



Channel Islands  
CALIFORNIA STATE UNIVERSITY

## President's Planning and Policy Council

### Meeting Notes

9:00 – 10:30 a.m.

February 22, 2016

J. Handel Evans Conference Room 2533

**VOTING MEMBERS PRESENT:** Pamela Abbott-Mouchou, Chris Abe, Michael Berman, Catherine Burriss, Chanda Cunningham-Spence, Bill Cordeiro, Toni Deboni, Genevieve Evans Taylor, Brittany Grice, Gayle Hutchinson, Ilene Mehrez, Kirsten Moss, Laurie Nichols, Dave Nirenberg, Stacy Roscoe, Greg Sawyer and Vu Tran.

**VOTING MEMBERS ABSENT:** Nancy Deans, Jeanne Grier, John Griffin, Nichole Ipach, Michael Long, Monique Reyna, Ysabel Trinidad, Jim Walker and Alex Yopez.

**NON-VOTING MEMBERS PRESENT:** Michael Bourgeois, Karen Carey, John Gormley, Missy Jarnigan and Dan Wakelee.

**INVITED GUESTS PRESENT:** Jim Meriwether, Ginger Reyes and Ray Porras.

### OPENING REMARKS:

President Rush welcomed community member, Stacy Roscoe, and Dr. Vu Tran back to the PPPC and thanked them for their time and wisdom. The Council members introduced themselves.

### POLICY REVIEW:

#### **Discussion (1<sup>st</sup> reading): Policy on FERPA SA.16.005**

Ginger Reyes indicated one minor change for eliminating the reference to the Division of Student Affairs, now that it resides with Academic Affairs. The federal government is currently looking at the FERPA policy and further changes are anticipated within the upcoming year. Any questions or comments should be directed to Ginger.

#### **Discussion (1<sup>st</sup> reading): Policy on Use of University Buildings and Grounds**

Ray Porras presented the first reading of the policy that will supersede the Policy on the Use of Facilities (FA.83.003). It establishes the Conference and Events (C&E) Office as the area responsible for the approval and scheduling the use of university buildings and grounds. As it reads, the President established the C&E for approving everything on this campus or off campus.

Ginger Reyes questioned the priorities and how events for Enrollment fit into them. Gayle Hutchinson asked about the exhibits and Ray indicated that they are currently being revised.

President Rush commended Ray for his willingness to provide clarity with this important policy and encouraged members to review the policy and send feedback to Ray.

### **Discussion (1<sup>st</sup> reading): New Policy on Conducting MPP Searches**

Jim Meriwether, presented in Jeanne Grier's absence, shared the need for this policy, which provides guidance as to how the search for an MPP (e.g., a Dean) would take place. It had its first reading with the Academic Senate and is looking for feedback from the PPPC.

Stacy Roscoe asked what MPP stands for; Management Personnel Plan will be spelled out in the policy. Vu supported that senior administrators and faculty be involved and suggested the Senate nominate faculty. He also inquired whether open forums would be part of the process and how the faculty time would be handled if the search is outside of the academic year. Brittany Grice recommended assurance that faculty participate and Senate look at how HR hiring procedures interact with this policy.

President Rush directed all comments on this new policy be sent to Jeanne directly.

### **PPPC UPDATES:**

Mary McDonnell walked through the updated webpages associated with the PPPC. The fresh look simplifies the navigation of the pages and the goal was to make sure only current policies come up. Outdated, superseded policies are now watermarked and unmarked ones have been removed from 'behind' the pages.

All PPPC meeting information is easily seen on one page and will be updated before and after each meeting. Easy links to affiliate pages are found at the bottom or right side of the webpage.

The University Manual Page now includes all of the current Academic Policies as well as Administrative Policies. She explained the numbering system for both and noted that shared policies will have both academic and administrative policy numbers included on the policy documents. Page 'jumps' and additional links to the Academic Senate Policy pages have been installed.

The watermarked, superseded policies are listed on the Administrative Policy Archive page and noted as to what became of them. The PPPC Meeting Archive page has also been updated with older meeting agendas, presentations and meeting notes navigated easily with page jumps.

