Date: February 22, 2018


Agenda: Introductions
Audit & Advisory Services Update - Best Practices/Industry Standards
Policy & Compliance Update – CANRA Update
ERM Update – Unemployment Insurance Claims Update
Ongoing Campus-wide Risk Assessment
Business Continuity Work Group Update
Updated Alcohol Clearance Form and Process
Upcoming Trainings

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

**Agenda Item: AAS Best Practices/Industry Standards**

Gary Norton introduced the Audit & Advisory Services team. Gary outlined his department’s role on campus as being available to assist and advise various campus departments to better align their processes with the CSU and SFSU’s policies and procedures. Such advisory services can help departments prior to any official audit being initiated. AAS also assists when a formal audit is announced by helping departments to gather documentation necessary to respond to an audit or audit findings.

Gary also identified “hot topics” aka emerging risks in higher education noting that the areas of Health Services, International students/faculty, IT/Cybersecurity and Campus Security are high on the list of issues trending in higher education.

**Agenda Item: CANRA Update**

Henry McCoy, Executive Director of Human Resources, updated the committee on the progress of obtaining updated CANRA acknowledgement forms from the campus community.

Henry explained that the new executive order groups mandated reporters into three categories – Non-reporters, Limited reporters and General reporters. Henry reported that his office has thus far received only 160 of 220 required forms from MPPs and only 1,154 of the 3,478 forms
required of non-MPPs. Human Resources continues to reach out to those mandated reports who have yet to provide the acknowledgement form.

**Agenda Item: Unemployment Insurance Claim Trend Analysis**

Michael Beatty presented information regarding the University’s unemployment insurance claims and associated costs. Michael discussed the employment requirements that are necessary for a person to claim unemployment benefits. He reported that the university’s UI program costs through CSURMA have been trending in a positive direction when compared to other CSU campuses but that SF State is still fourth among the twenty-three campuses in UI costs.

Michael also presented a few charts identifying what departments and what job positions have the most claimants. Academic Year Lecturers make 58% of the overall UI claims. Henry McCoy added that SF State’s CFA representatives hold informational workshops instructing faculty members how to file for UI claims and that this might have an impact on SF State faculty members’ utilization of the UI program.

**Agenda Item: Ongoing Campus-wide Risk Assessment**

Michael Beatty explained that ERM is currently setting up interviews with all campus departments to perform department risk assessments which will ultimately result in the campus-wide risk registry. Interviews with Associated Students and the Bursar’s Office have already been completed.

Michael advised that these interviews will continue throughout the year and result in a final risk registry being presented to the President’s Cabinet in November for review and action.

**Agenda Item: Business Continuity Work Group Update**

Michael Beatty reported on the ongoing progress of the Business Continuity Work Group. Many business continuity plans for a focus group of departments are being finalized. BC plan templates will then be developed for use by departments with similar operational and BC needs as those in the initial focus group.

Michael added that ERM, UPD and ITS have been in discussions with Fusion, a BC Plan Management software firm, to migrate away from Kuali Ready, branded on the SF State campus as SF Ready, to Fusion for our BC Plan Management software needs. The product offered by Fusion (and currently used by the UC) has much more capabilities and is significantly
more user friendly. Michael said ERM hopes to be able to purchase the software in the first quarter and come to this group at its next meeting and provide a demonstration.

**Agenda Item: Updated Alcohol Clearance Form and Process**

Michael presented the new Alcohol Clearance Form to the Committee and discussed the new information provided to those who want to serve alcohol at University-related functions. An Alcohol Incident Reporting form will allow servers to capture all relevant information in the event of an alcohol-related incident. A second document provides hosts and servers with information to help them identify inebriated individuals.

**Agenda Item: Upcoming Trainings**

Michael updated the Committee on upcoming trainings being offered by ERM, EHS and UPD. These include:
- NERT Certification and Re-Certification Training
- First Aid, CPR & AED Training
- Risk Talk - Time, Place and Manner Policy Update
- Risk Talk – Subpoenas and Public Records Act (PRA) Requests
- Open Public Forum – Time, Place and Manner Directive Update

The meeting adjourned at 2:00 p.m.