

**MINUTES OF THE  
CSURMA EXECUTIVE COMMITTEE MEETING  
MARCH 8-9, 2018  
CSU CHANCELLOR'S OFFICE, MUNITZ ROOM  
401 GOLDEN SHORE • LONG BEACH, CA  
2:30 PM**

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**MEMBERS PRESENT**

Scott Apel, California State University Long Beach  
Dwayne Brummett AORMA Vice-Chair, Associated Students, Inc. at San Luis Obispo  
Lisa Chavez (Vice-Chair), California State University Los Angeles  
Thom Davis, California State University, Bakersfield (*arrived at 2:32pm*)  
Robert Eaton (Treasurer), California State University, Office of the Chancellor (*left at 4:25pm*)  
Mike Lee (Chair), California State University, Sacramento  
Dave Nakamura, Humboldt Center (*arrived 2:35pm via Teleconference*)  
Kevin Saunders, California State University, Monterey Bay  
Jody Van Leuven, California State University, San Bernardino

**MEMBERS ABSENT**

None

**STAFF, GUESTS & CONSULTANTS**

Zachary Gifford, CSU Office of the Chancellor, Systemwide Risk Management  
Tevea Him, Alliant Insurance Services, Inc.  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, CSU Office of the Chancellor, OGC  
Sedong John, CSU Office of the Chancellor, Financial Services  
David Kervella, CSU Office of the Chancellor, Systemwide Professional Development (*left at 2:59pm*)  
Alice Kim, CSU Office of the Chancellor, Financial Services  
Robert Leong, Alliant Insurance Services, Inc.  
Jessica Liu Tanaka, CSU Office of the Chancellor, Financial Services  
Mimi Long, Alliant Insurance Services, Inc.  
Nada Moeiny, CSU Office of the Chancellor, OGC  
Jim Holobaugh, Alliant (*arrived 3:25pm, left at 4:15pm*)  
Jim Hoffman, CSU Capital Planning, Design and Construction (*arrived 3:25pm, left at 4:15pm*)

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Mike Lee at 2:30 PM. Dave Nakamura expressed his desired to abstain from voting on all action items.

**A1. Approval of the Agenda**

A motion was made to approve the agenda as presented.

**MOTION:** Jody Van Leuven

**SECOND:** Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis				X
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**B. PUBLIC COMMENTS**

There were no comments from the public.

Zachary Gifford announced that Jody Van Leuven would be joining Systemwide Risk Management effective March 26, 2018. She is replacing Rebecca Skidmore.

**C. CONSENT CALENDAR**

- C1. Approval of Minutes – January 7, 2018**
- C2a. Draft Financial Statement at December 31, 2017**
- C2b. Treasurer’s Quarterly Investment Report at December 31, 2017**
- C3. Agreement to Provide Systemwide Training for Loss Control**
- C4. Witt O’Brien Consulting Services - Two-Year Contract Extension**
- C5. Sedgwick CMS Three-Year Contract Extension**

The Committee members asked that Items C4. Witt O’Brien Consulting Services - Two-Year Contract Extension and C5. Sedgwick CMS Three-Year Contract Extension be removed from the consent calendar.

A motion was made to approve the items C1, C2a, C2b and C3 within the consent calendar.

**MOTION:** Robert Eaton

**SECOND:** Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**C4. Witt O’Brien Consulting Services - Two-Year Contract Extension**

The Committee members commented specifically on the Scope of Work and Project Outline attachment which is summarized below:

- Task 1: Chancellor’s Office Preparedness and Resilience: Emergency Plans, Training, and Exercises. (\$130,000)
- Task 2: Presidents and Senior Emergency Management Training Seminar. (\$50,000)
- Task 3: CSU System Emergency Management and Business Continuity Affinity Groups Support. (\$40,000)
- Task 4: System-Wide Coordination Resources. (\$45,000)
- Task 5: CSU System Public Information Officer Training. (\$15,000)
- Task 6: Provide strategic advisory, representation, and technical services as needed. (\$15,000)
- Task 7: CSU Risk Management Authority (CSURMA) Support. (\$5,000)
- Task 8: Support Development of CSU Systemwide Mitigation Plan.

The total annual fee proposed for FY 18/19 is \$300,000. Staff corrected the summary in the agenda item that states the annual fee is \$130,000.

The Committee members questioned why the Campuses should be asked to pay for Task 1 when it is specific to the Chancellor’s Office only.

