SAN MARCOS UNIVERSITY CORPORATION
RISK MANAGEMENT POLICY

I. Introduction
The purpose of this policy is to protect the interests of the San Marcos University Corporation (hereinafter “University Corporation”) by providing a safe environment for members of the University Corporation, its employees, guests and other participants in activities and services provided by the University Corporation. An ongoing review of all activities shall be made by those employees involved to determine that safety regulations, appropriate staffing, and proper equipment are utilized in any activity.

II. Policy Statement
It is the policy of San Marcos University Corporation to manage risk related to activities in which it is engaged. University Corporation management personnel shall identify, analyze, and manage activities and programs to ascertain that effective procedures are in place or developed for programs of the University Corporation.

III. Policy Guidelines and Procedures
Guidelines
A. Professional staff may be delegated authority and responsibility by the Executive Director to carry out this policy in routine programs.

B. The Executive Director may consult with appropriate specialists before approving any program which can be defined as new, unusual or suggesting risk to the University Corporation.

Procedures
Identify-Assessment of Risk
A. The Executive Director, along with appropriate staff shall identify and assess risk exposure. Sufficient trained staff shall be assigned to the program to insure that the potential for injury and property damage is minimized.
B. To protect the financial security of the University Corporation and its officers and employees, the Executive Director shall secure for the University Corporation various forms of insurance and in sufficient amounts to protect those areas insured. Limits for all lines of coverage shall be in amounts sufficient to meet all CSU, campus and bond covenant requirements.

C. The University Corporation shall retain legal counsel for advisement to the Executive Director. Programs which may have unusual risk exposure shall be presented by the Executive Director to the University Corporation’s insurance carrier and or campus risk manager for review. When coverage is not available through any insurance source, programs may not take place without full knowledge and approval of the Executive Director, appropriate University officials and the University President.

D. For those operations and or programs which are conducted within the University Corporation by Contract and Agreement or Sublease, operations and programs shall at all times be in compliance with insurance and indemnity/hold harmless requirements stipulated in those Contract and Agreement or Sublease documents. Stipulated requirements shall denote insurance that shall be carried by the Contract or Sublease holder (contractor), naming the San Marcos University Corporation, CSU San Marcos, The California State University and the State of California as additional insured’s which are to be held harmless by Contractor for all Contractor operations and programs which are conducted within or in conjunction with the University Corporation.

Management - Reduction of Risk
A. All reasonable steps shall be taken by corporation personnel to reduce risk exposure, both in University Corporation operations and programs as well as in operations and programs of others conducted in the University Corporation by contract, lease or sublease agreement. The following steps shall be taken on a regular, ongoing basis:
  • Consultation with the Executive Director and other management personnel
• Consultation with the CSU, San Marcos Chief of Police, Director, Risk Management and Safety and Occupational Health and Safety
• Training for all employees; the content of which is to focus on safety procedures and development of the awareness of and sensitivity to good and safe practices
• Periodic safety programs for all employees shall be conducted during work-time and by specialists retained by the University Corporation. The Executive Director shall schedule these programs to meet general and particular areas of concern
• The Executive Director will report annually to the University Corporation Board of Directors and is accountable to insure that policy is adhered to
• The Executive Director or designee will insure that supplemental risk insurance is required for special events under the guidance of the University Corporation’s insurance carrier

Analyze – Evaluation of Risk
A. The Executive Director shall analyze and take appropriate reasonable action to determine that each program adheres to this policy. Issues which cannot be resolved may be referred to the CSU San Marcos Risk Manager for evaluation.

IV. Adoption and Review
A. The San Marcos University Corporation’s Board of Directors has adopted this Risk Management Policy, dated March 1, 2013.
B. This policy shall be evaluated annually to determine its effectiveness and appropriateness.
C. The policy may be evaluated as necessary to reflect substantial organizational, financial, or physical change(s) at the University Corporation or any change required by law or by other governing policy.

V. Related Documents
A. The California State University Risk Management Authority (CSURMA)

http://www.csurma.org/
B. California State University, San Marcos Risk Management Policy

http://www.csusm.edu/policies/active/documents/risk_management.html

C. The California State University, Office of the Chancellor, Risk Management Policy, Executive Order #715

http://www.calstate.edu/eo/EO-715.pdf

D. California State University, Office of the Chancellor, Compilation of Policies and Procedures for CSU Auxiliary Organizations, Section 8.7 – Financial Standards, Fiscal Viability and Records-Risk Management

https://www.calstate.edu/FT/auxorg/PDF0800/CompBody.pdf