



**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.*

Meeting Date: June 25, 2013  
 Time: 1:30 PM

Primary Location: CSU Chancellor’s Office  
 401 Golden Shore  
 5<sup>th</sup> Floor Conference Room  
 Long Beach, CA 90802

Legend: **A** = Action  
**I** = Information  
**V** = Verbal  
**S** = Separate

**A. CALL TO ORDER**

- 1. **Approval of the Agenda** A p. 3

**B. PUBLIC COMMENTS**

**C. CONSENT CALENDAR**

*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is asked to take action on the consent calendar items as a group, except that a member may request that an item be withdrawn from the Consent Calendar for discussion and action.*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 – May 9, 2013** A p. 4  
*The Committee will be asked to approve the minutes from their last meeting.*

**D. GENERAL ADMINISTRATION**

- 1. **Update on Status of University Auditor’s Report** A p. 14  
*The Committee will receive an update on the status of the University Auditor’s report and may take action or provide direction to staff as necessary.*
- 2. **Amendment of Policy and Procedure No. 15 Appointment of Acting Secretary-Auditor** A p. 22  
*The Committee will be asked to appoint an Acting Secretary-Auditor in the absence of the Secretary-Auditor.*
- 3. **Re-Delegation of Authorities Related to Secretary-Auditor Duties** A p. 26  
*The Committee will be asked to re-delegate authorities previously delegated to the Secretary-Auditor.*
- 4. **Insurance Renewal Update** A p. 27  
*The Committee will be receive a report on the status of insurance renewal negotiations and may take action or provide direction as necessary.*
- 5. **Adoption of Meeting Dates and Location** A p. 28  
*The Committee will be asked to take action to set the Committee’s next meeting.*

- 6. **Program Administration Request for Proposal** A p. 29  
*The Committee will be asked to take action to delegate authority on extension of the Program Administration and Brokerage Agreements pending the completion of the RFP process.*

**E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS**

- 1. **AORMA Programs Update** I p. 30  
*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). Please refer to the claims listed below, that may be discussed. The Committee may take action or provide direction to Staff regarding the litigation discussed.*

NONE

**G. INFORMATION ITEMS**

- 1. **CSURMA Executive Committee & Staff Contact List** I p. 31

**H. ADJOURNMENT** A

**TELECONFERENCE LOCATIONS**

- CSU Chancellor’s Office** – 401 Golden Shore, Long Beach, CA 90802
- CSU Chico** – 400 West First Street, Chico, CA 95929
- CSU Dominguez Hills** – 1000 East Victoria Street, Carson, CA 90747
- CSU Fresno** – 5241 North Barton Ave, Fresno, CA 93740
- CSU Fullerton** – 800 North State College Blvd, Fullerton, CA 92831
- CSU Northridge** – 18111 Nordhoff Street, Northridge, CA 91330
- CSU San Marcos** – 333 South Twin Oaks Valley Road, San Marcos, CA 92096
- California Polytechnic State University** – San Luis Obispo, CA 93407
- San Francisco State University** – 1600 Holloway Avenue, San Francisco 94132
- Alliant Insurance** – 100 Pine Street, 11<sup>th</sup> Floor, San Francisco, CA 94111

*The next CSURMA Executive Committee meeting is scheduled for September 13, 2013, please contact Myron Leavell at (415) 403-1404 or via email at [mleavell@alliant.com](mailto:mleavell@alliant.com).*

## **APPROVAL OF THE AGENDA**

**ISSUE:** Approval of the order of agenda items.

**RECOMMENDATION:** The Executive Committee is asked to review and approve the proposed agenda before discussion of any business.

**FISCAL IMPACT:** None.

**BACKGROUND:** None.

**ATTACHMENT(S):** None.

**APPROVAL OF MINUTES –**  
**MAY 9, 2013**

**ISSUE:** Acceptance of the Executive Committee draft meeting minutes.

**RECOMMENDATION:** The Executive Committee is asked to review and accept the May 9, 2013 draft meeting minutes with corrections as necessary.

**FISCAL IMPACT:** None.

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

**ATTACHMENT(S):** 1) Draft Minutes of the May 9, 2013 Executive Committee meeting

**MINUTES OF THE CSURMA  
EXECUTIVE COMMITTEE MEETING  
MAY 9, 2013  
LONG BEACH, CALIFORNIA**

**MEMBERS PRESENT**

George V. Ashkar, CSU Office of the Chancellor, Treasurer  
Kurt Borsting, Associated Students, CSU Fullerton  
Dwayne Brummett, Associated Students, California Polytechnic State University  
Lori Gentles, San Francisco State University (Arrived 4:37 p.m.)  
Mary Ann Rodriguez, CSU Dominguez Hills, Vice-Chair  
Cynthia Teniente-Matson, CSU Fresno, Chair  
Michael Thorpe, CSU Chico

**MEMBERS ABSENT**

Linda Hawk, CSU San Marcos  
Tom McCarron, CSU Northridge

**STAFF, GUESTS & CONSULTANTS**

Kelly Cox, CSU Office of the Chancellor  
Zachary Gifford, CSU Office of the Chancellor  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, CSU Office of General Counsel  
Alice Kim, CSU Office of the Chancellor  
Myron Leavell, Alliant Insurance Services, Inc.  
Robert Leong, Alliant Insurance Services, Inc.  
Charlene Minnick, CSU Office of the Chancellor

**A. CALL TO ORDER**

The meeting was called to order at 4:06 p.m. by Chair, Cynthia Matson.

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

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

**MOTION:** Mary Ann Rodriguez    **SECOND:** Dwayne Brummett    **MOTION CARRIED**

**B. PUBLIC COMMENTS**

None.

**C. CONSENT CALENDAR**

### **C.1 Approval of Minutes – March 21 & 22, 2013**

A motion was made to approve the meeting minutes of March 21 & 22, 2013 as discussed at today's meeting with the noted corrections.

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

### **D. GENERAL ADMINISTRATION**

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

Charlene Minnick reviewed the item with the Executive Committee. She explained that we are awaiting the final audit report. Cynthia Teniente-Matson, Chair and Mary Ann Rodriguez, Vice Chair attended the exit interview and were able to have some items removed entirely and others reduced. Zachary Gifford remarked that there may be an opportunity for presentation of a management letter rather than to accept an audit finding.

