ACADEMIC SENATE EXECUTIVE COMMITTEE

AGENDA

Tuesday, October 3, 2017

9:30 – 11:00 AM SCI III Math Library

1. CALL TO ORDER

2. ANNOUNCEMENTS AND INFORMATION

3. APPROVAL OF MINUTES

4. APPROVAL OF AGENDA

5. CONTINUED ITEMS
   a. Update Log
   b. Update on Searches
      i. Associate Dean Search – (3) faculty representatives elected
      ii. Presidential Search – election for (2) faculty representatives ends October 4.
   c. Budget transparency and faculty participation in budgeting process
   d. General Faculty Meeting Spring 2018 date selection: Feb 5, 12, or 19
   e. Call for Interest University Wide Committees
   f. RES 171801 Senate Feedback

6. DISCUSSION ITEMS
   a. Recovery of Facilities and Administrative (F&A) Costs (hand-out)
   b. Use of Small Unmanned Aircraft Systems at CSUB (hand-out)
   c. Dissolution of Campus Enviro Committee – (hand-out)
   d. Approval of Appointment recommendations
      i. TEAC recommendations from Steve Bacon and approved by J. Zorn
         1. 2 A&H faculty: Kim Flachmann (English) and Alicia Rodriguez (History), both for 2017-19
         2. 1 SSE faculty: Bre Evans-Santiago for 2017-19
         3. 2 NMSE faculty: Carl Kloock (Biology), continuing his 2016-18 term, and Shawnda Smith (Math) for 2017-19
         4. Senate faculty rep: Stacy Schmidt (Teacher Education) for 2017-18
      ii. HSIRB recommendation of Tommy Tunson to serve as a community member to the HSIRB (handout)
iii. Appointment of NSME faculty member to Associate Dean Search Committee (handout)
   ▪ Jorge Talamantes

7. AGENDA ITEMS FOR SENATE MEETING (Certain Time 10:45 a.m.)
   Announcements
   Consent Agenda
   Old Business
   New Business

8. COMMENTS FROM THE FLOOR
ACADEMIC SENATE EXECUTIVE COMMITTEE

MINUTES

Tuesday, September 19, 2017

9:30 – 11:00 AM SCI III Math Library

Present: D. Boschini (Chair), B. Hartsell (Vice Chair), J. Millar, M. Slaughter, A. Hegde, J. Zorn, M. Rush, C. MacQuarrie, J. Tarjan

Absent: J. Millar

Guest: J. Dirkse

1. CALL TO ORDER – D. Boschini called the meeting to order.

2. ANNOUNCEMENTS AND INFORMATION

For all Senate Executive Committee (EC) meetings, except those dates with President Mitchell, EC will meet 09:30 – 11:00 in Science III 2nd floor “Math Library” on these dates:

- September 19
- October 3, 17
- November 14, 28
- December 5
- January 30
- February 27
- March 20
- April 3, 17
- May 1, 8

EC meetings including President Mitchell remain 10:00-12:30 EDUC 123:
- Oct 31
- January 23
- February 13

3. APPROVAL OF MINUTES

Hartsell moved to approve. C. MacQuarrie seconded. Approved.

4. APPROVAL OF AGENDA

Hartsell moved to approve. C. MacQuarrie seconded. Approved.

5. CONTINUED ITEMS

   a. Update Log – no change.
b. Update on Searches
   i. Associate Dean Search – NSM&E no update. The Call for Nominations to the search committee was made.
   ii. Presidential Search – D. Boschini received formal notification from the Chancellor’s Office to initiate an election for two faculty representatives to the Advisory Committee for the Trustee Committee for the Selection of the President. The results are due to CO by Oct 13. There was discussion on the closed-search process. D. Boschini requested that A. Hegde and J. Tarjan create a statement on behalf of the Executive Committee in the form of a Resolution to go before the full Senate with a packet of supporting documents.

