



CSURMA EXECUTIVE COMMITTEE 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.

Per Government Code section 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Alliant at (415) 403-1400 twenty-four hours in advance of the meeting. Entrance to the meeting location requires routine provision of identification to building security. However, CSURMA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

1. Teleconference Location - CSU Chancellor’s Office, 401 Golden Shore, Long Beach, CA

Meeting Date:	March 5, 2020	Primary Location:	Alliant Insurance Services, Inc.
Time:	2:30 PM to 5:00 PM		701 B Street, 6 th Floor
			San Diego, CA 92101
Reconvene:	March 6, 2020		(Torrey Pines Conference Room)
Time:	8:30 AM to 12:00 PM		
Breakfast:	8:00 AM	Legend:	A = Action
			I = Information

A. CALL TO ORDER

- 1. **Approval of the Agenda** A p. 5

B. PUBLIC COMMENTS

- C. **CONSENT CALENDAR** A
The Committee is asked to take action on the consent calendar items as a group, except that a member may request that an item be withdrawn from the Consent Calendar for discussion and action.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 – January 12, 2020** p. 6
The Committee will be asked to approve the minutes from their last meeting.

- 2. **Treasurer’s Report**
 - a. **Draft Financial Statement at December 31, 2019** p. 16
The Committee will be asked to approve the draft Financial Statement at December 31, 2019
 - b. **Treasurer’s Quarterly Investment Report at December 31, 2019** p. 29
The Committee will be asked to accept the Treasurer’s Quarterly Investment Report at December 31, 2019.

D. GENERAL ADMINISTRATION

- 1. **CSURMA Master Investment Policy and Related Investment Policies** A p. 36
The Committee will review and approve the current CSURMA Master Investment Policy.

2. **Annual Review of the CSURMA’s Data Security Policies** A p. 67
The Committee will be asked to review and accept the Data Security Policies of CSURMA.

3. **Conversion of Accounting Software - Transition of Accounting Software from Financial Edge to Common Financial System** I p. 72
The Committee will hear an overview regarding the transition to the new accounting software system effective July 1, 2020.

4. **Annual Review of the Applicable Integrated CSU Administrative Manual Policies** A p. 73
The Committee will be asked to review the applicable sections and updates thereto of the Integrated CSU Administrative Manual which have been adopted by CSURMA.

5. **FY 2019/20 Midterm Budget Amendments and Adoption of Resolution No. 01-20 (EC)** A p. 78
The Committee will be asked to approve the mid-term amendments to the FY 19/20 budget and to adopt of Resolution 01-20 (EC).

6. **Chancellor’s Office Services Budget Proposals for FY 2020/21** A p. 79
The Committee will be asked to approve the Chancellor’s Office Services budget proposals for FY 20/21.

7. **FY 2020/21 Operating Budget** A p. 84
The Committee will be asked to review and recommend approval for the FY 20/21 budget to the Board of Directors, with revisions as necessary.

8. **CSU Affinity Groups Biennial Mini-Conference and/or Workshops** A p. 85
The Committee will be asked to approve funding for training sessions, workshops or conferences hosted by the CSU Affinity Groups, to be held every-other-year. The Fitting the Pieces Together Conference will be rescheduled from once every 18 months to every-other-year.

9. **Excess Insurance Renewals and Underwriter Meetings Report** A p. 87
The Committee will receive a verbal report on the Underwriters Meetings report and take action as appropriate.

10. **CSU International Programs Funding** A p. 90
The Committee will review options for funding the CSU International Program

11. **Owner Controlled Insurance Program (OCIP) – Cash Recovery Progress** I p. 92
The Committee will hear a report summarizing the cash recovery progress through change orders within OCIP 2a.

12. **CSAC-EIA Workers’ Compensation Renewal Options** A p. 96
***** Presentation - TIME CERTAIN 4:00 PM *****
The Committee will discuss and will be asked to take action to set the primary workers’ compensation rates through CSAC-EIA for FY 20/21 and FY 21/22.

- 13. CSAC EIA Proposed Amendments to its Joint Powers Agreement** **I** p. 98
The Committee will hear an overview of the proposed changes to the CSAC EIA's Joint Powers Agreement
- E. STANDING COMMITTEE REPORTS**
- 1. AIME Program Update** **I** p. 128
The Committee will receive a verbal report of the AIME programs
- 2. AORMA Programs Update** **I** p. 129
The Committee will receive a verbal report on the AORMA programs
- F. 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). The matters below may be discussed. The Committee may take action or provide direction to Staff regarding the matters.
- 1. CSU Maritime Academy Wildfire Loss**
 - 2. Freeman v. CSU (San Bernardino)**
 - 3. Chavez v. CSU (Northridge)**
 - 4. DOE (Class Action) v. CSU**
 - 5. Dennis and Susan Payne adv. CSU (Maritime)**
- G. LONG RANGE ACTION PLANNING ITEMS**
- 1. Review of CSURMA FY 2019/ 20 Long Range Action Plan** **I** p. 130
The Committee will be asked to review the FY 2019/20 Long Range Action Plan.
- 2. Campus Risk Pools Funding Status** **A** p. 133
The Committee will be asked to review the Campus estimated pool layer funding exhibits and take action as it deems appropriate.
- 3. Further Development of Youth Protection Programs** **I** p. 140
The Committee will hear an update regard systemwide guidance for minors on campus including mandated training
- 4. Foreign Travel Program Review Update** **I** p. 154
The Committee will hear an update regarding the process of implementing changes FTIP to streamline the process.
- 5. Development of New Programs, Services and Projects** **A** p. 159
The Committee will be asked to discuss new programs, services and projects to be developed as part of the long range action plan.
- 6. Development of CSURMA Goals for Next One to Three Years** **A** p. 160
The Committee will discuss the items to be included on CSURMA's long range action plan for FY 20/21.



California State University Risk Management Authority

H. INFORMATION ITEMS

- | | |
|--|-----------------|
| 1. CSURMA Committee Member Professional Development
<i>The Committee will receive website information for professional development training and conferences.</i> | I p. 163 |
| 2. CSURMA Meeting Calendar
<i>The Committee will review the current CSURMA Meeting Calendar.</i> | I p. 165 |
| 3. CSURMA Administrative Service Calendar
<i>The Committee will review the CSURMA Administrative Service Calendar.</i> | I p. 168 |
| 4. CSURMA Executive Committee & Staff Contact List
<i>The Committee will review the contact list, making revisions as appropriate.</i> | I p. 172 |

H. ADJOURNMENT

A

The next CSURMA Executive Committee meeting is scheduled for Friday, May 8, 2020 at CSU Long Beach (Summit Room / Pyramid), 1250 Bellflower Blvd., Long Beach, CA
If you have questions regarding the agenda package, please contact Mimi Long at mlong@alliant.com / (415) 403-1423 or Tevea Him at thim@alliant.com / (415) 403-1416

APPROVAL OF THE AGENDA

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

RECOMMENDATION: Staff recommends that the Committee approve the agenda as presented.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S): None.

APPROVAL OF MINUTES – JANUARY 12, 2020

ISSUE: The Executive Committee will be asked to review and approve the draft minutes of its January 12, 2020 meeting.

RECOMMENDATION: It is recommended that the Executive Committee approve the minutes from its January 12, 2020 meeting, including revisions as necessary.

FISCAL IMPACT: None.

BACKGROUND: The minutes reflect the action taken by the Executive Committee at its last meeting.

PUBLICATION: All CSURMA Executive Committee meeting minutes are posted on the CSURMA website once they are approved.

ATTACHMENT(S):

- a. CSURMA EC Meeting Minutes - January 12, 2020

**MINUTES OF THE
CSURMA EXECUTIVE COMMITTEE MEETING**

JANUARY 12, 2020

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

3:30 PM

MEMBERS PRESENT

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

MEMBERS ABSENT

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

STAFF, GUESTS & CONSULTANTS

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

A. CALL TO ORDER

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

A1. Approval of the Agenda

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

A motion was made to approve the revised agenda order.

MOTION: Kevin Saunders

SECOND: Dave Nakamura

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

MOTION CARRIED

B. PUBLIC COMMENTS

There were no comments from the public.

C. CONSENT CALENDAR

C1. Approval of Minutes – November 8, 2019

C2. Financial Report – Treasurer’s Quarterly Investment Report

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

MOTION: Kevin Saunders

SECOND: Dwayne Brummett

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

MOTION CARRIED

D. GENERAL ADMINISTRATION

D1. Executive Committee Nominations / Elections

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

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

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

D2. Excess Insurance Renewals and Underwriter Meetings Report

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

Projected Renewal Cost Change Estimates

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

D3. Review of Policies and Procedures (Even Numbered)

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

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

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

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

MOTION: Kevin Saunders
SECOND: Thom Davis

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

MOTION CARRIED

D4. Liability Program Memoranda of Coverage

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

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

MOTION: Scott Apel
SECOND: Dave Nakamura

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

MOTION CARRIED

D5. Clarification of Liability Deductible for Self-Support Units

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

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

MOTION: Kevin Saunders

SECOND: Thom Davis

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

MOTION CARRIED

D6. Return to Work Interactive Process Training

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

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

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

MOTION: Kevin Saunders
SECOND: Thom Davis

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

MOTION CARRIED

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

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

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

F. CLOSED SESSION

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

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

MOTION: Dave Nakamura
SECOND: Kevin Saunders

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

MOTION CARRIED

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

D8. Risk Management Innovation Grant Application

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

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

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

MOTION: Kevin Saunders
SECOND: Scott Apel

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

Kevin Saunders	X			
Amy Thomas	X			

MOTION CARRIED

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

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

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

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

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

A motion was made to approve the new meeting location.

MOTION: Thom Davis

SECOND: Lisa Chavez

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

MOTION CARRIED

E. OTHER PROGRAMS

E1. AORMA Programs Update

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

E2. AIME Program Update

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

G. INFORMATION ITEMS

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

H. ADJOURNMENT

The meeting was adjourned at 4:47 PM.

MOTION: Scott Apel
SECOND: Dwayne Brummett

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

MOTION CARRIED

FINANCIAL REPORT
DRAFT FINANCIAL STATEMENT AT DECEMBER 31, 2019

ISSUE: The Chancellor’s Office Financial Services Accounting prepares Financial Statements for CSURMA. The Executive Committee is asked to review the Draft Financial Statement as a part of the Consent Calendar. The Chancellor’s Office Finance Services Accounting will be available at the meeting to answer questions.

RECOMMENDATION: It is recommended that the Executive Committee review and accept the Draft Financial Statement at December 31, 2019 as a part of the Consent Calendar.

FISCAL IMPACT: None.

BACKGROUND: Financial Statements provide a status of CSURMA’s financial position and are relied upon for decision making by the Executive Committee.

PUBLICATION: None.


ATTACHMENT(S):

- a. Draft Financial Statement at December 31, 2019

**CSURMA Accounting
Financial Statement Internal Review
December 2019**

Financial Highlights/Recent Developments:

- Cash and Investments (SWIFT): In December, \$9 million was transferred from CSURMA's long-term investments (MSSB) to cover CSURMA's projected operating costs, and ensure compliance with the CSURMA Master Investment Policy target ranges.
The short-term investments (SWIFT) balance of \$30,173,692 comprises 23% of the total investment balance, which is within the EC's approved target range of 15% to 40%.
- In the first two quarters OCIP II and OCIP IIb billings of \$900,482 and \$4,027,633 respectively were collected, and insurance premiums of \$993,572 and \$240,279 respectively were recognized.
OCIP accounts receivable of \$5,433,646, prepaids of \$8,514,695, and accounts payable of \$659,100 are primarily made up of balances accrued as of prior year-end. These accounts will be trued-up at year-end. OCIP revenues and expenses will not be accrued quarterly unless invoiced.
- Campus dividend distributions: Campus dividends of \$7,219,915 from the Workers' Compensation program were distributed to campuses in October 2019. A mid-year budget adjustment will be made.
- AORMA dividend distributions: In the September 2019 AORMA meeting, the AORMA committee declared and approved dividends of \$782,985 and \$544,190 for their Liability and Workers' Compensation programs, respectively. The dividends have been accrued and will be distributed in July 2020. A mid-year budget adjustment will be made.
- Investment earnings and realized gains amounted to \$1,457,264 net of unrealized loss of \$731,008, and includes loan interest income of \$27,561. The majority of investment income is from the MSSB investment portfolio.
- Miscellaneous Purchased Insurance Program: CSURMA has not yet billed the CO International Program department for the contributions. Per Alliant, the billing will be processed when the count of participants in the program is available. The deficit will be reduced once billings are processed, typically in March or April, but is not expected to result in a surplus due to the International Program.
- Mid-term budget adjustments: Insurance premiums and brokerage commissions are high due to the Property program. Loss control is over budget due to expenses that had not been approved when the budget was prepared. Mid-year budget adjustments will be made.

	Date
	2/19/2020
Mary Ek, Assistant VC/Controller, Financial Services – Accounting	

California State University Risk Management Authority
Member Aged Accounts Receivable
As of 2/17/2020

Client Name	Current	Over 121	Balance
Associated Students Inc, CSPU Pomona	\$25,547.00	\$0.00	\$25,547.00
b Associated Students Inc, CSU Bakersfield	\$0.00	\$7,405.00	\$7,405.00
Associated Students Inc, CSU Sacramento	\$1,860.00	\$0.00	\$1,860.00
Associated Students Inc, San Francisco State University	\$7,120.00	\$0.00	\$7,120.00
Associated Students of Sonoma State University	\$1,836.00	\$0.00	\$1,836.00
Associated Students, CSU Fullerton	\$125.00	\$0.00	\$125.00
Aztec Shops Ltd., San Diego State University	\$72,085.00	\$0.00	\$72,085.00
Cal Poly Corporation	\$2,921.00	\$0.00	\$2,921.00
a Cal Poly Pomona Foundation, Inc.	\$135.00	\$58.00	\$193.00
Cal State LA University Auxiliary Services Inc	\$33,501.00	\$0.00	\$33,501.00
a California Maritime Academy Associated Students	\$0.00	\$7,791.00	\$7,791.00
a California Maritime Academy Foundation	\$0.00	\$3,788.00	\$3,788.00
California State University San Marcos Corporation	\$12,820.00	\$0.00	\$12,820.00
Capital Public Radio, Inc.	\$7,738.00	\$0.00	\$7,738.00
Chico State Enterprises	\$25,367.00	\$0.00	\$25,367.00
CSU Dominguez Hills Foundation	\$30,852.00	\$0.00	\$30,852.00
CSU Fresno Athletic Corporation	\$60.00	\$0.00	\$60.00
CSU Fresno Foundation	\$4,590.00	\$0.00	\$4,590.00
CSU Fullerton Univ Auxiliary Services Corporation	\$990.00	\$0.00	\$990.00
CSU Long Beach Research Foundation	\$4,025.00	\$0.00	\$4,025.00
b CSUSB Philanthropic Foundation	\$0.00	\$60.00	\$60.00
Humboldt State Univ Sponsored Programs Foundation	\$32,030.00	\$0.00	\$32,030.00
San Jose State University Research Foundation	\$2,746.00	\$0.00	\$2,746.00
Santos Manuel Student Union, CSU San Bernardino	\$8,133.00	\$0.00	\$8,133.00
SDSU Research Foundation	\$16,191.00	\$0.00	\$16,191.00
b Sonoma State University Enterprises, Inc	\$0.00	\$151.00	\$151.00
The Tower Foundation, San Jose State University	\$60.00	\$0.00	\$60.00
b The University Corporation, San Francisco State	\$0.00	\$59.00	\$59.00
b The University Foundation of Sacramento State	\$0.00	\$6,591.00	\$6,591.00
University Corporation at Monterey Bay	\$455.00	\$0.00	\$455.00
Totals:	\$863,809.50	\$25,903.00	\$889,712.50

Notes pertaining to invoices over 60 days old:

- a** Member has indicated that payment will be processed.
- b** Working with Alliant to get balances resolved.

**California State University Risk Management Authority
Outstanding Member Loan Status
As of December 31, 2019**

Loan Pool: 15% of the overall average cash and investment for the preceding 12 months (Jan 2019 - Dec 2019) **\$ 19,174,073**

Member	Maturity Date	Original Issue Date	Original Issue Amount	Outstanding Loan Balance 12/31/2019	Outstanding Loan Balance PYE 6/30/2019
Humboldt State University	Oct 2022	Jun 2017	\$ 1,800,000	\$ 1,497,091	\$ 1,637,923
Total Loans			\$ 1,800,000	\$ 1,497,091	\$ 1,637,923

Remaining Amount Available for Member Loans **\$ 17,676,982**

Per CSURMA P&P No. 10:

Loans to a single Member Campus (and its associated Member Auxiliary Organizations) shall not exceed 5% of the overall average cash and investments for the preceding 12 months. **\$ 6,391,358**

**California State University Risk Management Authority
Travel Expenses Report
Processed between July 1, 2019 and December 31, 2019**

Travel Dates	Traveler	Location	Purpose	Lodging	Meals & Incidentals	Transportation & Business Expenses	Total Amount
9/14-9/19/2019	Jody Van Leuven	Boston	URMIA Conference	\$ 1,282.84	\$ 90.12	\$ 436.05	\$ 1,809.01
9/17-9/19/2019	Scott Bourdon	San Jose	Presented at the Executive Facilities Officers - Directors of Facilities Operations meeting and participated in the seismic safety discussion at CSU San Jose	\$ 525.04	\$ 39.69	\$ 524.31	\$ 1,089.04
10/1-10/3/2019	Zachary Gifford	Los Angeles	Presenter at the 2019 CHEC (California Higher Education Collaborative) Conference	\$ 450.00	\$ 14.00	\$ 93.12	\$ 557.12
10/6 - 10/8/2019	Zachary Gifford	Humboldt / Sonoma	HSU New Campus President Event and Sonoma Campus meeting with Daniel Howell from Alliant	\$ 317.92	\$ 34.35	\$ 415.07	\$ 767.34
10/14/2019	Zachary Gifford	San Francisco	SFSU meeting with Phil to discuss mediation at Pillbury	\$ -	\$ -	\$ 278.75	\$ 278.75
10/15 - 10/16/2019	Zachary Gifford	San Marcos / San Diego	CSU San Marcos, San Diego State University, and ASI SDSU Campus Development meetings with Daniel Howell and Amy Lightner from Alliant	\$ 152.10	\$ 24.65	\$ -	\$ 176.75
10/21 - 10/22/2019	Zachary Gifford	Oakland	Lexington Mediation on SFSU Science Building	\$ 248.21	\$ 35.00	\$ 330.24	\$ 613.45
10/21 - 10/23/2019	Zachary Gifford	San Bernardino	CABO Presentation at CSU San Bernardino campus	\$ -	\$ -	\$ 81.20	\$ 81.20
11/14/2019	Scott Bourdon	Pomona	Discussion of System-Wide EH&S	\$ -	\$ -	\$ 6.66	\$ 6.66
11/4 - 11/8/2019	Jody Van Leuven	San Francisco	Fitting the Pieces Together Conference at the Crowne Plaza	\$ 865.09	\$ 126.26	\$ 491.71	\$ 1,483.06
11/5 - 11/8/2019	Scott Bourdon	San Francisco	Fitting the Pieces Together Conference at the Crowne Plaza	\$ 672.03	\$ 96.34	\$ 313.59	\$ 1,081.96
11/5 - 11/8/2019	Zachary Gifford	San Francisco	Fitting the Pieces Together Conference at the Crowne Plaza	\$ 638.41	\$ 103.00	\$ 273.76	\$ 1,015.17
11/5 - 11/8/2019	Leona Ching	San Francisco	Fitting the Pieces Together Conference at the Crowne Plaza	\$ 638.41	\$ 72.71	\$ 207.32	\$ 918.44
11/5 - 11/8/2019	Martha Guiditta	San Francisco	Fitting the Pieces Together Conference at the Crowne Plaza	\$ 672.03	\$ 9.00	\$ 197.28	\$ 878.31
11/20/2019	Scott Bourdon	Fullerton	Pillars of Safety Presentation: Professional Development and Continuing Education points toward certification	\$ -	\$ -	\$ 20.00	\$ 20.00
11/23 - 11/27/2019	Robert Eaton	London	CSURMA Underwriting meeting with Chancellor White, Steve Relyea, Andy Jones, Karen Nakai, Daniel Howell, Amy Lightner, Susan Leung, and P.J. Skarlanic	\$ 908.59	\$ 59.39	\$ 1,944.06	\$ 2,912.04
12/19/2019	Scott Bourdon	Rancho Cordova	Cal/OSHA Standards Board meeting and vote on the Wildfire Smoke Emergency Regulations	\$ -	\$ -	\$ 416.51	\$ 416.51
12/5, 12/10 - 12/11/2019	Zachary Gifford	Oakland / San Francisco / Folsom	AORMA Committee meeting, meeting with Dave George at SELF, EIA Underwriting Committee meeting	\$ 106.59	\$ 44.71	\$ 359.04	\$ 510.34
Travel Expenses Reported from 10/01/2019 to 12/31/2019				\$ 7,477.26	\$ 749.22	\$ 6,388.67	\$ 14,615.15
6/5/2019	Scott Bourdon	Los Angeles	LAUSD EHS Director - Lead in Drinking Water discussion	\$ -	\$ -	\$ 29.00	\$ 29.00
6/6/2019	Scott Bourdon	Northridge	Campus visit	\$ -	\$ -	\$ 52.20	\$ 52.20
7/7 - 7/9/2019	Scott Bourdon	Sacramento	California DOH meeting; UCD EHS office; RSS Academy meeting	\$ 285.00	\$ 29.97	\$ 426.22	\$ 741.19
7/15 - 7/18/2019	Zachary Gifford	Sacramento	Praesidium Guardian Workshop	\$ 458.85	\$ 103.28	\$ 442.28	\$ 1,004.41
7/12 - 7/22/2019	Scott Bourdon	Indianapolis	CSHEMA Conference	\$ 684.45	\$ 52.23	\$ 652.02	\$ 1,388.70
7/16 - 7/19/2019	Jody Van Leuven	Sonoma	CSU Emergency Managers Conference	\$ 541.74	\$ 21.00	\$ 362.89	\$ 925.63

7/27 - 8/3/2019	Scott Bourdon	Humboldt	EHS/RM Team meetings, Safety Drive Officer meeting	\$ 186.24	\$ 8.72	\$ 155.09	\$ 350.05
7/31 - 8/2/2019	Zachary Gifford	Paso Robles	AORMA Officers' Retreat	\$ 277.98	\$ 65.62	\$ 277.48	\$ 621.08
8/8/2019	Zachary Gifford	Sacramento	Sedgwick WC meeting and Thank You Luncheon at Sedgwick	\$ -	\$ -	\$ 192.67	\$ 192.67
8/11 - 8/13/2019	Scott Bourdon	San Luis Obispo	EHS Affinity Group meetings	\$ 414.50	\$ 43.27	\$ 212.09	\$ 669.86
8/13 - 8/16/2019	Zachary Gifford	Folsom / Oakland	CSAC EIA Underwriting Committee and Strategic Planning at CSAC; CSU Stewardship with Sedgwick and Genex & Optum, Sedgwick WC Doubleplay meeting at Sedgwick	\$ 509.15	\$ 94.57	\$ 438.37	\$ 1,042.09
8/29 - 9/2/2019	Jody Van Leuven	San Francisco	Foreign Travel Insurance Program review with Alliant	\$ -	\$ -	\$ 142.30	\$ 142.30
9/4 - 9/6/2019	Zachary Gifford	San Diego	CSURMA AORMA & EC meeting at Alliant	\$ 525.64	\$ 14.00	\$ 244.31	\$ 783.95
9/5 - 9/6/2019	Jody Van Leuven	San Diego	CSURMA EC meeting at Alliant	\$ 213.13	\$ 7.00	\$ 113.60	\$ 333.73
9/11 - 9/13/2019	Zachary Gifford	South Lake Tahoe	CAJPA Conference	\$ 446.92	\$ 58.21	\$ 423.75	\$ 928.88
9/15 - 9/19/2019	Zachary Gifford	Boston	URMIA Conference	\$ 1,181.06	\$ 61.71	\$ 296.67	\$ 1,539.44
9/15 - 9/19/2019	Jody Van Leuven	Boston	URMIA Conference	\$ 1,282.84	\$ 90.12	\$ 436.05	\$ 1,809.01
9/17 - 9/19/2019	Scott Bourdon	San Jose	Executive Facilities Officers - Directors of Facilities Operations meeting	\$ 525.04	\$ 39.69	\$ 524.31	\$ 1,089.04
			07/01/2019 to 09/30/2019	\$ 7,532.54	\$ 689.39	\$ 5,421.30	\$ 13,643.23
			GRAND TOTAL	\$ 15,009.80	\$ 1,438.61	\$ 11,809.97	\$ 28,258.38

California State University Risk Management Authority

Balance Sheets - Campus Programs as of 12/31/2019

(Unaudited)

	<u>Liability</u>	<u>Workers' Compensation</u>	<u>IDL/NDI/UI</u>	<u>Property</u>	<u>AIME</u>	<u>Auto Liability</u>	<u>Total Campus Programs As of 12/31/2019</u>
Assets:							
Cash and Investments	15,816,725	8,848,532	5,256,966	635,519	2,152,747	(365,163)	32,345,327
Other long-term investments	23,784,908	45,834,897	5,564,711	2,322,250	4,375,615	0	81,882,381
Accounts receivable	1,304,288	1,736,736	0	0	0	0	3,041,024
Loans receivable	0	0	0	0	0	0	0
Reinsurance receivable	0	98,172	0	0	0	0	98,172
Prepaid insurance	0	0	0	0	0	0	0
Prepaid expense	0	1,000,000	0	0	918,641	0	1,918,641
Total assets:	<u>40,905,921</u>	<u>57,518,338</u>	<u>10,821,677</u>	<u>2,957,769</u>	<u>7,447,003</u>	<u>(365,163)</u>	<u>119,285,545</u>
Liabilities:							
Accounts payable	63,946	1,363,276	2,113,399	13,733	353,489	0	3,907,843
Unearned revenue	0	0	0	0	0	0	0
SELF assessment liability	0	4,091,079	0	0	0	0	4,091,079
Reported claims	9,137,924	17,804,358	0	0	122,455	0	27,064,737
Claims incurred but not reported	15,032,516	7,388,940	0	0	2,449,105	0	24,870,561
Total liabilities:	<u>24,234,386</u>	<u>30,647,653</u>	<u>2,113,399</u>	<u>13,733</u>	<u>2,925,049</u>	<u>0</u>	<u>59,934,220</u>
Fund balance	16,671,535	26,870,685	8,708,277	2,944,036	4,521,954	(365,163)	59,351,325
Total liabilities and fund balance	<u>40,905,921</u>	<u>57,518,338</u>	<u>10,821,677</u>	<u>2,957,769</u>	<u>7,447,003</u>	<u>(365,163)</u>	<u>119,285,545</u>

California State University Risk Management Authority

Balance Sheets - AORMA Programs as of 12/31/2019

(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs As of 12/31/2019
Assets:						
Cash and Investments	3,180,915	1,277,801	438,982	135,948	1,405,472	6,439,118
Other long-term investments	6,583,437	4,151,407	1,512,991	348,171	4,091,135	16,687,141
Accounts receivable	441,981	233,204	153,307	30,118	33,061	891,671
Loans receivable	0	0	0	0	0	0
Reinsurance receivable	0	0	0	0	0	0
Prepaid insurance	0	0	0	0	0	0
Prepaid expense	151,136	154,983	0	0	0	306,120
Total assets:	10,357,469	5,817,396	2,105,280	514,236	5,529,668	24,324,050
Liabilities:						
Accounts payable	907,690	598,926	3,049	168	270,578	1,780,411
Unearned revenue	0	0	0	0	0	0
SELF assessment liability	0	0	0	0	0	0
Reported claims	1,531,069	1,111,364	0	0	0	2,642,433
Claims incurred but not reported	1,009,149	786,996	0	0	0	1,796,145
Total liabilities:	3,447,908	2,497,286	3,049	168	270,578	6,218,989
Fund balance	6,909,562	3,320,110	2,102,231	514,068	5,259,090	18,105,061
Total liabilities and fund balance	10,357,469	5,817,396	2,105,280	514,236	5,529,668	24,324,050

California State University Risk Management Authority

Balance Sheets - Miscellaneous Programs as of 12/31/2019

(Unaudited)

	Misc Purchased	OCIP	OCIP IIb	Club Sports	Loans	Total Misc Programs As of 12/31/2019	Grand Total All Programs As of 12/31/2019
Assets:							
Cash and Investments	(434,370)	(10,958,313)	3,743,551	535,470	(1,497,091)	(8,610,753)	30,173,692
Other long-term investments	0	0	0	136,196	0	136,196	98,705,717
Accounts receivable	15,755	5,149,564	284,082	40,836	0	5,490,237	9,422,933
Loans receivable	0	0	0	0	1,497,091	1,497,091	1,497,091
Reinsurance receivable	0	0	0	0	0	0	98,172
Prepaid insurance	0	7,688,686	0	0	0	7,688,686	7,688,686
Prepaid expense	0	826,009	0	44,596	0	870,605	3,095,365
Total assets:	(418,615)	2,705,946	4,027,633	757,098	0	7,072,061	150,681,656
Liabilities:							
Accounts payable	0	381,366	277,734	293	0	659,393	6,347,647
Unearned revenue	0	0	0	0	0	0	0
SELF assessment liability	0	0	0	0	0	0	4,091,079
Reported claims	0	0	0	0	0	0	29,707,170
Claims incurred but not reported	0	0	0	0	0	0	26,666,706
Total liabilities:	0	381,366	277,734	293	0	659,393	66,812,602
Fund balance	(418,615)	2,324,581	3,749,899	756,804	0	6,412,669	83,869,054
Total liabilities and fund balance	(418,615)	2,705,946	4,027,633	757,098	0	7,072,061	150,681,656

California State University Risk Management Authority
Income Statements - Campus Programs as of 12/31/2019
(Unaudited)

	Liability	Workers' Compensation	IDL/NDI/UI	Property	AIME	Auto Liability	Total Campus Programs
OPERATING REVENUES:							
Contributions	18,704,581	40,781,992	16,800,000	11,474,152	4,760,949	1,408,547	93,930,221
Reinsurance premiums	(2,490,076)	0	0	(7,620,173)	0	0	(10,110,249)
Total operating revenues:	16,214,504	40,781,992	16,800,000	3,853,979	4,760,949	1,408,547	83,819,971
OPERATING EXPENSES:							
DIRECT PROGRAM EXPENSES:							
Claims payment & legal expenses	3,410,906	9,290,729	8,551,402	1,015,555	2,119,315	0	24,387,907
Deductible recoveries	(1,910,974)	0	0	0	0	0	(1,910,974)
Claims administrators	0	1,924,583	39,111	0	100,000	0	2,063,694
Claims management information system	67,426	91,743	11,949	6,514	3,593	0	181,224
Program administrator	159,360	425,378	102,440	128,229	6,270	0	821,677
Brokerage commissions	381,821	1,376	568	695,321	1,096	0	1,080,182
Insurance premiums	3,272,906	33,307,361	0	3,255,959	6,817	1,053,632	40,896,675
Miscellaneous program services	7,819	0	0	0	0	0	7,819
Workshops/training	3,506	9,197	3,566	1,500	0	0	17,769
Loss control	971,369	15,822	0	32,483	0	0	1,019,674
Reinsurance/excess recovery	0	(8,938,042)	0	0	0	0	(8,938,042)
Program committee	0	0	0	0	332	0	332
Dividend distributions	0	7,219,915	0	0	0	0	7,219,915
Total direct program expenses:	6,364,140	43,348,060	8,709,036	5,135,560	2,237,423	1,053,632	66,847,851
GENERAL & ADMINISTRATIVE EXPENSES:							
Financial audit	6,417	14,066	5,794	3,926	1,642	0	31,845
Executive committee & board expenses	364	875	349	190	105	0	1,883
JPA insurance	5,145	11,024	4,551	2,709	1,367	0	24,796
Memberships, associations & dues	2,485	29,508	1,893	1,149	558	0	35,593
Chancellor's office accounting services	68,186	149,432	56,114	38,069	17,428	0	329,229
Risk management expenses	90,410	197,397	81,303	55,052	23,052	0	447,215
Miscellaneous indirect services	10,272	10,111	4,105	2,662	1,179	0	28,329
Total general & administrative expenses:	183,280	412,413	154,109	103,757	45,331	0	898,890
Total operating expenses:	6,547,419	43,760,474	8,863,145	5,239,317	2,282,754	1,053,632	67,746,741
NON-OPERATING REVENUES:							
Investment income	365,236	643,225	115,002	32,452	68,006	0	1,223,921
Total non-operating revenues:	365,236	643,225	115,002	32,452	68,006	0	1,223,921
BEGINNING RETAINED EARNINGS	6,639,214	29,205,942	656,421	4,296,922	1,975,754	(720,078)	42,054,174
NET SURPLUS/(DEFICIT)	10,032,321	(2,335,257)	8,051,857	(1,352,886)	2,546,201	354,915	17,297,151
ENDING RETAINED EARNINGS	16,671,535	26,870,685	8,708,277	2,944,036	4,521,954	(365,163)	59,351,325

California State University Risk Management Authority
Income Statements - AORMA Programs as of 12/31/2019
(Unaudited)

	AORMA Liability	AORMA Workers' Comp	AORMA Property	AORMA Crime	AORMA UIP	Total AORMA Programs
OPERATING REVENUES:						
Contributions	4,482,612	2,830,865	2,545,235	230,559	454,065	10,543,336
Reinsurance premiums	(1,461,936)	0	(1,840,540)	0	0	(3,302,476)
Total operating revenues:	3,020,676	2,830,865	704,695	230,559	454,065	7,240,860
OPERATING EXPENSES:						
DIRECT PROGRAM EXPENSES:						
Claims payment & legal expenses	348,860	738,949	0	0	616,545	1,704,355
Deductible recoveries	0	0	0	0	0	0
Claims administrators	8,000	117,684	0	0	8,294	133,978
Claims management information system	3,210	3,812	1,887	179	535	9,623
Program administrator	458,639	295,423	194,922	19,110	34,398	1,002,492
Brokerage commissions	73,739	189	210,800	16,088	73	300,889
Insurance premiums	255,680	3,700,699	246,173	178,284	0	4,380,836
Miscellaneous program services	0	0	0	0	0	0
Workshops/training	965	1,254	588	58	152	3,017
Loss control	61,858	69,660	15,958	813	2,434	150,724
Reinsurance/excess recovery	0	(578,737)	0	0	0	(578,737)
Program committee	3,072	3,312	1,739	159	538	8,820
Dividend distributions	782,985	544,190	0	0	0	1,327,175
Total direct program expenses:	1,997,008	4,896,435	672,067	214,692	662,970	8,443,172
GENERAL & ADMINISTRATIVE EXPENSES:						
Financial audit	1,545	1,648	872	79	272	4,416
Executive committee & board expenses	89	98	50	18	15	269
JPA insurance	1,261	1,517	630	84	584	4,076
Memberships, associations & dues	50	2,808	28	3	9	2,897
Chancellor's office accounting services	16,439	17,510	9,229	865	2,884	46,927
Risk management expenses	21,691	23,171	12,230	1,102	3,862	62,055
Miscellaneous indirect services	1,118	1,203	606	57	254	3,238
Total general & administrative expenses:	42,192	47,955	23,644	2,208	7,878	123,877
Total operating expenses:	2,039,200	4,944,390	695,711	216,899	670,848	8,567,049
NON-OPERATING REVENUES:						
Investment income	95,411	52,481	20,611	4,854	57,583	230,940
Total non-operating revenues:	95,411	52,481	20,611	4,854	57,583	230,940
BEGINNING RETAINED EARNINGS	5,832,675	5,381,153	2,072,636	495,555	5,418,291	19,200,310
NET SURPLUS/(DEFICIT)	1,076,887	(2,061,043)	29,595	18,514	(159,201)	(1,095,249)
ENDING RETAINED EARNINGS	6,909,562	3,320,110	2,102,231	514,068	5,259,090	18,105,061

California State University Risk Management Authority
Income Statements - Miscellaneous Programs as of 12/31/2019
(Unaudited)

	Misc Purchased	OCIP	OCIP IIB	Club Sports	Total Misc Programs	Grand Total All Programs
OPERATING REVENUES:						
Contributions	251,936	900,482	4,027,633	438,794	5,618,846	110,092,402
Reinsurance premiums	0	0	0	0	0	(13,412,725)
Total operating revenues:	251,936	900,482	4,027,633	438,794	5,618,846	96,679,677
OPERATING EXPENSES:						
DIRECT PROGRAM EXPENSES:						
Claims payment & legal expenses	0	0	0	27,860	27,860	26,120,121
Deductible recoveries	0	0	0	0	0	(1,910,974)
Claims administrators	0	0	0	8,000	8,000	2,205,672
Claims management information system	0	0	0	287	287	191,134
Program administrator	0	897,113	35,511	0	932,624	2,756,793
Brokerage commissions	77,791	33,736	1,944	25,506	138,977	1,520,048
Insurance premiums	450,877	993,572	240,279	224,096	1,908,824	47,186,334
Miscellaneous program services	0	0	0	0	0	7,819
Workshops/training	0	0	0	0	0	20,786
Loss control	0	0	0	0	0	1,170,398
Reinsurance/excess recovery	0	0	0	0	0	(9,516,780)
Program committee	0	0	0	0	0	9,152
Dividend distributions	0	0	0	0	0	8,547,090
Total direct program expenses:	528,668	1,924,421	277,734	285,748	3,016,571	78,307,594
GENERAL & ADMINISTRATIVE EXPENSES:						
Financial audit	0	3,601	0	138	3,739	40,000
Executive committee & board expenses	0	100	0	22	122	2,273
JPA insurance	0	2,334	0	113	2,447	31,319
Memberships, associations & dues	0	104	0	5	109	38,599
Chancellor's office accounting services	0	34,361	0	1,483	35,844	412,000
Risk management expenses	0	50,502	0	1,924	52,426	561,695
Miscellaneous indirect services	0	1,983	0	98	2,081	33,648
Total general & administrative expenses:	0	92,985	0	3,783	96,767	1,119,535
Total operating expenses:	528,668	2,017,406	277,734	289,531	3,113,339	79,427,129
NON-OPERATING REVENUES:						
Investment income	0	0	0	2,404	2,404	1,457,264
Total non-operating revenues:	0	0	0	2,404	2,404	1,457,264
BEGINNING RETAINED EARNINGS	(141,884)	3,441,504	0	605,137	3,904,758	65,159,242
NET SURPLUS/(DEFICIT)	(276,732)	(1,116,924)	3,749,899	151,667	2,507,911	18,709,812
ENDING RETAINED EARNINGS	(418,615)	2,324,581	3,749,899	756,804	6,412,669	83,869,054

California State University Risk Management Authority

Income Statement as of 12/31/2019

(Unaudited)

	Budget vs. Actual			
	FY 2019/20 Budget	Fiscal Year-to-Date	Variance	Percent of Budget
OPERATING REVENUES:				
Contributions	118,034,699	110,092,402	7,942,297	93.27 %
Reinsurance premiums	(13,126,744)	(13,412,725)	285,981	102.18 %
Total operating revenues:	104,907,955	96,679,677	8,228,278	92.16 %
OPERATING EXPENSES:				
DIRECT PROGRAM EXPENSES:				
Claims payment & legal expenses	61,079,362	26,120,121	34,959,240	42.76 %
Deductible recoveries	(3,803,763)	(1,910,974)	(1,892,789)	50.24 %
Claims administrators	4,517,260	2,205,672	2,311,588	48.83 %
Claims management information system	125,541	191,134	(65,593)	152.25 %
Program administrator	2,821,119	2,756,793	64,326	97.72 %
Brokerage commissions	1,428,437	1,520,048	(91,611)	106.41 %
Insurance premiums	57,828,501	47,186,334	10,642,166	81.60 %
Taxes, assessments & fees	310,494	0	310,494	0.00 %
Actuarial services	34,913	0	34,913	0.00 %
Claims audit	11,500	0	11,500	0.00 %
Coverage counsel	15,000	0	15,000	0.00 %
Program legal	24,500	0	24,500	0.00 %
Miscellaneous program services	10,300	7,819	2,481	75.91 %
Workshops/training	222,100	20,786	201,314	9.36 %
Loss control	1,070,252	1,170,398	(100,145)	109.36 %
Reinsurance/excess recovery	(19,757,706)	(9,516,780)	(10,240,926)	48.17 %
Program committee	8,446	9,152	(706)	108.35 %
Dividend distributions	6,135,297	8,547,090	(2,411,793)	139.31 %
Total direct program expenses:	112,081,553	78,307,594	33,773,959	69.87 %
GENERAL & ADMINISTRATIVE EXPENSES:				
Financial audit	40,000	40,000	0	100.00 %
Executive committee & board expenses	36,458	2,273	34,184	6.24 %
JPA insurance	17,139	31,319	(14,180)	182.74 %
Memberships, associations & dues	46,115	38,599	7,516	83.70 %
Chancellor's office accounting services	412,000	412,000	0	100.00 %
Risk management expenses	1,159,500	561,695	597,805	48.44 %
JPA legal	114,736	0	114,736	0.00 %
Miscellaneous indirect services	29,451	33,648	(4,197)	114.25 %
Total general & administrative expenses:	1,855,399	1,119,535	735,864	60.34 %
Total operating expenses:	113,936,952	79,427,129	34,509,822	69.71 %
NON-OPERATING REVENUES:				
Investment income	2,500,000	1,457,264	1,042,736	58.29 %
Total non-operating revenues:	2,500,000	1,457,264	1,042,736	58.29 %
NET SURPLUS/(DEFICIT)	(6,528,997)	18,709,812	(25,238,809)	(286.56)%

FINANCIAL REPORT
TREASURER'S QUARTERLY INVESTMENT REPORT AT
DECEMBER 31, 2019

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 CSURMA Treasurer will be on hand to address questions.

