underwriter Meeting	\$ -	\$ -	\$ 149.16	\$ 149.16
10/3/2013	Zachary Gifford	SDSU	Domestic Underwriter's Meeting/Presentation	\$ -	\$ -	\$ 122.04	\$ 122.04
10/13-10/16/13	Zachary Gifford	Phoenix	URMIA Conference - Presentation, Meetings with Ironshore, CV Starr, SallieMae, ATI, & WICHE-WHEare	\$ 588.00	\$ 56.18	\$ 337.24	\$ 981.42
11/5-11/12/13	Zachary Gifford	Sacramento	AORMA CSURMA EC & BOD, and Fitting the Pieces Together Conference (Complimentary Lodging from Double Tree Hotel)	\$ -	\$ 79.40	\$ 428.33	\$ 507.73
11/6-11/8/13	George V. Ashkar	Sacramento	CSURMA EC, CABO, and Fitting the Pieces Together Conference	\$ 295.68	\$ 123.94	\$ 396.87	\$ 816.49
11/6-11/8/13	Kelly Cox	Sacramento	CSURMA EC, CABO, and Fitting the Pieces Together Conference	\$ 243.96	\$ 100.71	\$ 332.28	\$ 676.95
11/6-11/8/13	Leona Ching	Sacramento	Fitting the Pieces Together Conference (Complimentary Lodging from Double Tree Hotel)	\$ -	\$ 12.90	\$ 257.24	\$ 270.14
11/6-11/8/13	Martha Guiditta	Sacramento	Fitting the Pieces Together Conference (Complimentary Lodging from Double Tree Hotel)	\$ -	\$ 100.35	\$ 177.80	\$ 278.15
11/6-11/8/13	Rebecca Skidmore	Sacramento	Fitting the Pieces Together Conference	\$ 272.76	\$ 82.37	\$ 263.20	\$ 618.33
11/7-11/8/13	Alice Kim	Sacramento	Fitting the Pieces Together Conference	\$ 136.38	\$ 34.43	\$ 296.01	\$ 466.82
11/7-11/8/13	Rima Tan	Sacramento	Fitting the Pieces Together Conference	\$ 136.37	\$ 36.21	\$ 305.98	\$ 478.56
11/7-11/8/13	Mandy Wong	Sacramento	Fitting the Pieces Together Conference	\$ 136.37	\$ 33.27	\$ 320.06	\$ 489.70
<b>Total Travel Expenses Paid from 10/1/13 to 11/30/13</b>				<b>\$ 1,809.52</b>	<b>\$ 659.76</b>	<b>\$ 3,532.76</b>	<b>\$ 6,002.04</b>
7/10-7/11/13	Zachary Gifford	Monterey	AORMA Officer's Retreat and Campus Visit/Meeting with Lenore Reed	\$ 164.90	\$ 23.40	\$ 439.03	\$ 627.33
7/16/2013	Cynthia Teniente-Matson	Indianapolis	Meeting with Mary Ann Rodriguez to discuss CSURMA's outstanding items while attending NACUBO Annual Conference	\$ -	\$ 51.87	\$ -	\$ 51.87
7/22/2013	Zachary Gifford	San Diego	Pallulat vs. SDSU ASI Mediation	\$ -	\$ -	\$ 151.17	\$ 151.17
8/26-8/27/13	Zachary Gifford	San Francisco	CSURMA Program Admin team visit, "State of W/C Program" meetings with Sedgwick, Genex and ScripNet	\$ 158.06	\$ 25.07	\$ 282.75	\$ 465.88
9/4-9/5/13	Zachary Gifford	San Jose	SJSU - University Village Mediation Day III & IV	\$ 142.61	\$ 45.62	\$ 413.25	\$ 601.48
9/11-9/12/13	Zachary Gifford	Lake Tahoe	Speaking and moderating at CAJPA Conference	\$ 111.27	\$ 34.91	\$ 430.77	\$ 576.95
9/19/2013	Rebecca Skidmore	Newport Beach	Attending AIRROC 1-day Conference	\$ -	\$ -	\$ 26.08	\$ 26.08
<b>Total Travel Expenses Paid from 7/1/13 to 9/30/13</b>				<b>\$ 576.84</b>	<b>\$ 180.87</b>	<b>\$ 1,743.05</b>	<b>\$ 2,500.76</b>
<b>GRAND TOTAL</b>				<b>\$ 5,647.83</b>	<b>\$ 1,598.45</b>	<b>\$ 12,756.57</b>	<b>\$ 20,002.85</b>

# California State University Risk Management Authority

## Balance Sheet - Campus Programs as of 3/31/2014

(Unaudited)

	Liability	Workers' Compensation	IDL/NDI/UI	Property	AIME	Auto Liability	Total Campus Programs as of 3/31/2014
<b>Assets:</b>							
Cash and Investments	9,967,614	22,174,954	1,987,778	1,843,453	722,455	0	36,696,254
Other long-term investments	32,113,101	70,208,584	6,044,757	5,675,196	2,242,129	0	116,283,767
Accounts receivable	858,533	0	0	0	0	0	858,533
Loan receivable	0	0	0	0	0	0	0
Accrued interest receivable	1,476	3,241	282	264	104	0	5,367
Prepaid insurance	941,592	453,947	578	2,136,851	5,271	162,182	3,700,421
Prepaid expense	92,861	2,125,830	1,813	166,196	408	0	2,387,108
<b>Total assets:</b>	<b>43,975,176</b>	<b>94,966,556</b>	<b>8,035,208</b>	<b>9,821,960</b>	<b>2,970,367</b>	<b>162,182</b>	<b>159,931,449</b>
<b>Liabilities:</b>							
Accounts payable	45,931	677,580	3,419,751	11,088	3,418	0	4,157,768
Unearned revenue	3,393,898	7,362,233	3,375,000	2,557,625	733,122	162,182	17,584,060
SELF assessment liability	0	12,268,856	0	0	0	0	12,268,856
Reported claims	8,105,014	36,703,615	0	0	143,450	0	44,952,079
Claims incurred but not reported	9,938,159	17,863,429	0	0	1,912,662	0	29,714,250
<b>Total liabilities:</b>	<b>21,483,001</b>	<b>74,875,713</b>	<b>6,794,751</b>	<b>2,568,713</b>	<b>2,792,652</b>	<b>162,182</b>	<b>108,677,013</b>
Fund balance	22,492,175	20,090,843	1,240,457	7,253,247	177,714	0	51,254,437
<b>Total liabilities and fund balance</b>	<b>43,975,176</b>	<b>94,966,556</b>	<b>8,035,208</b>	<b>9,821,960</b>	<b>2,970,367</b>	<b>162,182</b>	<b>159,931,449</b>

# California State University Risk Management Authority

## Balance Sheet - AORMA Programs as of 3/31/2014

(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs as of 3/31/2014
<b>Assets:</b>						
Cash and Investments	2,069,622	3,175,902	241,860	59,028	696,871	6,243,283
Other long-term investments	6,532,111	10,050,787	730,512	180,689	2,175,364	19,669,463
Accounts receivable	5,048	24,460	0	0	34,282	63,790
Loan receivable	0	0	0	0	0	0
Accrued interest receivable	302	464	34	8	101	909
Prepaid insurance	76,399	100,380	666,479	46,828	98	890,184
Prepaid expense	169,905	336,953	46,394	3,795	294	557,341
<b>Total assets:</b>	<b>8,853,387</b>	<b>13,688,945</b>	<b>1,685,280</b>	<b>290,348</b>	<b>2,907,009</b>	<b>27,424,970</b>
<b>Liabilities:</b>						
Accounts payable	982,618	1,074,931	4,126	411	574,680	2,636,766
Unearned revenue	686,775	13,594	873,953	87,776	2,323	1,664,421
SELF assessment liability	0	0	0	0	0	0
Reported claims	2,045,034	3,725,705	0	0	0	5,770,739
Claims incurred but not reported	817,895	4,493,819	0	0	0	5,311,714
<b>Total liabilities:</b>	<b>4,532,322</b>	<b>9,308,048</b>	<b>878,079</b>	<b>88,187</b>	<b>577,002</b>	<b>15,383,640</b>
Fund balance	4,321,064	4,380,897	807,201	202,161	2,330,007	12,041,330
<b>Total liabilities and fund balance</b>	<b>8,853,387</b>	<b>13,688,945</b>	<b>1,685,280</b>	<b>290,348</b>	<b>2,907,009</b>	<b>27,424,970</b>

**California State University Risk Management Authority**  
**Balance Sheet - Miscellaneous Programs as of 3/31/2014**  
(Unaudited)

	Misc Purchased	OCIP	Club Sports	Loans	Total Misc Programs as of 3/31/2014	Grand Total All Programs as of 3/31/2014
<b>Assets:</b>						
Cash and Investments	7,911	(997,716)	25,967	(1,708,047)	(2,671,886)	40,267,651
Other long-term investments	47,040	(3,323,187)	78,318	(5,350,424)	(8,548,253)	127,404,976
Accounts receivable	2,438	0	0	0	2,438	924,761
Loan receivable	0	0	0	7,058,471	7,058,471	7,058,471
Accrued interest receivable	0	0	4	0	4	6,280
Prepaid insurance	0	1,932,537	56,173	0	1,988,709	6,579,314
Prepaid expense	0	230,294	6,427	0	236,721	3,181,170
<b>Total assets:</b>	<b>57,389</b>	<b>(2,158,073)</b>	<b>166,888</b>	<b>0</b>	<b>(1,933,796)</b>	<b>185,422,623</b>
<b>Liabilities:</b>						
Accounts payable	0	8,029	243	0	8,271	6,802,805
Unearned revenue	0	0	86,561	0	86,561	19,335,042
SELF assessment liability	0	0	0	0	0	12,268,856
Reported claims	0	0	0	0	0	50,722,818
Claims incurred but not reported	0	0	0	0	0	35,025,964
<b>Total liabilities:</b>	<b>0</b>	<b>8,029</b>	<b>86,804</b>	<b>0</b>	<b>94,833</b>	<b>124,155,485</b>
Fund balance	57,389	(2,166,101)	80,084	0	(2,028,629)	61,267,138
<b>Total liabilities and fund balance</b>	<b>57,389</b>	<b>(2,158,073)</b>	<b>166,888</b>	<b>0</b>	<b>(1,933,796)</b>	<b>185,422,623</b>

# California State University Risk Management Authority

## Income Statement - Campus Programs as of 3/31/2014

(Unaudited)

	Liability	Workers' Compensation	IDL/NDI/UI	Property	AIME	Auto Liability	Total Campus Programs
<b>OPERATING REVENUES:</b>							
Contributions	10,474,925	22,086,700	10,125,000	7,706,099	2,199,367	486,545	53,078,635
Reinsurance premiums	(123,750)	0	0	0	0	0	(123,750)
<b>Total operating revenues:</b>	<b>10,351,175</b>	<b>22,086,700</b>	<b>10,125,000</b>	<b>7,706,099</b>	<b>2,199,367</b>	<b>486,545</b>	<b>52,954,885</b>
<b>OPERATING EXPENSES:</b>							
<b>DIRECT PROGRAM EXPENSES:</b>							
Claims payment & legal expenses	8,978,937	14,907,386	10,525,949	768,891	2,492,735	0	37,673,899
Deductible recoveries	(2,225,509)	0	0	0	0	0	(2,225,509)
Claims administrators	61,431	2,725,131	46,703	0	93,750	0	2,927,015
Claims management information system	23,220	0	0	0	0	0	23,220
Program administrator	145,749	296,547	125,010	148,609	7,227	0	723,142
Brokerage commissions	240,683	149,218	282	354,177	501	0	744,861
Insurance premiums	2,796,358	1,615,463	0	6,418,168	17,928	486,545	11,334,463
Taxes, assessments & fees	204,930	0	0	0	0	0	204,930
Actuarial services	5,500	5,250	0	0	2,750	0	13,500
Claims audit	2,250	0	0	0	0	0	2,250
Miscellaneous program services	2,651	2,789	0	0	0	0	5,440
Workshops/training	16,500	27,922	9,646	7,454	925	0	62,448
Loss control	145,653	993	0	0	0	0	146,646
Reinsurance recovery	(227,264)	(5,495,196)	0	0	0	0	(5,722,460)
Program committee	0	0	0	0	570	0	570
Dividend distributions	7,097,512	0	0	0	0	0	7,097,512
<b>Total direct program expenses:</b>	<b>17,268,602</b>	<b>14,235,504</b>	<b>10,707,589</b>	<b>7,697,299</b>	<b>2,616,386</b>	<b>486,545</b>	<b>53,011,926</b>
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES:</b>							
Financial audit	7,256	15,631	7,166	5,043	1,557	0	36,653
Executive committee & board expenses	1,682	3,629	1,664	1,171	361	0	8,507
JPA insurance	1,839	3,962	1,813	1,282	394	0	9,289
Memberships, associations & dues	3,350	2,337	1,071	754	232	0	7,745
Chancellor's office accounting services	36,996	79,800	36,580	25,751	7,938	0	187,065
Risk management expenses	132,293	285,324	130,792	92,070	28,382	0	668,862
Miscellaneous indirect services	3,630	7,791	3,443	2,600	767	0	18,232
<b>Total general &amp; administrative expenses:</b>	<b>187,047</b>	<b>398,474</b>	<b>182,528</b>	<b>128,671</b>	<b>39,632</b>	<b>0</b>	<b>936,352</b>
<b>Total operating expenses:</b>	<b>17,455,649</b>	<b>14,633,978</b>	<b>10,890,118</b>	<b>7,825,970</b>	<b>2,656,019</b>	<b>486,545</b>	<b>53,948,278</b>
<b>NON-OPERATING REVENUES:</b>							
Investment income	553,331	1,120,812	136,766	92,248	40,767	0	1,943,923
<b>Total non-operating revenues:</b>	<b>553,331</b>	<b>1,120,812</b>	<b>136,766</b>	<b>92,248</b>	<b>40,767</b>	<b>0</b>	<b>1,943,923</b>
<b>BEGINNING RETAINED EARNINGS</b>	<b>29,043,319</b>	<b>11,517,309</b>	<b>1,868,809</b>	<b>7,280,870</b>	<b>593,599</b>	<b>0</b>	<b>50,303,906</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(6,551,144)</b>	<b>8,573,533</b>	<b>(628,352)</b>	<b>(27,623)</b>	<b>(415,884)</b>	<b>0</b>	<b>950,530</b>
<b>ENDING RETAINED EARNINGS</b>	<b>22,492,175</b>	<b>20,090,843</b>	<b>1,240,457</b>	<b>7,253,247</b>	<b>177,714</b>	<b>0</b>	<b>51,254,437</b>

# California State University Risk Management Authority

## Income Statement - AORMA Programs as of 3/31/2014

(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs
<b>OPERATING REVENUES:</b>						
Contributions	2,699,030	3,171,869	2,622,232	263,328	1,721,895	10,478,354
Reinsurance premiums	(618,750)	0	0	0	0	(618,750)
<b>Total operating revenues:</b>	<b>2,080,280</b>	<b>3,171,869</b>	<b>2,622,232</b>	<b>263,328</b>	<b>1,721,895</b>	<b>9,859,604</b>
<b>OPERATING EXPENSES:</b>						
<b>DIRECT PROGRAM EXPENSES:</b>						
Claims payment & legal expenses	1,358,419	3,110,749	200,468	0	1,245,996	5,915,632
Deductible recoveries	(128,024)	0	0	0	0	(128,024)
Claims administrators	9,450	155,317	0	0	24,075	188,842
Claims management information system	0	0	0	0	0	0
Program administrator	425,625	251,019	181,911	17,442	33,750	909,747
Brokerage commissions	48,502	30,093	137,886	11,257	48	227,786
Insurance premiums	228,726	300,569	1,998,983	140,438	0	2,668,716
Taxes, assessments & fees	0	20,139	0	0	0	20,139
Actuarial services	2,750	7,000	0	0	0	9,750
Claims audit	2,500	0	0	0	0	2,500
Miscellaneous program services	0	0	0	0	0	0
Workshops/training	7,883	9,523	7,486	741	4,835	30,469
Loss control	66,224	90,475	0	0	0	156,699
Reinsurance recovery	0	(500,000)	0	0	0	(500,000)
Program committee	2,710	3,287	2,617	260	1,695	10,570
Dividend distributions	978,346	845,387	0	0	0	1,823,733
<b>Total direct program expenses:</b>	<b>3,003,112</b>	<b>4,323,558</b>	<b>2,529,352</b>	<b>170,139</b>	<b>1,310,399</b>	<b>11,336,560</b>
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES:</b>						
Financial audit	1,945	2,359	1,879	186	1,217	7,586
Executive committee & board expenses	451	548	436	43	283	1,762
JPA insurance	492	598	474	47	308	1,919
Memberships, associations & dues	0	0	0	0	0	0
Chancellor's office accounting services	9,923	12,054	9,580	956	6,223	38,736
Risk management expenses	33,064	40,167	31,921	3,184	20,737	129,073
Miscellaneous indirect services	965	1,151	902	84	551	3,654
<b>Total general &amp; administrative expenses:</b>	<b>46,841</b>	<b>56,877</b>	<b>45,193</b>	<b>4,501</b>	<b>29,319</b>	<b>182,730</b>
<b>Total operating expenses:</b>	<b>3,049,953</b>	<b>4,380,435</b>	<b>2,574,544</b>	<b>174,640</b>	<b>1,339,718</b>	<b>11,519,290</b>
<b>NON-OPERATING REVENUES:</b>						
Investment income	105,036	156,993	12,423	2,806	34,878	312,135
<b>Total non-operating revenues:</b>	<b>105,036</b>	<b>156,993</b>	<b>12,423</b>	<b>2,806</b>	<b>34,878</b>	<b>312,135</b>
<b>BEGINNING RETAINED EARNINGS</b>	<b>5,185,702</b>	<b>5,432,470</b>	<b>747,091</b>	<b>110,667</b>	<b>1,912,952</b>	<b>13,388,881</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(864,638)</b>	<b>(1,051,573)</b>	<b>60,110</b>	<b>91,494</b>	<b>417,055</b>	<b>(1,347,551)</b>
<b>ENDING RETAINED EARNINGS</b>	<b>4,321,064</b>	<b>4,380,897</b>	<b>807,201</b>	<b>202,161</b>	<b>2,330,007</b>	<b>12,041,330</b>

**California State University Risk Management Authority**  
**Income Statement - Miscellaneous Programs as of 3/31/2014**

(Unaudited)

	Misc Purchased	OCIP	Club Sports	Total Misc Programs	Grand Total All Programs
<b>OPERATING REVENUES:</b>					
Contributions	297,730	2,066,595	173,573	2,537,898	66,094,887
Reinsurance premiums	0	0	0	0	(742,500)
<b>Total operating revenues:</b>	<b>297,730</b>	<b>2,066,595</b>	<b>173,573</b>	<b>2,537,898</b>	<b>65,352,387</b>
<b>OPERATING EXPENSES:</b>					
<b>DIRECT PROGRAM EXPENSES:</b>					
Claims payment & legal expenses	0	0	0	0	43,589,531
Deductible recoveries	0	0	0	0	(2,353,532)
Claims administrators	0	0	0	0	3,115,856
Claims management information system	0	0	0	0	23,220
Program administrator	0	204,375	0	204,375	1,837,264
Brokerage commissions	48,247	18,827	13,997	81,072	1,053,719
Insurance premiums	282,518	1,830,383	122,679	2,235,581	16,238,759
Taxes, assessments & fees	0	0	0	0	225,069
Actuarial services	0	0	0	0	23,250
Claims audit	0	0	0	0	4,750
Miscellaneous program services	0	0	0	0	5,440
Workshops/training	0	3,175	0	3,175	96,092
Loss control	0	0	0	0	303,345
Reinsurance recovery	0	0	0	0	(6,222,460)
Program committee	0	0	0	0	11,140
Dividend distributions	0	0	0	0	8,921,245
<b>Total direct program expenses:</b>	<b>330,765</b>	<b>2,056,761</b>	<b>136,677</b>	<b>2,524,203</b>	<b>66,872,688</b>
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES:</b>					
Financial audit	0	3,651	110	3,761	48,000
Executive committee & board expenses	0	848	26	874	11,142
JPA insurance	0	936	27	963	12,172
Memberships, associations & dues	0	0	0	0	7,745
Chancellor's office accounting services	0	18,645	564	19,209	245,010
Risk management expenses	0	62,128	1,878	64,006	861,941
Miscellaneous indirect services	0	1,891	42	1,933	23,819
<b>Total general &amp; administrative expenses:</b>	<b>0</b>	<b>88,100</b>	<b>2,646</b>	<b>90,746</b>	<b>1,209,829</b>
<b>Total operating expenses:</b>	<b>330,765</b>	<b>2,144,860</b>	<b>139,323</b>	<b>2,614,948</b>	<b>68,082,517</b>
<b>NON-OPERATING REVENUES:</b>					
Investment income	0	0	278	278	2,256,336
<b>Total non-operating revenues:</b>	<b>0</b>	<b>0</b>	<b>278</b>	<b>278</b>	<b>2,256,336</b>
<b>BEGINNING RETAINED EARNINGS</b>	<b>90,424</b>	<b>(2,087,836)</b>	<b>45,556</b>	<b>(1,951,856)</b>	<b>61,740,932</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(33,035)</b>	<b>(78,265)</b>	<b>34,528</b>	<b>(76,773)</b>	<b>(473,794)</b>
<b>ENDING RETAINED EARNINGS</b>	<b>57,389</b>	<b>(2,166,101)</b>	<b>80,084</b>	<b>(2,028,629)</b>	<b>61,267,138</b>

**California State University Risk Management Authority**  
**Income Statement as of 3/31/2014**  
(Unaudited)

	<b>Budget vs. Actual</b>		<b>Variance</b>	<b>Percent of Budget</b>
	<b>FY 2013/2014 Budget</b>	<b>Year-to-Date Ending 3/31/2014</b>		
<b>OPERATING REVENUES:</b>				
Contributions	89,378,455	66,094,887	23,283,568	73.95 %
Reinsurance premiums	(990,000)	(742,500)	(247,500)	75.00 %
<b>Total operating revenues:</b>	<b>88,388,455</b>	<b>65,352,387</b>	<b>23,036,068</b>	<b>73.94 %</b>
<b>OPERATING EXPENSES:</b>				
<b>DIRECT PROGRAM EXPENSES:</b>				
Claims payment & legal expenses	64,738,427	43,589,531	21,148,896	67.33 %
Deductible recoveries	(4,050,000)	(2,353,532)	(1,696,468)	58.11 %
Claims administrators	4,661,895	3,115,856	1,546,039	66.84 %
Claims management information system	35,000	23,220	11,780	66.34 %
Program administrator	2,449,686	1,837,264	612,422	75.00 %
Brokerage commissions	1,258,407	1,053,719	204,688	83.73 %
Insurance premiums	19,342,079	16,238,759	3,103,320	83.96 %
Taxes, assessments & fees	235,000	225,069	9,931	95.77 %
Actuarial services	26,000	23,250	2,750	89.42 %
Claims audit	22,000	4,750	17,250	21.59 %
Coverage counsel	16,000	0	16,000	0.00 %
Program legal	2,500	0	2,500	0.00 %
Miscellaneous program services	11,755	5,440	6,315	46.28 %
Workshops/training	88,000	96,092	(8,092)	109.19 %
Loss control	806,875	303,345	503,530	37.60 %
Reinsurance recovery	(8,453,500)	(6,222,460)	(2,231,040)	73.61 %
Program committee	30,688	11,140	19,548	36.30 %
Dividend distributions	9,316,702	8,921,245	395,457	95.76 %
<b>Total direct program expenses:</b>	<b>90,537,514</b>	<b>66,872,688</b>	<b>23,664,826</b>	<b>73.86 %</b>
<b>GENERAL &amp; ADMINISTRATIVE EXPENSES:</b>				
Financial audit	48,000	48,000	0	100.00 %
Executive committee & board expenses	34,000	11,142	22,858	32.77 %
JPA insurance	27,500	12,172	15,328	44.26 %
Memberships, associations & dues	5,250	7,745	(2,495)	147.52 %
Chancellor's office accounting services	325,000	245,010	79,990	75.39 %
Risk management expenses	1,266,000	861,941	404,059	68.08 %
JPA legal	5,000	0	5,000	0.00 %
Miscellaneous indirect services	15,000	23,819	(8,819)	158.79 %
<b>Total general &amp; administrative expenses:</b>	<b>1,725,750</b>	<b>1,209,829</b>	<b>515,921</b>	<b>70.10 %</b>
<b>Total operating expenses:</b>	<b>92,263,264</b>	<b>68,082,517</b>	<b>24,180,747</b>	<b>73.79 %</b>
<b>NON-OPERATING REVENUES:</b>				
Investment income	5,000,000	2,256,336	2,743,664	45.13 %
<b>Total non-operating revenues:</b>	<b>5,000,000</b>	<b>2,256,336</b>	<b>2,743,664</b>	<b>45.13 %</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>1,125,191</b>	<b>(473,794)</b>	<b>1,598,985</b>	<b>(42.11)%</b>

## **TREASURER'S REPORT – MARCH 31, 2014**

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

**RECOMMENDATION:** It is recommended that the Executive Committee review the Treasurer's Report ending March 31, 2014 as part of the Consent Calendar.