c. Budget transparency and faculty participation in budgeting process – D. Boschini and A. Hegde are scheduled to present the proposed faculty involvement process and the calendar (hand-out) at the Academic Affairs Council meeting with the Provost, Deans, and other academic affairs administrators. BPC requested data from the Provost’s Office and the institution to help make decisions and transparency to all units available. The annual request will come in the form of a resolution through BPC. By-laws will change upon approval of the resolution. In the meantime, A. Hegde and T. Davis are scheduled to meet every other week, and the EC members are welcome to join.

d. UPRC Annual Report (handout from 08-29-17) and Recommendations. UPRC recommended corrections to the committee Charge and to their process. D. Boschini made the official referral to FAC: UPRC Task Force Recommendations to Change University Handbook. J. Zorn has already incorporated some of the recommendations.

e. Approval for Integrated Teacher Education Program (handout from 09-05-17) The program institutes 5 years of course work (4 teach + 1 credential) into four years. It is a curriculum-level interschool program housed in SS&E already worked through Academic Programs. There are no new courses created. A referral was made to BPC.

6. DISCUSSION ITEMS
   a. Max Units per Term – J. Dirkse presented data (hand-out), which revealed that students who take overloads do better. Historically that’s the case. Very few take overloads. EC reviewed last year’s committees’ discussion on quarter to semester maximum units and GPA requirements for permission to overload. D. Boschini requested that committees consider a resolution setting maximum units and minimum GPA requirements where students don’t have to petition to take unit overload.
   b. Antelope Valley Name Change CSUB AV (handout) --Letter request from R. Schultz and letter approval from J. Zorn. A referral was sent to Budget & Planning to expedite a resolution to approve the request.
   c. Appointments by Senate Executive Committee
      i. Nominations for the Student Access Working Group (SAWG) were approved:
         1. Maureen Rush
         2. Karen Ziegler-Lopez
ii. University Strategic Planning and Budget Advisory Council – J. Zorn recommended faculty members to be considered for the (1) vacant faculty representative position for a two-year term. The EC decided in the interest of drawing larger candidate pool, a Call for Interest will be issued with the requirement of a brief description of why the faculty member is interested and their suitable background.

d. Classroom Observation Policy – The policy needs to be revised from a workload perspective. There are many different types of classes, yet there aren’t the specialists needed to observe. A formal referral was made to FAC to craft a policy resolution applicable to all schools.

D. Boschini moved to extend time. Seconded. Approved.

e. College Republicans have a guest speaker coming to campus. It is not a university-sponsored event. It is a club event. Policy states that clubs need to demonstrate ability to pay for additional expense.

7. AGENDA ITEMS FOR SENATE MEETING (Certain Time 10:45 a.m.)

Announcements –
- Presidential Search
- Approval for Integrated Teacher Education Program

Consent Agenda
Old Business
New Business

8. COMMENTS FROM THE FLOOR

M. Rush moved to adjourn.

Meeting adjourned at 11:20.
CALIFORNIA STATE UNIVERSITY BAKERSFIELD

Policy on the Recovery of Facilities and Administrative Costs

I. Policy Objective

The purpose of this policy is to set forth the requirements for the administration and implementation of Facilities and Administrative (F & A) costs (also referred to as indirect costs) for sponsored projects administered through the California State University Bakersfield (CSUB) and the CSUB Auxiliary for Sponsored Programs Administration (SPA).

II. Policy References

2 CFR 200.414 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; ICSUAM Section 11003.05.

III. Terms and Definitions

A. “Facilities and Administrative (F&A) Costs (or Indirect Costs)” as defined in federal regulation on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (Appendix III to 2 CFR 200), are those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a sponsored project, an instructional activity, or any other institutional activity. These costs include: general administration, school and departmental administration, sponsored projects administration, building use allowance, equipment use allowance or depreciation, maintenance and operation of physical plant, library, and student services.

B. “Modified Total Direct Cost (MTDC)” is defined in 2 CFR 200.68 as consisting of “all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of $25,000.”

