



California State University Risk Management Authority

CSURMA BOARD OF DIRECTORS 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

Meeting Date: May 10, 2013
Time: 10:30 AM

Primary Location:

CSU Chancellor’s Office
401 Golden Shore, Dumke Auditorium
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

A

C. CONSENT CALENDAR

The Board of Directors will be asked to take action on the consent calendar items as a group, except that a member may request that an item be withdrawn from the Consent Calendar for discussion and action.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 – October 26, 2012** **A** p. 5
The Board will be asked to approve minutes from their last meeting.
- 2. **Treasurer’s Report** **A** p. 13
The Board will be asked to accept the Treasurer’s Report at March 31, 2013.

D. GENERAL ADMINISTRATION

- 1. **Campus Risk Pool Program Funding Status** **A** p. 20
The Committee will receive a report on the campus pooled program funding status, taking action as necessary.
- 2. **FY 2013/2014 Pooled Program Gross Funding** **A** p. 22
The Board will be asked to review and recommend approval of pooled program gross funding for FY 2013/2014.
- 3. **Recommend Approval of the FY 2013/2014 CSURMA Budget** **A** p. 25
The Board will be asked to review and adopt Resolution No. 01-13 BOD – CSURMA FY 2013/2014 budget.
- 4. **Nominating Committee Report and Executive Committee Elections** **A** p. 68
The Board will receive a report from the Nominating Committee and be asked to elect representatives to open seats.
- 5. **Review of Recently Adopted Policies and Procedures** **A** p. 71
The Board will receive a report on recently adopted policies and procedures and may take action as appropriate.

A Public Entity Joint Powers Authority



California State University Risk Management Authority

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6. **CSURMA 2013 & 2014 Meeting Calendars** **A** p. 85
The Board will be asked to review changes to the CSURMA 2013 meeting calendar and to approve the CSURMA 2014 meeting calendar.

7. **Report on the CSURMA Long Range Planning Goals** **A** p. 90
The Board will receive draft 2013/2014 Long Range Planning Goals and be asked to review and approve.

E. 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). Please refer to the claims listed below, that may be discussed. The Committee may take action or provide direction to Staff regarding the litigation discussed.

None

F. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS

1. **AORMA Programs Update** **I** p. 95
The Board will receive a verbal report on the AORMA programs.

G. INFORMATION ITEMS

1. **Selection of Workers Compensation Program TPA** **I** p. 96
The Board will receive a report from the Workers Compensation TPA Task Group.

2. **CSURMA Vendor Survey** **I** p. 103
The Board will receive a report from Systemwide Risk Management on the CSURMA Vendor Survey.

3. **CSURMA Student Health Insurance Program** **I** p. 118
The Board will receive a report on the CSURMA Student Health Insurance Program.

4. **Risk Management Innovation Funding Grants** **I** p. 119
The Board will receive a report on Risk Management Innovation Grants.

5. **CSURMA Board of Directors and Staff Telephone, Postal Address and E-mail list** **I** p. 122
The Board will be asked to review the CSURMA Board of Directors contact information and provide Staff with revisions.

A Public Entity Joint Powers Authority



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H. PRESENTATIONS

1. **On-Line Training & Learning Management Systems – Robin D. Innes / David Kervella**
2. **Insurance Program Renewals & State of the Insurance Market – Daniel Howell**
3. **CSURMA.ORG Web Site Re-launch – Myron Leavell**

I. ADJOURNMENT

TELECONFERENCE LOCATIONS

CSU Chancellor’s Office – 401 Golden Shore, Long Beach, CA
CSU Bakersfield; Risk Manager’s Office
CSU East Bay, Hayward, CA Risk Manager’s Office
California Maritime Academy, Vallejo, CA; Risk Manager’s Office
CSU Sacramento; Risk Manager’s Office
CSU San Bernardino; Risk Manager’s Office
San Jose State University; Risk Manager’s Office

The Board of Directors next scheduled meeting is on November 6, 2013 in Sacramento, CA.

If you have questions regarding the agenda package, please contact Myron Leavell at (415) 403-1404 or via email at mleavell@alliant.com

APPROVAL OF AGENDA

ISSUE: The Committee will be asked to approve the agenda for today's meeting.

RECOMMENDATION: The Board of Directors 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 – OCTOBER 26, 2012

ISSUE: Approval of Board of Directors draft meeting minutes of October 26, 2012.

RECOMMENDATION: It is recommended that the Board of Directors approve the October 26, 2012 draft meeting minutes with corrections as necessary.

FISCAL IMPACT: None.

BACKGROUND: The minutes reflect the meeting of the Board of Directors.

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft October 26, 2012 Board of Directors meeting minutes.

**MINUTES OF THE CSURMA
BOARD OF DIRECTORS MEETING
OCTOBER 26, 2012
LONG BEACH, CALIFORNIA**

A. CALL TO ORDER

The meeting was called to order at 10:46 a.m. by the Chair, Cindy Matson.

B. PUBLIC COMMENTS

There are some members on the teleconference portion of this meeting. However, they were not properly noticed on the agenda so they can not vote.

C. CONSENT CALENDAR

- C1. Approval of Minutes – April 24, 2012**
- C2. Treasurer’s Report**
- C3. Adoption of CSURMA 2013 Meeting Calendar**

A motion was made to approve each action on the Consent Calendar as presented.

MOTION: Mike Neal **SECOND:** George Ashkar **MOTION CARRIED**

D. GENERAL ADMINISTRATION

D1. Report on Independent Auditor’s Financial Audit as of June 30, 2012

George Ashkar discussed the final Independent Auditor’s Financial Audit as of June 30, 2012. George then introduced Mark Thomas of KPMG, LLP, who stepped the Board of Directors through the financial statements, which present fairly, in all material respects, the financial position of the CSURMA as of June 30, 2012 and 2011, and the changes in its financial position and its cash flows for the years then ended conform with U.S. generally accepted accounting principles.

A motion was made to accept the final Independent Auditor’s Financial Audit Report as of June 30, 2012.

MOTION: George Ashkar **SECOND:** Mary Ann Rodriguez **MOTION CARRIED**

D. Campus Risk Pool Funding Program Year 2013-2014

D2a. Review of Draft Actuarial Reports for General Liability, Workers’ Compensation and Athletic Injury Medical Expense (AIME) Programs

Daniel Howell reported that the actuary is projecting a slight increase in the Campus General Liability program due to projected losses paid. The Campus Workers' Compensation rate will increase slightly due to medical costs inflation and the claim count indicates more claims. The AIME program is projecting an increase due to the increases in rates and medical costs. Rob Leong discussed the AIME Committee's Rating Plan Task Group is reviewing rates by sports to determine if there are any refinements.

D2b. Recommendation of FY 2013/2014 Campus Coverage Programs Pooled Program Gross Funding

Daniel Howell discussed the comparison year over year chart in the agenda where the CSURMA programs are looking at a 2.1% decrease for the fiscal year 2013/2014. The 2.1% decrease takes into consideration the dividends/assessments. Rob reviewed the programs as follows:

- General Liability – proposing a 6.2% decrease derived from the number of claims
- Workers' Compensation – slight decrease of 0.7% and consider the program to be very stable and very well funded
- IDL/NDL/UI – proposing an 8.0% increase – program trending very well and unemployment has increased tremendously. Daniel Howell discussed the assessment in detail with the Board
- Property – proposing a 12.8% decrease
- AIME – flat renewal
- Auto Liability (VELSIP) – flat renewal – no rates known at this time

Rob Leong reported that the distribution of costs by campus is attached to the agenda and if any campus has any questions, contact Rob Leong.

A motion was made to adopt the recommended funding for FY 2013/2014 Campus Coverage Programs of \$69,758,253 as presented.

MOTION: Mary Ann Rodriguez **SECOND:** Tom McCarron **MOTION CARRIED**

D3. Campus Risk Pool Dividends and Assessments

The Executive Committee evaluated the funding position of the Campus Risk Pools and determined that dividends are available in the Workers' Compensation coverage program. An assessment is necessary to cover existing and anticipated funding shortfalls in the IDL/NDI/UI coverage program. The Board discussed the practice to declare a dividend of up to 50% of unencumbered program funds where available (Liability and Workers' Compensation programs). This item was discussed in the above agenda item D2b. - Recommendation of FY 2013/2014 Campus Coverage Programs Pooled Program Gross Funding.

D4. Review of FY 2012/2013 Long Range Planning Goals

Chair Cynthia Matson introduced the Long Range Planning process to the Board of Directors. She explained that the summary list of items presented today starts as an idea and through the efforts of the Executive Committee and the Program Administrators have been fleshed out for the Board's review.

This year's Long Range Action Plan draft presented fifteen (15) items that will be worked by the Executive Committee and Program Administrators this year, as below, reviewed by Daniel Howell:

1. Club Sports – Utilize AIME Program to cover Club Sports Injury Claims
2. SWAT – Workers' Compensation Claims
3. Proprietary On-Line Safety Training
4. Risk Management Innovation Award
5. Affiliate Institutions Host Agreements – Phase III–Inventory of Host Agreements
6. Consolidated Equipment Maintenance Insurance Program
7. Vendor Performance Survey
8. 2013/14 Fitting the Pieces Together Conference
9. Regional Risk Management Resource Model
10. Financial Auditing Services
11. Employee Risk Management Training
12. Blanket Student Activities (Liability)
13. Student Health Insurance Program
14. Foreign Traveler Tracking and Communications
15. Analysis of Smoking Policy Implications Across CSU

A few projects are now on hold until the new Chancellor is in place.

D5. Resolution Recognizing the Contributions of Denah Hoard

Daniel Howell recognized the efforts of Denah Hoard on CSURMA over the years. She has diligently served the California State University Risk Management Authority as General Counsel for the California State University Risk Management Authority since October, 2007. It is appropriate to recognize Denah Hoard for the time, effort and many contributions she has made to ensure the success of the California State University Risk Management Authority.

A motion was made to recognize the valued contributions of Denah Hoard to CSURMA.

MOTION: Tom McCarron **SECOND:** George Ashkar **MOTION CARRIED**

D6. Resolution Recognizing the Contributions of Dr. Robert Brown

Daniel Howell recognized the efforts of Dr. Robert Brown on CSURMA over the years. She has diligently served the California State University Risk Management Authority as a

member of its Auxiliary Organizations Risk Management Alliance Committee (AORMA Committee) and the Board of Directors since July, 2005. Dr. Brown also served as the Vice Chair and Chair for the AORMA Committee from July 1, 2009 – June 30, 2011. He served as a member of the Executive Committee from July, 2010 – July, 2011. He did some excellent work in addition to taking on difficult projects.

A motion was made to recognize the valued contributions of Dr. Robert Brown to CSURMA.

MOTION: Michael Thorpe **SECOND:** George Ashkar **MOTION CARRIED**

E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS

E1. AORMA Programs Status Report

Kurt Borsting, Chair of the AORMA Committee reported the following:

- AOA Conference – Planning presentations for breakout sessions
- TPA will begin making campus visits early 2013
- Took action on a dividend, which is the 2nd highest in program history

E2. 2013 AOA Annual Conference Update

Kurt Borsting, Chair of the AORMA Committee reported the 2013 AOA Annual Conference will be held in Pasadena at the Langham Huntington. There will be a plated breakfast this year to allow full engagement during the meeting.

F. CLOSED SESSION

There were no items scheduled for closed session.

G. INFORMATION ITEMS

G1. Program Administrator’s Stewardship Program

Daniel Howell reported that each year the Program Director prepares a Stewardship Report for the CSURMA Board of Directors. The Stewardship Report provides the members with a description of activities, accomplishments and performance of the CSURMA and the Program Administrator. Daniel thanked the Board for the opportunity of working with the CSURMA.

G2. PEPIP Pollution (ACE) Loss Reporting

Daniel Howell reviewed the PEPiP Pollution Loss Reporting Guidelines that were included in the agenda packet. He noted that mold is covered by the pollution coverage. He explained that it very broad coverage with a sudden and accidental coverage trigger.

G3. CSURMA Executive Committee and Staff Telephone, Postal Address and E-mail List

The Board was asked to review the attached Board of Directors contact information and provide Staff with revisions.

H. ADJOURNMENT

The meeting was adjourned at 12:18 p.m.

A motion was made to adjourn the meeting.

MOTION: Mary Ann Rodriguez **SECOND:** Tom McCarron **MOTION CARRIED**

MEMBERS PRESENT

George Ashkar, CSU Office of the Chancellor
John Beisner, CSU Fullerton Auxiliary Services
Kurt Borsting, CSU Fullerton, Associated Students, Inc.
Kevin Brady, CSU Los Angeles
Dwayne Brummett, Associated Students, Inc., Cal Poly SLO [Audited via Teleconference]
David Bugbee, Humboldt State University
David Carroll, California Polytechnic State University, SLO [Audited via Teleconference]
Guy Dalpe, Cesar Chavez Student Center, San Francisco State University
Lori Gentles, San Francisco State University
Linda Hawk, CSU San Marcos
Katharine Hullinger, CSU Channel Islands
Gigi Kiama, University Corporation, CSU Monterey Bay
Mark Loftus, San Jose State University
Richard Ludmerer, Sonoma State University
Cynthia Matson, CSU Fresno
Tom McCarron, CSU Northridge
Michael A. Neal, CSU Bakersfield
David Prenovost, Cal Poly Pomona Foundation
Sharon Reiter, California State Polytechnic University, Pomona
Mary Ann Rodriquez, CSU Dominguez Hills
Kirtland Stout, CSU Sacramento
Michael Thorpe, CSU Chico
Stephanie Williams, CSU Long Beach
Pat Worley, Associated Students, CSU Sacramento

MEMBERS ABSENT

Dr. Ed Barnes, California State Polytechnic University, Pomona
Dr. Bob Brown, San Diego Research Foundation, San Diego State University
Christina Brown, Associated Students, San Diego State University
Debbie Burns, CSU, San Bernardino
Robert de Wit, Forty-Niner Shops, Inc., CSU Long Beach
Vineeta Dhillon, California Maritime Academy
Lawrence Furukawa-Schlereth, Sonoma State University
Robert Gardner, CSU San Bernardino
Russell Giambelluca, CSU Stanislaus
John Griffin, The University Corporation, CSU Northridge
Dr. Willie Hagan, CSU Fullerton
Nancy Hayes, San Francisco State University
Lorraine Hoffman, CSU Chico
William Kupfer, CSU Channel Islands
Earl Lawson, CSU Monterey Bay
Dr. Mike Lee, CSU Sacramento
Kurtis Lohide, California Maritime Academy
Nyassa Love, CSU East Bay
Michael Martin, San Francisco State University

Peter Neville, Sonoma State Student Union
Burt Nordstrom, Humboldt State University
Brian Nowlin, CSU Long Beach Foundation
Dr. Ben Quillian, CSU Office of the Chancellor
Jessica Rentto, San Diego State University
Kevin Saunders, CSU Monterey Bay
Juli Smith, CSU Bakersfield
Sharon Taylor, CSU Long Beach
Richel Thaler, San Diego Research Foundation, San Diego State University
Amy Thomas, CSU Stanislaus
Brad Wells, CSU East Bay

STAFF, GUESTS AND CONSULTANTS

Kelly Cox, CSU Office of the Chancellor
Valerie Eberle, California State Polytechnic University, Pomona
Zachary Gifford, CSU Office of the Chancellor
Jacki Graf, Alliant Insurance Services
Daniel Howell, Alliant Insurance Services
William Hsu, CSU, Office of General Counsel
Lisa Kao, CSU Fresno
Alice Kim, CSU Office of the Chancellor
Myron Leavell, Alliant Insurance Services
Robert Leong, Alliant Insurance Services
Mimi Long, Alliant Insurance Services
Charlene Minnick, CSU, Office of the Chancellor
Rebecca Skidmore, CSU, Office of the Chancellor
Bill Thomas, CSU San Marcos
Jody Van Leuven, CSU Northridge

TREASURER'S REPORT AT MARCH 31, 2013

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 Board is asked to review the Quarterly Investment Report ending March 31, 2013. The CSURMA Treasurer will be on hand to answer questions.

RECOMMENDATION: Staff recommends the Board accept the Quarterly Investment Report ending June 30, 2012, as presented at today's meeting.

FISCAL IMPACT: None.

BACKGROUND: The objective of reviewing the investment of funds is to assure that policies and procedures are in effect to protect and preserve the JPA's financial assets.

PUBLICATION: None.

ATTACHMENT(S):

- a. Certification of Funds Letter dated March 31, 2013
- b. Quarterly Investment Report Ending March 31, 2013



California State University Risk Management Authority

Officers

Cynthia Teniente-Matson
Chair

Mary Ann Rodriguez
Vice Chair

George V. Ashkar
Treasurer

Charlene M. Minnick
Secretary

To: Executive Committee
CSU Risk Management Authority

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

Re: Quarterly Investment Report
Ending March 31, 2013

Date: April 25, 2013

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 31st, 2013. 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, 2013 – March 31, 2013

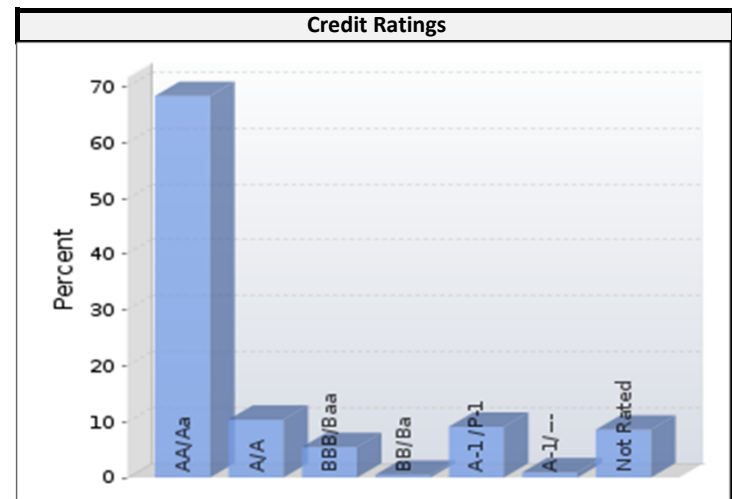
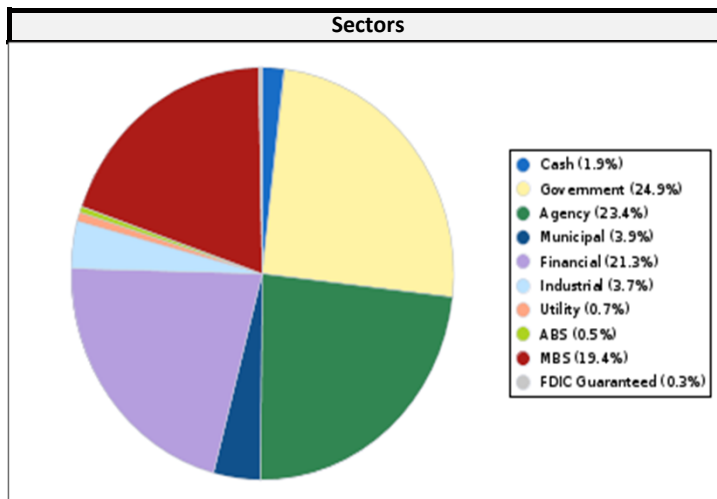
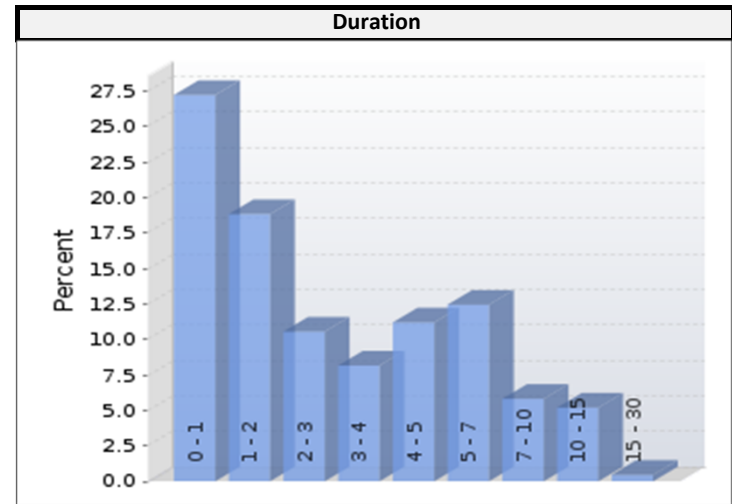
Prepared by the Office of Financing and Treasury

California State University Risk Management Authority

Fixed Income Portfolio (Auxiliary Investment Platform)

As of 3/31/2013

Portfolio Summary Total	
Total Assets	127,869,705
Duration	3.245
Yield	0.687%
Avg Credit Rating	AA-/Aa3
QE Performance	0.122%

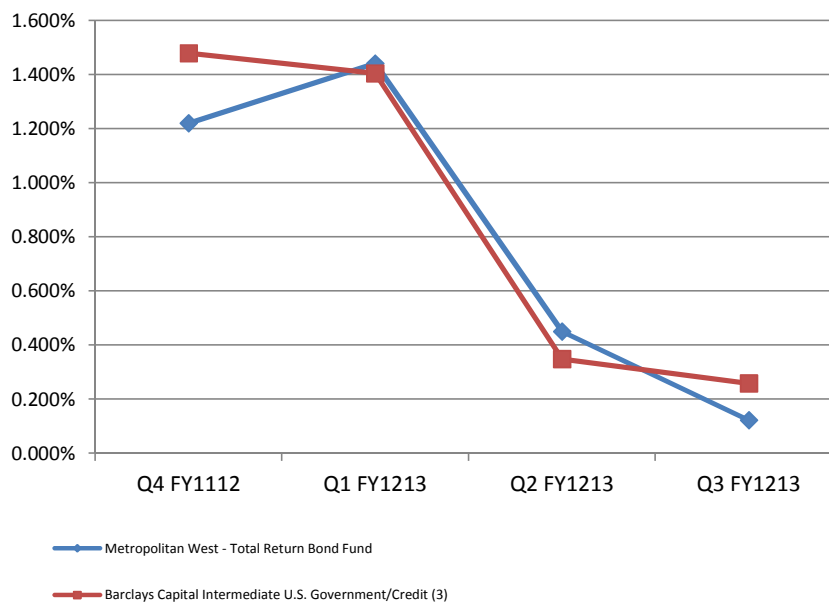


California State University Risk Management Authority
Fixed Income Portfolio (Auxiliary Investment Platform)
Performance Summary

Period Ended 3/31/13

Account / Index	Market Value	3 Month ⁽¹⁾	12 Month ⁽¹⁾	3 Year ⁽¹⁾	5 Year ⁽¹⁾	Since Inception ⁽¹⁾	Yield	WAM ⁽²⁾	Duration
	03/31/13	01/01/13 - 03/31/13	04/01/12 - 03/31/13	04/01/10 - 03/31/13	04/01/08 - 03/31/13	04/01/08 - 03/31/13			
Metropolitan West - Total Return Bond Fund	127,869,705	0.122%	3.226%	4.418%	5.791%	5.791%	0.687	7.489	3.245
Barclays Capital Intermediate U.S. Government/Credit ⁽³⁾		0.258%	3.528%	4.741%	4.610%	4.610%	1.073	4.262	3.900

Account / Index	Q4 FY1112	Q1 FY1213	Q2 FY1213	Q3 FY1213	12 Month Return ⁽¹⁾
	04/01/12 - 06/30/12	07/01/12 - 09/30/12	10/01/12 - 12/31/12	01/01/13 - 03/31/13	04/01/12 - 03/31/13
Metropolitan West - Total Return Bond Fund	1.220%	1.441%	0.449%	0.122%	3.226%
Barclays Capital Intermediate U.S. Government/Credit ⁽³⁾	1.479%	1.404%	0.348%	0.258%	3.528%