#### **D.2 Financial Report**

##### **D.2.a. Receipt and Review of the Draft Financial Statements at 03/31/2013**

Kelly Cox reviewed this item with the Executive Committee. Per GASB 61, CSURMA is now set up as a discrete component of CSU for accounting treatment, as opposed to a blended component. George Ashkar commented that CSURMA will now show up in the second column, with the auxiliaries. Mark Thomas, KPMG, is still working on final approach. This fund previously operated under GASB 10 but switched to an internal services fund. No change to governing documents was needed at that time.

Going forward, the Member Loan Report will be included in Investments.

Daniel Howell remarked that not showing the funds separately in the financial statements as before, the claims to budget ratio is not as apparent. Kelli Cox responded that it is prepared quarterly but currently only included in the mid-year adjustment.

Daniel Howell commented on the OCIP Program. He explained that CSURMA loaned the money to the program to get it going but some projects are slow to get started. The administrators feel that we can get it back on track with some long term projects in the mix, provided they are not longer than 24 months out.

Currently, only two campuses have projects in the program. Daniel Howell suggests that the EC direct the Program Administrators to have the OCIP Administrators attend the September 13th meeting and provide a report on the program's structure and effectiveness. There was extensive discussion on the slow rate of construction projects entering into the OCIP while other programs are unduly subsidizing the OCIP program.

Charlene Minnick and George Ashkar were asked by Chair Matson to approach Executive Vice Chancellor Quillian to get assistance from the CSU to move more projects into pipeline.

A motion was made to accept the Draft Financial Statements at March 31, 2013 as presented.

**Motion:** Dwayne Brummett                      **Second:** Mary Ann Rodriguez                      **MOTION CARRIED**

### **D.2.b. Treasurer's Report – March 31, 2013**

George Ashkar reviewed the Treasurer's Report at March 31, 2013 with the Executive Committee and noted that CSURMA has sufficient funds to meet its expenditure requirements for the next six months.

A motion was made to accept the Treasurer's Report at March 31, 2013 as presented.

**Motion:** Michael Thorpe                      **Second:** Kurt Borsting                      **MOTION CARRIED**

### **D.3. MOU's for Services Provided by CSU Chancellor's Office**

Daniel Howell reviewed the three memoranda prepared for today's meeting with the Executive Committee.

Kelli Cox made a presentation to the Executive Committee outlining the services provided by Accounting to CSURMA. George Ashkar commented that the relationship between the Program Administrators and Accounting has improved the operation overall. Chair Matson asked if there is a methodology for the cost of accounting services. Kelli responded that three employees are dedicated to CSURMA, with Alice and Kelly being part-time. The KPMG charges are above and beyond these expenses. The Chancellor's Office does fixed billings and George Ashkar explained that the accounting expense is billed to the campuses. These costs are capped and other sources are found to pay any overages.

Chair Matson asked that the Office of General Counsel make a presentation to the Executive Committee at its next meeting. The increase in OGC costs is related to health insurance costs being passed through.

Zachary Gifford reviewed the Systemwide Risk Management presentation with the Executive Committee illustrating the risk management and public safety services provided. In October 2011, CSURMA brought the management of approximately 300 campus liability claims in house for servicing. Additionally, Charlene Minnick pointed out that Dr. Nathan Johnson provides security for every Trustees meeting.

The vetting of this item will clear another audit finding.

A motion was made to accept the report and to delegate authority to the Chair to execute the MOU's on the behalf of CSURMA for the 2013-2014 costs as presented and for ratification of the 2012-2013 costs.

**Motion:** Mary Ann Rodriguez      **Second:** Michael Thorpe      **MOTION CARRIED**

#### **D.4. Recommendation for Approval of the FY 2013/2014 Operating Budget**

Robert Leong introduced the item to the Executive Committee and stepped through the major points outlined below:

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

- Projected decrease in Total contributions from \$73,981,577 to \$69,700,749.
- Projected decrease in Liability contributions from \$14,573,913 to \$13,670,600 due to actuarial projected claim trend.
- Projected decrease in Workers' Compensation contributions from \$29,652,429 to \$29,448,933 due to actuarial projected claim trend.
- Projected decrease in IDL/NDI/UI contributions from \$15,216,515 (inclusive of UI assessment) to \$13,500,000.
- Projected decrease in Property contributions from \$10,900,000 to \$9,500,000 due to change in Property rates. Premiums are subject to adjustment based on final reported total insured values (TIV).
- Projected decrease in AIME contributions from \$2,955,384 to \$2,932,489 due to actuarial projected claim trend.
- Projected decrease in Auto Liability contributions from \$683,336 to \$648,727 per the state allocation for VELSIP approved by the DGS Office of Risk & Insurance Management (ORIM).

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

- Projected increase in Total contributions from \$12,962,681 to \$14,293,685.
- Projected increase in Liability contributions from \$3,546,798 to \$3,665,132 due to actuarial projected claim trend and projected reinsurance premiums.
- Projected increase in Workers' Compensation contributions from \$4,179,283 to \$4,444,743 due to actuarial projected claim trend and projected excess insurance premium.
- Projected increase in Property contributions from \$3,028,727 to \$3,539,254 due to change in total insured values and expected insurance premiums. Premiums are subject to adjustment based on final reported total insured values (TIV) and final negotiated rates.
- Projected increase in Crime from \$290,404 to \$351,104 due to claims experience.
- Projected increase in Unemployment Insurance contributions from \$1,917,469 to \$2,293,452 due to claims experience.

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

Daniel Howell commented on new costs in the budget presented, at Dr. Quilliam's direction. The proposed budget for FY 2013/14 includes a planned increase for Loss Control Expenses from

\$558,125 to \$1,178,125 for on-site training related to Safety of Minors on Campus (\$60,000 shared with AORMA), Theater Risk Management (\$40,000 shared with AORMA), Risk Reduction Funding Grants (\$100,000 Campus only), IT Security Awareness Training (\$20,000 Campus only), and Teradata's Studio Abroad, specialized software for International Travel Tracking which includes a geo-tracking component (\$400,000 Campus only).

Charlene Minnick explained the IT security awareness training is a joint project and that the costs will be split between Human Resources, CSURMA and IT. The Studio Abroad software is for eighteen campuses. Three campuses already have Teradata in place; while two others have selected other products.

Charlene will present the new safety initiatives outlined above to CABO at their June teleconference.

Willie Hsu, Office of General Counsel suggests that they review the software licensing agreement.