C. “Cognizant Federal Agency” is a concept established by the OMB to simplify relations between Federal grantees and awarding agencies (see 51 FR 552). It provides for a single agency to represent all others in dealing with grantees in common areas. In this case, the
cognizant agency reviews and approves grantees’ F&A cost rates. Approved rates must be accepted by other agencies, unless specific program regulations restrict the recovery of F&A costs. The Department of Health and Human Services (DHHS) is the current cognizant agency for CSUB.

IV. Statement of Policy

It is the policy of California State University, Bakersfield, and the CSUB Auxiliary for Sponsored Program Administration, to recover the maximum allowable F&A costs (indirect costs) from each sponsored project award, and to minimize and manage exceptions to the budgeting and application of full, federally-negotiated F&A rates.

V. Facilities and Administrative Cost Rates

The total cost of an externally funded project consists of expenses incurred for both direct and indirect (F&A) activities. F&A costs represent real costs which CSUB and SPA incur for every project, regardless of whether these costs are paid for by an external sponsor or by the University. F&A rates, used for the determination of F&A costs, are negotiated periodically between the Institution and its designated cognizant federal agency, the U.S. Department of Health and Human Services (DHHS), based upon actual cost records maintained by the University. The rate calculation follows the federal rules and regulations that govern grants, contracts, and cooperative agreements. CSUB prepares its F&A rate proposal and submits it with supporting materials to its cognizant agency for review. F&A rates are negotiated with a representative of DHHS and a written agreement is reached and formally approved with appropriate agency and University signatures for implementation. The Office of the Vice President for Business and Administrative Services has the authority to negotiate F&A rates on behalf of CSUB and SPA.

The current negotiated cost rate regimes for CSUB and SPA are modified total direct cost rates for On-Campus (47%) and Off-Campus (22%) projects. The Off-Campus rate applies to projects for which project activities will occur in facilities not owned by the University and to which rent is directly allocated to the project. Grants and contracts will not be subject to more than one F&A rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

VI. Application of Facilities and Administrative (F&A) Rates

The rates shown above should be applied to all federal proposal budgets and grant awards unless otherwise stated in the guidelines or notice of award.
Some foundations, local governments, public and private nonprofit organizations may not accept proposals budgeted at CSUB’s full federally-negotiated rates. Lower F&A rates will be accepted if they are:

- Published as part of the general policies of the organization; and
- Applied uniformly to all proposals and awards

If a foundation, local government, public or private nonprofit organization does not have a published F&A rate, the negotiated off-campus rate will apply.

VII. Responsibilities

This policy requires all University administrators and Principal Investigators to perform sponsored projects on a full cost recovery basis. Administrators and Principal Investigators are obligated to ask for and recover indirect costs from all sponsors. Full cost recovery is necessary to support the University’s physical and administrative capacity to perform extramural projects. Specifically:

A. The Associate Vice President for Grants, Research, and Sponsored Programs is responsible for:

1. Disseminating information regarding new F&A rates or changes in F&A rates.
2. Review and approval of all requests for reduction of F&A rates.
3. Negotiating with funding agencies on matters related to F&A rates.

B. Principal Investigators are responsible for using established F&A rates (or approved lower rates where applicable) to budget anticipated project costs.

C. The Director of Sponsored Programs Development is responsible for: 1) Reviewing individual proposals and awards to determine the applicable F&A rates. 2) Ensuring that appropriate F&A rates are applied to all proposal budgets.

D. The Director of Sponsored Programs Management is responsible for 1) Recovering F&A costs from individual awards at the approved rates. 2) Recording F&A costs in the appropriate ledger. 3) Reviewing individual awards when F&A rates change to identify those awards that should be changed.