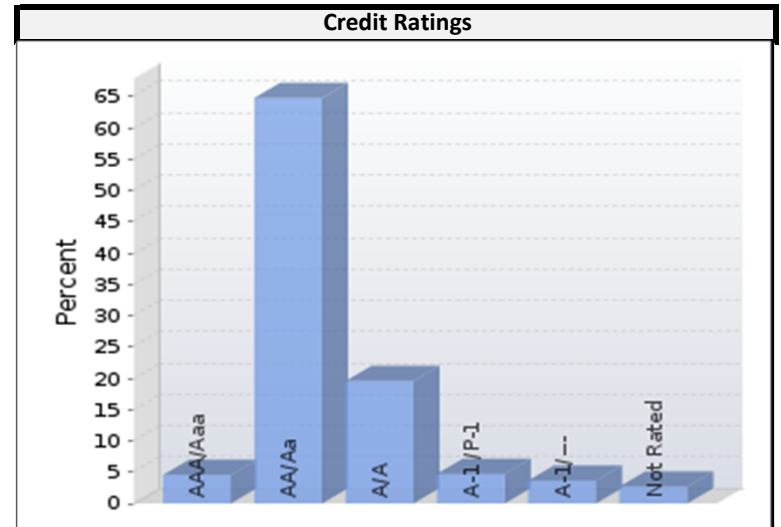
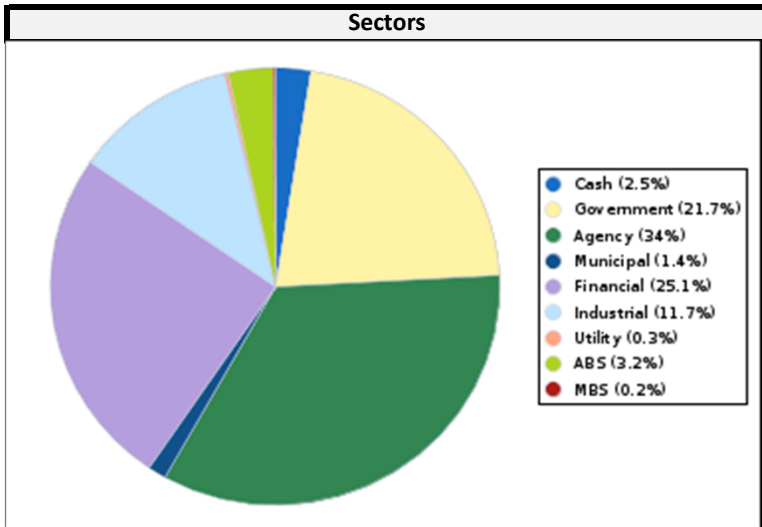
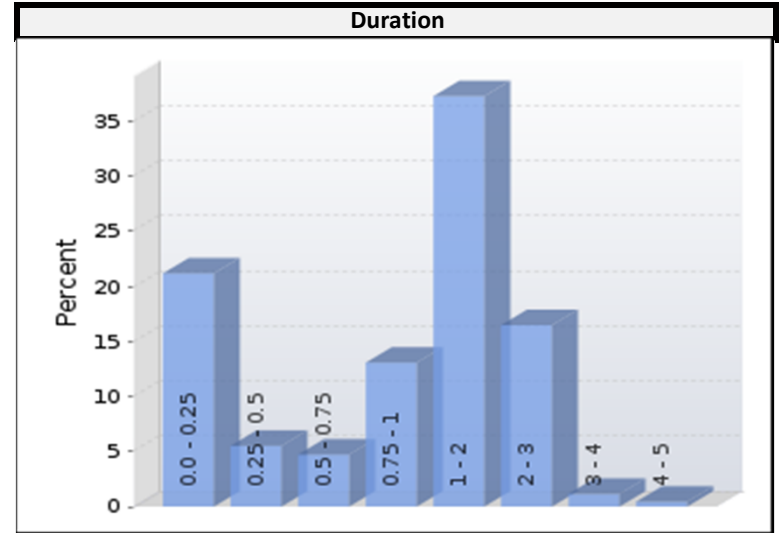


- (1) Represents Total Return on the portfolio (Income Return plus Price Return)
- (2) Weighted Average Maturity
- (3) Portfolio Benchmark

California State University SWIFT Portfolio

As of 3/31/2013

Portfolio Summary Total	
Total Assets	32,776,422
Duration	1.227
Yield	0.350%
Avg Credit Rating	AA-/Aa3
QE Performance	0.143%



California State University Risk Management Authority

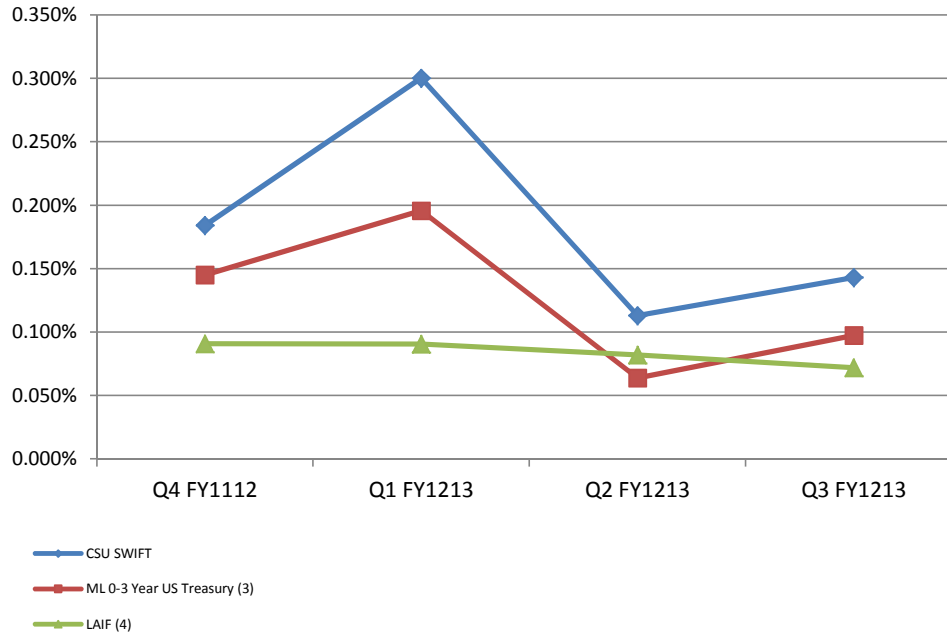
SWIFT Portfolio

Performance Summary

Period Ended 3/31/13

Account / Index	Market Value	3 Month ⁽¹⁾	12 Month ⁽¹⁾	3 Year ⁽¹⁾	5 Year ⁽¹⁾	Since Inception ⁽¹⁾	Yield	WAM ⁽²⁾	Duration
	03/31/13	01/01/13 - 03/31/13	04/01/12 - 03/31/13	04/01/10 - 03/31/13	04/01/08 - 03/31/13	04/01/08 - 03/31/13			
CSU SWIFT	32,776,422	0.143%	0.743%	0.653%	1.170%	1.669%	0.350	1.583	1.227
BofA ML 0-3 Year US Treasury ⁽³⁾		0.097%	0.503%	0.968%	1.403%	2.377%	0.211	1.457	1.432
LAIF ⁽⁴⁾		0.072%	0.336%	0.421%	0.949%	n/a	0.290		

Account / Index	Q4 FY1112	Q1 FY1213	Q2 FY1213	Q3 FY1213	12 Month Return ⁽¹⁾
	04/01/12 - 06/30/12	07/01/12 - 09/30/12	10/01/12 - 12/31/12	01/01/13 - 03/31/13	04/01/12 - 03/31/13
CSU SWIFT	0.184%	0.300%	0.113%	0.143%	0.743%
ML 0-3 Year US Treasury ⁽³⁾	0.145%	0.196%	0.064%	0.097%	0.503%
LAIF ⁽⁴⁾	0.091%	0.091%	0.082%	0.072%	0.336%



(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 Financing & Treasury

CAMPUS RISK POOLS FUNDING STATUS

ISSUE: In accordance with CSURMA's adopted funding policy for its self-funded pooling programs, 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, 2013. 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, if an assessment is necessary, or if there is ample surplus to consider a release of dividends to the members.

RECOMMENDATION: Information only; no action requested.

FISCAL IMPACT: Dividends, if any, will reduce fund balances by the amount recommended by the Executive Committee in the fiscal period from which excess funds are distributed to members.

BACKGROUND: Prior to FY 1995/1996, the CSU Chancellor's Office paid all liability, Workers' Compensation and IDL/NDI/UI claims and related expenses. CSU funded these liabilities on a cash basis as the claims became payable. Beginning in FY 95/96, the campuses became accountable for these liabilities. The *Risk Pool* was developed as a funding mechanism so that campuses could share primary layer costs while simultaneously being encouraged to manage risks. Each campus' base budget was increased by a pro rata share of the systemwide budget for these liabilities.

The CSURMA (successor to the *Risk Pool*) inherited prior years' claim liabilities when it was formed. The CSURMA Board of Directors adopted a policy of fully funding each year's liabilities as they are incurred. That is, campuses will pay a premium to CSURMA for each fiscal year to cover all projected costs of claims attributed to that fiscal year, even though the claims will be paid over future years.

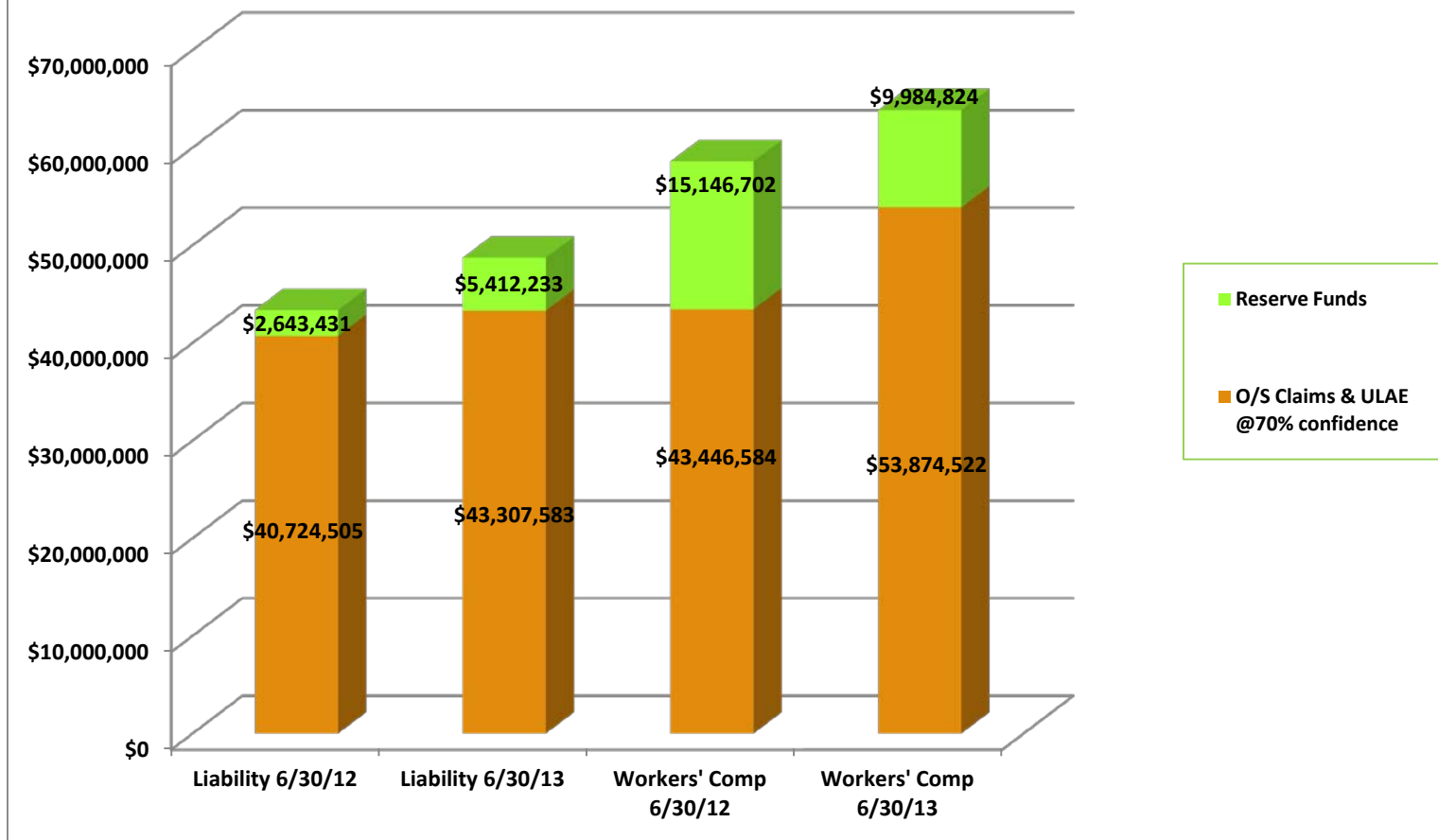
PUBLICATION: None.

ATTACHMENTS:

- a. CSURMA Policy & Procedure No. 7-JPA
- b. Draft Full Funding Projections and Calculations at December 31, 2012, projected to June 30, 2013

Campus Programs - Pools

Estimated Funding Projected to FYE 13 (undiscounted)



FY 2013/14 POOLED PROGRAM GROSS FUNDING

ISSUE: The Board of Directors adopted rates and funding for FY 2013/14 at its Fall 2012 meeting on October 26, 2012 with the opportunity to finalize rates at its meeting in Spring 2013. The Program Administrator has prepared FY 2013/14 draft calculations using the final deposits for Athletic Injury Medical Expense (AIME) as recommended by the AIME Committee, and Auto Liability as calculated by the Office of Risk & Insurance Management (ORIM) on March 27, 2013 for the state’s Vehicle Liability Self-Insurance Program (VELSIP).

The following summarizes total program costs, with individual campus costs shown in the attachments to this item.

Campus Coverage Programs Funding Comparison

Coverage Program	FY 12/13 Actual	FY 13/14 Proposed	Percent Change
General/Errors & Omissions Liability	\$14,573,913	\$13,670,600	-6.2%
Workers’ Compensation	29,652,430	29,448,933	-0.7%
IDL, NDI, UI *	15,216,515	13,500,000	-11.3%
Property, Boiler & Machinery	10,900,000	9,500,000	-12.8%
Athletic Injury Medical Expense	2,955,384	2,932,489	-0.8%
Automobile Liability	683,336	648,727	-5.1%
Total	\$73,981,578	\$69,700,749	-5.8%

* FY 12/13 includes UI assessment applied in 2012

RECOMMENDATION: The Executive Committee recommends to the Board of Directors adoption of the Campus coverage programs funding for FY 2013/14 as presented in the Table above.

FISCAL IMPACT: Adoption of the recommended funding for the campus coverage programs totaling \$69,700,749 are in accordance with the policies & procedures and rating plans adopted and approved by the Board of Directors.

BACKGROUND: CSURMA employs an independent actuarial firm, Aon Risk Solutions to project claim costs for its General and Errors & Omissions Liability, Workers’ Compensation

and Athletic Injury Medical Expense (AIME) coverage programs. Aon's draft actuarial reports dated July 25, 2012 were used to calculate the recommended funding for FY 2013/14.

The Board is asked to focus on the aggregate program funding issues at this time. Campuses should contact Rob Leong (415-403-1441) for any specific questions as to how their cost was calculated.

PUBLICATION: None.

ATTACHMENT(S):

- a. FY 13/14 Campus Coverage Programs Proposed Funding (Draft)

CSURMA RISK POOL FY 2013/14
Total Program Cost

Draft

<i>Campus</i>	<i>FY 12/13 Actual</i>	<i>FY 13/14 Proposed</i>	<i>Change</i>
Bakersfield	\$1,420,348	\$1,373,584	-3.3%
Channel Islands	1,359,239	1,419,161	4.4%
Chico	2,570,120	2,450,874	-4.6%
Dominguez Hills	2,529,605	2,414,932	-4.5%
East Bay	2,844,723	2,667,213	-6.2%
Fresno	4,376,326	4,175,434	-4.6%
Fullerton	3,762,897	3,580,572	-4.8%
Humboldt	2,251,126	2,034,388	-9.6%
Long Beach	5,353,014	4,928,707	-7.9%
Los Angeles	3,590,229	3,329,678	-7.3%
Maritime Academy	486,175	466,758	-4.0%
Monterey Bay	1,347,976	1,314,471	-2.5%
Northridge	4,630,058	4,278,661	-7.6%
Pomona	3,443,100	3,550,552	3.1%
Sacramento	3,611,485	3,541,151	-1.9%
San Bernardino	2,545,286	2,512,062	-1.3%
San Diego	4,832,798	4,542,063	-6.0%
San Francisco	5,268,626	4,510,616	-14.4%
San Jose	4,850,621	4,546,707	-6.3%
San Luis Obispo	3,708,794	3,582,689	-3.4%
San Marcos	1,508,219	1,391,374	-7.7%
Sonoma	2,288,532	1,983,583	-13.3%
Stanislaus	1,624,415	1,636,319	0.7%
Chancellor's Office	958,246	979,474	2.2%
Systemwide	2,819,620	2,489,726	-11.7%
Total:	\$73,981,578	\$69,700,749	-5.8%

RECOMMEND APPROVAL OF FY 2013/14 CSURMA BUDGET

ISSUE: CSURMA's next fiscal year begins on July 1, 2013. The FY 2013/14 operating budget is to be approved by the Board of Directors at its May 10, 2013 meeting. The Chancellor's Office and the Program Administrators worked together to develop the draft FY 2013/14 budget, which has been reviewed by the Executive Committee, who is recommending adoption by the Board at today's meeting.

AORMA separately develops a budget for its coverage programs. The AORMA Committee approved its budget for FY 2013/14, which are incorporated in the CSURMA operating budget for adoption by the Board of Directors.

Major features of the proposed **Campus Programs** budget include:

- Projected decrease in Total contributions from \$73,981,577 to \$69,735,358.
- Projected decrease in Liability contributions from \$14,573,913 to \$13,670,600 due to actuarial projected claim trend.
- Projected decrease in Workers' Compensation contributions from \$29,652,429 to \$29,448,933 due to actuarial projected claim trend.
- Projected decrease in IDL/NDI/UI contributions from \$15,216,515 to \$13,500,000 due to improved claims trend.
- Projected decrease in Property contributions from \$10,900,000 to \$9,500,000 due to change in Property rates. Premiums are subject to adjustment based on final reported total insured values (TIV).
- Projected decrease in AIME contributions from \$2,955,384 to \$2,932,489 due to actuarial projected claim trend.
- Projected decrease in Auto Liability from \$683,336 to \$648,727 per final approved allocation by DGS Office of Risk & Insurance Management.

Major features of the proposed **AORMA Programs** budget include:

- Projected increase in Total contributions from \$12,962,681 to \$14,293,685.
- Projected increase in Liability contributions from \$3,546,798 to \$3,665,132 due to actuarial projected claim trend and projected reinsurance premiums.
- Projected increase in Workers' Compensation contributions from \$4,179,283 to \$4,444,743 due to actuarial projected claim trend and projected excess insurance premium.
- Projected increase in Property contributions from \$3,028,727 to \$3,539,254 due to change in total insured values and expected insurance premiums. Premiums are subject to adjustment based on final reported total insured values (TIV) and final negotiated rates.

- Projected increase in Crime from \$290,404 to \$351,104 due to claims experience.
- Projected increase in Unemployment Insurance contributions from \$1,917,469 to \$2,293,452 due to claims experience.

The proposed budget for FY 2013/14 includes a planned increase for Loss Control Expenses from \$558,125 to \$1,178,125 for on-site training related to Safety of Minors on Campus (\$60,000 shared with AORMA), Theater Risk Management (\$40,000 shared with AORMA), Risk Reduction Funding Grants (\$100,000 Campus only), IT Security Awareness Training (\$20,000 Campus only), and specialized software for International Travel Tracking (\$400,000 Campus only).

Additionally, CSURMA added a new fund in August 2012 for Club Sports Insurance Program for the University's inter-mural, intra-mural & recreational sports.

Staff will be present at today's meeting to review the proposed budget.

RECOMMENDATION: The Board is asked to adopt the draft budget for FY 2013/14 with changes noted, if any, at today's meeting.

FISCAL IMPACT: The proposed operating budget would develop Total Operating Revenue of \$90,388,455; Total Operating Expense of \$85,540,538; and Total Non-Operating Revenue of \$5,000,000; generating excess revenue to expenses of \$9,847,917 in projected additions to reserves. *The preceding does not include projected Dividend Distributions during FY 2013/14, which, if any, will increase expenditures and decrease fund reserves.*

BACKGROUND: The proposed budget is detailed by program in the draft document included with the agenda packet.

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft FY 2013/14 CSURMA Budget of Revenues and Expenses
- b. Draft Resolution 01-13 (BOD) FY 2013/14 Budget

CSURMA

Cash Flow Budget of Revenues and Expenses Fiscal Year July 1, 2013 to June 30, 2014

Draft 14

**Board of Directors
May 10, 2013**

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

TOTAL: ALL FUNDS

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
Operating Revenues			
Contributions	90,030,846	91,378,455	1,347,609
Reinsurance Premiums	-3,004,509	-990,000	2,014,509
Total Operating Revenues	<u>87,026,337</u>	<u>90,388,455</u>	<u>3,362,118</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	59,249,626	64,738,427	5,488,801
Deductible Recoveries	-4,050,000	-4,050,000	0
Claims Administrators	4,639,795	4,661,895	22,100
Claims Management Information System	100,000	100,000	0
Program Administrators	2,449,686	2,449,686	0
Brokerage Commissions & Fees	1,258,407	1,258,407	0
Insurance Premiums (net of brokerage)	19,305,370	19,280,615	-24,755
Taxes, Assessments & Fees	235,000	235,000	0
Actuarial Services	26,000	26,000	0
Claims Audit	22,000	22,000	0
Coverage Counsel	16,000	16,000	0
Program Legal	12,500	2,500	-10,000
Miscellaneous Program Services	11,905	11,755	-150
Workshop/Training Expenses	35,000	88,000	53,000
Loss Control Expenses	558,125	1,178,125	620,000
Appraisals	0	0	0
Reinsurance Recovery	-11,830,493	-8,453,500	3,376,993
Program Committee	30,688	30,688	0
Dividend Distributions	9,723,907	2,219,190	-7,504,717
Total Direct Program Expenses	<u>81,793,516</u>	<u>83,814,788</u>	<u>2,021,272</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

TOTAL: ALL FUNDS

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
General & Administrative Expenses			
Financial Audit	55,000	48,000	-7,000
Executive Committee & Board Expenses	34,000	34,000	0
JPA Insurance	27,500	27,500	0
Memberships, Associations & Dues	5,250	5,250	0
Chancellor's Office Accounting Services	325,000	325,000	0
Chancellor's Office Risk Management Service	1,116,000	1,266,000	150,000
JPA Accreditation	0	0	0
JPA Legal	5,000	5,000	0
Miscellaneous Expenses	15,000	15,000	0
Total General & Administrative Expenses	<u>1,582,750</u>	<u>1,725,750</u>	<u>143,000</u>
Total Operating Expenses	<u>83,376,266</u>	<u>85,540,538</u>	<u>2,164,272</u>
Non-Operating Revenues			
Investment Income	5,000,000	5,000,000	0
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>5,000,000</u>	<u>5,000,000</u>	<u>0</u>
Net Surplus (Deficit)	<u>8,650,071</u>	<u>9,847,917</u>	
Beginning Retained Earnings	58,358,534	67,008,604	
Ending Retained Earnings	67,008,604	76,856,521	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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GENERAL FUND

To allocate General Expenses
across All Program Funds

<i>Amended</i>	<i>Proposed</i>	
FY 12/13	FY 13/14	Budget
<u>Budget</u>	<u>Budget</u>	<u>Change</u>

Operating Revenues

Contributions	0	0	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>0</u>	<u>0</u>	<u>0</u>

Operating Expenses

Direct Program Expenses

Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	0	0	0
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>0</u>	<u>0</u>	<u>0</u>

CSURMA
 Cash Flow Budget of Revenues and Expenses
 Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