A motion was made that the Executive Committee recommend adoption of the 2013/14 budget to the Board of Directors.

**Motion:** George Ashkar                      **Second:** Michael Thorpe                      **MOTION CARRIED**

#### **D.5. Adoption of Revised P&P No. 10 – Member Loans**

Daniel Howell introduced the item. Investment Task Group developed the draft P&P. This incorporates edits requested at that time. George Ashkar pointed out the major change from the prior version - instead of being able to renew loans for up to 15 years, this new P&P allows for only one extension. Edits were suggested to **Section 3 - Member Loan Request** that will make the intent clearer.

Kurt Borsting asked what happens in the event a member defaults on their agreement. There was consensus that that couldn't happen as there is collateral on account and a repayment schedule in place.

A motion was made to adopt the revised Member Loan Policy and Procedure with the edits provided.

**Motion:** Michael Thorpe                      **Second:** George Ashkar                      **MOTION CARRIED**

#### **D.6. Program Administration Request for Proposal Evaluation Task Group**

Alliant attendees were excused from the room for this item discussion. Charlene Minnick reviewed the item with the Executive Committee. The Request for Proposal may be issued as early as next week. Zachary Gifford spoke to new items included since the last Request for Proposal. If the Program Administration Request for Proposal Evaluation Task Group is in place now, and can make a decision quickly, we can have the new agreement in place for July 1, 2013.

Oral Interviews are tentatively scheduled for the week of June 17<sup>th</sup>.

The task group should consist of an odd number of members to facilitate the process. Michael Thorpe, Mary Ann Rodriguez, Kurt Borsting have agreed to serve on the task group with George Ashkar as alternate.

A motion was made to recommend Michael Thorpe, Mary Ann Rodriguez, Kurt Borsting and George Ashkar as alternate to the task force for the Program Administration Request for Proposal process.

**Motion:** Michael Thorpe                      **Second:** Dwayne Brummett                      **MOTION CARRIED**

#### **D.7. Access to iVOS Policy and Procedure**

Zachary Gifford reviewed this item with the Executive Committee. As a part of its services to CSURMA, the Systemwide Office of Risk Management and Public Safety administers the claims information system for the Campus Risk Pool Liability Program system, known as “iVOS,” and it is used to track liability claims data. The system administrator for iVOS is designated in the Systemwide Office, and the administrator is responsible for maintaining current access logs and eligibility. The attached User Policy documents how the system administrator will perform this role. While this User Policy is not a policy and procedure of CSURMA, it is recommended that the Executive Committee review and accept it as appropriate.

A motion was made to accept the CSURMA iVos User Policy be adopted with the adjustment to document title as discussed in the meeting.

**Motion:** George Ashkar                      **Second:** Mary Ann Rodriguez                      **MOTION CARRIED**

#### **D.8. Delegation of Authority to Engage Risk Control Consultants**

Daniel Howell introduced the item to the Executive Committee. As mentioned in the earlier proposed budget item, there is a need to hire consultants to carry out the Performing Arts Risk Management and Minors on Campus training programs.

Zachary Gifford reviewed some of the theater safety issues that have come up and why it is needed. Charlene Minnick discussed two areas of exposure for minors - Athletics and Camps.

Chair Matson requested that Lori Gentles raise this topic at the next Human Resources Officers’ meeting.

Daniel Howell remarked that the auxiliaries are clamoring for tools. Lori Gentles commented that the auxiliaries will need to incorporate this into all of the other training programs to create a cohesive approach.

A motion was made to delegate authority to the Secretary-Auditor to engage risk control consultants to provide additional safety training programs.

**Motion:** Dwayne Brummett

**Second:** Michael Thorpe

**MOTION CARRIED**

#### **D.9. Campus Liability Program Claims Audit Report**

Zachary Gifford reviewed the item with the Executive Committee. The claims audit performed by Dennis Mitchell of Bickmore Risk Services. He reviewed files for three days and was impressed with two things: Rebecca's claims handling manual and Martha Guiditta's talent. A score of 96 of 100 was received. By bringing the claims handling in-house CSURMA saved over \$350k and Martha's job.

Charlene remarked that points were lost due to external factors.

#### **D.10. Nominating Committee Report**

Mary Ann Rodriguez reported that the slate will be presented to the Board of Directors.

No action was taken. Mary Ann Rodriguez will report out at tomorrow's Board of Directors' meeting.

#### **D.11. Executive Committee and Board of Directors Orientation, Participation, Roles & Responsibilities.**

Daniel Howell reviewed the item. The first Board of Directors' Orientation to CSURMA via webinar was successfully presented today by Rob Leong and Myron Leavell. Charlene Minnick noted that there were over 40 people on today's orientation webinar.

Chair Matson commented that these trainings help clear up the audit findings as the body of information that the Executive Committee and Board of Directors are responsible for is vast.

The Board of Directors is charged with adoption of the operating budget, campus rates and to approve Executive Committee elections. Although, the Board of Directors has delegated authority to the Executive Committee, the Board of Directors still has fiduciary responsibility. Charlene Minnick pointed out that the Board of Directors gets the information embedded in the agenda items presented.

#### **D.12. Adoption of Applicable Administrative Policies**

Daniel Howell commented the internal audit brought out that CSURMA had not adopted some policies and procedures. CSURMA should be adopting those CSU policies that CSURMA is using as a standard practice, and create any when there is a need for a more specific policy.

George Ashkar reiterated that the ICSUAM is the master policy of policies for the CSU.

Willie Hsu, Office of General Counsel, advises that CSURMA should be careful in drafting our policies and procedures as we are not an insurer, although we may appear to be operating as one.

George Ashkar commented that we haven't seen the final audit report as yet, and we will then have an opportunity to respond.

No action was taken at this time. Direction was provided to the Program Administrators to bring this item back to the Executive Committee at their September meeting.

### **D.13. Adoption of Revised Meeting Calendar**

Daniel Howell introduced the item to the Executive Committee. The October meetings have been moved to coincide with the November "Fitting the Pieces Together" Conference. However, the September and December meetings still planned for San Francisco will have to be evaluated for cost effectiveness and possibly changed to less expensive locales.

Direction was provided to the Program Administrators to research hotel and meeting room accommodations for the following: 1) San Francisco (hotel located outside of downtown, possibly meet at SFSU's Library); 2) Chancellor's Office (nearby hotel, meet at the Chancellor's Office); 3) Newport Beach (nearby hotel, meet at the Alliant offices), and 4) San Diego (nearby hotel, meet at the Alliant offices).

