

**MINUTES OF THE  
CSURMA EXECUTIVE COMMITTEE MEETING**

**APRIL 25, 2018**

**SHERATON SAN DIEGO HOTEL & MARINA (FAIRBANK A ROOM)  
1590 HARBOR ISLAND DRIVE, SAN DIEGO, CA 92101**

**8:30 AM**

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**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

None

**STAFF, GUESTS & CONSULTANTS**

Andrew Gaspari, Alliant Insurance Services, Inc.  
Zachary Gifford (CSURMA Secretary/Auditor), CSU Office of the Chancellor  
Tevea Him, Alliant Insurance Services, Inc.  
Daniel Howell - Alliant Insurance Services, Inc.  
William Hsu, CSU Office of the Chancellor, OGC (*via Teleconference*)  
Rob Leong - Alliant Insurance Services, Inc.  
Amy Lightner, Alliant Insurance Services, Inc.  
Jessica Liu Tanaka, CSU Office of the Chancellor, CSURMA Accounting (*via Teleconference*)  
Mimi Long, Alliant Insurance Services, Inc.  
Nada Moeiny, CSU Office of the Chancellor, OGC  
Amy Thomas, California State University, Stanislaus  
Edith Winterhalter, California State University, Northridge

**A. CALL TO ORDER**

The meeting was called to order by the Chair, Mike Lee at 8:30 AM.

**A1. Approval of the Agenda**

A motion was made to approve the agenda order.

MOTION: Lisa Chavez  
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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**B. PUBLIC COMMENTS**

Mike Lee let the Committee know that this will be his last meeting as he is retiring on August 1, 2018.

**C. CONSENT CALENDAR**

- C1. Approval of Minutes – March 8 and 9, 2018**
- C2a. Financial Statements at March 31, 2018**
- C3b. Treasurer’s Quarterly Investment Report**
- C3 FY 2018/2019 CSURMA Operating Budget**
- C4 Review of the CSURMA’s Conflict of Interest Code**

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

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			
Mike Lee	X			
Frank Mumford	X			

Kevin Saunders	X			
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**MOTION CARRIED**

**D. GENERAL ADMINISTRATION**

**D1. FY 2018/2019 Long Range Action Plan**

Daniel Howell reviewed the items on the draft FY 18/19 Long Range Action Plan.

- LRP-1 Special Events Resources Guide
- LRP-2 RMIS Reporting
- LRP-3 Captive Insurer
- LRP-4 Campus Visits
- LRP-5 Systemwide EH&S
- LRP-6 Student Club Activities
- LRP-7 IRIC and SERG Manual Training
- LRP-8 Budgeting Practices Related to CSURMA Dividends
- LRP-9 Financial Reporting
- LRP-10 Quarterly CSURMA Reports for CABO Utilizing RMIS Dashboard and Graphics
- LRP-11 OCIP Dividend Policy and Procedure

A motion was made to approve the FY 18/19 Long Range Action Plan as presented.

MOTION: Thom Davis  
 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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**D2. Review and Amendment to CSURMA Policy & Procedure No. 15 – Responsibilities of the Treasurer and the Secretary-Auditor**

Daniel Howell explained that CSURMA has established policies and procedures to facilitate operation of CSURMA’s activities and programs. Policy and Procedure No. 15 describes the Responsibilities of the Treasurer and the Secretary-Auditor. At the March meeting, the Executive Committee asked about the CSURMA Secretary-Auditor’s delegated authority to negotiate and renew service agreements. Policy and Procedure No. 15 currently delegates authority to bind insurance renewals, but does not discuss renewals or extensions of service agreements. Howell reviewed the proposed revisions to Policy and Procedure No. 15 noting that it would delegate authority to the Secretary-Auditor to renew or extend agreements with a requirement that the Executive Committee receive a report on any action taken by the Secretary-Auditor in this regard.

A motion was made to approve the proposed revision to Policy and Procedure No. 15.

