



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

## Finance & Administration

Approved By: Richard R. Rush  
President

Policy Number: FA.32.002

Effective Date: 10/28/08

Page 1 of 3

### **PURPOSE:**

Risk Management is an administrative process that allows the University to conduct its programs and activities in a manner that does not create an unreasonable risk of loss or injury. The purpose of Risk Management is to prevent or minimize losses and thereby protect University assets. Risk Management requires careful decision making to select reasonable procedures and actions that, while designed to protect University assets, do so without undue interference with activities important to the Campus mission.

### **BACKGROUND:**

EO 715 California State University Risk Management Policy  
EO 638 California State University Risk Pooling Policy  
EO 849 California State University Insurance Requirements  
EO 590 Student Air Travel  
EO 921 The California State University Emergency Management Program  
EO 998 Study Abroad Programs

### **POLICY:**

#### **Accountability:**

This policy is administered at CSUCI by the Associate Vice President, Human Resource Programs. Questions, concerns, suggestions, or complaints should be directed to (805) 437-8423.

#### Office of Environment, Safety and Risk Management:

The Office of Environment, Safety and Risk Management will perform the tasks listed below:

- Assist Campus administrators in maintaining risk management procedures and practices by developing resource documents including risk policy, procedures and guidelines.
- Assist the Campus community in identifying and evaluating risks, and selecting and implementing appropriate risk management techniques.
- Provide risk management training for managers, coordinators and administrators.
- Act as liaison to Chancellor's Office of Risk Management.
- Administer University insurance policies and other forms of risk financing.
- Facilitate risk transfer through contracts, leases and other agreements.
- Administer claims including timely response to incidents, reporting, and participation in claims settlement process.



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Page 2 of 3

### Administrators and Others Drafting Legal Agreements on Behalf of the University:

University entities with authority and responsibility for executing contracts, leases and agreements (currently only the President, the Vice President for Finance and Administration, Procurement and Contract Services staff and the Director of University Glen Corporation have such authority) will negotiate language in all such agreements to ensure that Campus liability is minimized. Campus administrators are responsible for ensuring that the negotiated provisions of all contract documents are implemented and monitored.

### Campus Administrators:

Campus administrators are responsible for implementing risk management as an integral function within their area of responsibility. They are responsible for ensuring that faculty and staff are aware of the Campus commitment to risk management and to ensure that these employees are provided with the information necessary to enable them to minimize the effects of accidental losses. To meet this responsibility, Campus administrators shall maintain awareness of the resource documents developed by the Environment, Safety and Risk Management office and confer with that office on risk management matters. They shall encourage faculty and staff to do the same. In addition, campus administrators shall participate in training activities related to risk management and encourage participation by faculty and staff.

### Risk Management Methodology:

Campus administrators and staff shall identify and manage risks associated with their program or activities. The following steps provide a standard methodology to effectively manage risk.

- 1) Identify Risks – Consider the probable risk to life and probable damage to property resulting from an activity.
- 2) Evaluate Severity of Risks: While all activities carry some measure of risk, not all risks require intervention. Prioritize risks based on frequency and severity of loss (injury, property, reputation, ability to accomplish mission) and associated costs.
- 3) Select Best Risk Management Technique: Once a determination has been made that an intervention is necessary, identify alternatives for managing the risk and select those that are cost effective and do not unduly curtail activities essential to the University mission (e.g. loss prevention and safety procedures, training, loss financing including supplementary insurance, transfer of risk through contracts and waivers).
- 4) Implement Best Risk Management Technique: Assign responsibility, implement and manage process.
- 5) Monitor and Evaluate Results



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Page 3 of 3

### Assessment & Evaluation of Program:

The Risk Management program will be evaluated annually by the Director of Environment, Safety and Risk Management. Relevant loss data will be compiled and risk priorities identified. The development and implementation of University risk management procedures will be assessed. The results of this evaluation will be summarized in a report prepared for the president.

### **Applicability:**

Applies to all individuals on and off the campus of California State University Channel Islands who are faculty, staff and students involved in University programs and services.

### **Definition(s):**

Risk Management: Policies and practices designed to minimize the adverse effects of losses.

Loss: Injury to persons or damage to property and liability when injury or damage is caused by CSUCI its officers or employees.

### **Text:**

Risk management is recognized as an essential function of the University. CSU Channel Islands, its officers and employees are responsible for conducting University programs and activities in a manner that does not impose an unreasonable risk of loss or injury. To achieve this goal the University will develop risk management procedures and guidelines, and implement an ongoing loss minimization process. The guidelines and the risk management process require actions by employees throughout the University. All University administrators, managers and decision makers shall include risk management as a normal part of conducting University business.

The University will designate a Risk Manager to develop risk procedures and guidelines, and provide consulting, training and assistance in support of the Campus Community. The procedures and guidelines will address Campus priorities and compliance with Executive Orders.