A motion was made to change the October Executive Committee meeting date to November 6, 2013 to coincide with the "Fitting the Pieces Together" Conference in Sacramento.

**Motion:** Mary Ann Rodriguez      **Second:** Lori Gentles      **MOTION CARRIED**

### **D.14. Review of 2013/2014 Long Range Action Plan**

Daniel Howell introduced this item to the Executive Committee. The Committee stepped through the Draft Long Range Action Plan and made the following suggested edits.

- LRP 1 – DELETE - Not a CSURMA issue
- LRP 2 – Revise Deadlines
- LRP 5 – DELETE – Not enough interest
- LRP 8 – Revise title to Periodic Review of CSURMA Policies & Procedures

A motion was made to adopt the 2013/2014 Long Range Action Plan reflecting the edits discussed in the meeting.

**Motion:** Kurt Borsting      **Second:** Michael Thorpe      **MOTION CARRIED**

## **E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS**

### **E.1 AORMA Programs Update**

Kurt Borsting presented the AORMA Program update to the Executive Committee.

- Brent Escubas reviewed AORMA’s loss control activities.
- Risk Reduction Grant Program
- Binding Authority for renewals
- Website overview
- Auxiliary Visits

Kurt Borsting thanked the Executive Committee for their support over the last two years. He is now passing the baton to Dwayne Brummett.

**F. CLOSED SESSION**

NONE

**G. INFORMATION ITEMS**

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

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

**H. ADJOURNMENT**

A motion was made to adjourn the meeting.

**Motion:** George Ashkar

**Approved by Affirmation**

The meeting adjourned at 7:12 p.m.

### **Update on Status of University Auditor's Report**

**ISSUE:** The CSU University Auditor has conducted an audit of CSURMA. The Auditor has met with CSURMA's Chair, Vice Chair, Treasurer and Secretary-Auditor, as well as the CSU's Executive Vice Chancellor/CFO to discuss the report. A draft response to the University Auditor's recommendations has been submitted.

**RECOMMENDATION:** The Executive Committee will receive an update from CSURMA Chair, and may take action or provide direction as appropriate.

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

**BACKGROUND:** None.

**ATTACHMENT(S):** 1) Memorandum to University Auditor Dated June 11, 2013  
2) Response to University Audit Recommendations

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**Benjamin F. Quillian**  
Executive Vice Chancellor and  
Chief Financial Officer

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## MEMORANDUM

**DATE:** June 11, 2013

**TO:** Larry Mandel  
University Auditor

**FROM:** Benjamin F. Quillian   
Executive Vice Chancellor and  
Chief Financial Officer

**SUBJECT:** Responses to Audit Report Number 12-65  
Risk Management Authority

Management has reviewed the preliminary draft of the Risk Management Authority Audit Report #12-65. Attached are the responses to the recommendations. Please let me know if you have any questions. Thank you.

c: Cynthia Teniente-Matson, Vice President for Administration and CFO, CSU Fresno  
Mary Ann Rodriguez, Vice President, Administration and Finance, CSU Dominguez Hills  
Charlene Minnick, Assistant Vice Chancellor, Risk Management and Public Safety  
Zachary Gifford, Associate Director, Risk Management and Public Safety  
Daniel Howell, CSURMA Program Director

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**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

**CALIFORNIA STATE UNIVERSITY  
RISK MANAGEMENT AUTHORITY**

**Audit Report 12-65**

**GENERAL ENVIRONMENT**

**CSURMA ADMINISTRATION**

**Recommendation 1**

We recommend that the CSURMA:

- a. Document the requirement that CSURMA Board members and alternates must be appointed in writing, and ensure that the appointment of all current members and alternates is documented.
- b. Develop a written policy for nominating and electing EC members.

**Management Response:** We concur. The program administrator created a policy to document the existing process of appointing a nominating committee for EC appointees, and at its March 21, 2013 meeting, the CSURMA Executive Committee adopted Policy and Procedure No. 18 - Board of Directors Participation and Executive Committee Nominations and Elections Process.

By October 15, 2013, the CSURMA Program administrator will update the procedure manual and CSURMA calendar of activities to ensure board appointment documentation occurs on a regular basis along with a process for communicating changes in appointees. Board appointments and updates have already occurred for the current period.

**SYSTEMWIDE POLICIES AND PROCEDURES**

**Recommendation 2**

We recommend that the CO update systemwide policies relating to the CSURMA.

**Management Response:** We concur. The Assistant Vice Chancellor for Risk Management and Public Safety will update EO 638 and other relevant executive orders to reflect the current roles and responsibilities of the CSURMA. This will be completed by September 2013.

**CSURMA POLICIES AND PROCEDURES**

**Recommendation 3**

We recommend that CSURMA define and document which CSU policies are relevant to program administration and formally adopt a travel policy.

**Management Response:** We concur. The CSURMA has already taken action at its May Board meeting to adopt the CSU 3601.01 travel policy and has further discussed at the May EC as to which

ICSUAM 3000, General Accounting, policies are appropriate for adoption. At the September EC meeting, the final resolution will be presented for approval and this will be completed by December 2013.

## **CONFLICTS OF INTEREST**

### **Recommendation 4**

We recommend that the CSURMA:

- a. Update the conflict-of-interest code to ensure that information included is current.
- b. Require all key personnel at the CSURMA program administrator to complete Form 700 conflict-of-interest filing statements.
- c. Ensure that the CSURMA program administrator maintains all conflict-of-interest statements on file.

**Management Response:** We concur. The CSURMA program administrator shall develop a procedure to ensure that all Form 700s are current and maintained for all persons required to submit Statements of Economic Interest under the CSURMA Conflict of Interest Code. The program administrator's Form 700 records are now current for all required filers.

## **GENERAL LIABILITY CLAIMS AUDITS**

### **Recommendation 5**

We recommend that the CSURMA perform audits of the CSURMA and AORMA general liability claims programs in accordance with CSURMA policy.

**Management Response:** We concur. The claims audit of the CSURMA Campus Liability, AORMA Liability, and AIME programs has been completed. The CSURMA EC reviewed and accepted the Campus Risk Pool liability claims audit at its May 9, 2013 meeting and the AORMA Committee will review the AORMA Liability Program Claims Audit at its September 2013 meeting. The AIME program claims audit will be reviewed at the September EC meeting. In the future the CSURMA program administrator will include this in the schedule of activities to ensure timely completion every other year as provided in Policy and Procedure No. 19.

