



Date: June 22, 2017

Attendees: Michael Beatty, Jay Orendorff, Grace Crickette, Solinna Kim, Aimee Arica, Andrea Whipple, Maureen Pasag, Edina Bajraktarevic, Julianne Tolson, Katon Dalton, Bryan Wada, Robert Nava, Susan Pelton, Anthony Victoria, Ann Sherman, Elizabeth Smith, Marc Majewski, Jesus Garcia, Jenny Chau, Jesus Garcia, Ray Lapine

Agenda: Introductions  
Audit and Advisory Services Update  
Policy and Practice Directive Update  
Business Continuity Program Update  
Risk Mitigation Update  
Future ARC Committee Meeting Topic "Brainstorm Session"  
2017 ARC Committee Meeting Calendar & Wrap Up

The meeting was called to order at 11:01 a.m.

Agenda Item: Audit and Advisory Services Update

Maureen Pasag gave an update on the current status of audits since 2014:

2014: 14 audits, 13 departments, 36 tracked improvements  
2015: 20 audits, 19 departments, 78 tracked improvements  
2016: 15 audits, 13 departments, 45 tracked improvements

Maureen then drew the committee's attention to the most recent audit of the Office of International Programs (OIP). The findings were not a major cause for concern and OIP and Audit hope to close out the audit within the next six months. This year's annual audit report to the Chancellor's Office will be largely based on the campus wide risk assessment. Maureen then presented a short video produced by Audit and Advisory Services about helpful tips for internal controls.



## Agenda Item: Policy and Practice Directive Update

Andrea Whipple gave an update on the policies and practice directives currently being drafted or updated. Per Executive Order 1108, all campuses in the CSU system will be smoke and tobacco-free effective September 1<sup>st</sup>. In accordance with EO 1108, SF State has put together a task force made up of several sub committees that will meet weekly to focus on enforcing the new policy. Initially the campus will employ a voluntary compliance policy. The task force will focus on disciplinary proceedings to promote compliance among students.

The Animals on Campus policy is still being worked on. The working group has been expanded to include representatives from Academic Affairs, Housing, Dining & Conference Services and Associated Students in an effort to solicit input from across the campus community. Those who would like to learn more about the policy should contact Michael Beatty.

Andrea also talked a little about each one of the following practice directives:

- Mail Services - this practice directive focuses on ensuring that University employees do not utilize State resources (i.e. mail room and mail delivery services) for personal use.
- Digital Swap Shop – this practice directive is meant to encourage departments to swap unused items internally with the support of the federal government Public Surplus website to roll out in the Fall semester.
- Public Auction – this practice directive will allow faculty and staff to post certain items for external auction on the Public Surplus website.
- Honorarium
- Special Consultant - Independent Contractor – Michael Beatty suggested collaboration between Human Resources, Procurement and Enterprise Risk Management (ERM) regarding this practice directive as departments often seek out guidance from ERM to review insurance requirements for independent contractors.



- Gift Cards – Fiscal Affairs has drafted a practice directive that details when the use of gift cards is appropriate.

Michael provided an update on the Campus Time, Place & Manner University Executive Directive (TPM). Updates to the policy UED are expected to be effective on July 1<sup>st</sup>. Michael discussed the important revisions to the UED including:

- More clarity around “protected speech” and 1<sup>st</sup> Amendment rights
- TPM applies all of SF State including Main Campus, Downtown Campus, Romberg Tiburon Center, and Sierra Nevada Field Campus
- Limitations on posting of flyers:
  - Allows public flyers to be posted only on designated “public bulletin boards”
  - Allows for immediate removal of any posting not in compliance regardless of content
  - Outlines permit process for posting of any free-standing signs or banners
  - Identifies specific locations for posting of free-standing signs or banners
  - Marc Majewski pointed out that posters cannot cover up more than 10% of walls and doors in accordance with the current fire code.
- Chalking is allowed on Campus, but prohibited under awnings and within 20 feet of entrances.

#### Agenda Item: Business Continuity Program Update

Solinn Kim updated the group on what the current status of the Business Continuity (BC) Initiative. Although much progress has been made to get SF State in compliance with Executive Order 1014, predominantly through efforts within A&F, there is still quite a bit of work to be completed before SF State is not only in compliance, but in possession of a robust campus-wide BC plan. Solinn proposed the creation of a BC Work Group reporting to the ARC Committee. The working group would focus on aggregating possible common solutions, filling any communication gaps around BC on campus and ultimately conception of a cohesive campus-wide BC plan. Solinn will send all Committee members the Executive Order 1014 Compliance Chart that illustrates where SF State was



before the current BC initiative started in June 2016, where we are now, and recommendations for moving forward.

**Agenda Item: Risk Mitigation Update**

Grace Crickette asked the Committee members to review the current campus wide risk assessment and submit any updates on risk mitigation programs before the next ARC meeting.

**Agenda Item: Future ARC Committee Topic “Brainstorm Session”**

Michael Beatty asked everyone to submit future ARC discussion topic suggestions to make sure the Committee gets the most value out of being engaged ARC Committee members. Everyone is welcome to submit new risks to the Committee anytime.

Anthony Victoria suggested more discussion regarding better coordination between Auxiliary Organizations and the Campus.

Julianne Tolson suggested a discussion about compliance reporting.

The meeting adjourned at 11:50 a.m.