

CSCC Meeting Minutes
February 14th, 2024 1:30 PM - 2:50 PM
Virtual

Present: Katherine Kahn (Co-Chair, Staff), Michelle Bunagan (Co-Chair, Faculty), Melissa Andreas (Staff), Marissa Bellino (Faculty), Aria Chalileh (Undergraduate Student), Jordan Draper (Student Affairs designee), Anup Kapur (Staff), Eric Laprade (Faculty), Tina Tormey (Staff)

Excused: Rahshida Atkins (Faculty), Patricia Becker (Faculty)

Absent: Leah Macaulay (Undergraduate Student), Nimra Naddem (Graduate Student), Nicholas Seretis (Undergraduate Student)

1. Meeting called to order at 1:33 PM.
2. Approved [CSCC Meeting Minutes - January 24, 2024](#)
3. General updates
 - a. Bunagan described visit to Steering meeting on Wed. 2/7/24.
 - b. Summary of committee work needed for the Faculty Senate Newsletter by 3/1/24.
4. Reviewed the Communication with the News Media policy as a whole committee.
 - a. Reviewed comments and revisions on red-lined version.
 - b. Discussed feedback from CMBM and General Counsel
 - i. CMBM agreed with making consultation with CMBM “strongly encouraged” for faculty/staff interacting with the media.
 - ii. CMBM needed General Counsel’s feedback on whether to define what makes a statement the “college’s official position.”
 1. General Counsel opted not to include this definition as trying to identify a definition that encompasses all specific examples would be difficult.
 - c. Revised policy and supporting documents are due to Steering by 2/15.
Documents to be sent out later today. Requesting vote by email by 12PM Thursday.
5. Discussed feedback updates regarding the Student Travel policy as a whole committee.
 - a. Reviewed revisions on red-lined version as prepared by Kahn.
 - b. Discussed feedback from Steering Meeting
 - i. Recommended getting feedback from assistant deans, program assistants regarding academic travel and how to streamline the travel forms.
 - ii. Duplication of information collected for academic travel is cumbersome.
 - iii. Graduate student travel has different requirements as adults can decide not to provide an emergency contact.
 - iv. Can information be pulled from Cloud and PAWS? Can we use Adobe sign and icontract - electronic versions for routing?
 - v. Reach out to General Counsel regarding whether all forms are needed. Is there flexibility for different units?

- vi. Reach back out to Steering regarding ways to streamline the forms once further along on policy revision.
- 6. Discussed feedback updates on the Emeritus Status - Staff policy as a whole committee.
 - a. HR confirmed that emeritus staff continue to get all rights and privileges as listed in the current policy.
 - b. Reached out to CFA regarding updates to emeritus faculty policy. They are reviewing today.
 - c. Still need to connect with: General Counsel, Chief of Staff–President’s Office as stakeholders.
- 7. Next Meeting: February 28, 2024 - 1:30pm - Zoom