

San Diego State University

Risk Management Annual Report

2019/2020

I. PURPOSE

This annual report is prepared in accordance with CSU Executive Order 1069 and Technical Letter RM 2011-05 to provide a collection of relevant data as well as a review of the risk assessment and management processes for protecting the resources of San Diego State University. The report serves as an informational tool to better understand the nature and extent of common and potential exposures.

II. INTRODUCTION

San Diego State University Risk Management provides resources and consultation in support of the programs and activities of students, faculty, staff and visitors to campus. Risk assessment and management is provided through a variety of methods. The goal of the Risk Management program is to support the University's mission while continually identifying, developing, and implementing strategies to reduce potential injury to people, damage to or loss of campus property, legal liability exposures, and claims against the University.

In support of this goal, Risk Management duties include:

- developing and maintaining risk transfer mechanisms;
- assisting students, faculty, and staff with identification and mitigation of risks in campus programs and activities;
- securing appropriate levels of insurance and waivers when necessary;
- maintaining documentation of campus property and assets;
- ensuring effective incident and/or accident reporting and claims management;
- managing litigation; and
- managing campus participation in CSURMA and State coordinated insurance programs.

Campus programs, activities, and assets include:

- classroom instruction;
- laboratory research;
- field instruction, training, and research;
- facilities use, maintenance, and rental to others;
- possession, maintenance, and use of equipment, materials and vehicles;
- possession and use of unmanned aerial vehicles (UAV/Drones);
- domestic and international travel;
- construction, remodeling, renovation, demolition;
- professional services including medical, psychological, architectural engineering and financial;
- commercial operations and public events;
- athletic events and recreational programs;
- childcare services;
- conferences, workshops, and special events;
- employees, students, volunteers, and visitors;
- fine arts and equipment; and
- natural resources such as animals, plants, water, and air.

San Diego State University

Risk Management Annual Report

2019/2020

III. INSURANCE PROGRAMS

San Diego State University participates in programs provided by the California State University Risk Management Authority (CSURMA), a California Joint Powers Authority (JPA). CSURMA provides access to a number of public entity insurance programs that include, but are not limited to, coverage for general liability, property, student professional liability, equipment, fine arts, special events, and foreign travel.

IV. COST OF INSURANCE COVERAGE

Below is the cost of insurance premiums for Fiscal Years (FY) 2015/16 through 2019/20.

General Liability (\$900,000 deductible):

| FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 |
|-----------|-----------|-----------|-----------|-----------|
| \$493,947 | \$574,083 | \$619,322 | \$696,135 | \$723,084 |

Vehicle Liability:

| FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 |
|----------|----------|----------|----------|----------|
| \$43,983 | \$54,036 | \$52,994 | \$45,479 | \$77,052 |

Athletic Injury Medical Expense:

| FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 |
|-----------|-----------|-----------|-----------|-----------|
| \$537,972 | \$546,776 | \$578,126 | \$555,623 | \$531,111 |

Workers' Compensation:

| FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 |
|-------------|-------------|-------------|-------------|-------------|
| \$3,125,916 | \$3,015,178 | \$2,793,751 | \$2,935,608 | \$2,969,935 |

Industrial Disability, Non-Industrial Disability and Unemployment Insurance

| FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 |
|-----------|-----------|-----------|-----------|-----------|
| \$888,299 | \$780,994 | \$791,250 | \$734,182 | \$774,146 |

Property (\$1,000,000 deductible):

| FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 |
|-----------|-----------|-----------|-----------|-----------|
| \$390,851 | \$455,940 | \$484,434 | \$645,746 | \$908,723 |

Foreign Travel Insurance

| FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 |
|----------|----------|----------|----------|----------|
| \$49,825 | \$56,032 | \$55,020 | \$70,683 | \$45,599 |

TOTAL PREMIUMS

| FY 15/16 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 |
|-------------|-------------|-------------|-------------|-------------|
| \$5,530,793 | \$5,483,039 | \$5,374,897 | \$5,683,456 | \$6,029,650 |

San Diego State University

Risk Management Annual Report

2019/2020

Increases or decreases in premiums are due to an increase or decrease in programs costs, campus claims activity, or system wide loss experience.

V. RISK MANAGEMENT ACCOMPLISHMENTS

The following represents Risk Management's primary accomplishments for the 2019/2020:

- provided risk assessment, insurance consultation and procurement, claims management, waiver guidance, contract review, litigation management, and public records processing for the campus community;
- reviewed University agreements and contracts, as needed, to ensure use of appropriate indemnification and insurance language and recommended changes to further protect the University;
- worked with study abroad offices to ensure foreign travel insurance requirements are accomplished
- updated student film insurance and film shoot guidelines and forms to ensure insurance coverage is clarified and risks are addressed; provided support for audit of campus owned film equipment to ensure proper protections are in place
- enhanced the Risk Management website to provide more robust information, updated forms and guidelines for managing risk in day to day on campus and off campus activities
- participated in academic department service learning and internship trainings to provide information and clarification related to waiver requirements, insurance coverages, and driving on university business;
- provided support for the campus Emergency Management program;
- implemented review of campus assets that qualify for coverage under the new Fine Arts, Artifacts, and Archives Program
- participated in faculty led study abroad training, with focus on emergency communication and foreign travel insurance requirements;
- partnered throughout the year with Student Life and Leadership, Environmental Health and Safety, University Police, Facilities Services, Logistical Services, and Conferences Services to ensure thorough risk assessment and mitigation of student and visitor events on campus.

VI. PROJECTED RISK CONCERNS

A key function of Risk Management is to anticipate and identify potential risks that could negatively impact the University's strategic mission, reputation, day to day operations, compliance with applicable laws and regulations, and financial resources. The following list of potential risk concerns is based on a review of the University's loss history, as well as current insurance and litigation trends.

- campus impact related to Covid-19 pandemic, including budget adjustments, new liability waivers for all programs, and assessment of new risks for reoccurring activities
- global economic climate and the State of California/CSU budgetary considerations;
- potential costs associated with employer liability such as wrongful terminations, harassment, discrimination, and retaliation claims;
- potential disruption and costs associated with a natural or man-made disaster;

San Diego State University

Risk Management Annual Report

2019/2020

- potential risk associated with campus events and summer camps to include unaccompanied minor participants;
- increase in student off campus learning activities, including the need to address contractual arrangements, informed consent, waivers, safety orientation, professional liability, and insurance;
- increase in the number of student organizations and associated risk exposures;
- increase in mental health issues such as behaviors elicited by drug or alcohol use;
- increase in students and faculty participating in international programs, including travel abroad; and
- increase in regulatory health and safety training and tracking requirements.

VII. PROGRAM GOALS FOR 2020/2021

Goals for 2019/2020 include maintenance and further development of SDSU's Risk Management program, with particular emphasis on:

- continued review of new and ongoing programs in light of Covid-19 and new risks associated with the pandemic
- protection of minors in campus programs;
- participation in campus training programs to address risk mitigation and reduction;
- further review and development of foreign travel insurance reporting and billing processes
- continued support of campus emergency preparedness;
- evaluation of fine arts on campus for appropriate insurance coverage;
- continued enhancement of the Risk Management website to include policies, procedures, insurance requirements, forms, and training references;
- evaluation of new CSU insurance programs, as applicable, for campus participation; and
- continued risk monitoring and reporting.