

**MINUTES OF THE CSURMA  
AIME COMMITTEE MEETING  
MAY 13, 2013  
NORTHRIDGE, CALIFORNIA**

**MEMBERS PRESENT**

Dan Collen, Humboldt State University  
Kelli Eberlein, CSU Fresno (Teleconference)  
Ashlie Kite, CSU Northridge  
Ruem Malasarn, CSPU, Pomona (Teleconference)  
Cindy Masner, CSU Long Beach  
Joe Ramos, CSU Sacramento  
Patty Sexton, CSU Fullerton  
Scott Shaw, San Jose State University  
Kristal Slover, CPSU, San Luis Obispo (Teleconference)  
Michael Thorpe, CSU Chico – Executive Committee Liaison (Teleconference)

**MEMBERS ABSENT**

None

**STAFF, GUESTS & CONSULTANTS**

Dan Berry, A-G Administrator  
Robert Leong, Alliant Insurance Services  
Stacey Weeks, Alliant Insurance Services

**A. CALL TO ORDER**

The meeting was called to order at 10:35 a.m. by the Chair, Joe Ramos. Joe explained the teleconference procedure, per Bagley-Keene where roll call voting is required and introductions were made.

**B. PUBLIC COMMENTS**

There were no public comments.

**C. GENERAL ADMINISTRATION**

**1. Approval of Meeting Minutes – January 24, 2013**

A motion was made to accept the meeting minutes of January 24, 2013 as provided at today's meeting with the correction as stated above.

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**MOTION:** Ashlie Kite      **SECOND:** Cindy Masner      **MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dan Collen				X
Kelli Eberlein (Telecon)	X			
Ashlie Kite	X			
Cindy Masner	X			
Ruem Malasarn (Telecon)	X			
Joe Ramos	X			
Patty Sexton	X			
Scott Shaw	X			
Kristal Slover (Telecon)	X			

## C2. CSURMA Executive Committee Report

Mike Thorpe, CSURMA Executive Committee Liaison provided the following information from the Executive Committee's May 9-10, 2013 meetings:

- Executive Committee reviewed the CSURMA Financial Report
- Campus programs renewals are indicating a decrease of 5.8%
- The Auxiliary Organizations program renewals indicate an increase
- Executive Committee approved a Budget increase for loss control and software programs – discussed as a topic – Safety of minors on campus
- Discussion regarding Risk Control specifically theatre risk management – currently not designed with safety in mind - discussion on consultant evaluate
- Discussion regarding Software products such as IP software to take the place of Workplace answers; Studio Abroad FTIP tracking real time where students are abroad
- Review of policies and procedures based on CSURMA Audit; members roles and responsibilities; professional development conference
- Discussed Member Loans policy – members can borrow as long as used for campus
- Results from the Liability audit conducted by Bickmore where 45 claims were reviewed, resulting in a 96% superior audit
- Reviewed Long Range Planning
- Discussed the CSURMA Website
- Club Sports – broaden to include intramural
- Bicycle / skateboard use on campus

Rob Leong added the Executive Committee discussed the AIME and Liability audit were conducted separately. AIME strategic audit and fieldwork has been completed.

**C3. AIME Loss Reports and Claim Trends**

Dan Beery reported on the Loss History reports, where A-G continues to assist each campus keep expenses under control. The current claim reduction is at 39%; 40% in 2010; 45% 2011; and 39% for 2012. Dan explained the claim reductions are because the primary providers expect answers; increase in the request for pre-approvals; no coverage where there has been coverage in the past; high deductible plans; etc. The CSU discounts are discounts campuses receive and the discount is different for each campus. Dan discussed concerns moving forward as the program is seeing an increase in reimbursements to the athletes and parents, where at time false information is submitted. An additional concern is with respect to HSA accounts, were a parent requests a reimbursement from the program rather than their HSA plan. Dan Beery reported on the audit and the positive experience received. The Committee discussed how the providers have smaller windows of time for bill pay. With the short time to pay the bill, more students are facing collection issues that go against the student's credit rating. Rob Leong confirmed the payment process includes AG reviewing each bill, negotiating pricing and discounts with the provider. Rob reported the audit report addresses the payment process. The audit report should be in the Alliant Office mid June 2013. The Committee discussed and recommended a procedure where the campus is notified by AG of where the claim is in the process. The Committee discussed the lack of notification of where the claim is in AG's process. Dan reported AG is investigating an on-line reporter and this process will not be a security or technology issues.

