



Date: December 14, 2016

Attendees: Rosalie Alfonso, Aimee Arica, Aimee Barnes, Keith Bowman, Deirdre Donovan, Ryszard Dziadur, Frank Fasano, Solinna Kim, Cheryl Leung, Tony Little, Autumn Love Gray, Marc Majewski, Deborah Masters, Kaye Milburn, Gary Norton, Elizabeth Olin, Michelle Rashleger, Tammie Ridgell, Alejandro Rios, Nancy Robinson, Michael Scott, Ann Sherman, Helen Storrs, Kirtland Stout, Michelle Tagay, Mirel Tikkanen, Julianne Tolson, Bonnie Victorino, Andrea Whipple

Agenda: Introductions, Workshop Style Discussions of Annual Risk Assessment Update

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

Agenda Item: Introductions – Names and Titles

Rosalie Alfonso (*Administrative Analyst, College of Ethnic Studies*), Aimee Arica (*Risk Management Coordinator, Enterprise Risk Management*), Aimee Barnes (*Interim Executive Director, Associated Students Inc.*), Keith Bowman (*Dean, College of Science and Engineering*), Deirdre Donovan (*Quality Assurance Analyst, Audit and Advisory Services*), Ryszard Dziadur (*Director of Operations, College of Health and Social Sciences*), Frank Fasano (*AVP, Facilities Operations*), Solinna Kim (*Risk Analyst, Enterprise Risk Management*), Cheryl Leung (*Quality Assurance Analyst, Audit and Advisory Services*), Tony Little (*Chief of Staff, Student Affairs & Enrollment Management*), Autumn Love Gray (*Internal Auditor Audit and Advisory Services*), Marc Majewski (*Director, Environment, Health & Safety*), Deborah Masters (*University Librarian*), Kaye Milburn (*Audit Director, Sacramento State University*), Gary Norton (*Internal Auditor, Audit and Advisory Services*), Elizabeth Olin (*Admin Support, Enterprise Risk Management*), Michelle Rashleger (*Chief of Staff, College of Liberal and Creative Arts*), Tammie Ridgell (*Director, Auxiliary of Business*), Alejandro Rios (*Business Manager, Associated Students Inc.*), Nancy Robinson (*Associate Dean, Graduate College of Education*), Michael Scott (*AVP, Office of Research and Sponsored Programs*), Ann Sherman (*Senior AVP, Human Resources*), Helen Storrs (*Director, Audit and Advisory Services*), Kirtland Stout (*AVP of Risk Management, Sacramento State University*), Michelle Tagay (*IT Consultant, Information Technology Services*), Mirel Tikkanen (*Confidential Admin Support, Student*



*Affairs & Enrollment Management*), Julianne Tolson (*Director of IT Services & Information Security Officer*), Bonnie Victorino (*Director of Budget, College of Business*), Andrea Whipple (*Compliance & Policy Coordinator, Business Operations*)

Agenda Item: Workshop Style Discussions of Annual Risk Assessment Update

Posted on the walls around the room were copies of last year's assessment and new risks identified this year. This information was aggregated from numerous in-person, interdepartmental briefings held over the past two weeks. Attendees broke up into groups to write down their comments, concerns, and suggestions on post it notes and pinned them to the corresponding risk. After this exercise was completed, the group reconvened to discuss the responses as a group. The risks discussed were as follows:

Risk: International Students and Faculty

Action Items: Andrea Whipple will reach out to Bonnie to gain further insight into this confusion and will also reach out to Faculty Affairs to see how they are mitigating this issue and if further assistance is needed.

Risk: Food Safety on Campus

Action Items: Michael Beatty will pull together representatives from Enterprise Risk Management, Associated Students Inc., and Environment, Health & Safety to discuss making the process for selling food on campus by student organizations as manageable as possible without reducing EH&S standards and also make sure that all departments are relaying uniform information to the students. Marc will ensure that inspections of the Vista Room will be made communicated more effectively and not only on the EH&S website.

Risk: Information Technology Acquisition Review

Action Items: Julianne will reach out to Avi Chandiramani and get back to Dean Bowman about his concerns.

The meeting adjourned at 12:05 p.m.