## **FISCAL ADMINISTRATION**

### **CONTRACTING POLICIES**

#### **Recommendation 6**

We recommend that the CSURMA document policies and procedures for the contracting process, including information on the required reviews and approvals and use of standard terms and conditions.

**Management Response:** We concur. The Assistant Vice Chancellor for Risk Management and Public Safety shall review and update the CSURMA policies for contracting, review, approval and execution of agreements/contracts. The Executive Committee adopted Resolution No 03-13 (EC)

regarding standard terms and conditions to be requested in service agreements at its March 21, 2013 meeting. The administrative contracting and review process will be presented to the Executive Committee at the September meeting.

## **DELEGATIONS OF AUTHORITY**

### **Recommendation 7**

We recommend that the CSURMA:

- a. Document the delegation of authority from the Board or the EC to the CO risk management staff or other appropriate individuals to approve expenditures and sign MOUs related to cost recovery.
- b. Document the delegation of authority from the Board to the EC to approve changes to the CSURMA budget.

**Management Response:** We concur. The CSURMA Board addressed both matters in its Resolution No. 01-13 (BOD) adopted at its meeting on May 10, 2013. The Executive Committee approved and delegated authority to sign MOUs related to cost recovery at its meeting on May 9, 2013.

## **THIRD-PARTY TRUST ACCOUNTS**

### **Recommendation 8**

We recommend that the CSURMA ensure that A-G Administrators provides bank statements and bank account reconciliations for CSURMA funds held in trust.

**Management Response:** We concur. A-G Administrators had provided periodic bank statements and bank account reconciliations for CSURMA funds held in trust. A-G is now providing bank statements and bank account reconciliations on a monthly basis to CSURMA accounting. Accounting will review the statements for accuracy.

## **CSURMA INVESTMENTS**

### **Recommendation 9**

We recommend that the CSURMA:

- a. Update the CSURMA investment policy and ensure that it is reviewed and approved on an annual basis by the EC.
- b. Document the delegation of authority from the CSURMA treasurer to the CO administrator assigned the responsibility of overseeing CSURMA investments.

**Management Response:** We concur. The CSURMA Board has adopted an updated investment policy. The CSURMA Program Administrator will add the review of the investment policy to the annual activities reviewed by the EC in September 2013. The CSURMA Board addressed the delegation of authority in its Resolution No. 01-13 (BOD) adopted at its meeting on May 10, 2013.

## TRAVEL EXPENSES

### Recommendation 10

We recommend that the CSURMA and the CO:

- a. Evaluate the business necessity for such frequent travel, including the need for overnight stays for meetings/site visits of short duration, and consider significantly reducing the number of authorized trips. Further, determine to what extent phone or video conferencing may be an appropriate substitute. To the extent that continued site visits to the vendor are necessary, research more efficient and economical options, such as day trips instead of overnight stays and the use of different airports to minimize travel time, and document and maintain the results of that research so it is clear that other options were considered. If more expensive options are ultimately selected, document the reasons.
- b. Reassess the need for a high-level administrator within the CO to fly to San Francisco on an almost-weekly basis to meet with employees of a vendor that has a \$2.47 million per year contract with the CSU to provide program administration services.
- c. Consider requiring the employee to provide boarding pass receipts so that reviewers can easily determine which flights the employee actually took.
- d. Remind the individuals who review and approve TECs:
  - To examine supporting documentation to ensure accuracy of noted travel departure and arrival times, which might affect claims for meals and incidental expenses.
  - That payments for meals are on a reimbursement basis for actual costs incurred and that if employees consistently claim the maximum allowance, they may want to question that activity and/or begin requiring the employees who make those claims to provide receipts.
  - That they should not approve claims for hotel stays or other expenses if required receipts are not provided or are incomplete.
  - That exceptions to travel policy and procedures must be clearly documented and approved.
  - That transportation expenses shall be reimbursed based on the most economical mode of transportation.
- e. Continue to require the employee to provide domestic travel receipts for all food/meal expenses regardless of the amount.
- f. Consider requiring the employee to provide foreign travel receipts for all food/meal expenses regardless of the amount.
- g. Consider requiring the employee to provide explanations for incidental expenses claimed for both domestic and foreign travel.
- h. Require the employee to provide receipts for parking and rental car gas purchases.

- i. Consider requiring more detailed information on travel approval forms, such as the mode of transportation and breakdowns of estimated travel, lodging, and meal and incidental expenses.
- j. Review and evaluate the necessity of valet parking expenses. If such expenses are deemed necessary, clearly document the reason(s).
- k. Limit international lodging reimbursement to the maximum federal rates, in accordance with existing policy and procedures.
- l. Consider disallowing reimbursement for expenses that significantly exceed the estimated costs if there is inadequate justification or no pre-approval.
- m. Require prior written authorization for policy exceptions, such as hotel stays within a 25-mile radius of the CO.

**Management Response:** We concur. The CSU Executive Vice Chancellor (EVC) for Business and Finance has carefully considered the findings and recommendations within the audit and in one case due to an approved medical condition valet services were appropriate. The EVC has reexamined internal controls related to preapproval, travel appropriateness, and expenditure reimbursement. Practices are now in place to ensure the frequency and duration of travel is necessary to conduct CSURMA business. Travel has been significantly curtailed and is being replaced with alternate technological means to conduct business such as audio calls, video conferences or skype, when appropriate.

Oversight and post-review of travel expenditures within the Chancellor's Office has improved and when appropriate reimbursement is subject to denial. Further exploration is underway to determine if the CSURMA Executive Committee should receive quarterly reports regarding the CSURMA administrative and travel expenditures of the CSU Office of Risk Management. The Executive Vice Chancellor will conduct appropriate personnel action including a potential for reimbursement of ineligible or questionable expenditures.

## **INFORMATION SYSTEMS**

### **Recommendation 11**

We recommend that the CSURMA document policies on information security systems access for the iVOS claims processing system.

**Management Response:** We concur. At its May 9, 2013 meeting, the CSURMA Executive Committee took action to review and accept the iVOS user policy of the Systemwide Office of Risk Management for access to the iVOS claims processing system.