MOTION: Kevin Saunders  
 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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**D3. Excess Insurance Renewals Update and Underwriter Meeting Report**

Daniel Howell summarized the CSURMA’s coverage programs which 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	+5%	+5%
Property	+10%	+10%
Worker’s Compensation	Flat Rate or Decrease	Flat Rate or Decrease
Builder’s Risk	N/A	Flat Rate or Decrease

Fine Arts	0%	+25%
SPLIP & SAFECLIP	Flat Rate or Decrease	Flat Rate or Decrease
FTIP	Flat Rate or Decrease	Flat Rate or Decrease
Aviation	Flat Rate or Decrease	Flat Rate or Decrease
Medical Malpractice	N/A	Flat Rate or Decrease
Fidelity	-5%	-5%

The cost of the insurance programs is included in the proposed budget and renewals are expected to be within the budgeted amount.

- **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 possible rate increases in the excess layers due to catastrophic losses impacting the entire marketplace. Underwriters have concerns about TBI injuries in professional and college sports and we anticipate pressure to reduce or eliminate the coverage, which may require changing our insurer partners.
- **Property** – Property losses to both the AORMA and Campus programs has increased the past two 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 partially eroded by increases this coming renewal.
- **Workers’ Compensation** – CSURMA has an existing two year rate agreement. The Excess Insurance Authority has offered a rate decrease in return for a new two year commitment by CSURMA.
- **Builders Risk** – This program is stable and the Program Administrator expects a flat rate renewal, though general market pressures due to catastrophic property losses may result in an increase. Rates are down 25% in recent years.
- **Fine Arts** – This program was launched in 2016 and the Program Administrator anticipates underwriters will require a rate increase due to a loss ratio above 100% in the first 24 months of the program.
- **SPLIP & SAFECLIP** – These programs performed exceptionally well with no losses and rates will remain stable.
- **FTIP** – The loss ratio has stabilized at a level acceptable to underwriters. The Program Administrator expects a flat rate renewal.
- **Aviation** – This program has no losses and the market is soft. The Program Administrator expects a flat rate renewal despite general aviation market firming.
- **Medical Malpractice** – This program is at minimum premiums and we expect a flat renewal; however, general market firming may come into play.
- **Fidelity** – Claims have remained low and the Program Administrator expects a premium decrease on renewal unless new claims materialize prior to renewal.

**D4. Witt O’Brien Consulting Services - Two-Year Contract Extension**

At its last meeting, Committee members questioned why the Campuses should be asked to pay for Task 1 when it is specific to the Chancellor’s Office only. Zachary Gifford provided an

overview of the new scope of services proposed by Witt O’Brien’s for the period July 1, 2018 and June 30, 2019 as shown below. The annual fee of \$300,000 is included in the operating budget for FY 17/18 and the proposed budget for FY 18/19.

Also, as recommended within the CSURMA Operational Review, Witt O’Brien’s has agreed to delete Section 11, Limitations of Liability, from their agreement with CSURMA.

<b>CSU Chancellor’s Office July 1, 2018 – June 30, 2019</b>		
<b>Tasks related to Chancellors Office Emergency Management Program</b>		
		<b>BUDGET</b>
Task 1	Preparedness and Resiliency: Emergency Plans, Training, and Exercises	\$110,000
<b>Tasks related to CSU System-Wide Emergency Management Program</b>		
Task 2	Presidents and Senior Management Training Seminar	\$50,000
Task 3	CSU System Emergency Management and Business Continuity Affinity Groups Support	\$40,000
Task 4	System-Wide Coordination Resources	\$45,000
Task 5	CSU System Public Information Officer Training	\$15,000
Task 6	Provide strategic advisory, representation, and technical as needed	\$15,000
Task 7	CSU Risk Management Authority (CSURMA) Support	\$5,000
Task 8	Support Systemwide Mitigation Plan (pending receipt of FEMA grant funding)	
	Expenses are included in the tasks	
Task 9	Support for Chancellor’s Office Training	\$20,000
	<b>TOTAL</b>	<b>\$300,000</b>

A motion was made to accept Witt O’Brien’s proposed scope of services for July 1, 2018 to June 30, 2019, and also delegate authority to the CSURMA Secretary-Auditor, in coordination with the CSURMA Legal Counsel, to execute a new two-year addendum to the existing agreement.

