Agenda

• Introductions

• Audit and Advisory Services Update  Helen Storrs

• Enterprise Risk Management Assessment Tool Demo  Michael Beatty

• Campus Asset Management  Stanley Pearce

• Risk Dashboards  Michael Beatty
  University Police Department
  Budget
  Aggregate & Integration into Risk Appetite and Tolerance Dials  Solinna Kim

• ERM Initiatives Update  Michael Beatty, Solinna Kim
  Business Continuity, Safety Trainings,
  Lunch & Learn Schedule
Audit and Advisory Services
FY 16/17 Audit Plan

- Annual Audit Plan determines A&AS’ priorities for the year which are tied into SFSU’s goals.
- The plan includes A&AS’ mission, service overview, objectives, activities listing, and the Internal Audit Charter.
- Revisions/Additions to the FY 16/17 Plan include:
  - Overview updated for staffing changes, quality assurance program, and procedures for project acceptance and execution.
  - Supplementary Audit Services updated reflecting informal RFP results.
  - Self-Assessment Program and Process updated for planned FY implementation.
  - Audit and Quality Assurance Activities List for the FY (7,360 hours planned; 6,100 hours of internal resources).
  - Internal Audit Activity Charter updated for organization and reporting and monitoring changes.
- Request Committee Approve Audit Plan and Revised Internal Audit Charter
Risk Assessment Demo
University Property Office

Stanley Pearse, C.P.P.M, Supervisor
Daniel Mackie, Property Analyst
What does the University Property Office do?

- Maintains the University Property database
  - Additions
  - Modifications
    - Asset location changes
    - Custodial department transfers
  - Retirements
  - Financial Adjustments
- Affix asset tags to equipment
- Conduct physical inventories by building location / every two years
- Disseminate CSU / Campus Property Policy to campus end users
- Auctions; Brought nearly $15.5K back to University departments in FY2015/2016
- Summer Computer Refresh
- Zoll Deployment (Special project)
Why is the University Property Office Important?

• External Audits
• Business Continuity
• Proper Fiscal Accounting
• Eyes and Ears for Administration and Finance
  – Example 1: Floor plans
  – Example 2: Business Continuity / Compliance Issues
    • Library and Fine Arts equipment checkout; Equipment does not tie back to issued asset tag numbers
  – Example 3: Environmental
  – Example 4: Asset Accountability
University Property Office Issues

• Colleges / Departments not taking inventory reconciliations seriously
  – Indicating the assets are found when they were not
  – Retiring assets when they cannot find them
• Usually only find about 50% of the assets
  – Assets disposed of without submitting a Property Survey Form
  – Assets moved to a different building without submitting a Property Relocation Form
• Determining who the College and Department custodial contact is
• Academic Technology / Academic IT Consultants
  – From a University Property perspective, who is the real asset custodian?
  – If Academic Technology is should all the IT assets that they are currently managing be transferred to their department from the departments that they are in “contract” with?
• PeopleSoft Asset Management
  – Not able have a retirement reason code, “Retired due to Physical Inventory” for metrics
  – Retirements; only able to retire assets one at a time.
  – Location changes; only able to update location changes one at a time
# Risk Dashboard

## University Police Department

<table>
<thead>
<tr>
<th>CUSTOMER</th>
<th>FINANCIAL</th>
<th>PROCESS</th>
<th>PEOPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unfound Inventory 0</td>
<td>Property Claims 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conflict of Interest Compliance Training Completion 100%</td>
<td>Harassment Prevention Training Completion 99.86%</td>
<td>EPL Claims 0</td>
</tr>
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- **Training mitigates risk**
- **Claims can be an indicator of a need for improved management and controls**

- **Audit Observations 7**
- **Worker’s Comp Claims 13; $120,770**
- **Compromised E-mail Account Incidents 6 (3% Univ. incidents)**

- **Data Security Training Completion 56.18%**
- **Ergo Evaluations 3 of 55 EEs**

- **Weak Controls + Lack of Accountability lead to inefficiency and financial loss and compliance risk**
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<td></td>
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<td></td>
<td>Compromised E-mail Account Incidents 3 (1% Univ. incidents)</td>
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<td>Worker’s Comp Claims 0</td>
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<tr>
<td></td>
<td>Audit Observations 3</td>
<td></td>
<td>EPL Claims 0</td>
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<tr>
<td></td>
<td>Ergo Evaluations 3 of 10 EEs</td>
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<tr>
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<td>Unfound Inventory: 7 items; $10,164.65</td>
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<td>Ergo Evaluations 3 of 10 EEs</td>
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Integrating Risk Dashboards into Risk Appetite and Tolerance Dials
First Aid, CPR, AED Certification Training – Friday August 26, 2016
Next Training: Friday, December 2, 2016
2016 Training Update

BECAUSE ONE DAY A LIFE COULD BE IN YOUR HANDS...

Hands-Only CPR Training in the Quad – Wednesday September 28, 2016

Next Training: Spring
October 4, 2016
ERM and EHS present Driver Safety

November
ERM and UPO present University Asset Management

December
ERM presents Special Events

January
ERM and Procurement present Insurance Requirements and Contracts
2016 ARC Meeting Schedule

• December 4, 2016