

Executive Committee Minutes

*Tuesday, November 5, 2019
3:00 – 5:00 pm, 275 Sacramento Hall
Approved: November 12, 2019*

Call to Order:

Roll Call:

Adam Rechs, Amber Gonzalez, Andrew Hertzoff, Anne Lindsay, De-Laine Cyrenne, Harvey Stark (absent), Israel Flores, Jeff Dym, Kitty Kelly, Philip Flickinger, Rafael Diaz, Sue Holl, Tracy Hamilton

Guests:

Academic Affairs: AVP Wallace, Dean German, AVP Interim DeGraffenreid
Colleges:
ECS: Associate Dean Shafizadeh
President's Office: Dr. Nelsen
Senate Parliamentarian: Tom Krabacher

Open Forum:

Procurement - Marketplace: Can campus employees access the Marketplace if they do not have a ProCard? The Chair will follow-up.

Access to student metadata: Sue Holl asked if it was possible to be able to more easily be able to access metadata about students within departments/colleges. Being able to do so could be used to increase diversity in ECS.

Agenda: Approved as published.

Minutes: Approved – October 29, 2019

From the Chair: No items.

From the Provost: No items.

Columbus Day / Indigenous People's Day Calendar Change: The item will be on the Nov 7 Senate Agenda as an Information Item, presented by the Senate Chair.

Mega Sections: Exec continued the discussion from the October 22 meeting. The President reported that he has asked the Provost to survey the Deans regarding workload issues, which will address mega sections. He asked the Senate Chair to follow-up with the Provost. The Executive Committee requested that once the survey is completed that the Provost share the findings with Exec.

Field Trip Policy: Concern was expressed about the forms and information required for students to go on field trips. Students are uncomfortable with completing some of the paperwork. Issues include: Conflict with Risk Management and Human Resources interpretation of the

policy/procedures; requirement of a California Driver's license, Risk Management's review of the student's driving record, the Department Chair for the student going on the field trip is being asked to conduct a vehicle inspection to determine if the vehicle is safe to drive. Feedback received from other units / students is that that some don't do the paperwork because there is too much of it or they don't do field trips anymore.

- Authorization to Use Privately Owned Vehicles on State Business (STD 261):
- Vehicle Operation Authorization (VOA):
 - Requires a California driver's license
 - Maintain a good driving record and requires the driver to signed a statement that they have not received more than two moving violations or been in a motor vehicle accident during the past twelve-year period.
 - Enrollment in the DMV's Employee Pull Notice (EPN) Program. Risk Management reviews driving records every year and will consult with supervisors if there are multiple adverse driving violations or accidents.
 - Complete the CSU approved Defensive Driving Fundamentals, if applicable.

Information was shared regarding the last review of the Field Trip policy:

Historical: The Field Trip policy was vetted during AY 2011-2012 and brought to the Senate in the spring of 2012 but no action was taken. Beginning in 2014-2015, an ad hoc committee composed of members of the Senate Executive Committee reviewed and updated this document. In the Fall of 2015, a working group convened by the Senate Executive Committee and co-chaired by Jeff Dym and Dana Kivel and composed of Don Taylor, Reza Peigahi, Tom Krabacher and Mimi Lewis met and revised this document further. Co-chairs Dym and Kivel sent out the draft document for review by the Department and Program Chairs over a three-week period. Once they received feedback, they then met with university counsel to ensure that compliance with the requirements of the Executive Order.

Risk Management will be invited to speak to Exec regarding the policy and procedures for Field Trips. Exec will then discuss how to get the Field Trip Policy in-line with other campus polices and look at how Nursing and Education handle Field Trips. Discussion will also include whether or not a Work Group will be formed to review the policy/procedures.

Adjourned: 3:44 pm