## **PROGRAM ADMINISTRATION**

### **Recommendation 12**

We recommend that the CSURMA:

- a. Document the delegation of authority from the EC or the Board to the various entities and individuals who sign and/or approve claims settlement agreements.
- b. Develop and document a policy or procedure to address the CSURMA claims settlement process for campus pooled programs.
- c. Maintain a central repository of CO and campus settlement authorities for workers' compensation and general liability claims.

**Management Response:** We concur. At its May 21, 2013 meeting the CSURMA Executive Committee adopted Policy and Procedure No. 19 - Campus Risk Pool Settlement Authority describing the claims settlement process and delegated authorities. The program administrator has been directed to maintain a central repository of CO and campus settlement authorities and has obtained written notification from 22 of the campuses and the CO. The program administrator has been directed to include an update of the campus notification as a part of the annual service calendar.

**Amendment of Policy and Procedure No. 15  
and Appointment of Acting Secretary-Auditor**

**ISSUE:** The CSURMA Secretary-Auditor is on leave for an undetermined duration. The CSURMA Joint Exercise of Powers Agreement provides in Section 11:

(c) The Secretary-Auditor shall be the person who serves as the University's Systemwide Director of Risk Management at the Chancellor's Office or such other person as the Executive Committee appoints.

To facilitate the smooth operation of the Authority during the Secretary-Auditor's absence, CSURMA Chair Cynthia Teniente-Matson is recommending that the Executive Committee appoint the Vice Chair, Mary Ann Rodriguez as Acting Secretary-Auditor. Because CSURMA Policy and Procedure No. 15 precludes a member of the Executive Committee from serving as Secretary-Auditor, it is recommended that the Policy and Procedure be amended as shown in the attachment to this item.

**RECOMMENDATION:** It is recommended that the Executive Committee take action to adopt Resolution No. 04-13 (EC) amending Policy and Procedure No. 15 and appointing Mary Ann Rodriguez as Acting Secretary-Auditor.

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

**BACKGROUND:** None.

**ATTACHMENT(S):** (1) Resolution No. 04-13 (EC) – Amendment of Policy and Procedure No. 15 and appointment of Acting Secretary-Auditor  
(2) Revised CSURMA Policy and Procedure No. 15 – Responsibilities of the Treasurer and Secretary-Auditor.

**CALIFORNIA STATE UNIVERSITY  
RISK MANAGEMENT AUTHORITY**

**EXECUTIVE COMMITTEE  
RESOLUTION NO. 04-13 (EC)**

**Resolution Adopting Amendments to Policy and Procedure No. 15 and Appointing an Acting Secretary Auditor**

The Executive Committee of the California State University Risk Management Authority finds and determines as follows:

1. The Secretary-Auditor is unable to serve at the present time;
2. Joint Powers Agreement Section 11(c) authorizes the Executive Committee to appoint the Secretary-Auditor; and,
3. Appointment of an Acting Secretary-Auditor is necessary until the Secretary-Auditor is able to resume office.
4. Policy and Procedure No. 15 as currently written and adopted by the Executive Committee does not anticipate the need to appoint an Acting Secretary-Auditor and needs to be amended.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the Executive Committee of the California State University Risk Management Authority as follows:

The California State University Risk Management Authority does hereby adopt amended Policy and Procedure No. 15 – Responsibilities of the Treasurer and Secretary-Auditor attached hereto and does hereby appoint Mary Ann Rodriguez as Acting Secretary-Auditor.

\* \* \* \* \*

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 Executive Committee of the California State University Risk Management Authority held on June 25, 2013 which was approved by the following votes:

AYES, and in favor thereof, members:

NOES, members:

ABSTAIN, members:

ABSENT, members:

ATTEST: \_\_\_\_\_  
Cynthia Teniente-Matson, Chair

\_\_\_\_\_  
Mary Ann Rodriguez, Vice Chair and  
Acting Secretary-Auditor



**CSURMA**

**POLICY AND PROCEDURE NO. 15**

**ADOPTED:** December 9, 2011 **AMENDED:** June 25, 2013

**EFFECTIVE:** December 9, 2011

**SUBJECT:** RESPONSIBILITIES OF THE TREASURER AND THE SECRETARY-AUDITOR

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**POLICY:** Pursuant to California Government Code Section 6505 et seq. (referenced below) the CSURMA has designated in the governing documents the officer positions of the Treasurer and the Secretary-Auditor. It is the policy of the CSURMA that there shall a designation of the operational responsibilities of the Treasurer and the Secretary-Auditor as described in this Policy & Procedure No. 15.

**PROCEDURE:** The Treasurer and Secretary-Auditor shall perform the duties specified in California Government Code Section 6505 et seq. and other duties as designated by the Board of Directors, Executive Committee or AORMA Committee. To clarify the roles of the Treasurer and the Secretary-Auditor, the duties and responsibilities of the Treasurer and the Secretary-Auditor are described respectively as follows:

**TREASURER**

The Treasurer shall serve as a member of the Executive Committee and have the following duties and responsibilities for CSURMA:

1. FUNDS AND ACCOUNTS:

1.1. ACCOUNTS

1.1.1. The Treasurer shall establish and maintain funds and accounts in compliance with good accounting practice.

1.2. RECEIPT

1.2.1. The Treasurer shall receive all funds for custody by the entity.

1.2.2. The Treasurer ensures all funds are deposited to the proper program fund accounts.

1.2.3. Upon receipt of the approved premium deposit allocation, the Treasurer bills and collects annual premiums, quarterly premiums, and special assessments from all members.

1.3. DISBURSEMENT

1.3.1. The Treasurer shall pay any sums due out of monies of the Authority, as approved for payment.



## CSURMA

## POLICY AND PROCEDURE NO. 15

### 2. REPORTING

- 2.1. The Treasurer maintains a central accounting system for CSURMA.
- 2.2. Unaudited financial statements will be produced as requested by the Executive Committee to show the accounting transactions by fund.
- 2.3. The Treasurer shall engage a certified public accountant or public accountant to perform an independent financial audit as provided by law.
- 2.4. The Treasurer shall create a quarterly investment report for review by the Executive Committee.

### 3. CASH AND DEBT MANAGEMENT

- 3.1. The Treasurer manages the cash flow of CSURMA which includes investing the excess monies over the required immediate expenditures for the Authority.
- 3.2. The Treasurer administers short-term and long-term debt financing, authorized by the Executive Committee
- 3.3. The Treasurer shall maintain a detailed record of every loan, including an entry on the loan register showing each loan and payment.