GENERAL FUND

To allocate General Expenses
 across All Program Funds

Amended
 FY 12/13
Budget

Proposed
 FY 13/14
Budget

Budget
 Change

General & Administrative Expenses	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	
Financial Audit	55,000	48,000	-7,000
Executive Committee & Board Expenses	34,000	34,000	0
JPA Insurance	27,500	27,500	0
Memberships, Associations & Dues	5,250	5,250	0
Chancellor's Office Accounting Services	325,000	325,000	0
Chancellor's Office Risk Management Service	1,116,000	1,116,000	0
JPA Accreditation	0	0	0
JPA Legal	5,000	5,000	0
Miscellaneous Expenses	15,000	15,000	0
Total General & Administrative Expenses	<u>1,582,750</u>	<u>1,575,750</u>	<u>-7,000</u>
Total Operating Expenses	<u>1,582,750</u>	<u>1,575,750</u>	<u>-7,000</u>
Non-Operating Revenues			
Investment Income	5,000,000	5,000,000	0
Interest Income - Loans (separate fund)	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>5,000,000</u>	<u>5,000,000</u>	<u>0</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

TOTAL: CAMPUS PROGRAMS

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> <u>Change</u>
Operating Revenues			
Contributions	73,981,577	69,700,749	-4,280,828
Reinsurance Premiums	-2,179,509	-165,000	2,014,509
Total Operating Revenues	<u>71,802,068</u>	<u>69,535,749</u>	<u>-2,266,319</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	53,777,398	59,019,141	5,241,743
Deductible Recoveries	-4,000,000	-4,000,000	0
Claims Administrators	4,394,795	4,404,795	10,000
Claims Management Information System	100,000	100,000	0
Program Administrators	964,190	964,190	0
Brokerage Commissions & Fees	920,500	920,500	0
Insurance Premiums (net of brokerage)	13,636,503	13,611,748	-24,755
Taxes, Assessments & Fees	200,000	200,000	0
Actuarial Services	15,000	15,000	0
Claims Audit	12,000	12,000	0
Coverage Counsel	10,000	10,000	0
Program Legal	0	0	0
Miscellaneous Program Services	11,650	11,500	-150
Workshop/Training Expenses	20,000	61,112	41,112
Loss Control Expenses	300,000	904,169	604,169
Appraisals	0	0	0
Reinsurance Recovery	-11,830,493	-8,453,500	3,376,993
Program Committee	2,000	2,000	0
Dividend Distributions	7,504,717	0	-7,504,717
Total Direct Program Expenses	<u>66,038,260</u>	<u>67,782,656</u>	<u>1,744,396</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

TOTAL: CAMPUS PROGRAMS

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	41,053	36,653	-4,400
Executive Committee & Board Expenses	25,378	25,962	584
JPA Insurance	20,526	20,999	473
Memberships, Associations & Dues	3,919	4,009	90
Chancellor's Office Accounting Services	242,584	248,170	5,586
Chancellor's Office Risk Management Service	832,995	1,002,176	169,181
JPA Accreditation	0	0	0
JPA Legal	3,732	3,818	86
Miscellaneous Expenses	11,196	11,454	258
Total General & Administrative Expenses	<u>1,181,382</u>	<u>1,353,241</u>	<u>171,858</u>
Total Operating Expenses	<u>67,219,643</u>	<u>69,135,897</u>	<u>1,916,254</u>
Non-Operating Revenues			
Investment Income	4,307,524	4,539,333	231,809
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>4,307,524</u>	<u>4,539,333</u>	<u>231,809</u>
Net Surplus (Deficit)	<u>8,889,949</u>	<u>4,939,186</u>	
Beginning Retained Earnings	46,504,544	55,394,493	
Ending Retained Earnings	55,394,493	60,333,679	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS LIABILITY PROGRAM

(Fund 10)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
Operating Revenues			
Contributions	14,573,913	13,670,600	-903,313
Reinsurance Premiums	-165,000	-165,000	0
Total Operating Revenues	<u>14,408,913</u>	<u>13,505,600</u>	<u>-903,313</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	9,431,586	19,451,425	10,019,839
Deductible Recoveries	-4,000,000	-4,000,000	0
Claims Administrators	81,909	81,909	0
Claims Management Information System	100,000	100,000	0
Program Administrators	194,334	182,633	-11,701
Brokerage Commissions & Fees	316,000	316,000	0
Insurance Premiums (net of brokerage)	3,542,173	3,552,027	9,854
Taxes, Assessments & Fees	200,000	200,000	0
Actuarial Services	6,000	6,000	0
Claims Audit	10,000	10,000	0
Coverage Counsel	10,000	10,000	0
Program Legal	0	0	0
Miscellaneous Program Services	1,000	1,000	0
Workshop/Training Expenses	0	8,500	8,500
Loss Control Expenses	300,000	796,685	496,685
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>10,193,002</u>	<u>20,716,179</u>	<u>10,523,177</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS LIABILITY PROGRAM

(Fund 10)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
General & Administrative Expenses			
Financial Audit	8,482	7,256	-1,225
Executive Committee & Board Expenses	5,243	5,140	-103
JPA Insurance	4,241	4,157	-84
Memberships, Associations & Dues	810	794	-16
Chancellor's Office Accounting Services	50,119	49,131	-987
Chancellor's Office Risk Management Service	172,099	198,406	26,307
JPA Accreditation	0	0	0
JPA Legal	771	756	-15
Miscellaneous Expenses	2,313	2,268	-46
Total General & Administrative Expenses	<u>244,077</u>	<u>267,908</u>	<u>23,831</u>
Total Operating Expenses	<u>10,437,080</u>	<u>20,984,088</u>	<u>10,547,008</u>
Non-Operating Revenues			
Investment Income	1,380,048	1,182,265	-197,783
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>1,380,048</u>	<u>1,182,265</u>	<u>-197,783</u>
Net Surplus (Deficit)	<u>5,351,881</u>	<u>-6,296,223</u>	
Beginning Retained Earnings	19,801,080	25,152,961	
Ending Retained Earnings	25,152,961	18,856,738	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS WORKERS' COMPENSATION PROGRAM

(Fund 11)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
Operating Revenues			
Contributions	29,652,429	29,448,933	-203,496
Reinsurance Premiums	-2,014,509	0	2,014,509
Total Operating Revenues	<u>27,637,920</u>	<u>29,448,933</u>	<u>1,811,013</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	22,404,634	21,671,122	-733,512
Deductible Recoveries	0	0	0
Claims Administrators	4,132,886	4,132,886	0
Claims Management Information System	0	0	0
Program Administrators	395,396	393,424	-1,972
Brokerage Commissions & Fees	160,000	160,000	0
Insurance Premiums (net of brokerage)	1,629,995	1,629,995	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	6,000	6,000	0
Claims Audit	2,000	2,000	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	8,500	8,500	0
Workshop/Training Expenses	0	18,311	18,311
Loss Control Expenses	0	107,484	107,484
Appraisals	0	0	0
Reinsurance Recovery	-11,830,493	-8,453,500	3,376,993
Program Committee	0	0	0
Dividend Distributions	7,504,717	0	-7,504,717
Total Direct Program Expenses	<u>24,413,635</u>	<u>19,676,222</u>	<u>-4,737,413</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

CAMPUS WORKERS' COMPENSATION PROGRAM

(Fund 11)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	17,257	15,631	-1,625
Executive Committee & Board Expenses	10,668	11,072	404
JPA Insurance	8,628	8,956	327
Memberships, Associations & Dues	1,647	1,710	62
Chancellor's Office Accounting Services	101,972	105,838	3,866
Chancellor's Office Risk Management Service	350,157	427,403	77,245
JPA Accreditation	0	0	0
JPA Legal	1,569	1,628	59
Miscellaneous Expenses	4,706	4,885	178
Total General & Administrative Expenses	<u>496,605</u>	<u>577,123</u>	<u>80,517</u>
Total Operating Expenses	<u>24,910,240</u>	<u>20,253,345</u>	<u>-4,656,895</u>
Non-Operating Revenues			
Investment Income	2,538,380	2,588,728	50,348
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>2,538,380</u>	<u>2,588,728</u>	<u>50,348</u>
Net Surplus (Deficit)	<u>5,266,060</u>	<u>11,784,316</u>	
Beginning Retained Earnings	18,370,519	23,636,579	
Ending Retained Earnings	23,636,579	35,420,895	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

CAMPUS IDL NDI UI PROGRAM *

(Fund 12)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> <u>Change</u>
Operating Revenues			
Contributions	15,216,515	13,500,000	-1,716,515
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>15,216,515</u>	<u>13,500,000</u>	<u>-1,716,515</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	16,000,000	12,000,000	-4,000,000
Deductible Recoveries	0	0	0
Claims Administrators	60,000	60,000	0
Claims Management Information System	0	0	0
Program Administrators	166,680	180,354	13,674
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	1,000	1,000	0
Workshop/Training Expenses	0	8,394	8,394
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>16,227,680</u>	<u>12,249,748</u>	<u>-3,977,932</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS IDL NDI UI PROGRAM *

(Fund 12)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	7,275	7,166	-109
Executive Committee & Board Expenses	4,497	5,076	579
JPA Insurance	3,637	4,105	468
Memberships, Associations & Dues	694	784	89
Chancellor's Office Accounting Services	42,987	48,518	5,532
Chancellor's Office Risk Management Service	147,609	195,930	48,321
JPA Accreditation	0	0	0
JPA Legal	661	746	85
Miscellaneous Expenses	1,984	2,239	255
Total General & Administrative Expenses	<u>209,344</u>	<u>264,565</u>	<u>55,221</u>
Total Operating Expenses	<u>16,437,024</u>	<u>12,514,313</u>	<u>-3,922,712</u>
Non-Operating Revenues			
Investment Income	100,627	484,565	383,939
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>100,627</u>	<u>484,565</u>	<u>383,939</u>
Net Surplus (Deficit)	<u>-1,119,883</u>	<u>1,470,252</u>	
Beginning Retained Earnings	510,717	-609,165	
Ending Retained Earnings	-609,165	861,087	

* Industrial Disability, Non-industrial Disability, Unemployment Insurance

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS PROPERTY PROGRAM

(Fund 13)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> <u>Change</u>
Operating Revenues			
Contributions	10,900,000	9,500,000	-1,400,000
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>10,900,000</u>	<u>9,500,000</u>	<u>-1,400,000</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	3,363,266	3,363,266	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	198,145	198,145	0
Brokerage Commissions & Fees	442,500	442,500	0
Insurance Premiums (net of brokerage)	7,761,199	7,761,199	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	1,000	1,000	0
Workshop/Training Expenses	0	5,907	5,907
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>11,766,110</u>	<u>11,772,017</u>	<u>5,907</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS PROPERTY PROGRAM

(Fund 13)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
General & Administrative Expenses			
Financial Audit	6,343	5,043	-1,301
Executive Committee & Board Expenses	3,921	3,572	-350
JPA Insurance	3,172	2,889	-283
Memberships, Associations & Dues	606	552	-54
Chancellor's Office Accounting Services	37,484	34,143	-3,342
Chancellor's Office Risk Management Service	128,715	137,877	9,162
JPA Accreditation	0	0	0
JPA Legal	577	525	-51
Miscellaneous Expenses	1,730	1,576	-154
Total General & Administrative Expenses	<u>182,548</u>	<u>186,175</u>	<u>3,627</u>
Total Operating Expenses	<u>11,948,658</u>	<u>11,958,192</u>	<u>9,534</u>
Non-Operating Revenues			
Investment Income	163,736	119,676	-44,060
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>163,736</u>	<u>119,676</u>	<u>-44,060</u>
Net Surplus (Deficit)	<u>-884,922</u>	<u>-2,338,516</u>	
Beginning Retained Earnings	6,960,281	6,075,359	
Ending Retained Earnings	6,075,359	3,736,843	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS ATHLETIC INJURY MEDICAL EXPENSE

(Fund 14)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	2,955,384	2,932,489	-22,895
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>2,955,384</u>	<u>2,932,489</u>	<u>-22,895</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	2,577,912	2,533,328	-44,584
Deductible Recoveries	0	0	0
Claims Administrators	120,000	130,000	10,000
Claims Management Information System	0	0	0
Program Administrators	9,635	9,635	0
Brokerage Commissions & Fees	2,000	2,000	0
Insurance Premiums (net of brokerage)	19,800	19,800	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	3,000	3,000	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	150	0	-150
Workshop/Training Expenses	20,000	20,000	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	2,000	2,000	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>2,754,497</u>	<u>2,719,763</u>	<u>-34,734</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS ATHLETIC INJURY MEDICAL EXPENSE

(Fund 14)

<i>Amended</i>	<i>Proposed</i>	
FY 12/13	FY 13/14	Budget
<u>Budget</u>	<u>Budget</u>	<u>Change</u>

General & Administrative Expenses

Financial Audit	1,696	1,557	-139
Executive Committee & Board Expenses	1,048	1,103	54
JPA Insurance	848	892	44
Memberships, Associations & Dues	162	170	8
Chancellor's Office Accounting Services	10,022	10,539	517
Chancellor's Office Risk Management Service	34,414	42,560	8,146
JPA Accreditation	0	0	0
JPA Legal	154	162	8
Miscellaneous Expenses	463	486	24
Total General & Administrative Expenses	<u>48,807</u>	<u>57,469</u>	<u>8,662</u>
Total Operating Expenses	<u>2,803,304</u>	<u>2,777,232</u>	<u>-26,072</u>

Non-Operating Revenues

Investment Income	124,733	164,099	39,366
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>124,733</u>	<u>164,099</u>	<u>39,366</u>

Net Surplus (Deficit) **276,813** **319,355**

Beginning Retained Earnings **861,948** 1,138,760
Ending Retained Earnings 1,138,760 1,458,116

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS AUTO LIABILITY PROGRAM *

(Fund 15)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget Change
Operating Revenues			
Contributions	683,336	648,727	-34,609
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>683,336</u>	<u>648,727</u>	<u>-34,609</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	0	0	0
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	683,336	648,727	-34,609
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>683,336</u>	<u>648,727</u>	<u>-34,609</u>

CSURMA
 Cash Flow Budget of Revenues and Expenses
 Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS AUTO LIABILITY PROGRAM *

(Fund 15)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	0	0	0
Executive Committee & Board Expenses	0	0	0
JPA Insurance	0	0	0
Memberships, Associations & Dues	0	0	0
Chancellor's Office Accounting Services	0	0	0
Chancellor's Office Risk Management Service	0	0	0
JPA Accreditation	0	0	0
JPA Legal	0	0	0
Miscellaneous Expenses	0	0	0
Total General & Administrative Expenses	<u>0</u>	<u>0</u>	<u>0</u>
Total Operating Expenses	<u>683,336</u>	<u>648,727</u>	<u>-34,609</u>
Non-Operating Revenues			
Investment Income	0	0	0
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>0</u>	<u>0</u>	<u>0</u>
Net Surplus (Deficit)	<u>0</u>	<u>0</u>	
Beginning Retained Earnings	0	0	
Ending Retained Earnings	0	0	

* Vehicle Liability Self-Insurance Program
 State Motor Vehicle Self-Insurance Account

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS STUDENT HEALTH INSURANCE PROGRAM *

(Fund __)

<i>Amended</i>	<i>Proposed</i>	
FY 12/13	FY 13/14	Budget
<u>Budget</u>	<u>Budget</u>	<u>Change</u>

Operating Revenues

Contributions	0	0	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>0</u>	<u>0</u>	<u>0</u>

Operating Expenses

Direct Program Expenses

Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	0	0	0
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>0</u>	<u>0</u>	<u>0</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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CAMPUS STUDENT HEALTH INSURANCE PROGRAM *

(Fund __)

	<i>Amended</i>	<i>Proposed</i>	
	FY 12/13	FY 13/14	Budget
	<u>Budget</u>	<u>Budget</u>	<u>Change</u>
General & Administrative Expenses			
Financial Audit	0	0	0
Executive Committee & Board Expenses	0	0	0
JPA Insurance	0	0	0
Memberships, Associations & Dues	0	0	0
Chancellor's Office Accounting Services	0	0	0
Chancellor's Office Risk Management Service	0	0	0
JPA Accreditation	0	0	0
JPA Legal	0	0	0
Miscellaneous Expenses	0	0	0
Total General & Administrative Expenses	<u>0</u>	<u>0</u>	<u>0</u>
Total Operating Expenses	<u>0</u>	<u>0</u>	<u>0</u>
Non-Operating Revenues			
Investment Income	0	0	0
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>0</u>	<u>0</u>	<u>0</u>
Net Surplus (Deficit)	<u>0</u>	<u>0</u>	
Beginning Retained Earnings	0	0	
Ending Retained Earnings	0	0	

* Launched __

**CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014**

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TOTAL: AORMA PROGRAMS

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> <u>Change</u>
Operating Revenues			
Contributions	12,962,681	14,293,685	1,331,004
Reinsurance Premiums	-825,000	-825,000	0
Total Operating Revenues	<u>12,137,681</u>	<u>13,468,685</u>	<u>1,331,004</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	5,363,985	5,614,704	250,719
Deductible Recoveries	-50,000	-50,000	0
Claims Administrators	240,000	252,100	12,100
Claims Management Information System	0	0	0
Program Administrators	1,212,996	1,212,996	0
Brokerage Commissions & Fees	298,750	298,750	0
Insurance Premiums (net of brokerage)	2,950,336	2,950,336	0
Taxes, Assessments & Fees	35,000	35,000	0
Actuarial Services	11,000	11,000	0
Claims Audit	10,000	10,000	0
Coverage Counsel	6,000	6,000	0
Program Legal	12,500	2,500	-10,000
Miscellaneous Program Services	255	255	0
Workshop/Training Expenses	15,000	26,888	11,888
Loss Control Expenses	258,125	273,956	15,831
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	28,688	28,688	0
Dividend Distributions	2,219,190	2,219,190	0
Total Direct Program Expenses	<u>12,611,825</u>	<u>12,892,362</u>	<u>280,537</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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TOTAL: AORMA PROGRAMS

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
General & Administrative Expenses			
Financial Audit	7,544	7,587	43
Executive Committee & Board Expenses	4,664	5,374	711
JPA Insurance	3,772	4,347	575
Memberships, Associations & Dues	720	830	110
Chancellor's Office Accounting Services	44,578	51,371	6,793
Chancellor's Office Risk Management Service	153,073	176,399	23,327
JPA Accreditation	0	0	0
JPA Legal	686	790	105
Miscellaneous Expenses	2,057	2,371	314
Total General & Administrative Expenses	<u>217,093</u>	<u>249,069</u>	<u>31,976</u>
Total Operating Expenses	<u>12,828,918</u>	<u>13,141,432</u>	<u>312,513</u>
Non-Operating Revenues			
Investment Income	812,476	627,018	-185,458
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>812,476</u>	<u>627,018</u>	<u>-185,458</u>
Net Surplus (Deficit)	<u>121,239</u>	<u>954,272</u>	
Beginning Retained Earnings	13,905,612	14,026,851	
Ending Retained Earnings	14,026,851	14,981,123	

**CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014**

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AORMA LIABILITY PROGRAM

(Fund 21)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	3,546,798	3,665,132	118,334
Reinsurance Premiums	-825,000	-825,000	0
Total Operating Revenues	<u>2,721,798</u>	<u>2,840,132</u>	<u>118,334</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	1,167,620	1,318,479	150,859
Deductible Recoveries	-50,000	-50,000	0
Claims Administrators	15,000	15,000	0
Claims Management Information System	0	0	0
Program Administrators	567,500	557,137	-10,363
Brokerage Commissions & Fees	60,000	60,000	0
Insurance Premiums (net of brokerage)	346,582	346,582	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	5,000	5,000	0
Claims Audit	5,000	5,000	0
Coverage Counsel	5,000	5,000	0
Program Legal	2,500	2,500	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	4,104	6,894	2,790
Loss Control Expenses	118,497	123,810	5,313
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	8,619	8,619	0
Dividend Distributions	1,403,847	1,403,847	0
Total Direct Program Expenses	<u>3,659,269</u>	<u>3,807,869</u>	<u>148,600</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA LIABILITY PROGRAM

(Fund 21)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	2,064	1,945	-119
Executive Committee & Board Expenses	1,276	1,378	102
JPA Insurance	1,032	1,115	83
Memberships, Associations & Dues	197	213	16
Chancellor's Office Accounting Services	12,197	13,172	975
Chancellor's Office Risk Management Service	41,883	45,232	3,349
JPA Accreditation	0	0	0
JPA Legal	188	203	15
Miscellaneous Expenses	563	608	45
Total General & Administrative Expenses	<u>59,400</u>	<u>63,865</u>	<u>4,465</u>
Total Operating Expenses	<u>3,718,669</u>	<u>3,871,734</u>	<u>153,065</u>
Non-Operating Revenues			
Investment Income	316,027	205,705	-110,322
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>316,027</u>	<u>205,705</u>	<u>-110,322</u>
Net Surplus (Deficit)	<u>-680,845</u>	<u>-825,897</u>	
Beginning Retained Earnings	6,159,342	5,478,497	
Ending Retained Earnings	5,478,497	4,652,600	

Includes Cyber Risk Liability

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA WORKERS' COMPENSATION PROGRAM

(Fund 22)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
Operating Revenues			
Contributions	4,179,283	4,444,743	265,460
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>4,179,283</u>	<u>4,444,743</u>	<u>265,460</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	2,204,128	2,293,988	89,860
Deductible Recoveries	0	0	0
Claims Administrators	205,000	205,000	0
Claims Management Information System	0	0	0
Program Administrators	334,692	293,581	-41,111
Brokerage Commissions & Fees	40,000	40,000	0
Insurance Premiums (net of brokerage)	395,000	395,000	0
Taxes, Assessments & Fees	35,000	35,000	0
Actuarial Services	6,000	6,000	0
Claims Audit	5,000	5,000	0
Coverage Counsel	1,000	1,000	0
Program Legal	0	0	0
Miscellaneous Program Services	255	255	0
Workshop/Training Expenses	4,836	8,361	3,525
Loss Control Expenses	139,628	150,146	10,518
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	9,906	9,906	0
Dividend Distributions	815,343	815,343	0
Total Direct Program Expenses	<u>4,195,788</u>	<u>4,258,579</u>	<u>62,791</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

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AORMA WORKERS' COMPENSATION PROGRAM

(Fund 22)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
General & Administrative Expenses			
Financial Audit	2,432	2,359	-73
Executive Committee & Board Expenses	1,504	1,671	168
JPA Insurance	1,216	1,352	136
Memberships, Associations & Dues	232	258	26
Chancellor's Office Accounting Services	14,372	15,974	1,602
Chancellor's Office Risk Management Service	49,352	54,853	5,501
JPA Accreditation	0	0	0
JPA Legal	221	246	25
Miscellaneous Expenses	663	737	74
Total General & Administrative Expenses	<u>69,993</u>	<u>77,450</u>	<u>7,458</u>
Total Operating Expenses	<u>4,265,781</u>	<u>4,336,029</u>	<u>70,248</u>
Non-Operating Revenues			
Investment Income	398,471	284,878	-113,593
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>398,471</u>	<u>284,878</u>	<u>-113,593</u>
Net Surplus (Deficit)	<u>311,973</u>	<u>393,591</u>	
Beginning Retained Earnings	5,119,614	5,431,587	
Ending Retained Earnings	5,431,587	5,825,178	

**CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014**

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AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
Operating Revenues			
Contributions	3,028,727	3,539,254	510,527
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>3,028,727</u>	<u>3,539,254</u>	<u>510,527</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	240,000	250,000	10,000
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	242,548	254,983	12,435
Brokerage Commissions & Fees	181,250	181,250	0
Insurance Premiums (net of brokerage)	2,061,673	2,061,673	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	3,505	6,658	3,153
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	5,707	5,707	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>2,734,683</u>	<u>2,760,270</u>	<u>25,588</u>

**CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014**

DRAFT

AORMA PROPERTY PROGRAM *

(Fund 23)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	1,763	1,879	116
Executive Committee & Board Expenses	1,090	1,331	241
JPA Insurance	881	1,076	195
Memberships, Associations & Dues	168	205	37
Chancellor's Office Accounting Services	10,416	12,720	2,304
Chancellor's Office Risk Management Service	35,765	43,678	7,913
JPA Accreditation	0	0	0
JPA Legal	160	196	35
Miscellaneous Expenses	481	587	106
Total General & Administrative Expenses	<u>50,724</u>	<u>61,672</u>	<u>10,948</u>
Total Operating Expenses	<u>2,785,406</u>	<u>2,821,942</u>	<u>36,536</u>
Non-Operating Revenues			
Investment Income	39,795	48,584	8,790
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>39,795</u>	<u>48,584</u>	<u>8,790</u>
Net Surplus (Deficit)	<u>283,115</u>	<u>765,896</u>	
Beginning Retained Earnings	-290,116	-7,001	
Ending Retained Earnings	-7,001	758,896	

* AORMA Property includes Cyber Risk and ID Fraud; AORMA Fidelity is Crime only.