RECOMMENDATION: It is recommended that the Executive Committee review the Certification of Funds Letter and the CSURMA Investment Report (October 1, 2019 to December 31, 2019) and accept these reports.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. Certification of Funds Letter dated February 17, 2020
- b. CSURMA Investment Report - October 1, 2019 to December 31, 2019



California State University Risk Management Authority

Officers


Lisa Chavez
Chair - 323-343-3500

Kevin Saunders
Vice Chair - 831-582-3000

Robert Eaton
Treasurer - 562-951-4572

Zachary Gifford
Secretary-Auditor - 562-951-4568

To: Executive Committee
CSU Risk Management Authority

From: Robert Eaton 
Treasurer
CSU Risk Management Authority

Re: Quarterly Investment Report
Ending December 31, 2019

Date: February 17, 2020

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 December 31, 2019. The report contains a portfolio summary which includes market value, return, yield, weighted average maturity (WAM), and duration for each of CSURMA Investment Portfolios: the CSU's SWIFT Portfolio and the Fixed Income Portfolio with TCW (Met West).

The funds held in investments are sufficient to meet the Authority's cash-flow needs for the following six (6) months.

As of December 31, 2019, the investments are in compliance with the Master Investment Policy of the Authority dated September 6, 2019 (the "MIP"), as duly authorized by the Executive Committee.

Robert Eaton
Treasurer
CSU Risk Management Authority

CSURMA

Quarterly Investment Report

October 1, 2019 - December 31, 2019

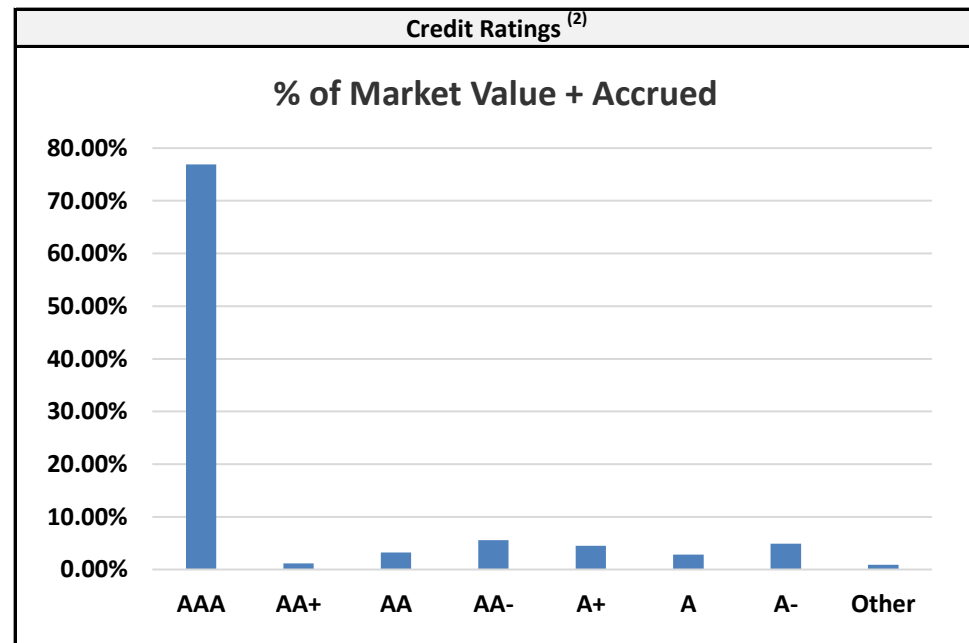
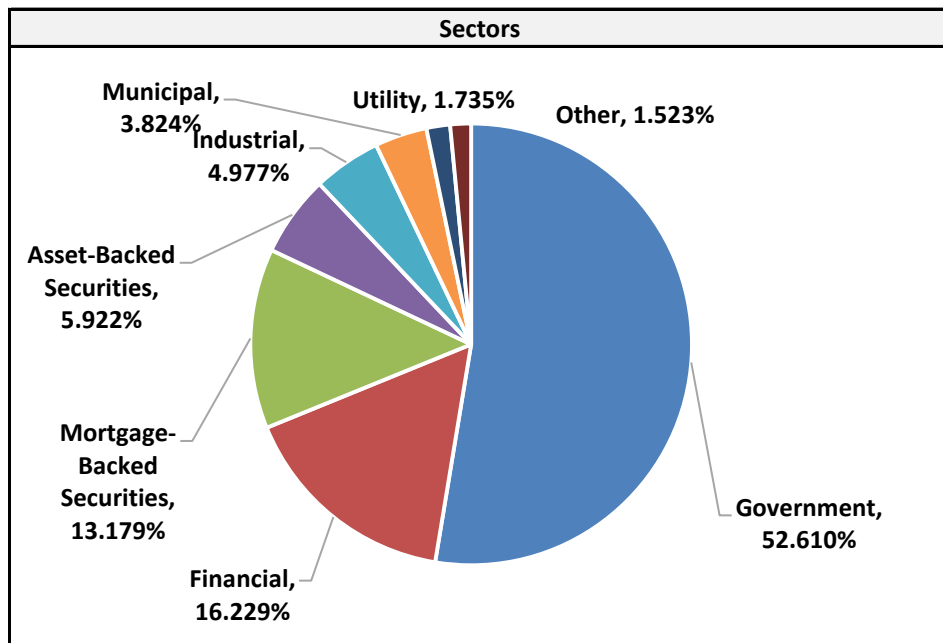
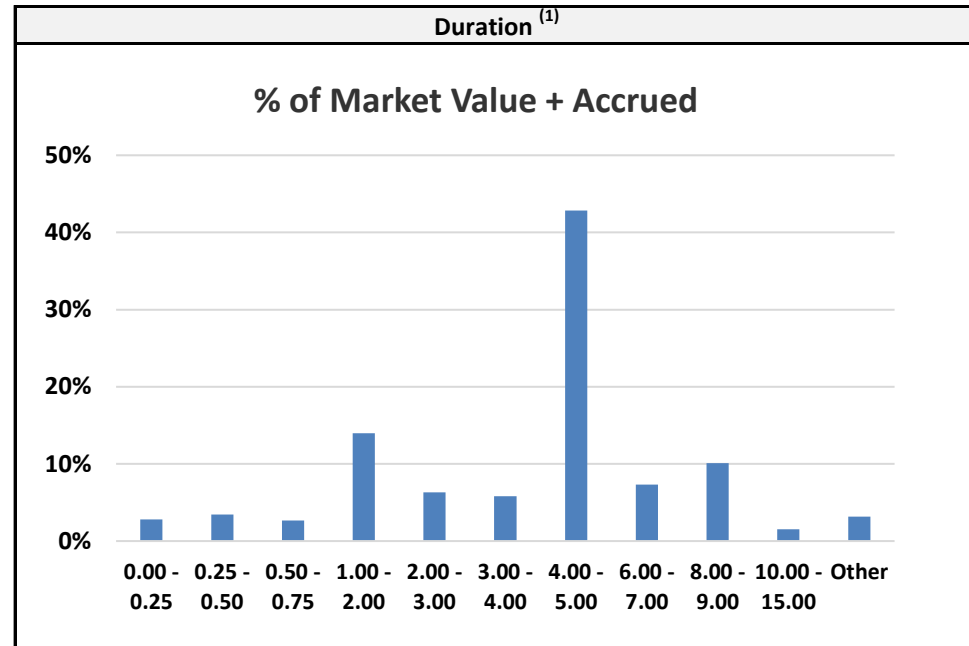
Prepared by Treasury

California State University Risk Management Authority

Fixed Income Portfolio (Auxiliary Investment Platform)

As of 12/31/2019

Portfolio Summary Total	
Total Assets	98,705,717
Duration	4.268
Yield	2.032
Avg Credit Rating	AA/Aa2
QE Performance	-0.074%



⁽¹⁾ The Other category combines duration ranges and in aggregate equals 3.17% of the portfolio.

⁽²⁾ The Other category contains assets that do not fall within the seven specific charted credit ratings. These assets make 0.89% of the portfolio and include the following ratings: BBB+ and BBB-.

California State University Risk Management Authority

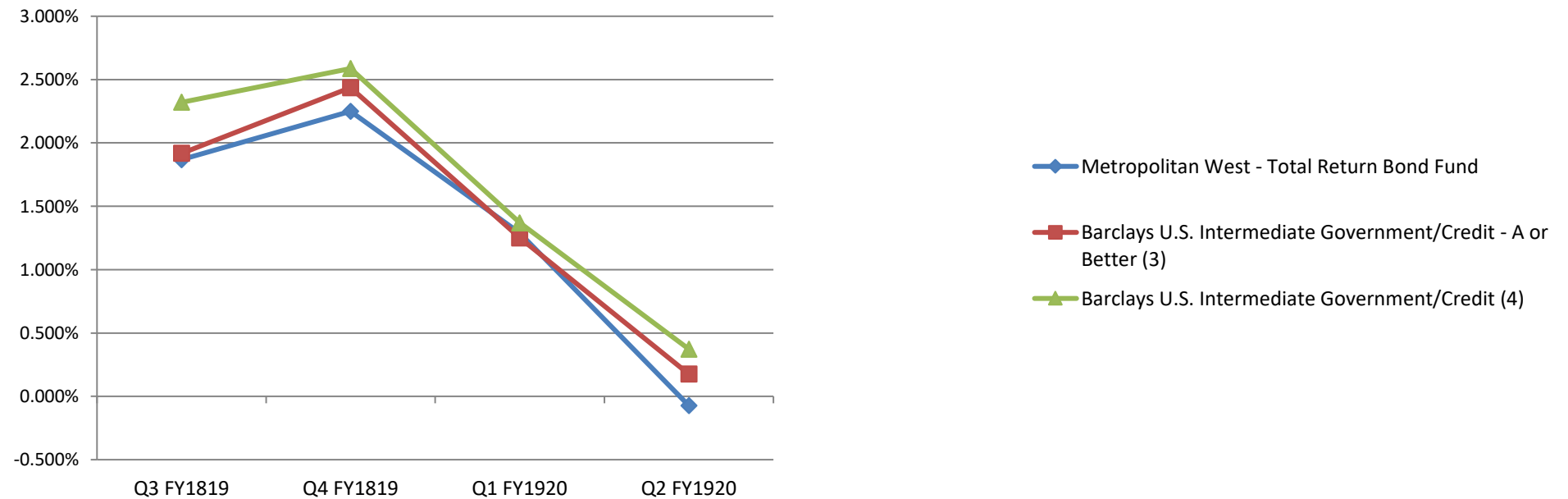
Fixed Income Portfolio (Auxiliary Investment Platform)

Performance Summary

Period Ending 12/31/2019

Account / Index	Market Value	3 Month ⁽¹⁾	Trailing 12 Month ⁽¹⁾	Trailing 3 Year ⁽¹⁾	Trailing 5 Year ⁽¹⁾	Since Inception ⁽¹⁾	Yield	WAM ⁽²⁾	Duration
	12/31/2019	10/01/19 - 12/31/19	01/01/19 - 12/31/19	01/01/17 - 12/31/19	01/01/15 - 12/31/19	07/01/07 - 12/31/19			
Metropolitan West - Total Return Bond Fund	98,705,717	-0.074%	5.424%	2.793%	1.934%	3.399%	2.032	4.633	4.268
Barclays U.S. Intermediate Government/Credit - A or Better ⁽³⁾		0.175%	5.892%	2.872%	2.268%	2.877%	1.783	4.095	3.800
Barclays U.S. Intermediate Government/Credit ⁽⁴⁾		0.373%	6.802%	3.241%	2.570%	3.256%	1.927	4.252	3.913

Account / Index	Q3 FY1819	Q4 FY1819	Q1 FY1920	Q2 FY1920	Trailing 12 Month ⁽¹⁾
	01/01/18 - 03/31/19	04/01/19 - 06/30/19	07/01/19 - 09/30/19	10/01/19 - 12/31/19	01/01/19 - 12/31/19
Metropolitan West - Total Return Bond Fund	1.868%	2.250%	1.288%	-0.074%	5.424%
Barclays U.S. Intermediate Government/Credit - A or Better ⁽³⁾	1.918%	2.437%	1.251%	0.175%	5.892%
Barclays U.S. Intermediate Government/Credit ⁽⁴⁾	2.321%	2.587%	1.369%	0.373%	6.802%



(1) Represents Total Return on the portfolio (Income Return plus Price Return)

(2) Weighted Average Maturity

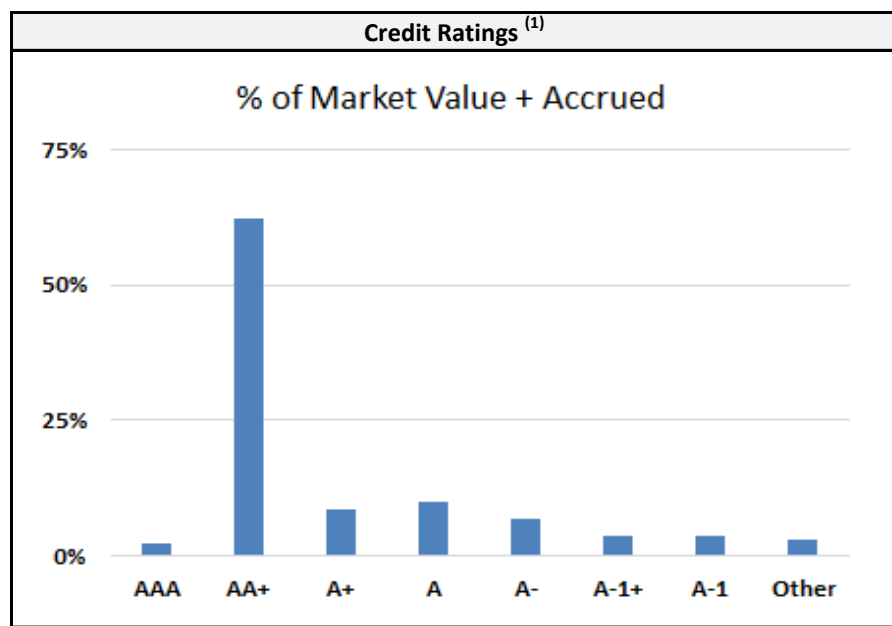
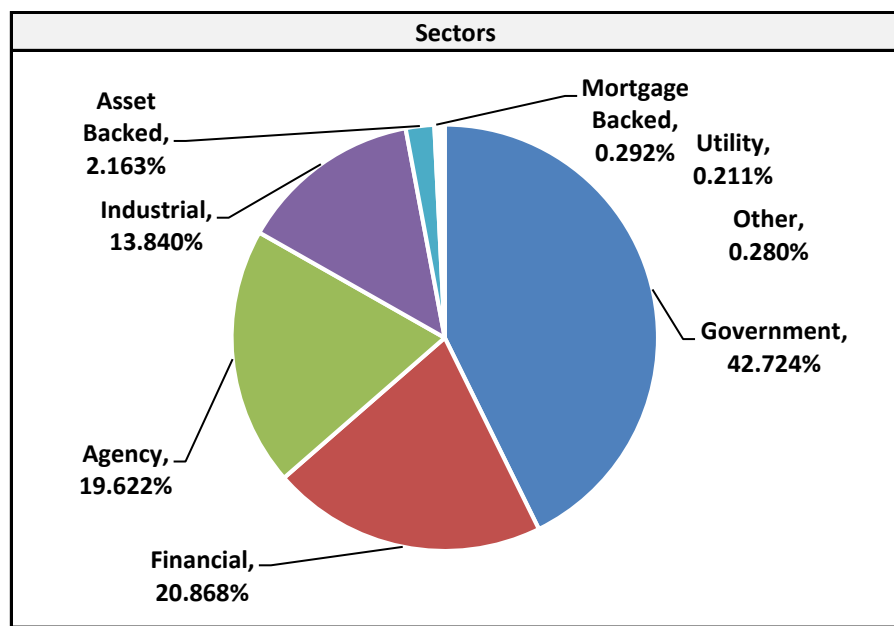
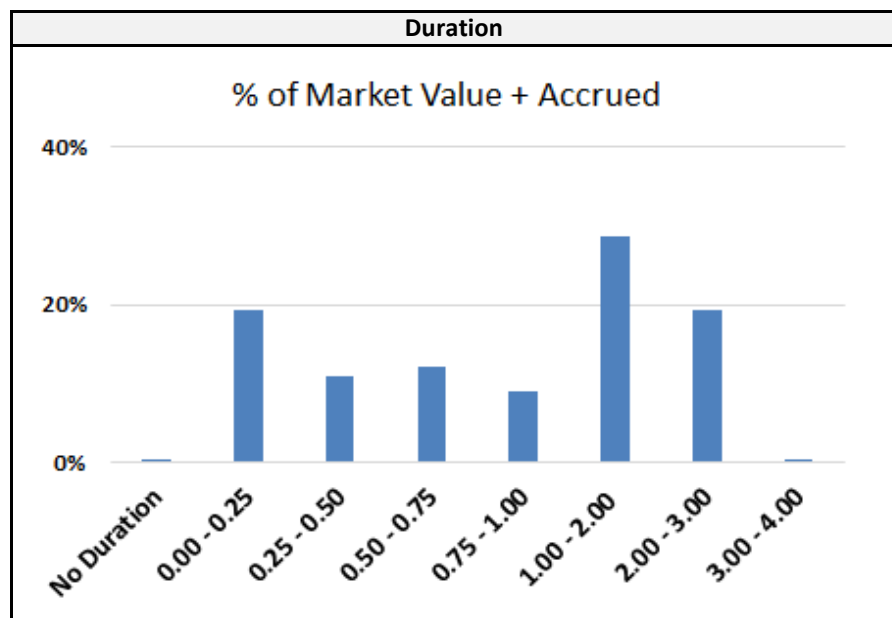
(3) Portfolio Benchmark as of 05/2014.

(4) Portfolio Benchmark prior to 05/2014.

California State University SWIFT Portfolio

As of 12/31/2019

Portfolio Summary Total	
Total Assets	30,299,515
Duration	1.132
Yield	1.753
Avg Credit Rating	AA-/Aa3
QE Performance	0.550%



⁽¹⁾ The other bucket contains assets that do not fall within the top seven credit ratings.

California State University Risk Management Authority

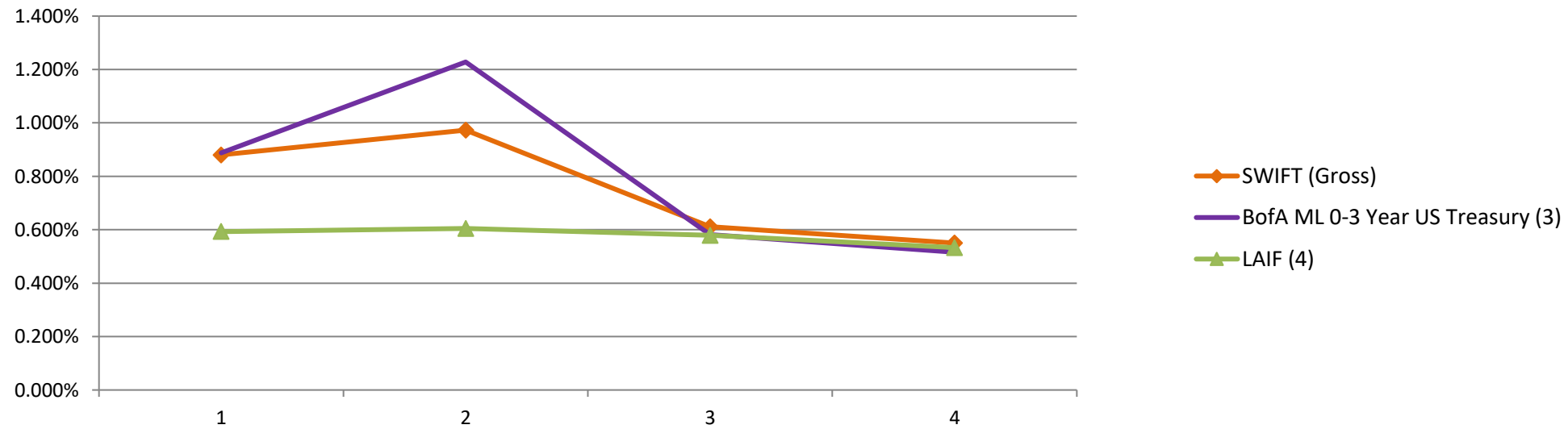
SWIFT Portfolio

Performance Summary

Period Ending 12/31/2019

Account / Index	Market Value	3 Month ⁽¹⁾	Trailing 12 Month ⁽¹⁾	Trailing 3 Year ⁽¹⁾	Trailing 5 Year ⁽¹⁾	Trailing 10 Year ⁽¹⁾	Since Inception ⁽¹⁾	Yield	WAM ⁽²⁾	Duration
SWIFT - CSU Systemwide Investment Fund Trust (Gross)	12/31/19 30,299,515	10/01/19 - 12/31/19 0.550%	01/01/19 - 12/31/19 3.048%	01/01/17 - 12/31/19 1.911%	01/01/15 - 12/31/19 1.468%	01/01/10 - 12/31/19 1.030%	07/01/07 - 12/31/19 1.427%	1.753	1.344	1.132
BofA ML 0-3 Year US Treasury ⁽³⁾		0.516%	3.251%	1.828%	1.336%	1.077%	1.677%	1.617	1.480	1.437
LAIF - Local Agency Investment Fund ⁽⁴⁾		0.533%	2.330%	1.725%	1.214%	0.791%	1.189%	2.149		

Account / Index	Q3 FY1819	Q4 FY1819	Q1 FY1920	Q2 FY1920	Trailing 12 Month ⁽¹⁾
	01/01/19 - 03/31/19	04/01/19 - 06/30/19	07/01/19 - 09/30/19	10/01/19 - 12/31/19	01/01/19 - 12/31/19
SWIFT (Gross)	0.880%	0.973%	0.611%	0.550%	3.048%
BofA ML 0-3 Year US Treasury ⁽³⁾	0.888%	1.228%	0.582%	0.516%	3.251%
LAIF ⁽⁴⁾	0.593%	0.605%	0.579%	0.533%	2.330%



(1) Represents Total Return on the portfolio (Income Return plus Price Return)

(2) Weighted Average Maturity

(3) SWIFT Portfolio Benchmark

(4) LAIF returns calculated by CSUCO Treasury

**CSURMA MASTER INVESTMENT POLICY AND RELATED
INVESTMENT POLICIES**

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

RECOMMENDATION: The Committee will be asked to review and accept the CSURMA Master Investment Policy and Related Investment Policies as presented.

FISCAL IMPACT: None at this time.

BACKGROUND: The Executive Committee approved changed to the investment policy at its meeting in September. The Committee is being asked to review the policy again at this meeting in order to be in compliance with the servicing calendar requirements.

PUBLICATION: The Master Investment Policy is posted on the CSURMA website.

ATTACHMENT(S):

- a. Master Investment Policy and related investment policies
- b. Resolution 02-14 (BOD) – Resolution to Adopt the CSURMA Master Investment Policy and Investment Policy for the Fixed Income Portfolio

**CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT
AUTHORITY (CSURMA)**

MASTER INVESTMENT POLICY

September 6, 2019

I. PURPOSE

The purpose of this master investment policy (MIP), and each of CSURMA’s other investment policies (collectively with the MIP, the “Policies”), is to provide a framework for the management of CSURMA assets. The Policies outline objectives, benchmarks, restrictions and responsibilities so that the Executive Committee of CSURMA (EC), officers, staff, consultants, investment managers, members and beneficiaries, and all CSURMA stakeholders clearly understand the objectives and policies of CSURMA’s investment program.

The Policies set forth the guidelines which the EC deems to be appropriate and prudent in consideration of the needs of and the legal requirements applicable to CSURMA’s investment program. The Policies provide criteria against which investment results will be measured and serve as a review document to guide ongoing operations and oversight. The Policies also are intended to ensure that the EC is fulfilling its fiduciary responsibilities in the management of CSURMA investments.

The EC intends for the Policies to be dynamic documents and will review them from time to time. Policies will be modified periodically to reflect the changing nature of CSURMA’s assets and investment programs, organizational objectives, and economic conditions.

In addition, within this MIP, the EC has delegated to the Treasurer of CSURMA (Treasurer) certain authorities that pertain to the ongoing management and administration of CSURMA assets and various investment programs.

II. STRATEGIC OBJECTIVES

The overall objective of the CSURMA investment program is to provide its stakeholders with an appropriate risk-adjusted return on assets available for investment. Because the primary source of CSURMA funding derives from the operations of the California State University (CSU) and because CSURMA has the authority to invest funds pursuant to California Government Code 6509.5, the EC has determined that CSURMA funds should be invested in a manner that draws from both the investment policy of the CSU, as well as California Government Code 6509.5 (specifically Section 53601) and California Government Code 16430. Investments allowed per either Government Code 16430 or 53601 are both permissible and neither section of the government code overrides the other. Within the Master Investment Policy for the California State University (Attachment A) the specific sections labeled Section III Background and Investment

Objectives and Section IV Investment Portfolios [subsection Liquidity Portfolio (Systemwide Investment Fund Trust or “SWIFT”)] are incorporated by reference into this MIP.

Consistent with the Master Investment Policy for The California State University, when CSURMA Funds are invested, the primary objective shall be to safeguard the principal, the secondary objective shall be to meet liquidity needs, and the third objective shall be to provide an acceptable risk-adjusted return.

The EC also has the following objectives with respect to funds available for investment:

1. To ensure that CSURMA has, at all times, sufficient funds available to meet immediate liquidity needs.
2. To allow for the investment of funds not immediately needed for liquidity over a longer time horizon with the goal of providing the opportunity for greater risk-adjusted return.
3. To make periodic loans to CSU campuses or auxiliaries to mitigate potentially higher claims liability associated with certain situations.

III. INVESTMENT PORTFOLIOS

Based on the investment objectives, the EC has determined that CSURMA assets should be invested in three portfolios, each with its own investment policy. The three portfolios, along with target ranges are as follows:

<u>Portfolio</u>	<u>Target Range</u>
CSU Liquidity Portfolio (SWIFT)	15-40%
Fixed Income Portfolio (FIP)	60-85%
Loan Portfolio (to be included within the SWIFT allocation)	0-15%

The CSU Liquidity Portfolio (SWIFT) Investment Policy is attached as Attachment B

The FIP Investment Policy is attached as Attachment C

The Loan Portfolio Policy, titled “Member Loans Policy and Procedure No. 10”, is attached as Attachment D

The EC recognizes that the CSU Liquidity Portfolio (SWIFT) Portfolio and its investment policy are under the control of the CSU and are not under the EC’s ability to modify.

IV. RESPONSIBILITIES

A. The EC’s responsibilities include, but are not limited to:

1. Acting as the investment committee for CSURMA.
2. Developing and adopting policies to achieve CSURMA’s strategic

objectives.

3. Reviewing policy recommendations made by the Treasurer and staff.
4. Periodically reviewing and amending the Policies, as appropriate.

B. The Treasurer's responsibilities include, but are not limited to:

1. Recommending policies for EC consideration.
2. Reviewing policy recommendations made by staff, investment consultants, and/or investment managers.
3. Periodically reviewing the Policies and recommending revisions, as appropriate.
4. Overseeing the engagement of CSU staff (to serve as CSURMA staff), investment consultants, investment managers, and other appropriate specialists.
5. Monitoring the portfolios' investments, risks, and performance.
6. Periodically, but at least annually, reporting to the EC on the portfolios' investments, risks, and performance.

The Treasurer may delegate responsibilities, as appropriate, to the Assistant Vice Chancellor of Financing, Treasury and Risk Management of the CSU (Assistant Vice Chancellor) in his/her capacity as staff to CSURMA.

Reviewed and Approved by the CSURMA Executive Committee on:

September 6, 2019

Master Investment Policy For The California State University

Approved on November 8, 2017
By The Board of Trustees of The California State University

Contents

I.	Scope and Purpose.....	3
II.	Compliance with Law and Adherence to Policy.....	3
III.	Background and Investment Objectives.....	3
IV.	Investment Portfolios.....	4
V.	Roles and Responsibilities.....	5
	▪ Board of Trustees.....	5
	▪ Chancellor’s Office Staff.....	6
	▪ Investment Advisory Committee.....	7
	▪ Prudence, Ethics and Conflict of Interest.....	8
	▪ Document and Acceptance of the Investment Policy Statement.....	8
VI.	Environmental, Social and Governance (ESG) Framework.....	9
VII.	Adoption of the Investment Policy Statement.....	9

I. Scope and Purpose

This California State University Master Investment Policy (“MIP”) governs the investment of California State University (“CSU”) funds. CSU investments are centrally managed on behalf of the CSU System and its campuses.

The purpose of the MIP, together with investment policies that govern individual Portfolios (as defined in Section IV) and are created pursuant to delegated authority contained herein, is to provide a framework for the investment of CSU funds consistent with the goals of the CSU Board of Trustees (the “Board”) and the educational mission of the CSU.

The MIP sets forth objectives, guidelines, and responsibilities that the Board deems to be appropriate and prudent in consideration of the needs of, and the legal requirements applicable to, the CSU’s investment program. The MIP is also intended to ensure that the Board, and any parties to whom the Board delegates authority, are fulfilling their fiduciary responsibilities in the oversight of CSU investments.

The MIP is a dynamic document and will be reviewed from time to time. The MIP will be modified, if necessary, to reflect the changing nature of the CSU’s assets and investment program, organizational objectives, and economic conditions.

II. Compliance with Law and Adherence to Policy

CSU investments are to be managed in full compliance with all applicable laws, rules, and regulations from various local, state, federal, and international political entities that may impact the CSU’s assets, including but not limited to the provisions of the California Education Code and California Government Code applicable to the investment of CSU funds, and in accordance with the policy objectives, guidelines, and responsibilities expressed herein.

III. Background and Investment Objectives

The investment objectives for the investment of CSU funds have been established in conjunction with a comprehensive review of current and projected financial requirements. The Board desires to provide the Chancellor, the Chancellor’s Staff, and the IAC (as defined in Section V) with the greatest possible flexibility to maximize investment opportunities. However, as agents of the Board, the Chancellor, the Chancellor’s Staff, and the IAC must recognize the fiduciary responsibility of the Board to conserve and protect the assets of the CSU investment program, and, by prudent management, prevent exposure to undue and unnecessary risk.

The following objectives shall govern the investment of CSU funds:

1. Safeguard the principal.
2. Meet the liquidity needs of the CSU.
3. Obtain the best possible return commensurate with the degree of risk the CSU is willing to assume in obtaining such return.

The Board acknowledges that these objectives may be weighted or prioritized differently for individual Portfolios depending upon the purpose of the Portfolio.

IV. Investment Portfolios

Consistent with its investment objectives, the Board has determined that CSU funds may be invested in three investment portfolios (individually, a “Portfolio” and together, the “Portfolios”) created by the CSU, with oversight by the Chancellor, the Chancellor’s Staff, and the IAC, and each with its own investment policy.

The three Portfolios and general purpose of each Portfolio are as follows:

Liquidity Portfolio (Systemwide Investment Fund—Trust or “SWIFT”)

The purpose of this Portfolio is to provide sufficient and immediate liquidity to meet the operating needs of the CSU. The investment objectives for this Portfolio shall be safety of principal and liquidity. The existing CSU Systemwide Investment Fund—Trust (SWIFT) shall serve as the Liquidity Portfolio and shall be comprised of investments authorized pursuant to California Government Code Sections 16330 or 16430.

Intermediate Duration Portfolio (IDP)

The purpose of this Portfolio is to provide opportunity for modest, additional risk adjusted returns on CSU funds not needed for immediate liquidity. The investment objectives for this Portfolio shall be safety of principal, liquidity and return. The Intermediate Duration Portfolio shall be comprised of investments authorized pursuant to California Government Code Sections 16330 or 16430.

Total Return Portfolio (TRP)

The purpose of this Portfolio is to provide opportunity for additional risk adjusted returns on CSU funds over a full market cycle. The investment objectives for this

Portfolio shall be to achieve a prudent total return within a moderate risk level. The Total Return Portfolio shall be comprised of investments authorized pursuant to California Government Code Sections 16330, or 16430 or California Education Code Sections 89724 or 89725.

The acceptable allocations for the Portfolios are as follows:

<u>Portfolio</u>	<u>Min – Target – Max</u>
Liquidity – Systemwide Investment Fund Trust (“SWIFT”)	5% - 20% - 100%
Intermediate Duration Portfolio (“IDP”)	0% - 52% - 95%
Total Return Portfolio (“TRP”)	0% - 28% - 30%¹

In addition, the CSU may invest any amount (from 0% to 100%), in any California State Treasury investment option, available now, or in the future, that the IAC and the Staff deem prudent, including, but not limited to:

- Surplus Money Investment Fund (SMIF)
- Local Agency Investment Fund (LAIF)

V. Roles and Responsibilities

Board of Trustees

The Board assumes fiduciary responsibility to conserve and protect the investment assets of the CSU, and by prudent management, to prevent exposure to undue and unnecessary risk. However, the Board also acknowledges investments are inherently risky with risk of loss and, as such, are viewed with a long-term time horizon.

As a fiduciary, the primary responsibilities of the Board are to:

1. Maintain and approve the MIP.

¹ Percentage allocations to the TRP are subject to annual phase-in restrictions through June 30, 2020 per state law.

2. Ensure that CSU investments are prudently diversified in order to obtain the best possible return commensurate with the degree of risk that the CSU is willing to assume.
3. Report annually to the California state legislature and the California Department of Finance regarding the investment of CSU funds.

The Board shall have oversight responsibility for investment of the assets and has delegated investment authority to the Chancellor, the Chancellor's Staff, and the IAC.

Chancellor and Chancellor's Staff

As agents of the Board, the Chancellor, the Executive Vice Chancellor and Chief Financial Officer, the Assistant Vice Chancellor responsible for CSU investments, and their designees (the "Chancellor's Staff"), recognize the fiduciary responsibility of the Board to conserve and protect the investment assets of the CSU and, by prudent management, to prevent exposure to undue and unnecessary risk.

The Chancellor and the Chancellor's Staff are hereby authorized to establish policies and procedures to implement the provisions of this MIP, including, but not limited to, the following activities:

1. Overseeing and implementing general administrative and investment operations for the Portfolios.
2. Informing the IAC on the overall investments of the CSU and each of the Portfolios to assist the IAC in fulfilling its duties.
3. Developing and implementing policies that are suitable for achieving the strategic objectives for each Portfolio, including coordination with the IAC in developing and implementing policies for the TRP.
4. Selecting, contracting with, and monitoring third party service providers, including, but not limited to, investment advisors, investment managers, and custodians. For the TRP, such actions will be based on the recommendations of the IAC.
5. Directing the investment of funds, including the ordering of purchase and sale transactions to, from and between the Portfolios to meet investment objectives and strategic asset allocations.

6. Monitoring and reviewing the performance of the Portfolios to their stated objectives.
7. Reporting to the Board regarding the investment of CSU funds as requested, but no less than quarterly.
8. Controlling and accounting for all investment, record keeping, and administrative expenses associated with the Portfolios.
9. Identifying the need for updates, monitoring the Portfolios for legal and policy compliance, and acting on the recommendations of the IAC, as appropriate.
10. All other duties designated or delegated by the Board or the IAC.

Investment Advisory Committee

As required by state law, the CSU has created an Investment Advisory Committee (the "IAC"), to provide investment advice and expertise to the Board, particularly with respect to the management of the TRP.

The IAC shall be an advisory body and shall make recommendations, as appropriate, to the Board for approval or to the Chancellor and the Chancellor's Staff for implementation. The IAC shall be responsible for overseeing all aspects of the TRP and is hereby authorized to recommend policies and procedures for the creation and implementation of the TRP, including, but not limited to, the following activities:

1. Understanding the overall investments of the CSU and each of the Portfolios as informed by the Chancellor's Staff, investment advisors and/or investment managers.
2. Developing and approving an IAC charter to establish guidelines for operations of the IAC.
3. Developing, approving, and overseeing the implementation of an investment policy statement for the TRP.
4. Reviewing and approving target asset allocations and ranges for the TRP.
5. Monitoring and reviewing the performance of the TRP to its stated objectives.
6. Prudently reviewing, selecting, monitoring, and replacing investment management firms engaged to manage the TRP's assets.

7. Monitoring and supervising all service vendors and fees for the TRP.
8. Any other investment or administrative duties deemed necessary to prudently oversee the investment program for the TRP.

Prudence, Ethics and Conflict of Interest

All participants in the investment process shall act responsibly. The standard of prudence applied by the Board, the Chancellor, the Chancellor's Staff, and the IAC, as well as any external service providers, shall be the "prudent investor" rule. The "prudent investor" rule in part, states, "A trustee shall invest and manage trust assets as a prudent investor would, by considering the purposes, terms, distribution requirements, and other circumstances of the trust. In satisfying this standard, the trustee shall exercise reasonable care, skill and caution. A trustee's investment and management decisions respecting individual assets must be evaluated not in isolation but in the context of the trust portfolio as a whole and as part of an overall investment strategy having risk and return objectives reasonably suited to the trust."

Furthermore, all participants in the investment process shall use the same care, skill, prudence, and due diligence under the circumstances then prevailing that a prudent person acting in a like capacity and fully familiar with such matters would use in the conduct of an enterprise of like activities for like portfolios with like aims and in accordance and compliance and all other applicable laws, rules and regulations.

All investment personnel shall refrain from personal business activity which could create a conflict with proper execution of the investment program, or which could impair the ability to execute impartial investment decisions. All investment personnel shall disclose to the Chancellor's Staff or the IAC any material financial interests in financial institutions which conduct business within the jurisdiction and shall disclose any material financial investment positions which could be related in a conflicting manner to the performance of the Portfolios. All investment personnel shall report any potential conflicts of interest consistent with Government Code Section 87200. Further, the Chancellor shall report to the Board in writing any issues that could reflect any conflict in the performance of the Portfolios.

Document Acceptance of the Investment Policy Statement

The Chancellor's Staff shall provide a copy of this MIP, and the relevant Portfolio investment policy, to each firm retained to provide investment services to the CSU and each such firm shall acknowledge in writing receipt of the document and accept its content.

VI. Environmental, Social and Governance Framework

The Board acknowledges the importance of understanding the potential risks and value that environmental, social, and governance (“ESG”) factors may have on CSU investments. Therefore, the Board expects that the consideration of ESG factors shall be integrated into the investment decision processes of the CSU.

Approved:

The California State University Board of Trustees
November 8, 2017

**Investment Policy for California State University Systemwide Investment Fund
Trust (SWIFT)
REVISED March 14, 2008**

The California State University Systemwide Investment Fund Trust (CSU SWIFT) has been created to facilitate the centralization of the investment management function on behalf of the California State University (CSU) System and its campuses, departments, auxiliaries, foundations, and other related entities. The following investment guidelines have been developed for management of the CSU SWIFT.

Statement of Investment Policy and Guidelines

When investing campus funds, the primary objective of the investment managers shall be to safeguard the principal. The secondary objective shall be to meet the liquidity need of the campus. The third objective shall be to return an acceptable yield.

The objective of the investment policy is to obtain the best possible return commensurate with the degree of risk that the CSU is willing to assume in obtaining such return.

Adherence to Policy Guidelines

CSU SWIFT assets are to be managed in accordance with the policy guidelines expressed herein, or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this policy document must be signed by the chair of the Investment Committee.

Discretionary Authority

The investment managers are expected to exercise complete investment discretion within the boundaries of the restrictions outlined in this Statement of Investment Policy and Guidelines. Such discretion includes decisions to buy, hold, or sell fixed income securities (including cash equivalents) in amounts and proportions reflective of the managers' current investment strategy.

