



**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: September 12, 2013  
 Time: 4:30 PM

Primary Location:

CSU Dominguez Hills  
 1000 East Victoria Street  
 Carson, CA 90747

September 13, 2013  
 8:30 AM

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

**A. CALL TO ORDER**

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

**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is asked to take action on the consent calendar items as a group, except that a member may request that an item be withdrawn from the Consent Calendar for discussion and action.*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 – June 25, 2013** A p. 6  
*The Committee will be asked to approve the minutes from their last meeting.*
- 2. **Financial Information**
  - a. Receipt and Review of the Draft Financial Statements at June 30, 2013 p. 13
  - b. Treasurer’s Report p. 23

**D. GENERAL ADMINISTRATION**

- 1. **Trustee’s Audit Status Report** A p. 30  
*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. **Appointment of Secretary-Auditor** A p. 72  
*The Committee will be asked to appoint a Secretary-Auditor.*
- 3. **Resolution Establishing Periodic Review of CSURMA Policies and Procedures.** A p. 74  
*The Committee will be asked to consider a resolution establishing a periodic review of CSURMA Policies and Procedures.*
- 4. **Insurance Renewal Report** A p. 76

*The Committee will receive a report on the completion of insurance renewal negotiations and may take action or provide direction as necessary.*

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| 5.  | <b>Property Coverage for State Houses</b><br><i>The Committee will receive a report on property coverage for State houses and may take action or provide direction as necessary.</i>                             | A | p. 81  |
| 6.  | <b>Member Loan Extension</b><br><i>The Committee will receive a report on a pending member loan extension request and may take action or provide direction as necessary.</i>                                     | A | p. 83  |
| 7.  | <b>Student Insurance Programs</b>  | A |        |
|     | a. <b>CSURMA Student Insurance Programs Coverage and Rating Task Group</b><br><i>The Committee will be asked to appoint a task group to review existing student insurance program coverage and rating plans.</i> |   | p. 90  |
|     | b. <b>Student Health Insurance Program</b><br><i>The Committee will receive a report on the Student Health Insurance Program and may take action or provide direction as necessary.</i>                          |   | p. 91  |
| 8.  | <b>Review of Policy &amp; Procedure No. 16 – Use of CSURMA Equipment</b><br><i>The Committee will review Policy &amp; Procedure No. 16 regarding the use of CSURMA equipment.</i>                                | A | p. 110 |
| 9.  | <b>Reporting of Travel Expenditures</b><br><i>The Committee will be asked to recommend reporting of travel expenditures.</i>   | A | p. 114 |
| 10. | <b>Liability and AIME Program Claims Audits</b><br><i>The Committee will be asked to review and accept the vendor management response to the audits.</i>   | A | p. 116 |
| 11. | <b>Adoption of Campus Risk Pool Risk Reduction Grant Policy &amp; Procedure</b><br><i>The Committee will be asked to review and adopt a policy and procedure.</i>  | A | p. 120 |
| 12. | <b>Campus Risk Pool Property Program Memorandum of Coverage</b><br><i>The Executive Committee will be asked to approve a new property coverage memorandum of coverage.</i>                                       | A | p. 125 |
| 13. | <b>CSURMA Executive Committee Meeting Schedule</b><br><i>The Committee will be asked to take action to set the Committee’s next meetings.</i>  | A | p. 195 |
| 14. | <b>CSURMA Conflict of Interest Code Reporting</b><br><i>The Committee will be asked to take action designating Program Administrator personnel required to file under CSURMA’s Conflict of Interest Code.</i>    | A | p. 200 |

