

# President's Planning and Policy Council

March 28, 2022

9:00 – 10:30 a.m.

## 1. Welcome (President Yao)

### a. Introductions

- i. Sunghee Nam
- ii. Matthew Zivot

## 2. Policy Review

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

#### i. UA.05.001 - Policy on the University Events Calendar (R. Tung)

- a. Rebecca Tung: There was some discussion at the last meeting this should be a procedure.
  - a. Mitch Avila: Fewer policies seem reasonable. I would agree this is a procedure.
- b. Dottie Ayer Patten: one of the main points that was made was for outside events to be posted to Campus events calendar.
- c. Greg Wood: perhaps this can be included in Policy on Time Place and Manner?
  - a. Rebecca: that policy doesn't reference events calendar.
- d. Mitzi Williams: What does the process look like?
  - a. Rebecca: we will outline online.
- e. Greg motions to discontinue. Mitch seconds.
  - a. 95% Yay 0% nay 5% abstain
- f. Policy is discontinued.

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

#### i. SA.10.016 - Policy on EOP Grant Awarding (C. Osiris)

- a. Charles Osiris: This is originally designed for a student with a range of GPAs. This is now for all Pell eligible students; making changes to verbiage in nature about who can apply and receive funding
- b. Mitch: was this vetted with Financial aid?
  - a. Yes
- c. Emily Quiñonez:
  - a. What is summer bridge?
    - a. Charles: Our summer program for incoming EOP Students.
  - b. What is gold card?
    - a. A card that has requirements to help students be successful in the first year. Meeting with counselor throughout the semester, meet with faculty, etc.
  - c. What is census?
    - a. How we see how many matriculated students we have.
  - b. Will students be informed before they are dropped?
    - a. Yes, they have meetings with counselors among other forms of notification and how to overcome this.
  - d. Is the GPA 2.5 or 2.0? Should be 2.5 website will be updated. What about exceptions for students who are not full time?
    - a. Yes, it is listed in policy. We will make it clearer. We will be expanding this year's Bridge and we are funding this with Mackenzie Scott gift. As for census, we have 3 points summer, fall and spring. This is the date we take official data on enrollment.
  - e. Emily: will program be available online? Housing costs are paid for.
  - f. Mitch: Why is minimum GPA 2.5? What is the purpose?
    - a. Charles: this was agreed upon throughout the system. There are plans in place to help students build in how to assist the student.

- b. Toni DeBoni: Point is not to prioritize differently, but to trace and track on how to get them better aligned.
    - c. Helen: perhaps you can work to provide clarity on this policy?
  - g. Kaia Tollefson: Semantics: disadvantages students, low-income students, and/or background, must be notified immediately, cumulative and CI GPA (these are not the same).
- ii. **New / SP.21.003 - Policy on Student Recordings of Class Sessions (G. Woods)**
  - a. Greg: There was a lot of discussion on face-to-face vs in person. In-person was preferred.
  - b. Dottie: There are still some issues with notetaking in class sessions.
    - a. Greg: This was taken into consideration.
  - c. Rich Yao: Depending on the disability, some students may need transcript and audible recording and how students utilize the recordings
  - d. Cindy Derrico: one of the reasons recordings were requested, we didn't have enough people to take notes. Recording the sessions allowed for us to use transcription services.
  - e. Brian Lindgren: Recordings must be destroyed at the end of the semester; how is this enforced?
    - a. Kaia: Faculty may choose to sign an agreement;
  - f. Toni: clarity needed around wording
    - a. Greg: This will be addressed. How long in the meantime between back and forth on campus is the student going without need because of administration?
  - g. Dana Baker: part of the challenge is the timing of receipt of accommodations. Faculty who feel least comfortable in our community who have most concerns on this issue.
    - a. Greg: when we had FTF notetakers, it is so difficult to get students.
  - h. Helen: Changes occur until the add/drop date. Perhaps we can add wording that strongly suggests students start the process once their student is set.
  - i. Rich: While a majority of students set their schedules over summer, with faculty off contract, timing is awful.
  - j. We will be reviewing this at Cabinet.

**a. Consent**

**i. FA-30.002 - Policy on Animal Control (L. Nichols)**

- a. Laurie Nichols: This is up for review from 2016. Corrections have been made that include grammar, gender neutral, and updated departments.
- b. Annie Block-Weiss: licensed refers to a pet license – different for service dogs. Miniature horses are still allowed, but not referenced in the policy.
- c. Cindy: how do we account for university trained animals that work for CI? I want to make sure we have not excluded their work to be on campus regularly.
- d. Rebecca: University Events and Conferencing & Catering are official names
- e. Annie: unclear where staff members go for service animals specifically. Do we have different policies?
- f. Laurie: this is not specifically for support animals. Perhaps that is a different venue on how to best address service and emotional support animals. This is the only policy. Perhaps we go back and look to separate out animal control (this remains as standalone) and we address utilize service animals on campus are integrated
- g. Dottie: name changes, Human Resources
- h. Cindy: we want to make sure the dogs that work on campus are allowed to enter in campus buildings.
- i. Helen: this policy is meant to address “nuisance” animals.
- j. Greg: there were concerns from faculty on ESAs coming into labs. These animals don't have the same training as service animals. Would it be possible to add these regulations in a procedure?
- k. Laurie: there are 2 separate issues. how does the university manage service animals and ESA for students and employees? How would we manage that should it become an issue on campus vs do we allow these on campus?

- l. Motion was made to move this to a 1<sup>st</sup> reading.
  - a. 100% Yay 0% Nay 0% Abstain

### 3. Updates (President Yao)

- a. Email issues – Jim August
  - i. The CSU signed a deal with Microsoft. Currently, students are on a Gmail platform with employees on an outlook platform.
  - ii. So many students had started marking CI emails as spam; this kicked in the algorithm on Google's end to mark all CI emails as spam to students. ITS wrote a script to prevent new emails to go directly to spam folder. Emails from Faculty and employees are weighted as the same as the President. IT did a practice run; student marked as spam as quickly as 30 secs.
  - iii. Mitch: are we gaining capacity to gain distribution lists when we move students to outlook? We do have that now, but the issue is you can create your own list.
  - iv. Nancy: we have policies in place for communication. We are able to control which accounts can send globals. We've sent a lot of emails to students and employees which has caused students to mark as spam. Can you clarify, this is affecting employees sending to any Gmail account, student or not?
  - v. Matt Zivot: there are a number of places across campus people reach out to for lists. Would be great if this could be addressed on who should take point.
  - vi. Kaia: This would also affect prospective applicants.

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

Next meeting: April 25, 2022

## PRESIDENT'S PLANNING POLICY COUNCIL AY21-22

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

Revised 3.24.22