

**MINUTES OF THE CSURMA  
EXECUTIVE COMMITTEE TELECONFERENCE  
JUNE 25, 2013  
LONG BEACH, CALIFORNIA**

**MEMBERS PRESENT**

George V. Ashkar, CSU Office of the Chancellor, Treasurer (Arrived at 1:36 PM)  
Kurt Borsting, Associated Students, CSU Fullerton  
Dwayne Brummett, California Polytechnic State University  
Linda Hawk, CSU San Marcos  
Tom McCarron, CSU Northridge  
Mary Ann Rodriguez, CSU Dominguez Hills Vice-Chair  
Cynthia Teniente-Matson, CSU Fresno, Chair  
Michael Thorpe, CSU Chico

**MEMBERS ABSENT**

Lori Gentles, San Francisco State University

**STAFF, GUESTS & CONSULTANTS**

Kelly Cox, CSU Office of the Chancellor  
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.  
Rebecca Skidmore, CSU Office of the Chancellor  
Rima Tanuwidjaja, CSU Office of the Chancellor

**A. CALL TO ORDER**

The meeting was called to order at 1:31 p.m. by Chair, Dr. Cynthia Teniente-Matson.

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

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

**Approved by Affirmation**

<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
George Ashkar				<b>X</b>
Kurt Borsting	<b>X</b>			
Dwayne Brummett	<b>X</b>			

Lori Gentles				<b>X</b>
Linda Hawk	<b>X</b>			
Cynthia Matson	<b>X</b>			
Tom McCarron	<b>X</b>			
Mary Ann Rodriguez	<b>X</b>			
Michael Thorpe	<b>X</b>			

**B. PUBLIC COMMENTS**

None.

**C. CONSENT CALENDAR**

**C.1 Approval of Minutes – May 9, 2013**

A motion was made to approve the consent calendar as discussed at today’s meeting.

**Approved by Affirmation**

<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
George Ashkar				<b>X</b>
Kurt Borsting	<b>X</b>			
Dwayne Brummett	<b>X</b>			
Lori Gentles				<b>X</b>
Linda Hawk	<b>X</b>			
Cynthia Matson	<b>X</b>			
Tom McCarron	<b>X</b>			
Mary Ann Rodriguez	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D. GENERAL ADMINISTRATION**

**D.1 Update on Status of University Auditor’s Report**

Chair Teniente-Matson reviewed the item with the Executive Committee. CSURMA’s Chair, Vice Chair, Treasurer and Secretary-Auditor, as well as the CSU’s Executive Vice Chancellor/CFO met with the auditors. The version of the responses as presented was attached to the agenda item for review. On June 24, a final copy of the audit response was sent to Executive Vice Chancellor/CFO Quilliams for his review before returning to the Audit Team.

The travel-related findings will be taken up as appropriate.

**D.2 Amendment to Policy and Procedure No. 15 – Appointment of Acting Secretary-Auditor**

Daniel Howell introduced the item to the Executive Committee. As the CSURMA Secretary-Auditor is on leave for an undetermined duration, to facilitate the smooth operation of the Authority during the Secretary-Auditor’s absence, CSURMA Chair Cynthia Teniente-Matson is recommending that the Executive Committee appoint the Vice Chair, Mary Ann Rodriguez as Acting Secretary-Auditor. Because CSURMA Policy and Procedure No. 15 precludes a member of the Executive Committee from serving as Secretary-Auditor, it is recommended that the Policy and Procedure be amended by striking “not serve as a member of the Executive Committee and” from the Secretary-Auditor section of Policy & Procedure No. 15.

There was discussion on the length of time for the temporary appointment.

A motion was made to approve Resolution No. 04-13 (EC) amending Policy & Procedure No. 15 appointing Mary Ann Rodriguez as Interim Secretary-Auditor

**MOTION:** George Ashkar      **SECOND:** Dwayne Brummett      **MOTION CARRIED**

<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
George Ashkar	<b>X</b>			
Kurt Borsting	<b>X</b>			
Dwayne Brummett	<b>X</b>			
Lori Gentles				<b>X</b>
Linda Hawk	<b>X</b>			
Cynthia Matson	<b>X</b>			
Tom McCarron	<b>X</b>			
Mary Ann Rodriguez	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D.3 Re-Delegation of Authorities Related to Secretary-Auditor Duties**

Daniel Howell reviewed this item with the Executive Committee. In addition, the Executive Committee had previously delegated the following authorities that need to be reassigned:

1. Authority to negotiate and engage risk control consultants for theater arts safety and minors on campus projects as budgeted;
2. Authority to negotiate and execute service agreement with e-Group for AORMA employment practices consulting agreement renewal;
3. Authority to negotiate and bind renewal of the AORMA and Campus Risk Pool insurance program insurance and reinsurance renewals;
4. Authority to negotiate and execute the workers’ compensation claims administration service agreement; and,
5. Representation of CSURMA at various claims settlement negotiations.

A motion was made to re-delegate authority to the Acting CSURMA Secretary-Auditor for Items 1, 2, 4 and 5 listed above; and to the Executive Committee Chair Teniente-Matson for Item 3.