**FISCAL IMPACT:** None.

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

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Certification of Funds Letter dated April 23, 2014
- b. CSURMA Investment Report



**Officers**

Cynthia Teniente-Matson  
Chair

Linda Hawk  
Vice Chair

George V. Ashkar  
Treasurer

Robert Eaton  
Secretary-Auditor

To: Executive Committee  
CSU Risk Management Authority

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

Re: Quarterly Investment Report  
Ending March 31, 2014

Date: April 23, 2014

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, 2014. The report contains a portfolio summary which includes market value, return, yield, weighted average to maturity (WAM), and duration for each of CSURMA investment Portfolios; Fixed Income Portfolio with Morgan Stanley-Smith Barney, and CSU’s Consolidated Investment Pool.

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

George V. Ashkar, Treasurer

# CSURMA Quarterly Investment Report

January 1, 2014 – March 31, 2014

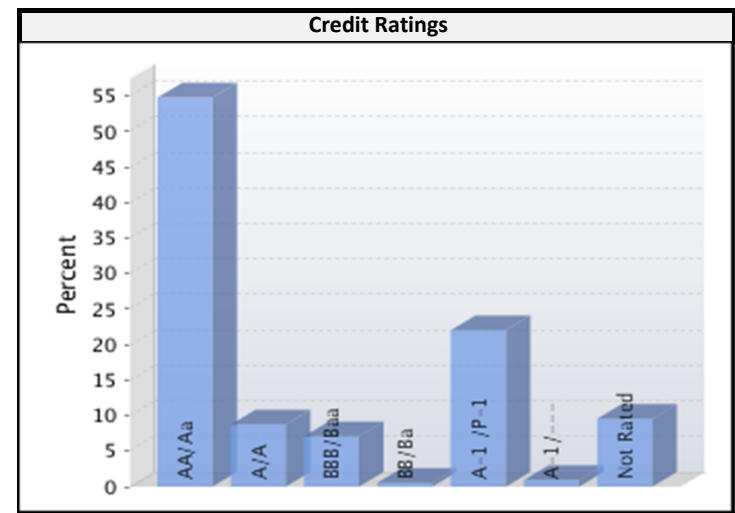
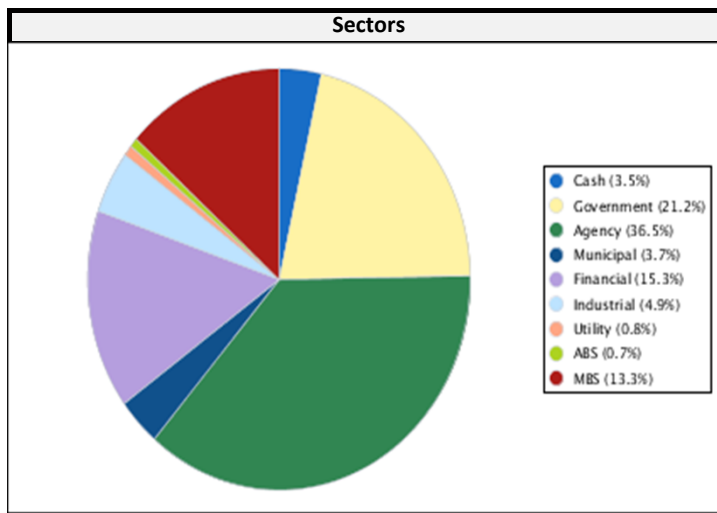
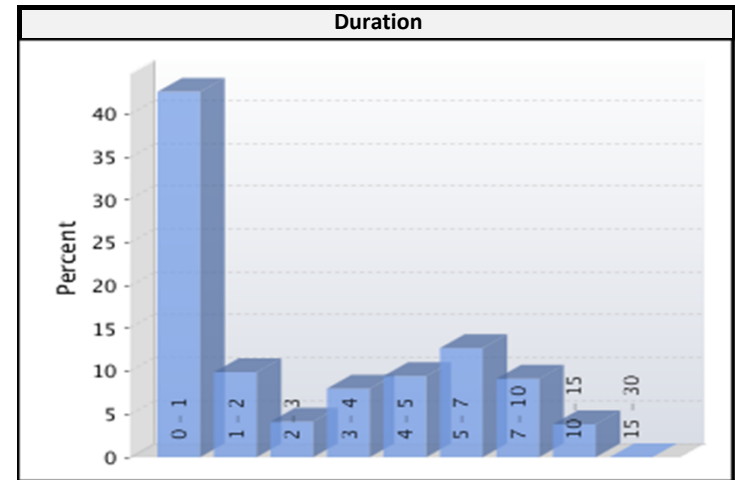
**Prepared by Treasury**

# California State University Risk Management Authority

## Fixed Income Portfolio (Auxiliary Investment Platform)

As of 03/31/2014

Portfolio Summary Total	
Total Assets	127,404,976
Duration	3.010
Yield	1.195%
Avg Credit Rating	AA-/Aa3
QE Performance	1.122%

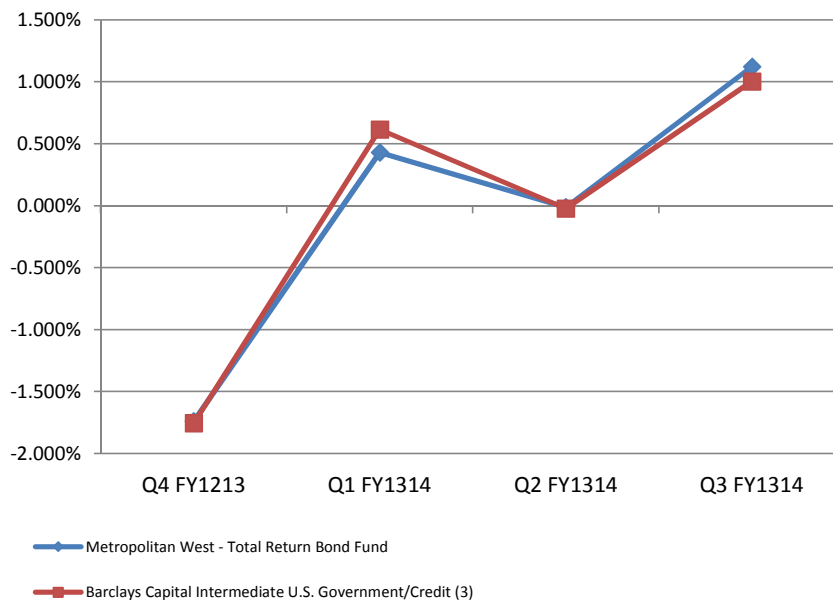


**California State University Risk Management Authority**  
**Fixed Income Portfolio (Auxiliary Investment Platform)**  
**Performance Summary**

Period Ended 03/31/14

Account / Index	Market Value	3 Month <sup>(1)</sup>	Trailing 12 Month <sup>(1)</sup>	Trailing 3 Year <sup>(1)</sup>	Trailing 5 Year <sup>(1)</sup>	Since Inception <sup>(1)</sup>	Yield	WAM <sup>(2)</sup>	Duration
	03/31/14	01/01/14 - 03/31/14	04/01/13 - 03/31/14	04/01/11 - 03/31/14	04/01/09 - 03/31/14	04/01/08 - 03/31/14			
Metropolitan West - Total Return Bond Fund	127,404,976	1.122%	-0.232%	2.764%	3.753%	4.760%	1.195	6.201	3.010
Barclays Capital Intermediate U.S. Government/Credit <sup>(3)</sup>		1.003%	-0.125%	3.129%	4.178%	3.806%	1.588	4.202	3.880

Account / Index	Q4 FY1213	Q1 FY1314	Q2 FY1314	Q3 FY1314	Trailing 12 Month <sup>(1)</sup>
	04/01/13 - 06/30/13	07/01/13 - 09/30/13	10/01/13 - 12/31/13	01/01/14 - 03/31/14	04/01/13 - 03/31/14
Metropolitan West - Total Return Bond Fund	-1.738%	0.431%	-0.011%	1.122%	-0.232%
Barclays Capital Intermediate U.S. Government/Credit <sup>(3)</sup>	-1.754%	0.616%	-0.022%	1.003%	-0.125%

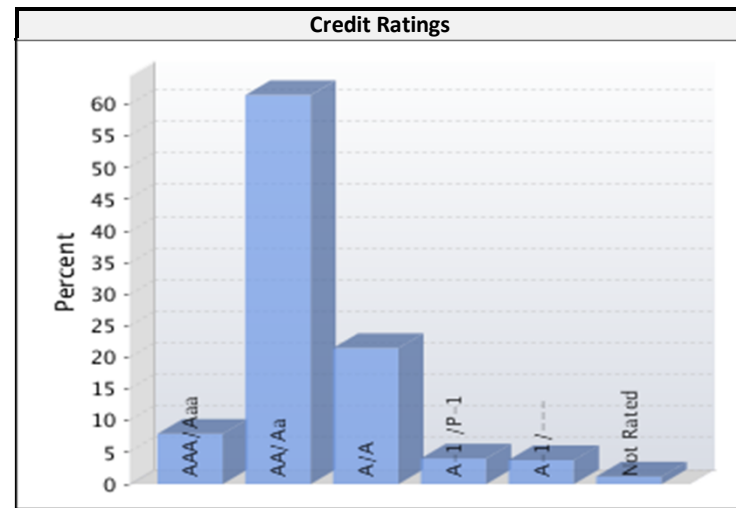
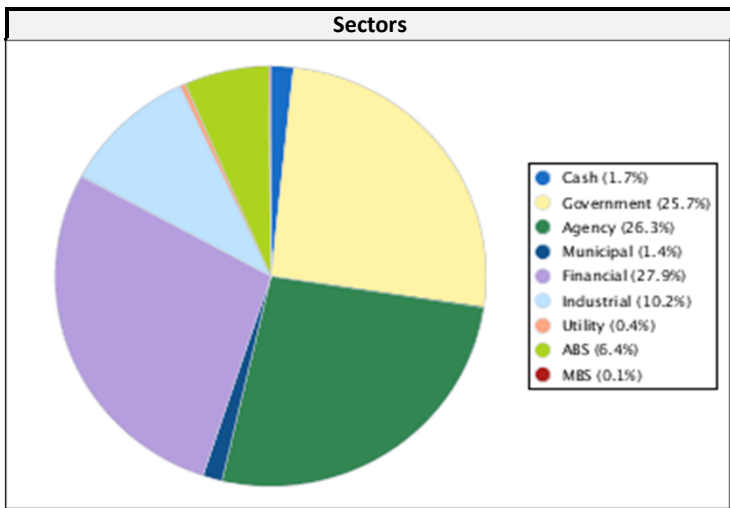
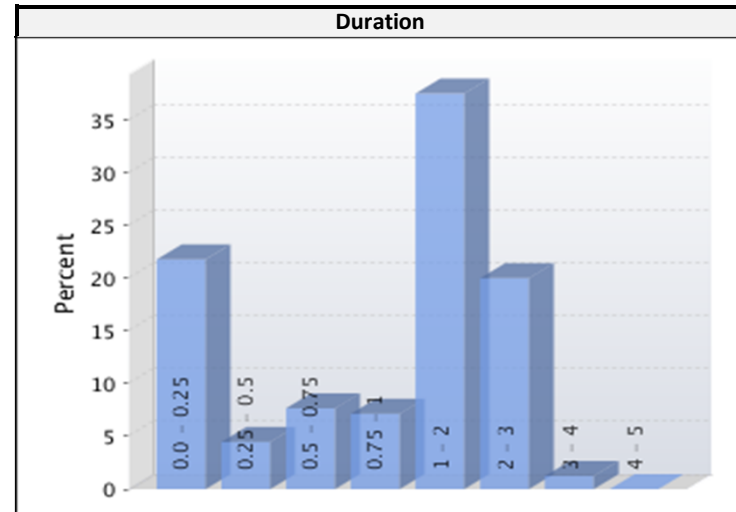


(1) Represents Total Return on the portfolio (Income Return plus Price Return)  
(2) Weighted Average Maturity  
(3) Portfolio Benchmark

# California State University SWIFT Portfolio

As of 03/31/2014

Portfolio Summary Total	
Total Assets	39,816,191
Duration	1.248
Yield	0.443%
Avg Credit Rating	AA-/Aa3
QE Performance	0.177%



# California State University Risk Management Authority

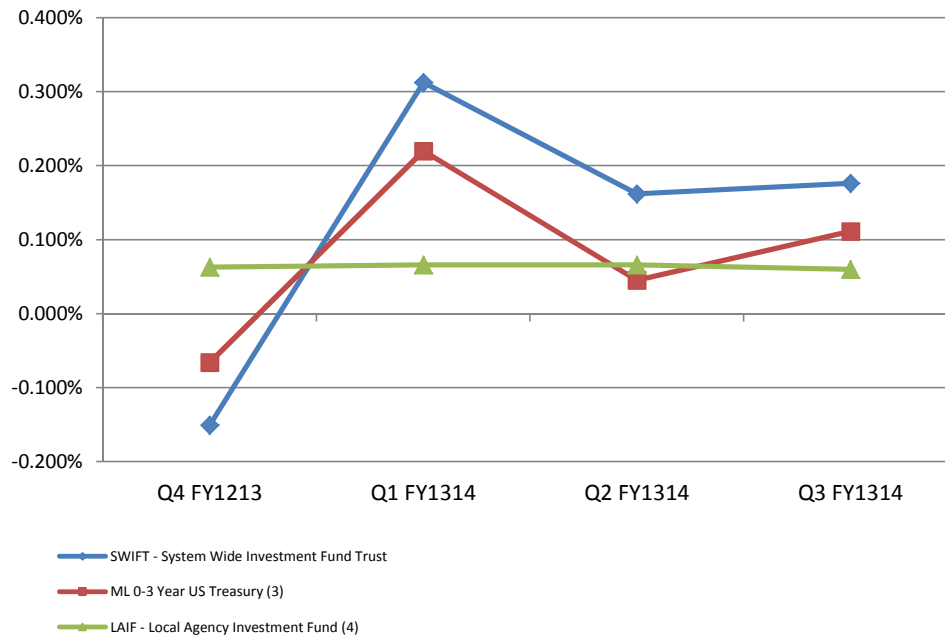
## SWIFT Portfolio

### Performance Summary

Period Ended 03/31/14

Account / Index	Market Value	3 Month <sup>(1)</sup>	Trailing 12 Month <sup>(1)</sup>	Trailing 3 Year <sup>(1)</sup>	Trailing 5 Year <sup>(1)</sup>	Since Inception <sup>(1)</sup>	Yield	WAM <sup>(2)</sup>	Duration
	03/31/14	01/01/14 - 03/31/14	04/01/13 - 03/31/14	04/01/11 - 03/31/14	04/01/09 - 03/31/14	07/01/07 - 03/31/14			
SWIFT - System Wide Investment Fund Trust	39,816,191	0.177%	0.501%	0.729%	0.764%	1.494%	0.443	1.623	1.248
BofA ML 0-3 Year US Treasury <sup>(3)</sup>		0.112%	0.311%	0.625%	0.871%	2.067%	0.332	1.492	1.469
LAIF - Local Agency Investment Fund <sup>(4)</sup>		0.060%	0.255%	0.334%	0.483%	n/a	0.239		

Account / Index	Q4 FY1213	Q1 FY1314	Q2 FY1314	Q3 FY1314	Trailing 12 Month <sup>(1)</sup>
	04/01/13 - 06/30/13	07/01/13 - 09/30/13	10/01/13 - 12/31/13	01/01/14 - 03/31/14	04/01/13 - 03/31/14
SWIFT - System Wide Investment Fund Trust	-0.151%	0.313%	0.162%	0.177%	0.501%
ML 0-3 Year US Treasury <sup>(3)</sup>	-0.066%	0.220%	0.045%	0.112%	0.311%
LAIF - Local Agency Investment Fund <sup>(4)</sup>	0.063%	0.066%	0.066%	0.060%	0.255%



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

(2) Weighted Average Maturity

(3) Portfolio Benchmark

(4) LAIF quarterly return calculated by CSUCO Treasury

## **APPROVAL OF MEMBER LOAN**

**ISSUE:** CSURMA Policy and Procedure No. 10 – Member Loans allows for the JPA to offer member loans provided certain requirements are met. Upon the CSURMA Treasurer’s recommendation and the Executive Committee’s approval, the policy and procedure allows for an extension beyond an initial maximum term of five years. CSU, Sacramento has requested an five years Line of Credit for the safety retrofit and renovation project in Sacramento State’s Chemistry Labs .

The CSURMA Treasurer has reviewed the background, finds that the request meets the requirements of the Policy and Procedure, and recommends approval of the Line of Credit.

**RECOMMENDATION:** The CSURMA Treasurer recommends that the Executive Committee approve Line of Credit (LOC) to CSU, Sacramento for five years at the terms described in the attached documents.

**FISCAL IMPACT:** The LOC will be estimated at \$4,000,000. The LOC will be fully amortized, with payment due quarterly. CSURMA will earn interest based on the rate of return on CSURMA investments.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Request for Line of Credit – Sac State
- b. CSURMA Treasurer’s Recommendation of Approval and Terms
- c. Loan Agreement-Sac State
- d. CSURMA Policy and Procedure No. 10 – Member Loans



California State University, Sacramento  
Office of the Vice President & Chief Financial Officer  
6000 J Street • Sacramento Hall 272 • Sacramento, CA 95819-6038  
T (916) 278-6312 • F (916) 278-5783 • www.csus.edu/aba

April 21, 2014

## MEMORANDUM

TO: George V. Ashkar  
California State University Risk Management Authority Treasurer

FROM: Ming-Tung "Mike" Lee  
Vice President for Administration/CFO

A handwritten signature in blue ink, appearing to read "Ming-Tung Lee".

SUBJECT: CSURMA Loan for Chemistry Lab Safety Retrofit and Renovation

Please consider this letter and attached CSURMA Loan Agreement as the official request for a four million dollar (\$4,000,000) loan for the safety retrofit and renovation project in Sacramento State's Chemistry Laboratories located in Sequoia Hall. The project includes repairs and maintenance, new equipment and renovation. The loan amount may be less depending on the bids that the University receives. We believe this project will significantly reduce risk in the student labs. In addition, renovated state-of-the-art laboratories will assist with student success in our bottleneck Chemistry lab courses.

Loan request details for your review and recommendation for the CSURMA Meeting on May 9, 2014:

- Loan Amount is \$4 million for the retrofit and renovation of two chemistry labs
  - Includes converting the snorkel hoods to standard fume hoods and related retrofit to the building's ventilation system
  - Safety hazard assessment on the lab in Sequoia 540 attached as example of risks
- Loan dollars will be drawn down in lump sums (minimum of \$500,000 at a time to be transferred on 1<sup>st</sup> of a month) at the beginning of each phase with at least a 10-day notice
  - Expected start is June 2014
- Original loan term will be for a 5-year period
  - Renewable for additional 5-year periods with EC approval
- Loan is with California State University, Sacramento
- Principal and Interest (at foregone rate) will be paid quarterly in equal amounts
- Repayment will be from Campus Interest Earnings or CSU Operating Funds
- Sacramento State has exhausted all other financial resources, including
  - CO commercial paper program; project doesn't fit the criteria

George V. Ashkar  
April 21, 2014  
Page Two

- Housing funds are being used for new housing project and building renovations
- Parking funds are being used for a new parking structure
- Campus Interest earnings are currently in use for the resurfacing of two tracks; with a 5-year gift agreement in place with the Sacramento Convention and Visitors Bureau

Please contact Justine Heartt at (916) 278-7461 if you need additional information regarding this request.

Thank you.

Attachments: CSURMA Loan Agreement  
Safety Documents - Sequoia 540

Cc: Kelly Cox, CO Associate Director, Financial Services Accounting  
Stacy Hayano, Sac State Associate Vice President for Budget Planning and Administration  
Justine Heartt, Sac State Associate Vice President for Financial Services

Financial Services Division  
401 Golden Shore, 5<sup>th</sup> Floor  
Long Beach, CA 90802-4210


George V. Ashkar  
Assistant Vice Chancellor/Controller

Office 562-951-4671  
Fax 562-951-4865

**MEMORANDUM**

Date: April 21, 2014

To: Ming-Tung "Mike" Lee  
Vice President for Administration and Chief Financial Officer  
CSU Sacramento

From: George V. Ashkar,   
Treasurer, California State University Risk Management Authority (CSURMA)

Re: Line of Credit: Sacramento Chemistry Lab Safety Retrofit and Renovation

---

After careful review of the information provided, I approve your request for a line of credit for the safety retrofit and renovation project of the Sacramento State Chemistry Labs. I will recommend to the CSURMA Executive Committee at their May 9, 2014 meeting to approve your request of a 5-year, \$4 million line of credit with a 5-year amortization based on your April 21, 2014 memorandum request.

Attached for your review and comment is the note and the amortization schedule. Please contact Kelly Cox at [kcox@calstate.edu](mailto:kcox@calstate.edu) or (562) 951-4611 with any suggested changes.

Thank you.

