

California State University Channel Islands

President's Planning & Policy Council

Monday, March 17, 2014

VOTING MEMBERS PRESENT: Vanessa Bahena, Theresa Cilley, Chanda Cunningham-Spence, Amy Denton, Therese Eyermaun, Scott Frisch, Jeanne Grier, Gayle Hutchinson, Jill Leafsteadt, Chris Mattia, Stacy Roscoe, Richard R. Rush, Tiffany Smith, Ysabel Trinidad, Jim Walker, Dianne Wei

VOTING MEMBERS ABSENT: Pamela Abbott-Mouchou, Michael Berman, Kristina Cervi, Terrie Cilley, Bill Cordeiro, Sunshine Garcia, John Griffin, Nichole Ipach, Kathryn Leonard, Jennifer Miller, Laurie Nichols, Cheryl Peckham, Greg Sawyer

NON-VOTING MEMBERS PRESENT: Michael Bourgeois, Karen Carey, John Gormley, Melissa Remotti, Dan Wakelee

NON-VOTING MEMBERS ABSENT: Dave Chakraborty

INVITED GUESTS PRESENT: Simone Aloisio, Irina Costache, Stephen Clark, Antonio Jimenez-Jimenez, Tina Knight (conference call), Jason Miller (conference call), John Reid, Toni Rice

PRESIDENT'S REPORTS

President Rush welcomed the President's Planning and Policy Council members and guests. President Rush explained that he had to leave the meeting early, thus Provost Hutchinson would chair the meeting upon his departure. No other items were reported on.

POLICY

Discussion: Policy on Research and Sponsored Programs Records Retention (Jason Miller & Tina Knight)

Jason Miller explained that this policy codifies responsibilities and centers for document retention and document destruction. Specific procedures will be posted in a separate document on the RSP website. There will be a minimum increase on staff and this will protect us from audit exposure. There was no further discussion.

Discussion: Policy on Principal Investigator Financial Conflict of Interest (Jason Miller & Tina Knight)

This policy meets the requirements of the National Institutes of Health and the National Science Foundation, two important sponsors to us. We expect other federal agencies to institute similar financial conflict of interest requirements in the near future. The policy addresses the CSU expectations using the Statement of Economic Interests Form 700 and would impose a minimal increase of administrative burden on faculty and staff who support sponsored programs. There was no further discussion.

Discussion: Policy on Subrecipient Monitoring (Jason Miller & Tina Knight)

This policy details the roles and responsibilities for financial and programmatic monitoring for sponsored program funds that are subawarded or subcontracted to another institution. It brings us into compliance and is especially important because we will be liable for the performance of our subawardees. This policy would pose a potentially significant increase of administrative burden on faculty and staff supporting sponsored programs, putting us in a position of auditing our own grants.

There was a discussion about referencing “conflict of interest” in this policy. In the current process, subrecipients have to submit a commitment form that identifies their own conflict of interest policy, or they have to abide by CI’s policy.

Dr. Rush asked Tina and Jason to look at adding a reference to the conflict of interest policy in this policy. These policies will be brought back to the next meeting for a vote.

Policy System Re-envisioning (Simone Aloisio, Jeanne Grier, Melissa Remotti)

Simone Aloisio presented the proposed new policy system to the Council, noting that in the current process, there are several policies that are duplicate and contradictory because some were passed by Academic Senate and others passed in the President’s Planning and Policy Council. When they were first passed they were identical in most cases, but the policies in PPPC change because the policies are revisited every 3 years whereas Senate does not revisit them.

Melissa Remotti is the “clearinghouse” for routing and flagging policies for review. The new system would add a step where three Senate officers and three PPPC representatives look at policies and route them quickly. In some cases, identical policies would need to go to both bodies for approval. Another idea is having a common numbering system for policies and all policies would be searchable in the same database. The new system would change the policy on policies. Academic and administrative policies would *all* have a five-year review.

This item will be brought back to PPPC.

Recommendation: Policy on Communication with Students (Toni Rice)

Toni Rice explained that one change requested from the last meeting was regarding texting. The wording changed from “*only* used by the University” to “*currently* used by the University.” Toni presented two slides with T&C’s answers to the council’s questions.

There was a brief discussion on the number of units (30) that are currently required for a student to have access to their Dolphin email account. It was suggested that a representative from T&C attend next month’s meeting to further explain.