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

AORMA CRIME PROGRAM *

(Fund 24)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
Operating Revenues			
Contributions	290,404	351,104	60,700
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>290,404</u>	<u>351,104</u>	<u>60,700</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	75,000	75,000	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	23,256	25,295	2,039
Brokerage Commissions & Fees *	17,500	17,500	0
Insurance Premiums	147,081	147,081	0
Taxes, Assessments & Fees *	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	336	660	324
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	394	394	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>263,567</u>	<u>265,930</u>	<u>2,363</u>

**CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014**

DRAFT

AORMA CRIME PROGRAM *

(Fund 24)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	169	186	17
Executive Committee & Board Expenses	104	132	28
JPA Insurance	85	107	22
Memberships, Associations & Dues	16	20	4
Chancellor's Office Accounting Services	999	1,262	263
Chancellor's Office Risk Management Service	3,429	4,333	904
JPA Accreditation	0	0	0
JPA Legal	15	19	4
Miscellaneous Expenses	46	58	12
Total General & Administrative Expenses	<u>4,864</u>	<u>6,118</u>	<u>1,254</u>
Total Operating Expenses	<u>268,430</u>	<u>272,048</u>	<u>3,618</u>
Non-Operating Revenues			
Investment Income	1,055	2,402	1,347
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>1,055</u>	<u>2,402</u>	<u>1,347</u>
Net Surplus (Deficit)	<u>23,028</u>	<u>81,458</u>	
Beginning Retained Earnings	60,671	83,699	
Ending Retained Earnings	83,699	165,157	

* AORMA Crime separated from AORMA Property beginning July 1, 2011

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget Change
Operating Revenues			
Contributions	1,917,469	2,293,452	375,983
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>1,917,469</u>	<u>2,293,452</u>	<u>375,983</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	1,677,237	1,677,237	0
Deductible Recoveries	0	0	0
Claims Administrators	20,000	32,100	12,100
Claims Management Information System	0	0	0
Program Administrators	45,000	82,000	37,000
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	0	0	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	10,000	0	-10,000
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	2,219	4,314	2,095
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	4,063	4,063	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>1,758,518</u>	<u>1,799,714</u>	<u>41,195</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

AORMA UNEMPLOYMENT INSURANCE PROGRAM

(Fund 25)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	1,116	1,217	101
Executive Committee & Board Expenses	690	862	172
JPA Insurance	558	697	139
Memberships, Associations & Dues	107	133	27
Chancellor's Office Accounting Services	6,594	8,243	1,649
Chancellor's Office Risk Management Service	22,643	28,304	5,661
JPA Accreditation	0	0	0
JPA Legal	101	127	25
Miscellaneous Expenses	304	380	76
Total General & Administrative Expenses	<u>32,113</u>	<u>39,964</u>	<u>7,851</u>
Total Operating Expenses	<u>1,790,631</u>	<u>1,839,678</u>	<u>49,046</u>
Non-Operating Revenues			
Investment Income	57,129	85,449	28,320
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>57,129</u>	<u>85,449</u>	<u>28,320</u>
Net Surplus (Deficit)	<u>183,967</u>	<u>539,224</u>	
Beginning Retained Earnings	2,856,101	3,040,068	
Ending Retained Earnings	3,040,068	3,579,292	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

PURCHASED INSURANCE PROGRAM *

(Fund 20)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
Operating Revenues			
Contributions	300,000	300,000	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>300,000</u>	<u>300,000</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	0	0	0
Brokerage Commissions & Fees	30,000	30,000	0
Insurance Premiums (net of brokerage)	270,000	270,000	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>300,000</u>	<u>300,000</u>	<u>0</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

PURCHASED INSURANCE PROGRAM *

(Fund 20)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	0	0	0
Executive Committee & Board Expenses	0	0	0
JPA Insurance	0	0	0
Memberships, Associations & Dues	0	0	0
Chancellor's Office Accounting Services	0	0	0
Chancellor's Office Risk Management Service	0	0	0
JPA Accreditation	0	0	0
JPA Legal	0	0	0
Miscellaneous Expenses	0	0	0
Total General & Administrative Expenses	<u>0</u>	<u>0</u>	<u>0</u>
Total Operating Expenses	<u>300,000</u>	<u>300,000</u>	<u>0</u>
Non-Operating Revenues			
Investment Income	0	0	0
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>0</u>	<u>0</u>	<u>0</u>
Net Surplus (Deficit)	<u>0</u>	<u>0</u>	
Beginning Retained Earnings	-7,030	-7,030	
Ending Retained Earnings	-7,030	-7,030	

* Participant Accident Insurance (PAI), Auto Physical Damage (APD)

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

OWNER CONTROLLED INSURANCE PROGRAM

(Fund 16)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
Operating Revenues			
Contributions	2,581,774	6,879,207	4,297,433
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>2,581,774</u>	<u>6,879,207</u>	<u>4,297,433</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	0	0	0
Deductible Recoveries	0	0	0
Claims Administrators	0	0	0
Claims Management Information System	0	0	0
Program Administrators	272,500	272,500	0
Brokerage Commissions & Fees	0	0	0
Insurance Premiums (net of brokerage)	2,366,117	2,366,117	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>2,638,617</u>	<u>2,638,617</u>	<u>0</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

OWNER CONTROLLED INSURANCE PROGRAM

(Fund 16)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
General & Administrative Expenses			
Financial Audit	6,403	3,651	-2,752
Executive Committee & Board Expenses	3,959	2,586	-1,372
JPA Insurance	3,202	2,092	-1,110
Memberships, Associations & Dues	611	399	-212
Chancellor's Office Accounting Services	37,839	24,724	-13,115
Chancellor's Office Risk Management Service	129,932	84,897	-45,036
JPA Accreditation	0	0	0
JPA Legal	582	380	-202
Miscellaneous Expenses	1,746	1,141	-605
Total General & Administrative Expenses	<u>184,275</u>	<u>119,871</u>	<u>-64,403</u>
Total Operating Expenses	<u>2,822,892</u>	<u>2,758,488</u>	<u>-64,403</u>
Non-Operating Revenues			
Investment Income	-120,000	-172,670	-52,670
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>-120,000</u>	<u>-172,670</u>	<u>-52,670</u>
Net Surplus (Deficit)	<u>-361,118</u>	<u>3,948,048</u>	
Beginning Retained Earnings	-2,044,593	-2,405,711	
Ending Retained Earnings	-2,405,711	1,542,338	

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

CLUB SPORTS INSURANCE PROGRAM

(Fund 17)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	<u>Budget</u> Change
Operating Revenues			
Contributions	204,814	204,814	0
Reinsurance Premiums	0	0	0
Total Operating Revenues	<u>204,814</u>	<u>204,814</u>	<u>0</u>
Operating Expenses			
<i>Direct Program Expenses</i>			
Claims Payments & Legal Expenses	108,243	104,582	-3,661
Deductible Recoveries	0	0	0
Claims Administrators	5,000	5,000	0
Claims Management Information System	0	0	0
Program Administrators	0	0	0
Brokerage Commissions & Fees	9,157	9,157	0
Insurance Premiums (net of brokerage)	82,413	82,413	0
Taxes, Assessments & Fees	0	0	0
Actuarial Services	0	0	0
Claims Audit	0	0	0
Coverage Counsel	0	0	0
Program Legal	0	0	0
Miscellaneous Program Services	0	0	0
Workshop/Training Expenses	0	0	0
Loss Control Expenses	0	0	0
Appraisals	0	0	0
Reinsurance Recovery	0	0	0
Program Committee	0	0	0
Dividend Distributions	0	0	0
Total Direct Program Expenses	<u>204,814</u>	<u>201,153</u>	<u>-3,661</u>

CSURMA
Cash Flow Budget of Revenues and Expenses
Fiscal Year July 1, 2013 to June 30, 2014

DRAFT

CLUB SPORTS INSURANCE PROGRAM
(Fund 17)

	<i>Amended</i> FY 12/13 <u>Budget</u>	<i>Proposed</i> FY 13/14 <u>Budget</u>	Budget <u>Change</u>
General & Administrative Expenses			
Financial Audit	0	109	109
Executive Committee & Board Expenses	0	77	77
JPA Insurance	0	62	62
Memberships, Associations & Dues	0	12	12
Chancellor's Office Accounting Services	0	736	736
Chancellor's Office Risk Management Service	0	2,528	2,528
JPA Accreditation	0	0	0
JPA Legal	0	11	11
Miscellaneous Expenses	0	34	34
Total General & Administrative Expenses	<u>0</u>	<u>3,569</u>	<u>3,569</u>
Total Operating Expenses	<u>204,814</u>	<u>204,721</u>	<u>-92</u>
Non-Operating Revenues			
Investment Income	0	6,319	6,319
Interest Income - Loans	0	0	0
Miscellaneous Fee Revenue	0	0	0
Total Non-Operating Revenues	<u>0</u>	<u>6,319</u>	<u>6,319</u>
Net Surplus (Deficit)	<u>0</u>	<u>6,411</u>	
Beginning Retained Earnings	0	0	
Ending Retained Earnings	0	6,411	

Launched beginning August 1, 2012

**CALIFORNIA STATE UNIVERSITY
RISK MANAGEMENT AUTHORITY**

**BOARD OF DIRECTORS
RESOLUTION NO. 01-13 (BOD)**

Resolution Adopting CSURMA Operating Budget for FY 2013/14

The Board of Directors of the California State University Risk Management Authority finds and determines that the FY 2013/14 operating budget shall be as follows:

1. Estimated Total Campus Contributions of \$69,700,749 less \$165,000 Reinsurance
2. Estimated Total Campus Direct Expenses of \$67,782,656
3. Estimated Total Campus General & Administrative Expense of \$1,353,241
4. Estimated Total Campus Expenses of \$69,135,897
5. Estimated Total Campus Non-Operating Revenue of \$4,539,333
6. Estimated Total Campus Net Income (Loss) of \$4,939,186
7. Estimated Total AORMA Contributions of \$14,293,685 less \$825,000 Reinsurance
8. Estimated Total AORMA Direct Expenses of \$12,892,362
9. Estimated Total AORMA General & Administrative Expense of \$249,069
10. Estimated Total AORMA Expenses of \$13,141,432
11. Estimated Total AORMA Non-Operating Revenue of \$627,018
12. Estimated Total AORMA Net Income (Loss) of \$954,272
13. Estimated Total Combined Contributions of \$91,378,455 less \$990,000 Reinsurance
14. Estimated Total Combined Direct Expenses of \$83,814,788
15. Estimated Total Combined General & Administrative Expense of \$1,725,750
16. Estimated Total Combined Expenses of \$85,540,538
17. Estimated Total Combined Non-Operating Revenue of \$5,000,000
18. Estimated Total Combined Net Income (Loss) of \$9,847,917
19. The Executive Committee shall have the authority to make midyear budget adjustments, not to exceed an increase of over ten percent of the total budget
20. The Treasurer shall receive reports of investment transactions and other financial reports as required by law and shall make such reports available to the Executive Committee as appropriate at the Executive Committee's regularly scheduled meetings
21. The Treasurer and Treasurer's designees shall have the authority to invest the Authority's funds, including purchases, sales and exchanges of investment securities approved under the Authority's Investment Policy
22. The Secretary-Auditor and Secretary-Auditor's designees shall have the authority to approve valid expenditures from the Authority's accounts

The effect of the above operating budget for FY 2013/14 anticipates expected Total Revenues of \$90,388,455; Total Expenses of \$85,540,538; and Non-operating Income of \$5,000,000. The Ending Balance at June 30, 2014 is estimated to be \$76,856,521.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the Board of Directors of the California State University Risk Management Authority as follows:

The California State University Risk Management Authority does hereby adopt the FY 2013/14 operating budget as presented herein.

**CALIFORNIA STATE UNIVERSITY
RISK MANAGEMENT AUTHORITY**

* * * * *

I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed at a meeting of the Board of Directors of the California State University Risk Management Authority held on May 10, 2013 which was approved by the following votes:

AYES, and in favor thereof, members:

NOES, members:

ABSTAIN, members:

ABSENT, members:

ATTEST: _____
Cynthia Teniente-Matson, Chair

Charlene M. Minnick, Secretary

NOMINATING COMMITTEE REPORT AND EXECUTIVE COMMITTEE ELECTIONS

ISSUE: At the March 21-22 Executive Committee Meeting, Mary Ann Rodriguez and Tom McCarron were appointed to serve as the Nominating Committee for the Executive Committee elections conducted at the Board of Directors meeting on May 10, 2013. Two seats with full two year terms are up for election:

- Seat 1 – Linda Hawk, eligible for a full two year term; and,
- Seat 2 – Michael Thorpe, eligible for a full two year term.

The Nominating Committee will report on their efforts at the meeting. The Board will be asked to open nominations and conduct an election at the meeting.

RECOMMENDATION: It is recommended that the Board of Directors receive the Nominating Committee's report and take action to elect representatives to the pending open seats.

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

BACKGROUND: The criteria for service and terms of office of the Executive Committee are described in Section 12 of the Joint Powers Agreement and in Article IV of the Bylaws. The process and activities of the Nominating Committee are described in Policy and Procedure No. 18 - Board of Directors Participation and Executive Committee Nominations and Elections Process

PUBLICATION: None.

ATTACHMENT(S):

- a. P&P No. 18 - Board of Directors Participation and Executive Committee Nominations and Elections Process
- b. Terms of Office Matrix



CSURMA

POLICY AND PROCEDURE NO. 18

ADOPTED: March 22, 2013

EFFECTIVE: March 22, 2013

SUBJECT: BOARD OF DIRECTORS PARTICIPATION AND EXECUTIVE COMMITTEE NOMINATIONS AND ELECTIONS PROCESS

PURPOSE: The purpose of this Policy and Procedure No. 18 is to describe the process by which members of the CSURMA Board of Directors are appointed and Executive Committee members are nominated and elected.

POLICY: It is the policy of the CSURMA that membership in the Board of Directors shall be adequately documented, and that nomination and election to the Executive Committee shall follow the process described in this Policy and Procedure No. 18. The AORMA Committee may adopt a separate policy and procedure applicable to auxiliary organization representation on the AORMA Committee and Board of Directors.

PROCEDURE: The following activities will be performed to effect the above stated policy.

1. Board of Directors Participation:
 - a. The CSU Executive Vice Chancellor, Business & Finance (EVC/CFO) will determine in writing to the Secretary-Auditor how to allocate CSURMA Board votes.
 - b. If votes are to be delegated to a campus, the EVC/CFO's campus designee will provide a written statement to the Secretary-Auditor of which person will be the primary representative of the campus and may designate one alternate representative. If the primary or alternate representative are to be replaced or are no longer eligible to serve, the campus designee will provide a written statement of the replacement.
 - c. The Program Administrator will maintain a list of primary and alternate representatives and will conduct orientations at least annually for new Board members.
2. Executive Committee Nominations and Elections:
 - a. Prior to the spring Board of Directors meeting the Chair will appoint a Nominating Committee to seek nominations for available positions on the Executive Committee.
 - b. The Nominating Committee will evaluate potential candidates and provide a report to the Board of Directors at the spring meeting.
 - c. The Board of Directors will conduct elections at the spring meeting for terms beginning July 1.
 - d. The Program Administrator will conduct orientations for new Board members.

CSURMA

EXECUTIVE COMMITTEE TERMS OF OFFICE FY 2013/2014

Position	July 1, 2003 to June 30, 2004	July 1, 2004 to June 30, 2005	July 1, 2005 to June 30, 2006	July 1, 2006 to June 30, 2007	July 1, 2007 to June 30, 2008	July 1, 2008 to June 30, 2009	July 1, 2009 to June 30, 2010	July 1, 2010 to June 30, 2011	July 1, 2011 to June 30, 2012	July 1, 2012 to June 30, 2013	July 1, 2013 to June 30, 2014
Chair - even year	Qayoumi	Qayoumi	Qayoumi	Morishita	Morishita	Morishita	Morishita	Matson	Matson	Matson	Matson
Vice-Chair - even year	Roush	Morishita	Morishita	Graham	Graham	Matson	Matson	Rodriguez	Rodriguez	Rodriguez	Rodriguez
CSU Seat #1 - odd year	Morishita	Graham	Graham	Matson	Matson	Rodriguez	Rodriguez	Morishita	Hawk	Hawk	<i>TBD</i>
CSU Seat #2 - odd year	Risser	Risser	Risser	Risser	Risser/Thorpe	Thorpe	Thorpe	Thorpe	Thorpe	Thorpe	<i>TBD</i>
CSU Seat #3 - even year	D. West	D. West	D. West	D. West	D. West	Wight	Wight	Wight	VACANT	Gentles	Gentles
CSU Seat #4 - even year	Garcia	Garcia	Garcia	Garcia	Garcia	Garcia	Garcia	McCarron	McCarron	McCarron	McCarron
AORMA Seat #5 - Chair	Heiser	Clark	Mumford	Jackson	Prenovost	Mimnaugh	Brown	Brown	Worley	Borsting	Brumett
AORMA Seat #6 - V Chair	Nordstrom	Heiser	Clark	Mumford	Jackson	Prenovost	Mimnaugh	Worley	Borsting	Brumett	de Wit
CSU Seat #1/Treasurer - Appointed by EVC/CFO	Hordyk	Hordyk	Hordyk	Hordyk	Hordyk/Nickles	Nickles	Ashkar	Ashkar	Ashkar	Ashkar	Ashkar
Secretary/Auditor - Appointed	Minnick	Minnick	Minnick	Minnick	Minnick	Minnick	Minnick	Minnick	Minnick	Minnick	Minnick

Note: The Chair and Vice Chair may hold two consecutive complete terms. No term limits apply to other University seats on the EC.

The Treasurer is appointed by the CSU Executive Vice Chancellor/CFO and holds a seat on the CSURMA Executive Committee.

The Secretary-Auditor is designated in the Joint Powers Agreement as the person holding the position of Systemwide Director of Risk Management at the Chancellor's Office.

TBD in BOLD & ITALICS indicates seat up for election at May 2013 Board of Directors meeting.

REVIEW OF RECENTLY ADOPTED POLICIES AND PROCEDURES

ISSUE: The Executive Committee has been actively reviewing CSURMA's operations and has taken action to adopt or amend various Policies and Procedures. The following Policies and Procedures have been adopted or amended since the Board's last meeting:

- Travel Reimbursement for CSURMA and AORMA Programs (new)
- AORMA Program Guidelines for Extending Coverages to Non-Auxiliary entities (revised)
- AORMA Risk Reduction Matching Grant Program (new)
- Board of Directors Participation and Executive Committee Nominations and Elections Process (new)
- Claims Settlement Authority (new)
- Member Loans (Revised, presented to the Executive Committee 05.09.13)

These Policies and Procedures are attached to this item and the CSURMA Executive Committee and staff will be available at the meeting to review them.

RECOMMENDATION: While these Policies and Procedures are in effect, the Board may wish to take further action to amend and ratify them at the meeting.

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

BACKGROUND: Please refer to the attached Policy & Procedure documents for background specific to each item.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA P&P No. 17 - Travel Reimbursement
- b. AORMA P&P No. A-7 – Travel Reimbursement
- c. AORMA P&P No. L-5 - Guidelines for Extending Liability Coverage to Non-Auxiliary Organizations
- d. AORMA P&P No. A-6 – Risk Reduction Matching Grant Program
- e. CSURMA P&P No. 18 - Board of Directors Participation and Executive Committee Nominations and Elections Process
- f. CSURMA P&P No. 19 - CSURMA Claims Settlement Authority
- g. CSURMA P&P No. 10 – Member Loans (Revised, as presented to the Executive Committee 05.09.13)



CSURMA

POLICY AND PROCEDURE NO. 17

ADOPTED: March 22, 2013
EFFECTIVE: March 22, 2013
SUBJECT: TRAVEL REIMBURSEMENT

PURPOSE:

This Policy and Procedure is intended to formalize the prior existing practices of CSURMA.

POLICY:

It is the policy of the CSURMA that reasonable and actual expenses incurred by AUTHORIZED TRAVELERS for COVERED PURPOSES related to operation of CSURMA's programs shall be reimbursed. The method of approving travel, and reporting and calculating the reimbursable amount shall be in accordance with the travel reimbursement policy of the California State University or the AUTHORIZED TRAVELER'S member auxiliary organization at the time of the travel. The AORMA Committee may adopt more a more specific travel reimbursement policy and procedure for travel related to the AORMA programs.

PROCEDURE:

1. Reimbursement requests will be reported on the AUTHORIZED TRAVELER'S completed State of California – Travel Expense Claim form. The claim form may be forwarded to the AUHORIZED TRAVELER's member accounting department for reimbursement or sent to the CSU Systemwide Office of Risk Management for processing. If the AUTHORIZED TRAVELER is reimbursed by the member's accounting department, that member may then seek reimbursement from CSURMA.
2. The member's accounting department should send the following documents to CSURMA c/o the Systemwide Office of Risk Management:
 - a) Invoices for all reasonable expenses
 - b) Completed State of California – Travel Expense Claim form
 - c) Documentation of the purpose of the travel such as a copy of the agenda, presentation, etc. for the COVERED PURPOSE that the COVERED TRAVELER attended.
3. The CSURMA Secretary-Auditor or designee shall then process the reimbursement request in the manner of other CSURMA payment requests.



DEFINITIONS:

AUTHORIZED TRAVELERS – includes CSURMA Executive Committee members and officers, standing committee members and participants in duly established task groups. Other persons, including University personnel traveling on CSURMA related travel shall be reimbursed pursuant to this P&P No. 17 as agreed under separate agreement in advance of the travel. Independent consultants shall not be considered **AUTHORIZED TRAVELERS** under this P&P No. 17 and any travel expenses incurred by independent consultants may be reimbursed as provided under separate consulting agreements.

COVERED EXPENSES – includes reasonable expenses incurred by the **AUTHORIZED TRAVELER** as provided under the travel reimbursement policy of the California State University.

COVERED PURPOSES – covered purposes shall include attendance at meetings of the CSURMA Executive Committee, standing committees, task group meetings, program presentations, member meetings, approved professional development trainings and other travel approved for University personnel. Any other **COVERED PURPOSES** must be approved for reimbursement by the Executive Committee. Travel to CSURMA Board of Directors Meetings is not a covered purpose. If there is travel to an event that would otherwise be a **COVERED PURPOSE** in conjunction with another event the **AUTHORIZED TRAVELER** would otherwise attend, such as a CSURMA Board of Directors meeting or the CSURMA Fitting the Pieces Together Conference, the **AUTHORIZED TRAVELER** is eligible for reimbursement of **COVERED EXPENSES** to attend the **COVERED PURPOSE** meeting only and there will be no CSURMA reimbursement of the expenses the **AUTHORIZED TRAVELER** would have normally incurred to attend the CSURMA Board of Directors Meeting or the CSURMA Fitting the Pieces Together Conference.



CSURMA AORMA

POLICY AND PROCEDURE NO. A-7

SUBJECT: CSURMA AORMA TRAVEL REIMBURSEMENT
POLICY

ADOPTED: MARCH 21, 2013

EFFECTIVE: MARCH 21, 2013

PURPOSE:

CSURMA AORMA members benefit from the work of their elected and appointed representatives who give their time to participate in the governance and development of CSURMA programs. Committee Member in person attendance at the AORMA Committee, standing committee meetings and task group meetings is preferred. This Policy and Procedure is intended to formalize the prior existing practices of CSURMA.

POLICY:

It is the policy of the CSURMA AORMA Committee that reasonable and actual expenses incurred by AUTHORIZED TRAVELERS for COVERED PURPOSES related to operation of CSURMA's programs shall be reimbursed. The method of approving travel, and reporting and calculating the reimbursable amount shall be in accordance with the travel reimbursement policy of the California State University or the AUTHORIZED TRAVELER's member auxiliary organization at the time of the travel.

