

**MINUTES OF THE  
CSURMA EXECUTIVE COMMITTEE MEETING**

**JANUARY 12, 2020**

**THE LOEWS CORONADO BAY RESORT  
4000 CORONADO BAY ROAD  
CORONADO, CA 92118**

**3:30 PM**

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**MEMBERS PRESENT**

Scott Apel, California State University, Long Beach  
Dwayne Brummett (AORMA Chair), Associated Students, Inc. at San Luis Obispo  
Lisa Chavez (Chair), California State University, Los Angeles  
Thom Davis, California State University, Bakersfield  
Robert Eaton (Treasurer), California State University, Office of the Chancellor (*via Teleconference*)  
Dave Nakamura (AORMA First Vice Chair), Humboldt State University Center  
Kevin Saunders (Vice-Chair), California State University, Monterey Bay  
Amy Thomas, California State University, Stanislaus (*via Teleconference*)

**MEMBERS ABSENT**

Lisa Kao, California State University, Fresno (*via Teleconference/Non-voting*)

**STAFF, GUESTS & CONSULTANTS**

Zachary Gifford (CSURMA Secretary/Auditor), CSU Office of the Chancellor  
Tevea Him, Alliant Insurance Services, Inc.  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, General Counsel (*via Teleconference, joined at 4:00 pm; left at 4:36pm*)  
Susan Leung, Alliant Insurance Services, Inc.  
Amy Lightner, Alliant Insurance Services, Inc.  
Mimi Long, Alliant Insurance Services, Inc.  
Jody Van Leuven, CSU Office of the Chancellor  
Robin Webb, General Counsel (*via Teleconference, joined at 4:00 pm; left at 4:36pm*)

**A. CALL TO ORDER**

The meeting was called to order by the CSURMA Chair, Lisa Chavez at 3:30 PM.

**A1. Approval of the Agenda**

Item F. Closed Session was moved to time certain for 4:00pm. William Hsu and Robin Webb will joining via teleconference at that time.

A motion was made to approve the revised agenda order.

**MOTION:** Kevin Saunders

**SECOND:** Dave Nakamura

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

**B. PUBLIC COMMENTS**

There were no comments from the public.

**C. CONSENT CALENDAR**

**C1. Approval of Minutes – November 8, 2019**

**C2. Financial Report – Treasurer’s Quarterly Investment Report**

A motion was made to approve the items within the consent calendar.

**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			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

**D. GENERAL ADMINISTRATION**

**D1. Executive Committee Nominations / Elections**

The following seats are up for re-election for a two-year term (July 1, 2020 to June 30, 2022):

- Chair: Currently held by Lisa Chavez
- Vice-Chair: Currently held by Kevin Saunders
- Seat #3: Currently held by Scott Apel
- Seat #4: Currently held by Amy Thomas

Lisa Chavez appointed Thom Davis, Lisa Kao and Robert Eaton to serve on the Nominating Committee to seek nominations for the election to be held at the May 8, 2020 Board of Directors meeting.

**D2. Excess Insurance Renewals and Underwriter Meetings Report**

Daniel Howell provided a status of the upcoming program renewals. Most of CSURMA’s coverage programs renew on July 1. Chancellor’s Office and Program Administrator staff are actively marketing the programs and negotiating renewal terms. At this time the Program Administrator anticipates the major programs will renew as shown table below.

**Projected Renewal Cost Change Estimates**

<b>Program</b>	<b>AORMA Percent Change</b>	<b>Campus Percent Change</b>
Excess Liability	+10%	+10%
Property	+15%	+15%
Worker’s Compensation	Flat to 5% Increase	Flat to 5% Increase
Builder’s Risk	N/A	Flat Rate
Fine Arts	N/A	+10%
SPLIP & SAFECLIP	Flat Rate	Flat Rate
FTIP	Flat Rate	Flat Rate
Aviation	+5%	+5%
Medical Malpractice	N/A	Flat Rate to 10% Increase
Fidelity	+5%	+5%

**D3. Review of Policies and Procedures (Even Numbered)**

The Executive Committee adopted Resolution No. 04-13 (EC) directing review of the Authority’s Policies & Procedures on a regular basis to ensure administrative processes of the Authority and their documentation remain relevant and effective. The resolution defines the process for the

Executive Committee to review even-numbered Policies & Procedures in even-numbered calendar years, and odd-numbered Policies & Procedures in odd-numbered calendar years.

All even-numbered Policies & Procedures were reviewed by Staff and appear to reflect the current administrative practices of the CSURMA, and therefore Staff does not recommend any revisions.

A motion was made to accept the even Policies and Procedures as presented with no changes.

**MOTION:** Kevin Saunders  
**SECOND:** Thom Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

**D4. Liability Program Memoranda of Coverage**

The Committee reviewed the final revisions to the Liability Memorandum of Coverage for the risk pool. On November 8, 2019, the Executive Committee reviewed the proposed amendments to the Liability MOC’s for the Campus Liability risk pool and excess reinsurance. General Counsel commented “Damages” as defined in the MOC is extremely broad as currently written from which a demand for reimbursement of attorney’s fees itself may trigger coverage. Further, coverage for emotional distress without bodily injury may be covered as presently written. The Executive Committee directed staff to review with Robin Webb and Byrne Conley. Staff arranged a teleconference with Ms. Webb and Mr. Conley on September 26, 2019. Mr. Conley edited the MOC in accordance with the discussion with Ms. Webb, and was presented for approval.

A motion was made to approve the changes to the Liability MOC becoming effective July 1, 2020.

