Date: June 21, 2018

Attendees: Michael Beatty Vicky Lee
Demond Blanton Cheryl Leung
Katon Dalton Mark Majewski
Tuan Do Gary Norton
Megan Dobbyn Jay Orendorff
Frank Fasano Andrew Roderick
Ben Forchini Dania Russell
Jesus Garcia Anthony Victoria
Alan Jung Andrea Whipple-Samuel
Solinna Kim Jeff Wilson

Agenda: Introductions

Audit & Advisory Services (A&AS)
Advisory Services Request Form
Student Organization Graduation Celebrations
Approved Audit Charter

Policy & Compliance
Executive Order 1111: Disability Support and Accommodations
ITS Password Practice Directive Status

Enterprise Risk Management (ERM)
Independent Contractor Insurance Requirements
Fusion Business Continuity Software Update
Upcoming Events

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

Agenda Item: Advisory Services Request Form

Gary Norton introduced the new Audit & Advisory Services Request Form, which is available online. Users can use this form to request an advisory review. Advisory reviews are not audits and are designed to encourage departments to report concerns, risks, and/or observations without the perceived, associated repercussions or stresses that may stem from a formal audit. This is a Qualtrics form and is located here:

https://sfsu.co1.qualtrics.com/jfe/form/SV_6l1110zXo373YpL
Agenda Item: Student Organization Graduation Celebrations

The President’s Cabinet tasked Audit & Advisory Services with compiling a comprehensive list of graduation celebration events held by University departments or students organizations to gain a better understanding of the scope of events that occur around Commencement. A&AS identified 67 graduation celebrations that were held by various departments, colleges, academic programs, and student organizations. A&AS will identify each event’s sponsor, venue and funding source and then establish guidelines for these types of events moving forward.

Dania Russell voiced concerns about graduation celebrations conflicting with Commencement and hopes the new guidelines will take this into consideration. Frank Fasano suggested sending the request for graduation celebration information to Facilities Services to help ensure the list is comprehensive.

Insurance for student organization events will automatically be insured through the Club Liability Insurance Program (CLIP) starting FY 18/19. ERM will still encourage student organization to register their events beforehand for reporting.

Agenda Item: Approved Audit Charter

A new Audit Charter has been signed by the President, Provost, and CFO. The Audit Charter outlines the reporting structure, authority and responsibility and responsibility for A&AS. A&AS shall report functionally to the Vice President and Chief Financial Officer with a dotted line to the University President. A&AS is authorized to have full, complete, and unrestricted access to all University records, physical properties, and personnel relevant to an audit or advisory project. The Audit Charter can be accessed on the audit website here:


Agenda Item: Executive Order 1111: Disability Support and Accommodations

Andrea Whipple-Samuel provided a general overview of CSU Executive Order 1111: Disability Support and Accommodations. The updated EO (effective 5/23/18) provides clarity regarding which areas of campus are responsible for various accessibility matters, emphasizes availability and accessibility of information (specifically on campus websites), requires an interactive process between the campus and students or the campus and employees, and applies to Campus Auxiliary Organizations as well. Anthony Victoria assured the committee that UCorp
has always historically always ensured contracts are vetted by Disability Programs & Resource Center (DPRC) and Facilities. The topics that are addressed in the EO include:

- Physical access to buildings
- Parking
- Information resources and technology access
- Disability support and accommodation for students
- Disability support and accommodation for employees and applicants
- Contracting

Concerns were voiced about whether the EO addresses 508 compliance and CEL students. The group confirmed that DPRC has and will always accommodate requests for all SF State students. CEL students are treated no differently. The EO does align with 508 compliance.

DPRC is in the process of reaching out to the appropriate areas regarding the update. Anyone who has questions about the revised EO should reach out to Wendy Tobias in DPRC.

**Agenda Item: ITS Password Practice Directive Status**

ITS’ practice directive regarding password has been revised as of 5/11/18. Passwords must now be 12 characters long. Users are encouraged to update their shorter passwords as soon as possible. Passwords will not expire every 180 days. Users are allowed 60 failed attempts before an account is locked for 15 minutes.

ITS sent out an email notifying faculty and staff of the revision in May.

**Agenda Item: Independent Contractor Insurance Requirements**

Human Resources, Procurement, and ERM have worked together to streamline the independent contractor (IC) approval process and make it more service-oriented. A guide to the IC approval process is forthcoming and will be hosted on a webpage dedicated to this process. A secure share drive has been established and the following departments have access to promote transparency and efficiency:

- Human Resources
- Procurement
- Enterprise Risk Management
- Fiscal Affairs.
ITS will be given access in the near future.

**Agenda Item: Fusion Business Continuity Software Update**

The contract for the new business continuity (BC) software solution has been finalized and executed. The core project team for the initial software implementation includes Michael Beatty, Solinna Kim, Tuan Do, and Ericka Jackson. Fusion provides a project management team through November to assist with building out the framework to fit the Campus’ needs.

The Campus’ contract with Kuali Ready will end on September 30, 2018, which leaves a good buffer window for migration of legacy data. Each cabinet area will be integrated into the Campus-wide BC plan in phases to span over the next fiscal year.

Anyone who is interested in attending any of the upcoming Fusion trainings with the core project team should reach out to Solinna to request access.

**Agenda Item: Upcoming Events**

Housing, Dining & Conference Services, University Events, and Enterprise Risk Management will be hosting a day-long workshop series focused on de-mystifying the process of hosting events on Campus. Anyone involved with hosting events on campus are welcome to participate. These units are also working on developing a manual to allow event planners to better utilize resources readily available on campus and follow policy and procedures.

This year’s Campus Safety Week will be held from September 17 – 21, 2018. ARC Committee members are encouraged to participate by tabling and/or hosting a training/discussion/workshop focused on promoting safety on our Campus in all of its nuances, whether that be cyber security, traditional hazard safety, safety in the workplace, etc.