Communication

The Committee encourages, and the investment managers are responsible for, frequent and open communication with the Committee on all significant matters pertaining to the investment of the assets for the SWIFT. These communications should generally be addressed to the Office of the Vice Chancellor, Business & Finance. In this manner, the Committee expects to be advised of any major changes in investment outlook, investment strategy, portfolio structure, or market value of the assets, and other substantive matters affecting the SWIFT. The Committee also expects to be informed of any significant

changes in the ownership, organizational structure, financial condition, or senior personnel staffing of the investment managers.

The Committee recognizes that the Statement of Investment Policy and Guidelines requires periodic examination and perhaps revision if it is to continue to serve as a working document to encourage effective investment management. Whenever the investment manager believes this Statement should be altered, it is the responsibility of the managers to initiate written communication to the Committee.

Benchmark

Returns of the portfolio will be measured against the Merrill Lynch 0-3 Year U.S. Treasury Index (G1QA).

Investment Authority

The CSU SWIFT may invest in any of the securities authorized by government Code Section 16430 listed in Section A and Code Section 53601.

Securities eligible for investment include;

- Bonds, notes or obligations with principal and interest secured by the full faith and credit of the United States; (no limitations)
- Bonds, notes or obligations with principal and interest guaranteed by a federal agency of the United States; (no limitations)
- Bonds or warrants of any county, city, water district, utility district or school district of the state of California; No issuer with a rating below A-/A3 is allowed; (no one issuer to exceed 5% of the portfolio)
- California State bonds or bonds with principal and interest guaranteed by the full faith and credit of the State of California; (no one issue to exceed 5%); (not to exceed 25% of portfolio)
- Obligations of the campus members authorized by California Education Code Section 89760(a).
- Various debt instruments issued by: (1) Federal Land Banks (FFCB), (2) Central Bank for Cooperatives, (3) Federal Home Loan Bank (FHLB), (4) Federal National Mortgage Association (FNMA), (5) Federal Home Loan Mtg. Corp. (FHLMC), and (6) Tennessee Valley Authority (TVA); (no one issuer to exceed 25% of the portfolio)
- Mortgage Pass-Through Securities issued by GNMA, FNMA and FHLMC; (not to exceed 20% of the portfolio)
- Collateralized Mortgage Obligations issued by GNMA, FNMA and FHLMC which at time of purchase pass the FFIEC test; (not to exceed 20% of the portfolio)

- Asset Backed Securities which are rated Aaa by Moody's, AAA by Standard and Poor's, or AAA by Fitch with no rating below the top investment rating. Issuer will be rated at least single A; (no one issuer to exceed 5% of the portfolio); (not to exceed 20% of the portfolio)
- Commercial paper exhibiting the following qualities: (1) "prime" rated, (2) less than 180 days maturity, (3) issued by a U.S. corporation with assets exceeding \$500,000,000. Investments must not exceed 10 percent of corporation's outstanding paper, and total investments in commercial paper cannot exceed 30% of an investment pool. Notwithstanding the above, no one issuer to exceed 5% of the portfolio. In addition, A-2/P-2/F-2 commercial paper will be limited to no more than 10% of the portfolio and limited in maturity to 14 days. No purchase will be made of paper rated below A-2/P-2/F-2; (not to exceed 30% of portfolio)
- Banker's acceptances eligible for purchases by the Federal Reserve System; Issuer's will be rated A-1/P-1 or F-1 with no rating below that level; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)
- Certificates of deposit (insured by FDIC, or appropriately collateralized); (not to exceed FDIC insurance limits)
- Investment certificates or withdrawal shares in federal or state credit unions that are doing business in California and that have their accounts insured by the National Credit Union Administration; (not to exceed NCUA insurance limits)
- Negotiable certificates of deposit and bank notes which are rated A-1/P-1 or F-1 if short-term or A- by S&P, A3 by Moody's or A- by Fitch in both cases with no rating below those levels; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)
- Loans and obligations guaranteed by the United States Small Business Administration or the United States Farmers Home Administration; (no limitations)
- Student Loan Notes insured by the Guaranteed Student Loan Program; (no limitations)
- Debt issued, assumed, or guaranteed by the Inter-American Development Bank or Puerto Rican Development Bank; (no limitations)
- Bonds, notes or debentures (including medium-term notes) issued by U.S. Corporations rated within the top three ratings of a nationally recognized rating service. No issuer with a rating below A3/A- is allowed; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)
- Repurchase Agreements. Repurchase agreements with banks and dealers with which the CSU System, or its agents on its behalf, has entered into a master repurchase contract which specifies terms and conditions or repurchase agreements, and are fully collateralized by delivery to an independent third party custodian for the CSU's System's account or to the CSU's custodian. In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, only those marketable securities eligible for investment by the

CSU System are permitted as collateral. Treasuries, Agencies and eligible money market instruments will be collateralized at 102%. Corporates and other eligible collateral will be collateralized at 105%. Repurchase Agreements will be conducted exclusively with primary dealers. Repurchase Agreements may not exceed 90 days.

- Reverse Repurchase Agreements. The CSU limits reverse repurchase agreements to unencumbered securities already held in the portfolio. The CSU prohibits securities purchased with the proceeds of a reverse repurchase agreement from being used as collateral for another reverse repurchase while the original reverse repurchase is outstanding. Securities subject to a reverse repurchase agreement must have been owned a minimum of 30 days before being delivered in a reverse repurchase agreement. The total of all securities sold on reverse repurchase agreements will not exceed 20% of the market value of the portfolio. Reverse repurchase agreement will not exceed 92 days.
- Money Market Mutual Funds. Money market mutual funds registered with the Securities and Exchange Commission and rated AAA/Aaa by no less than two NRSROs.
- 144A Securities. 144A securities are allowed to be purchased and held in the portfolio; (not to exceed 20% of the portfolio).

Duration Guidelines

The maximum maturity of any security will be 5 years.

The maximum average duration of the portfolio will be 2 years.

For issues that trade to a weighted-average-life (WAL), the WAL will be used as the effective maturity for duration measurement and for maximum maturity constraints.

For issuers with variable interest rates, the reset date will be used as the effective maturity for duration measurement purposes and the legal final maturity date will be used for maximum maturity constraints.

All maturity and duration constraints are measured from trade date.

Concentration/Diversification Guidelines

All concentration guidelines are measured at the time of purchase with the exception of commercial paper which must be less than 30% at all times.

Concentration Limitations:

<u>Security Type</u>	<u>Issuer</u>	<u>Sector</u>
Obligations backed by the full faith and credit of the U.S Government	100%	100%
Obligations guaranteed by a federal agency of the U.S. Government	100%	100%
California Municipal Obligations	5%	100%
Obligations of the State of California	5%	25%

<u>Security Type</u>	<u>Issuer</u>	<u>Sector</u>
Obligations of campus members authorized under Code Section 89760a	100%	100%
Government-Sponsored Entities (FFCB, FHLB, FNMA, FHLMC, TVA)	25%	100%
Mortgage Pass-Through Securities issued by GNMA, FNMA FHLMC*	20%	20%
Collateralized Mortgage Obligations issued by GNMA, FNMA, FHLMC*	20%	20%
Asset-Backed Securities*	5%	20%
Commercial Paper	5%	30%
Banker's Acceptances	5%	30%
Certificate's of Deposit (insured by FDIC or properly collateralized)	\$100k	100%
Investment Cert. in federal or state credit unions (insured by NCUA)	\$100k	100%
Negotiable Certificates of Deposit	5%	30%
Obligations of the SBA or FHA	100%	100%
Student Loan Notes insured by the Guaranteed Student Loan Program	100%	100%
Obligations guaranteed by the Inter-Amer. Dev. Bank or Puerto Rico Dev.	100%	100%
Corporate Obligations	5%	30%
Repurchase Agreements	5%	100%
Reverse Repurchase Agreements	5%	20%
Money Market Funds	10%	20%

* Mortgage Pass-Through Securities, Collateralized Mortgage Obligations and Asset-Backed Securites may not exceed 20% of the portfolio in aggregate.

For ABS issuers, securities issued by the same originator with different collateral types will not be aggregated at the issuer level for concentration measurement purposes.

Reporting

The Committee expects the Custody Bank to provide access to daily reports of the SWIFT via its online portal to CSU Office of the Chancellor staff, the respective investment managers, and other members of the Investment Committee as directed. Additionally, monthly reports will be provided by the Custody Bank highlighting the respective portfolios of each investment manager and the aggregate portfolio. These reports will include portfolio activity, market valuations, sector metrics, affirmation of compliance, and performance relative to agreed upon benchmarks. If a meeting is scheduled with the Committee, the reports should be received at least one week in advance of the meeting date.

Compliance with Prudence and Diversification Measures

As fiduciary, the investment managers are expected to diversify the portfolio to preserve the principal of the SWIFT assets. If diversification is deemed not to be prudent, the manager must communicate this decision to the Chair of the Investment Committee immediately. The manager is expected to invest the SWIFT assets with ease, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with such aims.

All restrictions, minimum ratings requirements and diversification limitations pertain to the account at the time of purchase. In the event of a downgrade of any security to a level where the new rating would not comply with the minimum rating for new purchases of a similar asset, or a limitation being breached due to a change in portfolio size, the Investment Manager shall notify CSU.

Evaluation and Review

The objective of the evaluation and review process is to monitor the progress of the SWIFT assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Investment Committee. Particular attention will be directed toward determining whether:

- * the funds are achieving their stated objectives,
- * the investment managers are adhering to the guidelines set forth herein,
- * the investment managers are adhering to its stated philosophy and style,
- * the overall policies and objectives continue to be appropriate, reasonable and achievable.

**Investment Policy for the California State University Risk Management Authority
Fixed Income Portfolio
March 19, 2015**

The Organization

The California State University Risk Management Authority (CSURMA) is an association of the California State University (CSU) and 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.

History

The Chancellor's Office staff and representatives of auxiliary organizations within the CSU have developed a systematic approach to managing risk exposures across CSU campuses.

On January 1, 1997, the CSURMA was formed by the CSU and those qualified auxiliary organizations of the CSU that opted to join with intentions to participate in the risk management programs to be offered by the CSURMA.

Scope of This Investment Policy

The assets governed by this investment policy statement are funds held for investment in the CSURMA Fixed Income Portfolio (FIP). In meeting the investment needs of the FIP, the general principles of modern portfolio theory will be followed. In doing so, the FIP will be constructed in a way that maximizes expected return for a given level of risk.

Cash flow requirements are not expected of the FIP being managed under this policy statement. However, in the event cash flow is required, it will be met on a total return basis. The following investment guidelines have been developed for management of the FIP.

Statement of Investment Policy and Guidelines

When investing CSURMA funds, the primary objective of the investment manager(s) (IM) for the FIP shall be to safeguard the principal. The secondary objective shall be to meet the liquidity needs of the CSURMA. The third objective shall be to return an acceptable yield.

The objective of the investment policy is to obtain the best possible return commensurate with the degree of risk that the CSURMA is willing to assume in obtaining such return.

Delegation of Authority

The Executive Committee of CSURMA (EC) is a fiduciary, and is responsible for directing and monitoring the investment management of FIP assets. As such, the EC is authorized to delegate certain responsibilities to officers and/or staff of CSURMA, as well as professional experts in various fields. These include, but are not limited to:

1. **Treasurer of the CSURMA.** The Treasurer of CSURMA (Treasurer) is responsible for the ongoing general management of the FIP. The Treasurer may delegate, as appropriate, authority contained in this policy statement to the Assistant Vice Chancellor, Financing, Treasury and Risk Management of the CSU. Duties include, but are not limited to, the following:
 - Selection and retention of outside IM as the investment policy dictates. *The Treasurer acts with the EC's authority in all matters relating to IM selection.*
 - Review performance of the FIP to stated objectives. Review and monitor performance of the IM.
 - Determine if overall policies and objectives continue to be appropriate and reasonable and make recommendations to the EC as necessary.
2. **Investment Consultant.** The consultant acts as a discretionary advisor to the Treasurer and may assist the Treasurer in: establishing investment policy, objectives, and guidelines; selecting IMs; reviewing such IMs over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
3. **Investment Manager (IM).** The IM has discretion to purchase, sell, or hold the specific securities that will be used to meet the FIP's investment objectives.
4. **Custodian.** The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the FIP, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the FIP accounts.
5. **Additional specialists.** Additional specialists such as attorneys, auditors, actuaries, trust administrators, and others may be employed by the Treasurer to assist in meeting his/her responsibilities and obligations to administer FIP assets prudently.

The Treasurer will not reserve any control over the day-to-day investment decisions. The IM will be held responsible and accountable to achieve the objectives stated in this policy statement. While it is not believed that the limitations in this policy statement will hamper the IM, the IM should request modifications to this policy statement that they deem appropriate. All expenses for experts must be customary and reasonable, and will be paid out of FIP assets and deducted before returns are calculated to meet

objectives. Goals and objectives must be accomplished net of all expenses necessary to operate and manage the FIP assets.

Adherence to Policy Guidelines

CSURMA assets are to be managed in accordance with the policy guidelines expressed herein, or expressed by separate written instructions when deviation is deemed prudent and desirable. Written instructions amending this policy document must be signed by the Treasurer or his/her delegate.

Discretionary Authority

The IM is expected to exercise complete investment discretion within the boundaries of the restrictions outlined in this statement of investment policy. Such discretion includes decisions to buy, hold, or sell fixed income securities (including cash equivalents) in amounts and proportions reflective of the IM's current investment strategy.

Communication

The Treasurer encourages, and the IM is responsible for, frequent and open communication with the Treasurer and/or his/her delegate on all significant matters pertaining to the investment of the assets for the FIP. These communications should generally be addressed to the Treasurer. In this manner, the Treasurer and/or his/her delegate expects to be advised of any major changes in investment outlook, investment strategy, portfolio structure, or market value of the assets, and other substantive matters affecting the FIP. The Treasurer and/or his/her delegate also expects to be informed of any significant changes in the ownership, organizational structure, financial condition, or senior personnel staffing of the IM and/or investment consultants.

The Treasurer recognizes that this statement of investment policy requires periodic examination and perhaps revision if it is to continue to serve as a working document to encourage effective investment management. Whenever the IM believes this statement of investment policy should be altered, it is the responsibility of the IM to initiate written communication to the Treasurer or his/her delegate.

Benchmark

The benchmark of the FIP shall be the Barclays U.S. Intermediate Government / Credit (G/C) – A or Better Index.

Rating

In all instances, when the term “rating” is used, it denotes a specific rating and not a rating category.

Quality

1. The minimum quality of an asset at time of purchase should be “A-” or better by one nationally recognized statistical rating organization (NRSRO) notwithstanding particular asset rating limitations below.
2. Highest rating of at least one NRSRO shall apply in the case of split rating.
3. The weighted average quality of the portfolio should be AA or better.
4. Money Market Funds selected shall contain securities whose credit rating at purchase would be rated investment grade by Standard and Poors, Moody's, or Fitch.

Investment Authority

The FIP may invest in any of the securities authorized by Government Code Section 16430 or Government Code Section 53601. Securities eligible for investment include:

- Bonds, notes or obligations of the United States, or those with principal and interest secured by the full faith and credit of the United States; (no limitations)
- Bonds, notes or obligations with principal and interest guaranteed by a federal agency of the United States; (no limitations)
- Bonds or warrants of any county, city, water district, utility district or school district of the state of California; (no one issuer to exceed 5% of the portfolio)
- California State bonds, notes, or warrants, or those with principal and interest guaranteed by the full faith and credit of the State of California; (no one issue to exceed 5%); (not to exceed 25% of portfolio)
- Various debt instruments issued by: (1) Federal Land Banks (FFCB), (2) Central Bank for Cooperatives, (3) Federal Home Loan Bank (FHLB), (4) Federal National Mortgage Association (FNMA), (5) Federal Home Loan Mtg. Corp. (FHLMC), and (6) Tennessee Valley Authority (TVA); (no one issuer to exceed 25% of the portfolio)
- Mortgage Pass-Through Securities issued by GNMA, FNMA and FHLMC; (not to exceed 20% of the portfolio)
- Collateralized Mortgage Obligations issued by GNMA, FNMA and FHLMC which at time of purchase pass the FFIEC test; (not to exceed 20% of the portfolio)
- Asset Backed Securities up to a maximum maturity of five years that are rated at least Aa3 by Moody's, AA- by Standard and Poor's, or AA- by Fitch with no rating below that

level. Issuer will be rated at least single A; (no one issuer to exceed 5% of the portfolio); (not to exceed 20% of the portfolio)

- Commercial paper exhibiting the following qualities: (1) "prime" rated, (2) less than 181 days maturity, (3) issued by a U.S. corporation with assets exceeding \$500,000,000. Investments must not exceed 10 percent of corporation's outstanding paper, and total investments in commercial paper cannot exceed 30% of an investment pool.

Notwithstanding the above, no one issuer to exceed 5% of the portfolio. In addition, A-2/P-2/F-2 commercial paper will be limited to no more than 10% of the portfolio and limited in maturity to 14 days. No purchase will be made of paper rated below A-2/P-2/F-2; (not to exceed 30% of portfolio)

- Banker's acceptances eligible for purchases by the Federal Reserve System; Issuer's will be rated A-1, P-1, or F-1 with no rating below that level; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)

- Certificates of deposit (insured by FDIC, or appropriately collateralized); (not to exceed FDIC insurance limits)

- Investment certificates or withdrawal shares in federal or state credit unions that are doing business in California and that have their accounts insured by the National Credit Union Share Insurance Fund; (not to exceed NCUSIF insurance limits)

- Negotiable certificates of deposit and bank notes issued by FDIC insured banks that are rated A-1, P-1, or F-1 if short-term, or A- by S&P, A3 by Moody's, or A- by Fitch, in both cases with no rating below those levels; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)

- Loans and obligations guaranteed by the United States Small Business Administration or the United States Farmers Home Administration; (no limitations)

- Student Loan Notes insured by the Guaranteed Student Loan Program; (no limitations)

- Debt issued, assumed, or guaranteed by the Inter-American Development Bank or Government Development Bank for Puerto Rico; (no limitations)

- Bonds, notes or debentures with a maximum remaining maturity of five years or less issued by U.S. Corporations rated at least A by S&P, A2 by Moody's, or A by Fitch, with no rating below that level; (no one issuer to exceed 5% of the portfolio); (not to exceed 30% of the portfolio)

- Repurchase Agreements. Repurchase agreements with banks and dealers with which the CSURMA, or its agents on its behalf, has entered into a master repurchase contract which specifies terms and conditions or repurchase agreements, and are fully collateralized by delivery to an independent third party custodian for the FIP's account or to the FIP's custodian. In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, only those marketable securities eligible for investment by the FIP are permitted as collateral. Treasuries, Agencies and eligible money market instruments will

be collateralized at 102%. Corporates and other eligible collateral will be collateralized at 105%. Repurchase Agreements will be conducted exclusively with primary dealers. Repurchase Agreements may not exceed 90 days.

- Reverse Repurchase Agreements. The FIP limits reverse repurchase agreements to unencumbered securities already held in the portfolio. The FIP prohibits securities purchased with the proceeds of a reverse repurchase agreement from being used as collateral for another reverse repurchase while the original reverse repurchase is outstanding. Securities subject to a reverse repurchase agreement must have been owned a minimum of 30 days before being delivered in a reverse repurchase agreement. The total of all securities sold on reverse repurchase agreements will not exceed 20% of the market value of the portfolio. Reverse repurchase agreement will not exceed 92 days.

- Money Market Mutual Funds. Money market mutual funds registered with the Securities and Exchange Commission and rated AAA/Aaa by no less than two NRSROs.

- 144A Securities. 144A securities are allowed to be purchased and held in the portfolio; (not to exceed 20% of the portfolio).

Duration Guidelines

The duration of the portfolio will be targeted within -1 or +1 of the duration of the Lehman Brothers Intermediate Government / Credit Bond Index.

For issues that trade to a weighted-average-life (WAL), the WAL will be used as the effective maturity for duration measurement and for maximum maturity constraints.

For issuers with variable interest rates, the reset date will be used as the effective maturity for duration measurement purposes and the legal final maturity date will be used for maximum maturity constraints.

All maturity and duration constraints are measured from trade date.

Concentration/Diversification Guidelines

All concentration guidelines are measured at the time of purchase with the exception of commercial paper which must be less than 30% at all times.

Concentration Limitations:

<u>Security Type</u>	<u>Issuer</u>	<u>Sector</u>
Obligations backed by the full faith and credit of the U.S Government	100%	100%
Obligations guaranteed by a federal agency of the U.S. Government	100%	100%
California Municipal Obligations	5%	100%
Obligations of the State of California	5%	25%

<u>Security Type</u>	<u>Issuer</u>	<u>Sector</u>
Government-Sponsored Entities (FFCB, FHLB, FNMA, FHLMC, TVA)	25%	100%
Mortgage Pass-Through Securities issued by GNMA, FNMA FHLMC*	20%	20%
Collateralized Mortgage Obligations issued by GNMA, FNMA, FHLMC*	20%	20%
Asset-Backed Securities*	5%	20%
Commercial Paper	5%	30%
Banker's Acceptances	5%	30%
Certificates of Deposit (insured by FDIC or properly collateralized)	\$250k	100%
Share Certificates in federal or state credit unions (insured by NCUSIF)	\$250k	100%
Negotiable Certificates of Deposit	5%	30%
Obligations of the SBA or FHA	100%	100%
Student Loan Notes insured by the Guaranteed Student Loan Program	100%	100%
Obligations guaranteed by the Inter-Amer. Dev. Bank or Puerto Rico Dev.	100%	100%
Corporate Obligations	5%	30%
Repurchase Agreements	5%	100%
Reverse Repurchase Agreements	5%	20%
Money Market Funds	10%	20%

* Mortgage Pass-Through Securities, Collateralized Mortgage Obligations and Asset-Backed Securities may not exceed 20% of the portfolio in aggregate.

For ABS issuers, securities issued by the same originator with different collateral types will not be aggregated at the issuer level for concentration measurement purposes.

Reporting

The Treasurer expects the Custodian to provide access to daily reports of the FIP via its online portal to CSU Office of the Chancellor staff, the IM, and other members of the EC as directed. Additionally, monthly reports will be provided by the Custodian for the FIP. These reports will include portfolio activity, market valuations, sector metrics, affirmation of compliance, and performance relative to agreed-upon benchmarks. If a meeting is scheduled with the Treasurer or his/her delegate, the reports should be received at least one week in advance of the meeting date.

The Investment Consultant shall furnish the Treasurer and/or his/her delegate with a quarterly account review detailing investment performance in addition to a listing of portfolio holdings within the FIP. The Investment Consultant shall also supply timely

information concerning changes in the IM's investment philosophy, management strategy, or ownership and key personnel. In addition, the Investment Consultant must supply the Treasurer and/or his/her delegate with quarterly reports that provide information and analyses necessary for the EC to fulfill its fiduciary responsibility.

Compliance with Prudence and Diversification Measures

As fiduciary, the IM is expected to diversify the portfolio to preserve the principal of the FIP assets. If diversification is deemed not to be prudent, the IM must communicate this decision to the Treasurer or his/her delegate immediately. The IM is expected to invest the FIP assets with ease, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with such aims.

All restrictions, minimum ratings requirements and diversification limitations pertaining to the account are applicable at the time of purchase. In the event of a downgrade of any security held in the account to a level where the updated rating would not comply with the minimum rating for new purchases of a similar asset, or a limitation being breached due to a change in portfolio size, the IM shall notify the Treasurer, the Treasurer's delegate, and/or the Investment Consultant.

Evaluation and Review

The objective of the evaluation and review process is to monitor the progress of the FIP assets in achieving the overall investment objectives. Performance will be measured and reviewed periodically by the Treasurer and/or his/her delegate. Particular attention will be directed toward determining whether:

- * the FIP is achieving its stated objectives,
- * the IM is adhering to the guidelines set forth herein,
- * the IM is adhering to its stated philosophy and style,
- * the overall policies and objectives continue to be appropriate, reasonable and achievable.



CSURMA

POLICY AND PROCEDURE NO. 10

ADOPTED: MAY 13, 2011
JANUARY 10, 2016
SEPTEMBER 27, 2017

EFFECTIVE: JULY 1, 2011

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 loan to a Member pursuant to the procedures described herein. No new Member Loan shall be granted without a finding by the Executive Committee that CSURMA has sufficient funds such that the proposed member 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 balance for the preceding 12 months and no new Member Loan shall be initiated by the Treasurer without determining that the proposed Member 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 Campus (and its associated Member Auxiliary Organizations) shall not exceed 5% of the overall average fund balance for the preceding 12 months.
- 2. 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 for the requested Member Loan. The request shall describe what steps the Member has taken to secure the requested funds through alternate sources and why the Member is seeking the proposed 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. Proposed Member Loans for the acquisition of real estate by an auxiliary organization may not pledge the real estate as collateral for the loan.

- 3. Purpose of Loan** – The loan program is to provide low cost funding to a campus in order to implement a risk mitigation program (compliance or regulatory requirement, i.e. consent decree) that could not otherwise be implemented without CSURMA funding or to respond to a current risk / condition that if not addressed could demonstrate an enhanced potential risk to people and/or property.
- 4. Treasurer’s Review and Recommendation** - The Treasurer shall review the Member Loan request and seek 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 by CSURMA’s General Counsel.
- 6. Administration of Member Loans** – The Treasurer shall direct the CSURMA Accountant 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.

**CALIFORNIA STATE UNIVERSITY
RISK MANAGEMENT AUTHORITY**

**BOARD OF DIRECTORS
RESOLUTION NO. 02-14 (BOD)**

Resolution to Adopt the California State University Risk Management Authority Master Investment Policy and Investment Policy for the Fixed Income Portfolio

The Board of Directors of the California State University Risk Management Authority (CSURMA) finds and determines as follows:

- (a) Section 4.3 of the Bylaws of the CSURMA provides that the Executive Committee establish policies and procedures to implement the Agreement, the Bylaws and the operation of specific programs.
- (b) It is the desire of the CSURMA Board of Directors that, when investing funds, the investment objectives, in order of importance, shall be to safeguard the principal through sufficient number and diversity of investments; provide adequate liquidity to meet normal cash needs, scheduled extraordinary cash needs, and unforeseen cash needs; and maintain a constant rate of return representative of current market yield direction.
- (c) Significant effort and energy has been expended in the creation and maintenance of the investment policies of the CSURMA, which is designed to meet those objectives.
- (d) Pursuant to California Government Code Section 53646(a)(2) the Treasurer of the CSURMA shall annually render to the Executive Committee an Investment Policy for review.
- (e) The Executive Committee has reviewed the California State University Risk Management Authority Master Investment Policy and Investment Policy for the Fixed Income Portfolio and finds that they reasonably set forth the procedure, guidelines, and criteria for the operation of the investment program of the California State University Risk Management Authority.

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:

- (1) The Treasurer of the California State University Risk Management Authority is directed to adopt the California State University Risk Management Authority Master Investment Policy and related policies, including changing the benchmark of the Fixed Income Portfolio from Barclay's U.S. Intermediate Government-Credit Index to Barclay's U.S. Intermediate Government-Credit – A or Better Index, as the Investment Policies of the California State University Risk Management Authority per the attached documents and annually present them to the Executive Committee for review and amendment as necessary.

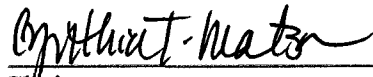
I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed at a meeting of the Board of Directors of the California State University Risk Management Authority held on the 9th day of May, 2014 which was approved by the following vote:

AYES, and in favor thereof, members:

NOES, members:

ABSTAIN, members:

ABSENT, members:



Chair

Cynthia Teniente-Matson

ATTEST:



Secretary-Auditor

Robert Eaton

ANNUAL REVIEW OF THE CSURMA'S DATA SECURITY POLICIES

ISSUE: The Executive Committee resolved to annually review CSURMA's data security policies.

RECOMMENDATION: It is recommended that the Executive Committee review the iVos and Financial Edge (Blackbaud) System user security policies and accept both policies as presented.

FISCAL IMPACT: None.

BACKGROUND: The Executive Committee is being asked to review the iVOS and Blackbaud user policies. CSURMA uses many electronic data systems, but iVOS and Blackbaud are the only electronic data systems maintained by CSURMA and for which CSURMA is responsible for the security of the electronic data.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA iVOS User Policy
- b. CSURMA Financial Edge (Blackbaud) User Policy

CSURMA iVOS User Policy

The iVOS Liability system has been operational since 2006. Beginning in 2006, CSURMA implemented the following policies and procedures designed to restrict access to the iVOS Liability system.

System Administrator(s)

Administrative access to the iVOS Liability system is limited to individuals identified by CSURMA as being a system administrator. It is the responsibility of the system administrator to activate access for users, maintain user lists, and perform security functions.

Access Authorization

User access to the iVOS Liability system is restricted. User access is granted on a “read-only” basis. Access is provided only to the Campus Risk Manager and other campus personnel who are directly involved in claims/risk management for the campus. In order to grant access to campus personnel (other than the Campus Risk Manager), a written request (e.g., an e-mail) must be received from the Campus Risk Manager requesting and approving access for that person. The Campus Risk Manager is responsible for determining and verifying that the identified person has had appropriate and adequate training and has signed all necessary and required data confidentiality agreements.

The system administrator maintains a list of all persons to whom user access has been granted. The list is updated and changed throughout the year as the system administrator receives information concerning personnel changes. The Campus Risk Manager is responsible for notifying the system administrator about any change in a user’s employment status. In addition, the system administrator independently reviews the list of users on no less than an annual basis.

Password Protocol

The password protocol described below is utilized as a means of authentication control.

CSU iVOS User Policy – Password Security Settings

Controls	11/5/2009 Minimum Settings	3/1/2011 Revisions
minimumPasswordLength	8 characters	
passwordExpirePeriod	60 days	90 days (quarterly - CSU policy)
maximumInactiveDays	90 days	
minimumUppercaseChars	1 character	
minimumLowercaseChars	1 character	
minimumNumericChars	1 character	
minimumSpecialChars	0 characters	1 character (CSU policy)
maximumDuplicateCharsWithPrior	No more than 3 duplicate characters	No more than 6 duplicate characters
minimumPriorPasswords	12 prior passwords	
maximumFailedLoginAttempts	3 failed logins	
requireInitialPasswordChange	TRUE - initial password change	

(Document Origination Date: April 2013)



CSURMA Financial Edge User Policy

In compliance with *ICSUAM Section 8000 Information Security* adopted by the CSURMA Executive Committee, these guidelines for managing access to the Financial Edge (Blackbaud) System are provided. Since access to Financial Edge (Blackbaud) is restricted, this form must be completed, signed by the employee, and sent to CSURMA Accounting in order to gain access.

Introduction and Scope

CSURMA uses Financial Edge as the main accounting system. Access to Financial Edge is limited to CSURMA Accounting and Systemwide Risk Management staff.

Access Authorization

- User access to Financial Edge is restricted and based on the principle of least privilege. The principle of least privilege requires that a user be given no more privilege than necessary to perform their job.
- It is the responsibility of the system administrator to activate access for users, maintain users, and perform security functions.
- The Confidentiality Form for Chancellor's Office Employees and Consultants required by the CSU (http://www.calstate.edu/hrs/policies/documents/co_confidential_form.pdf) must be completed before access is granted.
- Financial Edge users are required to be a member of a user group. When possible, access levels should correspond to the user group as shown below.

Access Level	User Group
Level 5	Manager
Level 4	Lead Accountant
Level 3	Accountant
Level 2	Student Assistant
Level 1	View Only

- The system administrator performs an online review at least annually, of all user accounts of Financial Edge to ensure access complies with these guidelines.
- Account controls must be in place to ensure accounts are authorized and current. This includes:
 - Prohibiting the use of shared accounts.
 - Prohibiting the use of guest accounts.
 - Disabling accounts of transferred or terminated employees.

SECTION 1 – EMPLOYEE/USER INFORMATION

New User? Yes No If No, Update Terminate

Name: _____
(Last, First, Middle Initial)

Date: _____

Title: _____

Phone: _____

Department: _____

Email: _____

User Signature: _____

FE Oper ID: _____
(If Current User)

SECTION 2 – FE ACCESS

<input type="checkbox"/> Supervisor Rights	<input type="checkbox"/> Selected Group Rights <input type="checkbox"/> Level 5 - Managers <input type="checkbox"/> Level 4 - Lead Accountant <input type="checkbox"/> Level 3 - Accountant <input type="checkbox"/> Level 2 – Student Assistant <input type="checkbox"/> Level 1 – View Only	<input type="checkbox"/> Copy Access from Existing User Name of Existing User: _____ _____
Comments/Job Functions in relation to FE: _____ _____		

SECTION 3 – TO BE FILLED OUT BY CSURMA ACCOUNTING

Access Granted? Yes No

Date Access Granted: _____

Additional Comments/Information:

System Administrator Name (Please print)

Signature

Date

CONVERSION OF ACCOUNTING SOFTWARE

ISSUE: CSURMA accounting has used Blackbaud (Financial Edge) as the main accounting software since 2006. The current accounting software cannot be effectively maintained and it is unnecessarily costly to maintain different versions of software to provide essentially the same service to CSURMA members. Comprehensive reviews have been conducted to address issues of cost, resources, reporting, security, accessibility. To improve and maintain efficiency and effectiveness, it was recommended to convert from Blackbaud to CSU Common Financial System (commonly called as CFS). The CFS incorporates a series of complex accounting models which facilitates the tracking of funds in accordance with GAAP and GASB principles.

From January of 2020 to June 2020, CSURMA accounting will participate in the migration to and testing CFS with go live schedule for July 2020. CSURMA will operate daily accounting within the separate business unit in CFS, and user access level rights for individuals will be enforced.

RECOMMENDATION: No action is recommended. This item is for information only; however, the Committee may provide direction to Staff as appropriate.

FISCAL IMPACT: The CO will be expected to absorb the staff time within existing resources.

BACKGROUND: The Common Financial System replaced the California State University PeopleSoft Finance 9.0 environment in July 2011. The CFS was instituted in an effort to achieve database consolidation across all campuses, and improved business process, financial reporting (data warehouse), security and standardized chart of accounts structure.

PUBLICATION: None.

ATTACHMENT(S): None.

**ANNUAL REVIEW OF THE APPLICABLE INTEGRATED CSU
ADMINISTRATIVE MANUAL POLICIES**

ISSUE: The Executive Committee resolved to annually review applicable sections of the Integrated CSU Administrative Manual (ICSUAM) and any updates thereto. The ICSUAM policies are now included as part of the CSU Policy Library.

RECOMMENDATION: The following sections of the ICSUAM have been adopted by CSURMA. CSURMA Accounting Staff reviewed all ICSUAM sections and is not recommending the adoption of any additional sections. It is recommended that the Executive Committee review the sections of the ICSUAM that were previously adopted and confirm their acceptance of these ICSUAM sections as relevant and beneficial to the operation of CSURMA.

- Section 1101.....Delegation of Authority to Obligate the University
- Section 1301.....Hospitality, Payment or Reimbursement of Expenses
- Section 2002.....Budget Oversight
- Section 3000.....General Accounting
- Section 3103.02.....Outgoing Disbursements (revised)
- Section 3103.05.....Payroll Payments Issued by Accounts Payable (revised)
- Section 3130.01.....Accounts Receivable Management (revised)
- Section 3601.01.....Travel Policy (revised)
- Section 6000.....Financing, Treasury, and Risk Management
- Section 7100.....Identity Access Management
- Section 8000.....Information Security
- Section 13175.....Auxiliary Organizations External Auditor Firms Qualifications (revised)
- Section 13680.....Placement and Control of Receipts for Campus Activates and Programs (revised)

FISCAL IMPACT: None.

BACKGROUND: CSURMA has specifically adopted its own policies and procedures, such as travel reimbursement (CSURMA P&P No. 17), invoice payments (CSURMA P&P No. 6), use and disposition of equipment (CSURMA P&P No. 16) and it is recommended that CSURMA's adopted policies apply where they overlap with the ICSUAM.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSU Policies Adopted by CSURMA

CSU Policies Adopted by CSURMA

Delegation of Authority to Obligate the University; ICSUAM 1101.00

Hospitality; ICSUAM 1301.00

Budget Oversight; ICSUAM 2002.00

Identity Access Management; ICSUAM 7100.00

Auxiliary Organization External Auditor Firms Qualifications; ICSUAM 13175.00

Placement and Control of Receipts for Campus Activities and Programs; ICSUAM 13680.00

General Accounting

Bank Reconciliations; ICSUAM 3102.09

Disbursements - General; ICSUAM 3103.01

Outgoing Disbursements; ICSUAM 3103.02

Returned Items; ICSUAM 3102.06

Tax Administration; ICSUAM 3801.01

Travel Policy; ICSUAM 3601.01

Accounts Receivable Management; ICSUAM 3130.01

Administration of Student Organization Funds; ICSUAM 3141.01

Disposition of Unclaimed Negotiable Instruments; ICSUAM 3250.02

Payroll Payments Issued by Accounts Payable; ICSUAM 3103.05

Recording Deposits to the General Ledger; ICSUAM 3102.08

Disposition of Lost, Unclaimed or Abandoned Property; ICSUAM 3250.01

Cost Allocation / Reimbursement Plans for the CSU Operating Fund; ICSUAM 3552.01

Financing, Treasury and Risk Management

Incoming Cash and Checks; ICSUAM 6330.00

Debit/Credit Card Payment Policy; ICSUAM 6340.00

Segregation of Cash Handling Duties; ICSUAM 6202.00

Sensitive Positions and Cash Handling; ICSUAM 6201.00

Centralized Management of Cash and Investments; ICSUAM 6100.00

Petty Cash Funds and Change Funds; ICSUAM 6320.00

Campus Administration of Systemwide Cash Management Policy; ICSUAM 6200.00

Information Security

Introduction and Scope; ICSUAM 8000.00

Compliance; ICSUAM 8090.00

Access Control; ICSUAM 8060.00

Change Control; ICSUAM 8055.00

Configuration Management; ICSUAM 8050.00

Physical Security; ICSUAM 8080.00

Policy Enforcement; ICSUAM 8095.00

Policy Management; ICSUAM 8005.00

Information Asset Management; ICSUAM 8065.00

Information Security Policy; ICSUAM 8030.00

Information Technology Security; ICSUAM 8045.00

Managing Third Parties; ICSUAM 8040.00

Organizing Information Security; ICSUAM 8015.00

Responsible Use Policy; ICSUAM 8105.00

Electronic and Digital Signatures; ICSUAM 8100.00

Information Security Incident Management; ICSUAM 8075.00

Information Security Risk Management; ICSUAM 8020.00

Privacy of Personal Information; ICSUAM 8025.00

Business Continuity and Disaster Recovery; ICSUAM 8085.00

Establishing an Information Security Program; ICSUAM 8010.00

Information Security Awareness and Training; ICSUAM 8035.00

Information Systems Acquisition, Development and Maintenance; ICSUAM 8070.00

**FY 2019/20 MIDTERM BUDGET AMENDMENTS AND
ADOPTION OF RESOLUTION NO. 01-20 (EC)**

ISSUE: The Board of Directors adopted the FY 2019/20 budget at its meeting on May 3, 2019. Upon review of the financial statements at December 31, 2019 (*unaudited*), Staff recommends the Executive Committee adopt Resolution No. 01-20 (EC) amending the FY 2019/20 budget as described therein, with details provided in the attached Draft FY 2019/20 CSURMA Midterm Budget Amendments. AORMA's midterm budget amendments are pending review by the AORMA Committee, who will make a recommendation to include its amendments in CSURMA's Midterm Budget Amendments. Additional budget adjustments may be identified at today's Executive Committee meeting for review and adoption as appropriate.

RECOMMENDATION: The Executive Committee is asked to adopt Resolution No. 01-20 (EC) amending the 2019/20 CSURMA Budget, with additional amendments, if any, approved at today's meeting.

FISCAL IMPACT: The fiscal impact will be summarized as part of the mid-term budget handout to be received during the meeting.

BACKGROUND: None.

PUBLICATION: The amended FY 2019/20 Budget and Resolution 01-20 (EC) will be uploaded onto the CSURMA website.

ATTACHMENT(S):

- a. Draft Resolution No. 01-20 (EC) – *To be provided as a handout at the meeting.*
- b. Draft FY 2019/20 CSURMA Midterm Budget Amendments – *To be provided as a handout at the meeting.*

**CHANCELLOR’S OFFICE SERVICES BUDGET PROPOSAL
FOR FY 2020/21**

ISSUE: CSURMA obtains services from the Chancellor’s Office under three memoranda of understanding. Each year, the CSURMA Executive Committee considers the services and budget proposals as a part of the budget adoption process. Enterprise Accounting, Office of General Counsel and have developed proposals for FY 2020/21 and include the renewal pricing as follows:

Table 1				
Budget Proposals				
Chancellor's Office Service	FY 19/20	FY 20/21	% Change	\$ Change
Financial Services Administration & Accounting	412,000	424,360	3%	12,360
Office of General Counsel	608,363	626,615	3%	18,252
Systemwide Risk Management	1,159,500	TBD	TBD	TBD

The Systemwide Risk Management budget proposal will be presented for the Committee’s approval at the next meeting in May as the new Director of Systemwide Emergency Management and COOP position salary will not be finalized until April and there may be a slight adjustment in other salary ranges as a consequence.