Dan Collen arrived at 11:25 a.m.

**C4. AIME Financial Statements at March 31, 2013**

Rob Leong reviewed the financial statement at March 31, 2013 with the Committee, explaining the "new look" and the consolidation of reports. The balance sheet, 5<sup>th</sup> column provides for \$3.6 million as AIME total assets. Total liability is under \$2.8 million. Rob reported that the Club Sports program has been separated out and no longer under the review of the AIME Committee. Overall AIME is on track and will not see any over/under expenditure. The AIME program is funded at a 70% confidence level and this is the minimum requirement for funding established by the Committee and the actuary. Expenditures and Income are running at a positive.

**C5. Renewal of Travel Accident Insurance**

Stacey Weeks discussed the proposal the renewal of the Travel Accident Insurance effective July 1, 2012 – June 30, 2014 provides for a decrease in premium due to the decrease in the number of athletes in the program. No changes to the coverage parts of the policy. Rob Leong reported the CSURMA Travel Accident policy's deductible of \$15,000 rather than the historical \$10,000 deductible and recommended the AIME Travel Accident Insurance program conform to the CSURMA program (\$15,000 deductible). The Committee directed Staff to seek a \$15,000 deductible to conform to the CSURMA Travel Accident policy. Stacey recommended the Committee delegate authority to the

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Chair/Vice Chair to approve and renew the Travel Accident insurance, so as to not have a lapse in coverage. Staff was directed to obtain clarification of how the NCAA deductible of \$90,000 applies to the Travel Accident policy with the \$10,000/\$15,000 deductible applies

A motion was made to delegate authority to the Chair and Vice Chair to approve and renew the Travel Accident policy in the amount of \$25,000.

**MOTION:** Patty Sexton      **SECOND:** Dan Collen      **MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dan Collen	X			
Kelli Eberlein (Telecon)	X			
Ashlie Kite	X			
Cindy Masner	X			
Ruem Malasarn (Telecon)	X			
Joe Ramos	X			
Patty Sexton	X			
Scott Shaw	X			
Kristal Slover (Telecon)	X			

Broke for lunch and reconvene at 12:45

## **C6. Service Provider Performance Evaluation**

Rob Leong reported on the Service Provider Performance Evaluation responses this year and thanked all in the AIME program who responded. The Committee discussed last year's response where only one or two members responded. This year 27 responses were received. The responses are highlighted on page 24 of the agenda and reflect very good comments for all AIME Service Providers. AG's response is located on page 39 of the agenda packet and Alliant's response on page 40-41. Joe Ramos thanked the two AIME Service Providers for providing outstanding service for the AIME program.

## **C7. 2013 Risk Management Training**

Kellie Eberlein and Kristal Slover discussed with the Committee as to whether or not bring an expert to discuss concussions, catastrophic injuries, etc. to the campus would be good risk management training. The Committee discussed the pros and cons of having experts come to the campus rather than selecting one or two campuses for a day's training. Another suggestion was for a "lawyer" to discuss and specifically address how concussion cases are handled, what is seen in suits filed and how to deal with catastrophic events. The Committee nominated Ruem Malasarn to assist Kellie and Kristal on the Committee and recommend training sessions. The Committee discussed venues for the training sessions and discussed the pros and cons of webinars. The Committee agreed August or September would be the best time to conduct a training session. The

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Committee was directed to keep Joe Ramos in the loop regarding the session topic and speaker.

### **C8. Committee Nominations and Elections**

Stacey Weeks discussed there are four Committee seats up for election to serve two-year terms beginning July 1, 2013. The current Chair's term ends June 30, 2014 and the Committee is asked to review the Terms of Office and discuss nominations to fill the vacant seats effective July 1, 2013. At the Committee's January 2013 meeting, individuals were directed to contact members of the AIME program and confirm whether or not they would like to sit on the Committee and are as follows:

- Stacey Weeks – the SFSU prospect recommended by AG, is a UCSF employee
- Rob Leong – Patrick Guillian is not able to participate at this time
- Michael Thorpe – CSU Chico's AD is not able to seat on the Committee at this time and expressed an interest for the future
- Dan Beery – recommended Bruce at SFSU
- Patty Sexton – recommend Julie Max and she will contact Julie to confirm whether or not there is an interest

The Committee reviewed and discussed the position held for the individuals who would not be returning to the Committee beginning July 1, 2013. The Committee the importance of having an AD and Administrator seat on the Committee. Rob Leong will contact CSU East Bay to solicit new members for the Committee. Staff will review the directory and contact new ADs, seeking interested Committee members.

