



# Channel Islands

CALIFORNIA STATE UNIVERSITY

## President's Planning and Policy Council

February 5, 2024 – 9:00 – 10:30 a.m.

### 1. Welcome (President Yao)

### 2. Policy Review

#### a. Recommendation (2<sup>nd</sup> Reading)

- i. FA.81.003 - Policy on Driving and Parking on Campus Property (D. Massey)
  - Chief: just a few minor things, accountability updated position titles
    - No content changes to Parking and Traffic Regulations Manual
  - Lisa: students are defaulted to employee even if they're also a student?
    - Chief: that's the way I interpret it yes
  - Annie: under the sessions that are listed are we going to include winter session?
    - Also, under the definitions it includes Extended Education should that be worded differently? Extended University?
  - Motorized bikes – I don't see a reference for motorized bikes?
    - Chief: There's a difference between motorized bikes vs E-Bikes, that is a separate policy all together.
  - President called for unanimous consent: no objections, approved.
- ii. FA.43.002 - Policy on Motor Vehicle Use (D. Massey)
  - Chief: just added to the end for this one
  - Lisa: Eligibility – only employees can drive on university business?
    - Jason: move up volunteer definition to employee.
    - Can we get clarification on whether designated volunteers can drive on university business? – President
    - Greg: my guess is there are two definitions here and that the first one of university employee was expanded to designated university volunteer because someone wanted a volunteer to be able to drive. I think the best thing to do is to seek clarification before making Jason's change.
    - Helen: Similar to what Greg said, it probably means when employees volunteer for something rather than for someone who is a volunteer only.
  - Brian: for ease of use for the user: would it be helpful to have more links? Include the STD 261 as a link on the last page of the policy.
  - Lisa: sometimes we do have students who need to drive to the Boating Center for university business, is there anything they can use to not have to use their own liability insurance?
    - Helen: students can get reimbursed or they can rent a car from the university account. Mileage reimbursement covers for wear and tear and gas of your vehicle.
    - Lisa: will reach out to Dr. FT to follow up about options.

- Jason: it is common practice when a class goes on a field trip that the instructor makes students drive. This idea of students driving them out to the boating center, this is something we haven't tackled as a University. A&S acquired an 8 passenger van, to help solve the liability problem.
  - Annie: I'd like to second what Jason said, students have to travel from campus to the harbor, when officially we are having them drive to meet us for a class. We have had quite a bit of issues when we do classes online where students have cameras off and we find out the student is driving while participating through Zoom, this is a class function, what is the liability?
  - Word smithing: need to fix the numbering.
  - President Yao – Chief will make updates and confirm information and bring the policy back.
- iii. IT.01.003 - Policy on Data Classification Standard (C. Miranda)
- Carlos: policy stayed same as before, guideline on how to store data. The rest is guidelines from the CO.
  - Kaia: sometimes the shorthand is ISO and sometimes CISO.
    - Carlos will confirm.
  - President: seeing no comments, unanimous consent unless theres any objections? No objections, passed
- 3. New Policy Notification Process (Alex)**
- a. Alex shared new Policy Notification excel sheet where policy authors and Cabinet members can enter in dates when the policy is ready for review.
  - b. Any questions can reach out to Alex Padilla.
- 4. Updates (President Yao)**

Next meeting: February 19, 2024