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

**Agenda Item: Driver Safety Program Update**

Victoria informed the Committee that EHS is formalizing the Driver Safety Program with written FAQ’s, policies and procedures. Some FAQs that are addressed include transference of DGS-training between CSU campuses or state agencies, how the policies and procedures apply to volunteers, personal liability for misuse of University vehicles and much more. EHS will meet and confer with the collective bargaining units and if agreement is reached, EHS will publish the material. Outreach efforts to the campus community will commence once material is finalized.

**Agenda Item: Audit & Advisory Services – Status of Updates**

Maureen gave an update on the following external audits:

- **International Activities Audit (May 1 – June 16, 2017)**
  Major findings included:
  - Processes for the development and administrative of international exchange programs needed improvement
  - Campus procedures regarding the approval of international student recruiters needed improvement
  - The campus did not have documented policies and procedures to address processes involved with the hiring of international faculty

- **Academic Department Fiscal Review (September 11 – October 12, 2017)**
Major findings included:

- No formal training over fiscal policies/processes for incoming new College Deans and Department Chairs.
- Contracts were not always in place for third party billing or properly executed and the delegation of authorities for contractual agreements were not always obtained.
- Inventory counts were not always timely reconciled by the colleges.
- The expenditure and direct payment process needed improvement.

- Forthcoming Audits:
  - Decentralized Computing (November 13 – December 4, 2017)
  - Mashouf Wellness Center (July 2016 – December 2017)
  - Hate Crime Laws (September 2017 entrance; Published report May 2018)

At the next meeting, Maureen will address internal audits.

**Agenda Item: Policy & Compliance – Public Records Act & Subpoena Response Process**

Andrea provided the Committee with a review of the California Public Records Act (CPRA). The purpose of CPRA is to give the public an opportunity to monitor the functioning of their government. Any member of the public can request to view or receive copies of records, including employee emails.

A public record is “any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.” Govt. Code, § 6252.

CPRAs now include emails or text messages from personal email addresses or phones if the content of the message is within the scope of University business.

Exemptions include but are not limited to: privacy concerns, deliberate process, preliminary draft and notes, investigative records, attorney-client privilege, pending litigation, and where the public’s interest in nondisclosure clearly outweighs the public’s interest in disclosure.

Andrea then discussed the process for responding to CPRAs and subpoenas on campus. Andrea should be notified of all requests on campus as soon as possible to allow for adequate time to formulate a response in a timely manner so as to avoid any legal consequences that may arise from failure to meet deadlines.
Proprietary information under contract could be subject to the trade secret exemption, but the final response would be at the discretion of General Counsel. Audit work papers could also be subject to CPRAs, but General Counsel would make that determination.

**Agenda Item: Revised CANRA**

Karl Sparks is a special contractor hired specifically to develop a process in response to the recent Executive Order updates regarding CANRA and mandated reporters. Karl provided the committee with a summary and highlights of the recent changes to the Child Abuse and Neglect Reporting Act. The Act no longer states that all CSU employees be mandated reporters. Employees may or may not be limited or general reporters based on their employment classification and/or area of employment.

In lieu of this change, HR is required to notify every employee of their new reporting status. Mandatory reporters must sign a new Acknowledgment Form. Employees can contest their status with HR if they can provide reasonable justification for their claim. The deadline to collect new signed Acknowledgment Forms has been extended to January 18, 2018. Karl hopes to have the procedures manual for the process change finalized by November 30th.

The meeting adjourned at 12 p.m.