

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
PERSONNEL PLANNING AND REVIEW COMMITTEE

MINUTES OF MEETING September 11, 2024 APPROVED BY COMMITTEE _____
Sub. to Exec. Comm. _____ Approved by Exec. Comm. _____
Sub. to Acad. Senate _____ Approved by Acad. Senate _____

POLICY ITEM:

POLICY INTERPRETATION ITEM:

Members Present: Pat Alford-Keating, Sakile Camara, Eric Garcia, Bingbing Li, Gang Lu, Sylvia Macauley, Miriam Neirick, Iswari Pandey, John Reveles, Dino Vrongistinos, Jeffrey Wiegley, Franck Vigneron

Members Excused: Paulo Marchetti

Staff Present: Christina von Mayrhauser, Executive Secretary & Anita Mendoza, Recording Secretary

Staff Excused:

Guest(s): Kristina de la Vega, Joyce Feucht-Haviar, Adam Swenson

1. Chair called the meeting to order at 1:02 p.m.
2. Approval of Minutes
MSP: The committee approved the August 28, 2024 minutes.
3. Announcements
 - a. Copies of Section 600/700—copies are being ordered for PP&R members.
 - b. Senate Liaison (Guest: Adam Swenson)
The appointed Senate Liaison introduced himself to the committee. Adam read the PP&R Charge and informed the committee that his role was to support the committee and advise the Senate Exec on upcoming matters.
 - c. Introduction of the newest PP&R member:
 - Gang Lu—Physics & Astronomy / College of Science and Mathematics
 - d. PP&R Sub-Committees Chart—Members reviewed the chart for the ongoing assignments of PP&R work, excluding personnel procedures.
4. Update on Section 600 Searches
 - a. AVP, Equity and Compliance Search—The subcommittee has completed the interviews and is meeting this week to determine the rank order of finalists.
 - b. Dean of Library—No update
 - c. VP, Equity, and Inclusion—No update
 - d. Associate Dean, Tseng College of Extended Learning (Guest: Joyce Feucht-Haviar)
The Dean addressed the Management Vacancy Announcement (MVA) and Position Description (PD) to the members. The Dean shared the structure of the Tseng College of

Extended Learning and clarified that it will be an open search for internal and external candidates.

MSP: PP&R approved the MVA and PD for the Associate Dean of Tseng College of Extended Learning contingent on the addition of language (to the Preferred Qualifications section) that the candidate have demonstrated experience working effectively with diverse groups.

5. Update on Adoption of Policy Recommendations
 - a. 707 Written Comments About Lecturers—First reading going to Senate Exec on 9/26/2024.

6. Section 600/700 Decisions, Approvals, and Inquiries
 - a. 622.3.1: New Academic-Administrative Employee to be added (Guest: Kristina de la Vega)
The AVP of HR explained that working titles can be changed within the Action Request Form (ARF) process. The previous Director of Equity and Diversity requested a title change and office name change, and HR made the change with an ARF. There was no pay change, and the position remained at the Administrator III level. The working title changed from Director of Equity and Diversity to AVP of Equity and Compliance, following the name change for the office as well. Members discussed the possibility of an editorial change to update the manual from the Director to AVP.
MSP: PP&R approved the editorial change in 622.1.b from Director of Equity and Diversity to AVP, Equity and Compliance.
 - b. 613: Responsible Authority for Collecting Comments—The subcommittee leader explained for the new members what the policy is about and the changes the subcommittee is working to accomplish. Gang volunteered to join the subcommittee.
 - c. 709.3.2 Three-Year Evaluation (CBA 15.5)—Members discussed the language in the CBA about the need for the employee to be given a copy of the recommendation at every review level. This language in the CBA is not currently reflected in section 700, but it is reflected in Section 600.
Members reviewed the language in section 635 and discussed whether it should be replicated exactly in section 709. Members suggested only minor changes to the new language for 709.
652 GRIF Policy Assessment—The PP&R Chair sent an email to the GRIF Policy Review Committee members notify them of its formation and stated its purpose. The original committee members who were emailed are: Sakile, Dino, Bingbing from PP&R; two current GRIF faculty members, Crist Khachikian and Gabriella Chavira; and the AVP for RSP, Dr. Jawa. Gang volunteered to also join this PP&R subcommittee. The recording secretary will assist in scheduling a possible first meeting date.
 - d. 702.6 Professional Responsibilities for Lecturers (Section 604 parallel)—No update.
 - e. 612.5.2.2.a.i Clarify Language on Required Class Visits—The subcommittee will be meeting next week and will provide an update soon.

7. Manual of Procedures for Search and Screen Committees for Academic-Administrative Positions—New subcommittee members will include Sakile and Eric to review the manual.

8. PP&R Public Relations/Awareness Committee—No update

9. Other/New Business

- a. Time Place and Manner Policy Update—The AVP for Faculty Affairs explained that ‘Meet and Confer’ process with the CFA has begun on the new CSU-TPM policy document (consisting of a systemwide policy and campus-specific addenda that describe how teach campus operationalizes the policy). This document, while in place as of the first day of Fall 2024 for students and non-bargained members of the campus community, is not the pertinent document for faculty while the Meet and Confer process takes place. For faculty, during Meet and Confer, the pertinent document to follow is the existing CSUN 2017 policy. Parallel to this process, a Chancellor’s Office Directive regarding the legal components of the TPM policy was issued by HR Department. Members discussed and expressed concerns about the implications on faculty of a loose interpretation of this Directive.
- b. 622.6.2.C Departmental Advisory Vote and Certification of Chair—PP&R received an inquiry about this policy from a lecturer who asked: “Is there a process for requesting a revision of this language to make it inclusive of lecturer faculty?” Members discussed various reasons why the language should not include lecturer faculty. Members were open to adding language in Section 600 that leaves it open for departments that wish to include lecturers and define this in their personnel procedures.

MSP: PP&R maintains that only tenure track is permitted to vote.

MSP: PP&R affirms the current language in section 600 related to 622.6.2.C.

- 10. Adjournment—The meeting was adjourned at 4:26 p.m. The committee’s next meeting is scheduled for September 25, 2024.

Future PP&R Items:

- a. 708.1 Equal Employment Opportunity Policy
- b. 632.3.2 Teaching Effectiveness – New PP&R Committee needed
- c. 709 language and corresponding CBA language (revisit for clarity)