



Channel Islands

CALIFORNIA STATE UNIVERSITY

President's Planning and Policy Council

Notes

March 27, 2023

1. Welcome (President Yao)

2. Policy Review

a. Recommendation (2nd Reading)

i. UA.02.001–Policy on Acquisition, Acceptance and Loans to the University and Deaccession (Ritchie LeRoy)

- Renamed to Policy on Artwork, Antiquities and Artifacts
- Template was taken from the CO.
- Had conversations with Dottie Ayer and Helen Alatorre regarding ASI-funded items.
- Students will serve 1-year terms – all others to serve 2-year terms.
- Questions:
 - Annie Block-Weiss: for staff council – to be recommended not appointed.
 - Nancy Gill: Should SUB be listed as exempted on the first page? No – there is artwork funded by the university.
 - Cindy Derrico: there is reference to dormitories – preference is residence halls.

ii. Policy is recommended for approval: 22 yea 1 abstain.

b. Discussion (1st Reading)

i. FA.81.002 - Policy on Bicycles, Skateboards and Other Similar Devices (Drake Massey)

- Updated to include bicycle patrol unit from Police Department
- One bicycle is an e-bike. Need to refer to this.
- Questions
 - Helen recommended connecting with Risk Management. Auxiliary employees are handled differently.
 - Kaia Tolleson: numbering on section 2, can 2b and 2c be combined? 2g should be clarified to include e-bikes.
 - Cameron Bartosiewicz: 2g if we are allowing e-bikes, are we considering motorized scooters? DM: we are not allowing these now and most likely not. Will be looking at the vehicle code and comparing to motorized scooters.
 - Jason Miller: appreciate the differentiating in different vehicles.
 - Tom Hunt: e-bikes, should be parked in a bike rack. Is the reason for reference to handrail because we do not have enough racks? DM: we prefer to have them in a bike rack,
 - Ritchie: is there any registration with bikes on campus? For those left behind, working to see if this needs to happen. DM: at the end of year, abandoned bikes are checked to see if they have

- a UPD tag. May be good to reference in this policy on what happens. Nancy: perhaps under exhibits
- ii. FA.81.003 - Policy on Driving and Parking on Campus Property (D. Massey)
 - Changed titles due to reorganization.
 - Questions:
 - Dottie Patten: update President's name at top of each policy
 - Cameron: there is no manual/link to what is referenced at the bottom of the exhibits.
- iii. SA.03.004 - Policy on Alcohol at CI (C. Derrico)
 - Updated titles, language, definitions, Executive Orders, added clarity to text.
 - Questions:
 - Nancy: appropriate university official; AVPs should be included after Deans.
 - Brian Lindgren: if a DUI is not directly related to CI, is there some sort of help the student can get? Cindy: this relates to present use of alcohol on campus (not so much effects of alcohol). There may be an opportunity to add a statement in terms of resources available to students, faculty and staff. The university does not have jurisdiction on DUIs that happen outside of Campus activities but does receive reports regularly and does outreach individually. If there is a DUI on campus, the Chief of Police has jurisdiction over all alcohol concerns.
 - Cameron: p5 for individuals who are under 21 are not permitted where alcohol is stored. If it is put away, is it in violation for under 21 to be there? Cindy: Will investigate it – should read that it is permissible to be in the apartment but not consumed.
 - Annie: what about off campus conferences that are overnight – is alcohol permitted if you are over 21? Cindy: this is stated for overnight conferences on campus – for those attending off campus events as part of university business, this needs to be revisited.
 - Helen: need to find a way to incorporate clubs and orgs in not being permitted to have alcohol sales.
 - Nancy: needs to be clarified to say that consumption of alcohol on campus and appropriate events and activities. Perhaps University Counsel to look at the policy?
 - Ritchie: off campus requirements on pg. 6 speaks to off campus
 - Cindy: applies to University-sponsored events and University business
- iv. SA.07.012 – Policy on Communication with Students (E. Ford Turnbow)
 - Majority of edits are minor; updated procedure document
 - Questions:
 - Dana Baker: students are overwhelmed by number of emails. Can we add use of 'reply all' in procedure guide
 - Nancy: campus globals are for official University business
 - Matt Zivot: in a recent attempt to conduct an alumni survey, we emailed grads to their university email accounts and the vast majority bounced. Ekhobot is not mentioned, not sure if it's intentional. Jim August: alumni have one year of email access after unenrollment. Cannot forward CI emails; considered date

breach. Need one commercial program with built-in metrics and marketing. Nancy: all students are given option to opt out of emails. Matt: critical that efforts are expanded to reach the students