MOTION: Lisa Chavez  
SECOND: Thom Davis

<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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**D5. Extension of the UC Theater Safety Contract**

Zachary Gifford explained that the MOU between CSURMA and the University of California outlines the audit, inspection and risk assessment services provided by the UC for CSU’s performing arts facilities, operations and activities. The current MOU will expire on June 30, 2018. The UC has provided an amendment to extend the current MOU from July 1, 2018 to June 30, 2019.

The cost for the services included in the MOU is \$3,400 per month, up to a total of \$40,000 per year, plus travel expenses (not to exceed \$5,000). These costs are included in the current CSURMA budget for FY 17/18 and the proposed budget for FY 18/19.

Per the MOU agreement the UC will provided the following services:

- Service 1 - Audit Injury and Illness Prevention Program Compliance
- Service 2 - Conduct Facility Health and Safety Inspections
- Service 3 - Perform Risk Assessment of Hazardous Operations and Activities
- Service 4 - Provide Safety Education and Outreach Materials

A motion was made to delegate authority to the Secretary-Auditor to execute the MOU extension, with input from CSURMA’s legal counsel as appropriate.

MOTION: Lisa Chavez

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			
Mike Lee	X			
Frank Mumford	X			

Kevin Saunders	X		
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**MOTION CARRIED**

**D6. Revisions to Policy & Procedure No. 20 – Owner Controlled Insurance Program (OCIP) and Policy & Procedure No. 24 – Builders Risk Insurance Program (BRIP)**

Robert Leong explained that CSURMA staff and Systemwide Risk Management met with the Chancellor’s Office Capital Planning, Design & Construction (CPDC) along with Alliant’s Construction Services Group to resolve procedural issues that prevented construction projects from realizing expected savings from the Owner Controlled Insurance Program (OCIP); i.e., the projects’ net insurance cost after dividends. The program dividends are not calculated until after project completion, and CPDC has no means to adjust project costs after a project is closed. Additionally, quarterly premium adjustments have been delayed due to the time needed to reconcile and agree on construction values and the calculations used to determine the amounts due.

To enable CPDC to determine ultimate project insurance costs and to facilitate premium adjustments, CSURMA and CPDC agreed to amend the premium payment process so that all project premiums will be paid by CSURMA, and the projects will reimburse CSURMA the net insurance cost, which shall be calculated to include the cost savings anticipated from the future payment of dividends by OCIP’s insurers. Dividends subsequently paid by the insurers will be retained by CSURMA. Because dividends are not guaranteed, there is uncertainty as to the actual amount of dividends to be paid by the insurers, whose risk is assumed by CSURMA. The draft revision to Policy and Procedure No. 20 (OCIP) has been reviewed by all parties in the Chancellor’s Office, and will serve to memorialize the understanding between CSURMA and CPDC. CPDC will be reimbursed for administration costs from the gross program dividends before net dividends are disbursed.

Policy & Procedure No. 24 (BRIP) describes CSURMA’s administration for the Builder’s Risk Insurance Program. The proposed revisions to Policy and Procedure No. 24 describe the agreed payment process for BRIP, which is to be similar to OCIP for administrative consistency.

Mike Lee appointed a task group to review the changes to Policies and Procedures Nos. 20 and 24 and to review the proposed OCIP payment process, cost implications, draft amendments to Policy and Procedure No. 20 (OCIP) and No. 24 (BRIP), and will develop a recommendations for the next Executive Committee meeting in September 2018. Task Group includes Lisa Chavez (chair), Thom Davis, and Scott Apel. Additional facilities staff will join the task group as well.

**D7. CSAC-EIA Workers’ Compensation Renewal Options**

Robert Leong explained that 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., FY 17/18 and FY 18/19) 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 requested EIA to review its renewal terms for FY 18/19. EIA revised its renewal terms for FY 18/19, and submitted a new two year proposal to extend the agreement through FY 19/20.

The table below shows the projected costs for FY 18/19.

