



Channel Islands

CALIFORNIA STATE UNIVERSITY

President's Planning and Policy Council

February 27, 2023

9:00 – 10:30 a.m.

1. Welcome (President Yao)

a. Welcome new members!

- i. Reha Kadakal
- ii. Kendall McClellan
- iii. Stephanie Bracamontes is serving as proxy today.

2. Policy Review

a. Recommendation (2nd Reading)

- i. AA.11.009/SP.15.001 – Policy on Principal Investigator (Scott Perez)
 - A few changes throughout for consistency
 - Other individuals must be approved by Provost and their VP if outside DAA.
 - Applications are submitted on behalf of CI or Foundation
 - 21 yes: 1 abstain.
 - Policy passed and will now go to Academic Senate for review.
- ii. Barbara Rex – can we go back to including the Auditor reviewing the policy for consistency.
- iii. Nancy Gill – perhaps Mary can send to the Auditor under the same guidelines C&PR receive them.
- iv. Helen Alatorre
 - SG has been denied proxy in the past.
 - Dana Baker, CFA rep, has been denied the same request in the past.
 - We need clarification on this in the future.
- v. AA.14.001 – Policy on Family Educational Rights and Privacy Act (FERPA) (Colleen. Forest)
 - Changes: Updates to custodians of record, updates to titles and office names. Once a student becomes an alum, they are no longer considered under FERPA. Made additional avenues for students to put forth complaints.
 - Matt Zivot: we may have generated new types of records since this policy was written (EAB, Canvas). Do they need to be added? Colleen is not custodian of record for Canvas. Matt and Colleen to discuss offline.
 - Rich Yao: We need to get clarification on this before going to a vote.
 - Jason Miller: the way University official is referred to in the policy is not consistent with how it's used across campus.
 - Colleen: University official and school official are interchangeable here; University official has a broader context in Federal policy.
 - Toni DeBoni: on the new section regarding complaints, if the concern is with the department and student disagrees with Custodian, is there a neutral party this would then go to?
 - Colleen: under this section there is no appeals process. There should be timeframe for review and responses.
 - Cindy Derrico: There would be a preference to keep administrative review in house instead of going to Department of Education.
 - Cameron Bartosiewicz: as a student, there is a preference to keep this local.
 - Mitch Avila: on page 9, part E, there is a request for challenges to move to the

Provost's office.

- Colleen: most students challenge records and educational records are corrected. They need to file a compliant if there is an error.
- Matt: does this cover a grant?
- Jason: yes, it would cover a grant.
- Rich Yao: table this policy for now. Need to clarify new types of records, terminology and address appeal process.

b. Discussion (1st Reading)

i. AA.12.007 – Policy on Intent to Enroll and Orientation (Roxana Tunc)

- Adjusted EFC for orientation fee deferrals, updated language on events and offices.
- Annie Block-Weiss: orientation has made changes for the future, does this need to be reviewed with them for consistency?
- Barbara: how do we navigate unpaid fees if a student does not matriculate? Roxana to look into it.
- Matt: there's a note about graduate programs, we should make sure their timing is addressed on this policy, the last page references a report sent to Cabinet. We should address who is the one to send the report.
- Jason: strongly recommend renaming to Undergraduate Intent to Enroll and Orientation
- Barbara: the most recent report would be helpful to have. On accountability, it references several AVPs and Directors.

ii. UA.02.001–Policy on Acquisition, Acceptance and Loans to the University and Deaccession (Mitch Avila/Ritchie LeRoy)

- Mitch: we need to be more proactive in acquisition of public art. The CO has revised the policy on accepting artwork, artifacts and antiquities. We made some adaptations to the CO policy. Most of the language is coming from them. Background is CO Policy. In applicability section, some spaces were not included (Library, Art department, Town Center, Site Authority). Page 3 refers to discussion of university art committee. This is designed to set up committee and provide a charge that is more proactive. Reference for who should be on the committee.
- Ritchie: there are more procedural items, we are updating the procedures. We are confirming what they are and what the CO recommends. At the next meeting, we will have procedures to share.
- Barbara: about those that are excluded, what about ASI? Why did we exclude classrooms and offices?
- Mitch: we are not acquiring art for the purpose of offices. ASI is worth a conversation. At a previous institution they were excluded we did not choose to add that this time.
- Helen: that has not been done in that way.
- Mitch: not everything needs to go through this policy. We are looking to be proactive, long-term financial obligations, coherent plan across campus.
- Barbara: who is responsible for maintaining inventory and tracking art? What about maintenance and financially long term?
- Mitch: the committee would make a resource request to create a database. The proposal would go to the committee.
- Barbara: What is the relationship on the Foundation side if something is gifted?
- Ritchie: Campus acquisition committee, UA and Foundation were

always in the process. Any gift in kind would run through Foundation. It acts as the passthrough for gifts in kind.

- Barbara: p3 para 2 – the committee to be responsible for drafting contractual documents? If this is being donated, it would be navigated from Fdn with Procurement as an added partner.
- Annie: terms are two years; this can be difficult for students. Would advocate for a Staff seat.
- Matt: helpful to include director of planning, design and construction
- Mitch: we have the AVP for Facilities or proxy to cover the public spaces.
- Reha: p2, para 3, should we include digital works of art. There is a difference between this and electronic media.
- For consideration:
 - ASI
 - Accountability for maintenance
 - Contractual pieces
 - Student term length
 - Staff seat
 - Electronic media & digital media
 - Gifts through foundation
 - Responsibility for record keeping and inventory.

3. Updates (President Yao)

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

Next meeting: March 27, 2023

Position	Name	Feb 27, 2023
Provost	Mitch Avila	X
AVP for Administrative Services and HRO	Laurie Nichols	
VP Student Affairs	Eboni Ford Turnbow	X
AVP Budget & Planning, Interim CFO	Barbara Rex	X
VP University Advancement	Ritchie LeRoy	X
Chief of Staff	Kaia Tollefson	
Academic Senate Budget Committee		
Associate Vice President for Enrollment Management	Hung Dang	
CFA Chapter President	Dana Baker	X
Faculty (At-large)	Reha Kadakal	X
Faculty (Lecturer)	Kendall McClellan	
Faculty Senate Chair	Jason Miller	X
Assistant Vice President, Facilities Services	Thomas Hunt	X
Associate Vice President Information Technology Services/CIO	Jim August	X
Executive Director of Human Resources		
Executive Director of Equity & Inclusion	William Nutt	X
University Internal Auditor	Penny Matthews	

Associate Vice President for Organizational Effectiveness and Special Assistant to the President	Toni Deboni	X
Associate Vice President for University Communication	Nancy Gill	X
Chief Data Officer & Director of Institutional Research	Matt Zivot	X
Assistant Vice President for Strategic Operations & Associated Students Inc	Dottie Patten	X
ASI Executive Director	Helen Alatorre	X
Associate Vice President for Identity, Diversity, Equity, & Access	Charles Osiris	
Associate Vice President for Student Life and Support Programs & Dean of Students	Cindy Derrico	X
Student Government President	Ilien Tolteca	
Student Representative (ASI Board Chair)	Sergio Mercado	
Student Representative (ASI Board Vice Chair)	Cameron Bartosiewicz	X
Director of University Events		
Director of Career Development and Alumni Engagement	Amanda Carpenter	X
CI Staff Council Chair	Annie Block-Weiss	X
Gift & Constituent Record Technician	Amber Bruno	X
Organizational Effectiveness Specialist / Trainer	Brian Lindgren	X
Guests: Grace Durst, Colleen Forest, Roxana Tunc and Scott Perez		

Revised 2.28.23