E. The Vice President for Business and Administrative Services is responsible for negotiating F&A rates with the cognizant federal agency.
VIII. Exception to the Recovery of Maximum Facilities and Administrative Costs

F&A recovery below a sponsor’s published rate is a rare and significant policy exception; however, the university recognizes situations may arise which necessitate consideration on a case-by-case basis. These situations require prior written approval of the respective chair, dean or appropriate division head, and the AVP for Grants, Research and Sponsored Programs. To request an exception to the F&A cost rates outlined in this policy, please complete and submit the Facilities and Administrative/Indirect Cost (F&A/IDC) Deviation/Waiver Request Form.
CALIFORNIA STATE UNIVERSITY BAKERSFIELD

Policy on the Use of Small Unmanned Aircraft Systems (sUAS)

I. Purpose

The purpose of this policy is to provide guidance on the appropriate use of Small Unmanned Aircraft Systems (sUAS) at the California State University Bakersfield (CSUB).

II. Statement of Policy

It is the policy of the California State University, Bakersfield, that all activities involving the use of sUAS shall be conducted in compliance with applicable federal, state, and local laws, statutes, and regulations, and in compliance with other relevant university policies and procedures.

III. Statement of Requirements

A. This policy establishes guidelines for the appropriate use of sUAS (see Appendix 1 for aircraft definitions and use restrictions) at CSUB, and is applicable to all faculty, staff, university volunteers, visitors, and students.

B. Authorized sUAS activities by CSUB fall into two broad categories: Public Use and Civil Use. Auxiliaries are not considered part of the State government and, therefore, any sUAS activity by an auxiliary organization would be categorized as a civil use.

C. All sUAS owned by CSUB will be operated under the authorization of the FAA. This authorization will be as prescribed in Title 14 CFR Part 107 for civil aircrafts, or as prescribed by a Public Use COA for a public aircraft, and will be limited to a specific location and will outline the conditions, parameters, and limitations of flight operations.

D. A UAS Review Board (UASRB) established by the President shall review and approve campus requests for authorization for the use sUAS at CSUB. The Board is composed of the following:

- **RESEARCH ADMINISTRATION**: the Associate Vice President for Grants, Research & Sponsored Programs and Chief Research officer or designee (*chair, ex officio*),
- **SECURITY**: the campus Police Chief or designee,
• SAFETY & RISK MANAGEMENT: the Director of Safety & Risk Management, or designee,
• ACADEMIC AFFAIRS: a School Dean,
• UAS RESEARCH EXPERTISE: two faculty members (and an alternate if the faculty representative has to recuse themselves) who are familiar with the use of UAS’s for research purposes.

E. The Board’s duties are to (1) develop internal policies, processes, and procedures needed to obtain authorization for the use of sUAS by CSUB faculty, staff, students, volunteers, and visitors; (2) review and approve internal requests for authorization; and (3) monitor the use of sUAS by CSUB personnel to ensure that CSUB complies with all applicable local, state, and federal rules, regulations, statutes, and laws.

F. Any CSUB personnel (CSUB faculty, staff, students, volunteers, or visitors) seeking authorization to operate a civil sUAS, as a remote pilot in command (PIC) under part 107, must first obtain a remote pilot certificate with an sUAS rating issued by the FAA.

G. Prior to the deployment of a public sUAS by CSUB faculty, staff, students, volunteers, or visitors, operators must have a CSUB approved Flight Operations Plan and a Certificate of Authorization from the FAA (see Appendix II). In order to obtain a Flight Operations Plan, operators submit a Flight Operations Proposal to the Board. The approved Flight Operations Proposal serves as the Flight Operations Plan.

H. UAS liability insurance is mandatory for all sUAS activity by CSUB personnel and all operations of UAS on CSUB owned property. The Office of Safety and Risk Management will certify that each operation has the appropriate insurance coverage.

I. Every authorized aircraft in an sUAS operated on CSUB campus, or used for a CSUB supported activity, must be registered with the FAA Aircraft Registration Branch and with the Office of Grants, Research, and Sponsored Programs (GRaSP). Registration with the FAA is a statutory requirement for all sUA: Title 49 §§ 44101 – 44104, and 14 CFR part 47 or part 48.

J. Individuals that intend to use an sUAS for university activities and/or on university property, shall submit a written application to GRaSP at least thirty (30) days prior to the date of the first intended use. Any substantial change to the proposed activities (e.g., change in type of aircraft, location, or activities conducted) require additional notification. GRaSP will provide the University Police Department (UPD) and the Office of Safety and Risk Management with a copy of each registration application processed.