**MOTION:** Scott Apel  
**SECOND:** Dave Nakamura

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

**D5. Clarification of Liability Deductible for Self-Support Units**

The minimum deductible for campuses has been increased from \$35,000 to \$50,000. The Committee discussed whether the deductible for the Self-Support Units should also be increased to \$50,000 from \$35,000, regardless of the deductible selected by the campus. Self-Support Units consist of DRF Facilities, Continuing Education Operations, and Student Health Facilities.

A motion was made to approve the increase of the deductible for Self-Support Units to \$50,000.

**MOTION:** Kevin Saunders

**SECOND:** Thom Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

**D6. Return to Work Interactive Process Training**

The FY 19/20 CSURMA Budget includes \$30,000 for the CSU / UC Workers' Compensation Summit. As the Summit will not take place in FY 19/20, Staff would like to reallocate these funds

to the Return to Work (RTW) Interactive Process Training endeavor. The training will be presented by a subject matter expert and OGC (both individuals are “to be determined” at this point) and produced by CSU Professional Development within the CSU Studio.

A motion was made to approve the reallocation of up to \$4,000 within the FY 19/20 CSURMA Budget from the CSU / UC Workers’ Compensation Summit to the RTW Interactive Process Training.

**MOTION:** Kevin Saunders  
**SECOND:** Thom Davis

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

**D7. CSU Affinity Groups Biennial Mini-Conference and/or Workshops**

The Committee was asked to review a proposal for funding training sessions, workshops and/or conferences hosted by the CSU Affinity Groups, to be held every-other-year, and rescheduling the Fitting the Pieces Together Conference from once every 18 months to every-other-year.

The Committee reviewed the proposal and directed staff to create a matrix showing the proposed annual costs. This item was tabled to the March 2020 meeting.

**F. CLOSED SESSION**

1. **Freeman v. CSU (San Bernardino)**
2. **Herrington (Class Action) v. CSU (Fresno)**
3. **John Doe (Class Action) v. CSU (Fullerton)**
4. **Jane Doe v. Suzuki, et al. (Sonoma)**
5. **Macabasco v. CSU (Fullerton)**
6. **Sanchez v. CSU (Fullerton)**

A motion was made to enter closed session at 4:00 PM.

**MOTION:** Dave Nakamura  
**SECOND:** Kevin Saunders

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

The Committee came out of closed session 4:36 PM. The Chair reported that direction was given regarding Freeman v. CSU San Bernardino and Herrington (Class Action) v. CSU Fresno.

**D8. Risk Management Innovation Grant Application**

CSURMA offers funding for safety projects that serve to support risk management throughout the CSU system. Grant applications are submitted through the WERCS affinity groups. The application a collaborative initiative involving Risk Management and EH&S Affinity Groups.

Amy Thomas explained the grant for Risk Safety Solutions. This is a project funding request to add three inspection checklists that may include Theatre & Performance Arts, Instructional Shops / Art Studios, Fire Like Safety, Food Safety & Sanitation, Facilities & Industrial Shops, etc. The usage will be available systemwide and the checklists will be chosen independently by each campus based on their need and direction. Proposed cost of the Risk Safety Solutions is \$15,000.

A motion was made to approve this grant proposal of \$15,000 (\$5,000 per checklist).

**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			
Lisa Kao				X
Dave Nakamura	X			

Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

Zachary Gifford explained the grant for Behavior Based Incentive Program. Gifford noted that SDSU is proposing a behavior based safety incentive program for Facilities Services employees and requires funding specifically for the tracking system and incentives. The name of the program will be developed in collaboration with Facilities Services. The funding requested is for design and purchase of the progress boards, the quarterly incentives, the grand finale incentives for all the shops meeting the goals. Because this is a new program it is expected to involve incremental behavioral change. Proposed cost of the Behavior Based Incentive Program is \$100,000.

No motion was made. This grant request was not approved. Staff was directed to notify the campus that it does not feel the grant supports the goal of the Campus grant program.

**D9. May 8, 2020 CSURMA Executive Committee and Board Meetings Location**

The CSURMA Executive Committee and Board Meetings are scheduled for May 8, 2020. Due to the Academic Senate week, the CSU Chancellor’s Office is unable to accommodate these meetings. Scott Apel has offered to host the meetings at CSU Long Beach. Therefore, the new meeting location is CSU Long Beach (*the Pointe, Walter Pyramid*) at 1250 Bellflower Blvd, Long Beach, CA.

The Committee also requested that the March, 2020 meeting currently scheduled to be held in San Francisco, be moved to a different location. The Committee requested either San Diego or Newport Beach.

A motion was made to approve the new meeting location.

**MOTION:** Thom Davis

**SECOND:** Lisa Chavez

NAME	AYE	ABSTAIN	NAY	ABSENT
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**

**E. OTHER PROGRAMS**

**E1. AORMA Programs Update**

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

**E2. AIME Program Update**

Lisa Kao reported that the AIME Committee had not met since the last report given to the Executive Committee on November 8, 2019. Their next meeting is scheduled for Monday, January 13<sup>th</sup>.

**G. INFORMATION ITEMS**

- G1. Review of FY 2019/20 Long Range Planning Goals**
- G2. CSURMA Administrative Service Calendar**
- G3. 2020/21 CSURMA Meeting Calendar**
- G4. CSURMA Executive Committee & Staff Contact List**

**H. ADJOURNMENT**

The meeting was adjourned at 4:47 PM.

**MOTION:** Scott Apel  
**SECOND:** Dwayne Brummett

<b>NAME</b>	<b>AYE</b>	<b>ABSTAIN</b>	<b>NAY</b>	<b>ABSENT</b>
Scott Apel	X			
Dwayne Brummett	X			
Lisa Chavez	X			
Thom Davis	X			
Robert Eaton	X			
Lisa Kao				X
Dave Nakamura	X			
Kevin Saunders	X			
Amy Thomas		X		

**MOTION CARRIED**