



Channel Islands

CALIFORNIA STATE UNIVERSITY

President's Planning and Policy Council

October 18, 2021

9:00 – 10:30 a.m.

Meeting Notes

I. Welcome (Interim President Yao)

- a. New Members
 - i. Emily Quinonez – Student Government Director of External Affairs (Representing President Rugerio this fall)
 - ii. Larry Garcia – ASI Board Chair
 - iii. Rebecca Tung – Director of University Events
 - iv. Brian Lindgren – Organizational Effectiveness Specialist – Trainer
 - v. Lauren Zahn – Recreation Sports Assistant
- b. Brief PPPC Orientation
 - i. Website review for both the PPPC and the University Policy Manual Webpage
 - ii. Memberships introduced the members and mentioned the open positions: faculty, lecturer, Director of operations-Site Authority, and Student Representative-Senator positions.
 - iii. Discussion vs recommendations
 1. Recommendations is an action item, 2nd reading
 2. Discussion is 1st review have suggested edits/modifications and are proposed
 3. Consent: small updates or minor revisions
 - a. This does not require additional discussion
 - iv. All approved campus policies need to come through PPPC
 - v. For those with curricular implications, comes to PPPC, Senate, then back to PPPC
 - vi. For those that require Senate and Union approval, goes to Senate first, then Union and back to PPPC for Recommendation
- c. Questions:
 - i. Nancy Gill: do we have a process on the website with a flow/timeframe of where each policy is at? This is where people can go to find out what the status is?
 1. Yes – let's make this happen.
 - ii. Mitch Avila: Are there some policies that go just to the Provost's office that come from Senate?
 1. We need some clarification on this and more clarity on what these processes include.
 2. Greg: current Senate bylaws say to pass everything to OTP. We are looking to update bylaws in any case. This semester would be the time to make changes.
 - iii. Helen Alatorre: The idea of things going straight to provost's office raises questions with students. Would be easier to make this streamlined.
 1. Dr. Yao stressed the importance of student involvement in the PPPC and the need for consistent presence on the Academic Senate as well.
 - iv. Nancy Gill: we can include potential policies update in the weekly NewsCenter that gets sent weekly to the campus.
 - v. Greg Wood: we can include a student email on the "person of interest" list for these types of updates.
 - vi. KaiaTollefson: shout out to Annie and Helen. This question came through because of a conversation on their end to be more inclusive of students and have them prepped for what the committees are actually about .

2. Policy Review

a. Recommendation (2nd Reading)

- i. AA.11.013 / SP.03.031 - Policy on Misconduct in HHS-Supported Research (S. Perez)
 - 1. This policy was approved by PPPC April 2021; approved with changes by Senate May 2021.
 - 2. Changes include:
 - a. Adding finer communication about what and whom it applies to; any research funded by HHS.
 - b. An allegation would be received, and CSUCI would need to determine if the allegation is representing misconduct (would be in the form of a written document). No copy of the allegation document would be placed in the faculty file until it was proved true (same comment 3 times throughout).
- ii. Questions:
 - 1. Mitch Avila: Normal practice would be to not include documents in Personal Action File (PAF). Would only be included if there was a letter included. There has to be due cause and reason for that.
 - 2. Dana Baker: CFA is good with the policy changes.
- iii. Mitch moved to approve, and Colleen Harris seconded. Policy was approved.
- iv. Motion: 93% yes 7% abstain
- v. Policy approved

b. Discussion (1st Reading)

- i. AA.11.010 / SP.15.002 - Policy on Responsible Conduct of Research for Extramural Grants (S. Perez)
 - 1. After PPPC review, policy will go to Academic Senate for review/approval; both must agree to one version.
 - 2. Changes include stylistic and clarity changes.
 - i. Name to add “Extramural Grants” so it is clear that students can be involved as well.
 - ii. Text was amended for further clarification and added that extended delays may result in suspension of PI project expenditures. It was also amended the time before termination of funding from 60 to 90 days.
 - iii. Mitch Avila: would a post-doctoral be a student? Mitch asked to change the language to “postdoctoral trainee.” Gregory mentioned that there are postdoctoral students in the CSU. He will send some recommended language on this piece.