**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

*Business and Finance*  
401 Golden Shore, 5<sup>th</sup> Floor  
Long Beach, CA 90802-4210

*www.calstate.edu*

California State University, Sacramento  
Loan Agreement

In consideration of granting a loan from the California State University Risk Management Authority (CSURMA), California State University, Sacramento hereby agrees to repay CSURMA the Loan in accordance with the following terms and conditions:

1. A Line of Credit shall be established in the amount of Four Million Dollars (\$4,000,000), of which proceeds are to be used to fund the retrofit and renovation of the Chemistry Labs due to safety concerns.
2. Principal and Interest payments shall be made quarterly in arrears and at an interest rate equivalent to the investment income rate that CSURMA would have earned if the funds had instead been invested during the same calculation period.
3. Principal and interest will be paid from campus interest income or CSU operating funds.
4. The loan term will be a 5-year period with principal and interest due and payable quarterly (thirty days following the end of each calendar quarter). Principal may be prepaid at any time during the term of this loan. All funds, principal and any remaining unpaid interest, will be due and payable on June 1, 2019.
5. Line of credit funding requirements are at the request of the campus and will be processed on the first of a month in amounts of at least \$500,000 with a notice of at least 10 days to allow for processing time.

California State University, Risk Management Authority

California State University, Sacramento

By:

\_\_\_\_\_  
George V. Ashkar, Treasurer

By:

\_\_\_\_\_  
Ming-Tung "Mike" Lee ,  
Vice President for Administration/CFO

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

California State University, Risk Management Authority

By:

\_\_\_\_\_  
Cynthia Teniente-Matson, Chair

Date:

\_\_\_\_\_



## CSURMA

## POLICY AND PROCEDURE NO. 10

**ADOPTED:** May 9, 2013 (AMENDED)  
**EFFECTIVE:** JULY 1, 2013  
**SUBJECT:** MEMBER LOANS

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

### **POLICY:**

It is the policy of CSURMA that, upon recommendation of the Treasurer, the Executive Committee may approve a CSURMA Member Loan (“Loan”) to a Campus or AORMA Member (“Member”) pursuant to the procedures described herein. No new Loan shall be granted without a determination that CSURMA has sufficient funds such that the proposed Loan would not impair CSURMA’s ongoing operations. Loans shall only be granted upon a finding by the Treasurer that the Member has exhausted alternative sources of funding and that a Loan is in the best interests of the University and is expected to mitigate financial and/or other risks.

### **PROCEDURE:**

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

- 1. Amount Available for Loan** – The amount available for Loans shall not exceed 15% of the overall average cash and investment balance for the preceding 12 months. No new Loan shall be initiated by the Treasurer without determining that the proposed loan will fall within the 15% limit and that CSURMA will maintain adequate funds to cover its cash needs following the loan. In the interest of fairness, Loans to a single Member’s campus (inclusive of its associated AORMA member) shall not exceed 5% of the overall average cash and investment balance for the preceding 12 months.
- 2. Payment Period and Rate:** All loans must be repaid within 5 (five) years. All loans require amortization of principal and interest to be included in the loan repayment period. Upon maturity, members may reapply if continued financing is needed and at the approval of the Executive Committee.

Interest rate shall be at least equivalent to the investment income rate that CSURMA would have earned if the funds had instead been invested during the same calculation period.

- 3. Member Loan Request** – A member seeking a Loan shall submit to the Treasurer a written request describing the amount, purpose, proposed terms, repayment schedule and source of repayment for the requested Loan. The request shall describe what steps the Member has taken to secure alternate financing and why the Member is seeking a Loan from CSURMA. If a general obligation pledge is proposed, then that Member must also show adequate cash flow

from a specific funding source or adequate reserves to make the debt service payments during the term of the loan. The member must also state the financial and/or risk that will be mitigated as a result of the approval of this loan.

- 4. Treasurer's Review and Recommendation** - The Treasurer shall review the Loan request, evaluate if alternate financing instruments should be consider and seek approval from the Executive Vice Chancellor/CFO to make a determination. If a favorable determination is made, the Treasurer shall recommend to the Executive Committee the proposed Loan including the terms and conditions.
- 5. Executive Committee Action** – At duly noticed meeting, the Executive Committee shall take action on the Treasurer's recommendation. If the proposed Loan is to be approved, such approval shall be memorialized by directing the Treasurer to prepare the loan note for signature by CSURMA Chair, Secretary, Treasurer and borrowing member.
- 6. Administration of Member Loans** – The Treasurer shall direct CSURMA Accounting to transfer funds, calculate interest, collect repayment proceeds and prepare reports on the status of outstanding loans. Any failure to make timely payments or proposed change in terms or conditions shall be reported by the Treasurer to the Executive Committee for review and action at their next regularly scheduled meeting.

## **UNDERWRITERS' MEETING REPORT**

**ISSUE:** CSU representatives met with CSURMA's program underwriters in London on April 2 and April 3, 2014. The meetings were attended by CSU Chancellor Timothy White, CSURMA Secretary-Auditor Robert Eaton and CSURMA Program Director Dan Howell. The main goals of the meetings were:

- Demonstration of CSU leadership's commitment to risk management
- Discussion on CSU leadership renewal
- Review of the financial position of CSU and its direction
- Discussion on technical points of insurance placements and renewal expectations

Attached to this item is a summary of the meetings. Over the two day period there were 11 meetings with 18 London market participants.

The Secretary-Auditor will report on the London underwriter meetings and provide additional information as necessary.

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

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

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. April 2014 Underwriter Meeting Notes



**Officers**

Cynthia Teniente-Matson  
Chair 559-278-2083

Linda Hawk  
Vice Chair 760-750-4950

George V. Ashkar  
Treasurer 562-951-4671

Robert Eaton  
Secretary-Auditor 562-951-4572

**MEMORANDUM**

DATE: April 29, 2014  
TO: CSURMA Executive Committee  
FROM: Robert Eaton, CSURMA Secretary-Auditor  
RE: April 2014 Underwriter Meetings in London

Representatives of the California State University (CSU) met with CSURMA's program underwriters in London on April 2-3, 2014. The main goals of the meetings were:

- Demonstration of CSU leadership's commitment to risk management
- Discussion on CSU leadership renewal
- Review of the financial position of CSU and its direction
- Discussion on technical points of insurance placements and renewal expectations

The CSU team was comprised of Dr. Timothy P. White, Chancellor of the CSU, Robert Eaton, CSURMA Secretary-Auditor, and Dan Howell, Alliant Insurance Services. Each meeting included the Chancellor's review of the position and mission of the CSU as well as the future outlook. Particular attention was paid to the renewal of leadership at the systemwide and campus levels. CSU's financial position and capital plans were reviewed as well as the State's reinvestment in the CSU with the Governor's four year funding commitment.

The individual meetings and discussions are summarized as follows:

Wednesday, April 2, 2014

1. RKH Insurance Brokers – RKH and Gareth Tennant are CSU’s London representative for property and cyber coverage. Mark Edwards and Layla O’Reilly of RKH also joined the meeting. The meetings of this day were focused on the cyber and terrorism risks; however, the initial meeting included a discussion of the pending property insurance renewal. Dan Howell described that CSURMA was in negotiations with Zurich Insurance Group to obtain a competing bid for CSURMA’s property insurance lead which is currently placed with American International Group. Gareth confirmed London market support of the program pricing and ability to provide necessary excess capacity. Gareth suggested that the London market would be interested in taking a quota share of the primary layer placement in partnership with Zurich and that such London market participation may protect CSURMA’s position if it enters a new relationship with Zurich.
2. Cyber – Meeting with Graeme Newman and Lawrence Rossini (CFC) regarding state of the market and CSU program. Joined by David Rees, RKH’s Cyber practice leader. The Chancellor discussed CSU’s technology initiatives, including digital textbook services, e-academies, and analytical tools to manage course offerings to improve completion rates and timeliness. The Chancellor’s recent video on employee attention to digital security was discussed. A specific point of discussion included pending CSU consultant’s report on CSU’s insurable risk profile as respects cyber exposures. Graeme described the landscape of the risks, claims and cyber market in London. He mentioned a pending announcement of a massive security breach, which was later confirmed as the Heartbleed breach. Graeme indicated that educational institutions are reported to have a high rate of security breaches second only to retail entities. CFC confirmed willingness to lend capacity as CSU evaluates its exposure following consultant’s review.
3. Cyber – Matthew Hoss (Liberty Syndicate) regarding state of market and Liberty’s position. There was a similar discussion to the prior meeting. Matthew’s perspective focused on reputational risk and intellectual property exposures. There was discussion on the nature of CSU’s student health centers and the differences in the exposure of the University as compared to its not-for-profit auxiliary organizations operations. There was discussion about potentially separating the University and AORMA cyber placements to reflect the differing operations. Matthew indicated that insureds should pay particular attention to the potentially high cost of forensic services following a breach. Liberty retains the Blackthorne group to perform an independent analysis of large clients’ exposures.
4. Cyber – meeting with Paul Bantick (Beazley). Brief updates since prior meeting last fall. Paul will be interested in CSU consultant report on insurable cyber exposures. The Chancellor discussed CSU’s agreement with the NBC network to allow CSU access to NBC’s archives of historical videos and how this impacted

- cyber exposure. Paul described that California based insureds have a higher exposure due to the regulatory requirements and litigation climate and that this impacts the market and cost. There was discussion about whether CSU was interested in a response product that includes risk and loss mitigation services or just a financial indemnification product. Also, there was discussion about what data really needs to be maintained and could CSU eliminate the capture of data that created unnecessary exposure. Paul offered to have Beazley's San Francisco representative, Paul Nickerson, assist in evaluation of the consultant's pending report. There was some discussion about whether CSU could obtain some exposure relief via the California Legislature.
5. Terrorism - Simon Whitcomb and Kayley Whitcomb (Lancashire) with Mark Edwards from RKH. There was a complete discussion of the CSU by the Chancellor and Robert Eaton. Discussion specific to terrorism exposure focused on the market response to the pending expiration of the US Federal Government terrorism reinsurance program. London market is prepared to offer capacity to CSU as the market changes.
  6. Terrorism - Omar Zeinedine (Hiscox). Hiscox support CSU's foreign travel program and write the largest book of terrorism risks in the London market. The Chancellor and Robert Eaton provided a full discussion of CSU's outlook. Omar was interested in the profile of CSU's students as it appears there have been relatively few student protests considering the tuition increases. The Chancellor described the profile of CSU's students and how that tends to mitigate the exposure to student protest. Hiscox has the capacity to write up to \$100 million of terror limits in house and \$200 million with reinsurance. Hiscox has a dedicated team modeling terror exposures worldwide.

Thursday, April 3, 2014

1. Miller Insurance Services – Nick Fearon serves as CSU's casualty broker in London. Nick has been instrumental in the development of CSURMA's SPLIP, SAFECLIP, Fidelity, and Fiduciary programs. Nick updated the group on the London market in general as it relates to CSU's exposure.
2. SPLIP/SAFECLIP – Meeting with Tom Most (Catlin) and Keith Bryceland (Ace) regarding the status of the placements. The Chancellor reviewed CSU status and described in particular the substantial interest in recent campus president openings that resulted in a pool of candidates that included eight sitting presidents from other institutions. California is in need of two million more graduates with university degrees and CSU has the burden of delivering about 40% of that volume. Within 3 years there will be over 3 million living alums of the CSU. There was specific discussion regarding development of systemwide student placement agreements with key hosting partners. Hospital chains and county entities are the initial focus. Also, the systemwide major incident reporting

- protocol was discussed. The underwriters discussed the Maritime Academy's desire to include their student externships under SAFECLIP and were agreeable to extending coverage provided it did not include liability for actual operation of a vessel. Also, the underwriters were agreeable to the proposed policy form revisions as well as a potential rate reduction at renewal so that the cost does not increase as participation continues to climb.
3. SPLIP and SAFECLIP – Meeting with Chris Brooking (Barbican) regarding interest in program. Chris underwrote the program prior to joining Barbican. Following on prior meeting, Chris expressed interest in obtaining CSU business at his new firm, including an offer to provide a two year policy with a rate guarantee. Chris is agreeable to the proposed policy form changes as well as addition of CMA externships to SAFECLIP. Barbican is willing to extend up to \$10 million in limits to the program.
  4. Fidelity – Meeting with Andrew Banks (Ace) and Joachim Tolle (Brit) regarding the status of the placements. The Chancellor and Robert Eaton provided a full review of the CSU and its financial position, with particular attention to the financial benchmarks in which the underwriters of this line of coverage are interested. The Chancellor described the elevation of the head of CSU's internal audit to his executive team and the designation of the group as "Audit Services" to emphasize their role in improving performance through ongoing consulting with campuses and auxiliary organizations rather than pure audit. The Audit Services group will be visiting campuses outside the audit process to promote controls and educate key personnel. With auxiliary organization claims improving underwriters are amenable to a flat renewal to the AORMA program and a premium reduction to the campus program.
  5. FTIP – Meeting with Charlie Hanbury (Hiscox) regarding program and services. The Chancellor reviewed the CSU operating environment and the CSU team reported on the Chancellor's Office implementation of a software package to track and communicate with travelers. Hiscox reviewed traveler danger zones around the world. Robert discussed the travel reporting and approval protocols. CSU has relaxed some restrictions on travel to Mexico. Charlie expressed desire to support a presentation to CSU's senior executives by Hiscox's consultant, Control Risks. Hiscox is also prepared to assist with regulatory compliance services. Charlie asked for an updated report showing traveler count and countries visited.

## **STUDENT INSURANCE PROGRAMS RATING PLANS TASK GROUP**

**ISSUE:** The Executive Committee established a Rating Plans Task Group (RPTG) to review and recommend modifications, if any, to the cost allocation formulae for the Student Insurance Programs. The RPTG's findings are to be presented to the Board of Directors today with a request for the Board to adopt the Executive Committee's recommendations, if any, to modify the formulae used to distribute program costs to users.

**RECOMMENDATION:** The Executive Committee is asked to approve the RPTG's findings by acceptance of the attached draft report and to recommend adoption by the Board of Directors. If adopted, the changes become effective for the coverage programs beginning in the next fiscal period, FY 2014/15.

**FISCAL IMPACT:** None; there is no change to the budget adopted for FY 2013/14.

**BACKGROUND:** The Student Insurance Programs RPTG was directed to review the rating plans for the following Student Insurance Programs: Club Sports Insurance Program, (CSIP), Student Professional Liability Insurance Program (SPLIP), Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP), Student Travel Accident Insurance Program (STAIP), and Foreign Travel Insurance Program (FTIP). The Student Insurance Programs RPTG met on December 19, 2013, January 8, 2014, February 4, 2014, March 21, 2014, and April 30, 2014. The task group's findings and recommendations are contained in the draft report dated April 30, 2014 and is attached below.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Student Insurance Programs RPTG Report, dated April 30, 2014 (draft)



# Student Insurance Programs Rating Plans Task Group Report

*Draft Report*

**April 30, 2014**

*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: 415-402-0773

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- D. Fiscal Impact

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  - Student Travel Accident Insurance Program (STAIP)
  - Foreign Travel Insurance Program (FTIP)
- D. Draft FY 2014/15 FTIP Proposed Rates

## **I. EXECUTIVE SUMMARY**

### **A. Introduction**

The Executive Committee established Rating Plans Task Groups (RPTG) to review and recommend modifications, if any, to the cost allocation formulae for the Campus Risk Pools and the Student Insurance Programs. The findings and recommendations of the Campus Risk Pools RPTG are provided in a separate report dated March 3, 2014. This report summarizes the findings and recommendations of the Student Insurance Programs RPTG.

The Student Insurance Programs RPTG met on December 19, 2013 (web-ex), January 8, 2014 (web-ex), February 4, 2014 (Alliant, Sacramento), and April 30, 2014 (web-ex). Progress reports were provided by Mike Thorpe, who chaired the Student Insurance Programs RPTG, to the Executive Committee at its meetings on January 12, 2014, March 21, 2014 and May 9, 2014. The Student Insurance Programs RPTG's findings and recommendations will be presented to the Board of Directors for adoption at its meeting on May 9, 2014.

The Student Insurance Programs RPTG was directed to evaluate and recommend modifications to the rating plans as it deems appropriate for the following programs:

1. Club Sports Insurance Program (CSIP)
2. Student Professional Liability Insurance Program (SPLIP)
3. Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP)
4. Student Travel Accident Insurance Program (STAIP)
5. Foreign Travel Insurance Program (FTIP)

### **B. Rating Plans Task Group Members**

The Student Insurance Programs RPTG consisted of:

- Michael Thorpe, Risk Manager - CSU Chico (Chair)
- Lisa Kao, Risk Manager - CSU Fresno
- Kirtland Stout, Risk Manager - CSU Sacramento
- Zachary Gifford, Associate Director - Systemwide Risk Management
- Robert Leong, Program Administrator - CSURMA
- Stacey Weeks, Program Administrator - CSURMA

## **II. BACKGROUND**

### **A. Purpose**

In the discussion on the formation of the Campus Risk Pools RPTG, the Executive Committee determined that it is also prudent that a Student Insurance Programs RPTG be formed to review and evaluate the rating plans for CSURMA's student insurance programs namely: Club Sports Insurance Program (CSIP), Student Professional Liability Insurance Program (SPLIP), Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP), Student Travel Accident Insurance Program (STAIP), and Foreign Travel Insurance Program (FTIP).

A review of the student insurance programs rating plans was considered appropriate at this time because the rating plans currently in use by CSURMA have been employed since the inception of each of these programs. The costs for each of these programs were based on the insurance rates quoted by the insurers who were providing the coverage. This review is thusly the first formal evaluation of the rating plans for the student insurance programs since their implementation.

### **B. Meetings**

The Student Insurance Programs RPTG held four meetings. A kick-off meeting was held on December 19, 2014 to introduce Student Insurance Programs RPTG members, define roles and responsibilities, establish goals, develop a meeting calendar, and establish target dates and deadlines. Additional meetings were held on January 8, 2014 and February 4, 2014 as the task group progressed through the review and evaluation of each of the five student insurance programs. A final meeting was held on April 30, 2014 to review the effects of the task group's recommendations for the student insurance programs, most notably, the impact of suggested amendments for the Foreign Travel Insurance Program (FTIP), and to finalize recommendations for the Executive Committee's and Board of Directors' consideration.

### **C. Rating Plans Philosophy**

At its meeting on December 19, 2013, the Student Insurance Programs RPTG reaffirmed the goals of the CSURMA rating plans to balance campus accountability for performance with the need for rate stability. Accountability is needed to encourage campus loss control efforts and safe operation of student programs. Rate Stability is a goal so that campuses can predict annual costs for

budget preparation and management purposes. Overall, the rating plans should fairly allocate the cost of the student insurance programs to the campuses and its students.

#### **D. Fiscal Impact**

The Student Insurance Programs RPTG's findings and recommendations *will not affect aggregate funding* of CSURMA's student insurance programs. Since these coverages are provided by commercial insurers, the aggregate funding for each program is based on the cost for the respective insurance.

The Student Insurance Programs RPTG's recommendations, however, *will affect how that aggregate funding defines the rates that would be applicable*. The rating plans define how the costs are applied to each student insurance program.

As CSURMA's student insurance programs gain additional experience, it is expected that the rating plans will be reviewed again in the future so that they will continue to achieve the goals of the University to provide adequate protection, reasonable rates and cost stability for the student insurance programs.

### **III. FINDINGS & RECOMMENDATIONS**

#### **A. CLUB SPORTS INSURANCE PROGRAM (CSIP)**

##### **1. Findings**

The Student Insurance Programs RPTG reviewed the purpose, history, claims experience, and current rating formula for the Club Sports Insurance Program (CSIP). Launched on August 1, 2012, CSIP provides coverage for student organizations involved with club sports. An additional component to include coverage for intramural sports and recreational sports became effective on August 1, 2013.

CSIP provides insurance coverage for medical expenses arising from accidental injuries incurred from covered activities involving covered participants in covered sports. CSIP also provides General Liability insurance to cover club liability for bodily injury and/or property damage to a third-party. It is important to note *CSIP coverage is Not Automatic*; i.e., all participants must be declared and accepted by the underwriter to be eligible for coverage.

##### **2. Recommendations**

- CS-1.** The task group recommends the current rating plan be continued until there is sufficient experience to evaluate program cost.
- CS-2.** The task group recommends the Coverage Summary include a definition of the coverage territory, particularly as respects off-campus activities including out-of-state and foreign countries.
- CS-3.** After sufficient history per recommendation CS-1, the task group recommends a review of club/intramural/recreational sports by Hazard Group be initiated to consider development of rates by hazard group.

## **B. STUDENT PROFESSIONAL LIABILITY INSURANCE PROGRAM (SPLIP)**

### **1. Findings**

The Student Insurance Programs RPTG reviewed the purpose, history, claims experience, and current rating formula for the Student Professional Liability Insurance Program (SPLIP). Launched on July 1, 2006, SPLIP provides General & Professional Liability insurance for student internships in the Education, Nursing, and Allied Health academic programs of the University.

This coverage has proven to be a low cost and effective insurance plan for CSU enrolled students who are pursuing experiential learning per a required practicum at independent institutions that have written affiliation agreements with CSU campuses. SPLIP provides insurance protection for the Student, Host (Affiliate) Institution, and the CSU. Currently, the cost is allocated proportionately to all campuses based on enrollment data in these professional disciplines as reported by each Campus to the Chancellor's Office.

### **2. Recommendations**

**SP-1.** The task group recommends the current rating plan be continued with no change.

**SP-2.** The task group recommends the Coverage Summary be amended to include a definition of the coverage territory, particularly as respects out-of-state internships or in foreign countries.

## **C. STUDENT ACADEMIC FIELD EXPERIENCE for CREDIT LIABILITY INSURANCE PROGRAM (SAFECLIP)**

### **1. Findings**

The Student Insurance Programs RPTG reviewed the purpose, history, claims experience, and current rating formula for the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Launched on July 1, 2007, SAFECLIP provides General & Professional Liability insurance for student internships in the Service Learning academic programs of the University.

This coverage plan also includes CSU's academic programs in Radio, Television or Film. SAFECLIP has proven to be a low cost and effective insurance for CSU students who are pursuing required experiential learning at independent institutions that have written affiliation agreements with CSU campuses. SAFECLIP provides insurance protection for the Student, Host (Affiliate) Institution, and the CSU. Currently, the cost is allocated proportionately to all campuses based on enrollment data in these curricula as reported by each Campus to the Chancellor's Office.

## **2. Recommendations**

**SC-1.** The task group recommends the current rating plan be continued with no change.

**SC-2.** The task group recommends the Coverage Summary be amended to include a definition of the coverage territory, particularly as respects out-of-state internships or in foreign countries.

## **D. STUDENT TRAVEL ACCIDENT INSURANCE PROGRAM (STAIP)**

### **1. Findings**

The Student Insurance Programs RPTG reviewed the purpose, history, claims experience, and current rating formula for the Student Travel Accident Insurance Program (STAIP). The insurance has been effective since at least December 31, 2001.

STAIP provides coverage for accidental medical expenses suffered by students while travelling to/from campus for off-campus school-sponsored activities including extended education programs of the University, and including sponsored activities of CSU's auxiliary organizations, student organizations or clubs. *Coverage is excluded for participation in intercollegiate athletic events.* A specific premium for STAIP is not charged to the campuses; rather the cost is borne by CSURMA.

### **2. Recommendations**

**TA-1.** The task group recommends the current rating plan be continued until there is sufficient experience to evaluate program cost.

**TA-2.** The task group recommends the Coverage Summary be amended to include a definition of the coverage territory, particularly as respects school-sponsored activities occurring out-of-state, including foreign countries.

**TA-3.** The task group recommends the Coverage Summary be amended to state the maximum duration of trips that can be covered (currently 14 days).