PROCEDURE:

1. Reimbursement requests will be reported on the AUTHORIZED TRAVELER's completed State of California – Travel Expense Claim form or the form utilized by the AUTHORIZED TRAVELER'S member auxiliary organization. The claim form should be forwarded to the AUTHORIZED TRAVELER's member auxiliary organization accounting department for reimbursement. The member auxiliary organization's accounting department should then seek reimbursement from CSURMA.
2. The AORMA Committee Member's accounting department should send the following documents to CSURMA c/o the Systemwide Office of Risk Management:
 - a) Invoices for all reasonable expenses
 - b) Completed State of California (or AUTHORIZED TRAVELER's member auxiliary organization) – Travel Expense Claim form
 - c) Documentation of the purpose of the travel such as a copy of the agenda, presentation, etc. for the COVERED PURPOSE that the COVERED TRAVELER attended.



DEFINITIONS:

AUTHORIZED TRAVELERS – includes AORMA Committee members and officers, standing committee members and participants in duly established task groups. Other persons traveling on CSURMA AORMA related travel shall be reimbursed pursuant to this P&P No. A-7 as agreed under separate agreement in advance of the travel. Independent consultants shall not be considered **AUTHORIZED TRAVELERS** under this P&P No. A-7 and any travel expenses incurred by independent consultants may be reimbursed as provided under separate consulting agreements.

COVERED EXPENSES – includes reasonable expenses incurred by the **AUTHORIZED TRAVELER** as provided under the travel reimbursement policy of the California State University or the traveler’s CSURMA member auxiliary organization travel reimbursement policy requirements.

COVERED PURPOSES – covered purposes shall include attendance at meetings of the CSURMA AORMA Committee, standing committees, task group meetings, program presentations, member meetings, and approved professional development trainings. Any other **COVERED PURPOSES** must be approved for reimbursement by the AORMA Committee. The AORMA Committee Chair or designee is expected to attend the AOA Executive Committee meetings as the representative of the AORMA Committee and therefore reasonable expenses associated with travel to and from as well as participation in the AOA Executive Committee meetings are reimbursable by CSURMA. If there is travel to an event that would otherwise be a **COVERED PURPOSE** in conjunction with another event the **AUTHORIZED TRAVELER** would otherwise attend such as the AOA Annual Conference or the CSURMA Fitting the Pieces Together Conference, the **AUTHORIZED TRAVELER** is eligible for reimbursement of **COVERED EXPENSES** to attend the **COVERED PURPOSE** meeting only and there will be no CSURMA reimbursement of the expenses the **AUTHORIZED TRAVELER** would have normally incurred to attend the AOA Annual Conference or the CSURMA Fitting the Pieces Together Conference.



CSURMA AORMA

POLICY AND PROCEDURE NO. L-5

**SUBJECT: GUIDELINES FOR EXTENDING LIABILITY
COVERAGE TO NON-AUXILIARY
ORGANIZATIONS**

ADOPTED: AUGUST 19, 2003

EFFECTIVE: JULY 1, 2003

**AMENDED: NOVEMBER 20, 2003
OCTOBER 8, 2009
DECEMBER 6, 2012
MARCH 21, 2013**

POLICY & PROCEDURE NO.: (FORMERLY) 5-AORMA

PURPOSE:

The purpose of this Policy and Procedure is to describe the conditions under which Auxiliary Organizations (Members) may extend Liability coverage to student groups, alumni organizations, booster clubs and other related entities.

Coverage provided under the CSURMA AORMA Self-Insured Liability program is governed solely by the Liability Memorandum of Coverage and excess insurance policies providing coverage under that program. This Policy and Procedure shall not be construed to broaden or restrict coverage in any way. Rather, this Policy and Procedure is intended to guide Members as respects coverage.

POLICY:

It is the policy of the CSURMA AORMA Self-Insured Liability Program that Members will protect CSURMA program assets by fully implementing the guidelines found in the Insurance Requirements in Contracts Manual prepared by CSURMA’s Program Administrator. It is understood that from time-to-time, Members may choose to extend Liability coverage for certain student group activities, booster club activities, alumni organization activities or operations of other related entities that benefit the member Auxiliary Organization, and this extension of coverage is acceptable provided that the member Auxiliary organization exercises substantial control over the activities or organizations to which coverage is extended.

It is the intention of this Policy & Procedure that the Auxiliary Organizations Association (AOA) be considered a member organization for purposes of insurance coverage through the CSURMA AORMA Self-Insured Liability Program.

PROCEDURE:

Members are expected to adhere to the following procedures:

Members shall fully implement the guidelines of the Insurance Requirements in Contracts Manual prepared by the CSURMA Program Administrator. This means that Members will require third party contractors and vendors to provide appropriate indemnification, insurance and documentation of coverage.

1. From time-to-time, a Member may choose to extend liability coverage to student groups, alumni organizations, booster groups or other related entities upon confirmation of the following:
 - a. The Member exercises substantial control over all events, activities and operations. By this, it is meant that the Member is directly involved in all planning of the activities and is in a position to exercise management control.
 - b. The Member will hold substantial financial control.
 - c. A risk analysis has been performed by the Member to determine that the extension of coverage does not generate unnecessarily high risks.
 - d. The Member will participate in the planning and oversight of activities or events so that risk is minimized. The requirements for drivers described in Policy and Procedure AORMA # L-4 will be applicable to those groups to whom coverage is extended. Special Events coverage shall be purchased when the coverage extension is deemed to generate significant additional risk.
 - e. A Liability application will be completed.
 - f. The completed Liability application will be reviewed by legal counsel and the CSURMA AORMA liability underwriter who will provide the Programs Committee with a recommendation as to whether coverage should be extended.
 - g. The Member will consult with the Program Administrator prior to extending coverage and the Program Administrator shall refer requests for coverage extensions along with the completed liability application to the AORMA Programs Committee for coverage approval.
 - h. After approval of the coverage extension, the student group, alumni association, booster club or other related entity will be listed on the CSURMA AORMA Self-Insured Retention Liability Program Memorandum of Coverage Declarations Page for the Member.



CSURMA AORMA

POLICY AND PROCEDURE NO. A-6

SUBJECT: RISK REDUCTION MATCHING GRANT
INCENTIVE PROGRAM

ADOPTED: ~~MARCH 21, 2013~~ MAY 9, 2013

EFFECTIVE: ~~MARCH 21, 2013~~ JULY 1, 2013

PURPOSE:

The Risk Reduction Matching Grant Incentive Program (**Program**) makes funds available to AORMA Members (**Members**) in both the Liability and Workers' Compensation programs. It funds specialized training, safety equipment, physical improvements or any other safety related item that will lead to a documentable reduction in claims costs. The purpose of this type of *matching grant program* is to encourage **Members** to enhance existing risk reduction efforts.

POLICY:

1. Annually, the Member Services, Loss Control and Training Committee (**MSLCTC**) will complete the following activities:
 - a. Propose to the AORMA Committee a budget amount for the **Program**.
 - b. Review the Liability and Workers' Compensation loss information to identify patterns and claims which may be preventable with the (1) purchase, replacement or upgrade of physical property or (2) development of specialized training.
 - c. Identify the focus of the **Program** for the upcoming fiscal year.
 - d. Approve a grant application and a maximum per **Member** grant amount.
 - e. Send out a memo to all **Members** identifying the focus of the **Program** and inviting **Members** to apply for the grant by completing the grant application.
 - f. Along with the Program Administrator, the grant applications will be reviewed, and if found to be appropriate and consistent with the purpose of the **Program** may be approved by the MSLCTC.
- ~~2.~~ To access funds under the **Program**, a **Member** must ~~submit a brief written request explaining~~ complete the grant application which will include:
 - ~~a. A description of the intended use of the requested funds~~ the proposed risk reduction project
 - ~~a. The anticipated timeline for completion of the risk reduction project.~~
 - b. ~~The Member will also submit an~~ An estimate of the total costs for the proposed risk reduction project.
- ~~2.3.~~ The **Member** will be expected to complete the proposed risk reduction project within the timeline provided within the grant application. The MSLCTC may rescind the grant if the

Member has not started, or completed, the risk reduction project within the timeframe proposed.

3.4. Fifty percent (50%) of the **Member's** risk reduction project costs (up to the maximum grant amount approved for that **Member**) will be reimbursed under the **Program**. The **Member** will submit to the MSLCTC the final paid receipt to be used to calculate the **Program** reimbursement amount.

4.5. After the grant funds are utilized, the **Member** will provide a brief report providing information that will assist the MSLCTC in monitoring this **Program's** effectiveness and the merits of future **Program** funds.

5.6. The MSLCTC will work with the Grant Recipients to develop benchmarks to evaluate the success of the **Program**. The MSLCTC will also provide guidance to future Grant Recipients based on these historical benchmarks.



CSURMA

POLICY AND PROCEDURE NO. 18

ADOPTED: March 22, 2013

EFFECTIVE: March 22, 2013

SUBJECT: BOARD OF DIRECTORS PARTICIPATION AND EXECUTIVE COMMITTEE NOMINATIONS AND ELECTIONS PROCESS

PURPOSE: The purpose of this Policy and Procedure No. 18 is to describe the process by which members of the CSURMA Board of Directors are appointed and Executive Committee members are nominated and elected.

POLICY: It is the policy of the CSURMA that membership in the Board of Directors shall be adequately documented, and that nomination and election to the Executive Committee shall follow the process described in this Policy and Procedure No. 18. The AORMA Committee may adopt a separate policy and procedure applicable to auxiliary organization representation on the AORMA Committee and Board of Directors.

PROCEDURE: The following activities will be performed to effect the above stated policy.

1. Board of Directors Participation:
 - a. The CSU Executive Vice Chancellor, Business & Finance (EVC/CFO) will determine in writing to the Secretary-Auditor how to allocate CSURMA Board votes.
 - b. If votes are to be delegated to a campus, the EVC/CFO's campus designee will provide a written statement to the Secretary-Auditor of which person will be the primary representative of the campus and may designate one alternate representative. If the primary or alternate representative are to be replaced or are no longer eligible to serve, the campus designee will provide a written statement of the replacement.
 - c. The Program Administrator will maintain a list of primary and alternate representatives and will conduct orientations at least annually for new Board members.
2. Executive Committee Nominations and Elections:
 - a. Prior to the spring Board of Directors meeting the Chair will appoint a Nominating Committee to seek nominations for available positions on the Executive Committee.
 - b. The Nominating Committee will evaluate potential candidates and provide a report to the Board of Directors at the spring meeting.
 - c. The Board of Directors will conduct elections at the spring meeting for terms beginning July 1.
 - d. The Program Administrator will conduct orientations for new Board members.



CSURMA

POLICY AND PROCEDURE NO. 19

ADOPTED: March 22, 2013

EFFECTIVE: March 22, 2013

SUBJECT: CSURMA CLAIMS SETTLEMENT AUTHORITY

PURPOSE: The purpose of this Policy and Procedure No. 19 is to describe the process and level of authorities to pay claims incurred by the CSURMA Programs. This Policy and Procedure No. 19 applies solely to the operation of CSURMA and does not affect any policy, process, or authorities of the California State University. The AORMA Committee may adopt policies and procedures for claims settlement authorities for AORMA's self-insured programs.

POLICY: It is the policy of the CSURMA that payment of claims covered under the self-insured programs will follow the processes and documentation requirements described in this policy and procedure.

PROCEDURE: The following activities will be performed to effect the above stated policy.

1. The following amounts may be authorized for the following programs:
 - a. Liability Program: The campus may authorize payments from CSURMA funds up to the campus deductible, but not more than \$100,000.00. Above \$100,000.00, the CSURMA Secretary-Auditor or designee may authorize payment of CSURMA funds upon written approval from the appropriate University personnel up to the retained amount of the Liability Program.
 - b. Workers' Compensation Program: Upon approval of a Settlement Authorization Request (SAR) from the third party claims administrator, the campus may authorize aggregate claim settlements from CSURMA funds up to \$175,000.00. Above \$175,000.00, the CSURMA Secretary-Auditor or designee may authorize payment of CSURMA funds upon written approval from the appropriate University personnel up to the retained amount of the Workers' Compensation Program.
 - c. Unemployment Insurance/Non-industrial Disability Leave/Industrial Disability Leave Program: The CSURMA Secretary-Auditor or designee may authorize payment from CSURMA funds to reimburse funds expended by the campus for benefits covered under the program.
 - d. Property Program: Upon the receipt from the program claims adjuster of the completed and executed Proof of Loss statement, the CSURMA Secretary-Auditor or designee may authorize payment from CSURMA funds up to the retained amount of the Property Program.
2. The Program Administrator will maintain records of the campus personnel designated to authorize payments and the amount of authorization.



CSURMA

POLICY AND PROCEDURE NO. 19



CSURMA

POLICY AND PROCEDURE NO. 10

ADOPTED: ~~MAY~~ March 21 13, 2011-2013 (AMENDED)

EFFECTIVE: JULY 1, 2013~~4~~

SUBJECT: MEMBER LOANS

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 ~~Member-Loan~~ shall be granted without a ~~finding-determination by the Executive Committee~~ that CSURMA has sufficient funds such that the proposed ~~member loan-Loan~~ would not impair CSURMA’s ongoing operations. ~~Member-Loans~~ shall only be granted upon a finding by the Treasurer that the Member has exhausted alternative sources of funding and that a ~~Member-Loan~~ is in the best interests of the University.

PROCEDURE:

The following procedures shall be followed in administration of the ~~CSURMA Member-Loan~~ program:

- 1. Amount Available for ~~Member-Loans~~** – The amount available for ~~Member-Loans~~ shall not exceed 15% of the overall average ~~fund-cash and investment~~ balance for the preceding 12 months. ~~N-and no~~ new ~~Member-Loan~~ shall be initiated by the Treasurer without determining that the proposed ~~Member-L~~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, ~~Member-Loans~~ to a single Member’s ~~c~~campus (~~inclusive of and itsits~~ associated ~~Member-Auxiliary-Organizations~~AORMA member) shall not exceed 5% of the overall average ~~fund-cash and investment~~ balance for the preceding 12 months.
- 2. Payment Period and Rate:** All loans must be repaid within 5 (five) yearser. 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 ~~CSURMA Member-Loan~~ shall submit to the Treasurer a written request describing the amount, purpose, proposed terms, ~~and~~-repayment

schedule and source of repayment for the requested ~~Member~~-Loan. The request shall describe what steps the Member has taken to secure ~~the requested funds through~~ alternate financing and sources and why the Member is seeking ~~the proposed a L~~ loan from CSURMA. ~~The Member shall describe the collateral and source of repayment funds for the proposed Member Loan.~~ If a general obligation pledge is proposed ~~by an Auxiliary Organization Member~~, 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. ~~Proposed Member Loans for the acquisition of real estate by an Auxiliary organization may not pledge the real estate as collateral for the loan.~~

4. **Treasurer's Review and Recommendation** - The Treasurer shall review the ~~Member~~-Loan request, evaluate if alternate financing instruments should be consider and seek approval from the Executive Vice Chancellor/CFO ~~additional information as necessary~~ to make a determination. If a favorable determination is made, the Treasurer shall recommend to the Executive Committee the proposed ~~Member~~-Loan including the ~~Treasurer's recommended~~ terms and conditions. ~~Recommended terms shall require that the frequency of interest payments shall be at least quarterly in arrears and at an interest rate 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.~~
5. **Executive Committee Action** – At duly noticed meeting, the Executive Committee shall take action on the Treasurer's recommendation. If the proposed ~~Member~~-Loan is to be approved, such approval shall be memorialized by ~~resolution~~ directing the Treasurer to prepared the loan note for ~~review and approval signature~~ by ~~CSURMA's General Counsel~~ CSURMA Chair, Secretary, Treasurer and borrowing member.
6. **Administration of Member Loans** – The Treasurer shall direct ~~the~~ CSURMA Account~~ingant~~ 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.

Agenda Item D6
CSURMA Board of Directors
Meeting Date: May 10, 2013

CSURMA 2013 & 2014 MEETING CALENDARS

ISSUE: The Board of Directors’ next meeting is scheduled for November 6, 2013 at 10:30 a.m. in Long Beach. The Board will be asked to review the adopted CSURMA 2013 meeting calendar with changes & the proposed CSURMA 2014 meeting calendar at today’s meeting, taking action as necessary. The attached calendar records the dates of all Committee and Board meetings, various conferences, and special events.

Date		Committee	Time	Location
Thursday	March 21, 2013	Executive Committee	2:30 pm	Newport Beach
Friday	March 22, 2013	Long Range Planning Meeting	8:00 am	Newport Beach
Thursday	May 9, 2013	Executive Committee	5:00 pm	Long Beach
Thursday	May 10, 2013	Executive Committee	8:30 am	Long Beach
Friday	May 10, 2013	Board of Directors	10:30 am	Long Beach
Thursday	September 12, 2013	Executive Committee Orientation	4:00 pm	San Francisco
Friday	September 13, 2013	Executive Committee	8:30 am	San Francisco
Wednesday	November 6, 2013	Executive Committee	1:00 pm	Sacramento
Wednesday	November 6, 2013	Board of Directors	3:30 pm	Sacramento
Friday	December 6, 2013	Executive Committee	8:30 am	San Francisco

RECOMMENDATION: The attached CSURMA 2013 Meeting Calendar was adopted by the CSURMA Board of Directors at its October 26, 2012 meeting.

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. The CSURMA Board meets twice a year.

PUBLICATION: None.

ATTACHMENT(S):

- a. Adopted CSURMA 2013 Meeting Calendar
- b. Proposed CSURMA 2014 Meeting Calendar



California State University Risk Management Authority
 Auxiliary Organizations Risk Management Alliance

2013 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2013		FEBRUARY, 2013		MARCH, 2013	
3	PC: Teleconference, 2:00 p.m.	4	MSLCTC: Teleconference, 11:00 a.m.	21	AORMA: Newport Beach, 9:00 a.m.
				21	EC: Newport Beach, 2:30 p.m.
				22	EC LRP: Newport Beach, 8:00 a.m.
					Only the AORMA Chair and Vice Chair attend the EC meetings
					Only the AORMA Chair attends to AOA EC meeting
APRIL, 2013		MAY, 2013		JUNE, 2013	
18	PC: Teleconference, 2:00 p.m.	9	AORMA: Long Beach, 10:00 a.m.	3	MSLCTC: Teleconference, 11:00 a.m.
		9	EC: Long Beach, 4:00 p.m.		
		10	EC: Long Beach, 8:30 a.m.		
		10	BOD: Long Beach, 10:30 a.m.		
			Only the AORMA Chair and Vice Chair attend the EC meetings		
			All AORMA Committee members attend the BOD		

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

2013 CSURMA • AORMA MEETING CALENDAR

JULY, 2013	AUGUST, 2013	SEPTEMBER, 2013
<p>10-11 AORMA Officers Retreat</p> <p>Only the AORMA Chair, Vice Chair, Past Chair and Ex Officio attend the AORMA Officers Retreat</p>	<p>1 PC: Teleconference, 2:00 p.m. 26 MSLCTC: Teleconference, 11:00 a.m.</p>	<p>11 AORMA New Committee Member Orientation: San Francisco, 9:00 a.m. 11 AORMA LRP: San Francisco, 10:00 a.m. 12 AORMA: San Francisco, 9:00 a.m. 12 EC Orientation: San Francisco, 4:00 p.m. 13 EC: San Francisco, 8:30 a.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p>
OCTOBER, 2013	NOVEMBER, 2013	DECEMBER, 2013
<p>3 PC: Teleconference, 2:00 p.m. 24 AORMA: Newport Beach, 10:00 a.m. 25 EC: Long Beach, 9:00 a.m. 25 BOD: Long Beach, 10:30 a.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p> <p>All AORMA Committee members attend the BOD</p>	<p>18 MSLCTC: Teleconference, 11:00 a.m.</p> <p>6 EC: Sacramento, 1:00 p.m. 6 BOD: Sacramento, 3:30 p.m. 6-8 FTPT Conference, Sacramento, CA</p>	<p>5 AORMA: San Francisco, 10:00 a.m. 6 EC: San Francisco, 8:30 a.m. 12 PC: Teleconference, 2:00 p.m.</p> <p>Only the AORMA Chair and Vice Chair attend the EC meetings</p>

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

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2014 CSURMA • AORMA MEETING CALENDAR

JANUARY, 2014	FEBRUARY, 2014	MARCH, 2014
		20 AORMA: Newport Beach, 9:00 a.m. 20 EC: Newport Beach, 2:30 p.m. 21 EC LRP: Newport Beach, 8:00 a.m. <p style="text-align: center;">Only the AORMA Chair and Vice Chair attend the EC meetings</p> <p style="text-align: center;">Only the AORMA Chair attends to AOA EC meeting</p>
APRIL, 2014	MAY, 2014	JUNE, 2014
	8 AORMA: Long Beach, 10:00 a.m. 8 BOD: New Board Member Orientation, Long Beach, 2:00 p.m. 9 EC: Long Beach, 8:30 a.m. 9 BOD: Long Beach, 10:30 a.m. <p style="text-align: center;">Only the AORMA Chair and Vice Chair attend the EC meetings</p> <p style="text-align: center;">All AORMA Committee members attend the BOD</p>	

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

2014 CSURMA • AORMA MEETING CALENDAR

JULY, 2014	AUGUST, 2014	SEPTEMBER, 2014
		10 AORMA New Committee Member Orientation: Long Beach, 9:00 a.m. 10 AORMA LRP: Long Beach, 10:00 a.m. 11 AORMA: Long Beach, 9:00 a.m. 11 EC Orientation: Long Beach, 4:00 p.m. 12 EC: Long Beach, 8:30 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings
OCTOBER, 2014	NOVEMBER, 2014	DECEMBER, 2014
23 AORMA: Long Beach, 10:00 a.m. 23 BOD: New Board Member Orientation, Long Beach, 2:00 p.m. 24 EC: Long Beach, 9:00 a.m. 24 BOD: Long Beach, 10:30 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings All AORMA Committee members attend the BOD		4 AORMA: Long Beach, 10:00 a.m. 5 EC: Long Beach, 8:30 a.m. Only the AORMA Chair and Vice Chair attend the EC meetings

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 LONG RANGE PLANNING GOALS FY 2013/14

ISSUE: At its March 22, 2013 meeting, the Executive Committee discussed long range goals to be accomplished during FY 2013/14. Staff has prepared a draft outline summarizing the long range goals for consideration at today's meeting.

RECOMMENDATION: At its May 9, 2013 meeting, the Executive Committee reviewed the draft FY 2013/14 Long Range Planning Goals to verify that it captures the intent of the Committee along with assigned responsibilities and deadlines, and recommends that the Board adopt the FY 2013/14 Long Range Action Plan with changes, if any, noted at today's meeting.

FISCAL IMPACT: The Board is requested to approve the draft FY 2013/14 Long Range Action Plan with changes as may be requested from the Executive Committee.

BACKGROUND: The Executive Committee meets annually in March to review the status of long range planning items for the current fiscal year and to amend the action plan as may be necessary. The Committee also develops new long range planning action items to be accomplished for the upcoming fiscal year.

PUBLICATION: None.