A motion was made to approve the reappointment of Scott Shaw and Ashlie Kite to the Committee, and serve two-year terms beginning July 1, 2013.

**MOTION:** Cindy Masner    **SECOND:** Patty Sexton    **MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dan Collen	X			
Kelli Eberlein (Telecon)	X			
Ashlie Kite	X			
Cindy Masner	X			
Ruem Malasarn (Telecon)	X			
Joe Ramos	X			
Patty Sexton	X			
Scott Shaw	X			
Kristal Slover (Telecon)	X			

A motion was made to re-elect Joe Ramos as Chair and Scott Shaw as Vice Chair, for a one-year term effective July 1, 2013.

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**MOTION:** Patty Sexton    **SECOND:** Dan Collen    **MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dan Collen	X			
Kelli Eberlein (Telecon)	X			
Ashlie Kite	X			
Cindy Masner	X			
Ruem Malasarn (Telecon)	X			
Joe Ramos	X			
Patty Sexton	X			
Scott Shaw	X			
Kristal Slover (Telecon)	X			

## **C9. Resolution Recognizing the Contributions of Dan Collen and Patty Sexton**

The Committee expressed appreciation for all the work the Dan Collen and Patty Sexton have done as being a part of the Committee. Their experience has helped the Committee in its growth and development of the program. Rob Leong discussed the process of formally adopting the Resolutions honoring and acknowledging the expertise of Dan Collen for the past six years, from an Executive's perspective. Rob also acknowledged the refreshing attitude and Administrator experience to the Committee, and bringing the concept of "what's good for Fullerton is good for CSU Systemwide". Rob read the Resolutions for Dan Collen and Patty Sexton.

Dan Collen thanked the Committee and explained how initially his interest for sitting on the Committee was to obtain knowledge of the cost of insurance and from his experience he would encourage all ADs to sit on the Committee to better understand how the pool works.

Patty Sexton thanked everyone for allowing her to serve on the Committee. Patty expressed how wonderful it has been to pick people's minds and determine what's best at Fullerton is best for CSU Systemwide. Patty discussed how Fullerton has benefited from her sitting on the Committee and all the great friends she has made. Patty expressed her appreciation in being able to work with Rob Leong, Stacey Weeks and the team at AG Administrators, and she will miss not participating and not receiving invaluable information.

A motion was made to adopt Resolution Nos. 01-13 and 01-14 recognizing the contributions of Dan Collen and Patty Sexton. Revise Patty's taking off "him" third to the last paragraph.

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**MOTION:** Cindy Masner    **SECOND:** Ashlie Kite    **MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dan Collen	X			
Kelli Eberlein (Telecon)	X			
Ashlie Kite	X			
Cindy Masner	X			
Ruem Malasarn (Telecon)	X			
Joe Ramos	X			
Patty Sexton	X			
Scott Shaw	X			
Kristal Slover (Telecon)	X			

## D. CLOSED SESSION

No items to discuss.

## E. INFORMATION ITEMS

### E1. 2013 CSURMA Meeting Calendar

The next scheduled Committee meeting is set for November 4, 2013 in San Francisco at the Alliant office.

### E2. AIME Committee and Staff Directory

Please provide revisions and updates to Stacey Weeks.

## G. Adjournment

A motion was made to adjourn the meeting.

**MOTION:** Scott Shaw    **SECOND:** Cindy Masner    **MOTION CARRIED**

NAME	AYES	ABSTAIN	NAYS	ABSENT
Dan Collen	X			
Kelli Eberlein (Telecon)	X			
Ashlie Kite	X			
Cindy Masner	X			
Ruem Malasarn (Telecon)	X			
Joe Ramos	X			
Patty Sexton	X			
Scott Shaw	X			
Kristal Slover (Telecon)	X			

The meeting was adjourned at 1:30 p.m.