## **E. FOREIGN TRAVEL INSURANCE PROGRAM (FTIP)**

### **1. Findings**

The Student Insurance Programs RPTG reviewed the purpose, history, claims experience, and current rating formula for the Foreign Travel Insurance Program (FTIP). The insurance has been effective since at least July 1, 2002 and provided by commercial insurers under a variety of policy forms. Currently, FTIP provides coverage for Covered Individuals such as CSU faculty, staff and students who travel abroad on university business. Coverage can be extended to certain guests when travelling with a Covered Individual.

FTIP is quite broad; providing comprehensive coverage at low rates based on duration of travel. Major coverage elements include: Primary General Liability, Contingent Auto Liability, Employer's Responsibility including Voluntary Compensation, Primary Medical Expense, Emergency Medical Expense, Emergency Medical Evacuation, Repatriation of Remains, Emergency Reunion, Political Evacuation and Repatriation, Accidental Death and Dismemberment, Trip Cancellation, and Trip Interruption.

Recently, it was discovered there are independent vendors who provide study abroad programs for colleges and universities, and who have made mandatory a requirement that participants in their programs purchase insurance offered by their programs. As a result, the Student Insurance Programs RPTG examined potential coverage gaps in certain vendor-mandated insurance plans and developed recommendations accordingly.

### **2. Recommendations**

**FT-1.** The task group recommends the current rating plan be extended to include travel up to 365 days with rate segments based on duration of

travel. A sample rating plan proposed for FY 2014/15 is included in the Appendix.

- FT-2.** The task group recommends that FTIP create an “overlay coverage” to cover gaps in insurance coverage at a rate to be determined to reconcile duplicate cost and redundant coverage concerns arising from CSU-approved independent study abroad program vendors who require their participants to purchase insurance provided by their programs. “Overlay coverage” would be limited to CSU-approved independent study abroad programs.
- FT-3.** The task group recommends the Coverage Summary be amended to include a definition of the coverage territory, including coverage limitations as respects travel to “high risk” territories.
- FT-4.** The task group recommends a review of foreign travel by risk factors such as the U.S. Department of State travel warnings.

#### **IV. GENERAL RECOMMENDATION**

- G-1** The Student Insurance Programs RPTG recommends that a comprehensive review of the rating plans be initiated in Spring 2016 so that appropriate changes can be considered before adoption of the rates for FY 2017/18.

#### **V. CONCLUSION**

The Student Insurance Programs RPTG’s evaluation of the rating plans has reaffirmed the programs’ core appropriateness and effectiveness in determining each program’s fair share of CSU’s cost of risk. The recommended changes refine the existing rating plans for the benefit of students in the long run. To the extent aggregate funding levels remain stable, it is expected that the student insurance programs will not see significant cost fluctuations except to the extent underwriting risks and actual loss experience impact insurer profitability, thereby causing the insurers to make rate adjustments for the insurance.

## Appendix A

### STUDENT INSURANCE PROGRAMS RATING PLANS TASK GROUP Project Timetable

DATE	GROUP	ACTIVITY
December 19, 2013	Rating Plans Task Group	<ol style="list-style-type: none"> <li>1. Define purpose and objectives.</li> <li>2. Review Coverage Summary and current Rating Plans.</li> <li>3. Provide initial direction to Program Administrator.</li> </ol>
December 2013	Program Administrators	<ol style="list-style-type: none"> <li>1. Follow up on Task Group direction.</li> <li>2. Prepare initial materials.</li> </ol>
January 8, 2014	Rating Plans Task Group	<ol style="list-style-type: none"> <li>1. Review rating plan modifications.</li> <li>2. Provide direction to Program Administrator on development of findings and recommendations.</li> </ol>
January 12, 2014	Executive Committee	<ol style="list-style-type: none"> <li>1. Progress report on the Task Group's activity and preliminary recommendations.</li> </ol>
February 2014	Program Administrators	<ol style="list-style-type: none"> <li>2. Calculation of proposed FY 2014/15 rates and premiums.</li> </ol>
March 20-21, 2014	Executive Committee	<ol style="list-style-type: none"> <li>1. Progress report to Executive Committee.</li> <li>2. Review of Task Group proposed modifications to the rating plans.</li> </ol>
May 8, 2014	Executive Committee	<ol style="list-style-type: none"> <li>1. Presentation of Rating Plans to EC for recommendation to BOD.</li> </ol>
May 9, 2014	Board of Directors	<ol style="list-style-type: none"> <li>1. Approve rating plans.</li> <li>2. Adopt funding and rates for FY 2014/15</li> </ol>
June 2014	Program Administrators	<ol style="list-style-type: none"> <li>1. Notices to campuses of FY 2014/15 costs.</li> </ol>
July 1, 2014	CSURMA Accounting	<ol style="list-style-type: none"> <li>1. Adopted rating plans become effective.</li> <li>2. Campuses invoiced by CSURMA.</li> </ol>

## **Appendix B**

[MEETING AGENDA]

## **Appendix C**

### Insurance Summaries

- Club Sports Insurance Program (CSIP)
- Student Professional Liability Insurance Program (SPLIP)
- Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP)
- Student Travel Accident Insurance Program (STAIP)
- Foreign Travel Insurance Program (FTIP)

## **Appendix D**

FY 2014/15 FTIP Proposed Rates (DRAFT)

**Accepting applications for  
Club Sports, Intramural Sports & Recreational Sports**

**CSU Club Sports Insurance Program**

This program is designed to cover Students participating in your campus' club sports programs that are officially recognized by your campus as a student organization, including Intramural and Recreational sports.

**Coverage Highlights:**

**Accident Medical Coverage –**

- \$5,000,000 Lifetime Benefit Limit
- \$10,000 Accidental Death & Dismemberment
- \$100 Deductible - **Option A** (Basic & Castastrophe Accidental Medical Expense)
- \$30,000 Deductible - **Option B** (Castastrophe Accidental Medical Expense only)

Pays covered medical and dental expenses incurred by club members for accidental injuries sustained while participating in covered sport activities. The Basic limit of \$30,000 is provided by the CSURMA Risk Pool, and is supplemented with \$5,000,000 Catastrophic Injury Insurance provided by Mutual of Omaha Insurance Company (A.M. Best rated A+ XV) via the National Intramural-Recreational Sports Association (NIRSA).

**General Liability Insurance – *included with Options A & B.***

- \$1,000,000 per Occurrence
- \$3,000,000 General Aggregate
- \$1,000,000 Personal/Advertising Injury
- \$1,000,000 Products- Completed Operations Aggregate
- \$300,000 Damage to Property Rented to You
- \$0 Deductible

Investigates, defends and pays on behalf of enrolled student organizations liability for covered Bodily Injury and/or Property Damage to a third-party (not including Automobile Liability) arising from covered club sport activities. Coverage includes on-campus and off-campus events of the student organization and its members, subject to all terms of the insurance policy. The insurance is provided by New Hampshire Insurance Company (A.M. Best rated A+ XV).

**Eligible Sports:** See Club Sports Enrollment form. It is important to list # Male and # Female participants by sport.

**Claims Administrator:** A-G Administrators, Inc.  
A-G also manages CSU's Athletic Injury Medical Expense (AIME) claims.

**Next Steps:**

Coverage is not effective until the completed application is reviewed and approved by Underwriting.

1. Complete the **Club Sports Insurance Enrollment** form.
2. Select option for (A) Basic, Cat and GL (\$100 ded for Accidental Medical Expense), or (B) Cat and GL only (\$30,000 ded for Accidental Medical Expense), and return to Alliant.
3. Alliant will provide a quote for your consideration.
4. If accepted by you, coverage will be effective August 1, 2013.

**Questions? Assistance?**

Please contact your CSURMA Program Administrator or

Rob Leong  
Alliant, Program Administrators for CSURMA  
[rleong@alliantinsurance.com](mailto:rleong@alliantinsurance.com)  
415-403-1441

Van Rin  
Alliant, Program Administrators for CSURMA  
[vrin@alliantinsurance.com](mailto:vrin@alliantinsurance.com)  
415-403-1408



## STUDENT PROFESSIONAL LIABILITY INSURANCE PROGRAM (SPLIP)

### Coverage Summary

*This is a “claims- made” policy. Coverage is only provided for claims which are both: (1) first made against the Insured during the Policy Period; and (2) reported to the Carrier as soon as practicable, but not later than 3 years after the Policy Period. Coverage is only provided for claims arising from Professional Services which are rendered or Incidents which occurred during the Policy Period.*

**Named Insured:** The California State University (CSU), all campuses

**Carrier:** Lloyd’s, London

**Policy #:** B0621PTRU00713001

**Coverage Period:** July 1, 2013 to July 1, 2014

**Insureds:** California State University (CSU)  
All campuses of the CSU  
Employees, Faculty, Staff of the CSU  
CSU Students enrolled in Nursing, Allied Health, Social Work, or  
Education credential programs of the CSU.

\*Enrolled Students mean students who are enrolled and in good standing while completing an internship and registered/enrolled in a course that requires the internship experience, including academic breaks during the policy period. Enrolled Students also include students who have not received a letter grade in a course (e.g., assigned an “Incomplete”), but remain registered for that course until the Incomplete objectives are met, but for no more than one (1) year from the granting of the Incomplete.

**NOTES:**

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.



<i>Additional Insureds:</i>	Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy.
<i>Coverage:</i>	A. General Liability B. Professional Liability C. Educator's Errors & Omissions Liability
<i>Cost:</i>	\$20.00 per student in Nursing, Allied Health, Social Work, or Education  This flat rate is non-refundable, and is not subject to a prorate premium return if student is enrolled for less than one year.
<i>Coverage Limits:</i>	\$2,000,000 each Loss \$4,000,000 Aggregate for all Covered Parties, and not per student.
<i>Member's Deductible:</i>	None
<i>Description:</i>	Covers General Liability and Professional Liability of CSU students enrolled in a Health Profession practicum, Social Welfare program, Social Work program, or Education Credential program of the CSU who are required by a host institution to obtain general liability and/or professional liability insurance for participation in the institution's affiliation program.
<i>Coverage Extensions:</i>	<ol style="list-style-type: none"><li><b>Legal Representation:</b> defense cost included for covered claims.</li><li><b>Personal Injury Liability:</b> protects up to the Coverage Limits against covered claims arising from charges of privacy violation, libel, slander, assault &amp; battery, and other alleged personal injuries.</li><li><b>School Grievance/ Academic Disciplinary Hearings:</b> reimburses for expenses incurred for defense of a school grievance or academic disciplinary hearing or proceeding; \$5,000 per proceeding; \$100,000 aggregate.</li></ol>

**NOTES:**

- Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
- Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

*Coverage  
Extensions (cont'd):*

4. **Damage to Property of Others:** for damage caused accidentally by a Covered Party to the property of others at your location; \$5,000 per incident; \$100,000 aggregate.
5. **Assault Coverage:** covers your medical expenses or reimburses you for damage to your property if you are assaulted at your location; \$5,000 per incident; \$100,000 aggregate.
6. **Medical Payments:** reimbursement of medical expenses to others injured on your location; \$5,000 per incident; \$100,000 aggregate.
7. **First Aid Expenses:** for expenses you incur in rendering first aid to others: \$5,000 per defendant; \$100,000 aggregate.  
**Defendant Expense Benefit:** reimburses you for lost wages and other expenses incurred when you attend a required trial, hearing or proceeding as a defendant in a covered claim: \$5,000 per defendant; \$100,000 aggregate.

*No Exclusion for:*

Sexual Harassment, Abuse or Molestation  
Corporal Punishment

*Claims/Incident  
Reporting:*

Enrolled Student shall immediately provide written notice of any incident which may result in a claim under this policy to:

Office of Systemwide Risk Management  
The California State University  
Office of the Chancellor  
401 Golden Shore Blvd., 5<sup>th</sup> Floor  
Long Beach, CA 90802-4210

Phone: 562-951-4580  
Fax: 562-951-4859

**NOTES:**

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

**COVERED PROFESSIONS, including but not limited to:  
NURSING PROFESSIONS**

Case Manager  
Geriatric Nursing Assistant  
Nurses Aide - Facility Setting  
Nurses Aide - In-home Setting  
Nursing Assistant - Facility Setting  
Nursing Assistant - In-home Setting  
Home Health Aide  
LPN/LVN  
Nurse - Anesthetists  
Nurse - Midwives  
Registered Nurse

Nurse Practitioner:  
Geriatric/Adult/Family Planning-GYN  
OB-GYN/Acute Critical Care OB-GYN  
Pediatric/Neonatal/Family Practice/Acute Care  
Psychiatric

**ALLIED HEALTH PROFESSIONS**

Art Therapist  
Athletic Trainer  
Audiologist  
Blood Bank Technician  
Bio-Medical Technician  
Cardiographic Technician  
Cardiology Technician  
Case Manager  
Certified Laboratory Technician  
Certified Medical Assistant  
Certified Occupational Therapy Assistant  
Chiropractic Assistant  
Circulation Technician  
Clinical Laboratory Technician  
Community Health Assistant  
Community Health Technician  
Corrective Therapist  
Dance Therapist  
Dental Hygienist  
Diagnostic Medical Sonographer  
Dialysis Technician  
Dietitian  
EEG (Electroencephalogram) Technician  
EKG (Electrocardiogram) Technician

Electrologist  
EMT- Paramedic  
EMT- Basic/Intermediate  
EMT- Volunteer  
Enterostomal Therapist  
Exercise Physiologist  
Health Educator  
Histologic Technician  
Hospital Pharmacy Technician  
Kinesiologist/Kinesiotherapist  
Laboratory Aide  
Massage Therapist  
Medical Assistant  
Medical Laboratory Technician  
Medical Records Administrator  
Medical Records Technician  
Medical Technician  
Medical Technician Assistant  
Mental Retardation Worker  
Music Therapist  
Nuclear Medical Technician  
Nutritionist  
Occupational Therapist  
Occupational Therapist Assistant

**NOTES:**

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

**ALLIED HEALTH PROFESSIONS (cont.)**

Optometry Assistant/Technician	Rehabilitation Assistant
Orthopedic Assistant	Rehabilitation Therapist
Pedorthist	Respiratory Care Practitioner
Perfusionist	Respiratory Care Provider
Personal Trainer	Respiratory Therapist
Pharmacist	Respiratory Therapist Technician
Pharmacist Technician	Speech Hearing Therapist
Physical Therapist	Speech Language Pathologist
Physical Therapist Assistant	Sports Medicine Instructor
Physician Assistant Podiatric Assistant	Sports Medicine Therapist
Psychologist	Surgical Technician
Radiation Therapist	Vascular Technologists
Radiological Technician	X-Ray Machine Operator
Recreation Therapist	

**SOCIAL WORK / SOCIAL WELFARE PROFESSIONS**

Alcohol/Drug Counselor	Licensed Professional Counselor
Bodywork Counselor	Life Coach Counselor
Career Counselor	Marriage/Family Counselor
Case Manager	Mental Health Counselor
Clinical Counselor	Pastoral Counselor
Counselor Educator	Psychological Counselor
Forensic Counselor	Rehabilitation Counselor
Genetic Counselor	Social Worker
Licensed Professional Clinical Counselor	

**EDUCATION / TEACHING PROFESSIONS**

School Administration:

Admittance  
Desegregation  
Enrollment  
Expulsion  
Extracurricular Activities  
Integration

Educational Instruction:

Career Guidance  
Guidance Counseling  
School Counselor  
Student Consumerism  
Teaching Assistants

**NOTES:**

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

## STUDENT ACADEMIC FIELD EXPERIENCE for CREDIT LIABILITY INSURANCE PROGRAM (SAFECLIP)

### Coverage Summary

*This is a “claims- made” policy. Coverage is only provided for claims which are both: (1) first made against the Insured during the Policy Period; and (2) reported to the Carrier as soon as practicable, but not later than 3 years after the Policy Period. Coverage is only provided for claims arising from Professional Services which are rendered or Incidents which occurred during the Policy Period.*

**Named Insured:** The California State University (CSU), all campuses

**Carrier:** Lloyd’s, London

**Policy #:** B0631PTRU00813

**Coverage Period:** July 1, 2013 to July 1, 2014

**Insureds:** California State University (CSU)  
All campuses of the CSU  
Employees, Faculty, Staff of the CSU  
CSU Students enrolled in required credited coursework.

\*Enrolled Students mean students who are enrolled and in good standing while completing an internship and registered/enrolled in a course that requires the internship experience, including academic breaks during the policy period. Enrolled Students also include students who have not received a letter grade in a course (e.g., assigned an “Incomplete”), but remain registered for that course until the Incomplete objectives are met, but for no more than one (1) year from the granting of the Incomplete.

**Additional Insureds:** Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy.

#### NOTES:

1. Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.
2. Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

<i>Coverage:</i>	A. General Liability B. Professional Liability
<i>Cost:</i>	\$5.00 per student performing community service or volunteer work for academic credit and/or students in Radio, Television or Film academic programs.  This flat rate is non-refundable, and is not subject to a prorate premium return if student is enrolled for less than one year.
<i>Coverage Limits:</i>	\$1,000,000 each Loss \$2,000,000 Aggregate for all Covered Parties, and not per student.
<i>Member's Deductible:</i>	None
<i>Description:</i>	Covers General Liability and Professional Liability of CSU enrolled students performing community service or volunteer work for academic credit; and students enrolled in radio, television or film credential programs of the CSU.
<i>Coverage Extensions:</i>	<ol style="list-style-type: none"> <li>1. <b>Legal Representation:</b> defense cost included for covered claims.</li> <li>2. <b>Personal Injury Liability:</b> protects up to the Coverage Limits against covered claims arising from charges of privacy violation, libel, slander, assault &amp; battery, and other alleged personal injuries.</li> <li>3. <b>School Grievance/ Academic Disciplinary Hearings:</b> reimburses for expenses incurred for defense of a school grievance or academic disciplinary hearing or proceeding; \$5,000 per proceeding; \$100,000 aggregate.</li> </ol>

**NOTES:**

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

*Coverage Extensions (cont'd):*

4. **Damage to Property of Others:** for damage caused accidentally by a Covered Party to the property of others at your location; \$5,000 per incident; \$100,000 aggregate.
5. **Assault Coverage:** covers your medical expenses or reimburses you for damage to your property if you are assaulted at your location; \$5,000 per incident; \$100,000 aggregate.
6. **Medical Payments:** reimbursement of medical expenses to others injured on your location; \$5,000 per incident; \$100,000 aggregate.
7. **First Aid Expenses:** for expenses you incur in rendering first aid to others: \$5,000 per defendant; \$100,000 aggregate.
8. **Defendant Expense Benefit:** reimburses you for lost wages and other expenses incurred when you attend a required trial, hearing or proceeding as a defendant in a covered claim: \$5,000 per defendant; \$100,000 aggregate.

*No Exclusion for:*

Sexual Harassment, Abuse or Molestation  
Corporal Punishment

*Claims/Incident Reporting:*

Enrolled Student shall immediately provide written notice of any incident which may result in a claim under this policy to:

Office of Systemwide Risk Management  
The California State University  
Office of the Chancellor  
401 Golden Shore Blvd., 5<sup>th</sup> Floor  
Long Beach, CA 90802-4210

Phone: 562-951-4580  
Fax: 562-951-4859

**NOTES:**

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

**SERVICE LEARNING COURSES, including but not limited to:**

Accounting	Human Services
Afro American Studies	Humanities
Agricultural Education	Hutchins School
Agricultural Mechanics	Industrial Arts
Animal Science	Information Systems
Anthropology	Inter,Multi Studies
Apparel Merchandising and Management	Japanese
Art	Jewish Studies
Asn, Eur Arm/American Studies	Journalism
Biology	Landscape Architecture
Broadcast Communication Arts	Liberal Arts
Business	Liberal Studies
Chemistry	Library Science
Child Development	Linguistics
Chinese	Management
City and Regional Planning	Marketing
Communications	Mathematics
Community Services	Mexican American Stds
Computer Sciences	Music
Creative Arts	Native American Studies
Creative Writing	Natural Resources
Criminology	Philosophy
Curriculum and Instruction	Physical Education
Dance	Police Science
Design and Industry	Political Science
Drama	Public Administration
English	Public Relations
Environmental Studies	Quantitative Methods
Foreign Languages	Radio Television
French	Small College
Geography	Social Science
Geology	Sociology
Gerontology	Spanish
Government	Special Major
History	Tutorials, General, Experiential Studies
Holistic Health	Urban Studies
Home Economics	Women's Studies
Hotel and Restaurant Management	World Business
Human Development	

**NOTES:**

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

The following course work are not covered under this Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP), but are covered under the Student Professional Liability Insurance Program (SPLIP):

**NURSING, ALLIED HEALTH, SOCIAL WORK, including:**

Audiology	Occupational Therapy
Counseling	Physical Therapy
Food and Nutrition	Psychology
Health Professions	Recreation Therapy
Kinesiology and Exercise Physiology	Social Work
Nursing	Speech Therapy

**EDUCATION, TEACHING PROFESSIONS, including:**

Education  
Education Psychology  
Elementary Education  
Secondary Education  
Special Education

**NOTES:**

1. *Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium.*
2. *Other CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are separately covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). Please refer to SAFECLIP summary for details.*

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.