Daniel Howell noted that one of the recommendations for improvement that came to light during the CSURMA Operational Review Audit was that the Witt O’Brien’s contract, specifically the Limitation of Liability section, needed to be reviewed and updated or deleted. Therefore, Howell suggested that Staff work with Systemwide Risk Management and Witt O’Brien’s and come back to the Committee at its next meeting in April with an updated renewal proposal.

This item was tabled to the April 25, 2018 meeting.

**C5. Sedgwick CMS Three-Year Contract Extension**

The current contract with Sedgwick has a term of July 1, 2013 to June 30, 2018, and includes five one-year optional contract extensions. Systemwide Risk Management exercised three one-year extensions and the Committee is asked to ratify the decision. If the CSURMA Secretary-Auditor has the authority to extend the contract then the Committee questioned why they were being asked to ratify the decision. The Committee thought that either the contract extension should have been presented as an information item or the contract proposal should have been reviewed and approved by the Committee prior to final approval. The Committee did note, however, that the issue of whether the Secretary-Auditor had delegation authority is somewhat moot as the agreement includes a 90 day cancellation clause and the extension was more than 90 days from the inception. Staff agreed to review the policy and procedure which delegates some authority to Secretary-Auditor.

A motion was made to ratify the three one-year extensions to the Sedgwick CMS contract.

**MOTION:** Kevin Saunders

**SECOND:** Robert Eaton

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D. GENERAL ADMINISTRATION**

**D1. Annual Review of the CSURMA’s Data Security Policies**

Zachary Gifford explained that the Executive Committee resolved to annually review CSURMA’s data security policies. Staff reviewed the iVOS and Blackbaud user policies and stated they are comfortable with the current published version and are not recommending changes at this time.

A motion was made to accept Staff’s report as presented.

**MOTION:** Thom Davis

**SECOND:** Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D2. Annual Review of the Applicable Integrated CSU Administrative Manual Policies**

The Executive Committee resolved to annually review applicable sections of the Integrated CSU Administrative Manual (ICSUAM) and any updates thereto.

Alice Kim explained that Staff reviewed all sections of the Integrated CSU Administrative Manual and determined that the following sections are relevant and beneficial to the operation of CSURMA:

- Section 1101..... Delegation of Authority to Obligate the University
- Section 1301..... Hospitality, Payment or Reimbursement of Expenses
- Section 2002..... Budget Oversight (*new*)
- Section 3000..... General Accounting
- Section 6000..... Financing, Treasury, and Risk Management
- Section 7100..... Identity Access Management
- Section 8000..... Information Security
- Section 13175..... Auxiliary Organizations External Auditor Firms Qualifications
- Section 13680..... Placement and Control of Receipts for Campus Activates and Programs

The Committee has already adopted all Sections except Section 2002 (Budget Oversight) which is being recommended for adoption at today’s meeting.

A motion was made to adopt Resolution 02-18 (EC) – Resolution Adopting Administrative Policies and Procedures.

**MOTION:** Robert Eaton  
**SECOND:** Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			

Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D3. CSURMA Master Investment Policy and Related Investment Policies and Adoption of Resolution No. 03-18 (EC)**

Daniel Howell stated that the Treasurer of CSURMA is directed to adopt the CSURMA Investment Policy and related policies, as the Master Investment Policy of the CSURMA. As noted within Resolution 02-14 (BOD), the Executive Committee will annually review the Master Investment Policy and approve amendments as necessary.

A motion was made to adopt Resolution No.03-18 (EC) – CSURMA Master Investment Policy and Related Investment Policies.

**MOTION:** Kevin Saunders

**SECOND:** Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D4. FY 2017/2018 Midterm Budget Amendments and Adoption of Resolution No. 01-18 (EC)**

Robert Leong stated that the Board of Directors adopted the FY 2017/18 budget at its meeting on May 5, 2017. Upon review of the Financial Statements at December 31, 2017 (*unaudited*), Staff recommends the Executive Committee adopt Resolution No. 01-18 (EC) amending the FY 2017/18 budget. Leong summarized the budget amendment as follows:

1. Increase Contributions by \$4,373,010 to \$104,636,641 resulting primarily from FTIP, Property, AORMA Workers Comp, and OCIP.
2. Decrease Reinsurance Premiums by \$15,685 to \$9,968,874 for actual expenditures.
3. Increase Claim Payments & Legal Expenses by \$1,190,871 to \$63,728,987 due to updated actuarial reports and loss trends.
4. Decrease Deductible Recoveries by \$1,431,980 to \$4,618,980 due to updated actuarial reports and loss trends.
5. Increase MIS by \$311,725 to \$396,724 for Ventiv RMIS implementation, OGC e-billing platform and Sedgwick Claims MIS conversion.
6. Decrease Insurance Premiums and Brokerage Commissions & Fees by \$3,429,588 to \$46,181,875 for actual costs projected to fiscal year end.
7. Increase Taxes, Assessments & Fees by \$35,950 to \$301,450 per accounting projections.
8. Decrease Actuarial Services by \$302,750 to \$83,250 by eliminating budget for captive formation expenses and for actual expenditures.
9. Decrease Claims Audits by \$14,000 to \$8,000. Campus Liability and AORMA Liability were audited last year; only AIME remains for this year.
10. Increase Workshop/Training Expenses by \$222,000 to \$451,000 for new UCRSS subscription, FTPT conference and AOA conference.
11. Decrease Loss Control Expenses by \$23,000 to \$941,826 to correct UCOP (*Theater Safety*) and addition for AORMA.
12. Decrease Excess/Reinsurance Recoveries by \$3,799,249 to \$14,128,714 per actuarial updates.
13. Increase Program Committee by \$10,800 to \$10,800 for AIME and AORMA committees.
14. Increase Dividend Distribution by \$6,965,250 to \$8,678,005 for actual amounts returned to members.
15. Increase Membership Dues by \$8,050 to \$43,050 due to increase for CWCI data access.
16. Increase JPA Accreditation by \$7,000 to \$7,000 for CAJPA comparative review.
17. Increase Miscellaneous Expenses by \$12,493 to \$27,493 for Blackbaud, SouthTech and CO banking/cash management.
18. Interfund transfer of \$184,876 from Campus WC to AORMA WC to reallocate premium credits that EIA misapplied to Campus WC only.

The effect of the above adjustments increases Total Revenues by \$4,388,695, increases Total Expenses by \$10,225,528 resulting Total Revenue of \$94,667,767, Total Expenses of \$110,703,380 and Non-Operating Income of \$2,500,000. The amended budget results in a Net Deficit of \$13,535,613. The Ending Balance at June 30, 2018 is estimated to be \$59,844,740.

A motion was made to adopt Resolution No. 01-18 (EC) which includes the budget amendments described above.

**MOTION:** Robert Eaton  
**SECOND:** Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

A motion was made to amend the second page of Resolution No. 01-18 (EC) to reflect the correct fiscal year as FY 17/18 rather than FY 16/17.

**MOTION:** Robert Eaton  
**SECOND:** Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D5. Chancellor’s Office Services Budget Proposal for FY 2018/2019**

The Committee reviewed the Chancellor’s Office services budget proposals for FY 18/19. The Committee questioned why the Financial Services Administration & Accounting fees were increasing 9%.

A motion was made to approve the Chancellor’s Office Services Budget Proposal for FY 18/19 as presented.

**MOTION:** Thom Davis  
**SECOND:** Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D6. Excess Liability Program Insurance Renewals and Underwriter Meetings Report**

Daniel Howell provided an overview of the recent meetings with Excess Liability’s underwriters. More markets are indicating that their home offices are mandating an exclusion of traumatic brain injury claims from athletic participants. Howell noted that some level of coverage could be maintained but it may be difficult to sustain the full \$100 million limit on renewal. The excess liability insurance market for California Public Entities is beginning to firm. Staff is anticipating an average increase of 5% on the renewal policies. Last year CSURMA added a catastrophic layer of \$100 million xs of \$200 million; however, Howell noted that Staff was only able to obtain underwriter support for \$75 million part of \$100 million at the very low pricing target, so CSURMA retained the remaining \$25 million. Staff will look to fill out that retained portion at renewal.

Additional underwriter meetings are planned in London on March 26-27, 2018 and in New York and Bermuda (dates TBD).

**D7. CSAC EIA Workers’ Compensation Program Costs Adjustment**

Daniel Howell explained that the total CSAC EIA costs for the CSURMA workers’ compensation program are allocated between the AORMA and Campus programs. The allocated portion for the AORMA program for FY 17/18 was slightly too high based on the recommended loss rates calculated by CSURMA’s actuary. The CSAC EIA rate for AORMA went up 13% between FY 16/17 and FY 17/18; however, the loss rate, as calculated by CSURMA’s actuary, only went up 9%. Therefore, the AORMA rate is being adjusted to reflect the 4% delta.