ATTACHMENT(S): Draft CSURMA FY 2013/14 Long Range Action Plan Summary

FY 2013/14 CSURMA LONG RANGE ACTION PLAN

DRAFT

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
LRP-1 ALTERNATIVE MEDICINES ON CAMPUS				
Draft Systemwide Policy regarding use of Alternative Medicines on Campus.	1. Research existing Systemwide policy regarding permissible usage of alternative medicines on campuses.	1. PA, SRM	1. July 2013	
	2. Research existing Campus policy regarding permissible usage of alternative medicines on campus.	2. PA, SRM	2. August 2013	
	3. Identify other types of alternative medicines that are used on campus and determine whether or not such usage shall be permitted on campus.	3. PA, SRM, OGC, Student Health Centers, Human Resources	3. September 2013	
	4. Identify stake holders and enlist support.	4. PA, SRM, OGC, Student Health Centers, Human Resources	4. October 2013	
	5. Draft Policy & Procedure regarding permissible usage of alternative medicines on campus.	5. PA, SRM, OGC, Student Health Centers, Human Resources	5. November 2013	
	6. Determine whether the draft Policy & Procedure should be an Executive Order, Technical Letter or other.	6. CO	6. December 2013	
	7. Finalize draft Policy & Procedure.	7. PA, SRM	7. January 2014	
	8. Obtain appropriate sign off.	8. CO	8. January 2013	
	9. Roll out to campuses.	9. CO	9. January 2013	
LRP-2 CSURMA WEBSITE ENHANCEMENTS				
Improve CSURMA website.	1. Draft goals for website enhancements: identify what is working well, how utilized, areas to improve.	1. PA	1. January 2013	
	2. Work with website administrator to program needed/desired changes/enhancements.	2. PA, Website Administrator	2. Feb-Mar 2013	
	3. Beta testing.	3. PA, Website Administrator	3. Apr-May 2013	
	4. Populate website.	4. PA, Website Administrator	4. June-July 2013	
	5. Develop demo presentation.	5. PA	5. August 2013	
	6. Present enhanced website to SRM, EC, BOD.	6. PA	6. September 2013	
	7. Roll out to CSURMA members.	7. PA	7. October 2013	
LRP-3 INTRAMURAL/RECREATIONAL SPORTS COVERAGE				
Develop coverage program for Intramural & Recreational Sports.	1. Develop coverage specification and proposed rating structure.	1. PA	1. May 2013	
	2. Market plan to underwriters.	2. PA	2. May 2013	
	3. Obtain and evaluate carrier quotes.	3. PA	3. May 2013	
	4. Draft coverage plan summary and rates.	4. PA	4. June 2013	
	5. Obtain necessary approvals from SRM, EC, BOD.	5. PA, SRM	5. July 2013	
	6. Roll out to CSURMA Members.	6. PA	6. August 2013	
LRP-4 STUDENT PERSONAL PROPERTY & LIABILITY INSURANCE				
Develop coverage program for	1. Develop coverage specification and proposed rating structure.	1. PA	1. May 2013	
	2. Market plan to underwriters.	2. PA	2. May 2013	

FY 2013/14 CSURMA LONG RANGE ACTION PLAN

DRAFT

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
Student Personal Property & Liability Insurance.	3. Obtain and evaluate carrier quotes.	3. PA	3. May 2013	
	4. Draft coverage plan summary and rates.	4. PA	4. June 2013	
	5. Obtain necessary approvals from SRM, EC, BOD.	5. PA, SRM	5. July 2013	
	6. Roll out to CSURMA Members.	6. PA	6. August 2013	
LRP-5 EARTHQUAKE COVERAGE PROGRAM				
Develop coverage program for Earthquake Insurance.	1. Develop coverage specification and proposed rating structure.	1. PA	1. January 2014	
	2. Market plan to underwriters.	2. PA	2. Feb-Mar 2014	
	3. Obtain and evaluate carrier quotes.	3. PA	3. Apr-May 2014	
	4. Draft coverage plan summary and rates.	4. PA	4. Apr-May 2014	
	5. Obtain necessary approvals from SRM, EC, BOD.	5. PA, SRM	5. May 2014	
	6. Roll out to CSURMA Members.	6. PA	6. July 2014	
LRP-6 SERVICE ANIMALS ON CAMPUS				
Draft Systemwide Policy regarding use of Service Animals on Campus.	1. Research existing Systemwide policy regarding permissible usage of service animals on campuses.	1. PA, SRM	1. July 2013	
	2. Research existing Campus policy regarding permissible usage of service animals on campus.	2. PA, SRM, Public Safety	2. August 2013	
	3. Draft Policy & Procedure regarding permissible usage of service animals on campus.	3. PA, SRM, OGC, Human Resources	3. September 2013	
	4. Determine whether the draft Policy & Procedure should be an Executive Order, Technical Letter or other.	4. CO	4. October 2013	
	5. Finalize draft Policy & Procedure.	5. PA, SRM	5. November 2013	
	6. Obtain appropriate sign off.	6. CO	6. December 2013	
	7. Roll out to campuses.	7. CO	7. January 2014	
LRP-7 BICYCLES / SKATEBOARDS ON CAMPUS				
Draft Systemwide Policy regarding Bicycle & Skateboard Safety on Campus.	1. Research existing Systemwide policy regarding safety protocols for bicycles, skateboards, etc. on campuses.	1. PA, SRM	1. July 2013	
	2. Research existing Campus policy regarding safety protocols for bicycles, skateboards, etc. on campus.	2. PA, SRM, Public Safety	2. August 2013	
	3. Draft Policy & Procedure regarding safety protocols for bicycles, skateboards, etc. on campus.	3. PA, SRM, OGC	3. September 2013	
	4. Determine whether the draft Policy & Procedure should be an Executive Order, Technical Letter or other.	4. CO	4. October 2013	
	5. Finalize draft Policy & Procedure.	5. PA, SRM	5. November 2013	
	6. Obtain appropriate sign off.	6. CO	6. December 2013	
	7. Roll out to campuses.	7. CO	7. January 2014	

FY 2013/14 CSURMA LONG RANGE ACTION PLAN

DRAFT

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
LRP-8 PERIODIC REVIEW OF CSURMA POLICIES & PROCEDURES				
Establish Plan for Regular Periodic Review of Campus Coverage Programs.	1. Outline a timetable to review each CSURMA Policy & Procedure (P&P), at least one per month.	1. PA	1. July 2013	
	2. Outline a format to document P&P items to be reviewed.	2. PA	2. August 2013	
	3. Draft report of findings and recommendation for review and discussion with Systemwide Risk Management & Public Safety.	3. PA, SRM	3. September 2013	
	4. Present findings and recommendation as agreed with SRM to EC.	4. PA, SRM, EC	4. EC meetings	
	5. Execute plan of action as directed by SRM and EC. This step may also require BOD approval if Memorandum of Coverage is to be amended.	5. PA, SRM, EC, BOD	5. After EC meetings	
	6. Obtain appropriate sign off, and BOD approval if necessary.	6. PA, SRM, EC, BOD	6. BOD meetings	
LRP-9 NEW MEMBER ORIENTATION FOR EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS				
Establish Plan for Regular Periodic Orientation to CSURMA for New Members	1. Establish regular time and site for CSURMA Orientation, usually the day before EC's September meeting.	1. PA	1. July 2013	
	2. Maintain log of EC and BOD members who have attended orientation, date, etc., and members who still need orientation.	2. PA	2. August 2013	
	3. Schedule teleconference or webinars for members who are unable to attend orientation in person.	3. PA, Members	3. September 2013	
	4. Report orientation attendance to SRM and EC.	4. PA, SRM, EC	4. October 2013	
LRP-10 THEATER RISK MANAGEMENT & SAFETY				
Develop Systemwide Policy and Training regarding Theater Safety on Campus.	1. Research existing Systemwide policy regarding public safety of theaters on campuses.	1. PA, SRM	1. July 2013	
	2. Research existing Campus policy regarding public safety of theaters on campus.	2. PA, SRM, Public Safety	2. August 2013	
	3. Research training programs and costs offered by UC.	3. PA, SRM, OGC	3. September 2013	
	4. Develop schedule to provide on-campus training on Theater Safety.	4. CO	4. October 2013	
	5. Engage service provider.	5. PA, SRM	5. November 2013	
	6. Obtain appropriate sign off.	6. CO	6. December 2013	
	7. Roll out to campuses.	7. CO	7. January 2013	
LRP-11 MINORS ON CAMPUS				
Develop Systemwide Policy and Training regarding Safety of Minors on Campus.	1. Research existing Systemwide policy on safety of minors on campuses.	1. PA, SRM	1. July 2013	
	2. Research existing Campus policy on safety of minors on campus.	2. PA, SRM, Public Safety	2. August 2013	
	3. Research training programs and costs offered by Praesidium, Inc.	3. PA, SRM, OGC	3. September 2013	
	4. Develop schedule to provide on-campus training on Safety of Minors.	4. CO	4. October 2013	
	5. Engage service provider.	5. PA, SRM	5. November 2013	
	6. Obtain appropriate sign off.	6. CO	6. December 2013	
	7. Roll out to campuses.	7. CO	7. January 2013	

FY 2013/14 CSURMA LONG RANGE ACTION PLAN

DRAFT

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS
LRP-12 ENTERPRISE RISK MANAGEMENT				
Develop plan to promote Synergy among campuses in regards to Risk Management functions.	1. Establish baseline for minimum essential risk management operations on campuses.	1. PA, SRM	1. July 2013	
	2. Identify SRM and Campus resources, especially subject matter experts.	2. SRM	2. Aug-Sep 2013	
	3. Identify opportunities to synergize risk management among campuses, possibly creating regional spheres of influence.	3. SRM, Campus RMs	3. Oct-Nov 2013	
	4. Create network among campuses for risk management resources.	4. SRM	4. December 2013	
	5. Roll out to campuses.	5. SRM	5. January 2014	
LRP-13 SPONSORED TRAINING FOR EMPLOYEES				
Develop plan to provide Sponsored Training opportunities for Members.	1. Identify training opportunities that may be beneficial to members. These may include conferences, seminars, webinars, and programs leading to professional credentials (e.g., CPCU, ARM, CSP, AIC, AIS, CRM, etc.), and may include regional sessions on campus to economize learning opportunities.	1. PA, SRM	1. July 2013	
	2. Identify needed training subjects and prioritize.	2. PA, SRM, Campus RMs	2. August 2013	
	3. Establish funding for sponsored training.	3. PA, SRM, EC	3. September 2013	
	4. Establish criteria for sponsored training and application.	4. PA, SRM	4. October 2013	
	5. Draft schedule for training.	5. PA, SRM	5. November 2013	
	6. Roll out to campuses.	6. PA, SRM	6. December 2013	

Key:

- BOD:** CSURMA Board of Directors
- CABO:** CSU Chief Administrators and Business Officers
- CO:** Chancellor's Office
- EC:** CSURMA Executive Committee
- OGC:** CSU Office of General Counsel
- PA:** CSURMA Program Administrator
- SRM:** CSU Systemwide Risk Management & Public Safety

AORMA PROGRAMS UPDATE

ISSUE: The Auxiliary Organizations Risk Management Alliance (AORMA) continues to address the insurance and risk management needs of its Auxiliary Organizations membership. Staff is pleased to report that CSURMA now has 100% participation by Auxiliary Organizations in good standing.

Kurt Borsting, AORMA Committee Chair, will be on hand at today's meeting to discuss other activities of AORMA.

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

FISCAL IMPACT: None.

BACKGROUND: The AORMA was first aggressively marketed to CSU Auxiliary Organizations for the July 1, 1998 policy inception. Since that time, the program has grown from 12 to 90+ members.

PUBLICATION: None.

ATTACHMENT(S): None.

**SELECTION OF WORKERS' COMPENSATION PROGRAM
THIRD PARTY CLAIMS ADMINISTRATOR**

ISSUE: CSURMA engages a third party administrator (TPA) to handle Workers' Compensation (WC) claims for the Campus WC Risk Pool and the AORMA WC Program. A Request for Proposal (RFP) was issued to solicit bids for the contract term beginning July 1, 2013. The Chancellor's Office Department of Procurement assisted staff in the RFP process. Five written proposals were received and reviewed by the CSURMA WC RFP Task Group. Two firms, Sedgwick and York were selected for oral interviews, which were conducted on February 26, 2013. Sedgwick was determined to be the most qualified bidder by the Task Group. The Task Group was staffed by Jacki Graf, CSURMA WC Consultant, and included:

- Dwayne Brummett, Associated Students, Cal Poly SLO and AORMA Committee Vice Chair
- Lori Gentles, SFSU Human Resources and CSURMA Executive Committee
- Michael Thorpe, CSU Chico Risk manager and CSURMA Executive Committee
- Zachary Gifford, Associate Director, Systemwide Risk Management

The Task Group ranked all the proposers using the scoring criteria developed with the assistance of the Chancellor's Office Department of Procurement.

RECOMMENDATION: This item is to provide information for the Board; no action requested.

FISCAL IMPACT: For FY 2013/14, Sedgwick proposed a fee of \$3,626,345 which represents no fee increase over the current year. Sedgwick further proposed 2% annual fee increases at the current staffing model for the initial term of the proposed service agreement. The final cost and services to be provided are subject to negotiation and included in CSURMA's operating budget for FY 2013/14.

BACKGROUND: Part of the CSURMA WC TPA RFP is included as an attachment to this item. It includes background on the programs and a summary of the scope of services being bid.

PUBLICATION: None.

ATTACHMENT(S):

- a. Excerpt from the CSURMA WC TPA RFP



California State University Risk Management Authority

Request for Proposal Workers' Compensation Claims Administration

California State University Risk Management Authority (CSURMA)

Edit November 2012



CSURMA PROGRAM ADMINISTRATOR

Alliant Insurance Services, Inc.

100 Pine Street, 11th Floor

San Francisco, CA 94111

Main: (415) 403-1400 ~ Fax: (415) 402-0773

www.alliantinsurance.com

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SECTION I: DESCRIPTION OF THE CSU PROGRAM

1.1 DESCRIPTION OF THE CSU

The individual California State Colleges were brought together as a system by the Donahoe Higher Education Act of 1960. In 1972, the system became The California State University and Colleges, and in 1982 the system became The California State University (CSU). Today the campuses of the CSU include comprehensive and polytechnic universities and, the California Maritime Academy, a specialized campus.

The oldest campus--San Jose State--was founded in 1857 and became the first institution of public higher education in California. The newest site was opened in the fall of 2002, the 23rd campus, CSU Channel Islands in Ventura County.

Responsibility for the CSU is vested in the Board of Trustees, whose members are appointed by the Governor. The Trustees appoint the Chancellor, who is the chief executive officer of the system, and the Presidents, who are the chief executive officers on the respective campuses.

The Trustees, the Chancellor and the Presidents develop systemwide policy, with actual implementation at the campus level taking place through broadly based consultative procedures. The Academic Senate of the CSU, made up of elected representatives of the faculty from each campus, recommends academic policy to the Board of Trustees through the Chancellor.

Academic excellence has been achieved by the CSU through a distinguished faculty, whose primary responsibility is superior teaching. While each campus in the system has its own unique geographic and curricular character, all campuses, as multipurpose institutions, offer undergraduate and graduate instruction for professional and occupational goals as well as broad liberal education. All of the campuses require for graduation a basic program of "General Education-Breadth Requirements" regardless of the type of bachelor's degree or major field selected by the student.

The CSU offers more than 1,600 bachelor's and master's degree programs in some 240 subject areas. Many of these programs are offered so that students can complete all upper-division and graduate requirements by part-time late afternoon and evening study. In addition, a variety of teaching and school service credential programs are available. A limited number of doctoral degrees are offered jointly with the University of California and with private institutions in California.

The CSU has a workforce of approximately 44,000 employees working in 23 campus locations and the Chancellor's Office. The locations are specified in Appendix A.

The CSU's Auxiliary Organizations are all separate legal entities. Each auxiliary organization is IRC 501(c)(3), not-for-profit organization, formed under California Education code 89901 to support the mission of the University. There are several different types of auxiliary organizations on each campus. Foundation auxiliary organizations administer grants and contracts on behalf of the University. Associated Students auxiliary organizations help promote student life for the University. Commercial shops auxiliary organizations operate retail enterprises on behalf of the University. Philanthropic auxiliary organizations manage fundraising and endowment operations for the University. A complete list of the CSU's "Auxiliary Organizations in Good Standing" can be found at: <http://www.calstate.edu/FT/AuxOrg/AuxOrgList.shtml>

In May 2004, two auxiliary organizations, Associated Students, SDSU and University Center, Humboldt State University, formed AO-COMP, Inc., a mutual benefit corporation, to self-insure its workers' compensation liabilities. AO-COMP was the state's first self-insured group (SIG) for not-for-profit organizations. AO-COMP, Inc. grew to include 44 auxiliary organizations. In 2006, AO-COMP, Inc. received permission from the State of California's Manager of Self-Insured Plans, to sell all outstanding liabilities to the CSURMA, a Joint Powers Authority comprised of the CSU and its Auxiliary Organizations in Good Standing.

The California State University Risk Management Authority (CSURMA) is an association of the CSU and 91 not-for-profit 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. The CSURMA currently has assets under control of ~\$209M.

Additional information about the CSURMA can be found at: <http://www.csurma.org/>. Additional information about CSU Auxiliary Organization can be found at: <http://www.calstate.edu/FT/auxorg/index.shtml>.

1.2 DESCRIPTION OF THE PROGRAMS

On July 1, 1995, the Chancellor's Office decentralized the administration of Workers' Compensation (WC), Industrial Disability Leave (IDL), and Non-Industrial disability Leave (NDI) and the campuses assumed the budget for these programs. Prior to that date the Chancellor's Office was responsible for the funding of these programs.

On January 1, 1997 the CSU Board of Trustees and its auxiliary organizations entered into a joint powers agreement to form the California State University Risk Management Authority (CSURMA). This agreement authorized the CSU and the auxiliary organizations to establish and operate pooled coverage programs, specifically, but not limited to, workers' compensation claims administration.

CSURMA operates two WC programs, the Campus Risk Pool WC Program and the AORMA WC Program. As of June 30 2012, WC claims administration for both programs is the subject of this RFP and can be summarized as follows:

Current Compensation	Campus	AORMA
WC Administration	\$3,418,256	\$207,089
UR Services	\$381,508	\$23,663

Current Statistics	Campus	AORMA
# of Members	24	48
Current Open Claims		
Record Only	4	0
First Aid	44	8
Medical Only (MO)	215	56
Indemnity	1181	134
Future Medical	438	9
New Reports FY 11/12		
Record Only	383	48
First Aid	198	62
Medical Only	704	218
Indemnity	764	89

Current Staffing Model	Campus	AORMA
Claims Support	1	
MO Examiner/Assistant	2	1
Examiners	13	1
Supervisors	1.9	.10
Data Analyst	.90	.10
Operations Manager	.90	.10
Program Manager	.25	

The CSU currently contracts with Sedgwick Claims Management Services (Sedgwick) for administration of all workers' compensation claims. The current contract term ends June 30, 2013. Claims are administered from two locations: Oakland and Rancho Cordova.

Each campus has a claims coordinator who is responsible for oversight of claims management for his/her own individual campus. The overall program is managed by the Office of Risk Management in the Chancellor's Office and is designed to be responsive both to the needs of the CSU program, and to the specific needs of each campus. Authority levels have been assigned to the campuses with management of claims exceeding that authority relegated to the Chancellor's Office.

The CSURMA has purchased excess insurance for the Program since July 1, 1995 on an individual occurrence basis. The current retention for each workers' compensation claim is \$2,500,000 per accident (including allocated loss adjustment expense or ALAE) with coverage statutory limits.

Campus WC Program	
Period	Self-Insured Retention
To 1994/1995	Unlimited
1995/95 to 2004	\$350,000
2004/05 to 2007/09	2,500,000
2008/09 to 2012	Reinsured
2012 to 2013	2,500,000
AORMA WC Program	
From 5/1/2004 forward	500,000

Bill review services are provided by an independent vendor pursuant to contract with Sedgwick on the campus program and by Sedgwick on the AORMA program. Sedgwick provides Utilization Review services for both programs.

1.3 OBJECTIVES OF THIS REQUEST FOR PROPOSAL

The goal of this RFP process is to secure a Third Party Administrator (TPA), hereafter referred to as “Claims Administrator”, to provide appropriate workers' compensation claims administration and related services. In addition, the TPA is expected to analyze loss data, identify trends and develop methods to reduce costs for CSURMA, and at the same time, improve program efficiency and effectiveness.

To be considered, the TPA shall demonstrate that the firm has the personnel and capital resources, knowledge, expertise, experience, creativity, innovation, insight and customer service skills to serve as a third party administrator handling all CSU campus and AORMA claims. The TPA must respond to all the required items in this RFP.

The CSURMA reserves the right to select the bidder that the CSURMA, in its sole discretion, determines will best serve its Workers’ Compensation Program.

PROSPECTIVE CLAIMS ADMINISTRATORS ARE ADVISED TO CAREFULLY READ THE REQUIREMENTS OF THIS RFP.

CSURMA VENDOR SURVEY
SERVICE PROVIDERS PERFORMANCE EVALUATIONS

ISSUE: CSURMA desires to maintain open and candid communications with its Campus and Auxiliary Organization members in all areas involving the services it provides. Periodic discussions seek comments from members concerning the management of CSURMA, the quality of services provided by its staff and vendors, and offers suggestions for program enhancements that may be beneficial for all members. The CSU Office of Risk Management contacted all CSURMA/AORMA members requesting comments on vendor performance. A representative from the Vendor Survey Committee will report on comments received regarding their level of satisfaction of the following service providers:

- 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 Workforce Solutions – Unemployment Claims Administrator
- Har-Bro – Property Loss Mitigation & Restoration
- Sedgwick CMS – CSURMA Workers’ Compensation Claims Administrator
- Workplace Answers – Campus Web-based Training

RECOMMENDATION: This item is to provide information for the Board; no action requested.

FISCAL IMPACT: None.

BACKGROUND: The Service Provider Performance evaluation will assist CSURMA with information to address member service needs for strategic planning. The survey is designed to maintain respondent confidentiality in order to elicit candid comments. A copy of the complete 2012 CSURMA Vendor Survey Results & Findings is available from the Chancellor’s Office.

PUBLICATION: None.






ATTACHMENT(S): 2012 CSURMA Vendor Survey Summary



CSURMA 2012 Vendor Survey Summary

Four-year Comparison 2009-2012
Campus and Auxiliary (AORMA)
Vendors and Service Providers

Survey Questions

	<i>Poor/Does Not Meet Expectations</i> 	<i>Fair/Below Expectations</i> 	<i>Good/Meets Expectations</i> 	<i>Very Good/Above Expectations</i> 	<i>N/A, Don't Have Sufficient Experience to Evaluate</i> 
Responds promptly to inquiries and requests	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains contact and keeps campus apprised on important and pertinent matters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides high quality advice and assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicates well both orally and in writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handles all interactions in a professional manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accomplishes goals and objectives and also provides additional value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall level of satisfaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Survey Information

- **Campus Survey**

- Sent out January 9, 2013 to 186 campus personnel
- Respondents could limit response to the vendors they worked with
- Reminders Sent out January 22nd and 28th
- Survey closed January 31st
- 72 Responses – 39%

- **Auxiliary Survey**

- Sent out January 9, 2013 to 260 auxiliary personnel
- Respondents could limit response to the vendors they worked with
- Reminders Sent out January 22nd and 28th
- Survey closed January 31st
- 80 Responses – 31%

Summary Report

We have grouped the type of vendor into three categories for multi-year comparison:

- Administration/Consulting
- Claims Handling
- Miscellaneous Services

We have graphed the “*Overall Satisfaction level*” question response to summarize the vendors’ performance.