RECOMMENDATION: It is recommended that the Executive Committee consider the proposed services and budget for FY 20/21 and take action on the proposals as necessary.

FISCAL IMPACT: The amounts proposed are included in the draft CSURMA FY 20/21 Budget. Financial Services and Systemwide Risk Management costs are allocated proportionately across all funds. With respect to the Office of General Counsel, \$469,961 is allocated to the Campus Risk Pool Liability Program for claims legal expense, and \$156,654 is allocated across all funds for CSURMA General Counsel.

BACKGROUND: Please refer to the attachments for further information on the issues address in this agenda item.

PUBLICATION: None.

ATTACHMENT(S):


- a. FY 2020/21 Financial Service Administration & Accounting - Proposal
- b. FY 2020/21 Office of General Counsel - Proposal

Financial Services Division
401 Golden Shore, 5th Floor
Long Beach, CA 90802-4210

www.calstate.edu

Mark Ek
Assistant Vice Chancellor/Controller
Financial Services

Phone: 562-951-4540
Fax: 562-951-4865

Date: February 20, 2020
To: CSURMA Executive Committee
From: Mary Ek 
Assistant Vice Chancellor/Controller, Financial Services
Subject: **FY 20/21 Overhead Costs for CSURMA**

Per ICSUAM 3552.01, it is the policy of the CSU that costs incurred by one fund for providing services to another fund are recovered with cash or a documented exchange of value. In accordance with this policy and as approved by the CSURMA Executive Committee annual budget process, \$424,360 needs to be recovered from the CSU Risk Management Authority. This amount represents the annual cost of providing the services identified below. The Authority will be charged quarterly installments of \$106,090 for a total annual amount of \$424,360. This cost allocation/reimbursement plan is effective for the fiscal period beginning July 1, 2020 through June 30, 2021.

The cost allocation/reimbursement was determined by evaluating Business and Finance employees' time and effort worked on the program. At this time, the program consumes 3.15 Full Time Employee(s) (FTEs) at an average salary and benefit rate of \$127,435 plus \$23,000 in estimated operating expenses.

Services (Costs) Allocated to the Authority

Financial Services Administration

A portion of the cost of staff, benefits, space, and operating expenses for the Financial Services Administration department, which provides the following services:

- Fiscal management and reporting oversight by the Assistant Vice Chancellor/Controller
- Certification of compliance with CSU policies, procedures, and regulations.

Systemwide Financial Standards and Reporting

A portion of the cost of staff, benefits, space, and operating expenses for the Systemwide Financial Standards and Reporting department which provides the following services:

- Process bi-weekly and emergency disbursements for vendor payments, settlements, legal bills, and reimbursements to the members
- Produce on-demand, quarterly, and annual billing invoices/CPOs to CSURMA members

- Manage collection efforts on all CSURMA accounts and collect member payments daily
- Facilitate member disputes
- Produce financial reporting package, audited financial statements, and on-demand reporting requests
- Manage financial data to maintain electronic records and information in accordance with CSURMA's Policy
- Maintain accounts payable, accounts receivable, audit reporting, banking, budget and financial reporting records and information in accordance with CSURMA's Policy.

If you have any questions, please contact me at 562-951-4540.

ME:LK:sh

cc: Robert Eaton, Assistant Vice Chancellor, Financing, Treasury, and Risk Management
Sheralin Klinthong, Director, Financial Reporting and Review
Alice Kim, Senior Manager, Enterprise and CO Financial Reporting
Lisa Kasten, Manager, General Accounting

MEMORANDUM

February 19, 2020

To: CSURMA Executive Committee

From: William Hsu, OGC

Re: CSURMA – OGC
Proposed Overhead Funding for FY 2020/2021

In FY 2019 - 2020, CSURMA is providing overhead funding in a total amount of \$608,363 allocated as follows: \$152,091 for CSURMA General Counsel services, and \$456,272 for Campus Liability Claims services. In addition, CSURMA is providing \$15,000 in annual funding to assist with the ongoing training of OGC attorneys.

For FY 2020 - 2021, OGC requests a 3% increase in overhead funding. The total overhead funding for FY 2020 - 2021 would be \$626,615, allocated as follows: \$156,654 for CSURMA General Counsel services, and \$469,961 for Campus Liability Claims services.

Please note that the requested 3% increase is based on an assumption regarding the salary increase which may be approved for MPP employees for FY 2020 - 2021. If a salary increase is approved and exceeds 3%, it may be necessary for OGC to seek additional overhead funding to meet the larger increase.

FY 2020/21 OPERATING BUDGET

ISSUE: CSURMA's next fiscal year begins on July 1, 2020. The FY 2020/21 operating budget is to be approved by the Board of Directors at its May 8, 2020. The Chancellor's Office Enterprise Accounting Services and the Program Administrators worked together to develop a draft FY 2020/21 budget for the Executive Committee to review at today's meeting.

The proposed Campus and AORMA budgets will be provided at the meeting as a handout. Staff will be present at today's meeting to review the proposed budget.

RECOMMENDATION: The Executive Committee is asked to review the draft proposed budget for FY 2020/21 and make a recommendation to the Board of Directors for adoption with changes as appropriate.

FISCAL IMPACT: The fiscal impact will be summarized as part of the mid-term budget handout to be received during the meeting.

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

PUBLICATION: None.

ATTACHMENT(S):

- a. Draft FY 2019/20 CSURMA Budget of Revenues and Expenses (*to be provided as a handout during the meeting*)

CSU AFFINITY GROUPS BIENNIAL MINI-CONFERENCE AND/OR WORKSHOPS

ISSUE: At the January 12, 2020 Executive Committee (EC) meeting, the concept of pushing the Fitting the Pieces Together Conference (FTPT) to taking place every-other-year while providing funding for affinity groups (RM, EHS, WC & EM/COOP) workshops, conferences and trainings in the off-FTPT years was discussed. The EC asked that a financial analysis be brought back for further discussion and consideration of the proposal.

The average net cost of the FTPT, which currently takes place every 18 months, is \$58,930. Over a three-year period, this averages out to an annual cost of \$39,287. Should CSURMA provide up to \$10,000 apiece to each of the aforementioned affinity groups (\$40K every other year) CSURMA would end up potentially seeing an initial small increase in the yearly cost, i.e. \$40,000 versus \$39,287 annual prorated average. Over time, we should realize some modest savings. For future budget considerations the proposal would be to project the FTPT/Affinity group financing out over the next six years – i.e. three conferences (2021/22, 2023/24 and 2025/26), using an 8% per conference cost escalator. Then add in the WERC charge every other year (\$40,000) 2020/21, 2022/23, 2024/25. Following the 2024/25 FY, the EC can consider increasing the affinity group financial commitment in order to account for inflation and to evaluate whether or not the EC wishes to continue the commitment.

Should the EC approve this proposal, staff will return at the next EC with draft policy and practices as to how the affinity group financing will we administered.

RECOMMENDATION: Staff recommends that the Committee consider approving the expenses as shown below for the every-other-year FTPT and Affinity Group hosted workshops, conference and training.

FISCAL IMPACT: Using the estimate shown above, Staff anticipate a slight decrease in funding.

Biennial Fitting the Pieces Conference and WERCS Training Support								
Estimated Costs	20/21	21/22	22/23	23/24	24/25	25/26	26/27	Total
Current:								
FTPT Every 18 Months +8% per conference	63,644	68,736		74,234	80,173		86,587	\$373,374
Proposed:								
FTPT Every 24 Months - +8% per conference		63,644		68,736		74,235		206,615
WERCS Training/Meeting Support	40,000		40,000		40,000		40,000	160,000
Total Cost:	40,000	63,644	40,000	68,736	40,000	74,235	40,000	\$366,615

- Assumes current year conference format every 18 months with 8% cost increase for each conference. (Using the average FTPT conference cost of \$58,930)*

2. *Assumes proposed conference every 24 months in winter at 8% cost increase for each conference.*

BACKGROUND: Staff will be on hand at the meeting to answers questions and provide additional information.

PUBLICATION: None at this time; however, Staff will work with Systemwide Risk Management to circulate training information as it becomes available.

ATTACHMENT(S): None.

EXCESS INSURANCE RENEWALS AND UNDERWRITER MEETINGS REPORT

ISSUE: Most of CSURMA’s coverage programs renew on July 1. Chancellor’s Office and Program Administrator staff are actively marketing the programs and negotiating renewal terms. At this time the Program Administrator anticipates the major programs will renew as shown in Table 1 below.

Table 1
Projected Renewal Cost Change Estimates

Program	AORMA Percent Change	Campus Percent Change
Excess Liability	+20%	+20%
Property	+20%	+20%
Worker’s Compensation	Flat to 5% Increase	Flat to 5% Increase
Builder’s Risk	N/A	+5%
Fine Arts	N/A	+10%
SPLIP & SAFECLIP	Flat Rate	Flat Rate
FTIP	Flat Rate	Flat Rate
Aviation	+5%	+5%
Medical Malpractice	N/A	Flat Rate to 10% Increase
Fidelity	+5%	+5%

RECOMMENDATION: No action is requested at today’s meeting; however the Executive Committee may take action or provide direction to staff based on the report of the meetings.

FISCAL IMPACT: The cost of the insurance programs will be included in the proposed budget as projected in the rates published to the CSURMA Board and AORMA Committee. Renewals are expected to be within the budgeted amount.

BACKGROUND: CSURMA representatives will meet with CSURMA’s program underwriters in London on April 1 and 2, 2020. CSURMA will be represented by Timothy White, CSU Chancellor, Steven Relyea, CSU Executive Vice Chancellor, Robert Eaton, CSU Assistant Vice Chancellor, Financing, Treasury and Risk Management, Zachary Gifford, Director Systemwide Risk Management, Jody Van Leuven, Assistant Director Systemwide Risk Management, Daniel Howell, CSURMA Program Director, and Amy Lightner, CSURMA Program Administrator. The main goals of underwriter meetings are:

- Demonstration of CSU leadership's commitment to risk management;
- Update on CSU's financial and operational outlook;
- Evaluation of the state of the insurance market and how changes may impact CSURMA's placements;
- Discussion of pending claims matters; and,
- Discussion on technical points of insurance placements and renewal expectations.

Over the two days of meetings there will be over 10 meetings including over 20 market participants. The recent meetings will focus on CSURMA's Excess Liability, Property, Cyber, Fine Arts, SAFECLIP, SPLIP, and Medical Malpractice coverage programs. Important discussions included:

- Discussion on the state of the liability market considering underwriters' concern about escalating claims costs particularly related to recent jury verdicts and the impact of California Senate Bill 218;
- Review of the impact on the property insurance market caused by California wildfire losses and CSU's own recent property losses;
- Review of the performance of the Fine Arts, Archives and Artifacts Program and renewal outlook considering consolidation and general losses seen by the markets.

Following are comments on the status of programs:

- **Excess Liability** – This program has seen loss development in the first excess layers for both the AORMA and Campus programs. The Program Administrator anticipates rate increases in the lower layers and in the excess layers due to catastrophic losses impacting the entire marketplace. In addition, we anticipate changes in the availability of coverage related to sexual abuse and molestation and traumatic brain injuries. Several underwriters have indicated their intention to reduce limits offered or non-renew certain layers.
- **Property** – Property losses to both the AORMA and Campus programs has increased in the past three years. While CSU performed well in the wet winter and recent wildfires, related losses and other losses continue to mount. Significant rate decreases in recent years will likely be again partially eroded by increases this coming renewal.
- **Workers' Compensation** – CSURMA has an existing two-year rate agreement. Considering favorable loss development identified by CSURMA's actuary, we are in discussion with EIA about their ability to extend the rate agreement for FY 21/22 extension on favorable terms.
- **Builders Risk** – This program is stable and the Program Administrator expects a flat rate renewal, though some recent claims activity and general market pressures may result in an increase. Rates are down 25% in recent years.
- **Fine Arts** – This program was launched in 2016 and has had flat rate renewals despite initial losses. The Program Administrator anticipates underwriters will require a rate increase due general market conditions.
- **SPLIP, SAFECLIP & CLIP** – This program continues to perform exceptionally well with no losses and rates will likely be stable.

- **FTIP** – The loss ratio has stabilized at a level acceptable to underwriters. The Program Administrator expects a flat rate renewal and efforts at a Systemwide level to streamline the program should result in administrative efficiency for the campuses.
- **Aviation** – This program has no losses but the market is firming. The Program Administrator expects a flat rate renewal; however, general market firming may come into play.
- **Medical Malpractice** – This program is at minimum premiums and we expect a flat renewal; however, general market firming may come into play. Markets have general concerns about risks associated with student health services at institutions of higher education.
- **Fidelity** – Claims have come in recently and the Program Administrator expects a premium increase renewal unless loss recoveries are identified prior to renewal.

PUBLICATION: This item is for information in the agenda packet and no further publication is anticipated.

ATTACHMENT(S): None.

CSU INTERNATIONAL PROGRAMS FUNDING

ISSUE: CSU International Programs (*CSU IP*) joined the Foreign Travel Insurance Program (*FTIP*) in January 2012 to obtain broader coverage and to facilitate services provided to Participants. At the time, FTIP was more expensive than the insurance purchased directly by CSU IP, however it was determined FTIP offered significant advantages that reduce risk to the CSU. To ease the cost burden on Participants, the Executive Committee adopted a plan to moderately increase the rate charged to Participants over time. However, CSU IP’s claims unexpectedly increased, which necessitated further premium increases. As a result, actual costs escalated faster than the planned rate increases. This is recapped as follows:

CSU INTERNATIONAL PROGRAMS Foreign Travel Insurance Program

Coverage Period	Premium Expense	CSU IP Contribution	Deficit	# Participants	CSU IP Paid per Participant	Actual Cost per Participant
01/15/12 - 06/30/13	\$132,400	\$95,710	(\$36,690)	563	\$170	\$235
07/01/13 - 06/30/14	\$125,000	\$89,250	(\$35,750)	525	\$170	\$238
07/01/14 - 06/30/15	\$209,250	\$119,050	(\$90,200)	530	\$225	\$395
07/01/15 - 06/30/16	\$277,983	\$137,225	(\$140,758)	500	\$274	\$556
07/01/16 - 06/30/17	\$289,135	\$187,500	(\$101,635)	500	\$375	\$578
07/01/17 - 06/30/18	\$310,929	\$214,800	(\$96,129)	537	\$400	\$579
07/01/18 - 06/30/19	\$291,225	\$214,800	(\$76,425)	500	\$430	\$582
07/01/19 - 06/30/20	\$291,225	\$212,100	(\$79,125)	470	\$430	\$582
Total Deficits:			(\$656,712)			
<i>Estimated Renewal Terms:</i>						
07/01/20 - 06/30/21	\$231,000	\$210,000	(\$21,000)	420	\$500	\$550

Participants is total number of Staff (Resident Directors) and Students.

Beginning FY 2017/18, final costs are subject to a premium audit based on the actual number of Participants insured during the Coverage Period.

CSU IP students begin to depart in August – September 2019 and approximately 25 students depart in January – February 2020. Staff begins renewal discussions for the July 2020 renewal in February 2020, so that the cost can be known to CSU IP in March 2020 for the annual rate per student to be included in enrollment documents.

RECOMMENDATION: It is recommended that the Executive Committee consider the following action with respect to the CSU IP placement in CSURMA FTIP:

- Determine that the existing deficit of \$79,125 will be absorbed by the FTIP program fund reserve in the Liability Program Fund,
- Delegate authority to the CSURMA Secretary-Auditor to bind the renewal program selected by the Director of CSU IP,
- Determine that the projected deficit for the 20/21 policy year will be absorbed by the FTIP program fund reserve in the Liability Program Fund,
- Agree that the difference of \$79,125 is a cost of the FTIP program for the coverage protections provided to the university beyond the student travel coverage,
- Agree that the CSU IP annual year coverage period reflects an 11 month program period rather than a 12 month program period, and
- Agree that the CSU IP per Participant rate for FY 2020/2021 at \$500, and
- Agree the number of participants for FY 2020/2021 is 420 and take into account the 2020/2021 premium is the minimum earned premium (\$231,000) with 420 Participants and CSU IP contribution at \$210,000. Should participation for the FY 2020/2021 be less than 420, CSU IP will pay the minimum CSU IP premium contribution of \$210,000, and
- Agree that the CSU IP per Participant rate for FY 2021/2022 increase to \$550 per participant

FISCAL IMPACT: CSU IP is estimated to bring a \$79,125 deficit in FY 2019/20, which is estimated to decrease in FY 2020/21 to \$21,000. Action taken by the Executive Committee will decrease or increase the deficit by the amount of the action.

BACKGROUND: CSU IP has a comprehensive travel insurance program for all staff and students in CSU IP sponsored Study Abroad programs. Coverages include: Primary General Liability, Contingent Auto Liability, Employer's Responsibility Voluntary Compensation, Employer's Liability, Primary Accident or Sickness, Emergency Medical, Emergency Medical Evacuation, Repatriation of Remains, Emergency Reunion, Accidental Death & Dismemberment, Trip Cancellation, Trip Interruption, and Travel Assistance.

PUBLICATION: None.

ATTACHMENT(S): None.

OWNER CONTROLLED INSURANCE PROGRAM (OCIP)
CASH RECOVERY PROGRESS

ISSUE: The OCIP program has changed over time and the goal of balancing and paying off is paramount. The recovery process is continuous and is monitored continuously. Each quarter reports are provided to CPDC showing available credits by project, and CPDC asks each campus to collect the credits for their projects. Reimbursements will take place overtime.

RECOMMENDATION: This is an information item.

FISCAL IMPACT: Reimbursements will take place overtime continuously.

BACKGROUND: CSURMA established OCIP to insure the university's construction activities. OCIP provides General Liability and Workers' Compensation insurance for capital projects with construction values of \$10,000,000 and more. OCIP is supplemented by other insurance, namely Contractors Pollution Liability (CPL) and Owner's Protective Professional Indemnity (OPPI). Separately, CSURMA's Builder's Risk Insurance Program (BRIP) insures direct damage to all CSU construction projects that exceed the threshold for minor capital outlay. Policy and Procedure No. 20 (OCIP) and No. 24 (BRIP) were adopted by the Executive Committee.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSU OCIP Quarterly Report – Q4 2019

**CSU OCIP II
Quarterly Report
2nd Quarter 2019**

Report Date	Campus	Project Name	Project Type	OCIP I Insured Value (Billed)	OCIP II Insured Value (Not Billed)	OCIP II Insured Value (Billed)	Final Construction Value (from Metabim)	Final Insured Value	Variance %	Additional Return Premium (Not Billed)	Additional Return Premium Billed	Reported Payroll after 12/31/2017	Start Date	Month	OCIP IIB Project Premiums	Est. End Date
										0.73%						
Rollover	San Diego	Engineering & Interdisciplinary Sciences Complex	Rollover	\$ 57,092,166	\$ -	\$ 1,809,429	\$ 64,184,220	\$ 7,092,054	12.42%	\$ 51,772		\$ 645,764	6/15/2015	Rollover		4/30/2019
Rollover	Sacramento	Sacramento State Student Housing	Rollover	\$ 42,682,172	\$ -	\$ (608,824)	\$ 38,749,206	\$ (3,932,966)	-9.21%	\$ (28,711)		\$ 19,437	8/20/2015	Rollover		10/16/2017
Rollover	Cal Poly San Luis Obispo	Cal Poly Student Housing South	Rollover	\$ 156,826,167	\$ -	\$ 32,806,961	\$ -	\$ -	0.00%	\$ -		\$ 21,473,541	9/22/2015	Rollover		1/13/2020
Rollover	Cal Poly Pomona	Administration Replacement Building	Rollover	\$ 62,963,643	\$ -	\$ 30,593,612	\$ 73,554,094	\$ 10,590,451	16.82%	\$ 77,310		\$ 14,561,735	6/15/2016	Rollover		1/10/2019
Rollover	Chico	Central Plant Modifications Project	Rollover	\$ 14,933,531	\$ -	\$ 24,415	\$ 14,882,286	\$ (51,245)	-0.34%	\$ -		\$ 9,268	7/5/2016	Rollover		1/8/2018
Rollover	San Jose	Student Recreation and Aquatic Center	Rollover	\$ 107,674,179	\$ -	\$ 63,260,937	\$ -	\$ -	0.00%	\$ -		\$ 15,141,123	8/12/2016	Rollover		7/30/2019
Rollover	San Bernardino	Student Housing & Dining Commons	Rollover	\$ 74,272,000	\$ -	\$ 17,090,339	\$ 79,399,593	\$ 5,127,593	6.90%	\$ 37,431		\$ 8,665,038	9/1/2016	Rollover		7/31/2018
Rollover	San Bernardino	Utility Infrastructure Upgrades	Rollover	\$ 29,341,944	\$ -	\$ 7,833,190	\$ 34,248,354	\$ 4,906,410	16.72%	\$ 35,817		\$ 2,496,507	12/7/2016	Rollover		9/26/2018
Rollover	Long Beach	CCPE Classroom Building	Rollover	\$ 25,006,112	\$ -	\$ 14,526,982	\$ 24,615,537	\$ (390,575)	-1.56%	\$ -		\$ 3,566,185	2/1/2017	Rollover		2/22/2019
Rollover	Cal Poly Pomona	Student Housing Replacement	Rollover	\$ 147,100,144	\$ -	\$ 121,750,330	\$ -	\$ -	0.00%	\$ -		\$ 31,166,627	5/8/2017	Rollover		1/31/2020
Rollover	Sacramento	Parking Structure V Garage	Rollover	\$ 34,484,145	\$ -	\$ 11,965,819	\$ 34,932,281	\$ 448,136	1.30%	\$ -		\$ 1,579,641	5/1/2017	Rollover		4/5/2018
Rollover	Sacramento	University Union Expansion North	Rollover	\$ 40,479,863	\$ -	\$ 27,377,507	\$ -	\$ -	0.00%	\$ -		\$ 8,602,270	4/1/2017	Rollover		9/30/2019
Rollover	Sacramento	Science II Building	Rollover	\$ 69,768,096	\$ -	\$ 62,652,463	\$ -	\$ -	0.00%	\$ -		\$ 12,157,185	6/1/2017	Rollover		7/30/2019
Rollover	San Diego	Tula Conference Center & Tenochca Entry (Phase 1 & 2)	Rollover	\$ 18,931,382	\$ -	\$ 12,067,206	\$ 21,367,157	\$ 2,435,775	12.87%	\$ 17,781		\$ 3,966,160	6/21/2017	Rollover		10/5/2018
Rollover	Long Beach	MSX Utilities Upgrade	Rollover	\$ 15,205,900	\$ -	\$ 12,482,249	\$ 19,253,572	\$ 4,047,672	26.62%	\$ 29,548		\$ 4,128,701	7/5/2017	Rollover		10/31/2019
Rollover	Cal Poly San Luis Obispo	Vista Grande Facility Replacement	Rollover	\$ 27,448,000	\$ -	\$ 23,717,655	\$ -	\$ -	0.00%	\$ -		\$ 3,106,600	7/17/2017	Rollover		4/29/2020
Rollover	Long Beach	Peterson Hall 2 Renovation	Rollover	\$ 32,309,999	\$ -	\$ 29,311,787	\$ 33,934,784	\$ 1,624,785	5.03%	\$ 11,861		\$ 7,198,608	9/25/2017	Rollover		3/16/2019
Rollover	San Diego	New Student Residence Hall (Phase 1 & 2)	Rollover	\$ 93,094,976	\$ -	\$ 91,047,050	\$ -	\$ -	0.00%	\$ -		\$ 21,619,210	9/25/2017	Rollover		1/31/2020
Rollover	Monterey	Academic III	Rollover	\$ 30,149,261	\$ -	\$ 28,880,385	\$ -	\$ -	0.00%	\$ -		\$ 7,827,333	10/23/2017	Rollover		12/20/2019
Rollover	Dominguez Hills	New Center for Science & Innovation	Rollover	\$ 60,770,150	\$ -	\$ 59,056,716	\$ -	\$ -	0.00%	\$ -		\$ 15,539,437	10/30/2017	Rollover		1/21/2020
Rollover	San Bernardino	College of Extended Learning Expansion	Rollover	\$ 41,845,308	\$ -	\$ 41,845,308	\$ -	\$ -	0.00%	\$ -		\$ 9,272,571	12/11/2017	Rollover		1/31/2020
Rollover	Los Angeles	Biospace Project	Rollover	\$ 12,132,547	\$ -	\$ 11,781,959	\$ 12,062,176	\$ (70,371)	-0.58%	\$ -		\$ 2,661,205	12/20/2017	Rollover		2/4/2019
Q118	Stanislaus	University Union Renovation/Expansion	OCIP II	\$ -	\$ -	\$ 34,040,533	\$ -	\$ -	0.00%	\$ -		\$ 8,789,085	3/9/2018	Mar-18	\$ 578,689.06	1/13/2020
Q118	Los Angeles	Parking Structure E	OCIP II	\$ -	\$ -	\$ 49,425,560	\$ -	\$ -	0.00%	\$ -		\$ 12,142,658	3/26/2018	Mar-18	\$ 840,234.52	1/31/2020
Q218	Chico	Science Replacement Building	OCIP II	\$ -	\$ -	\$ 77,741,042	\$ -	\$ -	0.00%	\$ -		\$ 5,303,580	5/25/2018	May-18	\$ 1,321,597.71	7/2/2020
Q318	San Francisco	Creative Arts Replacement Building	OCIP II	\$ -	\$ -	\$ 58,981,907	\$ -	\$ -	0.00%	\$ -		\$ 4,300,125	7/19/2018	Jul-18	\$ 1,002,692.42	8/6/2020
Q318	Northridge	G6 Parking Structure	OCIP II	\$ -	\$ -	\$ 24,323,798	\$ -	\$ -	0.00%	\$ -		\$ 2,823,872	7/16/2018	Jul-18	\$ 413,504.57	1/16/2020
Q318	Monterey Bay	MB Student Union	OCIP II	\$ -	\$ -	\$ 55,248,686	\$ -	\$ -	0.00%	\$ -		\$ 5,551,937	9/10/2018	Sep-18	\$ 939,227.66	6/1/2020
Q318	Dominguez Hills	CSUDH Student Housing	OCIP II	\$ -	\$ -	\$ 43,364,775	\$ -	\$ -	0.00%	\$ -		\$ 6,018,509	8/20/2018	Aug-18	\$ 737,201.18	5/29/2020
Q418	Humboldt State	Library & Theater Arts Seismic Project	OCIP II	\$ -	\$ -	\$ 19,921,000	\$ -	\$ -	0.00%	\$ -		\$ 3,202,779	10/8/2018	Oct-18	\$ 338,657.00	4/15/2020
Q418	Los Angeles	CSULA Student Housing	OCIP II	\$ -	\$ -	\$ 164,180,465	\$ -	\$ -	0.00%	\$ -		\$ 4,787,042	10/15/2018	Oct-18	\$ 2,791,067.91	9/28/2021
Q418	Los Angeles	Physical Sciences Building	OCIP II	\$ -	\$ -	\$ 96,846,141	\$ -	\$ -	0.00%	\$ -		\$ 4,333,110	11/11/2018	Nov-18	\$ 1,646,384.40	4/18/2021
Q119	Cal Poly San Luis Obispo	Justin & J. Lohr Ctr for Wine & Viticulture	OCIP II	\$ -	\$ -	\$ 15,816,645	\$ -	\$ -	0.00%	\$ -		\$ 701,005	3/4/2019	Mar-19	\$ 268,882.97	3/27/2021
Q119	Stanislaus	Library Renovation	OCIP II	\$ -	\$ -	\$ 41,217,433	\$ -	\$ -	0.00%	\$ -		\$ 1,075,313	3/11/2019	Mar-19	\$ 700,696.36	6/30/2021
Q219	San Jose	Interdisciplinary Science Building	OCIP IIB	\$ -	\$ -	\$ 156,245,027	\$ -	\$ -	0.00%	\$ -		\$ 2,159,106	4/1/2019	Apr-19	\$ 2,656,165.46	12/10/2021
Q219	Fullerton	Eastside II Parking Structure	OCIP II	\$ -	\$ -	\$ 24,425,538	\$ -	\$ -	0.00%	\$ -		\$ 2,192,058	6/1/2019	Jun-19	\$ 415,234.15	8/12/2020
Q219	San Bernardino	Student Union Expansion	OCIP II	\$ -	\$ -	\$ 68,614,000	\$ -	\$ -	0.00%	\$ -		\$ 1,100,753	6/24/2019	Jun-19	\$ 1,166,438.00	6/27/2021
Q219	Dominguez Hills	Innovation and Instruction Center	OCIP II	\$ -	\$ -	\$ 66,731,206	\$ -	\$ -	0.00%	\$ -		\$ 1,836,542	6/3/2019	Jun-19	\$ 1,134,430.50	7/19/2021
Q319	Los Angeles	Utility Infrastructure Chiller #3 Central Plant Project	OCIP II	\$ -	\$ -	\$ 13,627,470	\$ -	\$ -	0.00%	\$ -		\$ 211,335	7/31/2019	Jul-19	\$ 231,666.99	9/30/2020
Q319	San Jose	South Campus Parking Structure and Sports Field Facility	OCIP IIB	\$ -	\$ -	\$ 45,055,435	\$ -	\$ -	0.00%	\$ -		\$ 757,372	7/15/2019	Jul-19	\$ 765,942.40	9/10/2020
Q319	Long Beach	Housing Expansion - Parkside North	OCIP IIB	\$ -	\$ -	\$ 80,368,146	\$ -	\$ -	0.00%	\$ -		\$ 298,352	9/12/2019	Sep-19	\$ 1,366,258.48	8/14/2021
Q319	San Luis Obispo	Science & Agriculture Teaching and Research Complex	OCIP IIB	\$ -	\$ -	\$ 85,346,244	\$ -	\$ -	0.00%	\$ -		\$ 342,193	9/19/2019	Sep-19	\$ 1,450,886.15	9/18/2021
Q419	Fresno	FR Student Union	OCIP IIB	\$ -	\$ 47,823,000	\$ -	\$ -	\$ -	0.00%	\$ -		\$ 54,484	11/25/2019	Nov-19	\$ 812,991.00	8/23/2021
Q419	East Bay	Core Building/Library Replacement	OCIP IIB	\$ -	\$ 78,728,810	\$ -	\$ -	\$ -	0.00%	\$ -		\$ 62,228	12/9/2019	Dec-19	\$ 1,338,389.77	2/11/2022
Q22020	San Diego	Renovation and Expansion of Aztec	OCIP IIB	\$ -	\$ 59,978,675	\$ -	\$ -	\$ -		\$ -		\$ -	4/1/2020	Apr-20	\$ 1,019,637.48	4/1/2022
Q22020	San Diego	Mission Valley Site Development	OCIP IIB	\$ -	\$ 170,000,000	\$ -	\$ -	\$ -		\$ -		\$ -	4/1/2020	Apr-20	\$ 2,890,000.00	
Q22020	San Diego	Multi-Use Stadium	OCIP IIB	\$ -	\$ 248,000,000	\$ -	\$ -	\$ -		\$ -		\$ -	4/1/2020	Apr-20	\$ 4,216,000.00	
Q22020	Sacramento	WELL Expansion	OCIP IIB	\$ -	\$ 33,099,528	\$ -	\$ -	\$ -		\$ -		\$ -	6/1/2020	Jun-20	\$ 562,691.98	
				\$ 1,194,511,685	\$ 637,630,013	\$ 1,922,794,524	\$ 451,183,260	\$ 31,827,719	\$ 1	\$ 232,810	\$ -	\$ 263,447,583				

**CSU OCIP II
Quarterly Report
2nd Quarter 2019**

Report Date	Campus	Project Name	Project Type	Actual End Date	Fixed WC OCIP Premium	Fixed GL OCIP Premium	Aggregate	Excess Insurance	CPL	OPPI	Alliant Fee	Total OCIP Project Premium	Losses to-Date	LCF to-Date Losses Under Deductible	LCF to-Date Losses Over Deductible
					0.338%	0.294%	Rollover - Q119 = .675% Q219 - Current = .409%	0.232%	Various	0.125%	Rollover-Q319 = 0.25% Q419-Current = 0.22%			7% of Losses	7% of Max Deductible (\$250k)
Rollover	San Diego	Engineering & Interdisciplinary Sciences Complex	Rollover	4/19/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,122,240			
Rollover	Sacramento	Sacramento State Student Housing	Rollover	10/16/2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 878,807			
Rollover	Cal Poly San Luis Obispo	Cal Poly Student Housing South	Rollover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,517,590	\$ 530,263	\$ 37,118	\$ 1,197
Rollover	Cal Poly Pomona	Administration Replacement Building	Rollover	1/10/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 657,112	\$ 431,919	\$ 30,234	\$ 1,750
Rollover	Chico	Central Plant Modifications Project	Rollover	1/8/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302,655			
Rollover	San Jose	Student Recreation and Aquatic Center	Rollover	8/14/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 901,589	\$ 355,791	\$ 24,905	
Rollover	San Bernardino	Student Housing & Dining Commons	Rollover	8/7/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,160,788	\$ 202,604	\$ 14,182	
Rollover	San Bernardino	Utility Infrastructure Upgrades	Rollover	10/2/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 436,628			
Rollover	Long Beach	CCPE Classroom Building	Rollover	2/22/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212,726	\$ 15,350	\$ 1,075	
Rollover	Cal Poly Pomona	Student Housing Replacement	Rollover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 514,601	\$ 50,384	\$ 3,527	
Rollover	Sacramento	Parking Structure V Garage	Rollover	6/18/2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 457,122			
Rollover	Sacramento	University Union Expansion North	Rollover	9/30/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,978	\$ 118,628	\$ 8,304	
Rollover	Sacramento	Science II Building	Rollover	7/30/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,447	\$ 95,731	\$ 6,701	
Rollover	San Diego	Tula Conference Center & Tenochca Entry (Phase 1 & 2)	Rollover	5/16/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139,343	\$ 5,659	\$ 396	
Rollover	Long Beach	MSX Utilities Upgrade	Rollover	12/26/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,290	\$ 239,462	\$ 16,762	
Rollover	Cal Poly San Luis Obispo	Vista Grande Facility Replacement	Rollover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,726	\$ 31,293	\$ 2,191	
Rollover	Long Beach	Peterson Hall 2 Renovation	Rollover	6/7/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,864	\$ 270,819	\$ 18,957	\$ 661
Rollover	San Diego	New Student Residence Hall (Phase 1 & 2)	Rollover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,573	\$ 12	\$ 1	
Rollover	Monterey	Academic III	Rollover	12/20/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,758	\$ 96,210	\$ 6,735	
Rollover	Dominguez Hills	New Center for Science & Innovation	Rollover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,783	\$ 16,630	\$ 1,164	
Rollover	San Bernardino	College of Extended Learning Expansion	Rollover		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,977	\$ 2,728	
Rollover	Los Angeles	Biospace Project	Rollover	2/4/2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,117	\$ 2,149	\$ 150	
Q118	Stanislaus	University Union Renovation/Expansion	OCIP II		\$ 115,057	\$ 100,079	\$ 229,774	\$ -	\$ 8,476	\$ 42,551	\$ 85,101	\$ 581,038	\$ 12	\$ 1	
Q118	Los Angeles	Parking Structure E	OCIP II		\$ 167,058	\$ 145,311	\$ 333,623	\$ 38,550	\$ 12,307	\$ 61,782	\$ 123,564	\$ 882,195	\$ 363,566	\$ 25,450	
Q218	Chico	Science Replacement Building	OCIP II		\$ 262,765	\$ 228,559	\$ 524,752	\$ 86,269	\$ 19,358	\$ 97,176	\$ 194,353	\$ 1,413,231	\$ 23,180	\$ 1,623	
Q318	San Francisco	Creative Arts Replacement Building	OCIP II		\$ 199,359	\$ 173,407	\$ 398,128	\$ 116,663	\$ 14,686	\$ 73,727	\$ 147,455	\$ 1,123,426	\$ 337	\$ 24	
Q318	Northridge	G6 Parking Structure	OCIP II		\$ 82,214	\$ 71,512	\$ 164,186	\$ 56,424	\$ 6,057	\$ 30,405	\$ 60,809	\$ 471,607	\$ 346,113	\$ 24,228	
Q318	Monterey Bay	MB Student Union	OCIP II		\$ 186,741	\$ 162,431	\$ 372,929	\$ 128,160	\$ 13,693	\$ 69,061	\$ 138,122	\$ 1,071,136	\$ 27,500	\$ 1,925	
Q318	Dominguez Hills	CSUDH Student Housing	OCIP II		\$ 146,573	\$ 127,492	\$ 292,712	\$ 100,593	\$ 8,109	\$ 54,206	\$ 108,412	\$ 838,098	\$ 3,000	\$ 210	
Q418	Humboldt State	Library & Theater Arts Seismic Project	OCIP II		\$ 67,333	\$ 58,568	\$ 134,467	\$ 46,211	\$ 3,725	\$ 24,901	\$ 49,803	\$ 385,007			
Q418	Los Angeles	CSULA Student Housing	OCIP II		\$ 554,930	\$ 482,691	\$ 1,108,218	\$ 380,849	\$ 30,702	\$ 205,226	\$ 410,451	\$ 3,173,067			
Q418	Los Angeles	Physical Sciences Building	OCIP II		\$ 327,340	\$ 284,728	\$ 653,711	\$ 224,654	\$ 18,110	\$ 121,058	\$ 242,115	\$ 1,871,716	\$ 44,096	\$ 3,087	
Q119	Cal Poly San Luis Obispo	Justin & J. Lohr Ctr for Wine & Viticulture	OCIP II		\$ 53,460	\$ 46,501	\$ 106,762	\$ 36,690	\$ 2,957.71	\$ 19,771	\$ 39,542	\$ 305,684			
Q119	Stanislaus	Library Renovation	OCIP II		\$ 139,315	\$ 121,179	\$ 278,218	\$ 95,612	\$ 7,707.66	\$ 51,522	\$ 103,044	\$ 796,597	\$ 4,360	\$ 305	
Q219	San Jose	Interdisciplinary Science Building	OCIP IIB		\$ 528,108	\$ 459,360	\$ 639,042	\$ 362,442	\$ 29,217.82	\$ 195,306	\$ 390,613	\$ 2,604,089			
Q219	Fullerton	Eastside II Parking Structure	OCIP II		\$ 82,558	\$ 71,811	\$ 99,900	\$ 56,660	\$ 4,567.58	\$ 30,532	\$ 61,064	\$ 407,093			
Q219	San Bernardino	Student Union Expansion	OCIP II		\$ 231,915	\$ 201,725	\$ 280,631	\$ 159,164	\$ 12,830.82	\$ 85,768	\$ 171,535	\$ 1,143,569			
Q219	Dominguez Hills	Innovation and Instruction Center	OCIP II		\$ 225,551	\$ 196,190	\$ 272,931	\$ 154,796	\$ 12,478.74	\$ 83,414	\$ 166,828	\$ 1,112,189			
Q319	Los Angeles	Utility Infrastructure Chiller #3 Central Plant Project	OCIP II		\$ 46,061	\$ 40,065	\$ 55,736	\$ 31,612	\$ 2,548.34	\$ 17,034	\$ 34,069	\$ 227,125			
Q319	San Jose	South Campus Parking Structure and Sports Field Facility	OCIP IIB		\$ 152,287	\$ 132,463	\$ 184,277	\$ 104,515	\$ 8,425.37	\$ 56,319	\$ 112,639	\$ 750,925			
Q319	Long Beach	Housing Expansion - Parkside North	OCIP IIB		\$ 271,644	\$ 236,282	\$ 328,706	\$ 186,430	\$ 15,028.84	\$ 100,460	\$ 200,920	\$ 1,339,472			
Q319	San Luis Obispo	Science & Agriculture Teaching and Research Complex	OCIP IIB		\$ 288,470	\$ 250,918	\$ 349,066	\$ 197,978	\$ 15,959.75	\$ 106,683	\$ 213,366	\$ 1,422,440			
Q419	Fresno	FR Student Union	OCIP IIB		\$ 161,642	\$ 140,600	\$ 195,596	\$ 110,935	\$ 8,942.90	\$ 59,779	\$ 105,211	\$ 782,705			
Q419	East Bay	Core Building/Library Replacement	OCIP IIB		\$ 266,103	\$ 231,463	\$ 322,001	\$ 182,627	\$ 10,977.87	\$ 98,411	\$ 173,203	\$ 1,284,786			
Q22020	San Diego	Renovation and Expansion of Aztec	OCIP IIB		\$ 202,728	\$ 176,337	\$ 245,313	\$ 139,133	\$ 10,977.87	\$ 74,973	\$ 131,953	\$ 981,415			
Q22020	San Diego	Mission Valley Site Development	OCIP IIB		\$ 574,600	\$ 499,800	\$ 695,300	\$ 394,349	\$ 10,977.87	\$ 212,500	\$ 374,000	\$ 2,761,527			
Q22020	San Diego	Multi-Use Stadium	OCIP IIB		\$ 838,240	\$ 729,120	\$ 1,014,320	\$ 575,286	\$ 10,977.87	\$ 310,000	\$ 545,600	\$ 4,023,543			
Q22020	Sacramento	WELL Expansion	OCIP IIB		\$ 111,876	\$ 97,313	\$ 135,377	\$ 76,781	\$ 10,977.87	\$ 41,374	\$ 72,819	\$ 546,518			
					\$ 6,283,931	\$ 5,465,904	\$ 9,415,675	\$ 4,043,383	\$ 310,778	\$ 2,323,939	\$ 4,456,589	\$ 42,312,934	\$ 3,314,043	\$ 231,983	\$ 3,608

