Date:        April 26, 2018

Attendees:  Michael Beatty, Jenny Chau, Katon Dalton, Megan Dobbyn, Ben Forchini,
            Jesus Garcia, Caroline Johansson, Alan Jung, Solinna Kim, Cheryl Leung,
            Henry McCoy, Tiffany Mikami, Jay Orendorff, Andrew Roderick, Dania
            Russell, Anthony Victoria, Bonnie Victorino, Bryan Wada, Andrea
            Whipple, Jeff Wilson

Agenda:     Introductions
            Policy & Compliance
            Update to CSU Travel Policy
            Parking Citation Payment Plan
            Upcoming SF State Practice Directives – Fiscal Affairs
            CANRA Update
            Animals on Campus Policy
            Audit & Advisory Services
            Student Organization Graduation Celebrations
            International Hiring Practices Discussion
            Enterprise Risk Management
            CSURMA Fitting the Pieces Together Conference Debrief

The meeting was called to order at 1:05 p.m.

**Agenda Item: Student Update to CSU Travel Policy**

Andrea Whipple updated the committee on revisions to the CSU travel policy (effective
1/17/18), which was updated to satisfy Assembly Bill 1887, which prohibits a state agency from
approving a request for state-funded or state-sponsored travel to any state that discriminates
against same-sex couples or their families (i.e. Alabama, Kansas, Kentucky, Mississippi, North
Carolina, South Dakota, Tennessee, and Texas).

The updated policy also provides clarity on the taxability of international travel when there is
both a persona and a business purpose. A trip is considered entirely for business if at least one
of the following four exceptions is met:

1. The employee does not have substantial control over arranging the trip;
2. Travel outside of the U.S., combining business and personal time, is for a week or less;
3. Less than 25% of the total time spent is on personal activities;
4. Vacation is not a major consideration in planning the trip.
Agenda Item: Parking Citation Payment Plan

CSU Policy Number 4071.00 (effective 7/1/18) stipulates that the registered owner or person responsible for parking citations shall be allowed to enroll in a payment plan. This policy was created in response to changes in California Vehicle Code as part of Assembly Bill 503. The car owner is eligible to enroll in a payment plan when they have multiple, unpaid parking citations, or $200 in citations owed. The fee to enroll in a payment plan is $25. Payments must be made each calendar month.

Andrea noted that SF State staff can access the most updated CSU policies here: https://csyou.calstate.edu/Policies/icsuam/Pages/New-Revised-Policies.aspx.

Agenda Item: Upcoming SF State Practice Directives – Fiscal Affairs

Journal Entry Practice Directive:
The objective of this practice directive is to establish standards for manual journal entries recorded in the general ledger and to comply with EO 1000 to provide reliable financial reporting. There will be a centralized email designated for receiving journal entry requests.

Delegation of Fiscal Authority:
The objectives of this practice directive is to ensure financial responsibility and accountability for fiscal authorizations made on behalf of San Francisco State University. The practice directive standardizes delegations based on position and reporting authority. Fiscal Affairs will conduct an annual review of all delegations of fiscal authority on campus.

Agenda Item: CANRA Update

Henry McCoy updated the committee on the progress made so far with regard to the recent CANRA revisions outlining the three-tiered reporter matrix; non-reporters, limited, and general. In April of 2018, 55 employees sent in old forms. HR is working on providing those individuals with the correct form link. Below is a table outlining the responses received so far:

<table>
<thead>
<tr>
<th></th>
<th># Mandated Reporters</th>
<th># Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPP</td>
<td>220</td>
<td>182</td>
</tr>
<tr>
<td>NON-MPP</td>
<td>3478</td>
<td>1663</td>
</tr>
</tbody>
</table>
Agenda Item: Animals on Campus Policy

Michael Beatty explained that the Draft Animals on Campus policy will be submitted to University Counsel shortly and then will go through the Meet and Confer process. The policy provides clarity around research animals, service animals, emotional support animals, therapy animals, and domestic animals (pets). The draft policy also defines the roles of different campus departments concerning animals on campus.

Ben Forchini suggested that we should incorporate education about the policy when HPW hosts therapy dog sessions on campus.

Agenda Item: Student Organization Graduation Celebrations

The committee will revisit this topic in the next ARC meeting in June.

Agenda Item: International Hiring Practices Discussion

Bonnie Victorino from the College of Business introduced the topic of hiring practices for international faculty members. Historically, there was much confusion and lack of clarity around what the University should and shouldn’t pay for with regard to international faculty who are teaching on a H1B Visa.

The University has an immigration lawyer on retainer through the Chancellor’s Office and he should be consulted when these types of questions about international faculty come up.

Agenda Item: CSURMA Fitting the Pieces Together Conference Debrief

Club Liability Insurance Program (CLIP) will become effective July 1, 2018. The program offers general and professional liability to student organization who host events on and off campus. The University must decide whether to retain the costs for this program or pass some or all of the costs onto the student organizations.

The CSU Health and Safety Compliance Audit Findings were published on April 24th and most of the findings highlight the lack of system-wide support from the Chancellor’s Office.

Michael briefed the committee on the new Risk Management software solution called Ventiv to roll out system wide in the new fiscal year. The system provides powerful reporting dashboards for claims handling.
Solinna briefed the committee on the current standing of the Fusion contract. Procurement hopes to sign the contract within the next few weeks. Solinna outlined the contract terms and project timeline. SF State will be the first CSU campus to adopt this platform and hopes to act as a pilot to pave the way for a system-wide contract.

The meeting adjourned at 2:00 p.m.