



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Business Continuity Policy

Approved per BD 37-20 | March 17, 2020

Purpose: The purpose of this policy is to maintain ongoing operations that ensures the continuity of essential functions or operations during or following a catastrophic event. This policy provides guidance for the development and implementation of a business continuity plan using models such as the Continuity of Operations (COOP) plans and guidelines promulgated by the California Office of Emergency Services (OES). ASI shall update their continuity plans consistent with the guidelines under California State University Executive Order 1014.

Scope: This policy applies to all ASI personnel who are categorized as non-student employees and student employees as well as office holders.

Section 1: Definitions

- a) **Business Continuity** – The ability of an organization to provide service and support for its customers and to maintain its viability during or following a catastrophic event.
- b) **Business Continuity Coordinator** – A role within the business continuity program that coordinates planning and implementation for overall recovery of an organization or unit(s).
- c) **Business Continuity Plan (BCP)** – Process of developing and documenting arrangements and procedures that enable an organization to respond to an event that interferes with the operation of ASI that lasts for an unacceptable period of time and returning to performance of its essential functions or operations after an interruption.
- d) **Health Emergency Plan** – An effort within departments to ensure continued performance of, at a minimum, essential functions during a public health emergency as declared by state or local government officials and the California State University system. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternative facilities, personnel, resources, interoperable communications, and vital records/databases
- e) **Continuity of Operations Plan (COOP)** – An effort within departments to ensure continued performance of, at a minimum, essential functions during a wide range of potential emergencies. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternative facilities, personnel, resources, interoperable communications, and vital records/databases.
- f) **Essential Function** – A function that enables an organization to provide vital services, exercise civil authority, maintain the safety and well-being of the general public, or sustain the industrial or economic base during an emergency.
- g) **Risk Assessment** - Process of identifying the risks to an organization, assessing the essential functions necessary for an organization to continue business operations, defining the controls in place to reduce organization exposure and evaluating the cost for such controls. Risk analysis often involves an evaluation of the probabilities of a particular event.
- h) **Training Record** - Documentation of training for employees, including employee name or other identifier, training dates, type(s) of training, training providers, and attendee sign-in sheets.

Section 2: Roles and Responsibilities

A. Business Continuity Coordinator

1. Under this policy, the role of Business Continuity Coordinator shall be assigned to the Executive Director of ASI who serves as the risk and business manager for the corporation.
2. The Business Continuity Coordinator is delegated the responsibility for the implementation and maintenance of an effective business continuity program at both the San Bernardino and Palm Desert campus ASI offices.
3. To facilitate oversight of the business continuity program and to ensure measures are taken in a timely manner, the ASI President may designate the ASI Executive Committee to serve as the Business Continuity Planning Committee (as defined below) or a secondary person (non-student employee) with responsibility for business continuity planning activities.
4. The Business Continuity Coordinator is responsible for the full outcomes of the business continuity program as follows:
 - a. Develop and maintain a business continuity framework for functions that include procedures.
 - b. Establish goals and objectives that reflect the needs of the offices and its operations.
 - c. Participate in the identification of functions and assets that are essential to operational continuity and needed to support the corporation and campus' mission.
 - d. Identify a contact for business units and ensure that Business Continuity Plans, inclusive of a business impact analyses, and Risk Assessments are tested, reviewed, updated, and retained within established time periods.
 - e. Recommend recovery strategies to the ASI Board of Directors.
 - f. Develop staff training, awareness and communications programs for business continuity planning.
 - g. Provide independent reviews and validation of business unit continuity plans.
 - h. Support and work with campus emergency planners to ensure a smooth transition between emergency responders and business continuity operations personnel.

B. Business Continuity Planning Committee

1. If designated, a Business Continuity Planning Committee (BCPC) should include the members of the ASI Executive Committee and if necessary ASI Presidential appointments of administrative leaders who have a working knowledge of business continuity processes and are from business units identified as key to essential operations.
2. The BCPC will adhere to the responsibilities as afforded to the Business Continuity Coordinator.
3. Meeting minutes shall be kept for a minimum of two years.

