ARC Committee
SF State
April 26, 2018
Agenda

• **Audit and Advisory Services Update**
  • Student Organization Graduation Celebrations
  • International Hiring Practices Discussion

• **Policy and Compliance Update**
  • Update to CSU Travel Policy
  • Parking Citation Payment Plan
  • *Sponsored Programs ICSUAM Updates*
  • CANRA Update
  • Animals on Campus Policy

• **ERM Update**
  • CSURMA Fitting The Pieces Together Conference Recap

• **Upcoming Trainings**
Audit and Advisory Services Update

Student Organization Graduation Celebrations Review

**Purpose** – Identify all graduation celebrations by academic program, department, college, and student club to determine the range of events occurring this year.

**Participants** – UPM, 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
Questions?
Policy and Compliance Update

Update to CSU Travel Policy
Policy and Compliance Update

Update to CSU Travel Policy
Policy and Compliance Update

Sponsored Programs ICSUAM Updates
CANRA - What’s changed

• 3-tiered reporter designation matrix
  ❖ Non-Reporters, Limited and General
• HR is required to notify every employee of their reporter status
• Mandatory reporters must sign a new Acknowledgement Form
• Job announcements must have prescribed language for mandatory reporter jobs
• New hires/volunteers must sign Acknowledgement Forms at start date
IMPLEMENTATION TIME LINE

- July 17, 2018– Revised Executive Order 1083 issued (January 31, 2018 deadline)
- 15 September, 2017 – MPP pilot group notifications sent
- 2 October, 2017 – non-MPP notifications sent to designated reporters
- 9 October, 2017 – non-MPP notifications sent to non-reporters
- 19 December, 2017 - MPP reminder notice
- 6 February, 2018 – non-MPP 2nd reminder
- 8 February, 2018 – MPP 3rd reminder notice
Where are we now

<table>
<thead>
<tr>
<th></th>
<th># OF MANDATED REPORTERS</th>
<th># OF RESPONSES</th>
</tr>
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<tbody>
<tr>
<td>MPP</td>
<td>220</td>
<td>160</td>
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<tr>
<td>NON-MPP</td>
<td>3478</td>
<td>1154</td>
</tr>
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</table>
Policy and Compliance Update

Draft Animals on Campus Policy Summary

Differentiates between Research Animals, Service Animals, Emotional Support Animals, Therapy Animals and Domestic Animals (pets)

**Handler Responsibilities for Domestic Animals**

• Keep animal under control

• Animal must be licensed

• Pick up after your animal

• Cannot be tied up

• Pets not allowed in campus residential or non-residential buildings

• Some pets allowed in residential housing
Handler Responsibilities Specific to Service Animals and ESA Animals

• In general, ESAs are not allowed in campus buildings unless residential

• Additional prior written approval required from DPRC required for ESA to accompany student or employee into workplace, residential dining center or any other University building
Policy and Compliance Update

Draft Animals on Campus Policy Summary

**Laboratory and Clinical Environments**
- Must request approval from DPRC

**Housing**
- Defers to specific policies related to residential housing and animals

**Special Events**
- Coordinator of Special Events must approve
Policy and Compliance Update

Draft Animals on Campus Policy Summary

Role of Campus Departments

- DPRC – Consultation and Guidance
- ERM & DPRC – Education and outreach
- UPD - Enforcement
Draft Animals on Campus Policy Summary

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Policy and Compliance Update

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Next Steps

• University Counsel Review
• Meet and Confer with CBAs
• Approval and Education and Outreach

Questions/Comments?
CSURMA Risk Management Conference
Re-Cap
Business Continuity Work Group Update

• Currently working on updating and finalizing individual department plans:
  • Fiscal Affairs
  • Enterprise Risk Management
  • Quality Assurance
  • Compliance
  • Housing, Dining & Conference Services
  • Information Technology Services
  • University Corporation
  • Advancement

• Once plans are updated/finalized, the Work Group will begin to build plan templates for other like-departments

• Still working on funding approval for Fusion Risk Management Solutions
Business Continuity Work Group Update

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Upcoming Trainings

- Risk Talk – Waivers and Releases of Liability Forms - April 27th, 1pm
2018 ARC Committee Schedule

Thursdays, 1 pm – 2 pm on:

June 21
August 23
October 25
December 13