California State University Risk Management Authority

## Student Travel Accident December 31, 2013 – December 31, 2014

<b>Insurer:</b>	QBE Insurance Company
<b>Policy No.:</b>	NHH000314
<b>A.M. Best Rating:</b>	A
<b>Named Cover Entity:</b>	Trustees of California State University, et al.
<b>Covered Parties:</b>	Enrolled students, including students enrolled only in extended education programs, of the California State University
<b>Medical Expense Benefit:</b>	Full Excess
<b>Medical Expense Limit:</b>	\$25,000 Total Maximum Benefit Amount Per Covered Person, Per Covered Accident
<b>Medical Expense Deductible:</b>	\$0 Per Covered Person / Per Injury
<b>Hazards Insured Against:</b>	Injuries to the Insured while: (1) away from Campus, or (2) traveling to or from or participating in a school sponsored activity.
<b>School Sponsored Activity:</b>	Travel or participation in activities away from campus which: (1) is a part of a course requirement, or (2) is sponsored by a university auxiliary organization or other recognized student organization or club, or (3) includes travel to or from intercollegiate athletic events away from campus but does not include participation in such events or practices.
<b>Claims Reporting:</b>	Report claims within 30 days after the covered loss occurs or begins or as soon as reasonably possible.
<b>Claim Administrator:</b>	Health Special Risk, Inc. (HSR) 4100 Medical Parkway Carrollton, Texas 75007-1517 Phone: (972) 512-5600 Fax: (972) 512-5820 <a href="mailto:CSRM@hsri.com">Email: CSRM@hsri.com</a>



California State University Risk Management Authority

## CSU Foreign Travel Insurance Program (FTIP) July 1, 2013 – July 1, 2014

### Insurer:

ACE USA – U.S International Advantage Program

### Named Cover Entity:

California State University Risk Management Authority (CSURMA)  
California State University (CSU)  
CSU Auxiliary Organizations

### Coverage Territory:

ANYWHERE IN THE WORLD but excluding:

1. The United States of America, Puerto Rico, (including its territories and possessions); and
2. Any country or jurisdiction which is the subject of trade or economic sanctions imposed by the laws regulations of the United States of America

### Limits / Sub-limits:

#### *Primary General Liability*

\$5,000,000	Coverage A – Bodily Injury/Property Damage Each Occurrence
\$5,000,000	Aggregate Limit/Products/Completed Ops
\$1,000,000	Premises Damage Limit
\$5,000,000	Coverage B – Personal Injury & Advertising Injury – Aggregate Limit
\$10,000	Coverage C – Medical Expense Limit (any one person)
\$1,000,000	Employee Benefits Liability Endorsement- Each Claim (Subject to \$1,000 Deductible) (Claims Made Coverage) and Annual Aggregate

#### *Contingent Auto Liability (Excess)*

\$1,000,000	Bodily Injury/Property Damage Liability Each “accident”
\$100,000	Hired Auto Physical Damage/any one policy period
\$25,000	Auto Medical Payments/each person/ each accident

#### *Employers Responsibility Coverage Voluntary Compensation*

State of Hire	North Americans – State of Hire
Country Origin	Third Country Nationals – Country of Origin
Country Origin	Local Nationals – Country of Origin

#### *Employers Liability*

\$1,000,000	Bodily Injury by Accident/each Accident
\$1,000,000	Bodily Injury by Disease/each Employee (including Endemic Disease)
\$1,000,000	Bodily Injury by Disease/Policy Limit (including Endemic Disease)

#### *Primary Medical Expense*

\$250,000	Employee/Student (Primary Med Expense)
\$250,000	Spouse/Dependent/Volunteer (Primary Med Expense)
\$1,000	Maximum Preexisting Conditions
\$1,000	Maximum for Dental Treatment – Injury Only
\$500	Alleviation of Pain – Maximum

## CSU Foreign Travel Insurance Program (FTIP) July 1, 2013 – July 1, 2014

\$2,000 Emergency Medical Treatment of Pregnancy

365 Maximum Period of Coverage

*Emergency Medical Benefits*

Up to \$10,000 Emergency Medical Benefit Maximum (Employee/Student)

*Emergency Medical Evacuation*

100% of Covered Expense Emergency Medical Evacuation Benefit Maximum (Employee/Student)

*Repatriation of Remains Benefit*

100% of Covered Expense Repatriation of Remains Benefit Maximum (Employee/Student)

*Emergency Reunion*

\$5,000 Benefit Maximum

\$300 Daily Benefit Maximum

10 days Maximum Number of Days

Round Trip Ticket to fly to injured participant included in maximum benefit

*Political Evacuation & Repatriation Benefit War Risk Coverage*

\$2,000,000 Aggregate Limit/Benefit Maximum

*Accidental Death & Dismemberment Benefit*

\$100,000 Employee – AD&D Benefit

\$50,000 Student – AD& D Benefit

*Trip Cancellation*

\$2,500 Benefit Maximum Reimbursement of non-refundable covered expenses paid for trip up to Benefit Maximum if prevented from taking trip as a result of injury, sickness, or death

*Trip Interruption Benefit*

\$2,500 Benefit Maximum Reimbursement of cost for one-way economy air/or ground transportation ticket, up to benefit maximum, if participant's trip is interrupted as a result of a death of a family member or unforeseen injury or sickness of participant's family member.

*Trip Cancellation (Self-Funded)*

\$2,500 Benefit Maximum Limited self-insured coverage for trip cancellation, addressing the cost of cancelling or early return from travel triggered by critical events that may not be covered under the insurance program (recent examples – Tsunami in Japan and the disruption caused by the Icelandic volcano).

**Premium Rate:**

*Faculty/Employee*

\$60.00\* Trips up to 15 days duration per trip/employee

\$75.00\* Trips up to 30 days duration per trip/employee

*Students/Other*

\$50.00\* Trips up to 15 days duration per trip/employee

\$60.00\* Trips up to 30 days duration per trip/employee



## CSU Foreign Travel Insurance Program (FTIP) July 1, 2013 – July 1, 2014

Note: Additional Premium for high-hazardous / war risk countries. Contact Alliant Program Administrator for details.

### Comments / Conditions:

1. Trips need to be reported
2. For any high hazardous /war risk country both the Campus President and Chancellor approval is needed

### Claims Reporting / Administrator:

ACE Travel Assistance Program  
1-800-243-6124 (Inside the USA)  
1-202-659-7803 (Outside USA Call Collect)  
Email: [OPS@europassistance-use.com](mailto:OPS@europassistance-use.com)

Plan Number: 01AH585  
Policyholder: California State University Trustees  
Policy Number: GLMN04950872R  
Assistance Provider: Europ Assistance USA

## Current FTIP Rates for FY 2013/14

**CURRENT RATES** - Rates *do not* include travel in High Hazardous territories.

Trip Duration (# Days)	Employee	Student	Other
1-15	\$60	\$50	\$50
16-30	\$75	\$60	\$60
Add'l days up to 15 add'l days add \$60/\$50/\$50			

**PROPOSED FTIP RATES** - Rates *do not* include travel in High Hazardous territories.

Trip Duration (# Days)	Employee	Student	Other
1-15	\$60	\$50	\$50
16-31	\$75	\$60	\$60
32-90	\$140	\$120	\$120
91-180	\$260	\$250	\$250
181-270	\$320	\$300	\$300
271-364	\$475	\$450	\$450
365+		Call for Quote	

**PROPOSED "Overlay" RATES** - Rates *do not* include travel in High Hazardous territories.

Trip Duration (# Days)	Employee	Student	Other
1-15	\$20	\$20	\$20
16-31	\$25	\$25	\$25
32-90	\$50	\$50	\$50
91-180	\$75	\$75	\$75
181-270	\$100	\$100	\$100
271-365	\$150	\$150	\$150
365+		Call for Quote	

**EXTENSION OF EMERGENCY SERVICES CONTRACT WITH  
WITT-O'BRIENS**

**ISSUE:** Witt O'Brien's (Consultant) provides emergency services consulting for the California State University System under an agreement between CSURMA and Witt Group Holdings, LLC dated July 1, 2012. The agreement outlines the tasks to be provided by Consultant during the initial term:

- Task A: Chancellor's Office Continuity of Operations Plan (COOP)
- Task B: CSU Presidents and Executive Leadership Training
- Task C: Chancellor's Office Tabletop Exercise
- Task D: Webinar Workshops for CSU Campuses
- Task E. CSU Systemwide Emergency Management Training & Exercise Program Guidebook
- Task F: Develop and Conduct Two Functional Exercises
- Task G: Strategic Advisory / Technical Services

Witt O'Brien representatives, on March 21, 2014, presented a summary of their activities over the past two years and their service plan for the next two years beginning July 1, 2014.

**RECOMMENDATION:** The Executive Committee is asked to review Witt O'Brien's proposed service agreement for FY 2014/15 and FY 2015/16 and approve the renewal of the service agreement for another two-year period.

**FISCAL IMPACT:** The annual fee is included in the operating budget for FY 2014/15.

**BACKGROUND:** Witt O'Brien's provides emergency services consulting for the California State University System under an agreement between CSURMA and Witt Group Holdings, LLC. The current term of the agreement is from July 1, 2012 to July 1, 2014, and 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 Service Proposal for FY 2014/15 and FY 2015/16.

## Witt O'Brien's and CSU System Contract July 1, 2014 – June 30, 2015 Scope of Work and Project Outline

This document outlines proposed emergency management projects for the CSU Chancellor's Office based on prior efforts, current and future emergency management needs, and best practices and trends in higher education emergency management. These projects can be changed or adjusted as necessary, based on the needs of the CO and any emergency incidents that may affect the CSU System.

Witt O'Brien's will perform the following services:

### **Task A: Evaluation of all CSU campus Emergency Operations Plans (EOPs) (\$75,000)**

Witt O'Brien's will work with the 23 CSU campuses to conduct an evaluation of their EOPs according to the *Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education*, released in 2013 by the Department of Education, the Department of Homeland Security, the Federal Emergency Management Agency, the Department of Justice, the Federal Bureau of Investigation, and the Department of Health and Human Services; CSU-specific EOP requirements/needs; and exemplary practices in higher education emergency management. This project will consist of the following tasks:

- A.1: Collect all 23 EOPs. (May 2014)
- A.2: Perform a gap analysis of each plan, according to the guidelines set forth by *The Guide*. (June 2014)
- A.3: Develop a specific report for each campus that includes the gap analysis findings and recommendations for improvement. Distribute an individualized report to each campus. Campuses in the beginning stages of developing their EOP will be provided with a template for consideration in revising their EOP. (July 2014)
- A.4: Create an executive summary that outlines the EOP review findings and trends of the CSU System as a whole. (July 2014)
- A.5: Present executive summary findings at the August 2014 Council of Presidents meeting. (August 2014)
- A.6: At the discretion of the CO, assist campuses with revising their EOPs according to report findings. (August 2014 – December 2014)

Following this project, all CSU campus EOPs will comply with federal guidelines as well as remain usable and specific to the campuses.

## **Task B: Council of Presidents Emergency Management Training Seminar (\$55,000)**

Witt O'Brien's will work with CO senior management to create a robust emergency management training seminar for the Council of Presidents, to be conducted during the August 2014 meeting. This training will include:

- Overview of Higher Education Emergency Management (the “essential” program)
- Campus Emergency Operations Plans (EOPs) Review Project Executive Summary
- Command Central: the Standardized Emergency Management System (SEMS), the Incident Command System (ICS), and the National Incident Management System (NIMS)
- The Role of the Policy Group
- Case Studies: High Profile Incidents at Institutions of Higher Education (U.S. and CSU-specific)
- Crisis Communications, Reputation Management, and Public Perception
- Tabletop Exercise

Witt O'Brien's will bring in top experts in emergency management to conduct the training. Following this training, the CSU Presidents will have a better understanding of emergency management in general, their essential role in the process, and the status of their specific campus emergency management program.

## **Task C: Chancellor's Office System-Wide Coordination Plan (\$35,000)**

Witt O'Brien's will develop a comprehensive system-wide coordination plan that describes how the Chancellor's Office will assist campuses in an emergency response, how campuses will coordinate with each other in an emergency, notification requirements between campuses and the Chancellor's Office in an emergency, and crisis communications and reputation management strategies employed during an emergency that affects one or more campuses. This plan will combine concepts from the current CSU CO Crisis Communications Plan as well as the CSU CO System-Wide Emergency Operations Team (CSEOT) Plan, but will include additional coordination strategies and be updated according to current best practices in university system emergency coordination and management.

## **Task D: Chancellor's Office Emergency Preparedness Plans – Emergency Operations Plan (EOP) and Continuity of Operation (COOP) Plan (\$50,000)**

Witt O'Brien's will finalize the Chancellor's Office emergency plans by completing the following tasks:

- D1: *CSU CO COOP Plan Quali Ready Migration*  
Witt O'Brien's will work with CO departments to finalize their COOP Plan Department Annexes in preparation to import all remaining COOP Plan data into the Quali Ready System.

This will allow the CO to access COOP Plan data online and also to remain consistent with the CSU campuses in COOP planning efforts.

- **D2: CSU CO EOP Finalization**

Witt O'Brien's will work with the CO to finalize the CSU CO EOP that is currently in draft form. When finalized, the CSU CO EOP will describe response actions that must be taken by the CO in an emergency to protect its staff and facilities, including activation and operation of the Emergency Operations Center (EOC), building management and evacuation information, and roles and responsibilities of CO staff in an emergency.

- **D3: Tabletop Exercise / Training Workshop for CSU CO Policy Group**

Witt O'Brien's will conduct a tabletop exercise / workshop for the CSU CO Policy group to train them on and exercise concepts outlined in the CSU CO EOP and COOP Plan, with a focus on Policy Group roles and responsibilities.

- **D4: Functional Exercise for CSU CO Emergency Staff**

Witt O'Brien's will conduct a functional exercise to allow CSU CO emergency staff to activate and operate the EOC and employ emergency response actions outlined in the EOP and COOP Plan. The exercise will include elements that test how these plans coordinate in an emergency and the separation / congruence of roles and responsibilities for both COOP and emergency response. Lessons learned from the exercise will be incorporated into the CSU CO and COOP Plan to create the annual updated and revised versions of the plans.

## **Task E: CSU Campus Training and Exercise Opportunities (\$45,000)**

As needs arise, Witt O'Brien's will conduct training and exercises for the CSU campuses. These may include:

- Webinars that give an overview of the EOP review findings; explain Executive Orders 1056 and 1014, including expectations from the Chancellor's Office on how to address these Executive Orders; planning steps and strategies for creating a viable and successful COOP Plan and EOPs, including exemplary practices in higher education emergency planning; common issues faced by the CSU campuses and potential resolutions; and success stories from the various CSU campuses in emergency operations and continuity of operations planning and response endeavors.
- Tabletop and functional exercises by region of the state that incorporate coordination strategies between and among the campuses and the Chancellor's Office using relevant hazard scenarios.
- Workshops on recent trends and concepts in higher education emergency management to be presented at the annual Fitting the Pieces Together Conference.

These tasks will be conducted for the campuses based on the discretion of the CO, and the combination of services will not exceed the proposal cost.

**Task F: CSU Campuses Behavioral Threat Assessment Program Review and Evaluation\* (total cost TBD)**

Witt O'Brien's will assist the CO in gaining a System-wide awareness of behavioral threat assessment programs and procedures currently in place at the 23 campuses. To do this, Witt O'Brien's will conduct a survey of the campuses to determine behavioral threat assessment policies, procedures, teams, organizational structures, and activities occurring at each campus. Witt O'Brien's will also interview key players within the behavioral threat assessment organizational structure at each campus to acquire additional information if needed. After gathering information from all of the campuses, Witt O'Brien's will create a report that outlines the status of behavioral threat assessment efforts in the CSU System, and make recommendations for improvement and policy changes on a System-wide basis. The report will include corrective actions to improve the campus behavioral threat assessment programs, including recommendations for specific in-depth evaluations and training if needed.

**Task G: System-Wide Emergency Management Program Review\* (total cost TBD)**

Witt O'Brien's will conduct a comprehensive review of each campus's emergency management program as a whole to ensure System-wide preparedness and comprehensive emergency management. To conduct the review, Witt O'Brien's will visit each campus in order to become familiar with the university's current emergency management program structure, plans, policies, and procedures. Additionally, Witt O'Brien's will conduct interviews / working sessions with key members of each campus's emergency management team, senior administrators, and external emergency management partners to discuss the current emergency management program, including successes and challenges, as well as potential changes necessary to enhance the program. Using the document review, site visit, and working sessions / interviews, Witt O'Brien's will conduct a review of each campus's emergency management program structure, plans, responsibilities, authorities, and activities and evaluate them according to national best practices in higher education emergency management; current emergency management standards, laws, and authorities at the local, state, and federal levels; and the specific needs of the CSU System. Following the evaluation, Witt O'Brien's will develop an overall assessment report for each campus.

**Task H: Provide strategic advisory, representation, and technical services as needed (\$15,000)**

Witt O'Brien's staff will remain continuously available to the CSU System to provide any emergency management advice and assistance as requested by the CSU Chancellor's Office.

\*These projects will need to span a two-year timeframe and will necessitate renewal of the contract and associated funding for 2015-2016.

## Estimated Cost Structure

**Compensation.** For the services as described above, Consultant shall be compensated as follows:

- Task A: Evaluation of all CSU campus Emergency Operations Plans (EOPs) \$75,000
- Task B: Council of Presidents Emergency Management Training Seminar \$55,000
- Task C: Chancellor's Office System-Wide Coordination Plan \$35,000
- Task D: Chancellor's Office Emergency Preparedness Plans \$50,000
- Task E: CSU Campus Training and Exercise Opportunities \$45,000
- Tasks F: CSU Campuses Behavioral Threat Assessment Program Review and Evaluation (initial tasks ONLY) \$15,000
- Task G: System-Wide Emergency Management Program Review (initial tasks ONLY) \$15,000
- Task H: Provide strategic advisory, representation, and technical Services as needed \$10,000

**Total:** **\$300,000**

The above costs include Witt O'Brien's out-of-pocket expenses reasonably associated with services performed and will be reimbursed by CSU in accordance with Witt O'Brien's expense reimbursement policy.

## **MINORS ON CAMPUS TRAINING**

**ISSUE:** At the January, 2014 meeting, the Executive Committee delegated authority to the Secretary-Auditor to execute the Praesidium, Inc. Contract for Services. The Executive Committee also sought support from the Chief Administrative & Business Officials (CABO) and the Human Resources Officer (HRO) and thereby requested that Praesidium and the training goals be presented to CABO and HRO by Executive Committee representatives.

**RECOMMENDATION:** The committee is asked to hear a report on the discussions at CABO and HRO.

**FISCAL IMPACT** The cost for the online self-assessment tool and the three online training sessions is \$2,000 per program, up to a maximum of \$50,000 annually. The cost is included in the operating budget.

**BACKGROUND:** AORMA Member Services, Loss Control and Training Committee (MSLCTC) and AORMA Committee have been working with Praesidium to design a comprehensive risk management program for campus and auxiliary activities involving minors. Praesidium has proposed a one-year contract with the following deliverables:

1. Online Self-Assessment Tool – The self-assessment tool allows each youth program to identify areas in which abuse may occur and provides a customized action plan based on the youth program’s strengths and weaknesses. Sample policies and procedures are then provided for use by the youth program director and staff.
2. Armatus Online Training – The corresponding training provides youth programs’ staff with the training they need to prevent abuse, recognize the warning signs, and how to intervene and report abuse.

After much discussion, the MSLCTC and AORMA Committee felt that this contract needs to be negotiated at the campus level. There may need to be some type of campus mandate in order for the contract to be successful. The time involved in gathering the information necessary to complete the self-assessment is significant. The Praesidium contract is expensive and without campus support, the committees felt it would not get utilized as actively as it should in order to make it cost-effective. Also, the youth programs may involve both campus and auxiliary staff and therefore collaboration is essential.

**PUBLICATION:** None

**ATTACHMENT:**

- a. Praesidium’s “Minors on Campus” proposal, dated December 4, 2013.



Praesidium's "Minors on Campus"  
Risk Management Proposal  
Deliverables and Budget  
for The California State University  
**December 4, 2013**



# PRAESIDIUM'S MINORS ON CAMPUS RISK MANAGEMENT PROPOSAL

## DELIVERABLES

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

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

Armatus provides your employees and volunteers with the training they need to prevent someone in your care from abuse. They can also complete courses in mandated reporting and sexual harassment which meet or exceed all California state training requirements; bullying; employee screening and selection; blood borne pathogens; and incident investigation protocols -- even earning continuing education credits along the way. Armatus® comes with a robust data base that allows you to confirm in real time who has completed training as well as other useful user information such as criminal background check confirmations.

Praesidium also has the internal capability to design, program and produce on-line courses to meet the specific needs of CSU and maintains a national network of content experts in a wide array of subjects. **See Appendix 1 for a detailed description of Armatus and list of available courses.**

## BUDGET

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

## Appendix 1. Armatus™ Internet-Based Training

# **ARMATUS™ Fact Sheet**

## **Background and Development**

Developed by Praesidium, Inc., the national leader in abuse risk management

Based on two decades of research and experience in preventing abuse in organizations

Combines science and technology to deliver the most up-to-date and useful information

Representing almost two-million dollars in development costs

## **Description of Modules**

Scientifically based, field tested, educationally sound, self-paced, and demonstrated effective

Engage participants with video-clips, graphics, audio, and extensive interactivity

Ensure demonstration of content mastery by completion of quiz

Core modules introduce content essential to meet national due diligence safety standards

Modules for youth equip them with age-appropriate self-protection skills

Advanced modules introduce specialized content for administrators and support personnel

## **How Armatus Works**

Easy to use and convenient

Internet accessible anytime, from anywhere

Simply log on and follow the prompts

User completes a module, receives proof of completion

Administrators *automatically* receive notification of who has completed training

Administrators can access individual, location, and system-wide data

## **Cost**

A *fraction* of the cost of traditional workshops or seminars

May reduce insurance premiums and claims liability

## **ARMATUS™ Support Services (Included)**

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

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

## **ARMATUS™ Modules**

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

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

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

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## **CYBER RISK INSURABLE EXPOSURE PROJECT**

**ISSUE:** At the March meeting, the CSURMA Executive Committee delegated authority to retain an independent consultant to prepare a study report on the exposure of the University and auxiliary organizations from cyber risks. The report will be used to help define the type and amount of coverage needed by the CSURMA. The draft report is expected to be received by CSURMA counsel before today's meeting.

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

**FISCAL IMPACT:** The study project's cost is \$15,000 with up to \$2,500 for travel expenses.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

## **REVIEW OF 2014/2015 LONG RANGE ACTION PLAN**

**ISSUE:** The Executive Committee held a long range planning session on March 21, 2014. The planning session consisted of a review of the FY 2013/14 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 2014/15 and beyond. Based on the discussions during the planning session, Staff drafted the FY 2014/15 Long Range Action Plan summarizing goals to be accomplished in the next fiscal year for the Committee's review today.

**RECOMMENDATION:** The Executive Committee is asked to approve the draft FY 2014/15 Long Range Action Plan with modifications, if any.