Section 3: Training & Maintenance

- a) ASI shall test some part of their Business Continuity Plan once a year, with all parts tested every seven years. An actual event necessitating activation of the Business Continuity Plan will meet this requirement.
- b) At the completion of each test or review, full documentation of test results and lessons learned shall be completed in the form of a corrective action plan or after-action report. Such reports shall be approved/signed-off by the ASI Board of Directors, the Business Continuity Coordinator or the Business Continuity Planning Committee, and retained for a minimum of 2 years.
- c) Upon request, such reports shall also be made available to the Office of Risk Management.
- d) ASI shall review their Business Continuity Plan and update whenever changes occur in their operating procedures, processes, or key personnel.
- e) Plans must be updated to maintain accurate lists of key personnel, telephone numbers, and plan elements that may be affected by changes in unit structure or functions.
- f) The updated Business Continuity Plans shall be approved/signed-off by the ASI BoD, the Business Continuity Coordinator or the Business Continuity Planning Committee and retained for a minimum of 2 years.

Section 4: Business Continuity Plan Activation

- a) A Business Continuity Plan includes 2 separate components:
 - 1. Health Emergency Plan
 - 2. Continuity of Operations Plan (COOP)
- b) If it is determined that any Business Continuity Plan must be executed, the Business Continuity Coordinator, Business Continuity Planning Committee, or designee shall be responsible for all communications of its activation to ASI personnel.
- c) If it is determined that any Business Continuity Plan must be executed, the Business Continuity Coordinator, Committee or designee must inform the ASI BoD of its activation immediately.
- d) If it is determined that an ASI BoD meeting is essential to discuss the activation of any Business Continuity Plan, a special meeting may be called by the chair to discuss the matter.
- e) Under a Continuity of Operations Plan (COOP), the ASI BoD may continue to conduct their business outside of their normal meeting location (including off-campus) in accordance California Education Code Sections 89305 – 89307.4)

Section 6: Funding Access

- a) Should it be determined by the Business Continuity Coordinator that the current operating funds are insufficient to carry out essential duties of employees, the following procedures shall be adhered to in accordance with the ASI Reserves Policy:
 - 1. Accessing reserve accounts will require a 2/3 majority of the filled voting member positions in attendance at a meeting of the ASI BoD.
 - 2. In the event that the ASI BoD is unable to convene, then access to the reserve accounts will be decided by the ASI Executive Committee as defined in Article VI, Section 2A, subparagraph 2 of the ASI Bylaws.

b) Accessible Reserves Under the Reserves Policy

1. Emergency Reserve Account: The Emergency Reserve Account is established to meet unanticipated needs which arise during a fiscal year involving unanticipated emergency corporate obligations.
2. Operations Reserves: The Operations Reserves Account provides for three (3) months operating funds for current operations during any critical operating budget circumstance. It is not anticipated that this account would be accessed without a major area or statewide emergency.

Section 7: Dissolution

Should the Associated Students, Inc. be faced with a catastrophe so extreme it is unable to resume operations, the following dissolution procedure shall take place in accordance with Article X of the Associated Students, Inc. Articles of Incorporation as follows:

The property, assets, profits, and net income of this Corporation are irrevocably dedicated to the charitable purposes set forth in Article III, and no part of the profits or net income or assets of this Corporation shall ever inure to the benefit of any private shareholder or individual. Upon the dissolution of this Corporation, net assets, other than trust funds, shall be distributed to one or more nonprofit corporations organized and operated for the benefit of the California State University, San Bernardino; such corporation or corporations to be selected by the President of the University and approved by the President of the university and the Chancellor of the California State University. Such nonprofit corporation or corporations must be qualified for Federal income tax exemption under Section 501(a) and 501(c)(3) of the United States Internal Revenue Code of 1954 and be organized and operated exclusively for educational purposes.

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