

POLICY ON POLICIES

I. Purpose

This policy is intended to ensure that Chico State Enterprises (CSE) shall develop, adopt, and maintain policies, procedures, and guidelines using a clear and consistent process and policy-development framework. It will strengthen accountability by ensuring that University leadership, CSE's Board of Directors, CSE's leadership, and stakeholders can rely on a transparent, shared process for developing, reviewing, and approving policies, making responsibilities and decision-making steps clear to all parties involved. All CSE units, employees, and decision-making bodies involved in creating, revising, or approving policies are required to follow this policy-development framework.

As an auxiliary organization of the California State University (CSU), CSE must maintain policies consistent with Cal. Code Regs. Title 5, CSU Executive Orders including EO 1000, CSU Chancellor's Office guidance, and requirements placed on auxiliary operations.

This policy is guided by the following principles:

- There are clear distinctions among policies, procedures, and guidelines.
- The process for developing and adopting new policies shall be clearly defined, understandable, transparent, and easy to navigate.
- Stakeholder input and feedback shall be broadly sought and considered at all stages.

II. Scope

This policy applies to all faculty, staff, students, organizations and individuals who, on behalf of CSE, create, edit, or utilize CSE policies. This policy applies to all policies, procedures, and guidelines created after the effective date of this policy.

Where California State University, Chico (Chico State) or CSU policy, executive order, or memoranda impose more restrictive obligations, those requirements govern, and this policy does not modify or supersede them.

III. Definitions:

- a. Policy:** Policies are principles put in place to govern CSE actions, activities, and functions. Policies state what is done and under what authority. Broadly, policies:
 - i. are applicable CSE-wide;
 - ii. carry the expectation of compliance;
 - iii. change relatively infrequently and chart a course for the foreseeable future;

- iv. help ensure compliance with applicable laws and regulations; and
- v. reduce institutional risk.

At Chico State Enterprises, policies:

- vi. will be published and maintained on the CSE Policy and Procedures Library website, with links to relevant procedures and guidelines;
- vii. become official only after approval by the CSE Board of Directors following the review and consultation process established in this policy; and
- viii. must align with Federal and State laws and regulations, Chico State policies, CSU policies, executive orders, and memoranda.

- b. New Policy:** For the purposes of this framework, the process for adopting new policy applies to all policy changes, including revisions to, or retirement of, existing policies.
- c. Interim Policy:** An interim policy is a temporary policy issued when urgent circumstances do not allow time for the standard policy review and approval process. Interim policies are approved by the CSE Executive Director, communicated to the CSE community, and must undergo full Board review within six (6) months unless the interim policy is renewed by the CSE Executive Director.
- d. Procedures:** Procedures specify operational and management mechanisms, tasks, or steps required to implement a policy. Not all policies require procedures. Procedures are generally developed and approved by the department or unit responsible for implementing the policy. Procedures must remain consistent with CSE policy; Federal and State laws, rules, and regulations; Chico State policy; and CSU policy, executive orders, and memoranda. Procedures must be specific to the CSE policy they support, be cross-indexed with the relevant policy, and posted on the CSE Policy and Procedures Library.
- e. Policy Owner:** The Policy Owner is the CSE director or management staff with the most relevant subject matter expertise. In the instance that multiple directors or management staff have relevant subject matter expertise, a Policy Owner will be determined and designated by the CSE Executive Director. The Policy Owner has responsibility to ensure organizational adherence to the policy and to create and maintain procedures and guidelines to support the policy as necessary. The Policy Owner shall ensure that existing policies for which they are responsible are reviewed periodically and may offer recommendations for revision or retirement.

- f. The CSE Executive Director, or designee, is responsible for posting current policies and revisions, removing retired policies, and cross-indexing relevant procedures and guidelines on the CSE Policy and Procedures Library.

IV. Policy

a. Policy Development and Approval

- i. Policy Origination - Policies may be proposed by the CSE Executive Director, CSE Directors, Board committees, legal counsel, or campus partners. It is considered a best practice for policy proponents to consult closely with the department or unit that would be responsible for the policy. Each policy should address a single major issue or governing area unless regulatory requirements necessitate consolidation.
- ii. Required Elements - All policies shall include standard CSU PolicyStat components as applicable: title, purpose, definitions, policy statement, responsibilities, references, effective date, review cycle, revision history, Policy Owner, and approval routing.
- iii. Review Requirements - New policies must be thoroughly reviewed and edited at each stage of development, with final comprehensive editing completed by the Policy Owner before the policy is submitted to the CSE Board of Directors for approval. New policies must use the CSE policy template.