c. Consent

- i. SA.08.002 – Policy on Priority Registration for Students with Disabilities (M. Resnick)
 - 1. Helen Alatorre: for clarification, it is a consent item because the changes are typographical, nothing to change the actual policy.
 - 2. Motion: Colleen moves, Nancy Gill seconds.
 - 3. Cindy Derrico: When agenda is approved, consent item is approved. Was there was a move to approve the policy, but there was no discussion?
 - a. The discussion only happens if there was a move to remove from the agenda
 - 4. Helen Alatorre: there was not a motion to approve the agenda today

3. Updates

- a. Inclusive Excellence Action Plan (IEAP) (Kaia Tollefson)
 - i. The IEAPs have been completed.
 - ii. PACIE and Cabinet will be reviewing tomorrow to begin choosing which activities will move forward.
 - iii. Nov 12: Cabinet to finalize proposals
 - 1. There will be an IEAT townhall for the campus community to review
 - 2. This will be recorded for those who cannot attend
 - 3. Kaia clarified that while not all activities require new dollars, they do require time and energy.
 - iv. Nov 19: SRPC meeting to discuss proposals
 - v. Dec 17: Last SRPC meeting this semester
 - vi. Jan 6: President will make announcement

- b. Helen mentioned that it was an important discussion to have about ensuring that student availability be taken into consideration and ensuring that their schedules contribute to the scheduling of committees. Helen said that she is working on a guide to working through this.
- c. Annie thanked Dr. Yao and Kaia for allowing staff to join the PPPC.
- d. Meeting was adjourned at 9:55 am.

PPPC Members Attending:

Position	Name	October 2021
Provost	Mitch Avila	Yes
Interim Assistant Vice President for Administrative Services	Laurie Nichols	Yes
Assistant Vice President of Budget, Planning & Analysis/University Budget Officer	Barbara Rex	Yes
Interim VP Student Affairs	Toni DeBoni	Yes
VP University Advancement	Nichole Ipach	Yes
Interim Chief of Staff	Kaia Tollefson	Yes
Academic Senate Budget Committee	Colleen Harris	Yes
Associate Vice President for Enrollment Management	Hung Dang	
CFA Chapter President	Dana Baker	Yes
Faculty At-large		
Lecturer At-Large		
Faculty Senate Chair	Gregory Wood	Yes
Assistant Vice President, Facilities Services	Thomas Hunt	Yes
Associate Vice President Information Technology Services/CIO	Jim August	Yes
Interim Director of Operations - Site Authority		
Executive Director of Equity & Inclusion	Becca Lawrence	Yes
University Internal Auditor	Jon Saclolo	Yes
Executive Director of Administrative & Strategic Operations	Dottie Ayer	Yes
ASI Executive Director	Helen Alatorre	Yes
Associate VP for Retention, Outreach & Inclusive Services	Charles Osiris	
Associate VP for Student Affairs/Campus Life & Dean of Students	Cindy Derrico	Yes
Student Government President	Emily Quiñonez	Yes
Student Representative (ASI Board Chair)	Larry Garcia	Yes
Student Representative (Senator)		
Senior Director of University Development	Ritchie LeRoy	Yes
Senior Executive Director of University Communication	Nancy Gill	Yes
Director of Career Development and Alumni Engagement	Amanda Carpenter	Yes
Director of University Events	Rebecca Tung	Yes
ASI Student Programs Coordinator/CI Staff Council Chair	Annie Block-Weiss	Yes
Organizational Effectiveness Specialist / Trainer	Brian Lindgren	Yes
Recreation Sports Assistant	Lauren Zahn	Yes

Guests:

Director, Sponsored Programs

Scott Perez

Director of Disability Accommodations & Support Services

Michelle Resnick

It is the role of President's Planning and Policy Council to develop, review and recommend administrative policy to the President.

Next meeting: November 15 , 2021