- Rich Yao: students are getting significant number of emails with different information.
- Brian: what is ‘maintain access’ and does this cover Facetime?
Nancy: no, it does not include phone calls.
- Procedures need to be teased out of policy.

v. UA.11.001 – Policy on University Alumni Groups (A. Carpenter)

- Name changes, combined career development and alumni engagement, review of process, A&FA board serves as reviewer, added Article 15
- Questions:
 - Matt: should we require alumni groups to send info back to UA? Specifically, contact info. UA collects this and reports to Raiser’s edge upon review.
- Brian: pg. 3 can we write out EOP?
- Rich: must have long-term vision

vi. FA.43.002 - Policy on Motor Vehicle Use (D. Massey)

- Moved to first reading, changes to formatting, office changes in Parking & Transportation
- Questions:
 - Helen: ASI puts their employees and volunteers through Risk Management. Would like to have this referenced. Laurie: perhaps an MOU to be drafted between CI and ASI. Can be brought back to next meeting.
 - Tom Hunt: 12 or 15 passenger van should be clarified in the policy.

3. Updates (President Yao)

- April 17 meeting is cancelled.
- Proxy votes: we had addressed the idea of substitutes. Clarified this is an advisory committee to President; it is presidentially appointed membership.
- Annie: titles of policy did not match pdf documents.

Division	Position	Name	March 2023
Cabinet	Provost	Mitch Avila	
	AVP for Administrative Services and HRO	Laurie Nichols	X
	VP Student Affairs	Eboni Ford Turnbow	X
	AVP Budget & Planning, Interim CFO	Barbara Rex	
	VP University Advancement	Ritchie LeRoy	X
	Chief of Staff	Kaia Tollefson	X
AA	Academic Senate Budget Committee		
	Associate Vice President for Enrollment Management	Hung Dang	
	CFA Chapter President	Dana Baker	X
	Faculty (At-large)	Reha Kadakal	X
	Faculty (Lecturer)	Kendall McClellan	
	Faculty Senate Chair	Jason Miller	X

BFA	Assistant Vice President, Facilities Services	Thomas Hunt	X
	Associate Vice President Information Technology Services/CIO	Jim August	X
	Executive Director of Human Resources		
	Executive Director of Equity & Inclusion	William Nutt	X
	University Internal Auditor	Penny Matthews	
OTP	Associate Vice President for Organizational Effectiveness and Special Assistant to the President	Toni Deboni	X
	Associate Vice President for University Communication	Nancy Gill	X
	Chief Data Officer & Director of Institutional Research	Matt Zivot	X
SA	Assistant Vice President for Strategic Operations & Associated Students Inc	Dottie Patten	X
	ASI Executive Director	Helen Alatorre	X
	Associate Vice President for Identity, Diversity, Equity, & Access		
	Associate Vice President for Student Life and Support Programs & Dean of Students	Cindy Derrico	X
Students	Student Government President	Ilien Tolteca	
	Student Representative (ASI Board Chair)	Sergio Mercado	X
	Student Representative (ASI Board Vice Chair)	Cameron Bartosiewicz	X
UA	Director of University Events		
	Director of Career Development and Alumni Engagement	Amanda Carpenter	X
Staff	CI Staff Council Chair	Annie Block-Weiss	X
	Gift & Constituent Record Technician	Amber Bruno	X
	Organizational Effectiveness Specialist / Trainer	Brian Lindgren	X

Guest: Drake Massey

Next meeting: May 1, 2023