

CALIFORNIA STATE UNIVERSITY RISK MANAGEMENT AUTHORITY

EXECUTIVE COMMITTEE RESOLUTION NO. 01-23 (EC)

Resolution Adopting Administrative Policies and Procedures

The Executive Committee of the California State University Risk Management Authority (“CSURMA”) finds and determines as follows:

- (1) CSURMA has engaged the Chancellor’s Office of the California State University to perform Accounting, General Counsel and Risk Management services.
- (2) The California State University has developed policies and procedures that will be beneficial to the operations of CSURMA for services provided by the Chancellor’s Office.
- (3) The California State University has adjusted its administrative policies and procedures from the former Integrated CSU Administrative Manual to the new CSU Policy Library.
- (4) Whereas the policies and procedures previously relevant to CSURMA are now included within the Business and Finance section of the CSU Policy Library.

In consideration of the foregoing findings and determinations,

IT IS RESOLVED by the Executive Committee of the California State University Risk Management Authority as follows:

- (1) Except as more specifically addressed in a duly adopted CSURMA Policy and Procedure, the California State University Risk Management Authority does hereby adopt the following Business and Finance sections of the CSU Policy Library as the operating policies and procedures of the CSURMA for services provided by the CSU Chancellor’s Office:

CSU Policies Adopted by CSURMA:

- **Delegation of Authority to Obligate the University; ICSUAM 1101.00
- Hospitality; ICSUAM 1301.00
- Budget Oversight; ICSUAM 2002.00
- Identity Access Management; ICSUAM 7100.00
- Auxiliary Organization External Auditor Firms Qualifications; ICSUAM 13175.00
- Placement and Control of Receipts for Campus Activities and Programs; ICSUAM 13680.00

General Accounting:

- Bank Reconciliations; ICSUAM 3102.09
- Disbursements - General; ICSUAM 3103.01
- Outgoing Disbursements; ICSUAM 3103.02

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- Returned Items; ICSUAM 3102.06
- Tax Administration; ICSUAM 3801.01
- Travel Policy; ICSUAM 3601.01
- Accounts Receivable Management; ICSUAM 3130.01
- Administration of Student Organization Funds; ICSUAM 3141.01
- Disposition of Unclaimed Negotiable Instruments; ICSUAM 3250.02
- Payroll Payments Issued by Accounts Payable; ICSUAM 3103.05
- Recording Deposits to the General Ledger; ICSUAM 3102.08
- Disposition of Lost, Unclaimed or Abandoned Property; ICSUAM 3250.01
- Cost Allocation / Reimbursement Plans for the CSU Operating Fund; ICSUAM 3552.01

Financing, Treasury and Risk Management:

- Incoming Cash and Checks; ICSUAM 6330.00
- Debit/Credit Card Payment Policy; ICSUAM 6340.00
- Segregation of Cash Handling Duties; ICSUAM 6202.00
- Sensitive Positions and Cash Handling; ICSUAM 6201.00
- Centralized Management of Cash and Investments; ICSUAM 6100.00
- Petty Cash Funds and Change Funds; ICSUAM 6320.00
- Campus Administration of Systemwide Cash Management Policy; ICSUAM 6200.00

Information Security:

- CSU Information Security Policy and Standards
- Privacy of Personal Information; ICSUAM 8025.00
- Responsible Use Policy; ICSUAM 8105.00
- *Introduction and Scope; ICSUAM 8000.00
- *Policy Management; ICSUAM 8005.00
- *Establishing an Information Security Program; ICSUAM 8010.00
- *Organizing Information Security; ICSUAM 8015.00
- *Information Security Risk Management; ICSUAM 8020.00
- *Privacy of Personal Information; ICSUAM 8025.00
- *Information Security Policy; ICSUAM 8030.00
- *Information Security Awareness and Training; ICSUAM 8035.00
- *Managing Third Parties; ICSUAM 8040.00
- *Information Technology Security; ICSUAM 8045.00
- *Configuration Management; ICSUAM 8050.00
- *Change Control; ICSUAM 8055.00
- *Access Control; ICSUAM 8060.00
- *Information Asset Management; ICSUAM 8065.00
- *Information Systems Acquisition, Development and Maintenance; ICSUAM 8070.00
- *Information Security Incident Management; ICSUAM 8075.00
- *Physical Security; ICSUAM 8080.00
- *Business Continuity and Disaster Recovery; ICSUAM 8085.00
- *Compliance; ICSUAM 8090.00
- *Policy Enforcement; ICSUAM 8095.00
- *Electronic and Digital Signatures; ICSUAM 8100.00
- *Responsible Use Policy; ICSUAM 8105.00

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- * The policies have been combined to CSU Information Security Policy and Standards.
- ** Inactive

- (2) CSURMA staff shall at least annually review with the Executive Committee the applicable Business and Finance sections of the CSU Policy Library and any updates thereto.

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I hereby certify that the foregoing is a full, true and correct copy of a Resolution duly and regularly adopted and passed at a meeting of the Executive Committee of the California State University Risk Management Authority held on March 2, 2023, which was approved by the following vote:

AYES, and in favor thereof, members: Scott Apel, Thom Davis, Colin Donahue, Robert Eaton, Lisa Kao, Chuck Kissel, and Amy Thomas

NOES, members: None

ABSTAIN, members: None

ABSENT, members: Starr Lee and Ann Sherman

DocuSigned by:

Scott Apel

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Scott Apel, Chair

DocuSigned by:

Zachary Gifford

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Zachary Gifford, Secretary-Auditor