

Texas State University System Business Continuity Policy

1.0 POLICY:

It will be the policy of the Texas State University System (TSUS) and Component Institutions and this policy shall be in affect to cover the Financial Operations of the System, and each component, during a period of disaster. We recognize that the prevention of a disaster is impossible and we are not attempting to address those issues. We are making the assumption that a disaster will occur sometime and the steps we are taking in this policy are being taken to minimize the effects of that event.

2.0 SCOPE:

This policy addresses the financial, investment, tax, payroll, accounts payable and financial reporting of the Texas State University System and Component Institutions. Our objective is to have made sufficient preparations and cross training, which will allow us to relocate finance operations to another site if necessary. Reestablish the computer system, restock necessary supplies, and have adequately trained personnel on hand to continue the finance operations.

3.0 PRIORITIZATION:

We feel that it is important to define the priorities of the various areas of responsibility of the finance operations. At certain times, these priorities might change because of workloads or at certain times of the year. *For example: if a disaster occurs in October, provisions would be needed to handle the preparation of the annual financial report (AFR). During June and July, the preparation of budgets and legislative appropriations (LAR) must continue.* If a disaster should occur at the end of the month for payroll, provisions would be needed to handle the payroll process. Accounting records must be available to account for funds available to address the disaster and to give updated expenditure estimates as needed. Proper accounting of disaster expenditures must be maintained to meet requirements of State Auditors, FEMA and insurance carriers.

3.1 COMPUTER SYSTEM:

The re-establishing of the computer and computer software would be the highest priority. Without the computer and accompanying software none of the following objectives could be met. Every attempt should be made to bring up the web site and post information as soon as possible.

Payroll - our next priority is to our employees and their families. Without them, completing the various missions and goals of the Texas State University System and Component Institutions would not be possible. Our first priority in re-establishing the finance division operations would be the payroll function. Our employees will need to be paid on a regular basis and the system for tax withholding, pension, health insurance coverage, workers' compensation need to be continued with minimal disruptions. Records allowing transfer of funds with banking institutions are necessary to complete this assignment. This priority has to include the ability to move money to accomplish transfer due dates for payroll and other payments due. Manual checks should also be available to provide funds if needed until the regular A/P services are re-established. Internal controls and proper signature sign-offs are necessary for audit purposes. Documentation of special circumstances is imperative.

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Accounting and Budget Records - the establishment of the records would be our third priority. Once the computer system is re-established and the backups installed the year to date data should be up to date. These records are needed to produce the AFR, Budgets and LAR. They are also needed to provide estimates of resources available to meet the disaster. The ability to issue purchase orders is necessary to allow contracting of services to prevent further damage and to start repairs of the facilities.

4.0 DISASTER VULNERABILITY:

The types of disasters which the TSUS office and the component institutions are vulnerable to vary due to the widespread nature of the campuses.

The events which could be rated as to probability are as follows:

	Fire	Tornado / Thunderstorms	Flood	Hurricane / Related Evacuation Activities	Terrorist / Chemical Spill / Leak
TSUS Office	Med	High	Low	Low	Med
Texas State University San Marcos	Med	High	High	Low	Med
Sam Houston State University	Med	High	Low	Med	Med
Sul Ross College – Rio Grande College	Med	High	Low	Low	Med
Lamar University	Med	High	High	High	High
Lamar State College – Port Arthur	Med	High	High	High	High
Lamar State College - Orange	Med	High	High	High	High
Lamar Institute of Technology	Med	High	High	High	High

The above list is not exclusive. It serves only as a brief summary of the components of the TSUS system. Each component needs to attach a listing of potential risks in their individual plans.

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5.0 ALTERNATE LOCATIONS:

For events of a short duration, a couple of days or less, the offices would close and re-open as soon as practicable. For events of a longer duration, alternate sites would be established to be used on a temporary basis as needed.

If alternate sites are available within the component, then each component would address those needs. A meeting of the CFO's would occur to determine alternative sites if an entire component is affected and it is deemed necessary to establish alternative offices and system office personnel. Items which need to be addressed are: 1) prioritize work and due dates, 2) assignments based on priorities and 3) possible relocations of campus finance/administrative offices.

6.0 COMPUTER BACKUP PROCEDURES:

Routine tape backups are necessary to the file servers in the event of accidental deletion or catastrophic loss. Components are responsible to provide and maintain an off-site location to house back-up financial data and to host web sites.

7.0 MOBILE FINANCE OFFICE (MFO):

Each component should develop and supply an MFO. It should contain adequate supplies of blank check stock, deposit forms and emergency purchase orders. Supplies of time sheets to record time, equipment and personnel are needed to begin immediately after a disaster for both FEMA and insurance purposes.

8.0 PERSONNEL:

In order to minimize the effects due to the loss of office staff, each component should actively engage in a program of cross training. This cross training is not designed to make experts out of each employee, but it is intended to familiarize each employee with the general operations of the other positions.

9.0 DISASTER PREPAREDNESS TESTING:

Each component is responsible to ensure that proper testing of the plans are performed on an annual basis. This testing should be properly documented and modifications, if necessary, be made to the component plans. This policy shall be subject to review and update on an annual basis in May of each year.