**MOTION:** Michael Thorpe      **SECOND:** Thomas McCarron      **MOTION CARRIED**

<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
George Ashkar	<b>X</b>			
Kurt Borsting	<b>X</b>			
Dwayne Brummett	<b>X</b>			
Lori Gentles				<b>X</b>
Linda Hawk	<b>X</b>			
Cynthia Matson	<b>X</b>			
Tom McCarron	<b>X</b>			
Mary Ann Rodriguez	<b>X</b>			
Michael Thorpe	<b>X</b>			

#### **D.4 Insurance Renewals**

Daniel Howell reviewed the item with the Executive Committee. CSURMA’s insurance and reinsurance programs renew on July 1. Daniel Howell and Chair Teniente-Matson met with New York and Bermuda underwriters with good outcomes.

- Property Insurance Program - Renewal good with pricing down; purchasing reinsurance to skip the taxes and fees.
- Workers’ Compensation Program – Securing a new two year rate guarantee for 2013 with a 5% increase in 2014
- Liability (XS GL, EPL and Professional Liability) – Lexington offered \$25M x \$25M excluding concussive injuries and adding an annual aggregate. Program Administrators could find better terms in another market; Lexington looking again but still with exclusion in place.
- Medical Malpractice – This has been a self-insurance program since inception with no coverage for doctors

No action was taken at today’s meeting.

#### **D.5 Adoption of Meeting Dates and Locations**

The Executive Committee reviewed the 2013 Calendar that was included in the agenda packet. There was discussion on the Fitting the Pieces Together conference dates as these would ultimately affect the CSURMA Executive Committee and Board of Directors meeting schedule.

Additionally, there was discussion on the expense cap for hotel rooms of \$175, exclusive of taxes. There are exceptions to the rule, but there must be an acceptable business reason – need, meeting held at a specific hotel, etc. - which will require prior authorization. Lori, Gentles, San Francisco State University, offered their new library facility as a meeting location as there is no facility use charge; the only drawback being that it is not located in downtown San Francisco.

The Program Administrators were directed to find alternative meeting locations & accommodations for its September 2013 meeting and to move the October Executive Committee Meeting to the Fitting the Pieces Together Conference in Sacramento on November 6, 2013.

A motion was made to adopt the proposed changes to the CSURMA 2013 Meeting Calendar.

**MOTION:** Mary Ann Rodriguez    **SECOND:** Linda Hawk                    **MOTION CARRIED**

<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
George Ashkar	<b>X</b>			
Kurt Borsting	<b>X</b>			
Dwayne Brummett	<b>X</b>			
Lori Gentles				<b>X</b>
Linda Hawk	<b>X</b>			
Cynthia Matson	<b>X</b>			
Tom McCarron	<b>X</b>			
Mary Ann Rodriguez	<b>X</b>			
Michael Thorpe	<b>X</b>			

**D.6 Program Administration Request for Proposal**

Alliant attendees were excused from the room for this item discussion at 2:41 p.m. Cynthia Teniente-Matson confirmed that the task force for the Program Administration Request for Proposal process is Michael Thorpe, Mary Ann Rodriguez, Kurt Borsting (who will remain on this task force) and George Ashkar as alternate.

The group discussed that the existing timeframe to interview and put the new agreement in place by July 1, 2013, was feeling too rushed. The Current contract expires June 30, 2013. Cynthia Teniente-Matson, Mary Ann Rodriguez and Zachary Gifford have been discussing extending the current agreement not to exceed the next 6 months to allow time for proper review. Zachary Gifford has been working with Contracts and Procurement to revise the proposed schedule as follows:

- Interviews to be scheduled around July 29, 2013
- Notice to award by August 5, 2013
- New contract on October 1, 2013

A motion was made to extend the current contract with Alliant not to exceed the next 6 months.

**Motion:** George Ashkar    **Second:** Tom McCarron                    **MOTION CARRIED**

<b>NAME</b>	<b>AYES</b>	<b>ABSTAIN</b>	<b>NAYS</b>	<b>ABSENT</b>
George Ashkar	<b>X</b>			
Kurt Borsting	<b>X</b>			
Dwayne Brummett	<b>X</b>			
Lori Gentles				<b>X</b>
Linda Hawk	<b>X</b>			
Cynthia Matson	<b>X</b>			
Tom McCarron	<b>X</b>			

Mary Ann Rodriguez	<b>X</b>			
Michael Thorpe	<b>X</b>			

**E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS**

**E.1 AORMA Programs Update**

Kurt Borsting expressed his appreciation of his experience on the Executive Committee and stated that Dwayne Brummett will be the new AORMA Chair with Robert de Wit serving as Co-Chair. No other items to report.

**F. CLOSED SESSION**

NONE

**G. INFORMATION ITEMS**

**G.1 CSURMA Executive Committee & Staff Contact List**

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

**H. ADJOURNMENT**

This will be Tom McCarron's last meeting before he moves to San Diego. Mike Lee will complete his term and Cynthia Teniente-Matson will issue a memo to that effect.

A motion was made to adjourn the meeting.

The meeting adjourned at 2:53 PM.