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

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

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. 2014/15 Long Range Action Plan (draft)

## FY 2014/15 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
<b>LRP-1 CSURMA 101</b>				
<b>Develop ppt presentation on "An Introduction to CSURMA" for new CSU staff with objectives to (1) increase awareness of CSURMA, (2) explain Purpose, (3) describe Organizational Structure, and (4) affirm Value.</b>	1. Draft outline of presentation.	PA		
	2. Develop PowerPoint presentation.	PA		
	3. Review/edit ppt.	PA, SRM		
	4. Finalize ppt.	PA		
	5. Upload to CSURMA website.	PA		
<b>LRP-2 UNEMPLOYMENT INSURANCE</b>				
<b>Evaluate CSU's Unemployment Insurance claim trends and establish methods to improve results.</b>	1. Obtain and evaluate list of UI expenditures.	PA, SRM, Equifax		
	2. Identify UI claim trend.	PA, SRM, Equifax		
	3. Develop plan to mitigate UI claim costs.	PA, SRM, Equifax		
	4. Interview/negotiate terms with service provider, if any.	PA, SRM		
	5. Finalize service agreement and/or internal plan of action, as appropriate.	PA, SRM		
	6. Obtain necessary approvals from SRM, EC.	PA, SRM, EC		
	7. Engage service provider, if taken.	PA, CSURMA (R Eaton)		
<b>LRP-3 WORKERS' COMPENSATION CLAIMS</b>				
<b>Develop and implement plan to reduce WC claims liability, with specific goal to improve claims settlement and closure of very old claims.</b>	1. Obtain and evaluate list of open WC claims.	PA, Sedgwick		
	2. Establish priority list of WC claims to settle/close.	PA, WC Claims Consultant (J Graf)		
	3. Develop service specifications and cost estimates.	PA, SRM		
	4. Interview/negotiate terms with service provider.	PA, SRM		
	5. Finalize service agreement.	PA, SRM, OGC		
	6. Obtain necessary approvals from SRM, EC.	PA, SRM, EC		
	7. Engage service provider, if taken.	PA, CSURMA (R Eaton)		
<b>LRP-4 WORKERS' COMPENSATION REINSURANCE</b>				
<b>Re-evaluate Primary Workers'</b>	1. Review WC funding requirements and actuary's recommendations.	PA		
	2. Develop coverage specification and proposed rating structure.	PA		

## FY 2014/15 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
<b>Compensation Reinsurance as a vehicle to mitigate CSU's cost of WC claims funding.</b>	3. Market plan to underwriters.	PA		
	4. Obtain and evaluate carrier quotes.	PA		
	5. Draft coverage plan summary and rates.	PA		
	6. Obtain necessary approvals from SRM, EC.	PA, SRM, EC		
	7. Effective date of reinsurance, if taken.	Reinsurer		
<b>LRP-5 OCIP RENEWAL</b>				
<b>Develop process and establish timeline to renew the Owner-controlled Insurance Program covering CSU's capital construction projects.</b>	1. Obtain list of major capital projects scheduled to start construction in the next three fiscal period beginning FY 2014/15.	PA, CPDC		
	2. Develop coverage specification and proposed rating structure.	PA, CPDC		
	3. Develop target rating structure.	PA		
	4. Market plan to underwriters.	PA		
	5. Obtain and evaluate carrier quotes.	PA, CPDC		
	6. Draft coverage plan summary and rates.	PA		
	7. Obtain necessary approvals from CPDC, SRM, EC.	PA, CPDC, SRM, EC		
	8. Roll out to CSURMA Members.	PA, CPDC		
<b>LRP-6 UNMANNED AERIAL VEHICLES (UAVs, Drones)</b>				
<b>Develop and implement coverage plan to cover CSU's liability arising from ownership and operation of UAVs (drones) used for research activities.</b>	1. Research ownership, operation and usage of UAVs within CSU.	PA		
	2. Research liability issues inherent in the ownership and operation of UAVs.	PA		
	3. Research insurance availability to cover owned and non-owned aviation risks in the ownership and operation of UAVs.	PA		
	4. Draft proposed modification to the Liability MOC to include coverage for UAVs.	PA		
	5. Determine cost to insure or self-insure liability of UAVs	PA		
	6. Present recommendations to EC.	PA, EC		
	7. Present recommendations to BOD.	PA, EC, BOD		
	8. Roll out to campuses.	PA		
<b>LRP-7 STUDENT PLACEMENT AGREEMENTS</b>				
<b>Re-examine internship agreements, develop contractual</b>	1. Research existing placement agreements for student internships, particularly in Teaching, Nursing/Allied Health, and Service Learning programs.	PA, SRM		
	2. Draft model standards that protects the Student, the Campus and the Affiliate Institution.	PA, SRM		

## FY 2014/15 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
<b>standards, draft model agreement.</b>	3. Review and edit as necessary the draft model standards with the Office of General Counsel, Systemwide Risk Management, and Academic Affairs, particularly with the department chairs who require internships and experiential learning experience.	PA, SRM, OGC, Academic Affairs and/or Dept Chairs		
	4. Review and edit as necessary the draft model standards with key Affiliate Institutions.	PA, SRM, Key Affiliates		
	5. Review and edit as necessary the draft model standards with key underwriters.	PA, Underwriters		
	6. Finalize draft model internship agreements.	PA, SRM, OGC		
	7. Roll out to campuses.	PA, SRM		

**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

## **OVERVIEW OF INVESTMENT UPDATE**

**ISSUE:** The Executive Committee has a practice of annually reviewing the CSURMA Investment Policy and receiving a report on the funds' performance from the investment advisors. Representatives from TCW and Graystone will present the current investment strategy and benchmarks of the CSURMA Fixed Income Portfolio.

Since the inception of the CSURMA Fixed Income portfolio, Financing and Treasury staff has monitored the performance and policy compliance of the portfolio. In addition, Graystone monitors TCW and the performance of the portfolio, notifying Financing and Treasury staff of any important developments. Financing and Treasury staff meets periodically with TCW to review the portfolio performance and to discuss possible adjustments to the portfolio composition and/or any investment policy adjustments that may be needed. On a daily basis, Financing and Treasury also receives a portfolio compliance notice from Clearwater, our portfolio reporting system. Any out of compliance items are immediately reviewed, and if necessary discussed with TCW, with a recommended action plan regarding the position.

**RECOMMENDATION:** None at this time.

**FISCAL IMPACT:** None at this time.

**BACKGROUND:** The Auxiliary Investment Program was created in July 2007 to provide a menu of investment options for endowments and auxiliaries. The program is run through the CSU Institute and is managed by Graystone, an investment consulting arm of Morgan Stanley Smith Barney, which made initial recommendations on the investment options and continues to monitor the investment options, with the goal of making recommendations to remove, add, or replace investment options as needed. Graystone earns a platform fee (10 basis points) based on the amount of assets under the AIP and each investment option under the menu charges its own fee.

In early 2008, the CSURMA Executive Committee authorized the investment of just over \$100 million of CSURMA funds into a special fixed income portfolio within the AIP created just for CSURMA, per Resolution No. 01-08EC, in order to allow CSURMA to earn a higher return on funds that would not be needed immediately.

Graystone conducted a search for possible investment managers of this new, special fixed income portfolio for CSURMA and recommended Metropolitan West Asset Management, since acquired by The TCW Group, Inc. (TCW). Graystone had also negotiated a reduced investment fee (originally 22.5 basis points, since reduced to 18 basis points), settled on an appropriate, longer duration benchmark, and made recommendations on investment policy parameters for the new portfolio. Graystone presented its recommendations and findings to the CABO Investment Committee in March 2008 and the CABO Investment Committee approved Graystone's recommendation. Chancellor's Office staff (Financing and Treasury, CSURMA Accounting and the CSURMA Treasurer) worked with Graystone and TCW on documenting the transaction, and on April 1, 2008, approximately \$102 million was moved into the new portfolio.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. Quarterly Investment Report Ending March 31, 2014 (Hand Out)
- b. CSURMA Investment Policy

**CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT  
AUTHORITY (CSURMA)**

**MASTER INVESTMENT POLICY**

**August 23, 2013**

**I. PURPOSE**

The purpose of this master investment policy (MIP), and each of CSURMA's other investment policies (collectively with the MIP, the "Policies"), is to provide a framework for the management of CSURMA assets. The Policies outline objectives, benchmarks, restrictions and responsibilities so that the Executive Committee of CSURMA (EC), officers, staff, consultants, investment managers, members and beneficiaries, and all CSURMA stakeholders clearly understand the objectives and policies of CSURMA's investment program.

The Policies set forth the guidelines which the EC deems to be appropriate and prudent in consideration of the needs of and the legal requirements applicable to CSURMA's investment program. The Policies provide criteria against which investment results will be measured and serve as a review document to guide ongoing operations and oversight. The Policies also are intended to ensure that the EC is fulfilling its fiduciary responsibilities in the management of CSURMA investments.

The EC intends for the Policies to be dynamic documents and will review them from time to time. Policies will be modified periodically to reflect the changing nature of CSURMA's assets and investment programs, organizational objectives, and economic conditions.

In addition, within this MIP, the EC has delegated to the Treasurer of CSURMA (Treasurer) certain authorities that pertain to the ongoing management and administration of CSURMA assets and various investment programs.

**II. STRATEGIC OBJECTIVES**

The overall objective of the CSURMA investment program is to provide its stakeholders with an appropriate risk-adjusted return on assets available for investment. Because the primary source of CSURMA funding derives from the operations of the California State University (CSU) and because CSURMA has the authority to invest funds pursuant to California Government Code 6509.5, the EC has determined that CSURMA funds should be invested in a manner that draws from both the investment policy of the CSU, specifically, the sections labeled "Investment Policy Statement" and "Investment Authority" of the California State University Investment Policy (Attachment A), which are incorporated by reference into this MIP, as well as California Government Code 6509.5, specifically Section 53601.

Consistent with the California State University Investment Policy, when CSURMA Funds are invested, the primary objective shall be to safeguard the principal, the secondary objective shall be to meet liquidity needs, and the third objective shall be to provide an acceptable risk-adjusted return.

The EC also has the following objectives with respect to funds available for investment:

1. To ensure that CSURMA has, at all times, sufficient funds available to meet immediate liquidity needs.
2. To allow for the investment of funds not immediately needed for liquidity over a longer time horizon with the goal of providing the opportunity for greater risk-adjusted return.
3. To make periodic loans to CSU campuses or auxiliaries to mitigate potentially higher claims liability associated with certain situations.

### **III. INVESTMENT PORTFOLIOS**

Based on the investment objectives, the EC has determined that CSURMA assets should be invested in three portfolios, each with its own investment policy. The three portfolios, along with target ranges are as follows:

<u>Portfolio</u>	<u>Target Range</u>
CSU Systemwide Investment Fund Trust (SWIFT)	25-33%
Fixed Income Portfolio (FIP)	67-75%
Loan Portfolio (to be included within the SWIFT allocation)	0-15%

The SWIFT Investment Policy is attached as Attachment B

The FIP Investment Policy is attached as Attachment C

The Loan Portfolio Policy, titled “Member Loans Policy and Procedure No. 10”, is attached as Attachment D

The EC recognizes that the SWIFT Portfolio and the SWIFT Investment Policy are under the control of the CSU and are not under the EC’s ability to modify.

### **IV. RESPONSIBILITIES**

A. The EC’s responsibilities include, but are not limited to:

1. Acting as the investment committee for CSURMA.
2. Developing and adopting policies to achieve CSURMA’s strategic objectives.
3. Reviewing policy recommendations made by the Treasurer and staff.
4. Periodically reviewing and amending the Policies, as appropriate.

B. The Treasurer’s responsibilities include, but are not limited to:

1. Recommending policies for EC consideration.
2. Reviewing policy recommendations made by staff, investment consultants, and/or investment managers.

3. Periodically reviewing the Policies and recommending revisions, as appropriate.
4. Overseeing the engagement of CSU staff (to serve as CSURMA staff), investment consultants, investment managers, and other appropriate specialists.
5. Monitoring the portfolios' investments, risks, and performance.
6. Periodically, but at least annually, reporting to the EC on the portfolios' investments, risks, and performance.

The Treasurer may delegate responsibilities, as appropriate, to the Senior Director of Financing and Treasury of the CSU (Senior Director) in his/her capacity as staff to CSURMA.

Approved by the EC:  
Approved by he BOD:

September 13, 2013  
November 6, 2013

## **The California State University Investment Policy**

The following investment guidelines have been developed for CSU campuses to use when investing funds.

### **Investment Policy Statement**

The objective of the investment policy of the California State University (CSU) is to obtain the best possible return commensurate with the degree of risk that the CSU is willing to assume in obtaining such return. The Board of Trustees desires to provide to each campus president the greatest possible flexibility to maximize investment opportunities. However, as agents of the trustees, campus presidents must recognize the fiduciary responsibility of the trustees to conserve and protect the assets of the portfolios, and by prudent management prevent exposure to undue and unnecessary risk.

When investing campus funds, the primary objective of the campus shall be to safeguard the principal. The secondary objective shall be to meet the liquidity needs of the campus. The third objective shall be to return an acceptable yield.

### **Investment Authority**

The California State University may invest monies held in local trust accounts under Education Code Sections 89721 and 89724 in any of the securities authorized by Government Code Sections 16330 and 16430 and Education Code Section 89724 listed in Section A, subject to limitations described in Section B.

A. State Treasury investment options include:

- Surplus Money Investment Fund (SMIF)
- Local Agency Investment Fund (LAIF)
- State Agency Investment Fund (SAIF)

Eligible securities for investment outside the State Treasury, as authorized by Government Code Section 16430 and Education Code Section 89724, include:

- Bonds, notes or obligations with principal and interest secured by the full faith and credit of the United States;
- Bonds, notes or obligations with principal and interest guaranteed by a federal agency of the United States;
- Bonds or warrants of any county, city, water district, utility district or school district;

- California State bonds, notes, or warrants, or bonds, notes, or warrants, with principal and interest guaranteed by the full faith and credit of the State of California;
  - Various debt instruments issued by: (1) federal land banks, (2) Central Bank for Cooperatives, (3) Federal Home Loan Bank Bd., (4) Federal National Mortgage Association, (5) Federal Home Loan Mortgage Corporation, and (6) Tennessee Valley Authority;
  - Commercial paper exhibiting the following qualities: (1) “prime” rated, (2) less than 180 days maturity, (3) issued by a U.S. corporation with assets exceeding \$500,000,000, (4) approved by the PMIB. Investments must not exceed 10 percent of corporation’s outstanding paper, and total investments in commercial paper cannot exceed 30 percent of an investment pool;
  - Bankers’ acceptances eligible for purchase by the Federal Reserve System;
  - Certificates of deposit (insured by FDIC, FSLIC or appropriately collateralized);
  - Investment certificates or withdrawal shares in federal or state credit unions that are doing business in California and that have their accounts insured by the National Credit Union Administration;
  - Loans and obligations guaranteed by the United States Small Business Administration or the United States Farmers Home Administration;
  - Student loan notes insured by the Guaranteed Student Loan Program;
  - Debt issued, assumed, or guaranteed by the Inter-American Development Bank, Asian Development Bank or Puerto Rican Development Bank;
  - Bonds, notes or debentures issued by U.S. corporations rated within the top three ratings of a nationally recognized rating service;
- B. In addition to the restrictions established in Government Code Section 16430, the CSU restricts the use of leverage in campus investment portfolios by limiting reverse repurchase agreements used to buy securities to no more than 20 percent of a portfolio.

Furthermore, the CSU:

- Prohibits securities purchased with the proceeds of a reverse repurchase from being used as collateral for another reverse repurchase while the original reverse repurchase is outstanding;
- Limits the maturity of each repurchase agreement to the maturity of any securities purchased with the proceeds of the repurchase (but in any event not more than one year) and;
- Limits reverse repurchase agreements to unencumbered securities already held in the portfolio.

### **Investment Reporting Requirements**

- A. Annually, the Chancellor will provide to the Board of Trustees a written statement of investment policy in addition to a report containing a detailed description of the investment securities held by all CSU campuses and the Chancellor's Office, including market values.
- B. Each campus will provide no less than quarterly to the Chancellor a report containing a detailed description of the campus's investment securities, including market values. A written statement of investment policy will also be provided if it was modified since the prior submission. These quarterly reports are required:
  - to be submitted to the Chancellor within 30 days of the quarter's end
  - to contain a statement with respect to compliance with the written statement of investment policy; and
  - to be made available to taxpayers upon request for a nominal charge.

(Approved by the CSU Board of Trustees in January, 1997 and as amended in September, 2011)

**Investment Policy for California State University Systemwide Investment Fund  
Trust (SWIFT)  
REVISED March 14, 2008**

The California State University Systemwide Investment Fund Trust (CSU SWIFT) has been created to facilitate the centralization of the investment management function on behalf of the California State University (CSU) System and its campuses, departments, auxiliaries, foundations, and other related entities. The following investment guidelines have been developed for management of the CSU SWIFT.

***Statement of Investment Policy and Guidelines***

When investing campus funds, the primary objective of the investment managers shall be to safeguard the principal. The secondary objective shall be to meet the liquidity need of the campus. The third objective shall be to return an acceptable yield.

The objective of the investment policy is to obtain the best possible return commensurate with the degree of risk that the CSU is willing to assume in obtaining such return.

***Adherence to Policy Guidelines***

CSU SWIFT assets are to be managed in accordance with the policy guidelines expressed herein, or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this policy document must be signed by the chair of the Investment Committee.

***Discretionary Authority***

The investment managers are expected to exercise complete investment discretion within the boundaries of the restrictions outlined in this Statement of Investment Policy and Guidelines. Such discretion includes decisions to buy, hold, or sell fixed income securities (including cash equivalents) in amounts and proportions reflective of the managers' current investment strategy.

***Communication***

The Committee encourages, and the investment managers are responsible for, frequent and open communication with the Committee on all significant matters pertaining to the investment of the assets for the SWIFT. These communications should generally be addressed to the Office of the Vice Chancellor, Business & Finance. In this manner, the Committee expects to be advised of any major changes in investment outlook, investment strategy, portfolio structure, or market value of the assets, and other substantive matters affecting the SWIFT. The Committee also expects to be informed of any significant

changes in the ownership, organizational structure, financial condition, or senior personnel staffing of the investment managers.

The Committee recognizes that the Statement of Investment Policy and Guidelines requires periodic examination and perhaps revision if it is to continue to serve as a working document to encourage effective investment management. Whenever the investment manager believes this Statement should be altered, it is the responsibility of the managers to initiate written communication to the Committee.

### ***Benchmark***

Returns of the portfolio will be measured against the Merrill Lynch 0-3 Year U.S. Treasury Index (G1QA).

### ***Investment Authority***

The CSU SWIFT may invest in any of the securities authorized by government Code Section 16430 listed in Section A and Code Section 53601.

Securities eligible for investment include;

- Bonds, notes or obligations with principal and interest secured by the full faith and credit of the United States; (no limitations)
- Bonds, notes or obligations with principal and interest guaranteed by a federal agency of the United States; (no limitations)
- Bonds or warrants of any county, city, water district, utility district or school district of the state of California; No issuer with a rating below A-/A3 is allowed; (no one issuer to exceed 5% of the portfolio)
- California State bonds or bonds with principal and interest guaranteed by the full faith and credit of the State of California; (no one issue to exceed 5%); (not to exceed 25% of portfolio)
- Obligations of the campus members authorized by California Education Code Section 89760(a).
- Various debt instruments issued by: (1) Federal Land Banks (FFCB), (2) Central Bank for Cooperatives, (3) Federal Home Loan Bank (FHLB), (4) Federal National Mortgage Association (FNMA), (5) Federal Home Loan Mtg. Corp. (FHLMC), and (6) Tennessee Valley Authority (TVA); (no one issuer to exceed 25% of the portfolio)
- Mortgage Pass-Through Securities issued by GNMA, FNMA and FHLMC; (not to exceed 20% of the portfolio)
- Collateralized Mortgage Obligations issued by GNMA, FNMA and FHLMC which at time of purchase pass the FFIEC test; (not to exceed 20% of the portfolio)

- Asset Backed Securities which are rated Aaa by Moody's, AAA by Standard and Poor's, or AAA by Fitch with no rating below the top investment rating. Issuer will be rated at least single A; (no one issuer to exceed 5% of the portfolio); (not to exceed 20% of the portfolio)
- Commercial paper exhibiting the following qualities: (1) "prime" rated, (2) less than 180 days maturity, (3) issued by a U.S. corporation with assets exceeding \$500,000,000. Investments must not exceed 10 percent of corporation's outstanding paper, and total investments in commercial paper cannot exceed 30% of an investment pool. Notwithstanding the above, no one issuer to exceed 5% of the portfolio. In addition, A-2/P-2/F-2 commercial paper will be limited to no more than 10% of the portfolio and limited in maturity to 14 days. No purchase will be made of paper rated below A-2/P-2/F-2; (not to exceed 30% of portfolio)
- Banker's acceptances eligible for purchases by the Federal Reserve System; Issuer's will be rated A-1/P-1 or F-1 with no rating below that level; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)
- Certificates of deposit (insured by FDIC, or appropriately collateralized); (not to exceed FDIC insurance limits)
- Investment certificates or withdrawal shares in federal or state credit unions that are doing business in California and that have their accounts insured by the National Credit Union Administration; (not to exceed NCUA insurance limits)
- Negotiable certificates of deposit and bank notes which are rated A-1/P-1 or F-1 if short-term or A- by S&P, A3 by Moody's or A- by Fitch in both cases with no rating below those levels; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)
- Loans and obligations guaranteed by the United States Small Business Administration or the United States Farmers Home Administration; (no limitations)
- Student Loan Notes insured by the Guaranteed Student Loan Program; (no limitations)
- Debt issued, assumed, or guaranteed by the Inter-American Development Bank or Puerto Rican Development Bank; (no limitations)
- Bonds, notes or debentures (including medium-term notes) issued by U.S. Corporations rated within the top three ratings of a nationally recognized rating service. No issuer with a rating below A3/A- is allowed; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)
- Repurchase Agreements. Repurchase agreements with banks and dealers with which the CSU System, or its agents on its behalf, has entered into a master repurchase contract which specifies terms and conditions or repurchase agreements, and are fully collateralized by delivery to an independent third party custodian for the CSU's System's account or to the CSU's custodian. In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, only those marketable securities eligible for investment by the

CSU System are permitted as collateral. Treasuries, Agencies and eligible money market instruments will be collateralized at 102%. Corporates and other eligible collateral will be collateralized at 105%. Repurchase Agreements will be conducted exclusively with primary dealers. Repurchase Agreements may not exceed 90 days.

- Reverse Repurchase Agreements. The CSU limits reverse repurchase agreements to unencumbered securities already held in the portfolio. The CSU prohibits securities purchased with the proceeds of a reverse repurchase agreement from being used as collateral for another reverse repurchase while the original reverse repurchase is outstanding. Securities subject to a reverse repurchase agreement must have been owned a minimum of 30 days before being delivered in a reverse repurchase agreement. The total of all securities sold on reverse repurchase agreements will not exceed 20% of the market value of the portfolio. Reverse repurchase agreement will not exceed 92 days.

- Money Market Mutual Funds. Money market mutual funds registered with the Securities and Exchange Commission and rated AAA/Aaa by no less than two NRSROs.

- 144A Securities. 144A securities are allowed to be purchased and held in the portfolio; (not to exceed 20% of the portfolio).

### ***Duration Guidelines***

The maximum maturity of any security will be 5 years.

The maximum average duration of the portfolio will be 2 years.

For issues that trade to a weighted-average-life (WAL), the WAL will be used as the effective maturity for duration measurement and for maximum maturity constraints.

For issuers with variable interest rates, the reset date will be used as the effective maturity for duration measurement purposes and the legal final maturity date will be used for maximum maturity constraints.

All maturity and duration constraints are measured from trade date.

### ***Concentration/Diversification Guidelines***

All concentration guidelines are measured at the time of purchase with the exception of commercial paper which must be less than 30% at all times.

#### Concentration Limitations:

<u>Security Type</u>	<u>Issuer</u>	<u>Sector</u>
Obligations backed by the full faith and credit of the U.S Government	100%	100%
Obligations guaranteed by a federal agency of the U.S. Government	100%	100%
California Municipal Obligations	5%	100%
Obligations of the State of California	5%	25%

<u>Security Type</u>	<u>Issuer</u>	<u>Sector</u>
Obligations of campus members authorized under Code Section 89760a	100%	100%
Government-Sponsored Entities (FFCB, FHLB, FNMA, FHLMC, TVA)	25%	100%
Mortgage Pass-Through Securities issued by GNMA, FNMA FHLMC*	20%	20%
Collateralized Mortgage Obligations issued by GNMA, FNMA, FHLMC*	20%	20%
Asset-Backed Securities*	5%	20%
Commercial Paper	5%	30%
Banker's Acceptances	5%	30%
Certificate's of Deposit (insured by FDIC or properly collateralized)	\$100k	100%
Investment Cert. in federal or state credit unions (insured by NCUA)	\$100k	100%
Negotiable Certificates of Deposit	5%	30%
Obligations of the SBA or FHA	100%	100%
Student Loan Notes insured by the Guaranteed Student Loan Program	100%	100%
Obligations guaranteed by the Inter-Amer. Dev. Bank or Puerto Rico Dev.	100%	100%
Corporate Obligations	5%	30%
Repurchase Agreements	5%	100%
Reverse Repurchase Agreements	5%	20%
Money Market Funds	10%	20%

\* Mortgage Pass-Through Securities, Collateralized Mortgage Obligations and Asset-Backed Securites may not exceed 20% of the portfolio in aggregate.

For ABS issuers, securities issued by the same originator with different collateral types will not be aggregated at the issuer level for concentration measurement purposes.