<b>CSAC-EIA WORKERS' COMPENSATION COVERAGE PROGRAM</b>					
<b>Cost Options for FY 18/19</b>					
		<b>CSU</b>		<b>AORMA</b>	
<i>Actuarial Confidence --&gt;</i>		<i>at Expected</i>	<i>at 70%</i>	<i>at Expected</i>	<i>at 70%</i>
<b>A</b>	<b>Funding at Selected Discounted <sup>1</sup></b>	\$31,950,173	\$33,102,223	\$3,959,743	\$4,631,361
<b>B</b>	<b>Renewal Cost at Current Rate Agreement <sup>2</sup></b>	\$32,143,764	\$32,143,764	\$4,983,297	\$4,983,297
<b>C</b>	<b>Savings from Actuarial Funding (A-B)</b>	(\$193,591)	\$958,458	(\$1,023,553)	(\$351,936)
<b>D</b>	<b>Funding with New Two-Year Commitment</b>	\$31,148,113	\$31,148,113	\$3,998,076	\$3,998,076
<b>E</b>	<b>Additional Savings (B-D)</b>	\$995,651	\$995,651	\$985,221	\$985,221
<b>F</b>	<b>Total Savings (C+E)</b>	\$802,060	\$1,954,110	(\$38,333)	\$633,285

<sup>1</sup> Based on Aon Actuarial Reports dated August 9, 2017, including cost for excess insurance.

<sup>2</sup> Adjusted for Proposed Payroll Basis.

EIA’s two-year proposal effectively locks in both CSU and AORMA costs at less than their discounted values. For FY 18/19, EIA premium for CSU is \$31,148,113 vs. \$31,950,173 (expected) or \$33,102,223 (70% confidence level) if self-funded. CSU savings are estimated to be \$802,060 (expected) or \$1,954,110 (70% confidence level) over self-funding. EIA further agreed to continue the strategic process to mitigate the additional premium burden for Campus WC by increasing the payroll basis by 2.5%.

AORMA’s premium is \$3,998,076 vs. \$3,959,743 (expected) or \$4,631,361 (70% confidence level) if self-funded. EIA’s premium for AORMA is \$38,333 more than self-funding at expected, but saves \$633,285 at 70% confidence level.

A motion was made to approve the two-year agreement with EIA’s PWC Program for FY 18/19 and FY 19/20.

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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**D8. Review of Budgeting Practices Regarding Dividends**

Robert Leong explained at its March 8, 2018 meeting, the Executive Committee questioned whether it was appropriate to include anticipated dividends in the annual operating budget. CSURMA’s operating budget is developed as a cash flow budget, and dividend payments represent a cash outflow. CSURMA records dividends as an expense rather than as a change in equity. The Executive Committee requested staff to review the practice with Accounting and to amend the budget practice accordingly, if any. Accounting reported as follows:

CSURMA’s financial statements are prepared under GASB and KPMG concurs with management’s accounting treatment of the CSURMA activities as internal service fund activities. This results in the recognition of all charges to the members as revenues and loss expenses and dividends as expenses, and more detailed information can be found in GASB 10.

Accounting found the definition of Operating Revenues in Policy & Procedure No.11 should be corrected to read, “Operating Revenues shall include Members’ Contributions and ~~Dividends~~. Reinsurance premiums.”

A motion was made to approve the amendments to Policy & Procedure No. 11 and to make no changes to the dividend declaration process.

MOTION: Scott Apel  
 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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**D9. CSURMA Operational Review Report**

Mimi Long explained that CSURMA Operational Review completed on March 2, 2018, resulted in an overall compliance score of 96%. The reviewer, Robin Johnson, made eight recommendations to better the operations of CSURMA. The Committee reviewed the recommendations and Staff’s response to each.

<b>CSURMA Operational Review Report – March, 2018 Recommendations</b>		
	<b>Recommendation</b>	<b>Response</b>
1.	CSURMA should file amendments to the JPA agreement as soon as practical after adoption of such amendments.	The JPA Agreement was filed with the State of California on March 12, 2018.
2.	The minutes for the Board of Director’s meetings should reflect the vote or abstention of each of the Board members.	Staff will comply with this recommendation going forward.
3.	Provision No. 11 of the Witt O’Brien contract, which states the consultant will not be liable for damages arising out of the contract, should be deleted.	The agreement was amended via addendum.
4.	Staff should check certificates of insurance against the coverages required under the contracts to make sure all required coverages are in place. Although most of the coverages required by the contracts were shown on certificates, the professional liability coverage certificates request by the Alliant and the Sedgwick contracts were not available at the time of the site visit.	Staff requested and received the missing certificates of insurance.
5.	CSURMA should consider providing greater details in the allocation of contributions from the campuses, similarly to what is done for the Auxiliaries.	No action taken. The CSURMA rating plan task group (RPTG) meets every three years to review in detail all Campus rating plans to confirm that the allocation formulas are still fair and equitable to all