**CSU OCIP II
Quarterly Report
2nd Quarter 2019**

Report Date	Campus	Project Name	Project Type	CSURMA Claim Cost To Date	Bid Credit Tracking (Yes/No)	Identified Bid Credits to Campus	Identified Bid Credits to CSURMA	Final Bid Credit Tracking CO Amount?
Rollover	San Diego	Engineering & Interdisciplinary Sciences Complex	Rollover	\$ -	NO	\$ -		
Rollover	Sacramento	Sacramento State Student Housing	Rollover	\$ -	NO	\$ -		
Rollover	Cal Poly San Luis Obispo	Cal Poly Student Housing South	Rollover	\$ 568,578	NO	\$ -		
Rollover	Cal Poly Pomona	Administration Replacement Building	Rollover	\$ 463,903	YES	\$ 1,446,749		
Rollover	Chico	Central Plant Modifications Project	Rollover	\$ -	NO	\$ -		
Rollover	San Jose	Student Recreation and Aquatic Center	Rollover	\$ 380,696	NO	\$ -		\$ -
Rollover	San Bernardino	Student Housing & Dining Commons	Rollover	\$ 216,786	YES	\$ 1,112,893		\$ 1,112,893
Rollover	San Bernardino	Utility Infrastructure Upgrades	Rollover	\$ -	YES	\$ 440,334		
Rollover	Long Beach	CCPE Classroom Building	Rollover	\$ 16,425	YES	\$ 431,316		\$ 431,316
Rollover	Cal Poly Pomona	Student Housing Replacement	Rollover	\$ 53,911	YES	\$ 1,622,117		
Rollover	Sacramento	Parking Structure V Garage	Rollover	\$ -	YES	\$ 359,075		\$ 359,075
Rollover	Sacramento	University Union Expansion North	Rollover	\$ 126,932	YES	\$ 705,022		
Rollover	Sacramento	Science II Building	Rollover	\$ 102,432	YES	\$ 840,147		
Rollover	San Diego	Tula Conference Center & Tenochca Entry (Phase 1 & 2)	Rollover	\$ 6,055	YES	\$ 448,225		\$ 448,225.22
Rollover	Long Beach	MSX Utilities Upgrade	Rollover	\$ 256,225	YES	\$ 350,216		\$ 350,216
Rollover	Cal Poly San Luis Obispo	Vista Grande Facility Replacement	Rollover	\$ 33,483	YES	\$ 497,047		
Rollover	Long Beach	Peterson Hall 2 Renovation	Rollover	\$ 290,438	YES	\$ 551,376		\$ 551,376
Rollover	San Diego	New Student Residence Hall (Phase 1 & 2)	Rollover	\$ 13	YES	\$ 1,225,175		
Rollover	Monterey	Academic III	Rollover	\$ 102,945	YES	\$ 352,612		
Rollover	Dominguez Hills	New Center for Science & Innovation	Rollover	\$ 17,794	YES	\$ 920,208		
Rollover	San Bernardino	College of Extended Learning Expansion	Rollover	\$ 41,705	YES	\$ 588,319		
Rollover	Los Angeles	Biospace Project	Rollover	\$ 2,299	YES	\$ 190,820		\$ 190,819.55
Q118	Stanislaus	University Union Renovation/Expansion	OCIP II	\$ 13	YES		\$ 843,192	
Q118	Los Angeles	Parking Structure E	OCIP II	\$ 389,015	NO		\$ -	
Q218	Chico	Science Replacement Building	OCIP II	\$ 24,802	YES		\$ 616,190	
Q318	San Francisco	Creative Arts Replacement Building	OCIP II	\$ 361	YES		\$ 335,470	
Q318	Northridge	G6 Parking Structure	OCIP II	\$ 370,341	YES		\$ 276,685	
Q318	Monterey Bay	MB Student Union	OCIP II	\$ 29,425	YES		\$ 1,007,552	
Q318	Dominguez Hills	CSUDH Student Housing	OCIP II	\$ 3,210	YES		\$ 365,934	
Q418	Humboldt State	Library & Theater Arts Seismic Project	OCIP II	\$ -	YES		\$ 374,817	
Q418	Los Angeles	CSULA Student Housing	OCIP II	\$ -	YES		\$ 895,514	
Q418	Los Angeles	Physical Sciences Building	OCIP II	\$ 47,183	YES		\$ 185,452	
Q119	Cal Poly San Luis Obispo	Justin & J. Lohr Ctr for Wine & Viticulture	OCIP II	\$ -	YES		\$ 193,892	
Q119	Stanislaus	Library Renovation	OCIP II	\$ 4,665	YES		\$ 201,656	
Q219	San Jose	Interdisciplinary Science Building	OCIP IIB	\$ -	YES		\$ 297,574	
Q219	Fullerton	Eastside II Parking Structure	OCIP II	\$ -	YES		\$ 9,781	
Q219	San Bernardino	Student Union Expansion	OCIP II	\$ -	YES		\$ 142,314	
Q219	Dominguez Hills	Innovation and Instruction Center	OCIP II	\$ -	YES		\$ 203,175	
Q319	Los Angeles	Utility Infrastructure Chiller #3 Central Plant Project	OCIP II	\$ -	YES	\$ 9,205		
Q319	San Jose	South Campus Parking Structure and Sports Field Facility	OCIP IIB	\$ -	YES	\$ 116,647		
Q319	Long Beach	Housing Expansion - Parkside North	OCIP IIB	\$ -	YES	\$ 7,759		
Q319	San Luis Obispo	Science & Agriculture Teaching and Research Complex	OCIP IIB	\$ -	NO	\$ -		
Q419	Fresno	FR Student Union	OCIP IIB	\$ -	YES	\$ 298,735		
Q419	East Bay	Core Building/Library Replacement	OCIP IIB	\$ -	NO	\$ -		
Q22020	San Diego	Renovation and Expansion of Aztec	OCIP IIB		YES			
Q22020	San Diego	Mission Valley Site Development	OCIP IIB		YES			
Q22020	San Diego	Multi-Use Stadium	OCIP IIB		YES			
Q22020	Sacramento	WELL Expansion	OCIP IIB		TBD			
				\$ 3,549,634	39	\$ 12,513,997	\$ 5,949,199	\$ 3,443,921

CSAC-EIA WORKERS' COMPENSATION RENEWAL OPTIONS

ISSUE: CSURMA has been participating in the CSAC Excess Insurance Authority (EIA) Primary Workers' Compensation (PWC) program since January 1, 2015. CSURMA accepted terms last year to renew both the Campus WC and AORMA WC programs for a new two-year period (i.e., 19/20 and FY 20/21) in return for a guaranteed rate on the primary layer and reduced cost from EIA's captive investment pool. Upon review of CSURMA's collective loss experience and the actuary's projections for Campus WC and AORMA WC, staff asked EIA to revise its renewal terms for FY 20/21, and extend the two year plan to FY 21/22. EIA's revised renewal terms will be presented by EIA representative Gordon DesCombes at today's meeting.

The table below shows the projected costs for FY 20/21 based on current EIA rates.

CSAC-EIA Workers' Compensation Coverage Program		
Cost Options for FY 20/21		
Campus	at Expected	at 70%
Estimated Payroll	4,124,759,000	4,124,759,000
Excess Insurance	3,118,318	3,118,318
Pooled Layer Funding (w/ XS insurance)	32,404,107	34,054,010
Current Two-Year Rate - CSAC-EIA Reinsurance (w XS insurance)	34,441,932	34,441,932
(Current Savings) or additional costs above pool layer funding	2,037,825	387,922
Revised Two-Year Rate - CSAC-EIA Reinsurance (w XS insurance)	32,913,509	32,913,509
(Revised Rate Savings) or additional costs above pool layer funding:	509,402	(1,140,501)
AORMA	at Expected	at 75%
Estimated Payroll	414,771,315	414,771,315
Excess Insurance	580,680	580,680
Pooled Layer Funding (w/ XS insurance)	3,318,171	3,815,896
Current Two-Year Rate - CSAC-EIA Reinsurance (w XS insurance)	3,901,725	3,901,725
(Current Savings) or additional costs above pool layer funding	583,555	85,829
Revised Two-Year Rate - CSAC-EIA Reinsurance (w XS insurance)	3,350,157	3,350,157
(Revised Rate Savings) or additional costs above pool layer funding:	31,986	(465,739)
<i>Actuarial Confidence Level (Present Value)</i>		

RECOMMENDATION: The Executive Committee is asked to hear EIA's revised terms for the PWC program renewal, and if deemed favorable, take action to extend the commitment to participate in EIA's PWC program for FY 20/21 and FY 21/22.

FISCAL IMPACT: Action taken at today's meeting is expected to set the Campus and AORMA Workers' Compensation program rates for FY 20/21 and FY 21/22.

BACKGROUND: EIA will attend the meeting to present the renewal pricing option and to answer questions.

PUBLICATION: None.

ATTACHMENT(S): None.

**CSAC EIA PROPOSED AMENDMENTS TO ITS JOINT POWERS
AGREEMENT**

ISSUE: At its January 9, 2020 meeting, the EIA’s Executive Committee approved the circulation of draft revisions to the Joint Powers Agreement for review and comment. The Agreement was last updated in 2006. The primary reason for amending the Agreement is because the EIA is proposing to change its name. Attached to this item is the memorandum summarizing the proposed revisions and explaining the rationale behind the proposed changes.

RECOMMENDATION: This item is for information only; however, the Committee may provide direction to Staff as appropriate.

FISCAL IMPACT: None.

BACKGROUND: As a public entity member of the EIA, CSURMA will not be voting on the proposed amendments to the Agreement. Instead, the seven voting Public Entity Board members will have the authority to cast a vote on the amendments on behalf of the public entity membership.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSAC EIA JPA Amendments



January 9, 2020

To: EIA Members

From: Mike Pott, Chief Legal Counsel

Re: EIA JPA Amendment

The CSAC Excess Insurance Authority (EIA) is proposing to amend its Joint Powers (JPA) Agreement effective June 30, 2020. Because of the lengthy process involved, the EIA Executive Committee has directed that the proposed amendment be communicated to the membership as soon as possible. The JPA Amendment is scheduled for a vote of the EIA board of directors at their March 6, 2020 meeting and will take effect June 30, 2020, if subsequently approved by two-thirds of the voting membership. The purpose of this memo is to communicate to the membership our intent to amend the JPA Agreement and to solicit any comments or concerns you may have.

The reason for the proposed JPA amendment is that, after 40 years, the EIA is changing its name! Since it has been 14 years since the JPA has been amended and it doesn't happen very often, we are taking this opportunity to "clean up" the document to coincide with current practices and our future vision. Because a name change is significant and the rebranding of the organization is expected to be lengthy, it is important to start the rebranding effort as soon as possible. Hence our goal to have the JPA Amendment take effect prior to the end of the current fiscal year – June 30, 2020.

JPA Amendment Process and Timing

- **Formal Review and Comment – January 10th to February 21st**. This is a period of time for all members to review the proposed changes and provide feedback to the EIA. Comments can be provided to the EIA directly. The EIA has also scheduled a WebEx meeting (see details below) for anyone who has questions or wants a better understanding of the proposed changes.
- **Continuation of Review and Comment – February 6th to February 21st**. You will note that the proposed new name of the EIA has not been determined. The EIA Executive Committee will select that name at their February 6th meeting, and a final version of the proposed JPA Amendment will be distributed thereafter that includes the proposed new name.

- WebEx Telephonic Meeting to Discuss Proposed Amendments – February 12th at 9:00 am. For those with questions or concerns or those that just want a deeper understanding of the proposed changes, a WebEx meeting will be conducted to promote discussion. A separate invitation will be sent for this meeting.
- EIA Executive Committee Meeting – March 5, 2020. The Executive Committee will meet to review the comments that are received through the review and comment period and to formulate its recommendation to the Board of Directors.
- EIA Board of Directors Approval – March 6, 2020. A majority vote of the EIA board of directors is required to send the proposed amendment to the voting members for final approval.
- Approval by the Voting Members – March 11 to July 30, 2020. The voting members for purposes of the JPA amendment include all member counties by action of their boards of supervisors (55 counties) and the 7 voting members of the public entity representatives on the EIA Board of Directors. A two-thirds vote of the voting members is required to amend the JPA Agreement. This is calculated as two-thirds of 62, or 42 votes. All votes must be cast no later than 30 days from the effective date of the amendment, hence the July 30th deadline to take action.

Background / Reasons for the Name Change

The recommendation to change our name came at our strategic planning retreat in mid-November. The consideration of a name change came at the request of CSAC (California State Association of Counties) due to the on-going confusion over the fact that CSAC EIA and CSAC are two completely separate entities. There is additional confusion in the CSAC EIA name as it relates to our current identity. The EIA offers multiple primary and excess programs and is no longer singularly focused on “excess” programs. The EIA is not an insurance company and does not provide “insurance” from a technical standpoint.

We have determined that we should take this opportunity to undertake a complete rebranding of the EIA. We certainly want to remove the confusion by eliminating “CSAC,” “Excess,” and “Insurance” from our name. We also don’t want to emphasize “California” in our new name since we are poised to expand our programs and services to public agencies across the nation. Ideally, the new name will support our current and future identity as one of the largest, most successful member-directed risk sharing pools in the nation.

In light of the fact that our goal is to create a unique identity apart from CSAC, we determined that it is appropriate to remove the provision that county members must maintain their membership in CSAC. As the decision to remove this requirement was being made, it was noted that our relationship with CSAC is very good and our desire is to continue to foster a very strong and collaborative relationship with CSAC going forward. The removal of this requirement does not affect the governance of the organization in any way.

Proposed Amendments

Changes relating to the name change and relationship to CSAC:

- Changing CSAC Excess Insurance Authority to a new name, which has not yet been determined. The name change will be made in the document once we know what it is.
- Article 17(h), which is the requirement for county members to maintain their membership in CSAC, has been removed. In addition, the definition of “Member County” and “Member Public Entity” have been modified, and Article 17(h) and Article 21(d) have been removed.

Miscellaneous changes relating to clean up items and changes to coincide with our current practices and future vision:

- The definition of “Insurance Program” – clarifies that the term refers to a major program and the definition of “Miscellaneous Program” has been added.
- National Expansion – references to California have been added to the definitions of “Member County” and “Member Public Entity.” Article 6(g) has been added to clarify that non-member entities may participate in Miscellaneous Programs (a current practice) and we may provide services to out-of-state participants.
- References to a program’s governing committee or program MOU have been inserted throughout recognizing the authority of program governing committees to govern their own programs as specified in various MOUs (definition of Insurance Program, Article 14, Article 18, Article 21, Article 22).
- Article 8(d) – last sentence that says committees that are not comprised of a majority of board members may only function in an advisory capacity has been removed. Most of the committees do not currently have a majority of Board members. The CRC is an exception, and the Executive Committee has been mindful to ensure a majority of the CRC are Board or Alternate Board members.
- Article 13 has been modified to fit our current staffing model. When established in 1979, the JPA broadly referenced both Government Code 6505.5 and 6505.6 for Treasurer and Auditor duties. Government Code 6505.5 provides for Treasurer/Auditor services to be provided by a member entity and 6505.6 allows these services to be provided by in-house staff. The EIA now operates in accordance with Government Code 6505.6 and the amendments reflect the in-house model provided for in Government Code 6505.6. Currently, the CEO is designated as the Treasurer and Secretary via the CEO contract. The proposed amendment will designate the CFO as the Treasurer and Auditor and the CEO as the Secretary. (The CEO contract will need to be modified to remove the Treasurer designation). The amended Article provides that the CEO serves at the pleasure of the Board, the Board designates the CFO as Treasurer/Auditor, but the CFO serves at the pleasure of the CEO. Article 16 has been modified to refer to Government Code 6505.6 and removes 16(b)(4), which was required under 6505.5 but is not applicable under 6505.6.

- References to program development charges have been removed since the Board determined to eliminate program development charges a couple of years ago. (Article 14(b)(1), 14(c), 14(d),17(e)).
- Article 15(c) – changes the timeframe in which the Auditor’s Report will be done from 120 to 180 days to more accurately reflect the length of time it takes for auditors to complete the audit. (The Government Code provides up to 12 months).
- Article 17(c) – the term "safety," which relates mostly to workers’ compensation, has been broadened to “risk control.”
- Article 18(c) – has been expanded to require notice of claims pursuant to the Memorandums of Coverage, as well as the Bylaws.
- Article 22(d) – corrects 2 typographical errors (corrects “those members which who.....” and expands county’s participation to member’s participation).
- Article 27 is about Amendments and Article 30 is about Effective Date of Amendments. Therefore, Article 30 has been moved to follow Article 27, current Article 28 is now numbered 29, and current Article 29 is now numbered 30.
- Staff is suggesting that at the point of finalizing the amendments in the new amended JPA document, authority be given to reformat the document for consistency with today's standards (i.e. single spacing).

Please keep in mind that the final proposed JPA amendment, including our new name, will be distributed after the February 6th Executive Committee meeting. There will be a separate notification sent for the February 12th WebEx meeting (9:00 am) for those interested. In the meantime, please direct comments, concerns, and questions to me as follows:

Michael Pott, Chief Legal Counsel
mpott@csac-eia.org
(916) 850-7300
Enclosure



Adopted: October 5, 1979
Amended: May 12, 1980
Amended: January 23, 1987
Amended: October 7, 1988
Amended: March 1993
Amended: November 18, 1996
Amended: October 4, 2005
Amended: February 28, 2006
[Amended: June 30, 2020](#)

JOINT POWERS AGREEMENT
CREATING THE CSAC EXCESS INSURANCE AUTHORITY

This Agreement is executed in the State of California by and among those counties and public entities organized and existing under the Constitution of the State of California which are parties signatory to this Agreement. ~~The~~ [\[insert new name here\], formerly known as](#) CSAC Excess Insurance Authority, was formed under the sponsorship of CSAC. ~~All such~~ [California](#) counties, hereinafter called member counties, and public entities, hereinafter called member public entities, [collectively "members"] shall be listed in Appendix A, which shall be attached hereto and made a part hereof.

Commented [MP1]: Once a new name has been agreed upon, the name will be substituted throughout the document in place of all references to CSAC Excess Insurance Authority, Authority, or some any other shortened versions of the old name.

RECITALS

WHEREAS, Article 1, Chapter 5, Division 7, Title 1 of the California Government Code (Section 6500 et seq.) permits two or more public agencies by agreement to exercise jointly powers common to the contracting parties; and

WHEREAS, Article 16, Section 6 of the California Constitution provides that insurance pooling arrangements under joint exercise of power agreements shall not be considered the giving or lending of credit as prohibited therein; and

WHEREAS, California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier, or purchase insurance through a surplus line broker, or any combination of these; and

WHEREAS, pursuant to California Government Code Section 990.6, the cost of insurance provided by a local public entity is a proper charge against the local public entity; and

WHEREAS, California Government Code Section 990.8 provides that two or more local entities may, by a joint powers agreement, provide insurance for any purpose by any one or more of the methods specified in Government Code Section 990.4 and such pooling of self-insured claims or losses is not considered insurance nor subject to regulation under the Insurance Code; and

WHEREAS, the counties and public entities executing this Agreement desire to join together for the purpose of jointly funding and/or establishing excess and other insurance programs as determined;

NOW THEREFORE, the parties agree as follows:

ARTICLE 1
DEFINITIONS

"CSAC" shall mean the County Supervisors Association of California, dba California State Association of Counties.

"Authority" shall mean the CSAC Excess Insurance Authority created by this Agreement.

Commented [MP2]: Unless the new name has the word "Authority" in it, this definition will be deleted.

"Board of Directors" or "Board" shall mean the governing body of the Authority.

"Claim" shall mean a claim made against a member arising out of an occurrence which is covered by an excess or primary insurance program of the Authority in which the member is a participant.

"Executive Committee" shall mean the Executive Committee of the Board of Directors of the Authority.

"Fiscal year" shall mean that period of twelve months which is established by the Board of Directors as the fiscal year of the Authority.

"Government Code" shall mean the California Government Code.

"Insurance program" or "program" shall mean a program which has been designated as a major program of the Authority under which participating members are protected against designated losses, either through joint purchase of primary or excess insurance, pooling of self-insured claims or losses, purchased insurance or any other combination as determined by the Board. The Board of Directors, or the Executive Committee, or a program's governing committee may determine applicable criteria for determining eligibility in any insurance program, as well as establishing program policies and procedures.

"Joint powers law" shall mean Article 1, Chapter 5, Division 7, Title 1 (commencing with Section 6500) of the Government Code.

"Loss" shall mean a liability or potential liability of a member, including litigation expenses, attorneys' fees and other costs, which is covered by an insurance program of the Authority in which the member is a participant.

"Member county" shall mean any county in the State of California which, through the membership of its supervisors in CSAC, has executed this Agreement and become a member of the Authority. "Member county" shall also include those entities or other bodies set forth in Article 3 (c).

"Member Public Entity" shall mean any California public entity which is not a California county which does not maintain a membership in CSAC, has executed this Agreement and become a member of the Authority, "Member Public Entity" shall also include those entities or other bodies set forth in Article 3(c).

"Miscellaneous Program" is an insurance program of the Authority that does not involve pooling of self-insured claims or losses and may be made available to members as well as non-member public entities that are not a party to this Agreement.

"Occurrence" shall mean an event which is more fully defined in the memorandums of coverage and/or policies of an insurance program in which the participating county or participating public entity is a member.

"**Participating county**" shall mean any member county which has entered into a program offered by the Authority pursuant to Article 14 of this Agreement and has not withdrawn or been canceled therefrom pursuant to Articles 20 or 21.

"**Participating public entity**" shall mean any member public entity which has entered into a program offered by the Authority pursuant to Article 14 of this Agreement and has not withdrawn or been canceled therefrom pursuant to Articles 20 or 21.

"**Self-insured retention**" shall mean that portion of a loss resulting from an occurrence experienced by a member which is retained as a liability or potential liability of the member and is not subject to payment by the Authority.

"**Reinsurance**" shall mean insurance purchased by the Authority as part of an insurance program to cover that portion of any loss which exceeds the joint funding capacity of that program.

ARTICLE 2

PURPOSES

This Agreement is entered into by the member counties and member public entities in order to jointly develop and fund insurance programs as determined. Such programs may include, but are not limited to, the creation of joint insurance funds, including primary and excess insurance funds, the pooling of self-insured claims and losses, purchased insurance, including reinsurance, and the provision of necessary administrative services. Such administrative services may include, but shall not be limited to, risk management consulting, loss prevention and control, centralized loss reporting, actuarial consulting, claims adjusting, and legal defense services.

ARTICLE 3

PARTIES TO AGREEMENT

(a) There shall be two classes of membership of the parties pursuant to this Agreement consisting of one class designated as Member Counties and another class designated as Member Public Entities.

(b) Each member county and member public entity, as a party to this Agreement, certifies that it intends to and does contract with all other members as parties to this Agreement and, with such other members as may later be added as parties to this Agreement pursuant to Article 19 as to all programs of which it is a participating member. Each member also certifies that the removal of any party from this Agreement, pursuant to Articles 20 or 21, shall not affect this Agreement or the member's obligations hereunder.

(c) A member for purposes of providing insurance coverage under any program of the Authority, may contract on behalf of, and shall be deemed to include:

Any public entity as defined in Government Code § 811.2 which the member requests to be added and from the time that such request is approved by the Executive Committee of the Authority.

Any nonprofit entity, including a nonprofit public benefit corporation formed pursuant to Corporations Code §§ 5111, 5120 and, 5065, which the member requests to be added and from the time that such request is approved by the Executive Committee.

(d) Any public entity or nonprofit so added shall be subject to and included under the member's SIR or deductible, and when so added, may be subject to such other terms and conditions as determined by the Executive Committee.

(e) Such public entity or nonprofit shall not be considered a separate party to this Agreement. Any public entity or nonprofit so added, shall not affect the member's representation on the Board of Directors and shall be considered part of and represented by the member for all purposes under this Agreement.

(f) The Executive Committee shall establish guidelines for approval of any public entity or nonprofit so added in accordance with Article 3(c) and (d).

(g) Should any conflict arise between the provisions of this Article and any applicable Memorandum of Coverage or other document evidencing coverage, such Memorandum of Coverage or other document evidencing coverage shall prevail.

**ARTICLE 4
TERM**

This Agreement shall continue in effect until terminated as provided herein.

**ARTICLE 5
CREATION OF THE AUTHORITY**

Pursuant to the joint powers law, there is hereby created a public entity separate and apart from the parties hereto, to be known as the CSAC Excess Insurance Authority, with such powers as are hereinafter set forth.

**ARTICLE 6
POWERS OF THE AUTHORITY**

The Authority shall have all of the powers common to General Law counties in California, such as Alpine County and all additional powers set forth in the joint powers law, and is hereby authorized to do

all acts necessary for the exercise of said powers. Such powers include, but are not limited to, the following:

- (a) To make and enter into contracts.
- (b) To incur debts, liabilities, and obligations.
- (c) To acquire, hold, or dispose of property, contributions and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, and government entities.
- (d) To sue and be sued in its own name, and to settle any claim against it.
- (e) To receive and use contributions and advances from members as provided in Government Code Section 6504, including contributions or advances of personnel, equipment, or property.
- (f) To invest any money in its treasury that is not required for its immediate necessities, pursuant to Government Code Section 6509.5.
- (g) [To allow non-member public entities to participate in Miscellaneous Programs and for risk management services to be provided to non-member public entities including out-of-state participants in an Authority program.](#)
- (g) To carry out all provisions of this Agreement.

Said powers shall be exercised pursuant to the terms hereof and in the manner provided by law.

ARTICLE 7 BOARD OF DIRECTORS

The Authority shall be governed by the Board of Directors, which shall be composed as follows:

- a) One director from each member county, appointed by the member county board of supervisors and serving at the pleasure of that body. Each member county board of supervisors shall also appoint an alternate director who shall have the authority to attend, participate in and vote at any meeting of the Board when the director is absent. A director or alternate director shall be a county supervisor, other county official, or staff person of the member county, and upon termination of office or employment with the county, shall automatically terminate membership or alternate membership on the Board.
- b) Ten directors consisting of seven directors and three alternate directors chosen in the manner specified in the Bylaws from those participating as public entity members. A director or alternate public entity director shall be an official, or staff person of the public entity member, and upon termination of office or employment with the public entity, shall automatically terminate membership or alternate membership on the Board.
- c) Member county directors shall consist of a minimum of 80% of the eligible voting members on the Board. The public entity member directors shall be reduced accordingly to ensure at least 80% of the Board consists of county director members (By way of example, if the number of county members is reduced from the current 54 by member withdrawals to a level of 28, then county members

would be at the 80% level, 28/35. If the county members go to 27, then the public entity members would lose one seat and would only have 6 votes).

Any vacancy in a county director or alternate director position shall be filled by the appointing county's board of supervisors, subject to the Provisions of this Article. Any vacancy in a public entity director position shall be filled by vote of the public entity members.

A majority of the membership of the Board shall constitute a quorum for the transaction of business. Each member of the Board shall have one vote. Except as otherwise provided in this Agreement or any other duly executed agreement of the members, all actions of the Board shall require the affirmative vote of a majority of the members; provided, that any action which is restricted in effect to one of the Authority's insurance programs, shall require the affirmative vote of a majority of those Board members who represent counties and public entities participating in that program. For purposes of an insurance program vote, to the extent there are public entity members participating in a program, the public entity Board members as a whole shall have a minimum of one vote. The public entity Board members may in no event cast more votes than would constitute 20% of the number of total county members in that program (subject to the one vote minimum). Should the number of public entity Board votes authorized herein be less than the number of public entity Board members at a duly noticed meeting, the public entity Board members shall decide among themselves which Board member shall vote. Should they be unable to decide, the President of the Authority shall determine which director(s) shall vote.

ARTICLE 8 POWERS OF THE BOARD OF DIRECTORS

The Board of Directors shall have the following powers and functions:

(a) The Board shall exercise all powers and conduct all business of the Authority, either directly or by delegation to other bodies or persons unless otherwise prohibited by this Agreement, or any other duly executed agreement of the members or by law.

(b) The Board of Directors may adopt such resolutions as deemed necessary in the exercise of those powers and duties set forth herein.

(c) The Board shall form an Executive Committee, as provided in Article 11. The Board may delegate to the Executive Committee and the Executive Committee may discharge any powers or duties of the Board except adoption of the Authority's annual budget. The powers and duties so delegated shall be specified in resolutions adopted by the Board.

(d) The Board may form, as provided in Article 12, such other committees as it deems appropriate to conduct the business of the Authority. The membership of any such other committee may consist in whole or in part of persons who are not members of the Board. ~~provided that the Board may delegate its powers and duties only to a committee of the Board composed of a majority of Board~~

~~members and/or alternate members. Any committee which is not composed of a majority of Board members and/or alternate members may function only in an advisory capacity.~~

(e) The Board shall elect the officers of the Authority and shall appoint or employ necessary staff in accordance with Article 13.

(f) The Board shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Authority. Adoption of the budget may not be delegated.

(g) The Board shall develop, or cause to be developed, and shall review, modify as necessary, and adopt each insurance program of the Authority, including all provisions for reinsurance and administrative services necessary to carry out such program.

(h) The Board, directly or through the Executive Committee, shall provide for necessary services to the Authority and to members, by contract or otherwise, which may include, but shall not be limited to, risk management consulting, loss prevention and control, centralized loss reporting, actuarial consulting, claims adjusting, and legal services.

(i) The Board shall provide general supervision and policy direction to the Chief Executive Officer.

(j) The Board shall receive and act upon reports of the committees and the Chief Executive Officer.

(k) The Board shall act upon each claim involving liability of the Authority, directly or by delegation of authority to the Executive Committee or other committee, body or person, provided, that the Board shall establish monetary limits upon any delegation of claims settlement authority, beyond which a proposed settlement must be referred to the Board for approval.

(l) The Board may require that the Authority review, audit, report upon, and make recommendations with regard to the safety or claims administration functions of any member, insofar as those functions affect the liability or potential liability of the Authority. The Board may forward any or all such recommendations to the member with a request for compliance and a statement of potential consequences for noncompliance.

(m) The Board shall receive, review and act upon periodic reports and audits of the funds of the Authority, as required under Articles 15 and 16 of this Agreement.

(n) The Board may, upon consultation with a casualty actuary, declare that any funds established for any program has a surplus of funds and determine a formula to return such surplus to the participating counties and participating public entities which have contributed to such fund.

(o) The Board shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority.

**ARTICLE 9
MEETINGS OF THE BOARD OF DIRECTORS**

(a) The Board shall hold at least one regular meeting each year and shall provide for such other regular meetings and for such special meetings as it deems necessary.

(b) The Chief Executive Officer of the Authority shall provide for the keeping of minutes of regular and special meetings of the Board, and shall provide a copy of the minutes to each member of the Board at the next scheduled meeting.

(c) All meetings of the Board, the Executive Committee and such committees as established by the Board pursuant to Article 12 herein, shall be called, noticed, held and conducted in accordance with the provisions of Government Code Section 54950 et seq.

**ARTICLE 10
OFFICERS**

The Board of Directors shall elect from its membership a President and Vice President of the Board, to serve for one-year terms.

The President, or in his or her absence, the Vice President, shall preside at and conduct all meetings of the Board and shall chair the Executive Committee.

**ARTICLE 11
EXECUTIVE COMMITTEE**

The Board of Directors shall establish an Executive Committee of the Board which shall consist of eleven members: the President and Vice President of the Board, and nine members elected by the Board from its membership.

The terms of office of the nine non-officer members shall be as provided in the Bylaws of the Authority.

The Executive Committee shall conduct the business of the Authority between meetings of the Board, exercising all those powers as provided for in Article 8, or as otherwise delegated to it by the Board.

**ARTICLE 12
COMMITTEES**

The Board of Directors may establish committees, as it deems appropriate to conduct the business of the Authority. Members of the committees shall be appointed by the Board, to serve two year terms, subject to reappointment by the Board. The members of each committee shall annually select one of their members to chair the Committee.

Each committee shall be composed of at least five members and shall have those duties as determined by the Board, or as otherwise set forth in the Bylaws.

Each committee shall meet on the call of its chair, and shall report to the Executive Committee and the Board as directed by the Board.

ARTICLE 13

STAFF

(a) **Principal Staff.** ~~The following staff members shall be appointed by and serve at the pleasure of the Board of Directors:~~

~~(1) Chief Executive Officer.~~ ~~The Chief Executive Officer shall be appointed by and serve at the pleasure of the Board of Directors. The Chief Executive Officer shall serve as the Board Secretary and~~ administer the business and activities of the Authority, subject to the general supervision and policy direction of the Board of Directors and Executive Committee; shall be responsible for all minutes, notices and records of the Authority and shall perform such other duties as are assigned by the Board and Executive Committee.

(b)

~~(2) Treasurer and Auditor.~~ Pursuant to Government Code Section 6505.6, the Chief Financial Officer shall serve as the Treasurer/Auditor. The duties of the Treasurer are set forth in Article 16 of this Agreement. The Chief Financial Officer shall draw warrants to pay demands against the Authority. The Chief Financial Officer shall ~~The duties of the Treasurer are set forth in Article 16 of this Agreement. Pursuant to Government Code Section 6505.5, the Treasurer shall be the county treasurer of a member county of the Authority, or, pursuant to Government Code Section 6505.6, the Board may appoint one of its officers or employees to the position of Treasurer, who shall comply with the provisions of Government Code Section 6505.5 (a-d)~~ and shall be appointed by and serve at the pleasure of the Chief Executive Officer.

~~(3) Auditor.~~ ~~The Auditor shall draw warrants to pay demands against the Authority when approved by the Treasurer. Pursuant to Government Code Section 6505.5, the Auditor shall be the Auditor of the county from which the Treasurer is appointed by the Board under (2) above, or, pursuant to Government Code Section 6505.6, the Board may appoint one of its officers or employees to the position of Auditor, who shall comply with the provisions of Government Code Section 6505.5 (a-d).~~

~~(b) Charges for Treasurer and Auditor Services.~~ ~~Pursuant to Government Code Section 6505, the charges to the Authority for the services of Treasurer and Auditor shall be determined by the board of supervisors of the member county from which such staff members are appointed.~~

(c) **Other Staff.** The Board, Executive Committee or Chief Executive Officer shall provide for the appointment of such other staff as may be necessary for the administration of the Authority.

ARTICLE 14

**DEVELOPMENT, FUNDING AND IMPLEMENTATION
OF INSURANCE PROGRAMS**

(a) **Program Coverage.** Insurance programs of the Authority may provide coverage, including excess insurance coverage for:

- (1) Workers' compensation;
- (2) Comprehensive liability, including but not limited to general, personal injury, contractual, public officials errors and omissions, and incidental malpractice liability;
- (3) Comprehensive automobile liability;
- (4) Hospital malpractice liability;
- (5) Property and related programs;

and may provide any other coverages authorized by the Board of Directors. The Board shall determine, for each such program, a minimum number of participants required for program implementation and may develop specific program coverages requiring detailed agreements for implementation of the above programs.

(b) **Program and Authority Funding.** The members developing or participating in an insurance program shall fund all costs of that program, including administrative costs, as hereinafter provided. Costs of staffing and supporting the Authority, hereinafter called Authority general expenses, shall be equitably allocated among the various programs by the Board, and shall be funded by the members developing or participating in such programs in accordance with such allocations, as hereinafter provided. In addition, the Board may, in its discretion, allocate a share of such Authority general expense to those members which are not developing or participating in any program, and require those counties and public entities to fund such share through a prescribed charge.

~~(1) — **Development Charge.** Development costs of an insurance program shall be funded by a development charge, as established by the Board of Directors. The development charge shall be paid by each participant in the program following the program's adoption by the Board. Development costs are those costs actually incurred by the Authority in developing a program for review and adoption by the Board of Directors, including but not limited to: research, feasibility studies, information and liaison work among participants, preparation and review of documents, and actuarial and risk management consulting services. The development charge may also include a share of Authority general expenses, as allocated to the program development function.~~

~~————— The development charge shall be billed by the Authority to all participants in the program upon establishment of the program and shall be payable in accordance with the Authority's invoice and payment policy.~~

~~Upon the conclusion of program development: any deficiency in development funds shall be billed to all participants which have paid the development charge, on a pro-rata or other equitable basis, as determined by the Board; any surplus in such funds shall be transferred into the Authority's general expense funds.~~

(12) **Annual Premium.** Except as provided in (23) below, all post-development costs of an insurance program shall be funded by annual premiums charged to the members participating in the program each policy year, and by interest earnings on the funds so accumulated. Such premiums shall be determined by the Board of Directors or the program's governing committee upon the basis of a cost allocation plan and rating formula developed by the Authority with the assistance of a casualty actuary, risk management consultant, or other qualified person. The premium for each participating member shall include that participant's share of expected program losses including a margin for contingencies as determined by the Board, program reinsurance costs, and program administrative costs for the year, plus that participant's share of Authority general expense allocated to the program by the Board.

(23) **Premium Surcharge**

(i) If the Authority experiences an unusually large number of losses under a program during a policy year, such that notwithstanding reinsurance coverage for large individual losses, the joint insurance funds for the program may be exhausted before the next annual premiums are due, the Board of Directors or the program's governing committee may, upon consultation with a casualty actuary, impose premium surcharges on all participating members; or

(ii) If it is determined by the Board of Directors or the program's governing committee, upon consultation with a casualty actuary, that the joint insurance funds for a program are insufficient to pay losses, fund known estimated losses, and fund estimated losses which have been incurred but not reported, the Board of Directors or the program's governing committee may impose a surcharge on all participating members.

(iii) Premium surcharges imposed pursuant to (i) and/or (ii) above shall be in an amount which will assure adequate funds for the program to be actuarially sound; provided that the surcharge to any participating member shall not exceed an amount equal to three (3) times the member's annual premium for that year, unless otherwise determined by the Board of Directors or the program's governing committee.

Provided, however, that no premium surcharge in excess of three times the member's annual premium for that year may be assessed unless, ninety days prior to the Board of Directors taking action to determine the amount of the surcharge, the Authority notifies the governing body of each participating member in writing of its recommendations regarding its intent to assess a premium surcharge and the amount recommended to be assessed each member. The Authority shall, concurrently with the written notification, provide each participating member with a copy of the actuarial study upon which the recommended premium surcharge is based.

(iv) A member which is no longer a participating member at the time the premium surcharge is assessed, but which was a participating member during the policy year(s) for which the premium surcharge was assessed, shall pay such premium surcharges as it would have otherwise been assessed in accordance with the provisions of (i), (ii), and (iii) above.

(c) **Program Implementation and Effective Date.** Upon establishment of an insurance program by the Board of Directors, the Authority shall determine the manner of program implementation and shall give written notice to all members of such program, which shall include, but not be limited to:

program participation levels, coverages and terms of coverage of the program, estimates of first year premium charges, ~~program development costs~~, effective date of the program (or estimated effective date) and such other program provisions as deemed appropriate.

(d) **Late Entry Into Program.** A member which does not elect to enter an insurance program upon its implementation, pursuant to (c) above, or a county or public entity which becomes a party to this Agreement following implementation of the program, may petition the Board of Directors for late entry into the program. Such request may be granted upon a majority vote of the Board members, plus a majority vote of those board members who represent participants in the program. Alternatively, a county or public entity may petition the Executive Committee for late entry into the program, or a program committee, when authorized by an MOU governing that specific program, may approve late entry into that program. Such request may be granted upon a majority vote of the Executive Committee or program committee.

~~As a condition of late entry, the member shall pay the development charge for the program, as adjusted at the conclusion of the development period, but not subject to further adjustment, and also any costs incurred by the Authority in analyzing the member's loss data and determining its annual premium as of the time of entry.~~

(e) **Reentry Into A Program.** Except as otherwise provided in a Program Memorandum of Understanding, aAny county or public entity that is a member of an insurance program of the Authority who withdraws or is cancelled from an insurance program under Articles 21 and 22, may not reenter such insurance program for a period of three years from the effective date of withdrawal or cancellation.