### ***Reporting***

The Committee expects the Custody Bank to provide access to daily reports of the SWIFT via its online portal to CSU Office of the Chancellor staff, the respective investment managers, and other members of the Investment Committee as directed. Additionally, monthly reports will be provided by the Custody Bank highlighting the respective portfolios of each investment manager and the aggregate portfolio. These reports will include portfolio activity, market valuations, sector metrics, affirmation of compliance, and performance relative to agreed upon benchmarks. If a meeting is scheduled with the Committee, the reports should be received at least one week in advance of the meeting date.

### ***Compliance with Prudence and Diversification Measures***

As fiduciary, the investment managers are expected to diversify the portfolio to preserve the principal of the SWIFT assets. If diversification is deemed not to be prudent, the manager must communicate this decision to the Chair of the Investment Committee immediately. The manager is expected to invest the SWIFT assets with ease, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with such aims.

All restrictions, minimum ratings requirements and diversification limitations pertain to the account at the time of purchase. In the event of a downgrade of any security to a level where the new rating would not comply with the minimum rating for new purchases of a similar asset, or a limitation being breached due to a change in portfolio size, the Investment Manager shall notify CSU.

### ***Evaluation and Review***

The objective of the evaluation and review process is to monitor the progress of the SWIFT assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Investment Committee. Particular attention will be directed toward determining whether:

- \* the funds are achieving their stated objectives,
- \* the investment managers are adhering to the guidelines set forth herein,
- \* the investment managers are adhering to its stated philosophy and style,
- \* the overall policies and objectives continue to be appropriate, reasonable and achievable.

**Investment Policy for the California State University Risk Management Authority  
Fixed Income Portfolio  
August 23, 2013**

***The Organization***

The California State University Risk Management Authority (CSURMA) is an association of the California State University (CSU) and auxiliary organizations joined to protect member resources by providing broad coverage and quality risk management services that stabilize risk cost in a reliable, economical and beneficial manner.

***History***

The Chancellor's Office staff and representatives of auxiliary organizations within the CSU have developed a systematic approach to managing risk exposures across CSU campuses.

On January 1, 1997, the CSURMA was formed by the CSU and those qualified auxiliary organizations of the CSU that opted to join with intentions to participate in the risk management programs to be offered by the CSURMA.

***Scope of This Investment Policy***

The assets governed by this investment policy statement are funds held for investment in the CSURMA Fixed Income Portfolio (FIP). In meeting the investment needs of the FIP, the general principles of modern portfolio theory will be followed. In doing so, the FIP will be constructed in a way that maximizes expected return for a given level of risk.

Cash flow requirements are not expected of the FIP being managed under this policy statement. However, in the event cash flow is required, it will be met on a total return basis. The following investment guidelines have been developed for management of the FIP.

***Statement of Investment Policy and Guidelines***

When investing CSURMA funds, the primary objective of the investment manager(s) (IM) for the FIP shall be to safeguard the principal. The secondary objective shall be to meet the liquidity needs of the CSURMA. The third objective shall be to return an acceptable yield.

The objective of the investment policy is to obtain the best possible return commensurate with the degree of risk that the CSURMA is willing to assume in obtaining such return.

***Delegation of Authority***

The Executive Committee of CSURMA (EC) is a fiduciary, and is responsible for

directing and monitoring the investment management of FIP assets. As such, the EC is authorized to delegate certain responsibilities to officers and/or staff of CSURMA, as well as professional experts in various fields. These include, but are not limited to:

1. **Treasurer of the CSURMA.** The Treasurer of CSURMA (Treasurer) is responsible for the ongoing general management of the FIP. The Treasurer may delegate, as appropriate, authority contained in this policy statement to the Senior Director, Financing and Treasury of the CSU. Duties include, but are not limited to, the following:
  - Selection and retention of outside IM as the investment policy dictates. *The Treasurer acts with the EC's authority in all matters relating to IM selection.*
  - Review performance of the FIP to stated objectives. Review and monitor performance of the IM.
  - Determine if overall policies and objectives continue to be appropriate and reasonable and make recommendations to the EC as necessary.
2. **Investment Consultant.** The consultant acts as a discretionary advisor to the Treasurer and may assist the Treasurer in: establishing investment policy, objectives, and guidelines; selecting IMs; reviewing such IMs over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
3. **Investment Manager (IM).** The IM has discretion to purchase, sell, or hold the specific securities that will be used to meet the FIP's investment objectives.
4. **Custodian.** The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the FIP, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the FIP accounts.
5. **Additional specialists.** Additional specialists such as attorneys, auditors, actuaries, trust administrators, and others may be employed by the Treasurer to assist in meeting his/her responsibilities and obligations to administer FIP assets prudently.

The Treasurer will not reserve any control over the day-to-day investment decisions. The IM will be held responsible and accountable to achieve the objectives stated in this policy statement. While it is not believed that the limitations in this policy statement will hamper the IM, the IM should request modifications to this policy statement that they deem appropriate. All expenses for experts must be customary and reasonable, and will be paid out of FIP assets and deducted before returns are calculated to meet objectives. Goals and objectives must be accomplished net of all expenses necessary to operate and manage the FIP assets.

### ***Adherence to Policy Guidelines***

CSURMA assets are to be managed in accordance with the policy guidelines expressed herein, or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this policy document must be signed by the Treasurer or his/her delegate.

### ***Discretionary Authority***

The IM is expected to exercise complete investment discretion within the boundaries of the restrictions outlined in this statement of investment policy. Such discretion includes decisions to buy, hold, or sell fixed income securities (including cash equivalents) in amounts and proportions reflective of the IM's current investment strategy.

### ***Communication***

The Treasurer encourages, and the IM is responsible for, frequent and open communication with the Treasurer and/or his/her delegate on all significant matters pertaining to the investment of the assets for the FIP. These communications should generally be addressed to the Treasurer. In this manner, the Treasurer and/or his/her delegate expects to be advised of any major changes in investment outlook, investment strategy, portfolio structure, or market value of the assets, and other substantive matters affecting the FIP. The Treasurer and/or his/her delegate also expects to be informed of any significant changes in the ownership, organizational structure, financial condition, or senior personnel staffing of the IM and/or investment consultants.

The Treasurer recognizes that this statement of investment policy requires periodic examination and perhaps revision if it is to continue to serve as a working document to encourage effective investment management. Whenever the IM believes this statement of investment policy should be altered, it is the responsibility of the IM to initiate written communication to the Treasurer or his/her delegate.

### ***Benchmark***

The benchmark of the FIP shall be the Barclays Intermediate Government / Credit Bond Index.

### ***Rating***

In all instances, when the term "rating" is used, it denotes a specific rating and not a rating category.

### ***Quality***

1. The minimum quality should be "A-" or better by one nationally recognized statistical rating organization (NRSRO).

2. Highest rating of at least one NRSRO shall apply in the case of split rating
3. The weighted average quality of the portfolio should be AA or better.
4. Money Market Funds selected shall contain securities whose credit rating at purchase would be rated investment grade by Standard and Poors, Moody's, or Fitch.

### ***Investment Authority***

The FIP may invest in any of the securities authorized by Government Code Section 16430 or Government Code Section 53601. Securities eligible for investment include:

- Bonds, notes or obligations of the United States, or those with principal and interest secured by the full faith and credit of the United States; (no limitations)
- Bonds, notes or obligations with principal and interest guaranteed by a federal agency of the United States; (no limitations)
- Bonds or warrants of any county, city, water district, utility district or school district of the state of California; (no one issuer to exceed 5% of the portfolio)
- California State bonds, notes, or warrants, or those with principal and interest guaranteed by the full faith and credit of the State of California; (no one issue to exceed 5%); (not to exceed 25% of portfolio)
- Various debt instruments issued by: (1) Federal Land Banks (FFCB), (2) Central Bank for Cooperatives, (3) Federal Home Loan Bank (FHLB), (4) Federal National Mortgage Association (FNMA), (5) Federal Home Loan Mtg. Corp. (FHLMC), and (6) Tennessee Valley Authority (TVA); (no one issuer to exceed 25% of the portfolio)
- Mortgage Pass-Through Securities issued by GNMA, FNMA and FHLMC; (not to exceed 20% of the portfolio)
- Collateralized Mortgage Obligations issued by GNMA, FNMA and FHLMC which at time of purchase pass the FFIEC test; (not to exceed 20% of the portfolio)
- Asset Backed Securities up to a maximum maturity of five years that are rated at least Aa3 by Moody's, AA- by Standard and Poor's, or AA- by Fitch with no rating below that level. Issuer will be rated at least single A; (no one issuer to exceed 5% of the portfolio); (not to exceed 20% of the portfolio)
- Commercial paper exhibiting the following qualities: (1) "prime" rated, (2) less than 181 days maturity, (3) issued by a U.S. corporation with assets exceeding \$500,000,000. Investments must not exceed 10 percent of corporation's outstanding paper, and total investments in commercial paper cannot exceed 30% of an investment pool. Notwithstanding the above, no one issuer to exceed 5% of the portfolio. In addition, A-2/P-2/F-2 commercial paper will be limited to no more than 10% of the portfolio and limited in maturity to 14 days. No purchase will be made of paper rated below A-2/P-2/F-2; (not to exceed 30% of portfolio)
- Banker's acceptances eligible for purchases by the Federal Reserve System; Issuer's will be rated A-1, P-1, or F-1 with no rating below that level; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)

- Certificates of deposit (insured by FDIC, or appropriately collateralized); (not to exceed FDIC insurance limits)
- Investment certificates or withdrawal shares in federal or state credit unions that are doing business in California and that have their accounts insured by the National Credit Union Share Insurance Fund; (not to exceed NCUSIF insurance limits)
- Negotiable certificates of deposit and bank notes issued by FDIC insured banks that are rated A-1, P-1, or F-1 if short-term, or A- by S&P, A3 by Moody's, or A- by Fitch, in both cases with no rating below those levels; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)
- Loans and obligations guaranteed by the United States Small Business Administration or the United States Farmers Home Administration; (no limitations)
- Student Loan Notes insured by the Guaranteed Student Loan Program; (no limitations)
- Debt issued, assumed, or guaranteed by the Inter-American Development Bank or Government Development Bank for Puerto Rico; (no limitations)
- Bonds, notes or debentures with a maximum remaining maturity of five years or less issued by U.S. Corporations rated at least A by S&P, A2 by Moody's, or A by Fitch, with no rating below that level. (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)
- Repurchase Agreements. Repurchase agreements with banks and dealers with which the CSURMA, or its agents on its behalf, has entered into a master repurchase contract which specifies terms and conditions or repurchase agreements, and are fully collateralized by delivery to an independent third party custodian for the FIP's account or to the FIP's custodian. In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, only those marketable securities eligible for investment by the FIP are permitted as collateral. Treasuries, Agencies and eligible money market instruments will be collateralized at 102%. Corporates and other eligible collateral will be collateralized at 105%. Repurchase Agreements will be conducted exclusively with primary dealers. Repurchase Agreements may not exceed 90 days.
- Reverse Repurchase Agreements. The FIP limits reverse repurchase agreements to unencumbered securities already held in the portfolio. The FIP prohibits securities purchased with the proceeds of a reverse repurchase agreement from being used as collateral for another reverse repurchase while the original reverse repurchase is outstanding. Securities subject to a reverse repurchase agreement must have been owned a minimum of 30 days before being delivered in a reverse repurchase agreement. The total of all securities sold on reverse repurchase agreements will not exceed 20% of the market value of the portfolio. Reverse repurchase agreement will not exceed 92 days.
- Money Market Mutual Funds. Money market mutual funds registered with the Securities and Exchange Commission and rated AAA/Aaa by no less than two NRSROs.
- 144A Securities. 144A securities are allowed to be purchased and held in the portfolio; (not to exceed 20% of the portfolio).

### ***Duration Guidelines***

The duration of the portfolio will be targeted within -1 or +1 of the duration of the Lehman Brothers Intermediate Government / Credit Bond Index.

For issues that trade to a weighted-average-life (WAL), the WAL will be used as the effective maturity for duration measurement and for maximum maturity constraints.

For issuers with variable interest rates, the reset date will be used as the effective maturity for duration measurement purposes and the legal final maturity date will be used for maximum maturity constraints.

All maturity and duration constraints are measured from trade date.

### ***Concentration/Diversification Guidelines***

All concentration guidelines are measured at the time of purchase with the exception of commercial paper which must be less than 30% at all times.

Concentration Limitations:

<u>Security Type</u>	<u>Issuer</u>	<u>Sector</u>
Obligations backed by the full faith and credit of the U.S Government	100%	100%
Obligations guaranteed by a federal agency of the U.S. Government	100%	100%
California Municipal Obligations	5%	100%
Obligations of the State of California	5%	25%

<u>Security Type</u>	<u>Issuer</u>	<u>Sector</u>
Government-Sponsored Entities (FFCB, FHLB, FNMA, FHLMC, TVA)	25%	100%
Mortgage Pass-Through Securities issued by GNMA, FNMA FHLMC*	20%	20%
Collateralized Mortgage Obligations issued by GNMA, FNMA, FHLMC*	20%	20%
Asset-Backed Securities*	5%	20%
Commercial Paper	5%	30%
Banker's Acceptances	5%	30%
Certificates of Deposit (insured by FDIC or properly collateralized)	\$250k	100%
Share Certificates in federal or state credit unions (insured by NCUSIF)	\$250k	100%
Negotiable Certificates of Deposit	5%	30%
Obligations of the SBA or FHA	100%	100%
Student Loan Notes insured by the Guaranteed Student Loan Program	100%	100%
Obligations guaranteed by the Inter-Amer. Dev. Bank or Puerto Rico Dev.	100%	100%
Corporate Obligations	5%	30%

Repurchase Agreements	5%	100%
Reverse Repurchase Agreements	5%	20%
Money Market Funds	10%	20%

\* Mortgage Pass-Through Securities, Collateralized Mortgage Obligations and Asset-Backed Securities may not exceed 20% of the portfolio in aggregate.

For ABS issuers, securities issued by the same originator with different collateral types will not be aggregated at the issuer level for concentration measurement purposes.

### ***Reporting***

The Treasurer expects the Custodian to provide access to daily reports of the FIP via its online portal to CSU Office of the Chancellor staff, the IM, and other members of the EC as directed. Additionally, monthly reports will be provided by the Custodian for the FIP. These reports will include portfolio activity, market valuations, sector metrics, affirmation of compliance, and performance relative to agreed-upon benchmarks. If a meeting is scheduled with the Treasurer or his/her delegate, the reports should be received at least one week in advance of the meeting date.

The Investment Consultant shall furnish the Treasurer and/or his/her delegate with a quarterly account review detailing investment performance in addition to a listing of portfolio holdings within the FIP. The Investment Consultant shall also supply timely information concerning changes in the IM's investment philosophy, management strategy, or ownership and key personnel. In addition, the Investment Consultant must supply the Treasurer and/or his/her delegate with quarterly reports that provide information and analyses necessary for the EC to fulfill its fiduciary responsibility.

### ***Compliance with Prudence and Diversification Measures***

As fiduciary, the IM is expected to diversify the portfolio to preserve the principal of the FIP assets. If diversification is deemed not to be prudent, the IM must communicate this decision to the Treasurer or his/her delegate immediately. The IM is expected to invest the FIP assets with ease, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with such aims.

All restrictions, minimum ratings requirements and diversification limitations pertain to the account at the time of purchase. In the event of a downgrade of any security to a level where the new rating would not comply with the minimum rating for new purchases of a similar asset, or a limitation being breached due to a change in portfolio size, the IM shall notify the Treasurer, the Treasurer's delegate, and/or the Investment Consultant.

### ***Evaluation and Review***

The objective of the evaluation and review process is to monitor the progress of the FIP assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Treasurer and/or his/her delegate. Particular attention will be directed toward determining whether:

- \* the FIP is achieving its stated objectives,
- \* the IM is adhering to the guidelines set forth herein,
- \* the IM is adhering to its stated philosophy and style,
- \* the overall policies and objectives continue to be appropriate, reasonable and achievable.

**ADOPTED:** May 9 , 2013 (AMENDED)  
**EFFECTIVE:** JULY 1, 2013  
**SUBJECT:** MEMBER LOANS

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

**POLICY:**

It is the policy of CSURMA that, upon recommendation of the Treasurer, the Executive Committee may approve a CSURMA Member Loan (“Loan”) to a Campus or AORMA Member (“Member”) pursuant to the procedures described herein. No new Loan shall be granted without a determination that CSURMA has sufficient funds such that the proposed Loan would not impair CSURMA’s ongoing operations. Loans shall only be granted upon a finding by the Treasurer that the Member has exhausted alternative sources of funding and that a Loan is in the best interests of the University and is expected to mitigate financial and/or other risks.

**PROCEDURE:**

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

- 1. Amount Available for Loan** – The amount available for Loans shall not exceed 15% of the overall average cash and investment balance for the preceding 12 months. No new Loan shall be initiated by the Treasurer without determining that the proposed loan will fall within the 15% limit and that CSURMA will maintain adequate funds to cover its cash needs following the loan. In the interest of fairness, Loans to a single Member’s campus (inclusive of its associated AORMA member) shall not exceed 5% of the overall average cash and investment balance for the preceding 12 months.
- 2. Payment Period and Rate:** All loans must be repaid within 5 (five) years. All loans require amortization of principal and interest to be included in the loan repayment period. Upon maturity, members may reapply if continued financing is needed and at the approval of the Executive Committee.

Interest rate shall be at least equivalent to the investment income rate that CSURMA would have earned if the funds had instead been invested during the same calculation period.

- 3. Member Loan Request** – A member seeking a Loan shall submit to the Treasurer a written request describing the amount, purpose, proposed terms, repayment schedule and source of repayment for the requested Loan. The request shall describe what steps the Member has taken to secure alternate financing and why the Member is seeking a Loan from CSURMA. If a general obligation pledge is proposed, then that Member must also show adequate cash flow

from a specific funding source or adequate reserves to make the debt service payments during the term of the loan. The member must also state the financial and/or risk that will be mitigated as a result of the approval of this loan.

- 4. Treasurer's Review and Recommendation** - The Treasurer shall review the Loan request, evaluate if alternate financing instruments should be consider and seek approval from the Executive Vice Chancellor/CFO to make a determination. If a favorable determination is made, the Treasurer shall recommend to the Executive Committee the proposed Loan including the terms and conditions.
- 5. Executive Committee Action** – At duly noticed meeting, the Executive Committee shall take action on the Treasurer's recommendation. If the proposed Loan is to be approved, such approval shall be memorialized by directing the Treasurer to prepare the loan note for signature by CSURMA Chair, Secretary, Treasurer and borrowing member.
- 6. Administration of Member Loans** – The Treasurer shall direct CSURMA Accounting to transfer funds, calculate interest, collect repayment proceeds and prepare reports on the status of outstanding loans. Any failure to make timely payments or proposed change in terms or conditions shall be reported by the Treasurer to the Executive Committee for review and action at their next regularly scheduled meeting.

## **AORMA PROGRAMS UPDATE**

**ISSUE:** The AORMA Committee met earlier today and discussed the following items:

1. Alliant Risk Control Consulting Renewal Contract Proposal for FY 14/17
2. Employers Group Renewal Contract for FY 14/17
3. CSURMA AORMA Committee Election Results
4. Update of Excess Insurance Renewals and Approval of Binding Authority
5. Revisions to Policy and Procedure A-2 – AORMA Committee and Standing Committee Roles and Responsibilities
6. Revisions to Policy and Procedure UI-1 – Formula for Determining UIP Annual Contributions
7. 2013 Vendor Survey Results

The AORMA Chair will provide a verbal update for the Executive Committee of the decisions made at today's AORMA Committee meeting.

**RECOMMENDATION:** This item is for information only; no action by the Executive Committee is required.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. AORMA Committee TOC from its meeting on May 8, 2014.



**CSURMA AORMA COMMITTEE MEETING AGENDA**  
**“This is an Open Public Meeting”**

*In accordance with the requirements of the Bagley-Keene Open Meeting Act, notice of this meeting must be posted in 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 AORMA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.*

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

<b>Meeting Date:</b>	May 8, 2014	<b>Location:</b>	CSU Chancellor’s Office, Munitz Room 401 Golden Shore Long Beach, CA 90802
<b>Time:</b>	10:00 a.m.		

**Legend:**

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

**A. CALL TO ORDER**

**B. PUBLIC COMMENTS**

**C. CONSENT CALENDAR**

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

- |  |          |             |
|--|----------|-------------|
| <b>1. Approval of Agenda</b>                   | <b>A</b> | <i>p. 4</i> |
| <b>2. Approval of Minutes – March 20, 2014</b> | <b>A</b> | <i>p.5</i>  |

**D. CLOSED SESSION Pursuant to California Government Code Section 11126(e)(1) & 11126(f)(1)**

*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.*

1.	<b>SDSU Research Foundation - Immigrations and Customs Enforcement</b>		
2.	<b>Cahuilla Band of Indians v. SDSU Research Foundation</b>		
3.	<b>Arce v. CSUN ASI</b>		
4.	<b>Goodman v. CSUN University Corporation</b>		
5.	<b>Lujan v. CSULB Research Foundation</b>		
6.	<b>Doerr v. CPSU Pomona Foundation</b>		
7.	<b>SFSU University Corporation (Tanzania research project)</b>		
8.	<b>Medocino College Fund and the Charles and Margaret Dexter Charitable Remainder Unitrust claims against CSU Sonoma Academic Foundation</b>		
9.	<b>15 Injured Parties v. CSUC Research Foundation</b>		
10.	<b>Trapper v. CSULB ASI</b>		
11.	<b>Brown v. SDSU Research Foundation</b>		
E.	<b>STANDING COMMITTEE REPORTS</b>		
1.	<b>Programs Committee Report</b>	I	<i>p.26</i>
2.	<b>Member Services, Loss Control and Training Committee Report</b>	I	<i>p.29</i>
F.	<b>GENERAL ADMINISTRATION</b>		
1.	<b>Alliant Risk Control Consulting Renewal Contract Proposal for FY 14/17</b>	A	<i>p.32</i>
	<i>The Committee will be asked to review and approve the renewal contract for Alliant Risk Control Consulting</i>		
2.	<b>Employers Group Renewal Contract for FY 14/17</b>	A	<i>p.39</i>
	<i>The Committee will be asked to review and approve the renewal contract for the Employers Group</i>		
3.	<b>CSURMA AORMA Committee Election Results</b>	I	<i>p.64</i>
	<i>The Committee will receive the results of 2014 AORMA Committee elections.</i>		
4.	<b>Update of Excess Insurance Renewals and Approval of Binding Authority</b>	I	<i>p.65</i>
	<i>The Committee will receive a verbal report on the excess insurance renewals</i>		
5.	<b>Revisions to Policy and Procedure A-2 – AORMA Committee and Standing Committee Roles and Responsibilities</b>	A	<i>p.66</i>
	<i>The Committee will be asked to review and approve the revisions to Policy and Procedure A-2</i>		

- 6. **Revisions to Policy and Procedure UI-1 – Formula for Determining UIP Annual Contributions** A p.73  
*The Committee will be asked to review and approve the revisions to Policy and Procedure UI-1*
  
- 7. **2013 Vendor Survey Results** I p.79  
*The Committee will view the results for the 2013 Vendor Survey*
  
- G. **INFORMATION ITEMS**
  
- 1. CSURMA AORMA 2014 Meeting Calendar I p. 120
- 2. AORMA Long Range Action Plan I p.123
- 3. AORMA Service Calendar I p.130
- 4. CSURMA AORMA Program Administrator’s Contact Lists I p.139
- 5. AORMA Committee Members - Effective 7/1/14 I p.152
- 6. Policy & Procedure A-7 – CSURMA Travel Reimbursement Policy I p.155
  
- H. **ADJOURNMENT**

*The next meeting is scheduled for September 10 and 11, 2014 in Newport Beach, CA.*

**LITIGATION REPORT FROM THE OFFICE OF THE  
GENERAL COUNSEL**

**ISSUE:** Andrew Jones, Associate Vice-Chancellor and Deputy General Counsel, will be present at today's meeting to report on litigation activity of the CSU.