Administration/Consulting

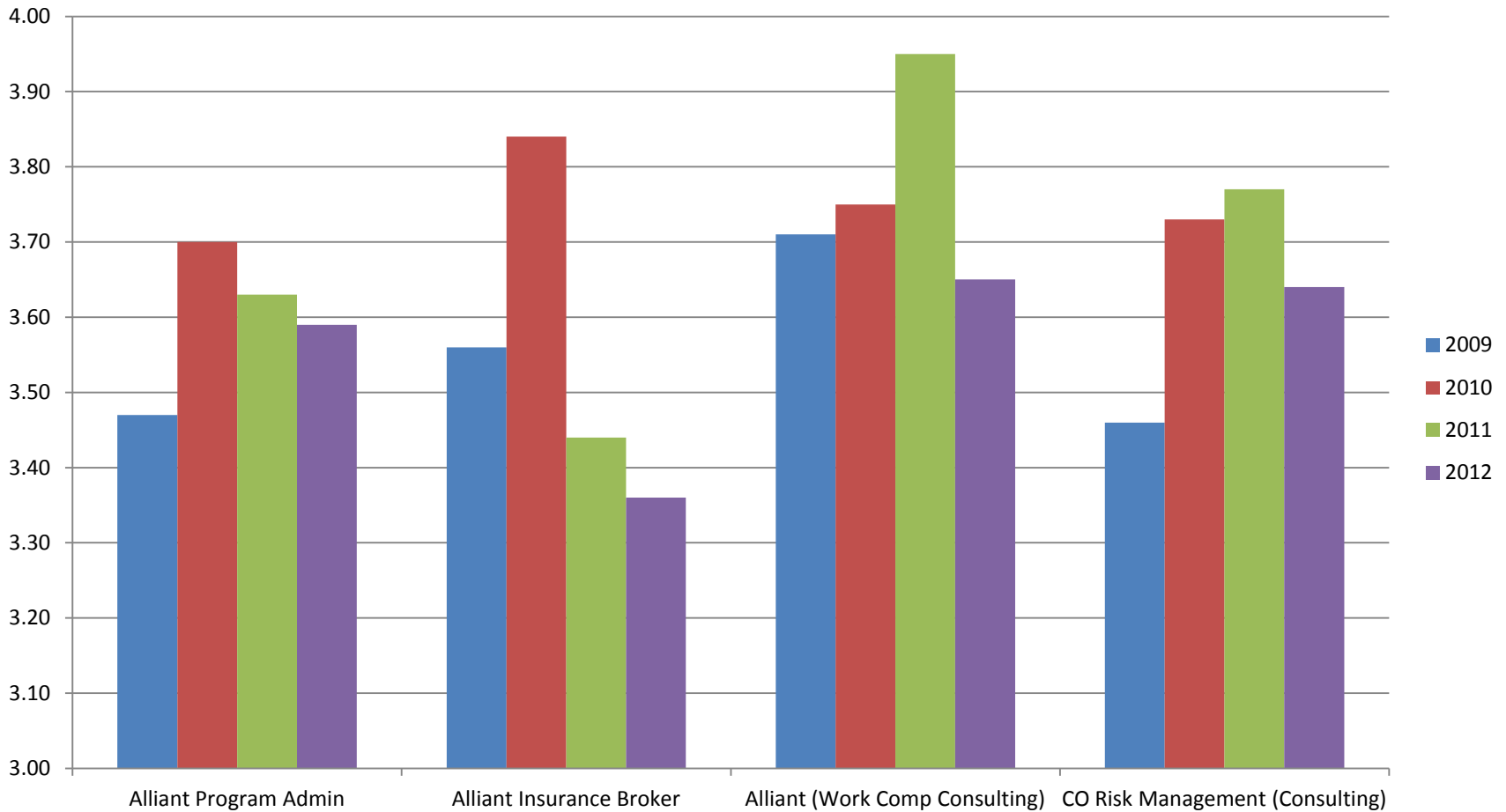
- Campus

- Alliant (Program Administration)
- Alliant (Insurance Broker)
- Alliant (Workers' Comp Consulting)
- CO Risk Management (Consulting)

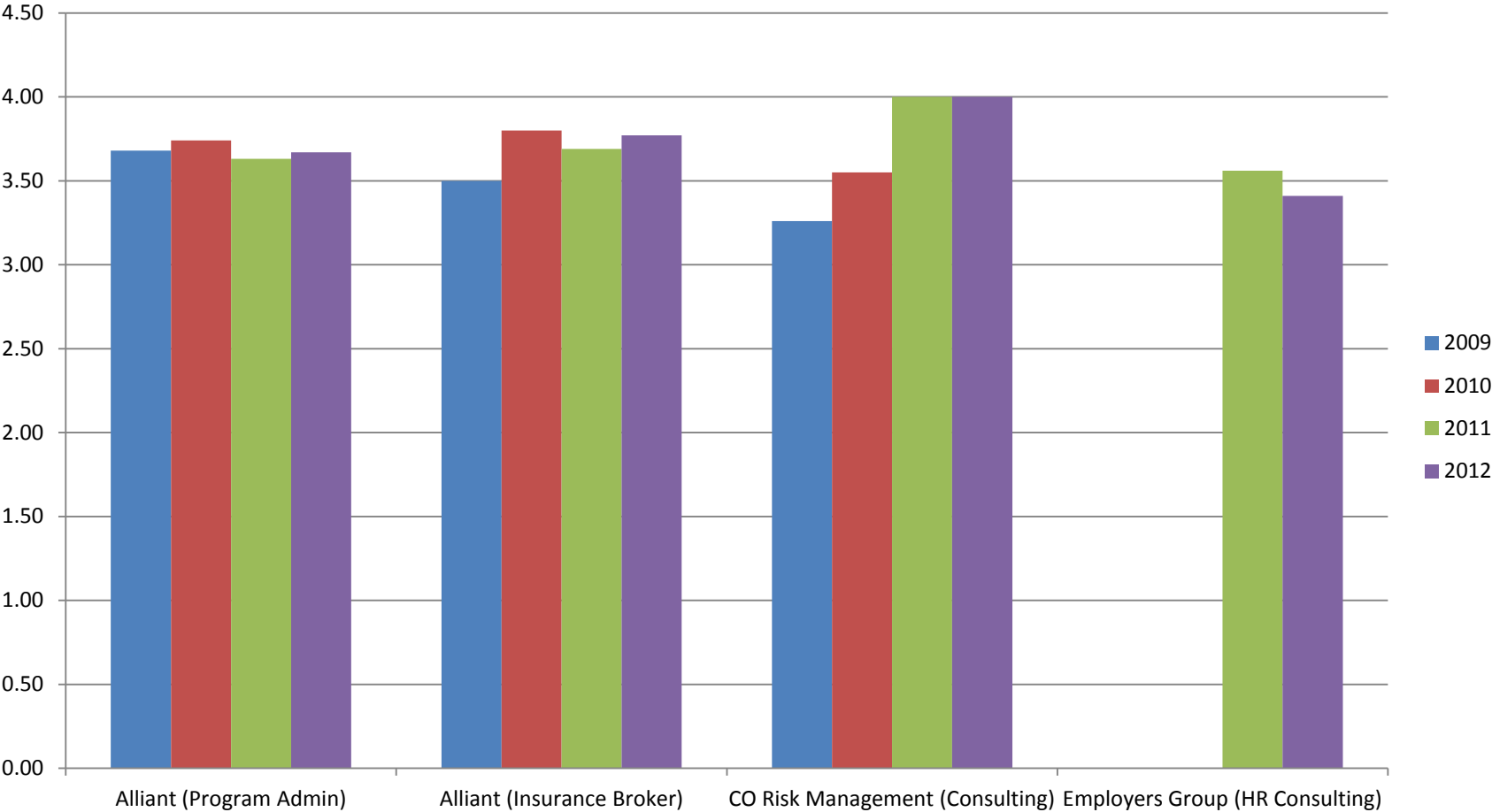
- Auxiliary

- Alliant (Program Administration)
- Alliant (Insurance Broker)
- CO Risk Mgmt (Consulting)
- Employers Group (HR Consulting)

Campus Annual Comparison Administration/Consulting



Auxiliary Annual Comparison Administration/Consulting



Claims Handling

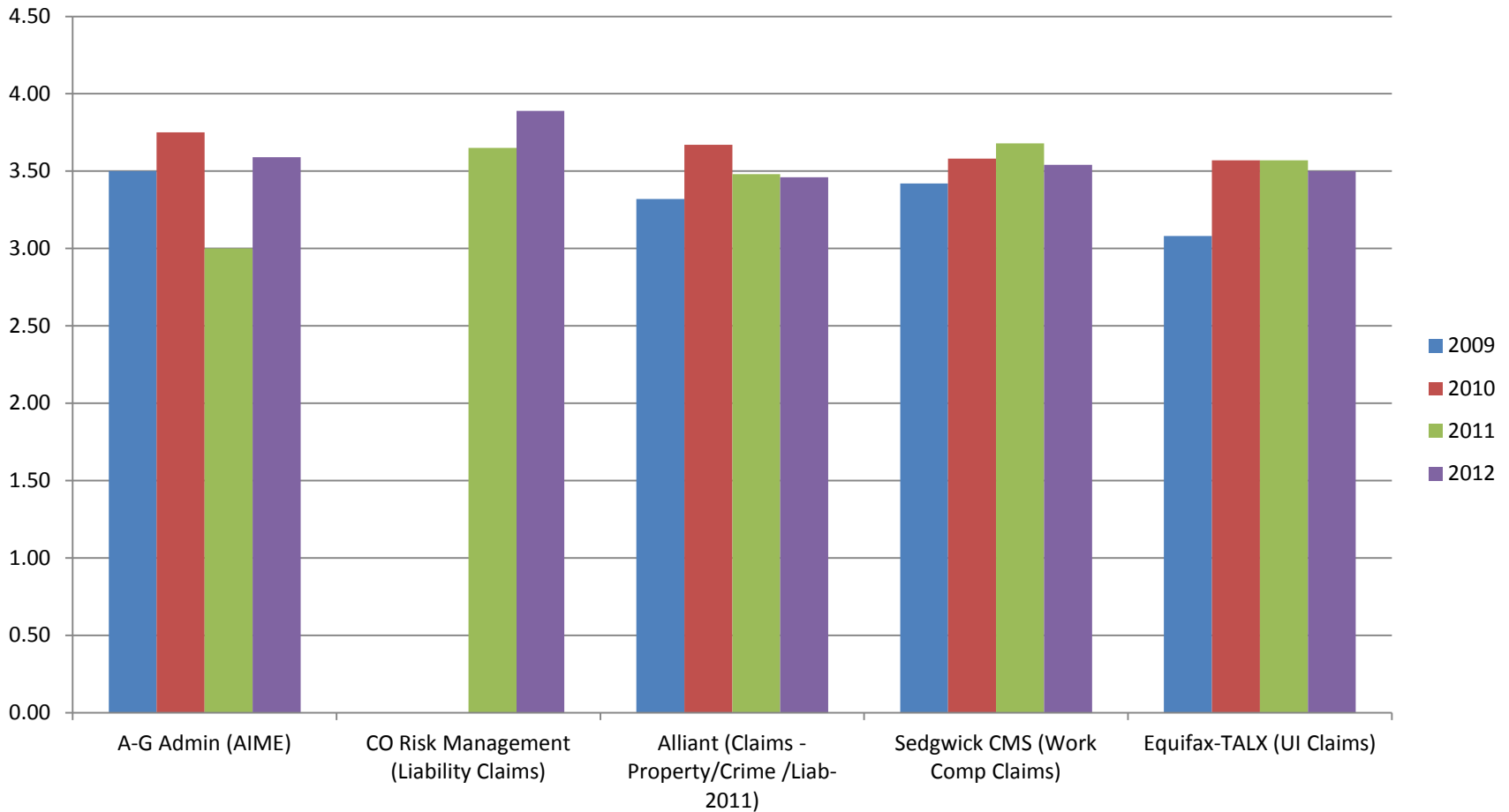
- Campus

- A-G Administrators (AIME - Athletic Injury Claims)
- CO Risk Management (Liability Claims from 10/1/11)
- Alliant (Property/Crime & Liability thru Sept 2011)
- Sedgwick CMS (Workers' Comp Claims)
- Equifax – TALX (Unemployment Claims)

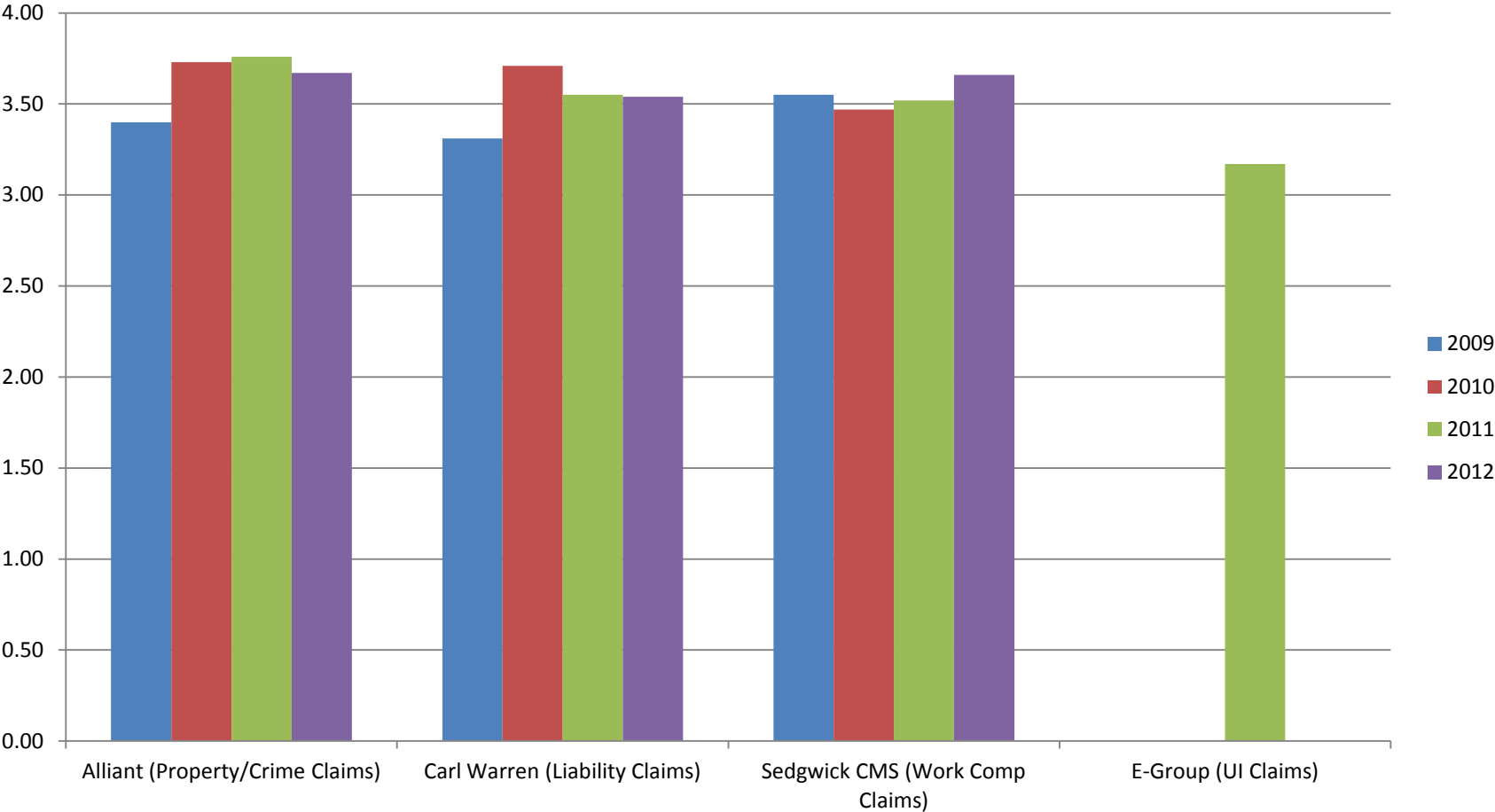
- Auxiliary

- Alliant (Property/Crime Claims)
- Carl Warren (Liability Claims)
- Sedgwick CMS (Workers' Comp Claims)
- E-Group (Unemployment Claims)

Campus Annual Comparison Claims Handling



Auxiliary Annual Comparison Claims Handling



Miscellaneous Services

- Campus

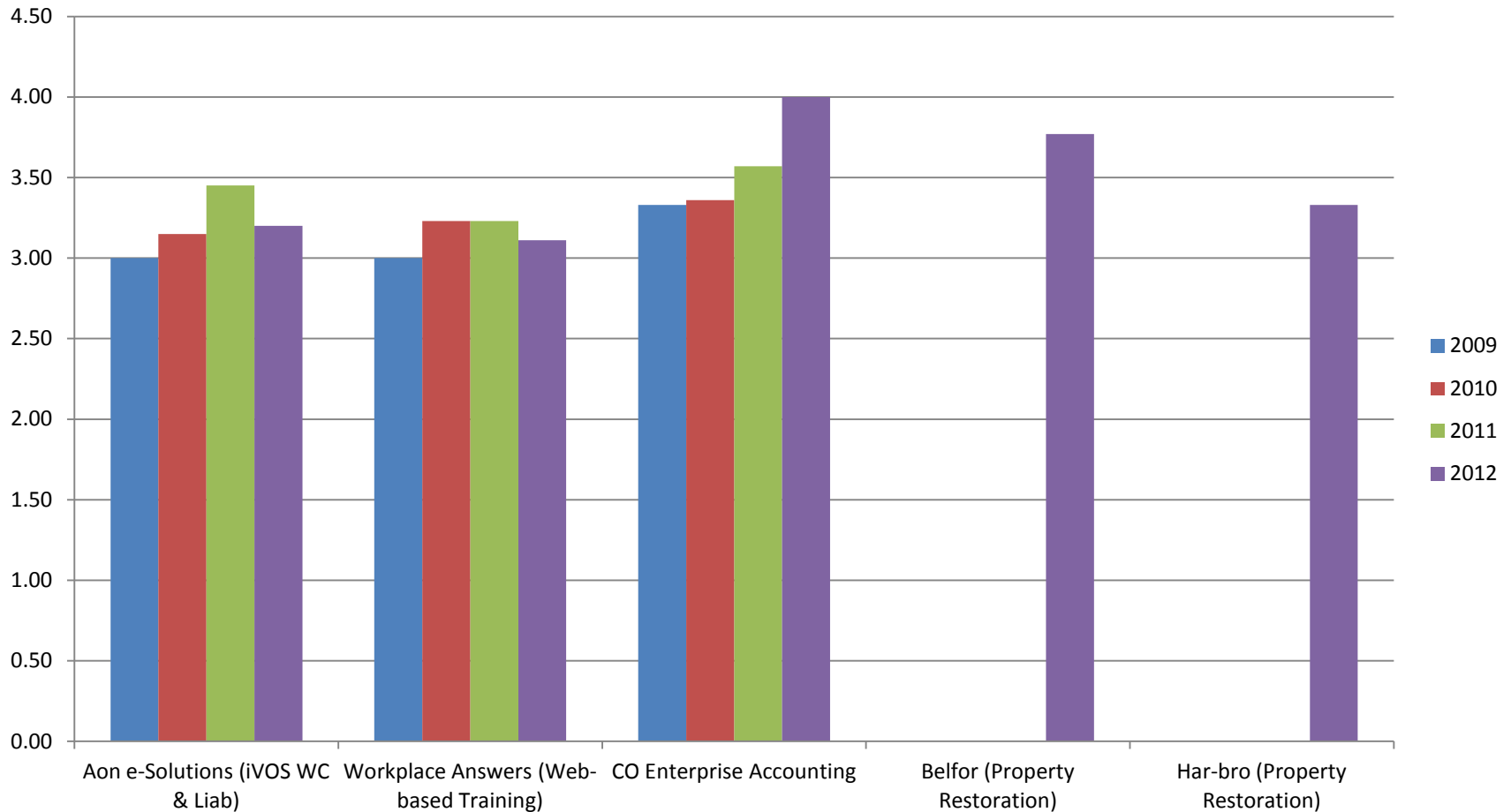
- Aon e-Solutions (iVOS WC & Liability System)
- Workplace Answers (Web-based Training)
- CO Enterprise Accounting
- Belfor (Property Restoration)
- Har-bro (Property Restoration)

- Auxiliary

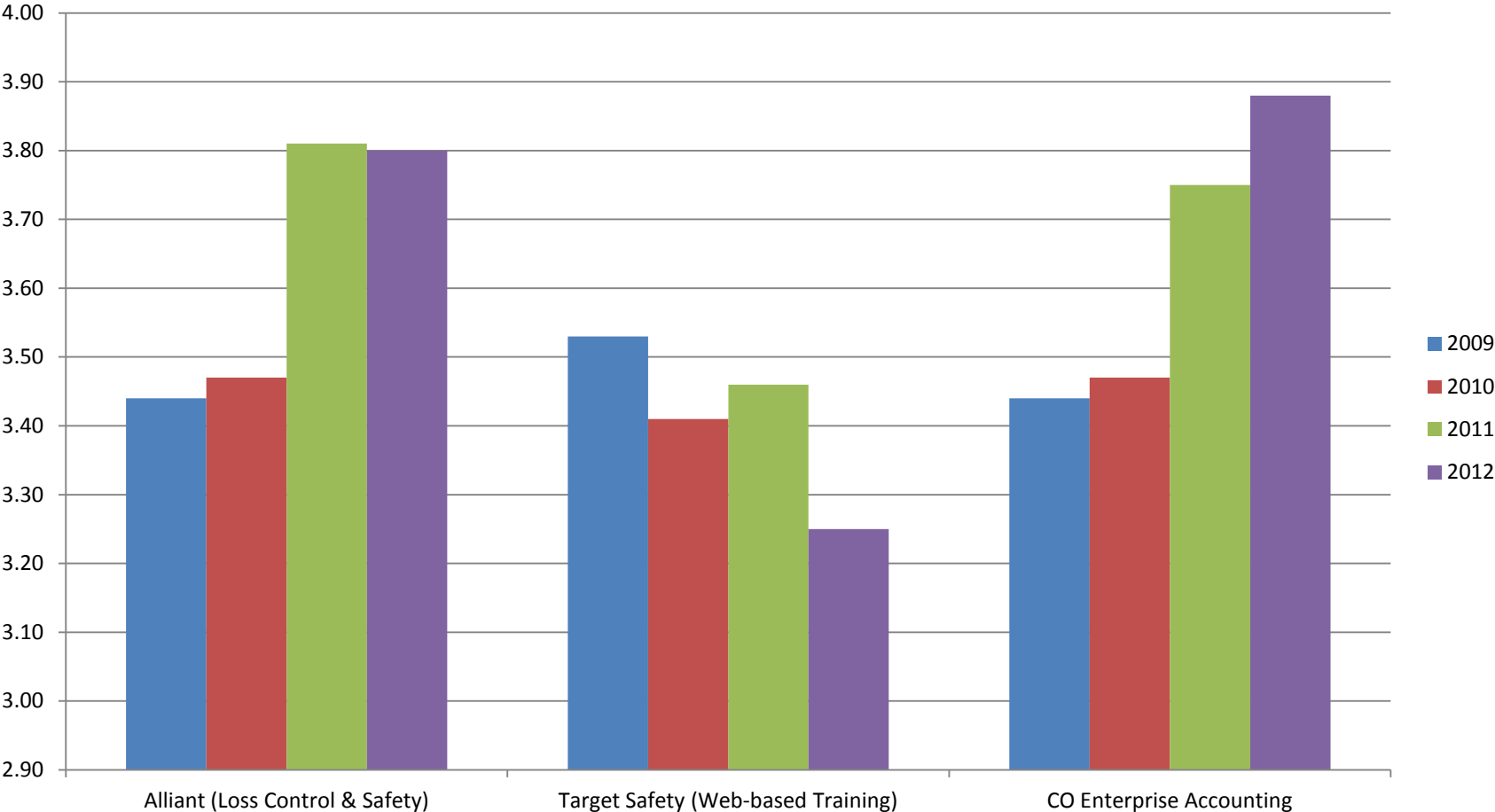
- Alliant (Loss Control & Safety)
- Target Safety (Web-based Training)
- CO Enterprise Accounting

Campus Annual Comparison

Miscellaneous Services



Auxiliary Annual Comparison Miscellaneous Services



Questions

The complete survey responses can be found at
the CSURMA shared documents site at
<http://www.connect.alliantinsurance.com>

or e-mail Zachary Gifford at
zgifford@calstate.edu

Thank you

CSURMA STUDENT HEALTH INSURANCE PROGRAM

ISSUE: The Board of Directors and Executive Committee have directed staff to develop a CSURMA sponsored Student Health Insurance Program available to foreign and domestic student populations. Staff has met with various stakeholders including the Student Health Advisory Council (SHAC), Student Health Directors and Deans of Student Affairs. Current issues are:

- Current providers have withheld underwriting data on the foreign student population
- The domestic student population has an unfavorable risk profile
- Domestic students may become eligible for coverage under the Affordable Care Act on January 1, 2014
- Foreign students will not be eligible for coverage under the Affordable Care Act on January 1, 2014

CSURMA would like to launch the program for the FY 13/14 Academic Year, but cannot launch without immediate access to underwriting data on the foreign student population.

RECOMMENDATION: It is recommended that the Board discuss next steps in obtaining data necessary to launch the CSURMA Student Health Program and provide direction to staff.

FISCAL IMPACT: The CSURMA Student Health Program will be fully insured and supported by premiums paid by the participating students.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

RISK MANAGEMENT INNOVATION FUNDING GRANTS

ISSUE: At its Long Range Planning session, the Executive Committee requested Staff to develop a Risk Management Innovation Funding Grant program to supplement cost to campuses for implementing effective risk management controls, and thereby reduce loss exposures. Staff developed two risk management funding grant programs for the Campus Liability and Campus Workers' Compensation Risk Pools. The plans are described in the attached draft applications for Safety & Risk Control and for Employee Health & Wellness funding grants. AORMA has developed and implemented its own risk management and safety incentive plan.

