

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE
MINUTES OF MEETING Sept. 21, 2016 APPROVED BY COMMITTEE October 5, 2016
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Christina Ayala-Alcantar, David Boyns, Owen Doonan, Vicki Ebin, Sheila Grant, Fermin Herrera, Lynn Lampert, Sean Murray, Kathleen Rowlands, Judy Schmidt-Levy, Jeff Wiegley, William Whiting, Yue (Jeff) Zhang

Member Absent: None

Staff: Daisy Lemus, Executive Secretary, Iliana Carvajal, Recording Secretary

1. Call to Order

Grant called the meeting to order at 1:20 p.m.

2. Approval of Minutes from September 7, 2016

The Committee reviewed the minutes of September 7, 2016. The Committee acted on the following motion:

MSP: That the minutes of the meeting of September 2016 be approved as amended.

Approved 12-0-1.

3. Announcements

Grant encouraged the members to attend one of the RTP “Road Show” meetings.

Grant encouraged the members to attend a VPAC event on October 6, 2016 at 6:30 pm.

4. Section 600 Searches for 2016

A. Associate Vice President, Faculty Affairs

Herrera updated the Committee on the progress of the search.

B. Director, University Counseling Services

Schmidt-Levy updated the Committee on the progress of the search.

C. Assistant Vice President for Graduate Studies

Ayala-Alcantar updated the committee on the progress of the search. The position is currently waiting to be posted by Human Resources.

5. Appointment of EOP staff member to serve on Search and Screen Committee for the Director of EOP

The Committee reviewed the nominations from the EOP staff to serve on the Search and Screen Committee for the Director of EOP and appointed Frank Muniz to serve as PP&R designee. Grant will be communicating this to the EOP staff and the Provost's Office.

6. Senate Executive Committee and Standing Committee Expectations

Grant will follow up with SEC for clarification about the request for standing committee expectations.

7. Extraordinary Service to Students Awards (per 20.37 of CBA)

The Committee discussed the Extraordinary Service to Students Awards for the 2016-17 AY. The subcommittee will be awarding any remaining awards to be used during the Spring 2017 semester. The Committee discussed the deadline for making the application available to the campus. Schmidt-Levy will make an announcement at the Faculty Senate to ensure that the faculty are aware of the award opportunity.

8. Emeritus Lecturers incorporated into Section 700

The Committee discussed the changes to the Section 700 manual needed in order to reflect the newly approved Emeritus Status for Lecturers. A draft of the revised Section 713 will be reviewed at the following meeting.

9. Review of PIF Guidelines

The Committee reviewed the PIF Guidelines document and suggested revisions. After discussion the committee acted on the following motion:

MSP: That the PIF Guidelines document for 2016 be approved as revised.

Passed unanimously.

10. Department and College Personnel Procedures

A. 2016-2017 Schedule of Review

The Committee discussed personnel procedures that are scheduled for review during the 2016-17 Academic Year.

B. Creation of Subcommittees to Review Department and College Personnel Procedures

Following discussion, Grant announced the following subcommittees to review procedures:

PP&R Representative	Department / College Up for Review	Contact Information	
		Email	Phone
Fermin Herrera	Environmental & Occupational Health (HHD)	fermin.herrera@csun.edu	Dept. 2734, Office 3976
Sean Murray	Physical Therapy (HHD)	sean.murray@csun.edu	Dept. 3357, Office 2950
Kathleen Rowlands	Recreation & Tourism Management (HHD)	kathleen.rowlands@csun.edu	Dept. 2580, Office 2556
Bill Whiting	Biology (S&M)	william.whiting@csun.edu	Dept. 3205, Office 4917
Jeff Zhang	Chemistry & Biochemistry (S&M)	jeff.zhang@csun.edu	Dept. 2461, Office 6050
Christina Ayala-Alcantar	Geological Sciences (S&M)	christina.ayala-alcantar@csun.edu	Dept. 2734, Office 2737
Lynn Lampert	Physics & Astronomy (S&M)	lynn.lampert@csun.edu	Dept. 2277, Office 7104
Owen Doonan		owen.doonan@csun.edu	Dept. 2242, Office 6753
Judy Schmidt-Levy	Asian American Studies (HUM)	jlevy@csun.edu	Dept. 2366, Office 4783
Vicki Ebin	Gender & Women Studies (HUM)	vicki.ebin@csun.edu	Dept. 3101, Office 7053
Jeff Wiegley	Sociology (S&BS)	jeffw@csun.edu	Dept. 3398, Office 2038
Sheila Grant	Electrical & Computer Engineering (E&CS)	sgrant@csun.edu	Dept. 2827, Office 2983
David Boyns	All Post Tenure Review Procedures	david.boyns@csun.edu	Dept. 3591, Office 6803

C. Review of Guidelines for Review of Department and College Personnel Procedures and Guidelines for Developing/Revising Department and College Personnel Procedures

The Committee discussed revisions to the Department and College Personnel Procedures and Guidelines for Developing/Revising Department and College Personnel Procedures. Grant and Lemus agreed to send out a memorandum to the College Personnel Committees clarifying their roles in approving and reviewing department and college personnel procedures. The memorandum will be distributed in November, 2016.

11. Pending Items for the 2016-2017 Academic Year, Subcommittees

The subcommittees discussed their progress for the items assigned to them. Grant has been assigned to each of the subcommittees:

eRTP subcommittee – Jeff Zhang, David Boyns, Kathleen Rowlands, and Fermin Herrera.

Sect 600 subcommittee – Jeff Wiegley, Sean Murray, and Lynn Lampert.

Manuals and MPP searches subcommittee – Judy Schmidt-Levy and Bill Whiting.

Service Credit/MOUs subcommittee – Christina Ayala-Alcantar, Vicki Ebin, and Owen Doonan.

PP&R Composition- (Item #12) Committee of the Whole.

12. Other Business

None.

13. Adjournment

The next meeting of the Committee is scheduled for 1:15 p.m. on October 5, 2016 in University Hall 277. The meeting was adjourned at 4:20 p.m.