ARTICLE 15 ACCOUNTS AND RECORDS

(a) **Annual Budget.** The Authority shall annually adopt an operating budget pursuant to Article 8 of this Agreement, which shall include a separate budget for each insurance program under development or adopted and implemented by the Authority.

(b) **Funds and Accounts.** The Auditor of the Authority shall establish and maintain such funds and accounts as may be required by good accounting practices and by the Board of Directors. Separate accounts shall be established and maintained for each insurance program under development or adopted and implemented by the Authority. Books and records of the Authority in the hands of the Auditor shall be open to inspection at all reasonable times by authorized representatives of members.

The Authority shall adhere to the standard of strict accountability for funds set forth in Government Code Section 6505.

(c) **Auditor's Report.** The Auditor, within one hundred and ~~eighty~~twenty (1820) days after the close of each fiscal year, shall give a complete written report of all financial activities for such fiscal year to the Board and to each member.

(d) **Annual Audit.** Pursuant to Government Code Section 6505, the Authority shall either make or contract with a certified public accountant to make an annual fiscal year audit of all accounts and records of the Authority, conforming in all respects with the requirements of that section. A report of the audit shall be filed as a public record with each of the members and also with the county auditor of the county where the home office of the Authority is located and shall be sent to any public agency or person in California that submits a written request to the Authority. The report shall be filed within six months of the end of the fiscal year or years under examination. Costs of the audit shall be considered a general expense of the Authority.

ARTICLE 16 RESPONSIBILITIES FOR FUNDS AND PROPERTY

(a) The Treasurer shall have the custody of and disburse the Authority's funds. He or she may delegate disbursing authority to such persons as may be authorized by the Board of Directors to perform that function, subject to the requirements of (b) below.

(b) Pursuant to Government Code Section 6505.65, the Treasurer shall:

(1) Receive and acknowledge receipt for all funds of the Authority and place them in the treasury of the Treasurer to the credit of the Authority.

(2) Be responsible upon his or her official bond for the safekeeping and disbursements of all Authority funds so held by him or her.

(3) Pay any sums due from the Authority, as approved for payment by the Board of Directors or by any body or person to whom the Board has delegated approval authority, making such payments from Authority funds upon warrants drawn by the Auditor.

~~(4) Verify and report in writing to the Authority and to members, as of the first day of each quarter of the fiscal year, the amount of money then held for the Authority, the amount of receipts since the last report, and the amount paid out since the last report.~~

(c) Pursuant to Government Code Section 6505.1, the Chief Executive Officer, the Treasurer, and such other persons as the Board of Directors may designate shall have charge of, handle, and have access to the property of the Authority.

(d) The Authority shall secure and pay for a fidelity bond or bonds, in an amount or amounts and in the form specified by the Board of Directors, covering all officers and staff of the Authority, and all officers and staff who are authorized to have charge of, handle, and have access to property of the Authority.

ARTICLE 17 RESPONSIBILITIES OF MEMBERS

Members shall have the following responsibilities under this Agreement.

(a) The board of supervisors of each member county shall appoint a representative and one alternate representative to the Board of Directors, pursuant to Article 7.

(b) Each member shall appoint an officer or employee of the member to be responsible for the risk management function for that member and to serve as a liaison between the member and the Authority for all matters relating to risk management.

(c) Each member shall maintain an active ~~safety~~-risk control program, and shall consider and act upon all recommendations of the Authority concerning the reduction of unsafe practices.

(d) Each member shall maintain its own claims and loss records in each category of liability covered by an insurance program of the Authority in which the member is a participant, and shall provide copies of such records to the Authority as directed by the Board of Directors or Executive Committee, or to such other committee as directed by the Board or Executive Committee.

(e) Each member shall pay ~~development charges,~~ premiums, and premium surcharges due to the Authority as required under Article 14. Penalties for late payment of such ~~charges,~~ premiums and/or premium surcharges shall be as determined and assessed by the Board of Directors. After withdrawal, cancellation, or termination action under Articles 20, 21, or 23, each member shall pay promptly to the Authority any additional premiums due, as determined and assessed by the Board of Directors under Articles 22 or 23. Any costs incurred by the Authority associated with the collection of such premiums or other charges, shall be recoverable by the Authority.

(f) Each member shall provide the Authority such other information or assistance as may be necessary for the Authority to develop and implement insurance programs under this Agreement.

(g) Each member shall cooperate with and assist the Authority, and any insurer of the Authority, in all matters relating to this Agreement, and shall comply with all Bylaws, and other rules by the Board of Directors.

~~(h) — Each member county shall maintain membership in CSAC.~~

(h) Each member shall have such other responsibilities as are provided elsewhere in this Agreement, and as are established by the Board of Directors in order to carry out the purposes of this Agreement.

ARTICLE 18 ADMINISTRATION OF CLAIMS

(a) Subject to subparagraph (e), each member shall be responsible for the investigation, settlement or defense, and appeal of any claim made, suit brought, or proceeding instituted against the member arising out of a loss.

(b) The Authority may develop standards for the administration of claims for each insurance program of the Authority so as to permit oversight of the administration of claims by the members.

(c) Each participating member shall give the Authority timely written notice of claims in accordance with the provisions of the Bylaws [and the applicable program Memorandum of Coverage](#).

(d) A member shall not enter into any settlement involving liability of the Authority without the advance written consent of the Authority.

(e) The Authority, at its own election and expense, shall have the right to participate with a member in the settlement, defense, or appeal of any claim, suit or proceeding which, in the judgment of the Authority, may involve liability of the Authority.

ARTICLE 19 NEW MEMBERS

Any California public entity may become a party to this Agreement and participate in any insurance program in which it is not presently participating upon approval of the Board of Directors, by a majority vote of the members, or by majority vote of the Executive Committee.

ARTICLE 20 WITHDRAWAL

(a) A member may withdraw as a party to this Agreement upon thirty (30) days advance written notice to the Authority if it has never become a participant in any insurance program pursuant to Article 14, or if it has previously withdrawn from all insurance programs in which it was a participant.

(b) After becoming a participant in an insurance program, a member may withdraw from that program only at the end of a policy year for the program, and only if it gives the Authority at least sixty (60) days advance written notice of such action.

ARTICLE 21 CANCELLATION

(a) Notwithstanding the provisions of Article 20, the Board of Directors may:

(1) Cancel any member from this Agreement and membership in the Authority, on a majority vote of the Board members. Such action shall have the effect of canceling the member's participation in all insurance programs of the Authority as of the date that all membership is canceled.

(2) Cancel any member's participation in an insurance program of the Authority, without canceling the member's membership in the Authority or participation in other programs, on a vote of two-thirds of the Board members present and voting who represent participants in the program.

The Board shall give sixty (60) days advance written notice of the effective date of any cancellation under the foregoing provisions. Upon such effective date, the member shall be treated the same as if it had voluntarily withdrawn from this Agreement, or from the insurance program, as the case may be.

(b) Except as otherwise provided in a program Memorandum of Understanding, a member that does not enter one or more of the insurance programs developed and implemented by the Authority within the member's first year as a member of the Authority shall be considered to have withdrawn as a party to this Agreement at the end of such period, and its membership in the Authority shall be automatically canceled as of that time, without action of the Board of Directors.

(c) A member which withdraws from all insurance programs of the Authority in which it was a participant and does not enter any program for a period of six (6) months thereafter shall be considered to have withdrawn as a party to the Agreement at the end of such period, and its membership in the Authority shall be automatically canceled as of that time, without action of the Board of Directors.

~~(d) — A member county that terminates its membership in CSAC shall be considered to have thereby withdrawn as a party to this Agreement, and its membership in the Authority and participation in any insurance program of the Authority shall be automatically canceled as of that time, without the action of the Board of Directors.~~

ARTICLE 22

EFFECT OF WITHDRAWAL OR CANCELLATION

(a) If a member's participation in an insurance program of the Authority is canceled under Article 21, with or without cancellation of membership in the Authority, and such cancellation is effective before the end of the policy year for that program, the Authority shall promptly determine and return to that member the amount of any unearned premium payment from the member for the policy year, such amount to be computed on a pro-rata basis from the effective date of cancellation.

(b) Except as provided in (a) above or as otherwise provided in a program Memorandum of Understanding, a member which withdraws or is canceled from this Agreement and membership in the Authority, or from any program of the Authority, shall not be entitled to the return of any premium or other payment to the Authority, or of any property contributed to the Authority. However, in the event of termination of this Agreement, such member may share in the distribution of assets of the Authority to the extent provided in Article 23 provided; however, that any withdrawn or canceled member which has been assessed a premium surcharge pursuant to Article 14 (b) (3) (ii) shall be entitled to return of said member's unused surcharge, plus interest accrued thereon, at such time as the Board of Directors declares that a surplus exists in any insurance fund for which a premium surcharge was assessed.

(c) Except as provided in (d) below, a member shall pay any premium charges which the Board of Directors determines are due from the member for losses and costs incurred during the entire coverage year in which the member was a participant in such program regardless of the date of entry into

such program. Such charges may include any deficiency in a premium previously paid by the member, as determined by audit under Article 14 (b) (2); any premium surcharge assessed to the member under Article 14 (b) (3); and any additional amount of premium which the Board determines to be due from the member upon final disposition of all claims arising from losses under the program during the entire coverage year in which the member was a participant regardless of date of entry into such program. Any such premium charges shall be payable by the member in accordance with the Authority's invoice and payment policy.

(d) Those members ~~which who~~that have withdrawn or been canceled pursuant to Articles 20 and 21 from any program of the Authority during a coverage year shall pay any premium charges which the Board of Directors determines are due from the members for losses and costs which were incurred during the ~~county's member's~~ participation in any program.

ARTICLE 23 TERMINATION AND DISTRIBUTION OF ASSETS

(a) A three-fourths vote of the total voting membership of the Authority, consisting of member counties, acting through their boards of supervisors, and the voting Board members from the member public entities, is required to terminate this Agreement; provided, however, that this Agreement and the Authority shall continue to exist after such election for the purpose of disposing of all claims, distributing all assets, and performing all other functions necessary to conclude the affairs of the Authority.

(b) Upon termination of this Agreement, all assets of the Authority in each insurance program shall be distributed among those members which participated in that program in proportion to their cash contributions, including premiums paid and property contributed (at market value when contributed). The Board of Directors shall determine such distribution within six (6) months after disposal of the last pending claim or other liability covered by the program.

(c) Following termination of this Agreement, any member which was a participant in an insurance program of the Authority shall pay any additional amount of premium, determined by the Board of Directors in accordance with a loss allocation formula, which may be necessary to enable final disposition of all claims arising from losses under that program during the entire coverage year in which the member was a participant regardless of the date of entry into such program.

ARTICLE 24 LIABILITY OF BOARD OF DIRECTORS, OFFICERS, COMMITTEE MEMBERS AND LEGAL ADVISORS

The members of the Board of Directors, Officers, committee members and legal advisors to any Board or committees of the Authority shall use ordinary care and reasonable diligence in the exercise of

their powers and in the performance of their duties pursuant to this Agreement. They shall not be liable for any mistake of judgment or any other action made, taken or omitted by them in good faith, nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care, nor for loss incurred through investment of Authority funds, or failure to invest.

No Director, Officer, committee member, or legal advisor to any Board or committee shall be responsible for any action taken or omitted by any other Director, Officer, committee member, or legal advisor to any committee. No Director, Officer, committee member or legal advisor to any committee shall be required to give a bond or other security to guarantee the faithful performance of their duties pursuant to this Agreement.

The funds of the Authority shall be used to defend, indemnify and hold harmless the Authority and any Director, Officer, committee member or legal advisor to any committee for their actions taken within the scope of the authority of the Authority. Nothing herein shall limit the right of the Authority to purchase insurance to provide such coverage as is hereinabove set forth.

**ARTICLE 25
BYLAWS**

The Board may adopt Bylaws consistent with this Agreement which shall provide for the administration and management of the Authority.

**ARTICLE 26
NOTICES**

The Authority shall address notices, billings and other communications to a member as directed by the member. Each member shall provide the Authority with the address to which communications are to be sent. Members shall address notices and other communications to the Authority to the Chief Executive Officer of the Authority, at the office address of the Authority as set forth in the Bylaws.

**ARTICLE 27
AMENDMENT**

A two-thirds vote of the total voting membership of the Authority, consisting of member counties, acting through their boards of supervisors, and the voting Board members from member public entities, is required to amend this Agreement.

ARTICLE 28
EFFECTIVE DATE OF AMENDMENTS

Any amendment of this Agreement shall become effective upon the date specified by the Board and upon approval of any Amended Agreement as required in Article 27. Approval of any amendment by the voting boards of supervisors and public entity board members must take place no later than 30 days from the effective date specified by the Board.

ARTICLE 29
PROHIBITION AGAINST ASSIGNMENT

No member may assign any right, claim or interest it may have under this Agreement, and no creditor, assignee or third party beneficiary of any member shall have any right, claim or title to any part, share, interest, fund, premium or asset of the Authority.

ARTICLE 30
AGREEMENT COMPLETE

This Agreement constitutes the full and complete Agreement of the parties.

ARTICLE 30
EFFECTIVE DATE OF AMENDMENTS

~~Any amendment of this Agreement shall become effective upon the date specified by the Board and upon approval of any Amended Agreement as required in Article 27. Approval of any amendment by the voting boards of supervisors and public entity board member's must take place no later than 30 days from the effective date specified by the Board.~~

ARTICLE 31

DISPUTE RESOLUTION

When a dispute arises between the Authority and a member, the following procedures are to be followed:

(a) Request for Reconsideration. The member will make a written request to the Authority for the appropriate Committee to reconsider their position, citing the arguments in favor of the member and any applicable case law that applies. The member can also, request a personal presentation to that Committee, if it so desires.

(b) Committee Appeal. The committee responsible for the program or having jurisdiction over the decision in question will review the matter and reconsider the Authority's position. This committee appeal process is an opportunity for both sides to discuss and substantiate their positions based upon legal arguments and the most complete information available. If the member requesting reconsideration is represented on the committee having jurisdiction, that committee member shall be deemed to have a conflict and shall be excluded from any vote.

(c) Executive Committee Appeal. If the member is not satisfied with the outcome of the committee appeal, the matter will be brought to the Executive Committee for reconsideration upon request of the member. If the member requesting reconsideration is represented on the Executive Committee, that Executive Committee member shall be deemed to have a conflict and shall be excluded from any vote.

(d) Arbitration. If the member is not satisfied with the outcome of the Executive Committee appeal, the next step in the appeal process is arbitration. The arbitration, whether binding or non-binding, is to be mutually agreed upon by the parties. The matter will be submitted to a mutually agreed arbitrator or panel of arbitrators for a determination. If Binding Arbitration is selected, then of course the decision of the arbitrator is final. Both sides agree to abide by the decision of the arbitrator. The cost of arbitration will be shared equally by the involved member and the Authority.

(e) Litigation. If, after following the dispute resolution procedure paragraphs a-d, either party is not satisfied with the outcome of the non-binding arbitration process, either party may consider litigation as a possible remedy to the dispute.

ARTICLE 32 FILING WITH SECRETARY OF STATE

The Chief Executive Officer of the Authority shall file a notice of this Agreement with the office of California Secretary of State within 30 days of its effective date, as required by Government Code Section 6503.5 and within 70 days of its effective date as required by Government Code Section 53051.

JPA, **CSAC-EIA**

Amended: ~~February 28, 2006~~, 2020

IN WITNESS WHEREOF, the undersigned party hereto has executed this Agreement on the date indicated below.

DATE: _____

MEMBER: _____
(Print Name of Member)

BY: _____
(Authorized signature of Member)

Seal:

APPENDIX A
JOINT POWERS AGREEMENT
CSAC EXCESS INSURANCE AUTHORITY

(as of December 30, 2019)

ALAMEDA COUNTY	TULARE COUNTY
ALPINE COUNTY	TUOLUMNE COUNTY
AMADOR COUNTY	VENTURA COUNTY
BUTTE COUNTY	YOLO COUNTY
CALAVERAS COUNTY	YUBA COUNTY
COLUSA COUNTY	ACCEL
CONTRA COSTA COUNTY	ALAMEDA HEALTH SYSTEM
DEL NORTE COUNTY	AMADOR TRANSIT
EL DORADO COUNTY	BAHARMA (BAY AREA HOUSING AUTHORITY RISK MANAGEMENT AUTHORITY)
FRESNO COUNTY	BAY AREA AIR QUALITY MGMT DISTRICT
GLENN COUNTY	BERKELEY UNIFIED SCHOOL DISTRICT
HUMBOLDT COUNTY	CALIFORNIA FAIR SERVICES AUTHORITY
IMPERIAL COUNTY	CALIFORNIA MENTAL HEALTH SERVICES AUTHORITY
INYO COUNTY	CALIFORNIA STATE LEGISLATURE
KERN COUNTY	CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY (CSURMA)
KINGS COUNTY	CAMPBELL UNION SCHOOL DISTRICT
LAKE COUNTY	CAPITOL AREA DEVELOPMENT AUTHORITY
LASSEN COUNTY	CAPRI
MADERA COUNTY	CASITAS MUNICIPAL WATER DISTRICT
MARIN COUNTY	CATALINA ISLAND MEDICAL CENTER
MARIPOSA COUNTY	CENTRAL CONTRA COSTA SANITARY DISTRICT
MENDOCINO COUNTY	CENTRAL COUNTY FIRE DEPARTMENT
MERCED COUNTY	CENTRAL REGION SCHOOL INSURANCE GROUP (CRSIG)
MODOC COUNTY	CENTRAL SIERRA CHILD SUPPORT AGENCY
MONO COUNTY	CITY OF ALAMEDA
MONTEREY COUNTY	CITY OF AMERICAN CANYON
NAPA COUNTY	CITY OF ANAHEIM
NEVADA COUNTY	CITY OF ATASCADERO
ORANGE COUNTY	CITY OF ATWATER
PLACER COUNTY	CITY OF BAKERSFIELD
PLUMAS COUNTY	CITY OF BALDWIN PARK
RIVERSIDE COUNTY	CITY OF BEAUMONT
SACRAMENTO COUNTY	CITY OF BELL
SAN BENITO COUNTY	CITY OF BELMONT
SAN BERNARDINO COUNTY	CITY OF BERKELEY
SAN DIEGO COUNTY	CITY OF BUENA PARK
SAN JOAQUIN COUNTY	CITY OF BURLINGAME
SAN LUIS OBISPO COUNTY	CITY OF CALABASAS
SANTA BARBARA COUNTY	CITY OF CALEXICO
SANTA CLARA COUNTY	CITY OF CAPITOLA
SANTA CRUZ COUNTY	CITY OF CARMEL BY THE SEA
SHASTA COUNTY	CITY OF CARSON
SIERRA COUNTY	CITY OF CHICO
SISKIYOU COUNTY	CITY OF CHULA VISTA
SOLANO COUNTY	
SONOMA COUNTY	
STANISLAUS COUNTY	
SUTTER COUNTY	
TEHAMA COUNTY	
TRINITY COUNTY	

CITY OF CLOVIS
CITY OF CONCORD
CITY OF CORONA
CITY OF CORONADO
CITY OF COSTA MESA
CITY OF COVINA
CITY OF CUPERTINO
CITY OF CYPRESS
CITY OF DALY CITY
CITY OF DEL MAR
CITY OF DIXON
CITY OF DOWNEY
CITY OF EL CAJON
CITY OF EL CENTRO
CITY OF EL MONTE
CITY OF ELK GROVE
CITY OF ENCINITAS
CITY OF ESCALON
CITY OF ESCONDIDO
CITY OF FAIRFIELD
CITY OF FOLSOM
CITY OF FONTANA
CITY OF FOSTER CITY
CITY OF FOUNTAIN VALLEY
CITY OF FREMONT
CITY OF GALT
CITY OF GARDEN GROVE
CITY OF GARDENA
CITY OF GOLETA
CITY OF HANFORD
CITY OF HAWTHORNE
CITY OF HAYWARD
CITY OF HEMET
CITY OF HUNTINGTON BEACH
CITY OF IMPERIAL BEACH
CITY OF IONE
CITY OF IRVINE
CITY OF LANCASTER
CITY OF LEMON GROVE
CITY OF LIVE OAK
CITY OF LIVERMORE
CITY OF LOMPOC
CITY OF LOS ALAMITOS
CITY OF LOS ALTOS
CITY OF MANHATTAN BEACH
CITY OF MAYWOOD
CITY OF MENLO PARK
CITY OF MERCED
CITY OF MILL VALLEY
CITY OF MILLBRAE
CITY OF MISSION VIEJO
CITY OF MODESTO
CITY OF MONTEBELLO
CITY OF MORENO VALLEY
CITY OF MURRIETA

CITY OF NAPA
CITY OF NATIONAL CITY
CITY OF NEEDLES
CITY OF NEWPORT BEACH
CITY OF NOVATO
CITY OF OAKLAND
CITY OF OCEANSIDE
CITY OF OROVILLE
CITY OF OXNARD
CITY OF PACIFICA
CITY OF PALMDALE
CITY OF PASO ROBLES
CITY OF PERRIS
CITY OF PICO RIVERA
CITY OF PLEASANTON
CITY OF POMONA
CITY OF PORT HUENEME
CITY OF RANCHO CORDOVA
CITY OF RANCHO MIRAGE
CITY OF RANCHO SANTA MARGARITA
CITY OF REDDING
CITY OF REDLANDS
CITY OF REDONDO BEACH
CITY OF REDWOOD CITY
CITY OF RIALTO
CITY OF RICHMOND
CITY OF RIDGECREST
CITY OF ROSEVILLE
CITY OF SACRAMENTO
CITY OF SAN BERNARDINO
CITY OF SAN BRUNO
CITY OF SAN CLEMENTE
CITY OF SAN DIEGO
CITY OF SAN JACINTO
CITY OF SAN LEANDRO
CITY OF SAN MATEO
CITY OF SAN RAMON
CITY OF SANTA CLARA
CITY OF SANTA ROSA
CITY OF SANTEE
CITY OF SHAFTER
CITY OF SIMI VALLEY
CITY OF SOLANA BEACH
CITY OF SOUTH PASADENA
CITY OF SOUTH SAN FRANCISCO
CITY OF STANTON
CITY OF STOCKTON
CITY OF SUNNYVALE
CITY OF TORRANCE
CITY OF VACAVILLE
CITY OF VALLEJO
CITY OF VENTURA
CITY OF VISALIA
CITY OF VISTA
CITY OF WALNUT CREEK

CITY OF WATSONVILLE
CITY OF WEST COVINA
CITY OF WEST SACRAMENTO
CITY OF WESTMINSTER
CITY OF WHITTIER
CITY OF YUBA CITY
COACHELLA VALLEY ASSOCIATION OF
GOVERNMENTS (CVAG)
COAST COMMUNITY COLLEGE DISTRICT
CONTRA COSTA COUNTY IHSS PUBLIC
AUTHORITY
COUNCIL OF SAN BENITO COUNTY
GOVERNMENTS
CSAC EXCESS INSURANCE AUTHORITY
CSRM
DEL NORTE IHSS PUBLIC AUTHORITY
DUBLIN SAN RAMON SERVICES DISTRICT
EAST BAY REGIONAL PARK DISTRICT
EAST SAN GABRIEL VALLEY ROP
EVERGREEN SCHOOL DISTRICT
EXCLUSIVE RISK MANAGEMENT
AUTHORITY OF CALIFORNIA (ERMAC)
FAIRFIELD-SUISUN SEWER DISTRICT
FIRST FIVE CONTRA COSTA CHILDREN &
FAMILIES COMMISSION
FIRST FIVE SACRAMENTO COMMISSION
GARVEY SCHOOL DISTRICT
GOLD COAST TRANSIT DISTRICT
GOLDEN EMPIRE TRANSIT DISTRICT
GREAT BASIN UNIFIED AIR POLLUTION
CONTROL DISCTRICT
GSRMA
GSRMA JPA ADMINISTRATION
HOUSING AUTHORITY OF THE COUNTY OF
MONTEREY
HOUSING AUTHORITY OF THE COUNTY OF
RIVERSIDE
HUMBOLDT TRANSIT AUTHORITY (HTA)
HUNTINGTON BEACH UNION HIGH SCHOOL
DISTRICT
IMPERIAL COUNTY IHSS PUBLIC
AUTHORITY
INLAND EMPIRE HEALTH PLAN
INLAND EMPIRE UTILITIES AGENCY
IRVINE RANCH WATER DISTRICT
KERN COUNTY HOSPITAL AUTHORITY
KERN HEALTH SYSTEMS
KERN IHSS PUBLIC AUTHORITY
KINGS COUNTY AREA PUBLIC TRANSIT
AGENCY
KINGS WASTE & RECYCLING AUTHORITY
LAKE ELSINORE UNIFIED SCHOOL DISTRICT
LOCAL AGENCY WC EXCESS JPA (LAWCX)
LOMPOC HEALTHCARE DISTRICT
LONG BEACH UNIFIED SCHOOL DISTRICT

LOS ANGELES COUNTY DEVELOPMENT
AUTHORITY (LACDA)
LOS ANGELES COUNTY LAW LIBRARY
LOS ANGELES UNIFIED SCHOOL DISTRICT
RISK MANAGEMENT AUTHORITY
MARIN COUNTY TRANSIT DISTRICT
MENDOCINO COAST DISTRICT HOSPITAL
MILITARY DEPARTMENT OF THE STATE OF
CALIFORNIA
MONTEREY BAY AREA SELF INSURANCE
AUTHORITY
MONTEREY COUNTY WATER RESOURCE
AGENCY
MONTEREY SALINAS TRANSIT
MORONGO BASIN TRANSIT AUTHORITY
MOUNTAIN COMMUNITIES HEALTHCARE
DISTRICT
MT. DIABLO UNIFIED SCHOOL DISTRICT
MUNICIPAL POOLING AUTHORITY (MPA)
NAPA SANITATION DISTRICT
NCSDIA
NORTHERN CA CITIES SELF INSURANCE
FUND
NORTHERN CALIFORNIA POWER AGENCY
OAKLAND UNIFIED SCHOOL DISTRICT
OFFICE OF COMMUNITY AND INVESTMENT
AND INFRASTRUCTURE
OMNITRANS
ORANGE COUNTY FIRE AUTHORITY
ORANGE COUNTY SANITATION DISTRICT
ORANGE COUNTY TRANSPORTATION
AUTHORITY
OTAY WATER DISTRICT
PALO VERDE VALLEY HEALTH CARE
DISTRICT HOSPITAL
PASADENA UNIFIED SCHOOL DISTRICT
PASIS – SAN DIEGO
PLACER COUNTY WATER AGENCY
PLEASANT HILL RECREATION & PARK DIST
PORT OF OAKLAND
PUBLIC AGENCY RISK SHARING
AUTHORITY OF CALIFORNIA
PUBLIC ENTITY RISK MANAGEMENT
AUTHORITY
REDONDO BEACH UNIFIED SCHOOL DIST
RIVERSIDE IHSS PUBLIC AUTHORITY
RIVERSIDE TRANSIT AGENCY
SACRAMENTO – YOLO MOSQUITO AND
VECTOR CONTROL DISTRICT
SACRAMENTO AREA FLOOD CONTROL
AGENCY
SACRAMENTO COUNTY CONTRACTS
SAN BENITO IHSS PUBLIC AUTHORITY
SAN BERNARDINO DEPARTMENTS
SAN BERNARDINO IHSS PUBLIC AUTHORITY

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT	SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO
SAN DIEGO COUNTY IHSS PUBLIC AUTHORITY	SUPERIOR COURT OF CALIFORNIA, COUNTY OF LAKE
SAN DIEGO COUNTY WATER AUTHORITY	SUPERIOR COURT OF CALIFORNIA, COUNTY OF LASSEN
SAN DIEGO HOUSING COMMISSION	SUPERIOR COURT OF CALIFORNIA, COUNTY OF MERCED
SAN DIEGO METROPOLITAN TRANSIT SYSTEM	SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE
SAN DIEGO UNIFIED SCHOOL DISTRICT	SUPERIOR COURT OF CALIFORNIA, COUNTY OF PLACER
SAN JOSE UNIFIED SCHOOL DISTRICT	SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BENITO
SAN LUIS OBISPO RTA (SLORTA)	SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN LUIS OBISPO
SAN MATEO CONSOLIDATED FIRE DEPARTMENT	SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA BARBARA
SAN MATEO COUNTY SCHOOLS INSURANCE GROUP	SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT	SUPERIOR COURT OF CALIFORNIA, COUNTY OF SHASTA
SANTA CLARA COUNTY LIBRARY DISTRICT JPA	SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA
SANTA CLARA COUNTY OFFICE OF EDUCATION	SUPERIOR COURT OF CALIFORNIA, COUNTY OF STANISLAUS
SANTA CLARA COUNTY VECTOR CONTROL DISTRICT	SUPERIOR COURT OF CALIFORNIA, COUNTY OF TRINITY
SANTA CLARA HOUSING AUTHORITY	SUPERIOR COURT OF CALIFORNIA, COUNTY OF TUOLUMNE
SANTA CRUZ COUNTY FIRE AGENCIES INSURANCE GROUP	SUPERIOR COURT OF CALIFORNIA, COUNTY OF YOLO
SANTA CRUZ METRO TRANSIT DISTRICT	SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA
SCHOOLS EXCESS LIABILITY FUND	SUTTER IHSS PUBLIC AUTHORITY
SHASTA IHSS PUBLIC AUTHORITY	TAHOE TRANSPORTATION DISTRICT
SIRMA	TORRANCE UNIFIED SCHOOL DISTRICT
SOLANO TRANSPORTATION AUTHORITY	TOWN OF COLMA
SONOMA COUNTY ERA	TOWN OF YOUNTVILLE
SONOMA MARIN AREA RAIL TRANSIT	TRANSPORTATION CORRIDOR AGENCIES
SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY	TRINDEL INSURANCE FUND
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT	TURLOCK IRRIGATION DISTRICT
SOUTH COUNTY AREA TRANSIT	UNIVERSITY OF CALIFORNIA, HASTINGS COLLEGE OF LAW
SPECIAL DISTRICT RICK MANAGEMENT AUTHORITY	UPLAND UNIFIED SCHOOL DISTRICT
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALPINE	WEST SAN GABRIEL LIAB. & PROP. JPA
SUPERIOR COURT OF CALIFORNIA, COUNTY OF AMADOR	WEST SAN GABRIEL WC JPA
SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE	WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
SUPERIOR COURT OF CALIFORNIA, COUNTY OF CALAVERAS	YOLO PARMIA
SUPERIOR COURT OF CALIFORNIA, COUNTY OF COLUSA	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF CONTRA COSTA	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF DEL NOTRE	

AIME PROGRAMS UPDATE

ISSUE: The Athletic Injury Medical Expense (AIME) program continues to address the insurance and risk management needs of its members.

The Executive Committee Liaison for AIME, will report on the activities of the AIME Committee.

RECOMMENDATION: This item is for information only; no action is required on this item at today's meeting.

FISCAL IMPACT: None.

BACKGROUND: AIME is designed to cover medical expenses arising from injuries to student athletes while practicing or competing in inter-collegiate sports programs of the university.

PUBLICATION: None.

ATTACHMENT(S): None.

AORMA PROGRAMS UPDATE

ISSUE: The Auxiliary Organizations Risk Management Alliance (AORMA) continues to address the insurance and risk management needs of its members. All Auxiliary Organizations in Good Standing purchase insurance coverage through the AORMA.

The AORMA Chair, will report on the activities of the AORMA Committee.

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

FISCAL IMPACT: None.

BACKGROUND: The AORMA was first marketed to CSU Auxiliary Organizations in 1998. Since that time, the program has grown from 12 members to 86 members, and represents 100% participation.

PUBLICATION: None.

ATTACHMENT(S): None.

REVIEW OF CSURMA FY 2019/20 LONG RANGE ACTION PLAN

ISSUE: The Executive Committee will be asked to review the items on the FY 2019/20 Long Range Action Plan to gauge progress, re-evaluate where efforts should be focused, and to establish new goals for the next one to three years.

RECOMMENDATION: This item is for information only; however, the Committee may provide direction to Staff as appropriate.

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

BACKGROUND: At its March, 2019 meeting, the Executive Committee adopted the CSURMA Long Range Planning Goals. The Committee will receive a report from Staff on the assigned responsibilities and timelines of the Long Range Planning Goals.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA's FY 2019/20 Long Range Action Plan

FY 2019/20 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-1 Creation of a Formal Process to Regulate and Approve Financing of Risk Programs through CSURMA					
Develop a policy and procedure for development and implementation of risk programs that includes an evaluation of long term financial viability	1	Evaluation of steps necessary for developing and launching risk financing programs	PA	Jul-19	Completed
	2	Prepare draft of proposed policy and procedure	PA, SRM	Jul-19	Completed
	3	Review by CSURMA Treasurer	SRM	Aug-19	Completed
	4	Review by Executive Committee of proposed policy and procedure	EC	Sep-19	Completed
	5	Adoption by CSURMA Board of Directors	BOD	Nov-19	Completed
LRP-2 Further Development of Youth Protection Programs					
CSURMA will promote the concepts of higher level adoption of youth protection programs at the campuses, including auxiliary organizations	1	Creation of custom tool which could be used to provide safety guidelines, track minors on campus, and record completions of mandated training	PA	Jan-20	In Process
	2	Provide systemwide safety guidance for minors on campus including mandated training	PA, SRM	Mar-20	
	3	Review whether registration of all minors coming onto campus for sponsored events is feasible	PA, SRM	Mar-20	
	4	Tie in faculty and student interactions	PA, SRM	Mar-20	
LRP-3 CSURMA Review of its Digital Compliance					
CSURMA will evaluate its website, data systems and service provider systems for digital compliance and security	1	Review CSURMA website for digital ADA compliance	PA	Oct-19	In Process
	2	Report to CSURMA EC	PA	Nov-19	Completed
	3	Implement Website Changes as appropriate	PA	Dec-19	
	4	Compile list of data systems and vendors	SRM, PA	Aug-19	
	5	Survey for security compliance	SRM, PA	Nov-19	
	6	Report to CSURMA EC	SRM, PA	Jan-20	
LRP-4 Development of a CSURMA Critical Events Toolkit					
Program Administrator Staff will develop a master CSURMA critical events toolkit to be housed on the CSURMA website	1	Review all appropriate services currently available to members	PA	Aug-19	Completed
	2	Create and/or update coverage summaries of the programs in place	PA	Aug-19	Completed
	3	Work with IT to update the CSURMA website to create a location for the toolkit	PA	Aug-19	Completed
	4	Post all toolkit items	PA	Aug-19	Completed
	5	Review the new toolkit with the Executive Committee	EC	Sep-19	Completed
	6	Provide notification to Members	PA	Oct-19	Completed
LRP-5 Liability Program Memorandum of Coverage Review with Coverage Counsel					
Review both the Campus Risk Pool and AORMA Liability Program Memoranda of Coverage	1	Staff review of MOC's with insurance industry forms and other JPA MOC's	PA	Aug-19	Completed
	2	Review of initial findings with CSU OGC and SRM	PA, SRM, OGC	Aug-19	Completed
	4	Engage Coverage Counsel for review as necessary	PA	Aug-19	Completed
	3	Initial report to Executive and AORMA Committees	PA, SRM, OGC	Sep-19	Completed
	5	Present recommended changes to Executive and AORMA Committees	PA, SRM, OGC	Sep-19	Completed
	6	Communicate MOC changes to the members	PA, SRM	Apr-20	
	7	Implement new MOC's	PA	Jul-20	

FY 2019/20 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-6 Foreign Travel Program Review					
Review of Foreign Travel insurance program coverages, cost and services	1	SRM Initiated review supported by PA	SRM, PA	Aug-19	In Process
	2	Initial report to Executive and AORMA Committees	SRM, PA	Sep-19	In Process
	3	Discussion of proposed changes with CSU IP, at Fitting the Pieces Conference and with other interest groups	SRM, PA	Nov-19	In Process
	4	Approval of proposed changes by EC	EC	Jan-20	
	5	Communication of changes and initiation of implementation plan	SRM, PA	Feb-20	
	6	Launch of FTIP 2.0	SRM, PA	Jul-20	
LRP-7 CSURMA Master Calendar for Upcoming Trainings, Conferences and Events					
Program Administrator Staff will develop a master calendar and identify appropriate audiences and communication methods	1	Create Master CSURMA Events Calendar	PA	Aug-19	Completed
	2	Research / collect all notifications of upcoming events to be added to the calendar	PA	Aug-19	Completed
	3	Work with IT to update the CSURMA website to create a location for the new events calendar	PA	Aug-19	Completed
	4	Post the new events calendar	PA	Aug-19	Completed
	5	Review the new events calendar with the Executive Committee	EC	Sep-19	Completed
	6	Provide notification of the Members	PA	Sep-19	Completed
LRP-8 Master Enabling Agreement for Environmental Sampling Services					
Many campuses are regularly engaging environmental sampling service providers using separate procurement processes that could be avoided under a MEA	1	Identify and engage with systemwide task group to identify the scope of services for the MEA	SRM	Aug-19	In Process
	2	Prepare RFP for MEA and conduct process	SRM	Oct-19	
	3	Select service provider(s), negotiate and execute MEA(s)	SRM	Jan-20	
	4	Communicate results and participation process to campuses	SRM	Apr-20	

BOD: CSURMA Board of Directors
CABO: CSU Chief Administrators and Business Officers
CO: Chancellor's Office
CPDC: CO Capital Planning Design & Construction

EC: CSURMA Executive Committee
OGC: CSU Office of General Counsel
PA: CSURMA Program Administrator
SRM: CSU Systemwide Risk Management

CAMPUS RISK POOLS FUNDING STATUS

ISSUE: In accordance with the CSURMA's adopted funding policy for its self-funded pooling programs, Staff prepared an analysis of the risk pools funding position relative to the actuary's projection in accordance with CSURMA's minimum funding requirements and expected cash expenditures as of December 31, 2019 projected to June 30, 2020. At its Long Range Planning meeting, the Executive Committee reviews the risk pools' funding position and determines if there are sufficient funds to meet anticipated needs, including a confidence margin for unexpected expenditures.

RECOMMENDATION: No action requested. The Executive Committee is asked to review the projected risk pools' funding position, and direct staff as it deems appropriate.

FISCAL IMPACT: None expected as no action is requested. However if the Executive Committee chooses to take action, the fund balances will be impacted by the amount of the action so taken.

BACKGROUND: Prior to FY 1995/1996, the CSU Chancellor's Office paid all Liability, Workers' Compensation and IDL/NDL/UI claims and related expenses. CSU funded these liabilities on a cash basis as the claims became payable. Beginning in FY 1995/1996, the campuses became accountable for these claims 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.

CSURMA (successor to the *Risk Pool*) inherited prior years' claim liabilities when it was established. CSURMA's Board of Directors adopted a policy to fully-fund each year's claims 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.

