



SAN FRANCISCO STATE UNIVERSITY  
AUDIT, RISK AND COMPLIANCE COMMITTEE  
MEETING MINUTES

Date: October 12, 2016

Attendees: Michael Beatty, Helen Storrs, Stanley Pearse, Jay Orendorff, Julianne Tolson, Luoluo Hong, Solinna Kim, Andrea Whipple, Corinne Da Cunha, Marc Majewski, Jenny Chau, Brian Fahnestock, Daniel Mackie

Agenda: Introductions, Audit and Advisory Services Update, Enterprise Risk Assessment Tool Demo, Campus Asset Management, Risk Dashboards, Enterprise Risk Management Initiatives

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

Agenda Item: Audit and Advisory Services Update

Helen Storrs moved to approve the Annual Audit Plan for FY 16/17. The overview now reflects staffing changes, the quality assurance program, and procedures for project acceptance and execution. Supplementary Audit Services now reflect informal RFP results. The charter now includes a list of Audit and Quality Assurance Activities. There were no edits from the ARC Committee. The new audit plan reflects recent change in the A&F reporting structure by identifying A&AS as reporting to Business Operations. The self-assessment tool has also been incorporated into the plan. The Audit Charter was approved and is now pending VP Cortez's signature. Audit will continue to work to reduce the time between management responses and closing out audits.

Agenda Item: Enterprise Risk Assessment Tool Demo

Michael Beatty gave a demonstration on how to use the Risk Assessment Tool that is referred to in the Annual Audit Plan. He encouraged attendees to add any risks that they've identified to the risks already identified in the risk register. The tool has been saved to the Box drive. Michael will be setting up meetings with groups around early November to review the risk assessment tool and a representative from Audit will also be present at these meetings.



Agenda Item: Campus Asset Management

Stanley Pearse provided a background of the role of the University Property Office and the value UPO provides to the University. He identified the inherent road blocks UPO faces which include: a lack of communication from colleges and departments, the improper disposal or relocation of assets which results in high and unnecessary % in unfound inventory, and the limited capability of PeopleSoft in tracking University assets. Stanley then presented specific metrics that were extracted from the most recent inventories conducted by UPO. This information fueled a discussion about asset and fleet management, specifically concerning accountability for the management of the campus golf cart fleet. The general consensus was to implement a centralized fleet management program for all campus golf carts. Tom Lollini mentioned this was something Facilities would be undertaking in the near future. Luoluo Hong touched upon auxiliary organizations and whether the campus was content with how auxiliary organizations, and specifically Associated Students, Inc., are managing their own assets.

Agenda Item: Risk Dashboards – University Police Department, Budget

Michael Beatty presented the findings from the University Police Department and Budget dashboards. Both departments were predominantly on track with their metrics, but are lacking in providing ergonomic evaluations to their employees. Also, Budget has a high “unfound” inventory count. University Police Department has a high number of Worker’s Compensation claims, but this is expected given the inherent physical nature of UPD’s day-to-day duties.

Agenda Item: Aggregate Dashboards & Integration into Risk Appetite and Tolerance Dials

Solinn Kim incorporated the aggregate risk dashboard data trends into the Risk Appetite and Tolerance dials and demonstrated how the RAT dials can be used to measure the effectiveness (or ineffectiveness) of an institution’s risk management framework over time (specifically as it relates to claims and training).

Agenda Item: ERM Initiatives Update – Safety Training and Lunch & Learns



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Solinn Kim gave an update on the success of the First Aid, CPR, AED certification training and informed the committee that there were now 37 staff members newly certified. The hands-only CPR initiative was able to engage 50 participants on campus. ERM hopes to increase both numbers at the next trainings: First Aid, CPR, AED certification training on December 2, 2016 and hands-only CPR training in the Spring semester. Solinn also informed the committee on upcoming Lunch and Learn opportunities including one at which Stanley will present in more detail about the role of the University Property Office and how the University departments and UPO can work together to overcome the difficulties in managing the University's assets.

The meeting was adjourned at 12:00 p.m.