

**Office of the Vice President for Administrative Affairs**

**Date:** May 24, 2017

**cc:** Cabinet  
Jonna J. Lewis  
(all w/ attachments)

**To:** Whitney Fields  
Director  
Institutional Risk & Emergency Management

Dario Robinson  
Chief  
University Police

**From:**



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Danielle Manning  
Vice President for Administrative Affairs  
and Chief Financial Officer

**Subject:** Sub-Delegation of Authority – EXECUTIVE ORDER NO. 1069  
Risk Management and Public Safety

Pursuant to Executive Order No. 1069, I am sub-delegating to the Director of Institutional Risk and Emergency Management, and the Chief of University Police, the authority to jointly implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)





Office of the President

# Memorandum

**Date:** November 14, 2014

**cc:** Cabinet  
Sharon Reiter  
Jonna J. Lewis  
(all w/ attachments)

**To:** Dr. Steven N. Garcia  
Vice President for Administrative Affairs  
and Chief Financial Officer

**From:**

A handwritten signature in blue ink, appearing to read "J. Michael Ortiz".

J. Michael Ortiz  
President

**Subject:** Delegation of Authority – EXECUTIVE ORDER NO. 1069  
Risk Management and Public Safety

Pursuant to Executive Order No. 1069, I am delegating to the Vice President for Administrative Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)



THE CALIFORNIA STATE UNIVERSITY  
OFFICE OF THE CHANCELLOR



BAKERSFIELD

March 1, 2012

CHANNEL ISLANDS

CHICO

**MEMORANDUM**

DOMINGUEZ HILLS

**TO:** CSU Presidents

EAST BAY

**FROM:** Charles B. Reed  
Chancellor

FRESNO

FULLERTON

**SUBJECT:** Risk Management and Public Safety – Executive Order 1069

HUMBOLDT

Attached is a copy of Executive Order 1069 which delegates authority and responsibility to the Assistant Vice Chancellor for Risk Management and Public Safety for systemwide administrative oversight and programmatic responsibility for risk management, environmental health and safety, emergency preparedness, business continuity and public safety.

LONG BEACH

LOS ANGELES

MARITIME ACADEMY

The campus presidents are delegated the responsibility for implementing and maintaining campus risk management policies that are consistent with systemwide risk management policies and procedures.

MONTEREY BAY

NORTHRIDGE

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

POMONA

SACRAMENTO

If you have questions regarding this executive order, please contact Ms. Charlene M. Minnick, Assistant Vice Chancellor, Risk Management and Public Safety at (562) 951-4580.

SAN BERNARDINO

SAN DIEGO

CBR/ztg

SAN FRANCISCO

SAN JOSÉ

Attachment

SAN LUIS OBISPO

**c:** Vice Presidents for Administration and Finance  
Campus Risk Managers  
Campus Police Chiefs  
Human Resource Directors  
Executive Staff, Office of the Chancellor

SAN MARCOS

SONOMA

STANISLAUS



**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4580**

**Executive Order:** 1069

**Effective Date:** March 1, 2012

**Supersedes:** EO 715 Risk Management Policy  
EO 849 Insurance Requirements

**Supplements:** EO 638 Risk Pooling Policy  
EO 1014 Business Continuity Program  
EO 1039 Occupational Health and Safety Policy  
EO 1041 Student Travel Policy  
EO 1046 Police Services and Public Safety Program  
EO 1051 Use of Approved Waiver of Liability  
EO 1056 Emergency Management Program

**Title:** Risk Management and Public Safety

This executive order is issued pursuant to the Standing Orders of the Board of Trustees, Section II. Through adoption of the following statement of policy, the California State University recognizes risk management and public safety as an integral function of the CSU.

**I. Systemwide Risk Management and Public Safety**

The Assistant Vice Chancellor for Risk Management and Public Safety is delegated systemwide administrative oversight and programmatic responsibility for risk management, environmental health and safety, emergency preparedness, business continuity and public safety.

**Risk Management and Public Safety Programmatic Responsibilities**

The Assistant Vice Chancellor for Risk Management and Public Safety has the responsibility for developing risk management and public safety policies and programs, resource documents, training programs, and producing guidance on the application of risk management techniques and systemwide policies and procedures appropriate to the California State University.

Risk management related programs include general liability, property, workers' compensation, emergency management, business continuity, environmental health and safety, construction, foreign travel insurance, student professional/field experience insurance, student travel insurance, industrial disability leave (IDL) coverage, non-industrial disability (NDI) coverage and unemployment insurance/benefits (UI) coverage.



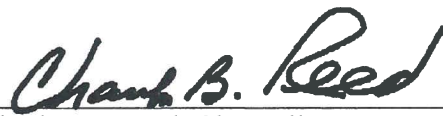


The Assistant Vice Chancellor for Risk Management and Public Safety has the responsibility for the development and implementation of systemwide risk identification, policies, and hold harmless provisions and insurance requirement guidelines for agreements, contracts and purchases.

Additionally, the Assistant Vice Chancellor for Risk Management and Public Safety has programmatic responsibility for the systemwide motor vehicle program.

## **II. Campus Risk Management Policies**

The campus president is delegated responsibility for the implementing and maintaining campus risk management policies that are consistent with systemwide risk management policies and procedures. See Executive Orders 638, 1014, 1039, 1041, 1046, 1051, 1056 and technical letters 2011-05 (Risk Management Policy) and 2011-06 (supplements EO 849). Resource documents and links can be found at: [http://www.calstate.edu/risk\\_management/](http://www.calstate.edu/risk_management/).



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Charles B. Reed, Chancellor

Dated: March 1, 2012





CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Memorandum

Office of the President

**Date:** March 1, 2012  
**To:** Edwin A. Barnes  
Vice President for Administrative Affairs

**cc:** Cabinet  
Sharon Reiter  
Valerie Eberle  
Mike Guerin  
Carol Putnam

**From:**   
J. Michael Ortiz  
President

**Subject:** Delegation of Authority - EXECUTIVE ORDER NO. 1069  
Risk Management and Public Safety

Pursuant to Executive Order No. 1069, I am delegating to you, as Vice President for Administrative Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