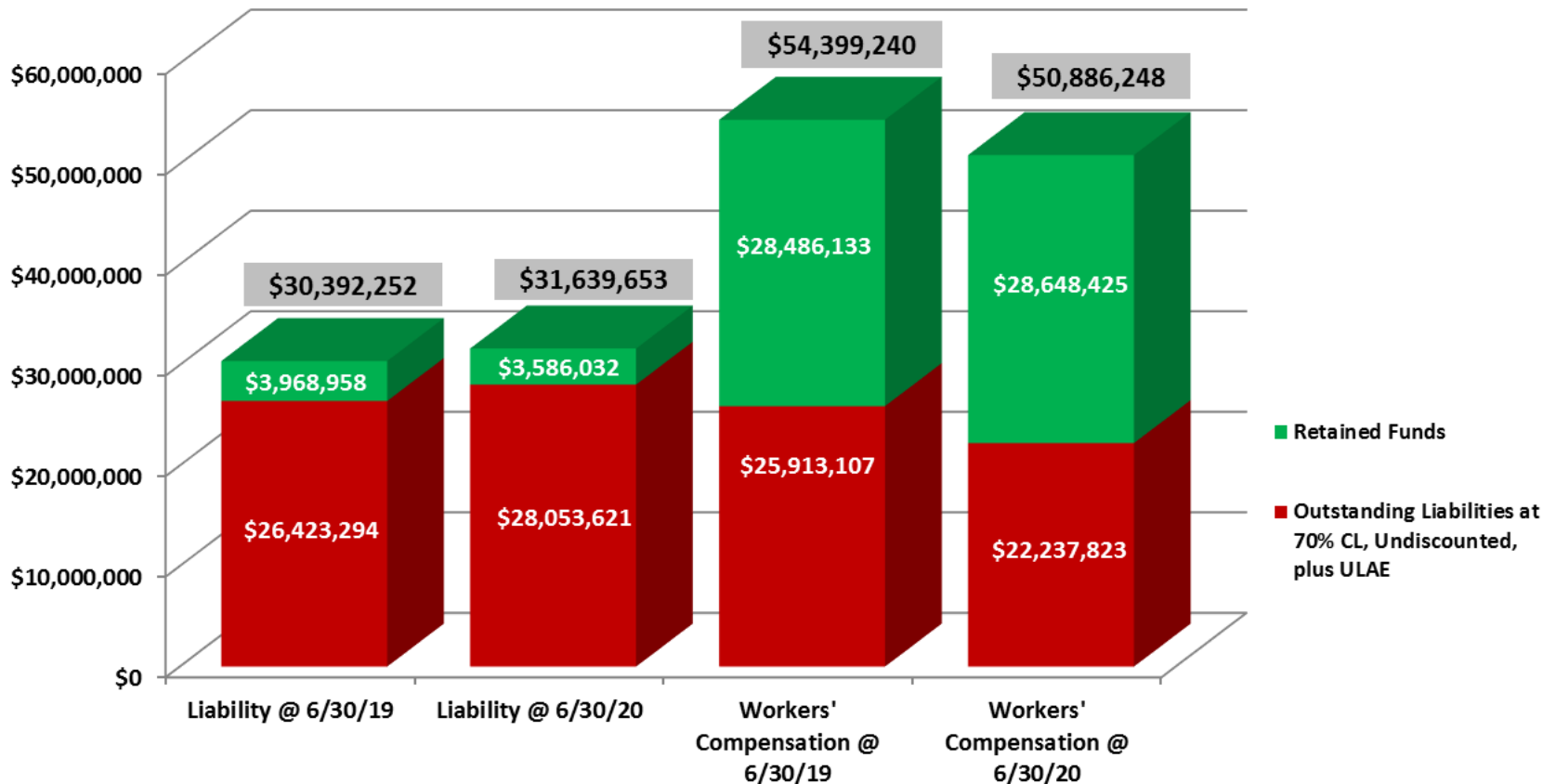
PUBLICATION: None.

ATTACHMENTS:

- a. Estimated Risk Pool Funding projected to June 30, 2020
- b. CSURMA Policy & Procedure No. 7 – Self-Insured Program Funding
- c. CSURMA actuarial reports valued June 30, 2019 (*available at the meeting for reference*)

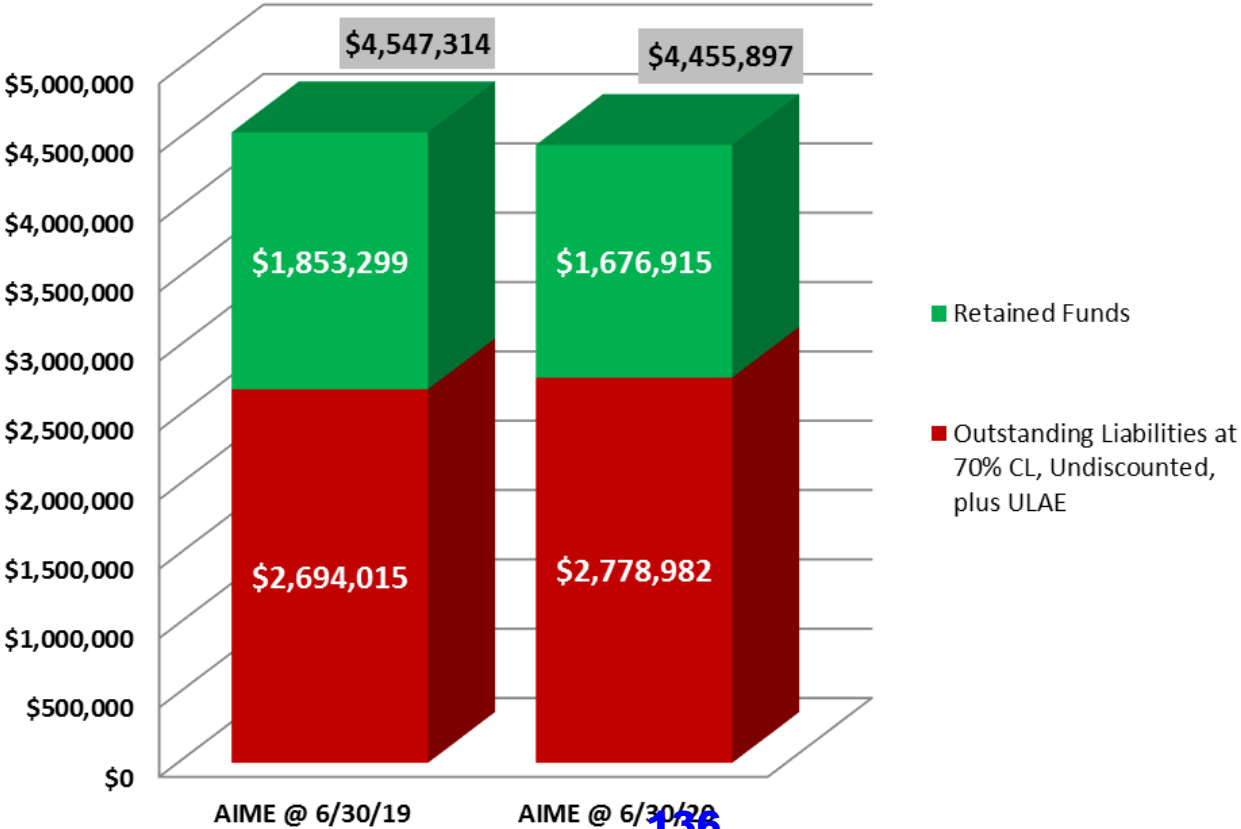
Pool Funding Status Report Projected to June 30, 2020

Campus Risk Pools
Estimated Funding Projected to June 30, 2020
(70% Confidence Level, Undiscounted, plus ULAE)



Pool Funding Status Report Projected to June 30, 2020

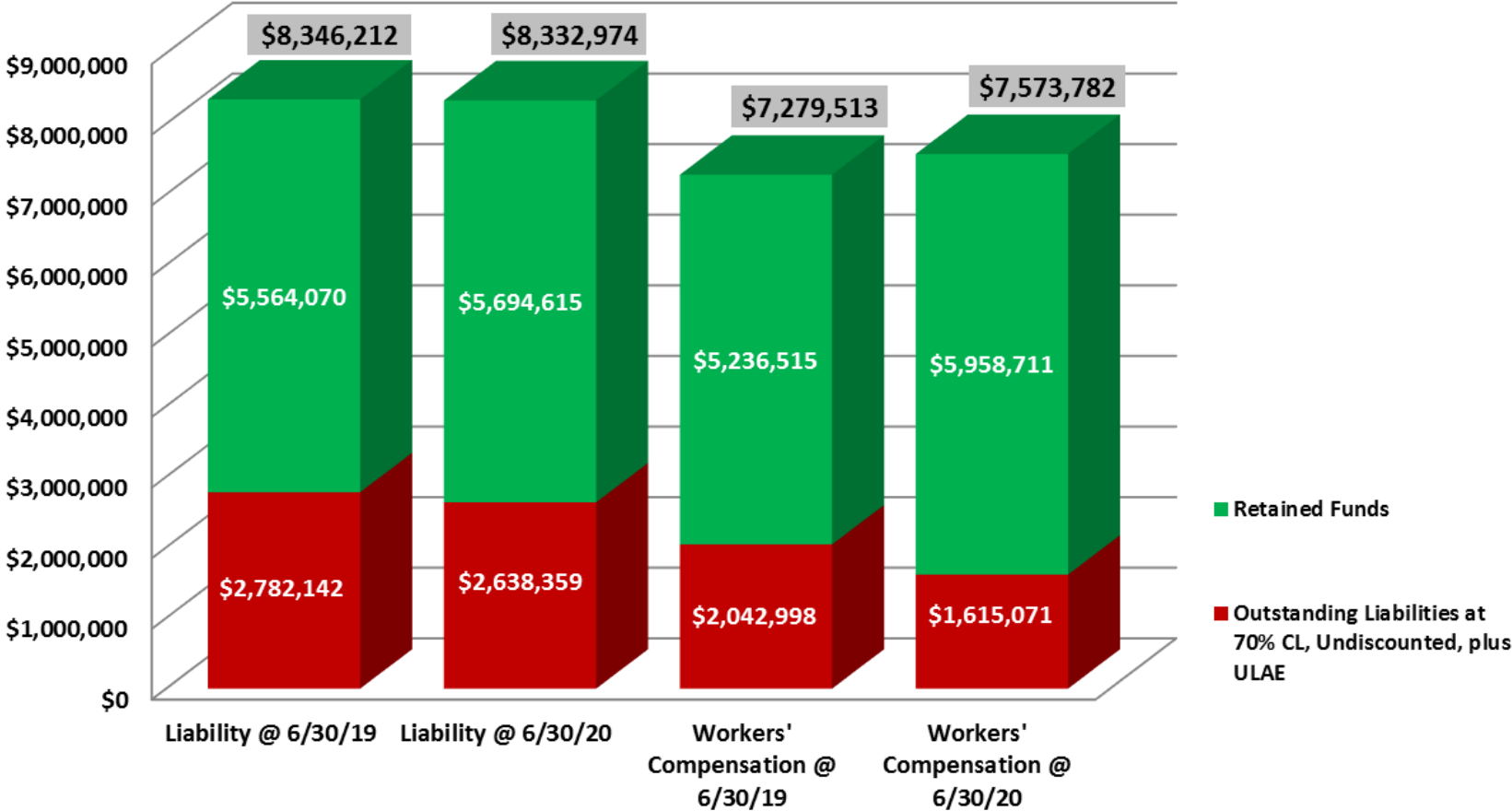
Athletic Injury Medical Expense Estimated Funding Projected to June 30, 2020 *(70% Confidence Level, Undiscounted, plus ULAE)*



Pool Funding Status Report Projected to June 30, 2020



AORMA Risk Pools
Estimated Funding Projected to June 30, 2020
 (70% Confidence Level, Undiscounted)





CSURMA

POLICY AND PROCEDURE NO. 7

EFFECTIVE: JANUARY 1, 2000
REVISED: APRIL 27, 2015
SUBJECT: SELF-INSURED PROGRAM FUNDING

ISSUE:

The CSURMA operate various self-insured coverage programs. Generally, these programs include a primary layer of pooling, with excess and reinsurance coverage. Each program is responsible for all costs generated by that program, as well as a proportionate share of the JPA's general administrative costs. It is important that each self-insured program be properly funded to satisfy its liabilities. This policy and procedure continues the policy adopted by the CSURMA Board of Directors on April 24, 1997.

POLICY STATEMENT:

It is the policy of the CSURMA that each self-insured program shall establish budgets with a goal of full funding, including a reasonable risk margin. Such funding shall be determined by the Executive Committee as a part of each year's annual budget based upon the recommendations of a professional actuary and staff.

PROCEDURE:

CSURMA staff is responsible for developing draft budgets for each of the self-insured programs for each fiscal year. As a part of the budget development, staff will work with the CSU and its actuary to determine projected liabilities for the CSURMA's self-insured programs. The actuary's reports shall be used by staff and the Executive Committee to develop recommended rates and funding for each self-insured program.

It is the policy of the CSURMA to fund fully the self-insured programs. Adopted funding shall include sufficient funds projected to pay the following cost elements:

- Administrative expenses shall be funded on a cash basis for each program year;
- Prior year cash deficits (if any) shall be funded on a cash basis;
- Prior years' claims payable shall be funded on a cash basis to the extent accrued reserves do not amount to full funding;
- Current year expected liabilities shall be funded on an accrual (incurred) basis; and
- At such time as all outstanding liabilities are fully funded, a reasonable risk margin shall be funded.



CSURMA

POLICY AND PROCEDURE NO. 7

Staff shall make an annual report to the Board of Directors, detailing the self-insurance programs' funding status in accordance with this Policy & Procedure No. 7.

FURTHER DEVELOPMENT OF YOUTH PROTECTION PROGRAMS

ISSUE: Youth protection is a priority for the California State University. In an effort of continuous improvement, the partnership with Praesidium continues and increases. As well, Systemwide Risk is developing a resource guide to help inform the campuses and auxiliaries specifically about how the CSU aims to protect youth while on campuses.

RECOMMENDATION: This is an information item.

FISCAL IMPACT: None at this time.

BACKGROUND: Protecting youth has always been the goal of the University. One of the ways CSU has demonstrated its commitment to protecting youth is through the Praesidium partnership, which started in 2014. Every campus, including the Chancellors office has completed some sort of training offered by Praesidium. The success of this partnership is driven from the Chancellors Office. In addition, Systemwide Risk is creating a resource guide that will be available for distribution to all of the campuses. This will be a dynamic guide that will be updated regularly.

PUBLICATION: None at this time.

ATTACHMENT(S):

- a. Draft Managing Risk in Youth Programs Resource Guide



The California
State University



Managing Risk in Youth Programs Resource Guide

Last Modified: 2/27/2020

Table of Contents

Background	3
Introduction	3
Definitions	3
Operational Guidelines	4
Program Registration	4
Program Elements.....	5
Screening and Selection.....	6
Background Checks	6
Program Handbook for Parents and Participants.....	7
Participant Orientation	8
Chaperone/Supervisor Ratios	8
Training	9
Staff and Volunteer Training.....	9
Rules for Youth Program and Staff Volunteers.....	9
Transportation of Youth.....	11
Concussion Awareness.....	11
Abuse Reporting Protocols	12
Third Party and Cosponsored Programs	12
Forms, Tools and Resources	12
Model Forms.....	12

Background

Introduction

The California State University (CSU) campuses have a wide range of activities including camps, clinics, workshops, recitals, tournaments, conferences and competitions all of which have persons under the age of 18 as the majority of participants or attendees. The CSU strives to offer safe and enjoyable educational environments for youth. In support of that goal, the CSU is committed to protecting youth who participate in CSU organized programs. The CSU has zero tolerance for the abuse or mistreatment of youth.

Purpose and Scope

The purpose of these guidelines is to establish standards and protocol for the safety and protection of youth, to guide staff and volunteer conduct, and to facilitate the identification of high risk interactions and program characteristics. These guidelines apply to University and Auxiliary sponsored activities, which may take place on campus or off campus, and where applicable, to activities sponsored by third party activities and events that take place on campuses.

Definitions

Authorized Person: an individual who interacts with, supervises, chaperones or oversees youth in an activity or program.

- An authorized person is considered to have high contact with youth if they:
 - are involved with the care, supervision, guidance or control of youth; or
 - have routine interaction with youth; or
 - work with or around youth on more than one program; or
 - work with or around youth on a program that meets regularly or involves multiple interactions; or
 - have the potential for unsupervised access with one youth; or
 - are responsible for supervising youth; or
 - are a consistent and regular volunteer for programs involving youth; or
 - interact with youth on a frequent basis.

- An authorized person is considered to have low access with youth if they:
 - work with or around youth for a one-time program (but not programs that meet regularly or involve multiple interactions);
 - are always supervised by another adult when interacting with youth; or
 - are not responsible for supervising youth.

Background check: Background checks are to be conducted in accordance with CSU Technical Letter HR 2017-17.

Care, Custody and Control: when an individual has primary responsibility for supervision of a youth at any given point throughout the activity or youth program.

One-on-one interaction: any intentional interaction where an Authorized Person is alone with a youth.

Program Sponsor: The Program Sponsor is the appropriate University administrator. e.g., Dean, Associate Vice President, Assistant Vice President or Third Party responsible for authorizing the Program and ensuring the Program follows the criteria set forth in these guidelines. The Program Sponsor will be identified as a central contact for Program information.

A Program Sponsor should be pre-designated for any program.

A Program Sponsor can delegate the management of certain components of a Youth Activity to a Program Director. The delegation is limited to the general oversight, day-to-day planning, coordination, and implementation of the Program and its essential components and does not alleviate the Program Sponsor from ultimate responsibility for applying these guidelines to their program.

Third Party or Co-sponsored Programs: A third party is an off-campus entity who is utilizing resources/facilities on campuses to operate a youth program. A Co-sponsored activity is a partnership between University and a Third Party.

Program Director: The Program Director, e.g., Faculty, Director, provides general oversight of the program and manages day-to-day planning, coordination, and implementation of the program and its essential components, if so delegated by the Program Sponsor.

University Facilities: Facilities owned by, leased to, or under the direct control and supervision of the University or any of its Auxiliaries.

Youth/Minor: The term "youth", utilized throughout these guidelines, represents any person under 18 years of age who is not a matriculated student.

Youth Program/Youth Activity: an activity or event conducted or organized by the University, Auxiliary or Third Party that includes youth during which the University, Auxiliary or Third Party assumes the responsibility for the care, custody and control of youth participants. "Youth Program or Youth Activity" does not include (1) activities or events which parents, guardians, affiliated program leaders (e.g. school teacher, counselor) are responsible for the care, custody, and control of youth participants, or (2) private, personal events (e.g., birthday parties, weddings) that occur at University facilities, or (3) events open to the general public (e.g., intercollegiate athletic events, concerts, class tours).

Youth Program Officer – The University employee or department responsible for reviewing risk associated with youth programming in University or Auxiliary sponsored programs and activities.

Operational Guidelines

Program Registration

Registration for Youth Programs and Youth Activities should be submitted to the University Youth Program Officer (or designee) at least 60 days prior to the start of each event or activity.

Program registration should include the following information:

1. Pre-approval by Program Sponsor/appropriate administrator(s)
 - a. Program Director's name and contact information (phone and email)
 - b. Program Supervisor's name and contact information (phone and email)
 - c. Department name
 - d. Youth Program/Activity
 - i. Description
 - ii. Date/Time
 - iii. Number of overnights (if applicable)
 - iv. Anticipated number of participants
 - v. Anticipated age of participants
 - e. Chaperones/supervisor ratios

Program Elements

Program Directors should adhere to the following criteria when conducting youth programs:

1. Youth program directors/coordinators should register each youth program at least 60 days prior to the start of the program.
2. Third Parties using University facilities for programs involving youth must follow University procedures for use of facilities, which should include the use of a Facilities License Agreement. The Facilities License agreement should include language that requires the third party to confirm all individuals responsible for youth have undergone screening consistent with these guidelines the agreement should also include a requirement for the third party to provide evidence of sexual molestation and abuse insurance.
3. Obtain all media, medical, and liability releases as a part of the program registration process. All data gathered shall be confidential, is subject to retention guidelines, and shall not be disclosed, except as provided by law.
4. Utilize a medical treatment authorization form for all youth participants. Consult with the Office of General Counsel for guidance as necessary.
5. Utilize a photo, media/image release form. Consult with the Office of General Counsel for guidance as necessary.
6. Utilize the Release of Liability, Promise not to Sue, assumption of Risk and Agreement to Pay Claims form. Consult with the Office of General Counsel for guidance as necessary.
7. Provide adequate supervision for youth during the program. In determining the appropriate level of supervision, the program will consider the number, age, and gender of participants, the activities involved, the age and experience of Authorized Persons, and the supervision standards for residential and non-residential programs provided by the American Camp Association (ACA).
8. Documentation that the Program Sponsor or designee has conducted a program review and approval 30 days in advance which should include the following:
 - a. List of staff and volunteers
 - b. Confirmation of interview screening for staff and volunteers
 - c. Confirmation completed and reviewed background checks

- d. Confirmed completed training for staff and volunteers
 - i. Mandated reporter
 - ii. Expected behavior for working with children
 - e. Confirmed completed orientation for participants
 - f. Confirmed provided participants code of conduct
 - g. Confirmed provided Participant handbook
 - h. List of participants
 - i. Confirmation of collection and repository of appropriate forms/documents
9. In the event of a medical emergency, contact local emergency medical services.
10. When the program involves overnight stays, youth must be assigned housing separately from Authorized Persons.
- a. Exception: a youth may be housed in the same room as the youth's parent/guardian.

Screening and Selection

All programs must adhere to the screening and selection criteria required by the University. All steps must be completed before an Authorized Adult is released to work with youth in a paid or unpaid position. The University reserves the right to repeatedly conduct background screening any time after employment or volunteer services have begun.

Authorized Person with High Access to Youth

Screening and selection of individuals who have high access to youth will include the following:

1. A standard application designed to screen for abuse
2. Signed University Code of Conduct
3. A multi-state criminal background check that includes county-level information
4. A national sex offender registry check
5. Face-to-face interviews using behaviorally-based, standardized questions designed to assess for potential risk to abuse
6. A minimum of three references, at least of one of which is personal, to be asked behaviorally-based questions that assess abuse risk.

Authorized Person with Low Access to Youth

Screening and selection of individuals who have low access to youth will include:

1. A standard application designed to screen applicants for the potential to abuse;
2. Signed University Code of Conduct
3. A national sex offender registry check
4. When possible, a multi-state criminal background check that includes county-level information.

Background Checks

Background checks will be conducted as required in CSU Technical Letter HR 2017-17. All program sponsors, program directors and volunteers with regular or direct contact with youth participants will submit to a mandatory background check prior to commencement of the Program. The background check shall include: social security number trace to verify past places of residence, alias check (for past

names used), local criminal record check, states of residence for criminal record check (prior three year minimum), and FBI criminal.

No individual shall be permitted to participate in direct contact with youth participants or have a defined role or responsibility where youth participants' personal identification information is conveyed, if said individual does not have a verified, clean criminal background check.

All Program employees (or Program Sponsors or Directors who are considered employees) will comply with CSU policies regarding background checks

Program Handbook for Parents and Participants

Departments sponsoring a youth program will develop and distribute a program handbook to participants and their parents/legal guardians. The program handbook should include the following information:

1. Procedures for notifying a youth's parent/legal guardian in case of emergency, including medical or behavioral situations.
2. Information for parents/legal guardians on how to contact the participant during the program.
3. Program rules and conduct expectations for participants in the program, including the fact that participants must abide by all CSU regulations and may be removed from the program for failure to do so. Program rules and expectations must include the following:
 - Prohibition against the possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons.
 - Rules about when participants may leave campus during the program.
 - Clear statement that no violence of any kind will be tolerated.
 - Clear statement that no theft of property, regardless of owner will be tolerated.
 - Clear statement that sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.
 - Clear statement that any violation of the University Anti-Discrimination Policy will not be tolerated.
 - Clear statement that hazing and bullying (physical, verbal, or cyber-bullying) will not be tolerated.
 - Clear statement that misuse or damage of University property is prohibited and participants may be financially responsible for damage or misuse of University property.
 - Clear statement that prohibits the inappropriate use of cameras, imaging and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

- Established protocol for areas of drop off/pick up and release of minor.
- Rules that identify areas of the program facilities where participants may be restricted from entering (e.g. storage rooms, equipment rooms, athletic training rooms, staff/faculty/administrator offices) and/or equipment that participants may be restricted from using.

4. A description of the process to be followed if a participant, group leader, or other individual associated with a youth program is alleged to have violated University policies or conduct rules of the program, including the process for dismissal and removal from the program.

5. A description of the process to be utilized for the parent, legal guardian, or other responsible adult to pick up the participant if he/she is dismissed from the program early.

6. Housing specific policies, if applicable, addressing:

- Curfew time that is age-appropriate for participants;
- In-room visitation by participants of the opposite gender;
- Visitation by non-participant guests restricted to public spaces in the building and only during approved hours specified by the program;
- Requirement that separate accommodations are provided for Authorized Persons and youth, except when housing youth with their parents or guardians; and
- Requirement that program participants, staff, and volunteers must comply with all security measures and procedures specified by CSU Police and Housing Services.

Participant Orientation

Program Directors are expected to provide an age appropriate orientation to participants that addresses the following topics:

1. Program safety and security procedures
2. University rules, program rules, and behavioral expectations
3. University reporting protocols for suspected child abuse and sexual assault
4. University Anti-Discrimination expectations

Chaperone/Supervisor Ratios

Ratios for various age groups should be calculated to create a safe and effective learning environment. Two Chaperones must be present throughout the program, regardless of total count and, accepted ratios may include:

- 5 years and younger: One chaperone for every 6 youth participants with a minimum of two Chaperones. No overnight youth participants permitted.
- 6-8 years: Minimum of two chaperones with 1:6 ratio for “overnight youth participants” and 1:8 ratio for “day youth participants.”

- 9-14 years: Minimum of two chaperones with 1:8 ratio for “overnight youth participants” and 1:10 ratio for “day youth participants.”
- 15-18 years: Minimum of two chaperones with 1:10 ratio for “overnight youth participants” and 1:12 ratio for “day youth participants.”

NOTE: Chaperone ratios are not required when a program requires or reasonably anticipates that youth participants will be accompanied by a legal guardian or a legal guardian’s authorized appointee.

Training

Staff and Volunteer Training

Program directors are expected to provide training to program staff and volunteers that addresses the following topics:

1. Program responsibilities and expectations
2. Conduct rules for staff and volunteers
3. Appropriate interactions with and supervision of youth
4. Program policies and procedures
5. What to do in the event of a crises or emergency
6. Safety and security precautions
7. Prohibited harassment and reporting obligations
8. Mandated reporter and University reporting protocols for suspected child abuse, sexual assault, or child pornography
9. University Anti-Discrimination expectations
10. Prohibition of retaliation against youth, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct, including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a youth, and violations of Anti-Discrimination expectations, per current CSU policies and requirements.
11. Conduct rules for staff and volunteers

Rules for Youth Program and Staff Volunteers

Program directors are expected to notify program staff and volunteers of applicable program rules, including conduct expectations. Program staff and volunteers must abide by all University regulations and may be removed from the program for violation of such rules. Program rules for program staff and volunteers must include the following:

1. The supervision ratio expectations addressing the number of Authorized Persons who must be present during activities where youth are present.
2. Youth program directors and coordinators must make reasonable efforts to limit one-on-one contact between Authorized Persons and youth participating in youth programs.
 - a. Reasonable efforts must be made to have two or more Authorized Persons present during activities where a single youth is present.
 - b. Reasonable efforts must be made to involve more than one adult in any electronic contact with youth.
 - c. Staff/volunteers should ensure another adult staff/volunteer is present when addressing youth in private areas (e.g.: restrooms, bedrooms, study lounges, and similar areas).
 - d. If handling an emergency when only one youth is present, the adult responding should make reasonable efforts to contact another adult to come and assist as immediately as possible.
 - e. Staff expected to contact a single youth for official academic or programmatic recruitment may do so as directed by their supervisor by E-mail or phone call during standard business hours.
3. Authorized Persons may have no personal, non-programmatic related electronic communications with youth participants (email, phone, text, Facebook, etc.) during the program.
4. Authorized Persons may not take pictures of youth or post information about youth to social media sites without permission from a parent/guardian.
5. Authorized Persons may not meet youth participants off-site or off-hours.
6. Authorized Persons may not give personal gifts to youth participants.
7. Authorized Persons may not possess, consume, or be under the influence of alcohol, medical marijuana, or illegal drugs at any time the adult has responsibility for youth participants.
8. Authorized Persons may not violate the University's Anti-Discrimination Policy.
9. Authorized Persons may not engage in abusive conduct of any kind toward, or in the presence of, a youth. This includes inappropriate physical contact and inappropriate verbal interactions, such as cursing, derogatory remarks, off color or sexual jokes, etc. in person or electronically.
10. Authorized Persons may not strike, hit, administer corporal punishment of any kind to, or touch youth in an inappropriate or illegal manner.
11. Authorized Persons may not pick up youth from or drop off youth at their homes, other than the driver's child/children, or except as specifically authorized in writing by the youth's parent/legal guardian.

12. Authorized Persons may not provide alcohol or illegal drugs to any youth.
13. Authorized Persons may not provide prescription drugs or any medication to any youth, unless the adult is a medical professional who has been specifically authorized in writing by the parent or legal guardian to administer the medication as required for the youth's care or emergency treatment.
14. Authorized Persons may not make sexual materials in any form available to youth or assist them in any way in gaining access to such materials.
15. Authorized Persons may not retaliate against youth, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a youth, or violations of the University's anti-discrimination policy.
16. If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a youth, and violations of the University's anti-discrimination policy is made against an Authorized Person participating in a program, including program staff/volunteers, the accused Authorized Person must be removed from any further participation in programs and activities covered by this policy until such allegation has been satisfactorily resolved.

Transportation of Youth

Units operating a youth program that involves transportation of youth as part of the program activity should comply with the following requirements:

1. Authorized Persons that transport youth must have completed the Defensive Driving Program and should be enrolled in the California DMV driver pull notice program.
2. The use of private vehicles for transporting youth should be avoided, however, when private vehicles must be used, drivers must follow all CSU guidelines for use of personal vehicles related to University business.
3. More than one Authorized Person must be present in the vehicle except when there are multiple youth for the duration of the transportation.
4. University youth programs utilizing commercial transportation services must follow CSU guidelines related to commercial transportation.

Concussion Awareness

Units operating a youth athletic activity must comply with the requirements of the University concussion practices and follow return to play/return to work guidelines.

Abuse Reporting Protocols

California Law and CSU Policy related to Suspected Child Abuse or Neglect

The university is dedicated to maintaining zero tolerance for abuse. As such, it is imperative that everyone actively participate in the protection of youth and be alert to safeguard the safety of youth on and off campus. For purposes of this document, the terms child abuse and neglect include, but are not limited to, the following: physical abuse, verbal abuse, sexual abuse, emotional abuse, neglect, and economic exploitation.

All employees and volunteers involved in youth activities must abide by California State law and University Policy, Mandated Reporting of Child Abuse and Neglect (EO 1083), for reporting requirements as they pertain to Suspected Child Abuse or Neglect. Whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect, you must report the suspected incident. Failure to report may result in criminal penalties. See Penal Code Section 11164-11174.3. Suspected violations of law must be referred to University Police.

Reporting for Non-mandated reporters:

Establish a mechanism for Non-mandated reporters to report suspected abuse of youth participating in your youth program.

Third Party and Cosponsored Programs

Working with third-parties and facility rentals can present unique abuse risk management challenges. Facility rentals and non-university/third party and Cosponsored programs occurring on campus should include standardized written documents that hold the university harmless and requirement for screening and working with youth. These expectations are outlined in the CSURMA Contracts Involving

Forms, Tools and Resources

Model Forms

Units operating a youth program that involves transportation of minors should comply with the following requirements:

- Registration Form
- General Release of Liability
- Media Release
- Medical Treatment Authorization
- Pick-up/Drop Off/Commuter Form

Resources

[American Camp Association](#)

[Praesidium: Know your Score and Training Resources](#)

CSU Policy: Background Check Policy (HR 2017-17)

CSU Policy: Discrimination, Harassment, Retaliation Sexual Misconduct, Dating and Domestic violence, and Stalking against Employees and Third Parties (EO 1096):

<https://calstate.policystat.com/policy/6743499/latest/>

CSU Policy: Mandated Reporting of Child Abuse and Neglect (EO 1083):

<https://calstate.policystat.com/policy/6596436/latest/>

Student Conduct Procedures (EO 1098): <https://calstate.policystat.com/policy/6742449/latest/>

CSURMA Contracts Involving Minors Resource Guide

DRAFT

FOREIGN TRAVEL PROGRAM REVIEW UPDATE

ISSUE: During the CSURMA Long Range Planning meeting, the officers discussed the need to review the current Foreign Travel Insurance Program (FTIP) for efficiencies in overall process, potential partnerships, and creating a more standardized enrollment.

RECOMMENDATION: This is an information item.

FISCAL IMPACT: None at this time.

BACKGROUND: Foreign travel provides students and faculty/staff enriching experiences and FTIP was created to help aid in obtaining insurance as well as tracking travelers. Over the years campuses have made customizations to the process and it has been determined a fresh look at the various parts is a good idea. A Task Group has been formed with representatives from the Chancellors Office and various campuses and the group is responsible for evaluating the current processes as well as developing new processes where needed and relaunching.

PUBLICATION: None at this time.

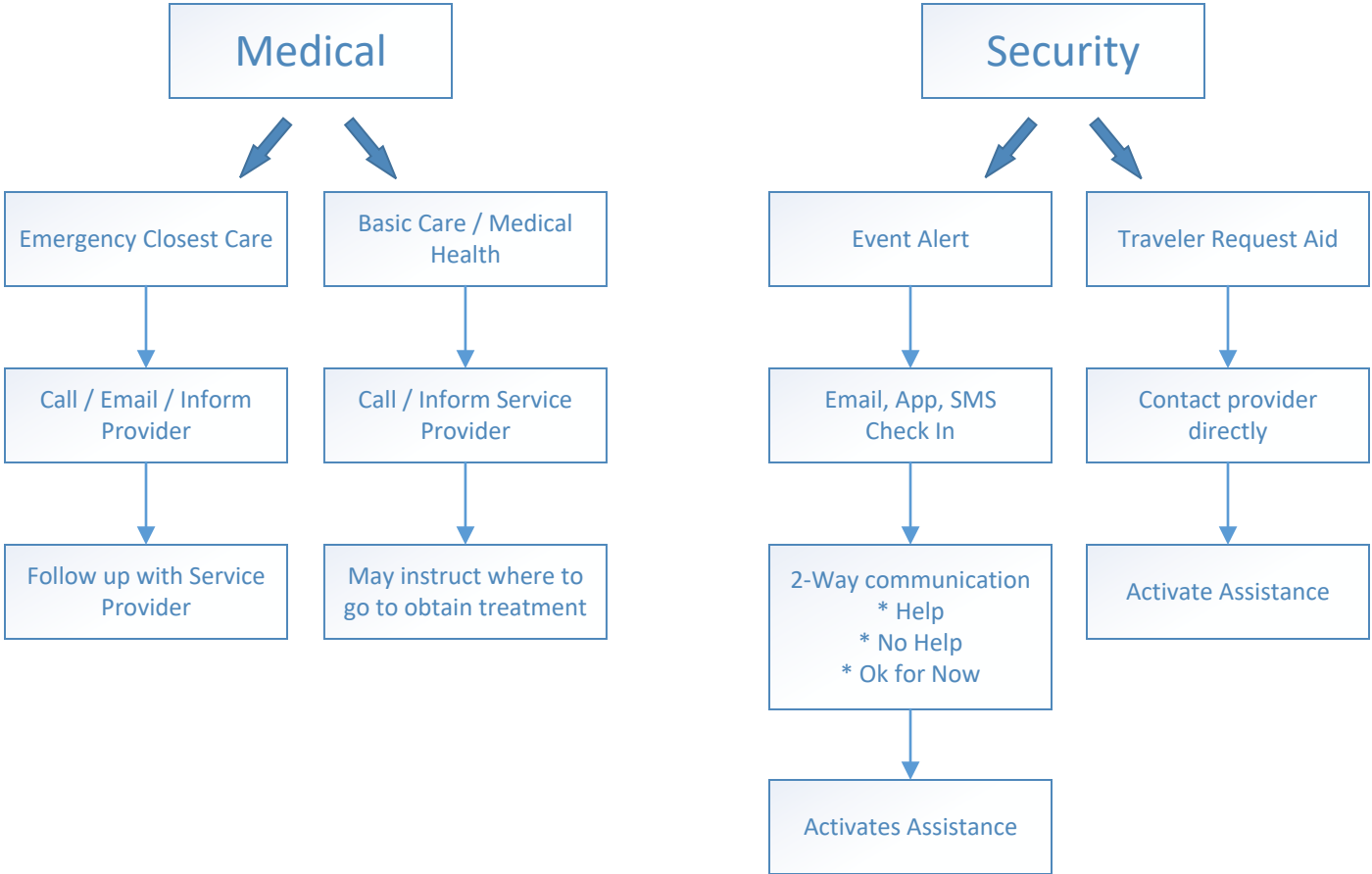
ATTACHMENT(S):

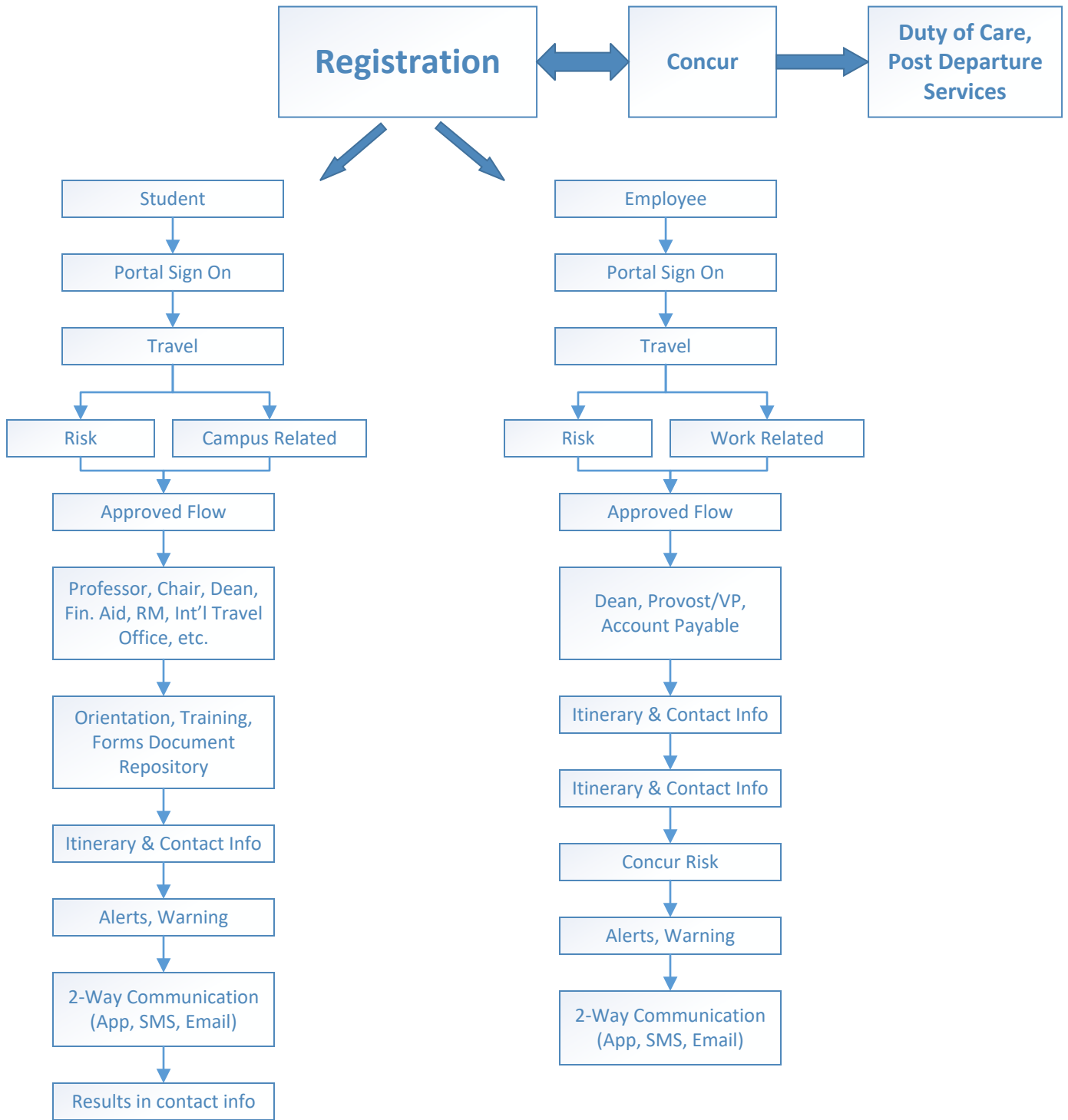
- a. Vendor Comparison Chart
- b. Flow Chart

Foreign Travel Insurance Program Review

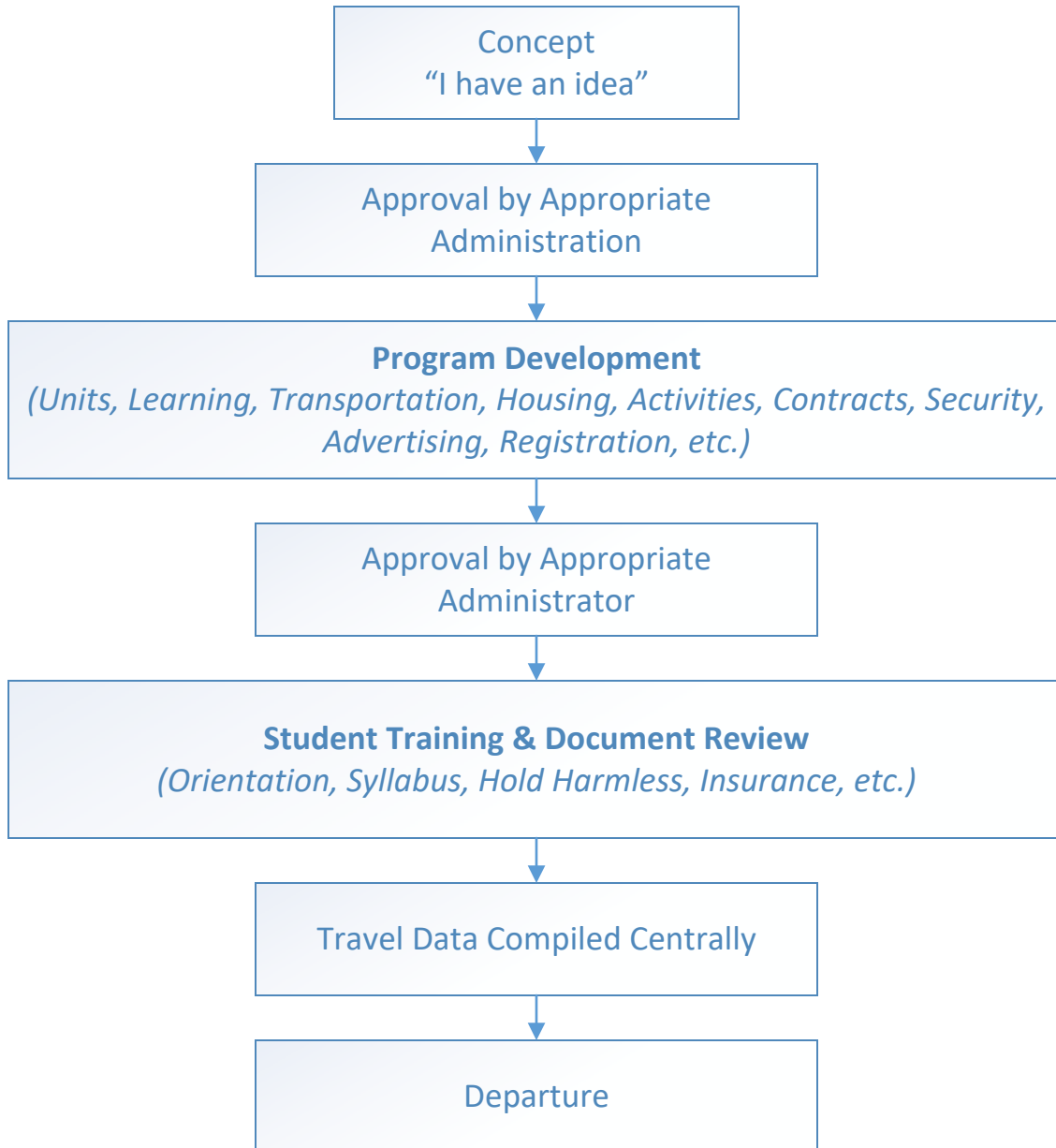
	Services	Proposal
Travel Registry		
Terra Dotta	<p>Unlimited users, single sign-on, communicates with people soft, group or individual registration, itinerary, activity, destination risk review, registration approval flow, online training forms, 24 hr-travel alert system, travel alert app and SMS messaging.</p> <p>Multiple additional services (ie contract inventory, extra costs).</p>	<p>\$82,503 \$3-5k campus based on # \$1.5-6.5k integration</p>
Concur	<p>Limited licenses, employee's only, single sign-on, communicates with people soft, self-registration, individual registration, itinerary, registration approval flow, accounts payable tool.</p> <p>*Risk review add on as an options (extra cost).</p>	Campus supported
Coverage		
FTIP/Chubb	<p>General Liability, Auto, Accident, Emergency Medical, Emergency Medical Evacuation, Reparation, Emergency Reunion, Security Evacuation, Trip Cancellation, Trip Interruption, Trip Delay, Accidental Death & Dismemberment. Blanket policy and reduced reporting scheduled re travelers.</p>	N/A
On Call	Can underwrite coverage with tie in to post departure services.	N/A
Travel Services		
AXA	<p>Imbedded vender/provider for Chubb. Currently providing services. Traveler calls or emails for services. Travel assistance provider and guarantee payment based on exiting agreement with Chubb/ACE.</p> <p>WorldCue: Travel tracking, mobile assistance app and SMS alerts.</p>	<p>~\$50,000 annually. Licenses needed</p>
International SOS	<p>Medical and security services. Provides services for Chubb. Upload from registry or any documents sent to them. Destination risk review, travel education via eLearning, email alters, approved medical providers with screening, enhanced emotional support sessions, travel tracking, travel security information for mobile, mobile assistance app (Everbridge), SMS messaging, political and natural disaster evacuation.</p>	<p>\$140 Med & security assist</p> <p>\$159k Travel Risk Mgmt.</p>
On Call	<p>Medical and security services. Upload from registry. Destination risk review, travel education briefings, campus specific communications/branding, dedicated 24/7 Phone Line, 24-Hr nurse helpline, prescription replacement assistance, mental health series, travel assistance services, travel tracking, KeynectUP app with SMS messaging, political and natural disaster evacuation.</p>	<p>\$149K Med & security Assist \$64K Travelrisk \$150k Tech</p>
Working Group	<p>Jody Van Leuven, CSU CO; Amy Lightner, Alliant; Susie Morris Director, Study Abroad, San Jose State; Erin Fullerton, Director Integrated Risk Management, CSU San Marcos; Michael Beatty, Director Enterprise Risk Management, San Francisco State; Amy Thomas, Director Environmental Health, Safety & Risk Management, CSU Monterey Bay</p>	

Duty of Care / Post Departure Services Student, Employee Mostly Same Tract





Building Student International Travel Programs



DEVELOPMENT OF NEW PROGRAMS, SERVICES AND PROJECTS

ISSUE: At the annual Long Range Planning Meeting, the Executive Committee evaluates potential for developing new coverages, services and projects.