Howell confirmed that the funds transfer is included in the FY 17/18 mid-term CSURMA budget amendments and the revised allocation of the total workers’ compensation costs for both programs are also included in the FY 18/19 proposed CSURMA budget.

A motion was made to approve the funds transfer in the amount of \$184,876 to be made from the Campus workers’ compensation program to the AORMA workers’ compensation program.

**MOTION:** Kevin Saunders  
**SECOND:** Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

The next item was discussed out of order.

**D9. \*\*Presentation \*\* Owner Controlled Insurance Program (OCIP) Renewal**

Jim Hoffman from the CSU’s Capital Project, Design and Construction (CPDC) and Jim Holobaugh from Alliant Insurance Services provided an overview of the changes to the OCIP program for the renewal period of December 31, 2017 to 2022. Alliant and Systemwide Risk Management will take on an increased administrative role in the OCIP program. CSURMA will act as the financial sponsor for the OCIP II projects in order to address the current cash flow problems. CSURMA will front all premiums due to the underwriters. Contracts will include insurance costs in bids which will be removed by deductive change order. CPDC will bill the Campuses for the amount of the deductive change orders and deposit the funds in the CPDC / CSURMA account. The OCIP program savings will be shared by all Campuses on a prorate basis after the program performance has been established. A single point of contact for both the OCIP, Builders Risk and Property claims has been established. Alliant has assumed the administration of the random drug testing program.

The revised Policies and Procedures addressing the delegation of program savings will be reviewed at the meeting on April 25, 2018.

A motion was made to ratify the decision to renewal the OCIP II program for the term December 31, 2017 to December 31, 2022.

**MOTION:** Robert Eaton  
**SECOND:** Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D8. FY 2018/2019 Operating Budget**

Robert Leong summarized the updates to CSURMA’s FY 2018/19 operating budget. Major features of the proposed budget include:

- Decrease in Total Operating Revenues from \$94,667,767 to \$91,075,908.
- Decrease in Total Operating Expenses from \$110,703,380 to \$98,353,442.
- Non-Operating Revenue remains the same at \$2,500,000.
- Decrease in Net Deficit from \$13,535,613 (*deficit*) to \$4,777,534 (*deficit*).
- Retained Earnings is estimated to decrease from \$59,844,740 to \$55,602,156 at June 30, 2018.

The preceding does not include projected Dividend Distributions during FY 2018/19, which, if any, will increase expenditures and decrease fund reserves. The proposed budget is estimated to produce a Net Deficit of \$4,777,534. Retained Earnings is estimated to decrease from \$59,844,740 to \$55,602,156 at June 30, 2019.

The Committee members questioned why the dividends are included in the budget. Staff will add an item to the April 25, 2018 meeting agenda to discuss the need to include dividends in the budget.

A motion was made to recommend approval of the proposed budget for FY 2018/19 to the Board of Directors for adoption.

**MOTION:** Lisa Chavez  
**SECOND:** Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			

Robert Eaton				X
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D10. Risk Management Innovation Grant Program**

Zachary Gifford stated that CSURMA offers funding for safety projects that serve to support risk management throughout the CSU system. Grant applications are to be submitted through the WERCS affinity groups. An application for Lean Safety Gemba Walks Training was submitted by the EH&S and Workers’ Compensation affinity groups. The objective is to provide field training to reduce custodian occupational injuries.

A motion was made to approve the grant as requested.

**MOTION:** Jody Van Leuven

**SECOND:** Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton				X
Mike Lee	X			
Dave Nakamura	X			
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**D11. Agility Recovery**

Agility has proposed a one-year contract renewal at the same cost as the expiring term - \$6,589 per month (\$79,068 per year). \$79,068 is included in the CSURMA draft FY 18/19 CSURMA Budget.

Staff was directed to confirm if the Agility services can be used for scheduled power outages. Staff was also directed to send out another communication to the membership regarding the Agility services.

A motion was made to approve a one-year extension to the existing agreement with Agility Recovery.

**MOTION:** Scott Apel  
**SECOND:** Jody Van Leuven

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton				X
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**E. OTHER PROGRAMS**

**E1. AORMA Programs Update**

Dwayne Brummett reported on the recent activities of the AORMA Committee.

