



Channel Islands
CALIFORNIA STATE UNIVERSITY

President's Planning and Policy Council

Minutes

March 8, 2021

9:00 – 10:30 a.m. Via Zoom

Council Members Present: Helen Alatorre, Jim August, Mitch Avila, Dottie Ayer, Dana Baker, Alissa Blough, Rosa Bravo, Amanda Carpenter, Toni DeBoni, Cindy Derrico, Nancy Gill, Nichole Ipach, Kathleen Klompien, Becca Lawrence, Ritchie LeRoy, Robin Mitchell, Jazzminn Morecraft, Colleen Nevins, Laurie Nichols, Charles Osiris, Barbara Rex Jon Saclolo, Kaia Tollefson, Ysabel Trinidad, Greg Wood and Rich Yao

Council Members Absent: Hung Dang, Tom Hunt and Sophie Nguyen

Guests: LaSonya Davis, Kirk England and Scott Pérez

Welcome

Interim President Richard Yao welcomed the Council. He reminded the Council to 'raise hand' in chat for questions and to use the polling feature to vote. Presenters will take about five minutes for each policy, leaving time for questions. Dr. Yao introduced Jon Saclolo, the new University Internal Auditor.

Policy Review

AA.02.003 – Policy on Instructionally Related Activities Funding This policy presentation will be delayed to the April meeting.

AA.11.008 / SP.14.006 – Policy on Subrecipient Monitoring

Scott Pérez stated the purpose paragraph has been changed to provide additional clarity. Aside from that, there are minor tweaks throughout. There were a few questions about RSP committee had asked about acronyms on the second page.

Jon Saclolo questioned adding definitions, links, and additional language and will send these to Scott. Motion was made to table this policy; 22 in favor.

New / SP.03.031 – Policy on Misconduct in Research, Scholarship and Creative

Scott Pérez shared that units have been included in the first page and throughout the document. Section numbers have been added for ease to reference throughout the document

as well as additional definitions. In section II, there is additional text on what campus leadership will be doing should an allegation be raised. Per Jon's suggestions, clarifying details were added throughout the document.

Ysabel Trinidad mentioned the page numbers need to be fixed. Robin Mitchell asked if Section VI B goes far enough in terms of what University would do. Scott stated the language is pretty much word for word from federal regulation. We would use the full text of the regulation if we were to carry out inquiry or allegation. This policy is trying to encapsulate the 70-page regulation.

Motion was made to approve the policy; 21 in favor, 1 abstained. Policy passed and will be sent to Academic Senate for review.

CM.03.002 – Policy on Global Emails

Nancy Gill presented the first reading indicating that it now specific to employees and tenants. This policy should communicate important and/or urgent information in a timely manner. Accountability has been changed to Senior Executive Director of University Communication and Vice President of University Advancement. Text has been edited to include residential tenants, Conferences & Events and University Auxiliary Services. Noting changes to include announcements from Title IX, Enrollment, Public Safety, Library, power outages for longer than 60 mins, surveys from President or Vice Presidents, information from University News Center, open forums for Cabinet or AVP positions and from HR to include open enrollment of benefits.

Mitch Avila asked if all emails would be sent to tenants. Nancy responded that tenants, including Tortillas and Copy Center, will receive them. Mitch also asked about events from individual departments (e.g., a dance event). Nancy said divisions are encouraged to send event notices to their employees and events could be added to the News Center which is sent out weekly to campus. Nichole Ipach warned about being careful about oversaturation of emails; they should be very specific and focused. Nancy added that they are trying to be fair to all areas across campus. Dottie Ayer suggested item #2 might be a work around (allows Provosts and VPs to send emails to their discretion).

Colleen Nevin asked about the outages greater than 60 minutes, perhaps change to 30 minutes? Nancy had discussed with both facilities and ITS; Ysabel suggested another consult with facilities.

Helen Alatorre mentioned notices of phishing emails and outages are communicated before 60 minutes.

Greg Wood asked if University Glen would be notified if there are safety issues. Nancy confirmed that they will get emergency notifications as well.

This to policy will be brought back in April.

New – Policy on Youth on Campus

Laurie Nichols presented this new policy that came from a systemwide audit. The draft CSU Channel Islands Managing Risk in Youth Programs Resource Guide is based on CO draft resource guide, tailored to our campus. It includes information from the bulleted list; all of these things are happening currently, but separately, through different departments. This policy is to streamline efforts.

Kathleen Klompfen asked why corporal punishment needs a modifier. Laurie will look into this. Mitch asked who will make sure the resource guide is up to date, Laurie stated that Risk Management would be added. Jon is concerned over who is responsible for overseeing policies are updated based on new changes from the CO. Laurie clarified that this is done by Risk Management.

Jon also asked about the Youth Protection Program Guide. Laurie confirmed that it was an attachment to the Policy on Youth on Campus.

Cindy Derrico asked how conference groups are handled and how is this policy is related to CAMRA. Laurie said that this policy is directly related to youth under 18 years old from off campus that some to campus for programs; matriculated students would fall under the campus policy.

Alissa Blough asked if the resource guide will be made available when policy is approved. Laurie confirmed it will be at the second reading.

Jon inquired about registration and if there were lists of programs being track. Laurie stated that this exists currently under C&E and this is the intent to bring it to one place for inventory tracking.

Updates

Kaia Tollefson and LaSonya Davis presented the Inclusive Excellence Action Plan (IEAP). Several brown bag events are being planned for the campus to encourage discussions. Kaia said this is not new work; IEAP work is being done and there are opportunities for Strategic Initiatives to be implemented throughout.

Work is being done to make the charts easier to read for all users to account for color-coding on the [Google doc](#). LaSonya added that this is a digestible and actionable plan, bringing together all the work that has already been done across campus.

Rich stressed Cabinet is included for accountability and will champion each of the six areas of concentration. This is a campus-wide effort and will include those who may not yet be involved in an initiative like this; teams are currently being finalized. The first step is to assess what is currently being done across campus. We are working to include the feedback as it comes from the campus.

Kathleen asked how the response has been for the call for teams. LaSonya said the response has been great from staff, faculty and students. Kaia added each team will have different needs for more people to join their teams.

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

Next meeting: April 26, 2021