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| <p>15. <b>Recommendation of Proposed Amendment to the Joint Exercise of Powers Agreement and Adoption of Investment Policy</b></p> <p><b>TIME CERTAIN</b><br/>Friday,<br/>September<br/>13, 2013<br/>9:00 a.m.</p> | <p><i>The Committee will be asked to recommend amendments to the JEPA to the Board and take action to adopt revised investment policies.</i></p>   | <p>A</p> | <p>p. 206</p>   |
| <p>16. <b>Fiscal Year 2014/2015 Campus Risk Pool Program Funding</b></p> <p><b>TIME CERTAIN</b><br/>Friday,<br/>September<br/>13, 2013<br/>9:30 a.m.</p>   | <p>a. <b>Review and acceptance of the Campus Programs Actuarial Reports for General Liability, Workers' Compensation and Athletic Injury Medical Expense (AIME) Programs</b> <i>Staff will review the actuaries' findings and projections with the Committee.</i></p> <p>b. <b>Campus Pooled Programs Funding Status at June 30, 2013</b> <i>The Committee will receive a report on the pooled program funding status at June 30, 2013.</i></p> <p>c. <b>Recommendation for Campus Pool Programs FY 2014/2015 Rates and Gross Funding</b> <i>The Committee will be asked to recommend to the Board of Directors the campus program rates for the upcoming fiscal year.</i></p> <p>d. <b>Evaluation of Potential Campus Risk Pool Dividends and Assessments</b> <i>The Committee will consider whether to declare a dividend or assessment from the Campus Risk Pool.</i></p> | <p>A</p> | <p>p. 220</p> <p>p. 222</p> <p>p. 236</p> <p>p. 246</p> |
| <p>17. <b>Resolution Adopting Administrative Policies &amp; Procedures</b></p>   | <p><i>The Committee will review the proposed resolution adopting CSU administrative policies and procedures and may take action or provide direction as necessary.</i></p>   | <p>A</p> | <p>p. 254</p>   |
| <p>18. <b>Adoption of Policy &amp; Procedure for OCIP and BRIP Programs</b></p> <p><b>TIME CERTAIN</b><br/>Friday,<br/>September<br/>13, 2013<br/>10:00 a.m.</p>   | <p><i>The Committee will review the draft policy &amp; procedure for the OCIP and BRIP Programs and may take action or provide direction as necessary.</i></p>   | <p>A</p> | <p>p. 258</p>   |
| <p>19. <b>Schools Excess Liability Fund Excess Workers' Compensation Program Assessment</b></p>  | <p><i>The Committee will receive a report on the Schools Excess Liability Fund excess workers' compensation program assessment of CSU and may take action or provide direction as necessary.</i></p>   | <p>A</p> | <p>p. 270</p>   |
| <p>20. <b>Foreign Travel Software</b></p>  | <p><i>The Committee will be asked to review the Foreign Travel Software options available and may take action or provide direction as necessary.</i></p>   | <p>A</p> | <p>p. 283</p>   |
| <p>21. <b>Program Administration Request for Proposal</b></p>  | <p><i>The Committee will be asked to take action on the Program Administration and Brokerage Agreement RFP process.</i></p>  | <p>A</p> | <p>p. 284</p>   |



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**E. AUXILIARY ORGANZIATIONS INSURANCE PROGRAMS**

1. **AORMA Programs Update** I p. 285  
*The Committee will receive a verbal report on the AORMA programs.*
2. **2014 AOA Annual Conference Update** I p. 286  
*The Committee will receive a report on the AOA Annual Conference.*

**F. CLOSED SESSION Pursuant to Cal. Gov. Code Sec. 11126(e)(1), 11126(f)(1) & 11126(a)(1);– Action may be taken per Government Code Section 11126(e)(1), 11126(f)(1) and/or 11126(a)(1). The claims and matters listed below may be discussed. The Committee may take action or provide direction to Staff regarding the litigation discussed.** A

1. **Sanchez-Graves v. CSU, Northridge**
2. **CSU v. Schools Excess Liability Fund**
3. **Personnel matters**

**G. INFORMATION ITEMS**

1. **Review of FY 2013/2014 Long Range Planning Goals** I p. 287  
*The Committee will be asked to review and discuss the FY 2013/2014 Long Range planning items.*
2. **Public Safety Crowd Control Project Update** I p. 292  
*The Committee will receive a report on the status of the project.*
3. **CSURMA Website and other technology** I p. 303  
*The Committee will receive a report on the relaunched csurma.org website and other new technologies on the horizon.*
4. **Update on Concussive Injuries** I p. 307  
*The committee will receive a verbal report on systemwide efforts related to concussive injuries.*
5. **Listing of CSURMA Policies and Procedures** I p. 308  
*The Committee will receive a list of CSURMA’s current policies and procedures.*
6. **CSURMA Administrative Service Calendar** I p. 310  
*The Committee will review the CSURMA Administrative Service Calendar.*
7. **CSURMA Executive Committee & Staff Contact List** I p. 315

**H. ADJOURNMENT** A

**TELECONFERENCE LOCATIONS**

CSU Chancellor’s Office – 401 Golden Shore, Long Beach, CA



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*The next CSURMA Executive Committee meeting is scheduled for November 6, 2013, please contact Myron Leavell at (415) 403-1404 or via email at [mleavell@alliant.com](mailto:mleavell@alliant.com).*

*A Public Entity Joint Powers Authority*

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