



**AGENDA**

**STATEWIDE ASSOCIATION OF COMMUNITY COLLEGES  
(SWACC)**

**UNDERWRITING/MEMBER SERVICES COMMITTEE MEETING**

**OCTOBER 6, 2023**

**10:00 A.M.**

This meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b).  
Members of the public may address the Committee from any teleconference location.

Use the information below to access the meeting:

<https://zoom.us/j/8722701071>

**(669) 444-9171; Meeting ID: 872 270 1071**

**CONFERENCE CALL LOCATIONS:**

**LOS RIOS CCD**

1919 Spanos Ct.  
Sacramento, CA 95825  
**Debbie Turner (916) 568-3054**

**LONG BEACH CCD**

4901 East Carson Street  
Long Beach, CA 90808  
**Bob Rapoza (562)938-4698**

**SOUTH ORANGE COUNTY CCD**

28000 Marguerite Parkway  
Mission Viejo, CA 92692  
**Ann-Marie Gabel (949) 582-4664**  
**Priya Jerome (619) 755-7328**

**NCCC SIA**

3536 Butte campus Dr.  
Oroville, CA 95965  
**Kristie Nash (560)895-2341**

**BAY AREA CCD**

40 South Market Street  
San Jose, CA 95113  
**Mark Hua (408) 270-6421**

**PALOMAR CCD**

1140 West Mission Road  
San Marcos, CA 92069  
**Derrick Johnson (760) 744-1150**

**COMPTON CCD**

1111 E. Artesia Blvd.  
Compton, CA 90221  
**Keith Curry (310) 900-1600**

**SAN DIEGO CCD**

3375 Camino Del Rio South #385  
San Diego, CA 92108  
**Frank Fennessey (619) 388-6948**

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**I. CALL TO ORDER**

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**II. ROLL CALL**

**CHAIRPERSON(S):**

LOS RIOS COMMUNITY COLLEGE DISTRICT  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Debbie Turner, Chair  
Priya Jerome, Vice Chair

**MEMBERS:**

BAY AREA COMMUNITY COLLEGE DISTRICTS JPA  
COMPTON COMMUNITY COLLEGE DISTRICT  
LONG BEACH COMMUNITY COLLEGE DISTRICT  
NORTHERN CALIFORNIA COMMUNITY COLLEGES SIA

Mark Hua  
Keith Curry  
Bob Rapoza  
Kristie Nash

PALOMAR COMMUNITY COLLEGE DISTRICT  
SAN DIEGO COMMUNITY COLLEGE DISTRICT

Derrick Johnson  
Frank Fennessey

**EX OFFICIO:**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Ann-Marie Gabel

**MANAGER:**

KEENAN & ASSOCIATES

Colleen Bjerknæs  
Tim Hall  
Jeff Ostrom

**OTHER:**

BAY ACTUARIAL CONSULTING

Jack Joyce

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**III. APPROVAL OF AGENDA**

**ACTION**

**Page 5**

The Authority retains the right to change the order in which agenda items are discussed. Subject to review by the Authority, the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2.

COMMITTEE CONSIDERATION

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**IV. PUBLIC COMMENTS**

**INFORMATION**

**Page 6**

Members of the community wishing to address the Committee about items on the agenda or items not on the agenda may do so. Speakers are requested to limit comments to three (3) minutes; individual speakers may not give their time away to another spokesperson.

COMMITTEE CONSIDERATION

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**V. APPROVAL OF MINUTES- June 22, 2023**

**ACTION**

**Pages 7-12**

The Committee will review the minutes from the June 22, 2023 meetings for any adjustments and approval.

COMMITTEE CONSIDERATION

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**VI. CORRESPONDENCE**

**INFORMATION**

**Page 13-25**

Correspondence will be presented and reviewed by the Authority. No action may be taken in response; only referred for action on a subsequent agenda.

COMMITTEE CONSIDERATION

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**VII. REVIEW OF RESERVE REPORT**

**ACTION**

**Pages 26-86**

The Actuary will present the draft Actuarial Annual Reserves Report for Committee review and action.

COMMITTEE CONSIDERATION

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**VIII. CONTINGENCY MARGIN FUND**

**ACTION**

**Pages 87-88**

Bay Actuarial Consultants will present the recommended contingency funding level for action.

COMMITTEE CONSIDERATION

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**IX. LOSS DRIVER REDUCTION PROGRAM** **INFORMATION**  
**Pages 89-102**

Update on the Loss Driver Reduction Program by member.  
COMMITTEE CONSIDERATION

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**X. PROSPECTIVE NEW MEMBERS** **INFORMATION**  
**Pages 103-104**

Review SWACC's non-member listing for information.  
COMMITTEE CONSIDERATION

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**XI. NON-CLAIM DISPUTE RESOLUTION POLICY** **ACTION**  
**Pages 105-106**

CAJPA requires the Authority to adopt a Policy to address non-claim disputes.  
COMMITTEE CONSIDERATION

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**XII. BRIEFINGS/ BEST PRACTICES** **INFORMATION**  
**Pages 107-229**

Discuss recent briefings for Committee review.  
COMMITTEE CONSIDERATION

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**XIII. STRATEGIC PLANNING INITIATIVES** **ACTION AS NECESSARY**  
**Pages 230-247**

Review the goals and initiatives established as part of the 2021-2024 Strategic Plan and provide comment.  
COMMITTEE CONSIDERATION

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**XIV. CLOSED SESSION** **ACTION AS NECESSARY**  
**Pages 248-255**

As authorized by Government Code Sections 54954.5 and 54956.9, the Committee will discuss the following:

- a) Safety Inspection Report
  - A report on the completion status of the required safety inspections/audits as well as a report on those districts that have not addressed the high priority exposures will be provided for Committee action.
- b) Cyber Management Incident Report

COMMITTEE CONSIDERATION

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**XV. OPEN SESSION** **INFORMATION**  
**Page 256**

In accordance with Government Code Section §54957.1, any action taken while in closed session will be reported out.

COMMITTEE CONSIDERATION

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**XVI. INFORMATION REPORTS**

**MEMBER COMMENTS**

Each member may report about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

**MANAGER COMMENTS**

The Manager will report about various matters involving the Authority. There will be no Authority discussion except to ask questions, and no action will be taken unless listed on a subsequent agenda.

**OTHER COMMENTS**

The public may address the Authority on any matter pertaining to the Agency that is not on the agenda. The President reserves the right to limit the time of presentations by individual or topic.

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**XVII. AGENDA ITEMS NEXT MEETING**

Members and others may suggest items for consideration at the next Underwriting/Member Services Committee meeting scheduled for 10:00 a.m. on December 1, 2023 in San Diego, CA.

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**XVIII. ADJOURNMENT**

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**Americans with Disabilities Act:**

SWACC JPA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modifications or accommodation, in order to participate in a public meeting of the SWACC JPA, shall be made to: Jeff Ostrom, SWACC Account Manager, Keenan & Associates, 2355 Crenshaw Boulevard, Suite 200, Torrance, CA 90501, 949.940.1760.