Draft policies must be reviewed by the Policy Owner, CSE Executive Director, relevant departments and units, legal counsel as needed, and any stakeholders whose input is required or recommended by best practices.

- iv. Approval Authority
 - 1. Enterprise-wide policies: CSE Board of Directors
 - 2. Operational procedures: CSE Executive Director
 - 3. Technical edits: Policy Owner and CSE Executive Director
 - 4. Interim policies: CSE Executive Director (Board ratification within six [6] months unless extended)

b. Publication and Accessibility

- i. The CSE Executive Director, or designee, maintains the CSE Policy and Procedures Library ensuring all active CSE policies are accessible. No policy shall be considered valid, enforceable, or in effect unless it appears in the official CSE Policy and Procedures Library. Significant updates must be communicated to all affected stakeholders. The Policy Owner shall develop an implementation and communication

plan for the policy, which will be reviewed and approved by the CSE Executive Director with input by the CSE Management Team.

c. Periodic Review and Revision

- i. Policies must undergo review every three years or sooner if regulatory, compliance, operational, or audit changes necessitate revision. Certain policies may require more frequent review, and this will be identified when the policy is initially created. This review cycle is a required element of all policies.
- ii. Non-substantive edits or edits revising the references or appendices to a policy, procedure, or guidance document do not need to go through the policy revision process detailed in this document. The changes or updates should be noted in the CSE Policy and Procedures Library.

d. Compliance and Enforcement

- i. University faculty, staff, students, and CSE employees who violate CSE policies may be subject to disciplinary action following established CSE channels for disciplinary matters (i.e., corrective actions, training, or administrative measures).

e. Retirement of Policies

- i. Policies may be retired when obsolete, superseded, or no longer legally required.
- ii. Policy Owners are charged with ensuring that policies for which they are responsible are reviewed according to their review cycle. They may propose to the CSE Executive Director that a policy be revised or retired when it is no longer needed or is more effectively combined with or replaced by another policy (per this policy, “new policy” also includes policy revision). The CSE Executive Director, CSE Directors, Board committees, legal counsel, or campus partners may also propose revising or retiring a policy.
- iii. In all cases, these proposals shall be considered by the CSE Executive Director and the CSE Board of Directors in the same manner as a new policy proposal. The Policy Owner communicates the change in status to the CSE community. Retired policies must be archived with the retirement date clearly indicated.

f. Establishing an Interim Policy on an Urgent Basis

- i. On occasion, circumstances require the urgent adoption of a policy, such as one mandated by an audit or external agency requirement. In such cases, the timeframe may not allow for complete CSE Board of Directors review. In this circumstance, the CSE Executive Director may approve an Interim Policy. The CSE Executive Director shall

inform the CSE Board of Directors as soon as feasible when such a policy is adopted, and the broader CSE community will be notified. Interim policies shall be enacted for six (6) months but may be renewed for an additional six (6) months if the CSE Board of Directors is unable to complete its review of the policy in this timeframe. A CSE policy may not be maintained on an interim basis for longer than twelve (12) months in total duration. The interim status of the policy must be clearly stated on the CSE Policy and Procedures Library.

V. Responsibility

- a. **CSE Board of Directors:** Approves enterprise-wide policies.
- b. **CSE Executive Director:** Oversees policy and procedure development and maintains the CSE Policy and Procedures library.
- c. **Policy Owners:** Draft, revise, and ensure policy and procedure compliance.
- d. **CSE employees, departments, centers, units, Project Directors and their staff, and Principal Investigators and their staff:** Must follow all CSE policies and procedures.

VI. Authority

This policy is adopted under the authority of Title 5 of the California Code of Regulations, the Bylaws of Chico State Enterprises, and the corporation's Operating Agreement with the Trustees of the California State University. In accordance with these governing instruments, the Board of Directors holds the authority to approve organizational policies required to carry out the corporation's authorized functions.

VII. Review Cycle

This policy will be reviewed every three years or sooner if regulatory, compliance, operational, or audit changes necessitate revision.

Owner (Name/Title): Chelsie Jensen / Corporate
Compliance Officer

Department: CSE Executive Administration

Origination Date: 1/27/2026

Reviewed Date: 1/27/2026

Effective Date: 1/27/2026

Next Review Date: 1/27/2029