The duties of the Treasurer vary and play a key fiduciary role in the operation of the Authority.

### SECRETARY-AUDITOR

The Secretary-Auditor shall ~~not serve as a member of the Executive Committee and~~ have the following duties and responsibilities for CSURMA:

#### 1. BUDGET

- 1.1. The Secretary-Auditor shall ensure that all bills are reviewed and approved for payment before payments are issued by the Treasurer.
- 1.2. The Secretary-Auditor may examine the Treasurer's book on behalf of the CSURMA Executive Committee to check for accuracy.
- 1.3. The Secretary-Auditor acts as the CSURMA budget officer and shall be responsible for the preparation and administration of the budget.

#### 2. MISCELLANEOUS DUTIES

- 2.1. The Secretary Auditor also conducts the sale of surplus items such as office equipment.
- 2.2. The internal audit duties may also fall under the direction of the Secretary-Auditor as directed by the Executive Committee.
- 2.3. The Secretary-Auditor serves as Secretary of the CSURMA.

The duties of the Secretary-Auditor are directly accountable to the Executive Committee in the implementation of the policies, procedures and programs of the CSURMA.

### **Re-Delegation of Authorities Related to Secretary-Auditor Duties**

**ISSUE:** CSURMA has delegated certain authorities to the Secretary-Auditor that should be reviewed and reassigned at today's meeting. The roles and responsibilities of the Secretary-Auditor are described in Policy and Procedure No. 15. In addition, the Executive Committee had previously delegated the following authorities that need to be reassigned:

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

**RECOMMENDATION:** It is recommended that the Executive Committee review and discuss the role and responsibility of the Secretary-Auditor as well as the pending delegated authorities described above and take action to assign roles and responsibilities as appropriate during the Secretary-Auditor's absence.

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

**BACKGROUND:** None.

**ATTACHMENT(S):** None.

### **Insurance Renewal Update**

**ISSUE:** The CSURMA Executive Committee and AORMA Committees have delegated authority to renew the programs. The Program Administrator continues negotiation with insurers to renew CSURMA's coverages. Chair Cynthia Teniente-Matson represented CSURMA at recent meetings with underwriters for CSURMA's Excess Liability, SPLIP, SAEFCLIP, and Builders Risk programs.

In addition to renewal of existing programs, the Chair and Program Administrator met with underwriters regarding the addition of medical malpractice reinsurance coverage to CSURMA's existing Excess Liability program.

The Chair and Program Administrator will report on the current status of renewal negotiations at today's meeting.

**RECOMMENDATION:** The Executive Committee may take action or provide direction as necessary as respects placement of CSURMA's insurance coverages.

**FISCAL IMPACT:** The CSURMA Board has established a budget for the insurance programs. Renewal costs are expected to be within the budgeted amounts.

**BACKGROUND:** None.

**ATTACHMENT(S):** None.

### **Adoption of Executive Committee Meeting Dates and Locations**

**ISSUE:** The CSURMA Board of Directors has adopted the meeting dates shown below. The Program Administrator will advise on the availability of locations for the September meeting and the Executive Committee may take action to move the meeting location.

- Friday, September 13, 8:30 AM, *location to be determined*; and,
- Wednesday, November 6, 1:00 PM, in Sacramento (preceding CSU Fitting the Pieces Risk Management Conference).

**RECOMMENDATION:** It is recommended that the Executive Committee take action to select the meeting location for the September meeting.

**FISCAL IMPACT:** The CSURMA Board has established a budget for Executive Committee meeting expenses and the Program Administrator has been directed to look for locations with reasonable meeting costs.

**BACKGROUND:** None.

**ATTACHMENT(S):** None.

### **Program Administration Request for Proposal**

**ISSUE:** CSURMA engages its Program Administrator following a request for proposals (RFP) solicitation. The most recent RFP was in the fall of 2008. Zachary Gifford in the Systemwide Office of Risk Management worked with Dawn Locher in the Chancellor's Office Department of Contract Services and Procurement to conduct the RFP for CSURMA Program Administration. At the last meeting, the CSURMA Executive Committee appointed a task group to review the RFP responses, conduct interviews as necessary and make a recommendation to the Executive Committee. The Program Administration RFP Evaluation Task Group includes:

- Mary Ann Rodriguez, CSURMA Vice Chair
- Michael Thorpe, CSURMA Executive Committee Member
- Kurt Borsting, CSURMA AORMA Chair and Executive Committee Member
- George Ashkar, CSURMA Treasurer and Executive Committee Member (alternate)

Responses have been submitted but the Task Group has not completed the process of review and interviews may be necessary to complete the process.

**RECOMMENDATION:** The CSURMA Chair recommends that the Executive Committee discuss the status of the RFP process and take action to delegate authority to the Chair to negotiate and execute an extension of not more than six months of the CSURMA Program Administration and Brokerage Services Agreements.

**FISCAL IMPACT:** The budgeted cost of the Program Administration and Brokerage Services Agreements is included in the CSURMA Budget. Actual cost will be as negotiated and agreed.

**BACKGROUND:** 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 90+ Auxiliary Organizations in Good Standing purchase insurance coverage through the AORMA.

Kurt Borsting, 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 90+ members, and represents 100% participation.

**PUBLICATION:** None.

**ATTACHMENT(S):** None.

**CSURMA EXECUTIVE COMMITTEE AND STAFF TELEPHONE,  
POSTAL ADDRESS AND E-MAIL LIST**

**ISSUE:** Attached is a list of telephone numbers, postal addresses and e-mail addresses for members of the Executive Committee and Staff.

**RECOMMENDATION:** It is recommended that members review the list at each meeting for accuracy and make any changes or additions. If there are any changes contact Myron Leavell at 415-403-1404 or via email at [mleavell@alliantinsurance.com](mailto:mleavell@alliantinsurance.com).