Michael Berman suggested adding an inquiry button on each policy if someone feels there is something wrong with a filed policy. Michael Bourgeois inquired about when the policies need to be re-numbered and the versioning strategy for amended (consent) policies. Mary indicated that the master table of contents of all the University policies is being updated and will be available to all members soon. President Rush asked Genevieve to work with Michael Bourgeois, Vu Tran and interested others to work on these questions.

Mary also presented information on the inconsistencies of the Administrative Policy definitions. Many key words like 'student' and 'faculty' have many different definitions in our policies. She will reach out to policy authors in hopes that they can work together to clarify official definitions and, if needed, exceptions for these key words and phrases.

Michael Bourgeois recommended that these, then, are coordinated with the soon-to-be-released University 'cookbook'.

## **UNIVERSITY UPDATES:**

### **Budget**

Missy Jarnagin presented the 2016/2017 Support Budget Plan that was submitted to the Board of Trustees in November that includes a 3% enrollment increase and a total expenditure increase of over \$297 million for the entire CSU. President Rush said the Chancellor's Office has allotted CI a growth figure of 61 FTE's, a distressing number that lead to budget cuts.

The Governor's January Budget proposed \$140 million to the CSU, \$101 million short of the Trustee's request. One-time funding requests for facilities and maintenance as well as energy efficiency programs are included.

There was significant discussion about four-year graduation rates. Missy confirmed CI is at 24% graduation rate, the goal of the CSU. President Rush said a current proposal is being looked at that would give priority registration to students who carry 30 units each year. Michael Bourgeois brought up that we have a higher percentage of students that are not proficient in English or Mathematics yet we graduate them at a higher rate than the CSU average. President Rush has engaged the P20 Council to assist in improving this number.

Missy reviewed the 2016/17 budget based on the 61 FTEs, including about \$75,000 in uncommitted revenue. The revenue distribution of tuition and general fund appropriation for this AY, show CI is at a 33-62% split, respectively, because we are a small, growing campus with a smaller student base than most other campuses. Missy pointed out the \$14.3 million general fund change as well as the 1100 FTEs or 20% enrollment growth over the past three years. Vie

The 2016/17 new Divisional Budget Requests are currently at \$3.4 million, which does not include the Division of Academic Affairs. Adding in new requests and needs for Academic Affairs, this could reach over \$5.5 million.

Divisional budget presentations will be on March 18. Michael Bourgeois inquired about the FTEs that rolled over from last year. Missy suggested getting the one-time needs, such as the deferred maintenance, taken care of this year with that money. Gayle is lobbying to receive those funds for academic instruction. Vu said Enrollment Management would continue to be flexible to meet the University targets. The Office of the President's budget is showing an increase for the needs of the IRPE and Title IX units.

### **CI 2025**

John Gormley reported that in early January, two proposals were issued for projects in the CI 2025 plan: the development of the 32-acre parcel in University Glen and the potential sale of the Town Center, including the sale of the existing 328 apartments.

CI 2025 will move forward with all four development teams that placed bids on the 32-acre parcel. Their proposed development options and financials are due in March.

Three proposals were received to purchase the apartments and interviews will take place this week. Moving quickly, one development team will be selected in hopes of being approved by the Advisory Board and going to the Board of Trustees in May for final approval.

John confirmed two of the teams on each project submitted for both.

Both of these projects will net significant amount of revenue that will allow the Site Authority to pay down existing bond debt that it is carrying on those apartments and some other bond debt will alleviate the University in its financials moving forward. A small percentage will be used for Phase One renovation of Gateway Hall. Later, Phase Two will build classrooms, labs and other uses. Also, there will be ongoing cash flow from the sales of the ground leases.

President Rush reminded the Council that the debt for each campus is the Site Authority's debt, not the University's or the State of California's. The Chancellor's Office looks at the overall debt of the campus for purposes for allotting support for capital construction. If we continue to have this big debt, we will wait in their queue for a building or it may prohibit us from qualifying. As we reduce the debt and attain additional funds from these sales, the Chancellor's Office, as they do business today, would likely provide matching funds.

John mentioned the Chancellor's Office has been involved with and supportive of this process, which will support long term growth of the University. Since the Site Authority was created in 1998 by the Legislature, its primary intention was to support the transition from the State Hospital to a state university.

Reminding everyone to share the policies with their teams, President Rush adjourned the meeting at 10:07 a.m.

Remaining Meetings: April 4 and May 2, 2016