		members. The RPTG publishes a report and shares it with the EC and BOD.
6.	CSURMA may consider placing the coverage documents for the campuses on the website for member references. Because the property program has many documents, perhaps, posting the first layer insurance policies would be sufficient.	The Coverage Documents have been uploaded to the CSURMA website.
7.	CSURMA should consider providing the members with CSAC-EIA's workers' compensation coverage document rather than CSURMA's own documents to reduce the possibility of gaps in coverage between the documents and confusion regarding who provides and controls the coverage.	No action taken. Because the CSAC-EIA coverage program is secured as reinsurance to the CSURMA Campus and AORMA workers' compensation programs and because workers' compensation coverage is based on statutory limits, CSURMA has chosen not to adopt the EIA coverage form.
8.	CSURMA may consider providing the Board of Directors with a summary of the financial strength of the insurance providers to the programs.	Staff will provide this report to the EC and BOD annually going forward.

A motion was made to accept the report as well as Staff's recommendations for action as shown above.

MOTION: Thom Davis  
 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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**D10. Financial Report of the CSURMA Insurers and Reinsurers**

Daniel Howell explained that one of the recommendations that came out of the CSURMA Operational Review was the suggestion that Staff should consider providing to the Board of

Directors a summary of the financial strength of all insurance and reinsurance providers on the CSURMA programs. Staff prepared the report based on the current placements for FY 17/18 and will update the report in October for the FY 18/19 placements. Staff agreed to add a key to the report which explains the financial ratings.

**D11. Club Liability Insurance Program (CLIP)**

Daniel Howell explained the formation of a new CSURMA Club Liability Insurance Program (CLIP). CLIP provides general and professional liability coverage for officially recognized clubs of the California State University. Coverage is provided for both on and off campus activities. Limits include \$1MM per occurrence and \$5MM aggregate. Injuries arising from fraternal organizations (men and women), hazing and injuries to participants while participating in athletic activities are excluded. Liquor liability is included, however, it must be poured by a licensed provider.

\$150,000 will be charged to the liability fund and allocated to campuses within the FY 19/20 rates. Campuses will then have the option of whether to recover the costs from their clubs, similar to SPLIP and SAFECLIP. For the FY 18/19 program, the premium will be allocated based on campus payroll but the allocation will be thoroughly reviewed during the next Rating Plan Task Group meeting.

A motion was made to recommend to the Board that it approve the Club Liability Insurance Program and that it delegates authority to the Secretary-Auditor to bind the coverage and to finalize the terms of the new program.

MOTION: Kevin Saunders

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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**E. AUXILIARY ORGANIZATIONS INSURANCE PROGRAMS**

**E1. AIME Programs Update**

Lisa Kao provided a brief report of the activities of the AIME Committee.

**E2. AORMA Programs Update**

Dwayne Brummett provided a brief report of the activities of the AORMA Committee.

**F. CLOSED SESSION**

1. Burns
2. SLO Hillside/Landslide Update
3. San Francisco State (Science Building)

A motion was made to enter closed session at 9:51 AM.

**MOTION:** Lisa Chavez

**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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

The Committee left closed session at 10:04 AM. The Chair reported that no action was taken during closed session.

**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			
Mike Lee	X			



California State University Risk Management Authority

**APPROVED**

Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**

**G. INFORMATION ITEMS**

The Committee reviewed and discussed the information items.

- G1. Chancellor’s Office Vendor Survey**
- G2. CSURMA Administrative Service Calendar**
- G3. 2018 CSURMA Meeting Calendar**
- G4. CSURMA Executive Committee & Staff Contact List**

**H. ADJOURNMENT**

A motion was made to adjourn the meeting at 10:05 AM.

**MOTION:** Thom Davis  
**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			
Mike Lee	X			
Frank Mumford	X			
Kevin Saunders	X			

**MOTION CARRIED**