**RECOMMENDATION:** It is recommended that the Executive Committee review and discuss the information provided.

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

**BACKGROUND:** Most JPA's contract with outside counsel for general counsel and claims litigation services. CSURMA has been fortunate to benefit from the services of the CSU OGC.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

## **FITTING THE PIECES TOGETHER CONFERENCE 2015**

**ISSUE:** CSURMA sponsors the Fitting the Pieces risk management conference that is developed and delivered by the Chancellor's Office Systemwide Office of Risk Management. The historical schedule has been once every 18 months. The last conference was November 6-8, 2013, and the Chancellor's Office has begun work on a conference in Spring 2015 that would incorporate CSURMA's regular Board of Directors and Executive Committee meetings to minimize travel expenses and time commitments.

The tentative dates are Monday, April 27 through Wednesday, April 29, 2015 at the San Diego Sheraton Hotel & Marina. Staff will be present today to discuss the planning process.

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

**FISCAL IMPACT:** The cost of the conference is included in the proposed FY 14/15 CSURMA general fund budget.

**BACKGROUND:** None.

**PUBLICATION:** Once the dates and location are confirmed, they will be published to the CSURMA web site and also to the CSURMA mailing list in a "save the date" communication.

**ATTACHMENT(S):** None.

## **CSURMA ADMINISTRATIVE SERVICE CALENDAR**

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

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

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

**BACKGROUND:** None.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA Administrative Services Calendar

## CSURMA JPA ADMIN AND CAMPUS RISK POOL SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	STATUS
JANUARY 2014			
01/06/14	Statement of Facts – Roster of Public Agencies - file with State & County	Alliant Staff	Completed
01/10/14	Form 700 - mail to BOD and Committee members – return deadline 03/21/14	Alliant Staff	Completed
FEBRUARY 2014			
02/17/14	Reminder - Form 700s to Board and Alternate Member:	Alliant Staff	Completed
02/20/14	Send email to EC reminding of 03/20/14 meeting - Quorum	Alliant Staff	Completed
02/24/14	EC/EC LRP Agenda Prep meeting - agenda out 03/10/14	Alliant Staff	Completed
MARCH 2014			
03/01/14	Alliant begins contact with various contractors regarding renewal term:	Alliant Staff	Completed
03/03/14	EC/EC LRP - Agenda Prep meeting - agenda out 03/10/14	Alliant Staff	Completed
03/10/14	EC/EC LRP - Mail agendas for 03/20/14 meeting	Alliant Staff	Completed
03/20/14	Executive Committee Meeting		Completed
03/21/14	Executive Committee Long Range Planning Meeting		Completed
03/21/14	Form 700's - receive from Board Members and Alternate:	Alliant Staff	Completed
<b>03/20/14</b>	<b><i>Executive Committee Meeting - Agenda Items</i></b>		
	Quarterly Financials (as of 12/31) - submit for approval	Alliant Staff	Completed
	Quarterly Investment Reports (as of 12/31) - submit for approval	Alliant Staff	Completed
	Claims Auditor - evaluate and consider RFP (Liability odd years / WC even years)	Alliant Staff	Completed
	Service Provider Performance Evaluations - submit responses for review	Alliant Staff	Completed
	FY 2014/15 Budget - submit for review	Alliant Staff	Completed
	Appoint Campus Risk Pool Rating Plans Task Group every 3 years (2013, 2016, 2019)	Alliant Staff	Completed
	Annual review of data security policies	Alliant Staff	Completed
	Annual review of policies and procedures (Even & Odd Years)	Alliant Staff	Completed
	Appoint Nominating Committee	Alliant Staff	Completed
	Annual review of applicable ICSUAM policies	Alliant Staff	Completed
	Status of Form 700's to EC	Alliant Staff	Completed
APRIL 2014			
04/01/14	Form 700's - file with FPPC	Alliant Staff	Completed
04/09/14	Send email to BOD reminding of 05/09/14 meeting - quorum	Alliant Staff	Completed
04/14/14	EC & BOD Agenda Prep meeting - agenda out 04/29/14	Alliant Staff	Completed
04/15/14	Send annual renewal certificate spreadsheet to members - due 1 month	Alliant Staff	
04/21/14	EC & BOD Agenda Prep meeting - agenda out 04/29/14	Alliant Staff	Completed
04/29/14	EC & BOD Mail Agendas for 05/09/14 meeting	Alliant Staff	Completed
MAY 2014			
05/01/14	Send Inland Marine Permanent Collection to members for review	Alliant Staff	
05/09/14	Executive Committee Meeting		
05/09/14	Board of Directors Meeting		
05/15/14	Send Member Vehicle Schedule/APD Proposal for review	Alliant Staff	
<b>05/09/14</b>	<b><i>Executive Committee Meeting - Agenda Items</i></b>		
	Quarterly Financials (as of 03/31) - submit for approval	Alliant Staff	

## CSURMA JPA ADMIN AND CAMPUS RISK POOL SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	STATUS
	Quarterly Investment Reports (as of 03/31) - submit for approval	Alliant Staff	
	Liability and WC Program Deposits - review 2014 revision	Alliant Staff	
	Program Administration Contract - submit for approval (as needed)	Alliant Staff	
	Systemwide Risk Services Agreement	Risk Management	
	WC Claims Administration Contract - submit for approval (as needed)	Alliant Staff	
	Accounting Services MOU - submit for approval (as needed)	Risk Management	
	Legal Services MOU - submit for approval (as needed)	Risk Management	
	Conflict of Interest Code - submit for approval (even-numbered years)	Alliant Staff	Completed
	Insurance renewal delegation of authority	Alliant Staff	
	Liability Memorandum of Coverage FY 2014/15 - submit for approval	Alliant Staff	
	WC Memorandum of Coverage FY 2014/15 - submit for approval	Alliant Staff	
	Annual Budget - submit for approval	Alliant Staff	
	2014 Nominating Committee - select and nominate	Alliant Staff	
<b>05/09/14 Board of Directors Meeting - Agenda Items</b>			
	Annual Budget - submit for adoption	Alliant Staff	
	Campus Risk Pool Final Funding Approval	Alliant Staff	
	Elections to Board of Directors	Alliant Staff	
<b>JUNE 2014</b>			
06/01/14	Club Sports Program - Request census information for renewal	Alliant Staff	
06/15/14	Begin preparation of CAJPA Standards review (2014 and every 3 years thereafter)	Alliant Staff	
06/15/14	Finalize Member Vehicle Schedules / Bind APD Renewal	Alliant Staff	
06/25/14	Send certificates to Certificate Holders and Members	Alliant Staff	
<b>JULY 2014</b>			
07/01/14	Send renewal binders, invoices and summaries to members	Alliant Staff	
07/01/14	Financial audit prep with KPMG	Alliant Staff / RM	
07/10/14	Submit June 30th claim data to actuaries	Alliant Staff	
07/15/14	Final FY Payroll - request from Chancellor's Office	Alliant Staff	
07/21/14	Upon receipt of loss data begin semi-annual loss charts for RM meeting in October and to be sent to member	Alliant Staff	
07/31/14	Actuarial Study - receive draft and forward to RM	Alliant Staff	
<b>AUGUST 2014</b>			
08/11/14	Send email to EC reminding of 09/12/14 meeting - Quorum	Alliant Staff	
08/11/14	EC Agenda Prep meeting - agenda out 09/02/14	Alliant Staff	
08/18/14	EC Agenda Prep meeting - agenda out 09/02/14	Alliant Staff	
<b>SEPTEMBER 2014</b>			
09/01/14	Annual Report of Financial Transactions - start process	Alliant Staff / Accounting	
09/01/14	Stewardship Report	Alliant Staff	
09/02/14	EC Mail Agenda for 09/12/14 meeting	Alliant Staff	
09/12/14	Executive Committee Meeting		
09/11-13/14	CAJPA Fall Conference and Training Seminar		
09/24/14	Send email to EC and BOD reminding of 10/24/14 meeting - Quorum	Alliant Staff	
09/30/14	EC and BOD Agenda Prep meeting - agenda out 10/13/14	Alliant Staff	

## CSURMA JPA ADMIN AND CAMPUS RISK POOL SERVICE CALENDAR

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	STATUS
<b>09/12/14</b>	<b>Exeuctive Committee Meeting - Agenda Items</b>		
	Quarterly Financials (as of 06/30) - submit for approval	Alliant Staff	
	Quarterly Investment Reports (as of 06/30) - submit for approval	Alliant Staff	
	Review Financial Audit or DRAFT	Alliant Staff/Accounting	
	Review and approve actuarial studies	Alliant Staff	
	Campus Risk Pool Rates	Alliant Staff	
	Investment Policy	Alliant Staff	
<b>OCTOBER 2014</b>			
10/01/14	Annual Report of Financial Transactions - File	Alliant Staff / Accounting	
10/07/14	EC and BOD Agenda Prep meeting - agenda out 10/13/14	Alliant Staff	
10/13/14	EC and BOD Mail Agenda for 10/24/14 meeting	Alliant Staff	
10/24/14	Executive Committee Meeting		
10/24/14	Board of Directors Meeting		
<b>10/24/14</b>	<b>Exeuctive Committee Meeting - Agenda Items</b>		
	Quarterly Financials (as of 09/30) - submit for approval	Alliant Staff	
	Quarterly Investment Reports (as of 09/30) - submit for approval	Alliant Staff	
	Financial Audit - review draft submission	Alliant Staff/Accounting	
	2015 Meeting Calendar - submit for approval	Alliant Staff	
	2015 Service Calendar - submit for approval	Alliant Staff	
	Student Travel Accident Insurance Renewal	Alliant Staff	
	Claims Administration Audit (GL Odd years, WC even years) - submit for approva	Alliant Staff	
<b>10/24/14</b>	<b>Board of Directors Meeting - Agenda Items</b>		
	Quarterly Financials (as of 06/30 and 09/30) - submit for adoption	Alliant Staff	
	Quarterly Investment Reports (as of 06/30 and 09/30) - submit for adoption	Alliant Staff	
	Financial Audit - submit for adoption	Alliant Staff/Accounting	
	2015 Meeting Calendar - submit for adoption	Alliant Staff	
	2015 Service Calendar - submit for adoption	Alliant Staff	
	CAJPA review report (2014 and every 3 years thereafter)	Alliant Staff	
<b>NOVEMBER 2014</b>			
11/04/14	EC Agenda Prep meeting - agenda out 11/24/14	Alliant Staff	
11/11/14	EC Agenda Prep meeting - agenda out 11/24/14	Alliant Staff	
11/24/14	EC Mail Agenda for 12/05/14 meeting	Alliant Staff	
11/28/14	Email program manual to members	Alliant Staff	
11/28/14	Confirm BOD Member and Alternate on file	Alliant Staff	
11/28/14	Campus Risk Pool Deductible - Confirm (every 3 years - 2014, 2017, 2020)	Alliant Staff	
11/28/14	Confirm holdres of Campus Claims Settlement Authorities	Alliant Staff	
11/28/14	Send campus risk pool renewal budget	Alliant Staff	
<b>DECEMBER 2014</b>			
12/01/14	Send out member survey	Risk Management	



## CSURMA JPA ADMIN AND CAMPUS RISK POOL SERVICE CALENDAR

DRAFT

DATE	ACTION / RESPONSIBILITY	RESPONSIBLE ENTITY	STATUS
12/05/14	Executive Committee Meeting		
12/15/14	Property Schedules to Members for review - deadline 30 days	Alliant Staff	
12/30/14	Financial Audit - mail to Secretary of State and County of Official Address	Alliant Staff/Accounting	

**CSURMA 2014 MEETING CALENDAR**

**ISSUE:** The CSURMA has adopted a Meeting Calendar for the period of January 2014 - December 2014. The attached calendar records the dates of all Committee and Board meetings, various conferences, and special events.

<b>Date</b>	<b>Committee</b>	<b>Time</b>	<b>Location</b>
Sunday January 12, 2014	Executive Committee	3:00 pm	Sacramento
Thursday March 20, 2014	Executive Committee	2:30 pm	Newport Beach
Friday March 21, 2014	Long Range Planning Meeting	8:00 am	Newport Beach
Thursday May 8, 2014	Board of Directors Orientation	2:00 pm	Long Beach
Friday May 9, 2014	Executive Committee	8:30 am	Long Beach
Friday May 9, 2014	Board of Directors	10:30am	Long Beach
Thursday September 11, 2014	Executive Committee Orientation	4:00 pm	Newport Beach
Friday September 12, 2014	Executive Committee	8:30 am	Newport Beach
Thursday October 23, 2014	Board of Directors Orientation	2:00 pm	Long Beach
Friday October 24 2014	Executive Committee	9:00 am	Long Beach
Friday October 24, 2014	Board of Directors	10:30 am	Long Beach
Friday December 5, 2014	Executive Committee	8:30 am	Long Beach

**RECOMMENDATION:** It is recommended that the Executive Committee review these meeting dates for Calendar Year 2014, per the attached calendar.

**FISCAL IMPACT:** Staff continues to consolidate meetings to reduce travel time and expenses.

**BACKGROUND:** CSURMA's Joint Powers Agreement establishes a Board and Executive Committee structure for governance.

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA Adopted Meeting Dates for Calendar Year 2014



California State University Risk Management Authority  
 Auxiliary Organizations Risk Management Alliance

## 2014 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2014	FEBRUARY, 2014	MARCH, 2014
12-15 AOA Conference: Sacramento	3 MSLCTC: Teleconference, 11:00 a.m. 6 PC: Teleconference, 2:00 p.m. 18 Liab claim review: Teleconference, 10:00 AM  <b>Only the AORMA Chair and Vice Chair attend the liab claim review</b>	3 <b>MSLCTC: Teleconference, 11:00 a.m.</b> 6 <b>PC: Teleconference, 1:00 p.m.</b> 20 AORMA: Newport Beach, 10:00 a.m. 20 EC: Newport Beach: 2:30 p.m. 21 EC LRP: Newport Beach, 8:00 a.m. 21 AOA EC: Pasadena: 8:30 a.m.  <b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>  <b>Only the AORMA Chair attends to AOA EC meeting</b>
APRIL, 2014	MAY, 2014	JUNE, 2014
3 <b>PC: Teleconference, 1:00 p.m.</b> 7 MSLCTC: Teleconference, 11:00 a.m. 8 Liab claim review: Teleconference, 10:00 AM 10 PC: Teleconference, 2:00 p.m.  <b>Only the AORMA Chair and Vice Chair attend the liab claim review</b>	1 <b>PC: Teleconference, 1:00 p.m.</b> 8 AORMA: Long Beach, 10:00 a.m. 9 EC: Long Beach, 8:00 a.m. 9 BOD: Long Beach, 10:30 a.m. 26 MSLCTC: Teleconference, 11:00 a.m. 27 <b>MSLCTC: Teleconference, 11:00 a.m.</b>  <b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>  <b>All AORMA Committee members attend the BOD</b>	5 <b>PC: Teleconference, 1:00 p.m.</b> 20 AOA EC: Long Beach 26 <b>PC: Teleconference, 1:00 p.m.</b>

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



California State University Risk Management Authority  
 Auxiliary Organizations Risk Management Alliance

## 2014 CSURMA • AORMA MEETING CALENDAR

JULY, 2014	AUGUST, 2014	SEPTEMBER, 2014
15/16 AORMA Officers Retreat, Sonoma 28 MSLCTC: Teleconference, 11:00 a.m. 31 PC: Teleconference, <b>1:00 p.m.</b>  <b>Only the AORMA Chair, Vice Chair, Past Chair and Ex Officio attend the AORMA Officers Retreat</b>	13 Liab claim review: Telecon, 10:00 a.m. 15 AOA EC: San Diego  <b>Only the AORMA Chair and Vice Chair attend the liab claim review</b>  <b>Only the AORMA Chair attends to AOA EC meeting</b>	10 AORMA New Committee Member Orientation: Newport Beach, 9:00 a.m. 10 AORMA LRP: Newport Beach, 10:00 a.m. 11 AORMA: Newport Beach, 9:00 a.m. 12 EC: Newport Beach, 8:30 a.m. <b>29 MSLCTC: Teleconference, 11:00 a.m.</b>  <b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>
OCTOBER, 2014	NOVEMBER, 2014	DECEMBER, 2014
23 AORMA: Long Beach, 10:00 a.m. 24 EC: Long Beach, 9:00 a.m. 24 BOD: Long Beach, 10:30 a.m.  <b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>  <b>All AORMA Committee members attend the BOD</b>	12 Liab claim review: Teleconference, 10:00 AM 17 MSLCTC: Teleconference, 11:00 a.m. 21 AOA EC: Pasadena  <b>Only the AORMA Chair and Vice Chair attend the liab claim review</b>  <b>Only the AORMA Chair attends to AOA EC meeting</b>	4 AORMA: TBD, 10:00 a.m. 5 EC: TBD, 8:30 a.m. 11 PC: Teleconference, <b>1:00 p.m.</b>  <b>Only the AORMA Chair and Vice Chair attend the EC meetings</b>

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

## CSURMA EXECUTIVE COMMITTEE AND STAFF CONTACT LIST

**ISSUE:** Attached is a list of telephone numbers, postal addresses and e-mail addresses for members of the Executive Committee and Staff.

**RECOMMENDATION:** It is recommended that members review the list at each meeting for accuracy and make any changes or additions. If there are any changes contact Myron Leavell at 415-403-1404 or via email at [mleavell@alliant.com](mailto:mleavell@alliant.com).

**FISCAL IMPACT:** None.

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

**PUBLICATION:** None.

**ATTACHMENT(S):**

- a. CSURMA Executive Committee and Staff Telephone, Postal Address and E-mail List.

**CSURMA EXECUTIVE COMMITTEE MEMBER  
AS OF APRIL 2014**

<u>Location</u>	<u>Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Street Address</u>	<u>Phone/Fax/E-mail</u>
Chancellor's Office	California State University, Office of the Chancellor	George V.	Ashkar	Assistant Vice Chancellor, Financial Services	401 Golden Shore, 5th Floor Long Beach, CA 90802-4210	Tel: 562-951-4671 Email: gashkar@calstate.edu
Chico	California State University Chico	Michael	Thorpe	Risk Manager	400 West First Street First And Normal Chico, CA 95929	Tel: 530-898-6588 Email: methorpe@csuchico.edu
Fresno	California State University Fresno	Cynthia	Teniente-Matson	Vice President for Administration	5241 North Barton Avenue, M/S ML 52 Fresno, CA 93740-0052	Tel: 559-278-2083 Email: cmatson@csufresno.edu
Fullerton	California State University Fullerton	Lori	Gentles	Vice President, Human Resources	800 N. State College Blvd. Fullerton, CA 92831-3599	Tel: 657-278-2560 Email: lgentles@fullerton.edu
Long Beach	Forty-Niner Shops, Inc. California State University Long Beach	Robert	de Wit	Chief Financial Officer	6049 E. Seventh Street Long Beach, CA 90840	Tel: 562-985-5549 Email: Robert.Dewit@csulb.edu
Los Angeles	California State University Los Angeles	Lisa	Chavez	Vice-President, Administration and Chief Financial Officer	5151 State University Drive, ADM 604 Los Angeles, CA 90032	Tel: 323-343-3500 Email: lisa.chavez@calstatela.edu
Sacramento	California State University Sacramento	Ming Tung (Mike)	Lee	Vice President, Administration and Chief Financial Officer	6000 J Street, MS 6038 Sacramento, CA 95819	Tel: 916-278-6312 Email: mikelee@csus.edu
San Luis Obispo	Associated Students, California Polytechnic State University	Dwayne	Brummett	Associate Executive Director	University Union Bldg 65, Rm 212 San Luis Obispo, CA 93407	Tel: 805-756-5768 Email: dbrummet@calpoly.edu
San Marcos	California State University San Marcos	Linda	Hawk	Vice President, Finance & Administrative Services	333 SoUTH Twin Oaks Valley Rd San Marcos, CA 92096-0001	Tel: 760-750-4950 Email: lhawk@csusm.edu

**CSURMA EXECUTIVE COMMITTEE STAFF  
AS OF APRIL 2014**

<u>Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Street Address</u>	<u>Phone/Fax/Email</u>
CSU Office of the Chancellor	Leona	Ching	Risk Management & Public Safety Administrative Assistant	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4580 Email: lching@calstate.edu
CSU Office of the Chancellor	Kelly	Cox	Associate Director of Accounting	401 Golden Shore, 5th Floor Long Beach, CA 90802-4210	Tel: 562-951-4611 Email: kcox@calstate.edu
CSU Office of the Chancellor	Robert	Eaton	Acting Deputy Assistant Vice Chancellor	401 Golden Shore, 5th Floor Long Beach, CA 90802-4210	Tel: 562-951-4572 Email: reaton@calstate.edu
CSU Office of the Chancellor	Zachary	Gifford	Associate Director of Systemwide Risk Management	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4568 Email: zgifford@calstate.edu
CSU Chancellor's Office, Office of General Counsel	William	Hsu	University Counsel for the CSU	401 Golden Shore, 4th Floor Long Beach, CA 90802	Tel: 562-951-4500 Email: whsu@calstate.edu
CSU Office of the Chancellor	Alice	Kim	Enterprise & CO Reporting Manager	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4627 Email: akim@calstate.edu
CSU Office of the Chancellor	Rebecca	Skidmore	Senior Risk Management Administrative Analyst	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4574 Email: rskidmore@calstate.edu
CSU Office of the Chancellor	Rima	Tanuwidjaja	Financial Reporting Analyst	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4621 Email: rtan@calstate.edu
CSU Office of the Chancellor	Mandy	Wong	CSURMA Accountant	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4578 Email: mwong@calstate.edu
Alliant Insurance Services	Robert	Frey	Senior Vice President, Claims	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1445 Email: rfrey@alliant.com
Alliant Insurance Services	Jacki	Graf	Senior Workers' Compensation Claims Consultant	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1438 Email: jgraf@alliant.com

**CSURMA EXECUTIVE COMMITTEE STAFF  
AS OF APRIL 2014**

<u>Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Street Address</u>	<u>Phone/Fax/Email</u>
Alliant Insurance Services	Daniel	Howell	Program Director	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1426 Email: dhowell@alliant.com
Alliant Insurance Services	Hsan	Htein	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1452 Email: hhtein@alliant.com
Alliant Insurance Services	Myron	Leavell	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1404 Email: mleavell@alliant.com
Alliant Insurance Services	Robert	Leong	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1441 Email: rleong@alliant.com
Alliant Insurance Services	Mimi	Long	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1423 Email: mlong@alliant.com
Alliant Insurance Services	Dennis	Mulqueeny	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1421 Email: dmulqueeny@alliant.com
Alliant Insurance Services	Van	Rin	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1408 Email: vrin@alliant.com
Alliant Insurance Services	Michael	Simmons	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1425 Email: msimmons@alliant.com
Alliant Insurance Services	Stacey	Weeks	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1448 Email: sweeks@alliant.com