**FISCAL IMPACT:** None.

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

**ATTACHMENT(S):** CSURMA Executive Committee and Staff Telephone, Postal Address and E-mail List.

**CSURMA EXECUTIVE COMMITTEE MEMBER  
AS OF APRIL 2013**

<u>Location</u>	<u>Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Street Address</u>	<u>Phone/Fax/E-mail</u>
Chancellor's Office	California State University, Office of the Chancellor	George V.	Ashkar	Assistant Vice Chancellor, Financial Services	401 Golden Shore, 5th Floor Long Beach, CA 90802-4210	Tel: 562-951-4671 Fax: 562-951-4865 Email: gashkar@calstate.edu
Chancellor's Office	California State University, Office of the Chancellor	Dr. Benjamin F.	Quillian	Executive Vice Chancellor/CFO	401 Golden Shore, 5th Floor Long Beach, CA 90802-4210	Tel: 562-951-4600 Fax: 562-951-4970 Email: bquillian@calstate.edu
Chico	California State University Chico	Michael	Thorpe	Risk Manager	400 West First Street First And Normal Chico, CA 95929	Tel: 530-898-6588 Fax: 530-898-4513 Email: methorpe@csuchico.edu
Dominguez Hills	California State University Dominguez Hills	Mary Ann	Rodriguez	Vice President, Administration & Finance	1000 East Victoria Street Welch Hall, 4th Flr, B-470 Carson, CA 90747	Tel: 310-243-3750 Fax: 310-243-3869 Email: marodriguez@csudh.edu
Fresno	California State University Fresno	Cynthia	Teniente-Matson	Vice President for Administration	5241 North Barton Avenue, M/S ML 52 Fresno, CA 93740-0052	Tel: 559-278-2083 Fax: 559-278-2928 Email: cmatson@csufresno.edu
Fullerton	Associated Students, CSU Fullerton	Kurt	Borsting	Director	800 N State College Blvd Fullerton, CA 92831-3657	Tel: 657-278-4214 Fax: 657-278-7099 Email: kborsting@fullerton.edu
Northridge	California State University Northridge	Tom	McCarron	Vice President Administration & Finance	18111 Nordhoff Street, Mail Stop 8206 Northridge, CA 91330-8206	Tel: 818-677-2333 Fax: 818-677-5089 Email: tom.mccarron@csun.edu
San Marcos	California State University San Marcos	Linda	Hawk	Vice President, Finance & Administrative Services	333 So Twin Oaks Valley Rd San Marcos, CA 92096-0001	Tel: 760-750-4950 Fax: 760-750-4949 Email: lhawk@csusm.edu
San Francisco	San Francisco State University	Lori	Gentles	Associate Vice President, Human Resources	1600 Holloway Avenue San Francisco, CA 94132	Tel: 415-338-1100 Fax: 415-338-2498 Email: lgentles@sfsu.edu
San Luis Obispo	Associated Students, California Polytechnic State University	Dwayne	Brummett	Director of Business Services	University Union Bldg 65, Rm 212 San Luis Obispo, CA 93407	Tel: 805-756-5768 Fax: 805-756-5420 Email: dbrummet@calpoly.edu

**CSURMA EXECUTIVE COMMITTEE STAFF  
AS OF MARCH 2013**

<u>Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Street Address</u>	<u>Phone/Fax/Email</u>
CSU Chancellor's Office, Office of General Counsel	William	Hsu	University Counsel for the CSU	401 Golden Shore, 4th Floor Long Beach, CA 90802	Tel: 562-951-4500 Fax: 562-951-4956 Email: whsu@calstate.edu
CSU Office of the Chancellor	Charlene	Minnick	Assistant Vice Chancellor of Systemwide Risk Management & Public Safety	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4580 Fax: 562-951-4859 Email: cminnick@calstate.edu
CSU Office of the Chancellor	Zachary	Gifford	Associate Director of Systemwide Risk Management	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4568 Fax: 562-951-4859 Email: zgifford@calstate.edu
CSU Office of the Chancellor	Rebecca	Skidmore	Senior Risk Management Administrative Analyst	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4574 Fax: 562-951-4859 Email: rskidmore@calstate.edu
CSU Office of the Chancellor	Leona	Ching	Risk Management & Public Safety Administrative Assistant	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4580 Fax: 562-951-4859 Email: lching@calstate.edu
CSU Office of the Chancellor	Kelly	Cox	Associate Director of Accounting	401 Golden Shore, 5th Floor Long Beach, CA 90802-4210	Tel: 562-951-4611 Fax: 562-951-4865 Email: kcox@calstate.edu
CSU Office of the Chancellor	Alice	Kim	Enterprise & CO Reporting Manager	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4627 Fax: 562-951-4865 Email: akim@calstate.edu
CSU Office of the Chancellor	Rima	Tanuwidjaja	Financial Reporting Analyst	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4621 Fax: 562-951-4865 Email: rtan@calstate.edu
CSU Office of the Chancellor	Mandy	Wong	CSURMA Accountant	401 Golden Shore, 5th Floor Long Beach, CA 90802	Tel: 562-951-4578 Fax: 562-951-4865 Email: mwong@calstate.edu
Alliant Insurance Services	Robert	Frey	Senior Vice President, Claims	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1445 Fax: 415-874-4810 Email: rfrey@alliant.com
Alliant Insurance Services	Jacki	Graf	Senior Workers' Compensation Claims Consultant	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1438 Fax: 415-874-4810 Email: jgraf@alliant.com

**CSURMA EXECUTIVE COMMITTEE STAFF  
AS OF MARCH 2013**

<u>Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Street Address</u>	<u>Phone/Fax/Email</u>
Alliant Insurance Services	Daniel	Howell	Program Director	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1426 Fax: 415-874-4810 Email: dhowell@alliant.com
Alliant Insurance Services	Hsan	Htein	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1452 Fax: 415-874-4810 Email: hhtein@alliant.com
Alliant Insurance Services	Myron	Leavell	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1404 Fax: 415-874-4810 Email: mleavell@alliant.com
Alliant Insurance Services	Robert	Leong	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1441 Fax: 415-874-4810 Email: rleong@alliant.com
Alliant Insurance Services	Mimi	Long	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1423 Fax: 415-402-0773 Email: mlong@alliant.com
Alliant Insurance Services	Dennis	Mulqueeny	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1421 Fax: 415-874-4810 Email: dmulqueeny@alliant.com
Alliant Insurance Services	Van	Rin	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1408 Fax: 415-874-4810 Email: vrin@alliant.com
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Alliant Insurance Services	Stacey	Weeks	Program Administrator	100 Pine Street, 11th Floor San Francisco, CA 94111-5101	Tel: 415-403-1448 Fax: 415-874-4810 Email: sweeks@alliant.com