**E2. AIME Programs Update**

Jody Van Leuven provided a brief report of the activities of the AIME Committee

**F. CLOSED SESSION**

1. **Chili v. SFSU**
2. **SF State Science Building Coverage Claim**
3. **Burns v. SDSU**
4. **SLO Hillside update / SLO Landslide (property loss)**
5. **ADA accessibility claim against Cal Poly Pomona and Foundation**
6. **CalPERS adv. HSU Auxiliary**
7. **Apodaca v. CSU and ASI**

A motion was made to enter closed session at 5:10 PM.

**MOTION:** Kevin Saunders  
**SECOND:** Dwayne Brummett

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton				X
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

The Committee came out of closed session 5:46 PM. The Chair reported that no action was taken during the closed session.

**MOTION:** Kevin Saunders

**SECOND:** Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton				X
Mike Lee	X			
Dave Nakamura		X		
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**G. LONG RANGE ACTION PLANNING ITEMS**

**G1. Review of CSURMA FY 2017/2018 Long Range Action Plan**

The Executive Committee reviewed the items on the current FY 2017/18 Long Range Action Plan and directed Staff as follows:

- LRP-1 Special Events Resource Guide (*going forward to FY 18/19*)
- LRP-2 RMIS Reporting (*going forward to FY 18/19*)
- LRP-3 Captive Insurer (*going forward to FY 18/19*)
- LRP-4 Campus Visits (*almost complete*)

- LRP-5 Accessing and Communicating EIA Resources (*completed*)
- LRP-6 Member Loan Policy (*completed*)
- LRP-7 Allocation of Investments (*going forward to FY 18/19*)
- LRP-8 Earthquake Coverage (*completed*)
- LRP-9 Risk Management Grant Program (*completed*)
- LRP-10 Workers' Compensation Projects Based on CWCI Data (*on-going project*)
- LRP-11 Marine Program (*completed*)
- LRP-12 Auxiliary Organizations Employee Benefits (*move to AORMA LRP*)
- LRP-13 Student Health and UC Ship (*not going anywhere, will remove*)
- LRP-14 Worker's Compensation Experience Modification Factor (*resolved*)

The next item was discussed out of agenda order.

### **G3. Campus Risk Pools Funding Status**

Robert Leong explained that 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 as of December 31, 2017 projected to June 30, 2018. The Executive Committee, at its March meeting, reviews the pooled programs funding position and determines if there are sufficient funds to meet anticipated needs, including a confidence margin for unexpected expenditures.

Dividends (Assessments), if any, will reduce (increase) fund balances by the amount recommended by the Executive Committee in the fiscal period from which excess funds are distributed to members.

The meeting was adjourned for the day at 6:17 PM and will reconvene at 8:30 AM tomorrow.

#### **A. CALL TO ORDER**

The meeting was called to order on March 9, 2018 by the Chair, Mike Lee at 8:30 AM.

The next items were discussed out of agenda order.

### **G6. Learning Management System for all CSU Students**

David Kervella, from Systemwide Professional Development (SPD), discussed the request for one-time funding to support a systemwide initiative for students. SPD identified an area of opportunity for the CSU through its relationship with SkillSoft and the needs of the CSU's students. SPD initiated a pilot to build a Learning Management System (LMS) for all CSU students across the 23 campuses in 2017. This LMS is not intended (or capable) of replacing student learning systems such as Blackboard or Moodle but will provide an administrative platform to support peripheral learning on campuses. Many campuses have shown interest in such a system and would like to implement it as a new system or replacement.

A motion was made to approve a one-time partial funding of \$25,000 for the LMS for students as recommended.

**MOTION:** Robert Eaton  
**SECOND:** Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Mike Lee	X			
Dave Nakamura				X
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

**G5. GenSource Corporation – Campus Support for Alternate EH&S Software Package**

Zachary Gifford noted that CSURMA’s Executive Committee has agreed to support campus implementation of the University of California’s Risk and Safety Solutions (RSS) software modules, with campuses to pay for annual licensing. CSU Sacramento has asked CSURMA to also consider a similar product from Gensuite. Both of these software packages include modules that support Environmental Health and Safety activities and compliance. Gifford notes that campus consistency is important and the Committee discussed the need to be able to track training as it is a systemwide audit requirement. It was suggested that this issue be discussed by CABO. Staff was directed to compile a schedule showing what each campus currently has in place which will be presented to CABO in the summer.

**G2. Risk Management Information System (Ventiv) Update**

Myron Leavell from Alliant Insurance Services was present to provide a demonstration of the new Risk Management Information System through Ventiv. The Ventiv database has been populated with CSURMA’s hierarchy structure, policy data and claims data.

