

**MINUTES OF THE  
CSURMA EXECUTIVE COMMITTEE MEETING**

**NOVEMBER 8, 2019**

**CROWNE PLAZA SAN FRANCISCO AIRPORT HOTEL  
1177 AIRPORT BLVD, BURLINGAME, CA 94010**

**9:00 AM**

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**MEMBERS PRESENT**

Scott Apel, California State University Long Beach  
Lisa Chavez (Chair), California State University Los Angeles  
Thom Davis, California State University, Bakersfield  
Robert Eaton (Treasurer), California State University, Office of the Chancellor  
Lisa Kao, California State University, Fresno  
Dave Nakamura (AORMA First Vice Chair), Humboldt State University Center  
Kevin Saunders (Vice-Chair), California State University, Monterey Bay

**MEMBERS ABSENT**

Dwayne Brummett (AORMA Chair), Associated Students, Inc. at San Luis Obispo  
Amy Thomas, California State University, Monterey Bay (*via Teleconference/non-voting*)

**STAFF, GUESTS & CONSULTANTS**

Candace Collins, Praesidium Inc.  
Andrew Gaspari, Alliant Insurance Services, Inc.  
Zachary Gifford, CSU Office of the Chancellor – Systemwide Risk Management  
Jacki Graf, Alliant Insurance Services, Inc.  
Tevea Him, Alliant Insurance Services, Inc.  
Daniel Howell, Alliant Insurance Services, Inc.  
William Hsu, General Counsel (*via Teleconference*)  
Robert Leong, Alliant Insurance Services, Inc.  
Susan Leung, Alliant Insurance Services, Inc.  
Amy Lightner, Alliant Insurance Services, Inc.  
Mimi Long, Alliant Insurance Services, Inc.  
Mark Thomas, KPMG  
Jody Van Leuven, CSU Office of the Chancellor  
Robin Webb, General Counsel (*via Teleconference*)

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Lisa Chavez at 9:00 AM.

**A1. Approval of the Agenda**

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

Motion: Scott Apel  
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**

**B. PUBLIC COMMENTS**

There were no comments from members of the public.

**C. CONSENT**

- C1. Approval of Minutes – September 6, 2019**
- C2a. Financial Report at September 30, 2019 - Treasurer’s Report**
- C2b. Financial Report at September 30, 2019 - Draft Financial Statement**
- C3. Adoption of FY 2020/21 CSURMA Meeting Calendar**
- C4. Liability Claims Administrator Service Performance Audit**
- C5. Workers’ Compensation Claims Administrator Service Performance Audit**

A motion was made to approve all of the items on the consent calendar.

Motion: Robert Eaton  
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**

**D. GENERAL ADMINISTRATION**

**D1. Independent Auditor’s Financial Audit Report as of June 30, 2019**

Mark Thomas from KPMG presented the results of the CSURMA Financial Audit for the period ending June 30, 2019. Thomas stated that the Independent’s Auditors Report includes an unmodified opinion on the financial statements as well as the supplementary information.

A motion was made to accept the audited financial report ending June 30, 2019 and to recommend approval to the Board of Directors.

**Motion:** Thom Davis

**Second:** Robert Eaton

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**

**D2. Liability Program Memoranda of Coverage**

Robert Leong explained that on September 6, 2019, the Executive Committee reviewed proposed amendments to the Liability Memorandums of Coverage (*MOCs*) 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 Committee reviewed the draft MOC. Robin Webb noted that her suggested changes were not included on the MOC.

This item was tabled to the January, 2020 meeting.

**D3. CSURMA’s Conflict of Interest Code – Consultants / New Positions Determination of Disclosure Categories**

CSURMA has adopted a conflict of interest code as required by state law and regulation. The code has been approved by the Fair Political Practices Commission (FPPC) and requires certain consultants to CSURMA to file Form 700 statements. At the discretion of the CSURMA Chair, consultants with limited duties are not required to file Form 700 statements.

CSURMA currently requires the following consultants to comply with its conflict of interest disclosure requirements and file a Form 700 with the FPPC:

- Alliant Insurance Services, Inc.
- Sedgwick CMS
- Carl Warren & Company

CSURMA has contracts with the following consultants who are **not** currently required to comply with CSURMA’s disclosure requirements:

Table 1

Consultant	Description of Duties	Disclosure
Employers Group	HR consulting for the CSU Auxiliary Organizations.	No disclosure is required.
Witt O’Brien’s, LLC	Emergency management and business continuity consulting.	No disclosure is required.
Praesidium	Safety and risk management consulting for programs involving minors.	No disclosure is required.
Health Special Risk Inc.	Third party claims administration for AIME and Club Sports programs.	No disclosure is required.
Equifax	Unemployment insurance claims administration.	No disclosure is required.
AON	Actuarial services.	No disclosure is required.

The Committee reviewed and discussed the above consultants’ description of duties for the CSURMA. It was determined that their duties are limited in scope and therefore are not required to comply with CSURMA’s conflict of interest disclosure requirements.

A motion was made to exempt the CSURMA consultants shown in Table 1 above from filing a Form 700 with the FPPC.

**Motion:** Kevin Saunders

**Second:** Robert Eaton

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. Praesidium Update**

Candace Collins from Praesidium provided an update regarding basic abuse risk management nationwide trends as well as the CSU’s utilization of the services offered within the CSURMA contract.

**E. OTHER PROGRAMS**

**E1. AORMA Programs Update**

Dave Nakamura, the AORMA Committee 1<sup>st</sup> Vice Chair, noted that the Committee had not met since the last report given to the Executive Committee on September 6, 2019.

**E2. AIME Program Update**

Lisa Kao reported on the recent activities of the AIME Committee.

**F. CLOSED SESSION**

1. Freeman v. CSU (San Bernardino)
2. Chavez v. CSU (Northridge)
3. John Doe (Class Action) v. CSU (Fullerton)
4. Herington (Class Action) v. CSU (Fresno)
5. Apodaca v. CSU (San Marcos)
6. O’Brien adv. CSU (SFSU)
7. Espinoza v. CSU (SLO), ASI
8. SFSU Science Building Coverage Dispute

A motion was made to enter closed session at 9:43 AM.

**Motion:** Scott Apel

**Second:** Kevin Saunders

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

**MOTION CARRIED**

The Committee came out of closed session at 10:21 AM. The Chair reported that no action was taken during closed session.

**G. INFORMATION ITEMS**

The Committee reviewed and discussed the information items.

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

**H. ADJOURNMENT**

The meeting was adjourned at 10:23 AM.