K. In addition to Requirements F to J, persons wishing to operate sUAS on CSUB property must contact the University Police Department at least three days in advance of the desired flight time and provide the following: proof of any required FAA permit, proof of any required Caltrans requirements, proof of required insurance, and a detailed flight plan to include specific time and specific location. All
approved requests for sUAS flights will be for a specific time and a specific location to ensure that multiple sUAS are not sharing airspace.

L. Flights approved on University property are restricted to uses that (1) meet the University’s educational and research mission, and (2) serve the University’s community engagement needs, as determined by University officials, including University Police. Media outlets wishing to use sUAS on campus may wish to contact the University Office of Public Affairs and Communications for assistance in obtaining approval.

M. Operating an sUAS on CSUB campus, or as part of a CSUB supported activity, without appropriate authorization violates this policy and may result in administrative action, including disciplinary actions in accordance with the collective bargaining agreement applicable to the violator. Users of sUAS may be asked to stop the sUAS flight or leave University property if they do not comply with this policy or are otherwise engaging in conduct that is considered harmful or dangerous to the University or persons on University property. Such conduct may include but is not limited to violations of the regulations established by the Caltrans Division of Aeronautics (http://www.dot.ca.gov/aeronaut/uas.html) and the FAA, and provided in this policy.

N. This policy prohibits the unlawful photography and surveillance on property owned by CSUB. An sUAS or Model Aircraft may not be used to monitor or record activities where there is a reasonable expectation of privacy, unless approved by the Board in advance.

O. Under FAA guidelines, Temporary Flight Restrictions (TFR) may be implemented on university property or at any university sponsored event, which prohibit any type of sUAS operations from taking place (e.g., university sporting events). As needed, the President may issue additional No Drone Zones on university property or at any university sponsored event, which prohibit any type of sUAS operations from taking place.

P. Any individual or organization found to be operating an sUAS on university property or at a university sponsored event in violation of their FAA-approved status, or any federal, state, and local laws or regulations, or in violation of applicable university policies, may be directed by an Officer of the University Police Department, or other authorized university representatives, to cease operation of the sUAS immediately unless or until an approval is obtained. Violations by university personnel or groups will be treated as appropriate (Section M). Violations by non-CSUB persons or groups will be treated as appropriate by the University Police Department.

Q. The operation of sUAS by the University Police Department may be exempted from this policy based on the determination of emergency needs. The UPD will follow internal Department protocols during such operations.
IV. Statement of Procedures

CSUB personnel planning to use sUAS for teaching, research, or any other valid purpose will first submit an application for authorization to the Board. Authorization for research purposes should be sought prior to the submission of any proposal or the acceptance of any award for each project that necessitates the use of an sUAS.

Deliberations and recommendations by the Review Board will consider and conform with all other applicable University policies and review procedures including, but not necessarily limited to, the Institutional Review Board (e.g., for human subjects protection), the Institutional Animal Care and Use Committee (e.g. for the protection of research animal subjects), the Office of Grants, Research, and Sponsored Programs (for export controls and trade sanctions), and the Extended University (i.e., for overseeing activity abroad). The Review Board shall meet at least once in a semester and will consider all requests for authorization to ensure full compliance with applicable state and federal laws and regulations, and prior to requesting public declaration letters from the CSU Office of the General Counsel (OGC) for Public Use COA. Each Public Use COA application to the FAA will be accompanied by a public declaration. Deployment of a public use sUAS by CSUB personnel will only take place subsequent to FAA approval of a COA. All civil sUAS deployment will comply with Title 14 CFR part 107. Detailed information on processes and procedures for the appropriate use of sUAS at CSUB are provided in the Procedures for the Use of Small Unmanned Aircraft Systems (sUAS) at the California State University Bakersfield (CSUB).