RECOMMENDATION: It is recommended that the Executive Committee evaluate potential programs, services and projects and take action or provide direction as appropriate.

FISCAL IMPACT: Program development costs may be incurred at the direction of the Executive Committee. Costs will be allocated to the CSURMA fund as appropriate.

BACKGROUND: None.

PUBLICATION: No specific publication from action on this item is anticipated. Potential program development may result in published documents.

ATTACHMENT(S): None.

**DEVELOPMENT OF CSURMA GOALS FOR NEXT
ONE TO THREE YEARS**

ISSUE: The Long Range Planning session offers the Executive Committee the opportunity to consider the direction CSURMA should take in the development of potential programs. The 2019/20 Long Range Action Plan developed last year is attached for the Committee's review.

RECOMMENDATION: It is recommended that the Executive Committee review the attached 2019/20 Long Range Action Plan and develop a new Long Range Action Plan for 2020/21. The Executive Committee and staff may have other ideas for potential CSURMA programs for discussion at today's meeting that will result new items.

FISCAL IMPACT: No fiscal impact is anticipated by action that may be taken at today's meeting.

BACKGROUND: The Long Range Action Plan establishes the Executive Committee's vision for CSURMA, and assigns responsibilities and tasks to staff in order to accomplish its vision.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA 2019/20 Long Range Action Plan

FY 2019/20 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-1 Creation of a Formal Process to Regulate and Approve Financing of Risk Programs through CSURMA					
Develop a policy and procedure for development and implementation of risk programs that includes an evaluation of long term financial viability	1	Evaluation of steps necessary for developing and launching risk financing programs	PA	Jul-19	Completed
	2	Prepare draft of proposed policy and procedure	PA, SRM	Jul-19	Completed
	3	Review by CSURMA Treasurer	SRM	Aug-19	Completed
	4	Review by Executive Committee of proposed policy and procedure	EC	Sep-19	Completed
	5	Adoption by CSURMA Board of Directors	BOD	Nov-19	Completed
LRP-2 Further Development of Youth Protection Programs					
CSURMA will promote the concepts of higher level adoption of youth protection programs at the campuses, including auxiliary organizations	1	Creation of custom tool which could be used to provide safety guidelines, track minors on campus, and record completions of mandated training	PA	Jan-20	In Process
	2	Provide systemwide safety guidance for minors on campus including mandated training	PA, SRM	Mar-20	
	3	Review whether registration of all minors coming onto campus for sponsored events is feasible	PA, SRM	Mar-20	
	4	Tie in faculty and student interactions	PA, SRM	Mar-20	
LRP-3 CSURMA Review of its Digital Compliance					
CSURMA will evaluate its website, data systems and service provider systems for digital compliance and security	1	Review CSURMA website for digital ADA compliance	PA	Oct-19	In Process
	2	Report to CSURMA EC	PA	Nov-19	Completed
	3	Implement Website Changes as appropriate	PA	Dec-19	
	4	Compile list of data systems and vendors	SRM, PA	Aug-19	
	5	Survey for security compliance	SRM, PA	Nov-19	
	6	Report to CSURMA EC	SRM, PA	Jan-20	
LRP-4 Development of a CSURMA Critical Events Toolkit					
Program Administrator Staff will develop a master CSURMA critical events toolkit to be housed on the CSURMA website	1	Review all appropriate services currently available to members	PA	Aug-19	Completed
	2	Create and/or update coverage summaries of the programs in place	PA	Aug-19	Completed
	3	Work with IT to update the CSURMA website to create a location for the toolkit	PA	Aug-19	Completed
	4	Post all toolkit items	PA	Aug-19	Completed
	5	Review the new toolkit with the Executive Committee	EC	Sep-19	Completed
	6	Provide notification to Members	PA	Oct-19	Completed
LRP-5 Liability Program Memorandum of Coverage Review with Coverage Counsel					
Review both the Campus Risk Pool and AORMA Liability Program Memoranda of Coverage	1	Staff review of MOC's with insurance industry forms and other JPA MOC's	PA	Aug-19	Completed
	2	Review of initial findings with CSU OGC and SRM	PA, SRM, OGC	Aug-19	Completed
	4	Engage Coverage Counsel for review as necessary	PA	Aug-19	Completed
	3	Initial report to Executive and AORMA Committees	PA, SRM, OGC	Sep-19	Completed
	5	Present recommended changes to Executive and AORMA Committees	PA, SRM, OGC	Sep-19	Completed
	6	Communicate MOC changes to the members	PA, SRM	Apr-20	
	7	Implement new MOC's	PA	Jul-20	

FY 2019/20 CSURMA LONG RANGE ACTION PLAN

GOAL	ACTION / TASK	RESPONSIBLE ENTITY	DEADLINE	STATUS	
LRP-6 Foreign Travel Program Review					
Review of Foreign Travel insurance program coverages, cost and services	1	SRM Initiated review supported by PA	SRM, PA	Aug-19	In Process
	2	Initial report to Executive and AORMA Committees	SRM, PA	Sep-19	In Process
	3	Discussion of proposed changes with CSU IP, at Fitting the Pieces Conference and with other interest groups	SRM, PA	Nov-19	In Process
	4	Approval of proposed changes by EC	EC	Jan-20	
	5	Communication of changes and initiation of implementation plan	SRM, PA	Feb-20	
	6	Launch of FTIP 2.0	SRM, PA	Jul-20	
LRP-7 CSURMA Master Calendar for Upcoming Trainings, Conferences and Events					
Program Administrator Staff will develop a master calendar and identify appropriate audiences and communication methods	1	Create Master CSURMA Events Calendar	PA	Aug-19	Completed
	2	Research / collect all notifications of upcoming events to be added to the calendar	PA	Aug-19	Completed
	3	Work with IT to update the CSURMA website to create a location for the new events calendar	PA	Aug-19	Completed
	4	Post the new events calendar	PA	Aug-19	Completed
	5	Review the new events calendar with the Executive Committee	EC	Sep-19	Completed
	6	Provide notification of the Members	PA	Sep-19	Completed
LRP-8 Master Enabling Agreement for Environmental Sampling Services					
Many campuses are regularly engaging environmental sampling service providers using separate procurement processes that could be avoided under a MEA	1	Identify and engage with systemwide task group to identify the scope of services for the MEA	SRM	Aug-19	In Process
	2	Prepare RFP for MEA and conduct process	SRM	Oct-19	
	3	Select service provider(s), negotiate and execute MEA(s)	SRM	Jan-20	
	4	Communicate results and participation process to campuses	SRM	Apr-20	

BOD: CSURMA Board of Directors
CABO: CSU Chief Administrators and Business Officers
CO: Chancellor's Office
CPDC: CO Capital Planning Design & Construction

EC: CSURMA Executive Committee
OGC: CSU Office of General Counsel
PA: CSURMA Program Administrator
SRM: CSU Systemwide Risk Management

CSURMA COMMITTEE MEMBER PROFESSIONAL DEVELOPMENT

ISSUE: Policy and Procedure No. 12 states, “it is in the best interest of the Authority that individuals who serve on the CSURMA Executive Committee are knowledgeable of the administrative workings of joint powers authorities and risk management practices, procedures, and insurance markets. It shall be the policy of the CSURMA to fund annually travel for Executive Committee Members who elect to attend professional development training and conferences ...” Eligible programs include risk management related courses and attendance at conferences such as PARMA, CAJPA, PRIMA, URMIA, NACUBO, WACUBO or other similar professional conferences.

RECOMMENDATION: No action is required; this item is for information only.

FISCAL IMPACT: If the Board of Directors adopts a budget that includes travel expenses for Executive Committee professional development, then travel during the applicable fiscal year will be approved and reimbursed. Allowable expenses include registration costs up to \$1,500 and travel expenses.

BACKGROUND: Additional information can be found directly on the associations’ websites.

- www.nacubo.org - National Association of College and University Business Officers
- www.urmia.org - University Risk Management and Insurance Association
- www.parma.com - Public Agency Risk Management Risk Management Association
- www.wacubo.org - Western Association of College and University Business Officers
- www.primacentral.org - Public Risk Management Association
- www.cajpa.org - California Association of Joint Powers Authorities
- www.agrip.org - Association of Governmental Risk Pools
- www.cwcworkcomp.org - California Coalition on Workers’ Compensation

PUBLICATION: None.

ATTACHMENT(S):

- a. Policy and Procedure No. 12 – CSURMA Committee Member Professional Development



CSURMA **POLICY AND PROCEDURE NO. 12**

ADOPTED: March 24, 2011, March 21, 2014, January 10, 2016

EFFECTIVE: January 10, 2016

SUBJECT: CSURMA COMMITTEE MEMBER PROFESSIONAL DEVELOPMENT

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 in the best interest of the Authority that individuals who serve on the CSURMA Executive Committee are knowledgeable of the administrative workings of joint powers authorities and risk management practices, procedures, and insurance markets. It shall be the policy of the CSURMA to fund annually travel for Executive Committee Members who elect to attend professional development training and conferences as described in this Policy and Procedure.

PROCEDURE:

1. If the Board of Directors adopts a budget that includes travel expenses for Executive Committee professional development, then travel during the applicable fiscal year will be approved and reimbursed pursuant to this Policy and Procedure.
2. The Executive Committee member may submit to the Secretary-Auditor a written request to attend a professional development program. Eligible programs shall include risk management related courses and attendance at conferences such as PARMA, CAJPA, PRIMA, URMIA, NACUBO, WACUBO or other similar professional conferences.

Allowable Expenses

- a) **Registration** cost of registering for the Professional Development conference in the amount not to exceed \$1,500.00.

Travel Expenses pursuant to CSURMA Policy and Procedure No. 17 – Travel Reimbursement.

3. The Attendee will provide the Executive Committee or Board of Directors with a verbal or written report of information gained from the professional development program attended.

CSURMA MEETING CALENDAR

ISSUE: The Program Administrator includes a current copy of the CSURMA meeting calendar in every agenda.

RECOMMENDATION: No action is requested on this item.

FISCAL IMPACT: None.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. 2019-2020 Meeting Calendar
- b. 2020-2021 Meeting Calendar



FY 2019/20 CSURMA MEETING CALENDAR

JULY 2019				AUGUST 2019				SEPTEMBER 2019			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
				TBD		AOA EC	TBD	4	9:00 AM	AORMA New Member	San Diego
				1 - 2	11:00 AM	AORMA Officers Retreat	Paso Robles	4	10:00 AM	AORMA LRP	San Diego
								5	9:00 AM	AORMA	San Diego
								5	4:00 PM	EC Orientation	San Diego
								6	8:30 AM	EC	San Diego
OCTOBER 2019				NOVEMBER 2019				DECEMBER 2019			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
14	10:30 AM	AIME	TBD	TBD		AOA EC	TBD	5	11:00 AM	AORMA	San Francisco
	2:00 PM	BOD Orientation	Teleconference	6 - 7		Fitting the Pieces Conf.	San Francisco	6	8:30 AM	EC	TBD
24	10:00 AM	AORMA	TBD	8	9:00 AM	EC	San Francisco				
25	8:30 AM	EC	TBD	8	10:30 AM	BOD	San Francisco				
25	10:30 AM	BOD	TBD	*** The EC and BOD meetings will be held during FTPC *** *** Crowne Plaza SFO Airport Hotel ***							
JANUARY 2020				FEBRUARY 2020				MARCH 2020			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
12	3:30 PM	EC (AOA Conference)	Coronado, CA					5	10:00 AM	AORMA	CANCELED
13	10:30 AM	AIME	San Diego, CA					5	2:30 PM	EC	San Diego
12 - 15		AOA Annual Conference	Coronado, CA					6	8:30 AM	EC LRP	San Diego
APRIL 2020				MAY 2020				JUNE 2020			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
				7	2:00 PM	BOD Orientation	Teleconference	TBD		AOA EC	TBD
				8	1:30 PM	AORMA	Long Beach				
				8	8:30 AM	EC	Long Beach				
				8	10:30 AM	BOD	Long Beach				
				12	10:30 AM	AIME	San Francisco				

AORMA = Auxiliary Organizations Risk Management Alliance Committee
AIME = Athletic Injury Medical Expense Committee
AORMA LRP = AORMA Long Range Planning Meeting

AOA = CSU Auxiliary Organizations Association
BOD = CSURMA Board of Directors
EC = CSURMA Executive Committee

EC LRP = EC Long Range Planning Meeting

FY 2020/21 CSURMA MEETING CALENDAR

JULY 2020				AUGUST 2020				SEPTEMBER 2020			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
13-14	11:00 AM	AORMA Officers Retreat	TBD	TBD		AOA EC	TBD	9	10:00 AM	AORMA New Member	TBD
								9	11:00 AM	AORMA LRP	TBD
								10	9:00 AM	AORMA	TBD
								10	4:00 PM	EC Orientation	TBD
								11	8:30 AM	EC	TBD
OCTOBER 2020				NOVEMBER 2020				DECEMBER 2020			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
12	10:30 AM	AIME	TBD	TBD		AOA EC	TBD	3	10:00 AM	AORMA	TBD
22	2:00 PM	BOD Orientation	Teleconference					4	8:30 AM	EC	TBD
22	10:00 AM	AORMA	CANCELED								
23	8:30 AM	EC	TBD								
23	10:30 AM	BOD	TBD								
JANUARY 2021				FEBRUARY 2021				MARCH 2021			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
TBD	10:30 AM	AIME						4	2:30 PM	EC	TBD
TBD	3:30 PM	EC (AOA Conference)	TBD					5	8:30 AM	EC LRP	TBD
TBD		AOA Annual Conference	TBD								
APRIL 2021				MAY 2021				JUNE 2021			
Date	Time	Committee	Location	Date	Time	Committee	Location	Date	Time	Committee	Location
					2:00 PM	BOD Orientation	Teleconference	TBD		AOA EC	TBD
				6	1:30 PM	AORMA	TBD				
				7	8:30 AM	EC	TBD				
				7	10:30 AM	BOD	TBD				
					10:30 AM	AIME					

AORMA = Auxiliary Organizations Risk Management Alliance Committee
 AIME = Athletic Injury Medical Expense Committee
 AORMA LRP = AORMA Long Range Planning Meeting

AOA = CSU Auxiliary Organizations Association
 BOD = CSURMA Board of Directors
 EC = CSURMA Executive Committee

EC LRP = EC Long Range Planning Meeting

CSURMA ADMINISTRATIVE SERVICE CALENDAR

ISSUE: This item is provided as information to advise the Executive Committee of the various recurring administrative activities and when they take place over the course of the year. It includes items noting when they appear before the Executive Committee and Board of Directors. It is to be provided for information with each agenda packet.

RECOMMENDATION: It is recommended that the Executive Committee review the CSURMA Administrative Service Calendar and provide direction to staff as appropriate.

FISCAL IMPACT: No direct fiscal impact is expected.

BACKGROUND: None.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Administrative Service Calendar

ACTION / RESPONSIBILITY	LEAD	STATUS
JANUARY 2020		
1 Review of all CSURMA Policies and Procedures (odd in odd years / even in even years)	Amy Lightner	Completed
2 Reminder for EC to Appoint the EC Nominating Committee for May BOD election	Mimi Long	Completed
3 State Filing - Statement of Facts – Roster of Public Agencies - file with Secretary of State	Tevea Him	
4 State Filing - Joint Powers Authority - file with Secretary of State - As Needed	Tevea Him	
5 State Filing - Financial Statement to the County Auditor and State Controller	Tevea Him	
6 Treasurers' Bond	Van Rin	Completed
7 Announce the new AORMA Committee open seats on the AORMA Committee at the AOA Conference	Mimi Long	Completed
8 FORM 700 - JPA ADMIN sends Form 700 to CSURMA FILERS	Tevea Him	Completed
9 AORMA Member Budget Letter	Mimi Long	Completed
10 Workers' Compensation Scorecard - Receive report from Sedgwick and distribute at Dec 31st	Tevea Him	Completed
CSURMA AOA CONFERENCE	Mimi Long	Completed
CSURMA EC Meeting	Mimi Long	Completed
AIME Committee Meeting	Stacey Weeks	Completed
FEBRUARY 2020		
1 CSURMA Cash Flow Statement at Dec 31st (upon request)	Susan Leung	
2 AORMA Liability Program - Reinsurance Recovery / EPL Deductible Recovery at Dec 31st (verify w/ Yumi)	Mimi Long	
MARCH 2020		
1 Chancellor's Office Services Budget Proposals	Mimi Long	In Process
2 CSURMA Budget	Susan Leung	In Process
3 CSURMA Mid-Term Budget Amendments	Susan Leung	In Process
4 CSURMA Master Investment Policy	Mimi Long	In Process
5 Review and adoption of Applicable Integrated CSU Administrative Manual Policies	Mimi Long	In Process
6 Review and adoption of CSURMA's Data Security Policies	Mimi Long	In Process
7 CSU International Programs Funding	Mimi Long	In Process
8 Campus Liability Risk Pool claims audit (every odd year)	Mimi Long	
9 AORMA Liability Program claims audit (every odd year)	Mimi Long	
10 AORMA Workers' Compensation program claims administration audit (every even year)	Jacki Graf	
11 Campus Workers' Compensation Risk Pool claims audit (every odd year)	Jacki Graf	
12 AIME Risk Pool claims audit (every odd year)	Mimi Long	
13 Campus Risk Pools Funding Status Report	Amy Lightner	In Process
14 Auxiliary Service Provider Report	Mimi Long	In Process
15 Appointment of the Campus Programs RPTG - Spring 2022 (FY 2023/2024)	Amy Lightner	
16 FORM 700 - Follow up No. 3 - JPA ADMIN follows up with FILER	Tevea Him	
17 Forward to the AOA EC the slate of nominees to fill the open seats on the AORMA Committee	Mimi Long	
18 Completion of the Form 700 – Statement of Economic Interest	Tevea Him	
CSURMA EC Meeting	Mimi Long	
CSURMA EC LRP Meeting	Mimi Long	
APRIL 2020		
1 JPA ADMIN verifies BOD Campus Primary and Alternate representative remain in place by contacting campus representatives (i.e. ensure no leave of absence, retirement, change in duties, etc.)	Tevea Him	
2 Election for AORMA Committee term beginning on July 1st (election closes April 30)	Tevea Him	
3 Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Tevea Him	
MAY 2020		
1 Approval by BOD Resolution allowing Treasurer to invest or reinvest funds (P/O Budget Resolution)	Tevea Him	
2 Approval of Conflict of Interest Code by BOD every even-number year - File with FPPC as required	Tevea Him	
3 Approval of Long Range Action Plan for upcoming fiscal year	Mimi Long	
4 Campus Risk Pools Funding Status	Amy Lightner	
5 Nominating Committee Report and Executive Committee Elections	Mimi Long	
6 Adoption of the FY 2020/21 CSURMA Operating Budget	Susan Leung	
7 CSURMA Quarterly Investment Reschedule	Tevea Him	
8 CSURMA Cash Flow Statement at March 31st (upon request)	Susan Leung	
9 Announce AORMA Committee members for the new term beginning July 1st	Tevea Him	
10 Send out appointment letters to the newly elected AORMA Committee members for the term beginning on July 1st	Tevea Him	
11 Send out appointment letters to the newly elected Executive Committee members for the term beginning on July 1st	Tevea Him	
AIME Committee Meeting	Stacey Weeks	
CSURMA BOD NMO Meeting via Teleconference	Amy Lightner	
AORMA Committee Meeting	Mimi Long	

ACTION / RESPONSIBILITY	LEAD	STATUS
CSURMA EC Meeting	Mimi Long	
CSURMA BOD Meeting	Mimi Long	
JUNE		
1 AORMA Liability Program - Reinsurance Recovery / EPL Deductible Recovery (verify w/ Yumi)	Mimi Long	
<i>Expiring Contract: CO Enterprise Accounting / Financial Services - June 30, 2020</i>	Mimi Long	
<i>Expiring Contract: CO Risk Management - June 30, 2020</i>	Mimi Long	
<i>Expiring Contract: CO OGC / Legal - June 30, 2020</i>	Mimi Long	
<i>Expiring Contract: CO Systemwide Professional Development (AORMA online training)</i>	Mimi Long	
<i>Expiring Contract: UC Office of Risk Services Performing Arts Center of Excellence - November 1, 2013 to June 30, 2019</i>	Mimi Long	
<i>Expiring Contract: Alliant Loss Control Services - July 1, 2019 to June 30, 2022</i>	Mimi Long	
<i>Expiring Contract: Carl Warren & Company (1st and 2nd options June 30, 2020 and 2021)</i>	Mimi Long	
<i>Expiring Contract: Agility - June 30, 2020</i>	Mimi Long	
<i>Expiring Contract: Sedgwick - July 1, 2013 to June 30, 2018 (five one year extensions available - three have been exercised to June 30, 2021)</i>	Mimi Long	
<i>Expiring Contract: Employers Group Service Corp - July 1, 2013 to June 30, 2020</i>	Mimi Long	
<i>Expiring Contract: Praesidium - July 1, 2017 to June 30, 2020</i>	Mimi Long	
<i>Expiring Contract: Witt O'Brien's, LLC - June 30, 2020</i>	Mimi Long	
<i>Expiring Contract: HSR (AIME and Club Sports) - July 1, 2015 to July 1, 2021</i>	Amy Lightner	
Request COI from all vendor's	L. Wallace	
JULY		
1 OCIP Renewal (five-year program)	Amy Lightner	
2 Financial audit prep with KPMG	Van Rin	
3 Send to CSU Accounting the approved dividends and allocation of program costs for invoicing	Van Rin	
4 Send out AORMA binder, insurance summary and invoice to all members	Van Rin	
5 Request Workers' Compensation and Liability loss runs @ 6/30 – Forward to Actuary	Mimi Long	
6 Request Liability (EPL check register) for minimum EPL deductible calculation for upcoming fiscal year	Tevea Him	
7 Final FY Payroll - request from Chancellor's Office	Amy Lightner	
8 Process the Liability and Workers' Compensation dividend checks and forward to Alliant for distribution	Van Rin	
9 Actuarial Study - receive draft and forward to RM	Amy Lightner	
10 Distribute the Liability and Workers' Compensation dividend checks	Van Rin	
11 Request final audited payroll from all Workers' Compensation program members for expired year	Tevea Him	
12 Survey legal counsel compensation and recommend to AORMA a fair and equitable maximum allowable hourly rate (2019, 2022, 2025)	Mimi Long	
13 Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Tevea Him	
AORMA Officers Retreat – TBD	Mimi Long	
AUGUST		
1 Send out letter regarding Campus Appointment of CSURMA Board of Directors Members and Alternate	Tevea Him	
2 Send out letter to regarding Claims Settlement Authority Annual Confirmation	Tevea Him	
3 Send out letter to regarding Foreign Travel Authority Confirmation	Tevea Him	
4 CSURMA Quarterly Investment Reschedule for EC Meeting	Tevea Him	
5 Calculate additional premium or return premium for each Workers' Compensation program member based on the audited payroll	Mimi Long	
6 Calculate each member's minimum EPL deductible for the upcoming program term	Mimi Long	
7 Complete Target Surplus Funding Report	Mimi Long	
8 Completion of Financial Audit	Mimi Long	
9 UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 6/30	Tevea Him	
10 Completion of the Public Self-Insurer's Annual Report for CSURMA (must be filed with the state by Oct 1st.)	Mimi Long	
SEPTEMBER		
1 Adoption of CSURMA Executive Committee, Board of Directors, and AORMA Committee meeting calendars		
2 Actuarial Reports for Campus Liability, Campus Workers' Compensation, AIME, AORMA Liability and AORMA Workers' Compensation Programs		
3 Risk Pools Funding Status at June 30, 2019		
4 Proposed Campus, AIME and AORMA Dividends		
5 FY 2020/21 Rates and Gross Funding Campus and AORMA Coverage Programs		
6 AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)	Mimi Long	
7 CSURMA Cash Flow Statement at June 30th (upon request)	Susan Leung	

ACTION / RESPONSIBILITY	LEAD	STATUS
8 CAJPA Fall Conference and Training Seminar -South Lake Tahoe	Mimi Long	
9 Campus Workers' Compensation Program Safety National Aggregate Stop Loss Report - Present to EC in Sept	Amy Lightner	
10 CAJPA Standards review (2017, 2020, 2023 and every three years thereafter) - Start the Process	Mimi Long	
11 Prepare invoices or checks for the Workers' Compensation payroll audit	Van Rin	
12 Quarterly Risk Management Report for Systemwide Risk Management	Dan Howell	
13 CSURMA Quarterly EPL Deductible Recoverys ending September 30 (Begin Task)	Van Rin	
14 Completion of the AORMA Committee (September Letter) updating all AORMA members on the funding and dividends approved for the upcoming fiscal year	Mimi Long	
AORMA Long Range Plan meeting	Mimi Long	
AORMA New Committee Member Orientation meeting	Mimi Long	
AORMA Committee Meeting	Mimi Long	
CSURMA EC Orientation Meeting	Mimi Long	
CSURMA EC Meeting	Mimi Long	
OCTOBER		
1 Request completion of the AORMA Liability application	Mimi Long	
2 Stewardship Report	Mimi Long	
3 Update the CSURMA Tri-Fold based on June 30 financials.	Mimi Long	
4 Request estimated Workers' Compensation payroll	Mimi Long	
5 CSURMA Quarterly Investment Reschedule for EC Meeting	Tevea Him	
6 Government Compensation Report (request from CSU Accounting)	Tevea Him	
7 Workers' Compensation Scorecard - Receive report from Sedgwick and distribute	Tevea Him	
AIME Committee Meeting	Stacey Weeks	
CSURMA BOD Meeting	Mimi Long	
CSURMA EC Meeting	Mimi Long	
NOVEMBER		
1 Review CAJPA Accrediation Standard for new or reoccurring item	Tevea Him	
2 FORM 700 - Campus Risk Pool Administrator sends request to campus president to confirm appointments of primary and alternate representative to BOD (Note: AORMA Representatives are maintained through their election process)	Tevea Him	
3 Send campus risk pool renewal budget (Budget)	Amy Lightner	
4 Send campus risk pool renewal budget (Early Bird Renewal Letter)	Amy Lightner	
5 Campus Risk Pool Deductible - Confirm (every 3 years - 2017, 2020, 2023)	Amy Lightner	
6 Review volunteer losses within the AORMA Workers' Compensation program	Mimi Long	
7 UIP - Process EDD Statement of Reimbursable Benefit Charges for the period ending 9/30	Tevea Him	
DECEMBER		
1 Vendor Survey - Review List of Vendors and Work on Recipients	L. Wallace	
2 CSURMA Cash Flow Statement at Sept. 30th	Susan Leung	
3 AORMA Liability Program - Reinsurance Recovery (verify w/ Carl Warren)	Mimi Long	
4 Quarterly Risk Management Report for Systemwide Risk Management	Dan Howell	
5 Financial Audit - mail to Secretary of State and County Auditor	Tevea Him	
6 CSURMA Quarterly EPL Deductible Recoverys	Van Rin	
Expiring Contract: Enterprises Rent A Car - Update Rates for the new year	Mimi Long	
Expiring Contract: UC RSS - December 31, 2020	Mimi Long	
Expiring Contract: Alliant Insurance Services (Brokerage Agreement)	Mimi Long	
Expiring Contract: Alliant Insurance Services (Brokerage Agreement OCIP)	Mimi Long	
Expiring Contract: Alliant Insurance Services (Program Admin Agreement)	Mimi Long	
AORMA Committee Meeting	Mimi Long	Completed

CSURMA EXECUTIVE COMMITTEE AND STAFF CONTACT LIST

ISSUE: Attached is a list of CSURMA Executive Committee members and the Program Administrators.

RECOMMENDATION: It is recommended that members review the list at each meeting for accuracy, making revisions as appropriate. If there are any changes, please contact Tevea Him at thim@alliant.com.

FISCAL IMPACT: None.

BACKGROUND: An accurate and current contact list facilitates better communication among Committee Members and Staff.

PUBLICATION: None.

ATTACHMENT(S):

- a. CSURMA Executive Committee and Staff Contact List

CSURMA EXECUTIVE COMMITTEE MEMBERS
Effective at July 1, 2019

Seat	Member	Position	Campus	Organization	E-Mail	Telephone Number
Chair	Lisa Chavez	Vice-President, Administration and Chief Financial Officer	Los Angeles	California State University Los Angeles	lisa.chavez@calstatela.edu	323-343-3500
Vice Chair	Kevin Saunders	VP Administration & Finance	Monterey Bay	California State University Monterey Bay	kesaunders@csumb.edu	831-582-3397
CSU Seat #1	Thom Davis	Vice President for Business and Administrative Services	Bakersfield	California State University, Bakersfield	tdavis31@csu.edu	661-654-2287
CSU Seat #2	Lisa Kao	Associate Director, EHS, Risk Management and Sustainability	Fresno	California State University Fresno	lisak@csufresno.edu	559-278-6910
CSU Seat #3	Scott Apel	Vice President and Chief Financial Officer, Administration and Finance	Long Beach	California State University Long Beach	scott.apel@csulb.edu	562-985-1658
CSU Seat #4	Amy Thomas	Director for Environmental Health, Safety & Risk Management	Monterey Bay	California State University Monterey Bay	amythomas1@csumb.edu	831-582-4766
AORMA Seat #5 - Chair	Dwayne Brummett	Director of Business Services	San Luis Obispo	Associated Students, Inc., California Polytechnic State University at San Luis Obispo	dbrummet@calpoly.edu	805-756-5768
AORMA Seat #6 - V Chair	Dave Nakamura	Executive Director	Humboldt	Humboldt State University Center	dave.nakamura@humboldt.edu	707-826-4878
Treasurer	Robert Eaton	Assistant Vice Chancellor, Financing, Treasury, and Risk Management	Chancellor's Office	California State University, Office of the Chancellor	reaton@calstate.edu	562-951-4572
Secretary Auditor	Zachary Gifford	Director of Systemwide Risk Management and Public Safety	Chancellor's Office	California State University, Office of the Chancellor	zgifford@calstate.edu	562-951-4580



California State University Risk Management Authority

CSURMA SERVICE MATIX AND CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
JPA Program Administrator – Alliant Insurance Services, Inc.				
Certificate of Insurance Requests	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
General CSURMA Coverage Questions (CAMPUS only)	Amy Lightner	amy.lightner@alliant.com	415-403-1457	415-874-4810
	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Daniel Howell	dhowell@alliant.com	415-403-1426	415-874-4810
General CSURMA AORMA Coverage Questions (Auxiliary Organizations only)	Mimi Long	mlong@alliant.com	415-403-1423	415-874-4810
	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Daniel Howell	dhowell@alliant.com	415-403-1426	415-874-4810
AIME	Stacey Weeks	sweeks@alliant.com	415-403-1448	415-874-4810
	Amy Lightner	amy.lightner@alliant.com	415-403-1457	415-874-4810
Inland Marine	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Mimi Long	mlong@alliant.com	415-403-1423	415-874-4810
Participant Accident Insurance (PAI)	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Tevea Him	thim@alliant.com	415-403-1416	415-874-4810
Special Events Insurance	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Tevea Him	thim@alliant.com	415-403-1416	415-874-4810
Foreign Travel Program	Amy Lightner	amy.lightner@alliant.com	415-403-1457	415-874-4810
General Risk Management Questions (AORMA)	Mimi Long	mlong@alliant.com	415-403-1423	415-874-4810
	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Daniel Howell	dhowell@alliant.com	415-403-1426	415-874-4810
General Risk Management Questions (Campus)	Amy Lightner	amy.lightner@alliant.com	415-403-1457	415-874-4810
	Van Rin	vrin@alliant.com	415-403-1408	415-874-4810
	Daniel Howell	dhowell@alliant.com	415-403-1426	415-874-4810
Risk Pool Rating Plans (Campus)	Susan Leung	Susan.leung@alliant.com	415-403-1435	415-874-4810
Risk Pool Rating Plans (AORMA)	Mimi Long	mlong@alliant.com	415-403-1423	415-874-4810
CSURMA Budget	Susan Leung	Susan.leung@alliant.com	415-403-1435	415-874-4810
Workers' Compensation Claims Consultant	Jacki Graf	jgraf@alliant.com	415-403-1438	415-874-4810
Alliant Claims Consulting	Robert Frey	rfrey@alliant.com	415-403-1445	415-403-1466
	Diana Walizada	dwalizada@alliant.com	415-403-1453	415-403-1466
	Elaine (Kim) Tizon	elaine.tizon@alliant.com	415-403-1458	415-403-1466
Form 700	Tevea Him	thim@alliant.com	415-403-1416	415-402-0773
Website and Technology Questions	La Shaunda Gaines	lashaunda.gaines@alliant.com	415-403-1489	415-874-4810
	Tevea Him	thim@alliant.com	415-403-1416	415-874-4810
	Myron Leavell	mleavell@alliant.com	415-403-1404	415-874-4810

A Public Entity Joint Powers Authority

c/o Alliant Insurance Services, Inc. • 100 Pine Street, 11th Floor, San Francisco, CA 94111-5101 • Phone: 415-403-1400 Fax: 415-874-4810



California State University Risk Management Authority

CONTACT LIST

Coverage	Contact	E-Mail Address	Office	Fax
CSU Chancellor's Office				
CSU Chancellor's Office	Scott Bourdon	sbourdon@calstate.edu	562-951-4580	
	Leona Ching	lching@calstate.edu	562-951-4580	562-951-4859
	Robert Eaton	reaton@calstate.edu	562-951-4572	562-951-4971
	Zachary Gifford	zgifford@calstate.edu	562-951-4568	562-951-4859
	Martha Guiditta	mguiditta@calstate.edu	562-951-4557	562-951-4859
	Audra Reed	areed@calstate.edu	562-951-4564	562-951-4971
	Steve Relyea	srelyea@calstate.edu	562-951-4600	562-951-4971
Jody VanLeuven	jvanleuven@calstate.edu	562-951-4574		
CSU Chancellor's Office Office of General Counsel	William Hsu Robin Webb	whsu@calstate.edu rwebb@calstate.edu	562-951-4500 562-951-4500	562-951-4956 562-951-4956
CSU Chancellor's Office Financial Services Division Systemwide Accounting & Reporting	Alice Kim Cindi Le Jessica Liu Tanaka Sheralin Klinthong Mary Ek	akim@calstate.edu cle@calstate.edu jliu@calstate.edu sklinthong@calstate.edu mek@calstate.edu	562-951-4627 562-951-4651 562-951-4621 562-951-4548 562-951-4540	562-951-4865
Chancellor's Office Systemwide Professional Development	David Kervella Chris Fondacaro	dkervella@calstate.edu cfondacaro@calstate.edu	562-951-4403 562-951-4403	

Coverage	Contact	E-Mail Address	Office	Fax
Loss Control Consultants – Alliant Risk Control				
Northern California	John Owen	john.owen@alliant.com	916-643-2736	

Chico, East Bay, Humboldt, Monterey, Sacramento, San Francisco, San Jose, San Luis Obispo, Sonoma, and Stanislaus

North LA and Central California	Tim Leech	tleech@alliant.com	949-260-5008	
North LA and Central California	Ray Machado	ray.machado@alliant.com	949-260-5081	

Bakersfield, Channel Islands, Dominguez Hills, Fresno, Los Angeles, and Northridge

Southern California	Kristina Loiselle	kloiselle@alliant.com	949-260-5042	
---------------------	-------------------	-----------------------	--------------	--

Fullerton, Long Beach, Pomona, San Bernardino, San Diego, and San Marcos

A Public Entity Joint Powers Authority

c/o Alliant Insurance Services, Inc. • 100 Pine Street, 11th Floor, San Francisco, CA 94111-5101 • Phone: 415-403-1400 Fax: 415-874-4810