



President's Planning and Policy Council

Minutes

Monday, September 28, 2015

J. Handel Evans Conference Room 2533

VOTING MEMBERS PRESENT: Pamela Abbott-Mouchou, Chris Abe, Michael Berman, William Cordeiro, Genevieve Evans Taylor, Brittany Grice, Jeanne Grier, John Griffin, Gayle Hutchinson, Nichole Ipach, Kirsten Moss, Dave Nirenberg, Monique Reyna, Greg Sawyer, Ysabel Trinidad, Alex Yopez

VOTING MEMBERS ABSENT: Nancy Deans, Toni Deboni, Michael Long, Laurie Nichols, Ilene Soto

NON-VOTING MEMBERS PRESENT: Karen Carey, Missy Jarnigan, Dan Wakelee

NON-VOTING MEMBERS ABSENT: Michael Bourgeois, John Gormley

INVITED GUESTS PRESENT: David Bush, Cindy Derrico, Tina Knight, Ed Lebioda, Jason Miller, Kirsten Olson, Damien Pena, Ariana Robles, Ginger Reyes

Provost Gayle Hutchinson facilitated the meeting in President's Rush's absence.

OPENING REMARKS

In her opening remarks, Gayle spoke of President Rush's travel to Washington, D.C. last week where, as a member of the National Panel for the Excelencia in Education, President Rush reported on the year-long project to engage Latino students and improving comprehensive transfer. The program, in conjunction with Oxnard Community College and their new VP Ken Sherwood, pilots the best practices of outreach, recruitment and support for Latino students in efforts in transferring to a four-year university.

Channel Islands received another Title V grant totaling \$2.65 million over the next five years and was named in a NSF Grant with Santa Barbara. Kudos to the faculty and staff, especially Amanda Quintero, for all their work on these projects.

Our new enrollment target is 5500 students for this year; at consensus we are at 5448, an additional 400 over our original 100 FTEs. Eighteen new track hires are in place on a plan for 24 new faculty this AY. We are looking quite healthy.

POLICY

CONSENT: Policy on Principal Investigator

Jason Miller presented the policy for faculty and administrators to become principal investigators on a grant and the roles and responsibilities. This has language updates to coincide other new policies, including the Sponsored Programs policy. Jeanne Grier inquired about similar Senate policy SA.08.05 and it was confirmed that this would need to go to Senate for approval as well.

Gayle asked for clarity on what "Provisional PI status"; Tina Knight indicated the occasional need for lecturers recommended by their Dean to seek grants and this lays out additional responsibilities for them to so.

During later discussion, Jeanne Grier inquired if there was language that had to do with having a clear record. Jason and Tina Knight confirmed the policy's sentence about the privilege of being a Principal Investigator.

Nichole Ipach requested that if any of these grants run through the Foundation, that language be added that it adhere to the Foundation's Policy.

Consent policy was approved; recommendation will be made to President Rush and this will go to Senate for consideration.

RECOMMENDATION:

Policy on Smoking on Campus

Cindy Derrico presented the second reading of this policy. The committee formed last spring was contemplating a full no-smoking campus policy or identifying smoking locations, both lead to plans for a campus survey coming this fall. They made critical changes adding how smoking is precluded in State-owned vehicles, fire vulnerable areas and added elements for e-devices.

Cindy confirmed that the University Town Center retail businesses with students living in the apartments above are covered with the policy or by the University Glen student housing policy. Some no smoking signs are posted in the area.

The second reading of the policy was approved; will forward to President for signature.

DISCUSSION (1st reading):

Policy on Intent to Enroll and Orientation

Ginger Reyes and her coordinating group the first reading of this revised policy that streamlines the intent to enroll and orientation. Eliminating the deposit for enrollment step, the deposit is now the orientation fee giving a better idea of who is committing to attending. Changes include the students choosing a mandatory orientation date, for both freshman and transfer students. Orientation deferments filed with FAFSA or the Dream Act align with housing's deposit deferment. Language is now included the waitlist and how students will be processed when deadlines has passed. A revised orientation workshop will be coming this summer. Monique Reyna suggested aligning policy purposes directly with the text within the policy.

Michael Berman and Gayle acknowledged the importance of this streamlining and kudos to the enrollment coordinating group. Suggested council members submit email comments to Ginger and David Bush prior to 2nd reading.

New Policy on Student Mental Health

Kirsten Olson, Director of Counseling and Health Services, introduced herself as head of Counselling and Psychological Services (CAPS) since May 2015. Introductions were made by all present. This new policy, mandated on EO 1053, is designed to outline wraparound services from prevention to intervention to 'post-vention' (after a critical incident). These services include scheduled sessions, crisis-intervention services, individual counselling services, group therapy, and overall, keep the students academically productive. All fees are covered by student health fees. Students have access to 24/7 phone counseling. While services are primarily for students, the behavioral care team will work with family, faculty and staff if necessary to help students.

An extensive referral system is available with community providers, psychologists and local hospitals; CAPS will assist with case management. Kirsten's staff has started a formal training program and will be credentialed soon; the Counseling Center is also working towards accreditation from IACS. They are planning with EOC for post disaster psychological first aid if ever needed. Standard electronic medical records will be kept.

