Date: April 19, 2017

Attendees: Michael Beatty, Jay Orendorff, Grace Crickette, Andrea Whipple,
                    Maureen Pasag, Julianne Tolson, Scott Nemes, Susan Pelton, Keith
                    Bowman, Jenny Chau, Ray LaPine, Katon Dalton, Wailun Shiu, Frank
                    Fasano, Melissa Diaz (Risk Manager, University of San Francisco),
                    Aaron Holmberg (Risk Manager, City College of San Francisco)

Agenda:
- Introductions
- Enterprise Risk Management Background and Status at SF State
- Audit and Advisory Services Update
- Campus Claims Update
  - Annex II Fire Update
  - Property Claims Management
  - Data Security and Breach Management
- Policy Development Update
- 2017 ARC Committee Meeting Calendar & Wrap Up

The meeting was called to order at 11:05 a.m.

Agenda Item: Enterprise Risk Management Background and Status at SF State

Grace Crickette provided a brief background of what an Enterprise Risk Management
(ERM) framework consists of and discussed why institutions may choose to customize
their ERM model rather than to follow a specific standard, i.e. COSO or ISO 31000.

Agenda Item: Audit and Advisory Services Update

Maureen Pasag gave a brief update on the Management Agreed-Upon Responses
(MARS) and showed a short video that guides department heads in developing a
comprehensive management responses and helps them understand the follow up
process. The video is currently posted on the Audit and Advisory Services website at:
http://audit.sfsu.edu/content/management-agreed-upon-responses-mars.

Agenda Item: Campus Claims Update

Michael Beatty discussed the fire that occurred on Jan. 24, 2017 in Annex II resulting in damage to fine art objects that were being prepped for a Campus exhibit. The Campus was able to place most of the remediation costs under the Fine Arts insurance policy, which has a $0 deductible as opposed to the Campus "All Risk" Property policy, which has a $100,000 deductible. Funding has been approved by Ann Sherman, Interim VP for A&F/CFO to replace the existing Annex I and Annex II lighting (which caused the fire) with safer and more energy-efficient LED lighting, which will help mitigate the risk of another fire caused by a burned out bulb.

Michael then went on to discuss Campus property claims trends from 2009 to 2016 and proposed a plan to annually fund a self-insured layer that would help stabilize the fluctuations in cost of claims and allow for better forecasting of future property claim costs.

Julianne Tolson presented the data security incident statistics for 2016 that included incident distribution by major division. Julianne attributed the high number of incidents within Academic Affairs to the Emeriti/us accounts. Activity confirmation of these accounts on an annual basis as well as some security and awareness training will benefit the University greatly in decreasing the number of incidents. De-provisioning former staff/faculty more quickly will also help with this issue.

Agenda Item: Policy Development Update

Andrea Whipple reviewed the most recent updates to the Policy and Practice Directives website and explained the difference between a "policy" and a "practice directive". Andrea presented a list of policies and directives currently in draft and/or revision stages and briefly discussed each. A new practice directive on Mail Services has been posted on the website for comment.

The meeting adjourned at 12:00 p.m.