RECOMMENDATION: This item is to provide information for the Board; no action is required.

FISCAL IMPACT: An initial funding of \$100,000 (\$50,000 each for Safety & Risk Control and Employee Health & Wellness) for Risk Management Innovation Funding Grants is included in the FY 2013/14 operating budget for Campus Liability and Campus Workers' Compensation respectively.

BACKGROUND: Members are responsible to effectively manage Liability and Workers' Compensation exposures to mitigate loss costs arising from third-party damages and industrial injuries. To encourage proactive management of Campus Liability and Campus Workers' Compensation exposures to loss, the Executive Committee and Systemwide Risk Management recommend that CSURMA develop and implement a plan to award grants to members. The grants serve to incentivize members to identify, evaluate, and develop innovative risk mitigation strategies with loss prevention and reduction as primary goals, and to supplement member costs for implementing effective risk management strategies.

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft Application for Safety & Risk Control Reimbursement Request
- b. Draft Application for Employee Health & Wellness Reimbursement Request



FY 2013/14 Campus Safety & Risk Control Reimbursement Program

Please Complete All Fields

Member Campus:		Date:	
Member Contact:		Phone:	Email:
Reimbursement Requested For <i>(please describe)</i> :			
Date Purchased <i>(Please attach proof of purchase)</i> :		Reimbursement Amount Requested <i>(Up to \$2,000 per fiscal year - please see guidelines at the bottom)</i> :	
This is a <i>(check all that apply)</i> :			
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment	
<input type="checkbox"/> Training	<input type="checkbox"/> Safety Program Development	<input type="checkbox"/> Safety Program Management	
<input type="checkbox"/> Safety Consulting	<input type="checkbox"/> Other <i>(please describe)</i> :		
Please explain how this will improve or enhance your safety and risk control efforts:			
Signature <i>(Risk Manager or equivalent)</i> : _____			
Date: _____			
Please submit this completed reimbursement request form to Rob Leong at either: (email) rleong@alliant.com or (fax) 415-874-4810			
<ol style="list-style-type: none"> 1. The Campus Safety and Risk Control Reimbursement Program is available to members in the CSURMA Liability Risk Pool Program. 2. Each member can request reimbursement for up to a total of \$2,000 per fiscal year (7/1-6/30). 3. The amount of reimbursement requested cannot exceed the cost of the item(s) purchased. 4. Requests must include signed Request Form and copies of receipts, identifying which expenses are qualifying for reimbursements. Email submittals are acceptable. 5. Reimbursement requests must be submitted during the same fiscal year that the expense was incurred. 6. Equipment, trainings, personal protective equipment, etc. that employers are <u>required</u> by law or regulation to provide are <u>not</u> eligible for reimbursement. This reimbursement program is intended to encourage members to enhance existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form. 7. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA. 8. Please contact Rob Leong at 415.403.1441 or rleong@alliant.com if you have any questions. 			



FY 2013/14 Campus Employee Health & Wellness Reimbursement Program

Please Complete All Fields

Member Campus:		Date:
Member Contact:	Phone:	Email:
Reimbursement Requested For <i>(please describe):</i>		
Date Purchased <i>(Please attach proof of purchase):</i>	Reimbursement Amount Requested <i>(Up to \$2,000 per fiscal year - please see guidelines at the bottom):</i>	
This is a <i>(check all that apply):</i>		
<input type="checkbox"/> Service	<input type="checkbox"/> Software	<input type="checkbox"/> Equipment
<input type="checkbox"/> Training	<input type="checkbox"/> Wellness Program Development	<input type="checkbox"/> Wellness Program Management
<input type="checkbox"/> Wellness Consulting	<input type="checkbox"/> Other <i>(please describe):</i>	
Please explain how this will improve or enhance your employee health and wellness efforts:		
Signature <i>(Risk Manager or equivalent):</i> _____		
Date: _____		
Please submit this completed reimbursement request form to Rob Leong at either: (email) rleong@alliant.com or (fax) 415-874-4810		
<ol style="list-style-type: none"> 1. The Campus Employee Health & Wellness Reimbursement Program is available to members of the CSURMA Pooled Workers' Compensation Program only. 2. Each member can request reimbursement for up to a total of \$2,000 per fiscal year (7/1-6/30). 3. The amount of reimbursement requested cannot exceed the cost of the item(s) purchased. 4. Requests must include signed Request Form and copies of receipts, identifying which expenses are qualifying for reimbursements. Email submittals are acceptable. 5. Reimbursement requests must be submitted during the same fiscal year that the expense was incurred. 6. Equipment, trainings, personal protective equipment, etc. that employers are <u>required</u> by law or regulation to provide are <u>not</u> eligible for reimbursement. This reimbursement program is intended to encourage members to enhance existing risk control efforts. Please feel free to contact the Program Administrator to discuss whether an item or service is eligible for reimbursement prior to submitting a request form. 7. It is the member's responsibility to obtain confirmation from CSURMA that all reimbursement requests submitted were received by CSURMA. 8. Please contact Rob Leong at 415.403.1441 or rleong@alliant.com if you have any questions. 		

**CSURMA BOARD OF DIRECTORS AND STAFF TELEPHONE,
POSTAL ADDRESS AND E-MAIL LIST**

ISSUE: Attached is a list of phone numbers, postal addresses and e-mail addresses for members of the CSURMA Board of Directors and CSURMA Staff.

RECOMMENDATION: Staff recommends that members review the list at each meeting for accuracy and make any changes or additions. If there are any changes, please contact Myron Leavell at 415-403-1404 or via email at mleavell@alliantinsurance.com.

FISCAL IMPACT: None

BACKGROUND: An accurate and current list facilitates better communication among the Board members and with staff.

PUBLICATION: None.

ATTACHMENT(S): CSURMA Board of Directors and Staff Telephone, Postal Address and E-mail list.

**CSURMA BOARD OF DIRECTOR MEMBERS
AS OF APRIL 2013**

Board Member/ Alternate Member	Organization	First Name	Last Name	Title	Street Address	Phone/Fax/Email
Board Member	California State University, Bakersfield	Michael A.	Neal	Vice President, Business & Administrative Services	9001 Stockdale Highway Bakersfield, CA 93311-1099	Tel: 661-664-2287 Fax: 661-665-6923 Email: mneal@csub.edu
Alternate Member	California State University Bakersfield	Kellie	Garcia	Associate Vice President, Human Resources & Administrative Services	9001 Stockdale Highway Bakersfield, CA 93311-1099	Tel: 661-654-3206 Fax: 661-654-2299 Email: kgarcia@csub.edu
Board Member	CSU 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 Fax: 562-951-4865 Email: gashkar@calstate.edu
Alternate Member	CSU Office of the Chancellor	Dr. Benjamin	Quillian	Executive Vice Chancellor/CFO	401 Golden Shore, 5th Floor Long Beach, CA 90802-4210	Tel: 562-951-4579 Fax: 562-951-4865 Email: bqillian@calstate.edu
Board Member	California State University, Channel Islands	Katharine	Hullinger	Risk Manager	One University Drive Camarillo, CA 93012	Tel: 805-437-8846 Fax: 805-437-8491 Email: katharine.richert@csuci.edu
Alternate Member	California State University, Channel Islands	Bill	Kupfer	Director EH&S & Risk Management	One University Drive Camarillo, CA 93012	Tel: 805-437-8847 Fax: 805-437-8491 Email: bill.kupfer@csuci.edu
Alternate Member	California State University, Chico	Lorraine B.	Hoffman	Vice President, Business & Finance	400 West First Street Chico, CA 95929-0025	Tel: 530-898-6231 Fax: 530-898-4513 Email: lbhoffman@csuchico.edu
Board Member	California State University, Chico	Michael	Thorpe	Risk Manager	400 West First Street First And Normal Chico, CA 95929	Tel: 530-898-6588 Fax: 530-898-4513 Email: methorpe@csuchico.edu
Board Member	California State University, Dominguez Hills	Mary Ann	Rodriguez	Vice President, Administration & Finance	1000 E. Victoria Street Welch Hall, 4th Flr B-470 Carson, CA 90747	Tel: 310-243-3750 Fax: 310-243-3869 Email: marodriguez@csudh.edu
Alternate Member	California State University, Dominguez Hills	Jeff	Wood	Manager, Risk Management / Environmental Health & Occupational Safety (RM/EHOS)	1000 E. Victoria Street POA A-058 Carson, CA 90747	Tel: 310-243-2895 Fax: 310-243- Email: jwood@csudh.edu
Board Member	California State University, East Bay	Nyassa	Love	Risk Management & Internal Control	25800 Carlos Bee Blvd. Hayward, CA 94542	Tel: 510-885-2743 Fax: 510-885-7484 Email: nyassa.love@csueastbay.edu
Alternate Member	California State University, East Bay	Brad	Wells	Interim Vice President Administration & Finance/CFO	25800 Carlos Bee Blvd. Hayward, CA 94542	Tel: 510-885-3803 Fax: 510-885-4745 Email: bradley.wells@csueastbay.edu
Board Member	California State University, Fresno	Cynthia	Teniente-Matson	Vice President for Administration	5241 No. Maple Ave, M/S TA-52 Fresno, CA 93740-0052	Tel: 559-278-2083 Fax: 559-278-2928 Email: cmatson@csufresno.edu
Alternate Member	California State University, Fresno	Lisa	Kao	Associate Dir EHS, Risk Mgmt & Sustainability	2311 East Barstow M/S P014 Fresno, CA 93740	Tel: 559-278-6910 Fax: 559-278-6995 Email: lisak@csufresno.edu
Board Member	Fresno Association, Inc., CSU Fresno	Keith	Kompsi	Director, Foundation Financial Services	4910 N. Chestnut Avenue Fresno, CA 93726-1852	Tel: 559-278-0838 Fax: 559-278-0992 Email: kkompsi@csufresno.edu
Alternate Member	California State University, Fullerton	Bill	Barrett	Interim Vice President Administration & Finance/CFO	800 North State College Blvd. Fullerton, CA 92834-9480	Tel: 714-278-2115 Fax: 714-278-5842 Email: vpadmin@fullerton.edu
Board Member	California State University, Fullerton	John	Beisner	Director of University Risk Management	800 North State College Blvd Ste 700 Fullerton, CA 92834-9480	Tel: 657-278.4937 Fax: 657-.278-1556 Email: jbeisner@fullerton.edu

**CSURMA BOARD OF DIRECTOR MEMBERS
AS OF APRIL 2013**

Board Member/ Alternate Member	Organization	First Name	Last Name	Title	Street Address	Phone/Fax/Email
Board Member	Titan Student Union, CSU Fullerton	Kurt	Borsting	Director	800 N. State College Blvd Fullerton, CA 92831-3599	Tel: 714-278-4214 Fax: 714-278-7099 Email: kborsting@fullerton.edu
Board Member	CSU Fullerton Auxiliary Services Corporation	Frank	Mumford	Executive Director	800 N. State College Blvd Fullerton, CA 92831-3599	Tel: 657-278-4101 Fax: 657-278-1340 Email: fmumford@fullerton.edu
Board Member	Humboldt State University	Joyce	Lopes	Vice President Administrative Affairs	1st Harpst Street Arcata, CA 95521-8299	Tel: 707-826-3351 Fax: 707-826-5703 Email: Joyce.Lopes@humboldt.edu
Alternate Member	Humboldt State University	Mike	Burghart	Interim Director of Contracts, Procurement and Risk Management	1st Harpst Street Arcata, CA 95521-8299	Tel: 707-826-5746 Fax: 707-826-3601 Email: Michael.Burghart@humboldt.edu
Board Member	California State University, Long Beach	Sharon	Taylor	Associate Vice President, Financial Management	1250 Bellflower Blvd. Long Beach, CA 90840-5702	Tel: 562-985-9039 Fax: 562-985-2411 Email: sataylor@csulb.edu
Alternate Member	California State University, Long Beach	Stephanie	Williams	Risk Manager	1250 Bellflower Blvd. Long Beach, CA 90840-0123	Tel: 562-985-2396 Fax: 562-985-5432 Email: swilliam@csulb.edu
Board Member	California State University, Long Beach Foundation	Brian	Nowlin	Chief Operating Officer	6049 East 7th Street Long Beach, CA 90840	Tel: 562-985-4690 Fax: 562-985-1593 Email: nowlinb@csulb.edu
Board Member	Forty-Niner Shops, Inc., CSU, Long Beach	Robert	de Wit	Chief Financial Officer	6049 East 7th Street Long Beach, CA 90840	Tel: 562-985-5549 Fax: 562-985-1593 Email: rdewit@csulb.edu
Board Member	California State University, Los Angeles	Kevin	Brady	Director Risk Mgmt & EHS	5151 State University Drive Los Angeles, CA 90032	Tel: 323-343-3527 Fax: 323-343-3464 Email: kbrady@cslanet.calstatela.edu
Alternate Member	California State University, Los Angeles	Joseph	Curreri	Chief of Police	5151 State University Drive Los Angeles, CA 90032	Tel: 323-343-3737 Fax: 323-343-3727 Email: joseph.curreri@calstatela.edu
Board Member	California Maritime Academy	Vineeta	Dhillon	Purchasing & Risk Manager	200 Maritime Academy Dr. Vallejo, CA 94590	Tel: 707-654-1086 Fax: 707-654-1001 Email: vdhillon@csum.edu
Alternate Member	California Maritime Academy	Kurtis	Lohide	Vice President Administration & Finance	200 Maritime Academy Dr. Vallejo, CA 94590	Tel: 707-654-1040 Fax: 707-654-1013 Email: klohide@csum.edu
Board Member	California State University, Monterey Bay	Kevin	Saunders	Vice President Administration & Finance	100 Campus Center Seaside, CA 93955	Tel: 831-582-3398 Fax: 831-582-3540 Email: kesauanders@csumb.edu
Alternate Member	California State University, Monterey Bay	Lenore	Reed	Director of Enterprise Risk Management & Records	100 Campus Center Bldg 82F Seaside, CA 93955-8001	Tel: 831-582-4766 Fax: 831-582-4430 Email: lreed@csumb.edu
Board Member	University Corporation, CSU Monterey Bay	Gigi	Kiama	Human Resources Manager	100 Campus Center Seaside, CA 93955-8001	Tel: 831-582-4301 Fax: 831-582-4300 Email: gkiama@csumb.edu
Board Member	California State University, Northridge	Tom	McCarron	Vice President Administration & Finance	18111 Nordhoff St Mail Stop 8206 Northridge, CA 91330-8206	Tel: 818-677-2333 Fax: 818-677-5089 Email: tom.mccarron@csun.edu
Alternate Member	California State University, Northridge	Jody	Van Leuven	Risk Manager	18111 Nordhoff Street Northridge, CA 91330-8282	Tel: 818-677-2079 Fax: 818-677-5853 Email: jody.vanleuven@csun.edu

**CSURMA BOARD OF DIRECTOR MEMBERS
AS OF APRIL 2013**

Board Member/ Alternate Member	Organization	First Name	Last Name	Title	Street Address	Phone/Fax/Email
Board Member	The University Corporation, CSU Northridge	John S.	Griffin	Chief Financial Officer	18111 Nordhoff Street Northridge, CA 91330-8206	Tel: 818-677-4815 Fax: 818-677-2671 Email: john.griffin@csun.edu
Board Member	California State Polytechnic University	Dr. Edwin	Barnes	Vice President, Administrative Affairs	3801 West Temple Ave. Pomona, CA 91768	Tel: 909-869-3020 Fax: 909-869-4541 Email: eabarnes@csupomona.edu
Alternate Member	California State Polytechnic University	Sharon	Swart-Reiter	Associate Vice President for Human Resource Services	3801 West Temple Ave 98-B1-20 Pomona, CA 91768	Tel: 909-869-3016 Fax: 909-869-4868 Email: slreiter@csupomona.edu
Alternate Member	California State Polytechnic University	Valerie	Eberle	Risk Manager	3801 West Temple Ave. Pomona, CA 91768	Tel: 909-869-4846 Fax: 909-869-2926 Email: vjeberle@csupomona.edu
Alternate Member	California State Polytechnic University Foundation	David	Prenovost	Senior Managing Director Chief Financial Officer	3801 West Temple Ave Bldg #55 Pomona, CA 91768-4038	Tel: 909-869-2948 Fax: 909-869-2900 Email: dfprenovost@csupomona.edu
Board Member	California State University, Sacramento	Dr. Mike	Lee	Interim Vice President and Chief Financial Officer	Sacramento Hall 0272 6000 J Street Sacramento, CA 95819-6038	Tel: 916-278-6312 Fax: 916-278-5783 Email: mikelee@csus.edu
Alternate Member	California State University, Sacramento	Kirtland	Stout	Director, Risk Mgmt & Business Continuity Planning	6000 J Street Sacramento, CA 95819	Tel: 916-278-7233 Fax: 916-278-4359 Email: kirtland@csus.edu
Board Member	University Union Operation of CSUS, Inc.	Leslie	Davis	Executive Director	6000 J Street Sacramento, CA 95819-6038	Tel: 916-278-2904 Fax: Email: leslied@saclink.csus.edu
Alternate Member	Associated Students, CSU, Sacramento	Patricia	Worley	Executive Director, Finance & Administration	6000 J Street Sacramento, CA 95819-6038	Tel: 916-278-7290 Fax: 916-278-4359 Email: pcworley@csus.edu
Alternate Member	California State University, San Bernardino	Robert	Gardner	Vice President Administration & Finance	5500 University Parkway, Sierra Hall, Rm 110 San Bernardino, CA 92407-2397	Tel: 909-537-5130 Fax: 909-537-7032 Email: rgardner@mail.csusb.edu
Board Member	California State University, San Bernardino	Debbie	Burns	Associate Vice President, Aux & Business Svcs & Risk Management	5500 University Parkway, Sierra Hall, Rm 110 San Bernardino, CA 92407-2393	Tel: 909-537-3939 Fax: 909-537-7036 Email: dburns@csusb.edu
Board Member	San Diego State University	Sally	Roush	VP for Business & Financial Affairs	5300 Campanile Drive, Ad-100 San Diego, CA 92182-1690	Tel: 619-594-6017 Fax: 619-594-6022 Email: sally.roush@sdsu.edu
Alternate Member	San Diego State University	Jessica	Rentto	Interim Associate Vice President Administration	5500 Campanile Drive San Diego, CA 92182-8210	Tel: 619-594-8640 Fax: 619-594-6022 Email: jrentto@mail.sdsu.edu
Board Member	San Francisco State University	Nancy	Hayes	Interim Vice President Administration & Finance/CFO	1600 Holloway Ave ADM 354 San Francisco, CA 94132	Tel: 415-338-2521 Fax: 415-338-6600 Email: nkhayes@sfsu.edu
Alternate Member	San Francisco State University	Lori	Gentles	Associate Vice President Human Resources	1600 Holloway Ave. San Francisco, CA 94132	Tel: 415-338-1100 Fax: 415-338-2498 Email: lgentles@sfsu.edu
Alternate Member	San Francisco State University	Michael	Martin	Executive Director, Risk Management	1600 Holloway Ave. San Francisco, CA 94132	Tel: 415-338-1124 Fax: 415-338-2498 Email: mjmartin@sfsu.edu

**CSURMA BOARD OF DIRECTOR MEMBERS
AS OF APRIL 2013**

Board Member/ Alternate Member	Organization	First Name	Last Name	Title	Street Address	Phone/Fax/Email
Board Member	Cesar Chavez Student Center, San Francisco	Guy	Dalpe	Managing Director	1600 Holloway Ave. San Francisco, CA 94132	Tel: 415-338-1044 Fax: 415-338-1738 Email: gdalpe@sfsu.edu
Alternate Member	San Jose State University	Marna	Genes	Director, Budget Planning and Financial Management	One Washington Square San Jose, CA 95192-0046	Tel: 408-924-1663 Fax: 408-924-1515 Email: marna.genes@sjsu.edu
Board Member	San Jose State University	Mark	Loftus	Risk & Compliance Manager	One Washington Square San Jose, CA 95192-0012	Tel: 408-924-2159 Fax: 408-924-2148 Email: mark.loftus@sjsu.edu
Alternate Member	California Polytechnic State University, San Luis Obispo	Lawrence R.	Kelley	Vice President Administration & Finance	1 Grand Avenue San Luis Obispo, CA 93407	Tel: 805-756-2171 Fax: 805-756-7560 Email: lkelley@calpoly.edu
Board Member	California Polytechnic State University, San Luis Obispo	David L.	Carroll	Risk Manager	1 Grand Ave., Bldg 80, Rm 102 San Luis Obispo, CA 93407-1040	Tel: 805-756-6666 Fax: 805-756-6500 Email: dlcarroll@calpoly.edu
Board Member	California Polytechnic State University, San Luis Obispo	David	Ragsdale	Environmental Health & safety Manager	1 Grand Ave., Bldg 80, Rm 102 San Luis Obispo, CA 93407-1040	Tel: 805-756-6662 Fax: 805-756-6500 Email: dragsdal@calpoly.edu
Board Member	Associated Students, Inc., Cal Poly San Luis Obispo	Dwayne	Brummett	Director of Business Services	University Union Bldg 65, Rm 212 San Luis Obispo, CA 93407	Tel: 805-756-5768 Fax: 805-756-5402 Email: dbrummet@calpoly.edu
Board Member	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 Fax: 760-750-4949 Email: lhawk@csusm.edu
Alternate Member	California State University, San Marcos	Bill	Thomas	Risk Manager	333 South Twin Oaks Valley Rd San Marcos, CA 92096-0001	Tel: 760-750-4502 Fax: 760-750-3208 Email: bthomas@csusm.edu
Alternate Member	Sonoma State University	Laurence	Furukawa- Schlereth	Vice President Administration & Finance	1808 East Cotati Ave Rohnert Park, CA 94928	Tel: 707-664-2310 Fax: 707-664-2080 Email: laurence.furukawa- schlereth@sonoma.edu
Board Member	Sonoma State University	Tyson	Hill	Interim Sr. Director for Risk Management	1808 East Cotati Ave Bldg #Afc3 Rohnert Park, CA 94928	Tel: 707-664-4039 Fax: 707-664-2080 Email: tyson.hill@sonoma.edu
Board Member	Sonoma Student Union	Peter	Neville	Executive Director	1808 East Cotati Ave., Student Union Rohnert Park, CA 94928	Tel: 707-664-2780 Fax: 707-664-2694 Email: peter.neville@sonoma.edu
Board Member	California State University, Stanislaus	Russell	Giambelluca	Vice President for Business & Finance	One University Circle Turlock, CA 95382	Tel: 209-667-3077 Fax: 209-667-3350 Email: rgiambelluca@csustan.edu
Alternate Member	California State University, Stanislaus	Amy	Thomas	Asst Director of Safety & Risk Management	One University Circle Turlock, CA 95382	Tel: 209-667-3035 Fax: 209-667-3104 Email: Althomas@csustan.edu

**CSURMA BOARD OF DIRECTORS STAFF
AS OF APRIL 2013**

<u>Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Street Address</u>	<u>Phone/Fax/Email</u>
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 Fax: 562-951-4956 Email: whsu@calstate.edu
CSU Office of the Chancellor	Charlene	Minnick	Assistant Vice Chancellor of Systemwide Risk Management & Public Safety	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4580 Fax: 562-951-4859 Email: cminnick@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 Fax: 562-951-4859 Email: zgifford@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 Fax: 562-951-4859 Email: rskidmore@calstate.edu
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 Fax: 562-951-4859 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 Fax: 562-951-4865 Email: kcox@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 Fax: 562-951-4865 Email: akim@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 Fax: 562-951-4865 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 Fax: 562-951-4865 Email: mwong@calstate.edu
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Alliant Insurance Services	Jacki	Graf	Senior Workers' Compensation Claims Consultant	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1438 Fax: 415-874-4810 Email: jgraf@alliant.com

**CSURMA BOARD OF DIRECTORS STAFF
AS OF APRIL 2013**

<u>Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Street Address</u>	<u>Phone/Fax/Email</u>
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Alliant Insurance Services	Stacey	Weeks	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1448 Fax: 415-874-4810 Email: sweeks@alliant.com