Agenda

• Audit and Advisory Services Update
  • Approved Audit Charter
  • Advisory Services Request Form
  • Student Organization Graduation Celebrations

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

• ERM Update
  • Independent Contractor Insurance Requirements Update
  • Fusion Business Continuity Software Update

• Upcoming Events

• Request for Topics of Interest
Audit and Advisory Services
Purpose – Identify all graduation celebrations by academic program, department, college, and student club to determine the range of events occurring this year.

Participants – HDCS, U-Corp, AS, Colleges, campus venue coordinators, SAEM

Current Findings – 67 graduation celebrations

Timeline – May 1st report to Provost and VP/CFO

Next Steps
  • A&AS – Identify each event’s sponsor, venue, and funding source
  • Management – Establish guidelines for events going forward
Compliance and Policy
Policy and Compliance Update

CSU Executive Order 1111

Title: The California State University Board of Trustees Policy on Disability Support and Accommodations

• **EO Effective Date:** 5/23/2018

• **Supersedes:** Executive Order 926

• **Key updates:**
  - 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
  - Applies to auxiliaries

• DRPC is in the process of reaching out to the appropriate areas.
Policy and Compliance Update

CSU Executive Order 1111 (continued)

Title: The California State University Board of Trustees Policy on Disability Support and Accommodations

• Topics:
  - 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

“Ensuring accessibility is a shared responsibility and requires a coordinated, ongoing campus wide and systemwide effort to ensure its success.”
Policy and Compliance Update

Updated SF State Practice Directive – Information Technology Services

Title: Password Practice Directive

• Revised: May 11, 2018

• Key updates:
  - Passwords must now be **12 characters** long.
    - Encouraged to update shorter passwords as soon as possible
    - Required to update to at least 12 characters by the 180-day password expiration date
  - Users are allowed **60 failed login attempts** before an account is locked for 15 minutes.

• An email notifying faculty and staff of the revision was sent out by ITS in mid-May.
Enterprise Risk Management
# Independent Contractor Process

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<th>Form/Process</th>
<th>Form Owner</th>
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<tr>
<td>Independent Contractor Status Determination</td>
<td>Human Resources</td>
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<td>Vendor 204</td>
<td>Fiscal Affairs</td>
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<tr>
<td>Proof of Insurance</td>
<td>Enterprise Risk Management</td>
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*If the independent contractor is unable to provide proof of insurance that meets the Campus’ minimum insurance requirements, then the department can request the insurance requirements be waived by submitting the Independent Contractor Insurance Requirement Waiver Request Form to ERM. After assessing the risks associated with the IC activities as described in the SOW and in consultation with the department, ERM will make a determination as to whether the insurance requirements can be modified or waived.*

Requisition  
Procurement
Business Continuity @ SF State Status

- Fusion Contract Executed

- Core Project Team:
  - Michael Beatty, Risk Manager/Business Continuity Coordinator
  - Solinna Kim, Risk Analyst
  - Tuan Do, Senior Director, IT Services
  - Ericka Jackson, Associate Director, Human Resources

- Fusion Project Management Support through November 2018

- Kuali Ready Contract Ends Sep. 30, 2018

- Project Overview
Fusion Project Team

**Project Manager - POC**

*Track and manage project activities*

- Planning
- Logistics
- Tracking / Status
- Escalations

**Project Sponsor**

*Lead program vision and sign-off*

- Advise on program goals
- Confirm sign-off based on team input
- Escalate / coordinate high-level decisions (as required)

**System Administrators**

*Become Fusion SME and Administrator*

- Participate in working sessions
- Drive administrative requirements
- Lead testing, data loads, and QA

**Program Leads**

*Drive BU / BC Program Alignment*

- Participate in working sessions
- Drive BU level decision making and requirements
- Support testing, data loads, and QA
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<td>University Enterprises</td>
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Upcoming Events

Special Events Workshop
August 14 or 15, 2018 – More details forthcoming

Campus Safety Week
September 17 – 21, 2018
2018 ARC Committee Schedule

Thursdays, 1 pm – 2 pm on:

August 23rd
October 25th
December 13th