**G4. CSURMA CAJPA Operational Review Report**

Daniel Howell noted that at its March 10, 2017 meeting, the CSURMA Executive Committee determined that it would have a consultant perform an operational review along the lines of a California Association of Joint Powers Authorities (CAJPA) accreditation review. Robin Johnson was retained to perform the review. Johnson presented his operational review report to the Executive Committee via teleconference. Johnson noted that the CSURMA governing documents, program documents and operations met high marks overall and in each category. He discussed

with the Committee his eight recommendations which are intended to better the operation of CSURMA, as shown below.

1. CSURMA should file amendments to the JPA agreement as soon as practical after adoption of such amendments.
2. The minutes for the Board of Director’s meetings should reflect the vote or abstention of each of the Board members.
3. Provision No. 11 of the Witt O’Brien contract, which states the consultant will not be liable for damages arising out of the contract, should be deleted.
4. Staff should check certificates of insurance against the coverages required under the contracts to make sure all required coverages are in place. Although most of the coverages required by the contracts were shown on certificates, the professional liability coverage certificates request by the Alliant and the Sedgwick contracts were not available at the time of the site visit.
5. CSURMA should consider providing greater details in the allocation of contributions from the campuses, similarly to what is done for the Auxiliaries.
6. CSURMA may consider placing the coverage documents for the campuses on the website for member references. Because the property program has many documents, perhaps, posting the first layer insurance policies would be sufficient.
7. CSURMA should consider providing the members with CSAC-EIA’s workers’ compensation converge document rather than CSURMA’s own documents to reduce the possibility of gaps in coverage between the documents and confusion regarding who provides and controls the coverage.
8. CSURMA may consider providing the Board of Directors with summary of the financial strength, e.g. AM Best ratings, of the insurance providers to the programs.

Johnson noted, that overall, CSURMA is managed well, with documentation of major policies and procedures providing members and staff a relatively easy means of understanding the robust and varied programs and operations of CSURMA. Its overall rating places it among those joint powers authorities with outstanding overall management.

The Committee directed Staff to provide a respond to the eight recommendations, including proposed action as appropriate, at the next meeting on April 25, 2018.

A motion was made to accept the Operational Review Report as provided.

**MOTION:** Thom Davis

**SECOND:** Scott Apel

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			

Mike Lee	X			
Dave Nakamura				X
Kevin Saunders	X			
Jody Van Leuven	X			

**MOTION CARRIED**

The next two items were discussed together.

- G7. Development of New Programs, Services and Projects**
- G8. Development of CSURMA Goals for Next One to Three Years**

The Committee reviewed the items discussed during the meeting and compiled the following list of Long Range Action Plan items for FY 18/19:

1. CSURMA Support of Systemwide Environmental Health and Safety Initiatives such as Compliance, Chemical Safety, Laboratory Safety
2. Update of Quarterly CSURMA Report to CABO Utilizing RMIS Dashboard and Graphics
3. Roll Out of RMIS System to Campus Risk Managers, EH&S and WC Coordinators
4. Campus Support for Managing Liability Arising from Club Activities Including CSURMA Programs and Services
5. Roll Out of Special Events Resource Guide Including Outreach to Campus and Auxiliary Organization Event Planners
6. Conduct Intensive North – South Training of New IRIC and SERG Manuals directed at CSU Procurement Professionals
7. Review Timing and Budgeting Practices Related to CSURMA Dividends
8. Campus Visits Including:
  - a. CABO Member Presentations
  - b. Risk Management and EH&S
  - c. Outreach to Athletic Directors and Trainers on Their Ability to Impact Liability Claims and Participant Injury Claims
  - d. Auxiliary Organization Leadership
9. Review of Financial Reports to EC and BOD for Compliance, Relevance and Effectiveness
10. Captive Formation and Analysis of CSURMA Investment Options
11. Development of OCIP Dividend Policy and Procedure

Staff was directed to draft the FY 18/19 Long Range Action Plan to include the items noted above and to develop steps for completion.

**H. INFORMATION ITEMS**

The Committee reviewed the information items, but there was no discussion.

- H1. CSAC EIA Annual Report**
- H2. 2018 CSURMA Meeting Calendar**
- H3. CSURMA Administrative Service Calendar**
- H4. CSURMA Executive Committee & Staff Contact List**

**H. ADJOURNMENT**

The meeting was adjourned at 10:44 AM.