References

FAA Modernization and Reform Act of 2012 (Public Law 112-95); Title 49 §§ 44101 – 44104


Office of the Chancellor - Campus Guidelines for Applying for a Certificate of Authorization (COA) from the FAA.

A. **Aircraft:** 49 U.S.C. § 40102(a)(6) defines an “aircraft” as “any contrivance invented, used, or designed to navigate or fly in the air.” The Federal Aviation Administration’s (FAA’s) regulations (14 C.F.R. § 1.1) similarly define an “aircraft” as “a device that is used or intended to be used for flight in the air.”

B. **Certificate of Waiver; Certificate of Authorization (COA):** The terms “certificate of waiver” and “certificate of authorization” mean a Federal Aviation Administration grant of approval for a specific flight operation. A Public Use COA is granted to a public agency or organization to operate a specific aircraft for a specific purpose in a specific location. A Public Use COA is only issued after the process of determining public status, government use, and an operational and technical review.

C. **Model Aircraft:** A small unmanned aircraft that is flown for hobby or recreation purposes, per section 336(c) of the FAA Modernization and Reform Act of 2012, capable of sustained flight in the atmosphere, and flown within visual line of sight of the aircraft operator. FAA approval is not required for the operation of a model aircraft.

D. **Public and Civil Aircrafts:** The Federal Aviation Administration (FAA) classifies all aircraft as belonging to one of two categories: public or civil. A public aircraft is one owned and operated by the United States government or the government of a state, the District of Columbia, or a territory or possession of the U.S. or a political subdivision. Any aircraft that does not meet the definition of a public aircraft is considered a civil aircraft. Any UAS use requires FAA approval.

E. **Public Declaration.** A public declaration letter is a document issued by the OGC certifying that: (1) an applicant for a COA is a part of the State government; (2) the UAS is a "public aircraft"; (3) the UAS will be used for a "governmental function"; and, (4) the UAS will not be used for "commercial purposes."

F. **Reasonable Expectation of Privacy.** Locations where there is an objective expectation of privacy. Examples include but are not limited to restrooms, locker rooms, residence halls, health treatment and medical facilities, and camps or campus settings where minors are cared for or taught.

G. **Section 333 Exemption.** An FAA exemption under Section 333 of The Modernization and Reform Act of 2012 (Public Law 112-95) which grants an individual or entity the ability to operate a UAS for civil and non-governmental purposes and activities, other than recreational or hobbyist activity.

H. **Small Unmanned Aircraft (sUA).** — The term “small unmanned aircraft” means an unmanned aircraft weighing less than 55 pounds.

I. **Unmanned Aircraft (UA):** Unmanned aircraft is an aircraft operated without the possibility of direct human intervention from within or on the aircraft. This proposed definition is consistent with the definition of “unmanned aircraft” specified in Public Law 112-95.
J. **Unmanned Aircraft System (UAS):** The term “unmanned aircraft system” means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the pilot in command to operate safely and efficiently in the national airspace system. A UAS is the unmanned aircraft (UA) and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft.

**APPENDIX II: FAA Requirements**

The FAA requires public entities, such as the CSU, that wish to submit a public use COA application to provide a **public declaration letter** certifying that the entity and its proposed UAS operation are eligible to apply for a COA. In the public declaration letter, the CSU Office of General Counsel (OGC) is required to certify that: (1) the applicant is a part of the State government; (2) the UAS is a "public aircraft"; (3) the UAS will be used for a "governmental function"; and, (4) the UAS will not be used for "commercial purposes."

**Acronyms:**

AMA: Academy of Model Aeronautics  
COA: Certificate of Authorization  
EAR: Export Administration Regulations  
FAA: Federal Aviation Administration  
ITAR: International Traffic in Arms Regulations  
OGC: Office of General Counsel  
UAS: Unmanned Aircraft System  
sUAS: Small Unmanned Aerial System  
UA: Unmanned Aircraft  
UAV: Unmanned Aerial Vehicle

**REFERENCES:**

In addition to the above, the following resources are also available:

WHEREAS: The Academic Senate and President of California State University, Bakersfield, have approved a resolution to develop and implement a campus plan for the systematic recycling of as many materials on campus as possible; be it therefore

RESOLVED: That the Academic Senate, California State University, Bakersfield, recommend to the President that a Campus Environmental Committee be established as follows:

Membership: Committee members will be appointed to three-year terms, staggered to ensure continuity.