Gayle stated this is a very comprehensive policy and should be reviewed by all before the second reading, with appropriate hyperlinks to orders, policies.

New Policy on Responsible Conduct of Research

Jason Miller presented the first reading of this new policy required by federal sponsors, National Institutes of Health and National Science Foundation. This puts us into compliance with their expectations that we train faculty and students to be good stewards of public funds and conduct research in an ethical manner. We have subscribed to an economical online training module for faculty and students which provides electronic certification. This program also allows us to submit proposals directly to those two sponsors.

Bill Cordeiro asked for clarity and Jason confirmed that verbiage in the last paragraph should be changed to include all funded projects that require Responsible Conduct of Research. Bill also asked and Jason confirmed that all PIs will be required to take this training. Gayle asked about the recertification timelines and Jason will note in policy.

Gayle stated her appreciation for the timely work on these policies. We will have the second reading, then it will go to Senate as well.

New Policy on Sponsored Projects Administration

Jason Miller presented the first reading of this new policy required by the Chancellor's Office. This policy is the framework for the process and procedures to keep responsibilities straight for any division that administers externally funded sponsored programs.

The pre-award process is writing of the grant and the responsibilities of the Principal Investigator, the Research and Sponsored Programs office, and the budget analysts. The process repeats itself once the grant is awarded with the post-award process and responsibilities.

Damien inquired if the Vice Presidents be listed in the responsibility section and Gayle restated that in the PI policy, Provost and divisional VPs are included. Jason agreed that these should be added.

Nichole suggested this should work together with what the Foundation develops as policy. Jason explained that the RSP can write a MOU to work with an auxiliary such as the Foundation Policy and the ASI. Gayle asked if an overall general policy that overrides all the MOUs needed. It was agreed that a larger conversation with the different divisions might be necessary. Tina suggested to add language for in this policy that any auxiliary that submits grants must have an MOU; this statement would be acceptable with the CO. Gayle agreed that that might be appropriate.

Ysabel Trinidad suggested checking with other CSUs, possibly San Francisco or San Diego, for their best practices in the area. Gayle encouraged all to reread the policy and provide Tina and Jason feedback.

Updates:

2015-2016 Budget Update

Ysabel Trinidad shared the 2015-2016 budget that was approved by the Trustees in July and shared with the Strategic Resource Planning Committee. The new revenue budget (incremental increase only) shows with our campus growth target of 500 FTEs. We are currently at 400 additional FTEs; expectation is to reach the 500 FTEs by next fall. The expenditure budget increase is with 14 new Tenured-Track Faculty; 8 new FTEs added. Ysabel also discussed the staff salary pool, the true-ups, and temporary allocations of \$1.3 million for the startup for the Engineering program and other priorities. All information is posted on the Strategic Resource Planning Task Force website. The 16/17 budget planning discussions have started. Our total operating budget is over \$10 million.

Capital Improvements Update

Ysabel updated on the Santa Rosa Housing III which will top out in December and the dining expansion should be completed in summer 2016. Campus landscape is becoming more drought-tolerant and more sustainability needed. Water conservation is a significant issue and we will continue to be impacted. The Camrosa Water District supplies our water. Ysabel indicated there are a few other campuses in urban areas having similar water issues;

legislative work is just starting. Reviewed other deferred maintenance issues. Ysabel indicated they are working on getting the dirt parking lot on the outer campus paved before the predicted El Nino. Other transportation options need to be considered; student government invited council to an alternative transportation event October 5.

CI 2025 is moving forward with the establishment of the East Campus Area Planning Group (ECDAPG). This is one of several planning groups in the Cabinet-approved Overarching Planning Statement, each with a specific charge. All of the groups will support the Master Plan for student success and the academic enterprise.

Ysabel reminded that Channel Islands issues its own debt; capital resources are very limited over next several years and may fund some infrastructure needs only. Gayle asked if we'd move up on the priority list if we came in with 50% of funds for capital improvements; CO backlog now is \$3 billion. Ysabel clarified that Channel Islands received \$1.3 million for very specific infrastructure projects. We should be funding \$2-3 million each year based on our campus needs.

University Metrics

Gayle Hutchinson shared the Chancellor's Office's six areas of funding for the Student Success and Completion Initiatives, indicating that we are adding a seventh for infrastructure to grow our campus. A team of writers from each division is currently writing our initiatives which are due to the CO on October 2.

Our 2015 initiatives become the baseline for preparing our 2025 initiatives, holding us more accountable. The state & CO wish to see greater accountability with regard to student success and retention and, as we align our strategic and division plans, we will be much more intentional with how we spend our money. As we package our information into a two page document showing where the state money has gone, we are creating a template that will be used for the annual submission going forward. Gayle stated this will also align with our annual reporting around this date.

Jeanne Grier questioned how graduate programs fit into this; Gayle will investigate. Genevieve Evans Taylor stated that this is one important report will show with how the federal and state money works together.

Meeting adjourned 10:26 a.m.

Next Meeting: November 2, 2015 9 -10:30 a.m.