Toni Rice said that she would prefer to not abruptly change the policy mid-semester and would like to send communication out before it takes effect. T&C will be invited to talk to the Council in April and the policy will be brought back for recommendation then. All agreed to this.

Discussion: Policy on Arts, Antiques, and Artifacts (Irina Costache)

Irina Costache noted that this policy only addresses short- and long-term loans. The Guidelines for Donations and Acquisitions are used for the criteria and approval process. Most of the changes can be found in the Procedures document. One added component that was in the procedures included the involvement of the faculty, staff, and administrators who work in the building where the art is going to be displayed so that it will not be in their way. A timeline has been created for loans to be submitted to the committee for approval 6 weeks prior. An answer will be given within 4-5 weeks if not sooner.

There was a discussion about the definition of “public spaces” and making sure that there was a differentiation between the acceptance of art and storing it until a display location has been confirmed. Suggestions included adding a reference in the applicability section to artwork that will be displayed in “public spaces.” There should also be clarification that some works of art may be put into storage. It was also suggested that the policy include “loans” in the title.

Dr. Rush suggested putting in a little more clarification, including the suggestions and questions from this meeting, and then bringing this policy back.

STRATEGIC PLANNING

Strategic Resource Planning Task Force Update (Ysabel Trinidad)

Ysabel Trinidad reported that the state outlook and preliminary assumptions are still holding at this point. Cabinet hasn't finalized all of its planned assumptions yet, but will be meeting on that through April. Information that was shared with the Strategic Resource Planning Task Force regarding the Council's financial year end through last June as well as an expenditure analysis is available on the task force website.

There is a Town Hall meeting this Wednesday. Cabinet will finish up its work and review the budget requests that have been submitted, receive input from the task force and hopefully have a compiled budget to recommend to the President at the end of May or June after the Governor's May revise.

Dr. Rush added that this year we have no information indicating that the January budget will change radically. We are still looking statewide at a \$5 billion surplus. The Governor has given no indication at the Board of Trustees meetings that he is going to extend largess anyone. The Trustees are being told to stay within what he has offered, but the Trustees, presidents, bargaining units and students are all unified in asking for \$95 million more for the quality items necessary for first-rate programs.

Strategic Planning Update (Gayle Hutchinson)

Gayle Hutchinson reported that everything is in draft form. Nancy Mazingo has stepped off the committee, but Jim Meriwether and Gary Berg have joined the committee. Town Hall meetings will start in early April.

Gayle asked Toni Rice to share a dynamic document that she created to capture the different conversations going on around campus regarding the definitions for “Student Success” and “Student Centeredness.”

There are three university strategic priorities and each division would be accountable for determining outcomes or goals in each area:

- Improve student success
- Strengthen the academic enterprise
- Promote sustainability

We will want to get as much feedback from the campus community in the first three weeks of April. There will be an “e-suggestion box” set up so that people can add comments. The committee will pull together all of the feedback and are striving to complete this by May.

OTHER

Spanish Translations of CI Documents (Stephen Clark and Antonio Jimenez-Jimenez)

Stephen Clark gave a presentation regarding our translations of documents from English into Spanish. Stephen presented several documents that the university has put out in Spanish that are poorly translated with lots of errors, which reflects negatively on the university. There are huge ramifications due to these errors because of the university’s status as a Hispanic Serving Institute and a large percentage of our students are native Spanish speakers.

Stephen noted that the first step we need to take is to raise awareness of the problem and professionalize the way we approach this, perhaps by creating a policy. Going forward, the expertise of the Spanish faculty needs to be taken into account in making decisions of how to handle this.

Gayle Hutchinson stated that we are interested in putting together a task force that will look at what we do and how we need to change our practice and have that result in a policy and procedures. We are looking for volunteers from PPPC to participate in the task force. We will have two separate programs for Commencement this year, one in Spanish and one in English. We need a clearinghouse where people can submit for translation requests. We need both certified translators on campus as well as outsource companies.

Volunteers for the task force are: Vanessa Bahena, Toni Rice, Ysabel Trinidad, Gayle Hutchinson, Stephen Clark and Antonio Jimenez-Jimenez.

The final meeting for the academic year is April 21, 2014.

The meeting adjourned at 10:15 a.m.

Respectfully Submitted, Alanna Trejo