--2 Faculty (appointed by the Academic Senate Executive Committee in consultation with the Provost and V.P. for Academic Affairs)  
--2 Staff (appointed by the Staff Forum in consultation with the Vice President for Business/Administrative Services)  
--1 Student (appointed by ASI)  
--1 Facilities Management Staff Person (appointed by the Vice President for Business/Administrative Services)

Reporting Responsibilities: All recommendations shall be made directly to the Vice President of Business & Administrative Services, with an annual report to the Academic Senate.

The Charge: The Campus Environmental Committee shall offer advice on, publicize, and initially address issues of recycling that affect the environment on the CSUB campus.

The Committee shall further advise the Vice President for Business/Administrative Services on the allocation of proceeds generated by waste reduction and recycling programs.

APPROVED BY THE ACADEMIC SENATE  
May 21, 1998
DATE: 17 September 2017

TO: Deborah Boschini, Chair, Academic Senate

cc: Tommy Tunson
    Nate Olson, Interim HSIRB Chair
    Jenny Zorn, Provost & Vice-President, Academic Affairs
    Beth Bywaters, Academic Senate, Administrative Support Coordinator
    Leslie Williams, Secretary to the Provost
    Gwen Parnell, IRB Logistical Support

FROM: Isabel Sumaya, University Research Ethics Review Coordinator (RERC)

SUBJECT: Recommendation for Human Subjects Institutional Review Board (HSIRB) Appointment

This memo is to recommend the appointment of Tommy Tunson, President and CEO of Tunson Executive Consulting Group, and former Chief of Police of Arvin, to serve as a community member on the CSUB HSIRB. His resume is attached. Tommy will fill the void left by current community member, Coleen McGauley, that will step down after her term expires in December 2017 due to conflicting responsibilities. At the most recent board meeting the board unanimously voted to recommend Tommy knowing that he previously served on the board back in 2010 and understands the HSIRB process. Consequently, Tommy knows the responsibilities of HSIRB membership and is eager to serve. Following HSIRB policy for new members, as RERC, I request that Tommy be appointed to the HSIRB as community member for a three-year term. Tommy’s three-year term of service should commence on the date that the Senate approves the appointment and concluding three years thereafter.

If the Academic Senate is in agreement with this appointment, please forward his nomination to the Academic Provost with an expression of your support. I would appreciate it if you could let me know when the Academic Senate has advised the Vice-President’s Office.

Thank you.

Below is Tommy’s contact information:

Tommy W. Tunson
Bakersfield, CA 93309
(661)717-4362
tunson81@gmail.com
CURRICULUM VITAE
Tommy W. Tunson, DBA

Bakersfield, CA 93309
(661)717-4362
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Summary of Experience
Professor of Criminal Justice, Executive Consultant, University Administrator, Law Enforcement Executive Leader, U.S. Army Officer. More than thirty-five years of combined experience in executive consulting, law enforcement, military and higher education. Always keeping punctual completion of organizational objectives while maintaining on or under budget on all projects. Ability to lead, analyze, and make decisive decisions regarding organizational systems, functions, and leadership. Executive consulting is focused on organizational leadership and training to law enforcement and community members on bridging the racial divide in communities of color. A proven record of working with diverse populations and interest groups located within a variety of urban city, bi-national border regions and metropolitan communities. Outstanding communication skills with a personal outreach touch in facilitating meaningful conversations.

Law Enforcement Professional Experiences
2013 -2015: California Police Chiefs conference – Three-day annual event attended by more than 300 police executive leaders across California. A marketing booth was set up to recruit and enroll students into the School of Criminal Justice & Law Enforcement.

