



## President's Planning and Policy Council

January 31, 2022

9:00 – 10:00 a.m.

- Welcome (President Yao)
- Policy Review
  - Recommendation (2<sup>nd</sup> Reading)
    - AA.11.004/SP.15.021 - Policy on Research and Sponsored Programs Records Retention (Scott Perez)
      - There was one change on first page; change to federal policy.
      - Changes throughout spelling out “CI.”
      - Nancy Gill: Please remove “,” in CI throughout.
      - Rebecca Tung: formatting typos throughout; will send to Scott directly.
      - President Yao asked for a motion to recommend approval; Colleen Harris moved; Helen Alatorre seconded. Policy approved.
      - The policy will now go to Academic Senate for review.
  - Discussion (1<sup>st</sup> Reading) Discussion (1<sup>st</sup> Reading)
    - FA.31.014 – Policy on Telecommuting (L. Nichols)
      - This policy is modeled after CSU Fullerton’s policy, which was derived from our 2011 policy. Language has been updated. Has been negotiated with CSUEU, APC and CFA. Teamsters and Police/Dispatch are unable to work remotely in their line of work. Policy goes into detail on who can participate, performance standards, updated requests. Recommendation at this time is to approve systemwide policy, changes will need to be made in the future. If we maintain this policy, it will continue to be maintained and negotiated centrally.
      - Colleen Harris: is there a reason why if someone is telecommuting, they have to be in state?
        - Laurie: the CSU last fall adopted an in-state employment only. Out of state employment is no longer allowed for future contracts.
        - Dr. Yao: can you please provide some context?
        - Laurie: previously the system recognized there were about 600 out-of-state employees. The fact we are CA state employees, governor’s office made the decision to require employee to be in the state.
      - Aurora Rugerio: does this include Student Assistants (SA)?
        - Laurie: SA supervision is required at all times. Majority of SAs should be working on campus. We have been working through exceptions on campus, however the majority expectation is for SAs to be on campus. This does not apply to SA positions.
      - Mitch: regarding health and safety features; employees will be responsible for ensuring supplies are in order.
        - Laurie: on campus, you are assigned to a work site. Alternate work site includes your home/where you are telecommuting from. While you are working during working hours, campus is still responsible for any injuries that may arise. Health and Safety turns to employee. This is a voluntary program; you will need to provide yourself with an appropriate workspace. Campus is not required to provide you with a desk, chair, etc.
        - Mitch: what about at-home injuries, what is obligation of the manager?
        - Laurie: the expectation is that managers will check for appropriate space for the employee.

- Annie Block-Weiss: Personal devices were used with a mutual agreement. Has this been modified? S:Drive used to be on a personal computer, but it is no longer an option. Does this change?
  - Jim August: when using data from the university, should be on a university device. This S:Drive has sensitive financial information.
- Annie: home safety checklist, what if lighting is out of their control? Would they be liable?
  - Laurie: keep in communication with your supervisor. Idea is to maintain security around data.
- Annie: Job responsibilities must have limited for face-to-face supervision. This would be looked at prior, correct?
  - Laurie: yes, there would be a decision made on how communication would take place.
- Greg Wood: Are we making a copy of the CO policy at CI? If theirs was updated, would we update here?
  - Laurie: Yes, this is the CSU Policy. Each campus was able to add information (intro paragraph is specific to campus). Everything else was bargained by CSU.
- Rebecca: if we go into a telecommute agreement with a staff member, does this need to be added to their position description (PD)?
  - Laurie: Telecommuting should be based on the position, role, duties, not the person.
  - Mitzi Williams: I will be working with managers to ensure this is accurately accommodated.
- President Yao introduced Mitzi Williams, Executive Director of Human Resources.
- President Yao asked made a motion to recommend approval, bypassing the second reading; Greg seconded. Policy was approved.

- **Updates (President Yao)**

- Ensure we are getting more clarification moving forward between PPPC and Academic Senate. We need to make sure we are outlining clear procedures on when policies need to go to which group.

Next meeting: February 28, 2022

Division	Position	Name	January 31, 2022
Cabinet	Provost	Mitch Avila	X
	Interim Assistant VP for Administrative Services	Laurie Nichols	X
	Assistant VP of Budget, Planning & Analysis/University Budget Officer	Barbara Rex	X
	Interim VP Student Affairs	Toni DeBoni	X
	Interim VP University Advancement	Ritchie LeRoy	X
	Interim Chief of Staff	Kaia Tollefson	X
AA	Academic Senate Budget Committee	Colleen Harris	X
	Associate VP for Enrollment Management	Hung Dang	
	CFA Chapter President	Dana Baker	X
	Director of Business Operations for Academic Planning and Budgeting	Rosa Bravo	X
	Faculty At-large		
	Lecturer At-Large		
	Faculty Senate Chair	Gregory Wood	X
BFA	Assistant VP Facilities Services	Thomas Hunt	X
	Associate VP Information Technology Services/CIO	Jim August	X
	Executive Director of Equity & Inclusion	Becca Lawrence	X
	Executive Director of Human Resources	Mitzi Williams	X
	University Internal Auditor		
OTP	Associate VP of University Communication	Nancy Gill	X
SA	Executive Director of Administrative & Strategic Operations	Dottie Ayer	X
	ASI Executive Director	Helen Alatorre	X
	Associate VP for Retention, Outreach & Inclusive Services	Charles Osiris	
	Associate VP for Student Affairs/Campus Life & Dean of Students	Cindy Derrico	
Students	Student Government President	Aurora Rugerio	X
	Student Representative (ASI Board Chair)	Larry Garcia	
	Student Representative (Student Government Vice President)	Emily Quiñonez	X
UA	Director of Career Development and Alumni Engagement	Amanda Carpenter	
	Director of University Events	Rebecca Tung	X
Staff	ASI Student Programs Coordinator/CI Staff Council Chair	Annie Block-Weiss	X
	Organizational Effectiveness Specialist / Trainer	Brian Lindgren	X
	Recreation Sports Assistant	Lauren Zahn	X
	Guest:		
DAA	Director, Sponsored Programs	Scott Perez	X