



# Channel Islands

CALIFORNIA STATE UNIVERSITY

## President's Planning and Policy Council

**April 25, 2022**  
9:45 – 10:30 a.m.

### 1. Welcome (President Yao)

### 2. Policy Review

#### a. Discussion (1<sup>st</sup> Reading)

- i. FA.45.001 – Policy on University Space Allocation (D. Carlson & T. Hunt)
  - a. Tom Hunt: An ad hoc committee was formed this past academic year to discuss space needs across campus. This has been brought forth to the committee for review. Many edits have been incorporated to bring this up to the current needs of the campus. SFDB (Space and Facilities Database) is updated each spring. This affects FTE on campus; there is funding connected to this.
  - b. Matt Zivot: is there a process for reporting out SFDB?
  - c. David Carlson: reports can be pulled on this.
  - d. Colleen Harris: what is the procedure on alerting people in the spaces that will be changed?
  - e. Kaia Tollefson: this is a great comment, if looking at number 7 under principles, it would be a great addition here
  - f. Dana Lee Baker: there's been experiences where people are being asked to move during summer without sufficient notice.
  - g. Brian Lindgren: is there a centralized location for all documents and exhibits for campus to access?
  - h. Tom: Exhibits will be linked.
  - i. Aurora Rugerio: Does Cabinet make up the ad hoc committee? Is there a way to include students in the make up?
  - j. Tom: it's not a Cabinet discussion, but the same members are there.
  - k. David: we have not had student representation in this historically, but there are student reps on the larger Physical Master Planning Committee.
  - l. President Yao: we will certainly look into having Students on committee.
  - m. Kaia: the committee itself doesn't make decisions but advises to the President.
  - n. Annie Block-Weiss: with divisional reps, can we be thoughtful to be added to staff voices at the table
  - o. Mitch Avila: Things that are not noted; technology and ADA. To be added under bullet 9
  - p. Matt: what does it mean for a space to be vacated?
  - q. David: vacated by department or division.
  - r. President Yao: Each division should look at how space is being utilized. Cabinet will be conducting space assessments on an annual basis and report back to the USPC.
  - s. Mitch: concern over bandwidth to complete the assessment
  - t. Kaia: Exhibit B.2 form will be high level
  - u. David: perhaps under section 3, there should be a line to indicate for divisions to make others aware of any spaces that will be vacated

- v. Matt: will IR have a role in supporting divisions with SFDB?
- w. Greg Wood: is it useful to have a reference to the State University Admin Manual, especially to those for office space and requirements? Section 9065.02: all new spaces to be individual offices. If there is a reason to not follow this point, we should describe in this policy.
- x. President Yao: this will be brought back for May meeting.

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

Next meeting of the semester: May 26, 2022

# PRESIDENT'S PLANNING POLICY COUNCIL AY21-22

Division	Position	Name	April 2022
Cabinet	Provost	Mitch Avila	X
	Associate VP for Administrative Services	Laurie Nichols	X
	Associate 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
	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	Sungham Nam	X
	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		
	Executive Director of Human Resources	Mitzi Williams	X
	University Internal Auditor		
OTP	Associate VP of University Communication	Nancy Gill	X
	Director of Institutional Research / Chief Data Officer	Matt Zivot	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	X
	Associate VP for Student Affairs/Campus Life & Dean of Students	Cindy Derrico	X
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	
Guest	Interim Planning Design & Construction Director	David Carlson	X

Revised 4.19.22