2013 – 2014 Police Executive Forum – Two- day annual event attended by more than 200 police executive leaders across the nation. A marketing booth was set up to recruit and enroll students into the School of Criminal Justice & Law Enforcement.

2013-2015 Houston Police Officer’s Union – One-day annual event attended by more than 300 Houston police officers. A marketing booth was set up to recruit and enroll students into the School of Criminal Justice & Law Enforcement.

2014 -2015 California FBI Associates Conference- Two- day annual event attended by more than 200 law enforcement professionals across California. A marketing booth was set up to recruit and enroll students into the School of Criminal Justice & Law Enforcement.

2014 – 2015 National Asian Police Officer Association- Two-day annual event attended by more than 200 law enforcement professionals across the nation. A marketing booth was set up to recruit and enroll students into the School of Criminal Justice & Law Enforcement.

2015 – National Organization Black Law Enforcement Executives - Two-day annual event attended by more than 200 law enforcement professionals across the nation. A marketing booth was set up to recruit and enroll students into the School of Criminal Justice & Law Enforcement.
As a result of these marketing efforts, enrollment in the new BSCJ program in 2013 increased from 3 students to about 28 students in 2015. The Master’s program enrollment increased from 4 in 2014 to 14 in 2015 bringing an estimated total of 42 new students into the Criminal Justice Program.

**2015 – International Association of Chiefs of Police** – Four-day annual event attended by more than 4,000 police executive leaders from all corners of the world. A marketing booth was set up to recruit and enroll students into the School of Criminal Justice & Law Enforcement.

**Higher Education Experience**

**Accreditation**

I was a member of University’s Strategic Planning Committee where the WASC and DETC eligibility and self-study compliance processes were reviewed and completed in accordance with established time tables and guidelines.

**2013 - 2015 DETC Accreditation of Master’s Program** – I authored, developed, and drafted the first Master’s degree program at CalSouthern to DETC for accreditation. The approximately 10-month program development process included naming the new program and courses. The name, Masters of Science in Law Enforcement Executive Leadership (MSLEEL) was approved and accredited by DETC and subsequently accredited by WASC in 2015.

Comments were written into the approval report from DETC, regarding the new program here are some of the comments: “The institution is to be complimented on their clearly written program objectives. They are concise, up-to-date, and are obtainable by a reasonably diligent student,” “The institution should be complimented on their development and structure of the curriculum in this program. The individual courses required for the degree are very appropriate for the executive in the Criminal Justice field.” “It is apparent that individual activities in each course can be mapped back to both the course and program objectives which are essential in developing a sound program.”

Some of the new courses included; Leadership Communication, Contemporary Criminal Justice Trends, Cultural Competency in Criminal Justice, Administration of Police Executive Systems, and Budgeting in Law Enforcement.

**2013 - 2015 Western Association of Schools and Colleges Accreditation (WASC)** – As a CalSouthern University Administrator I contributed to the assessment and outcome measurements to the University Steering Committee for WASC Accreditation. As a result of university effort, CalSouthern received Regional Accreditation in July of 2015.

**2013 – 2015 Distance Education Training Colleges (DETC)** - As a CalSouthern University Administrator I contributed to the assessment and outcome measurements to the University Steering Committee for DETC Accreditation & Re-certification.

**Student Academic Operations** - As the Dean and Chair of the School of Criminal Justice & Law Enforcement, I participated in shared governance as follows:

**Criminal Justice Advisory Board** – I created and maintained an advisory board to provide contemporary feedback on the newly designed courses in the CJ program. The board consisted of law enforcement executive leaders in California and Texas. We held quarterly meetings and the board provided outstanding feedback on the courses and direction of the CJ program.
Faculty Advisory Board- Another responsibility of the Dean and Department Chair was to obtain course curriculum input from the CJ Faculty Instructors. This board consisted of selected subject matter experts in criminal justice. Responsibilities included assisting in the selection of recommended courses, textbooks, and a review panel of student issues.

My Shared Governance University Committees Duties:

Academic Committee – Consisted of CalSouthern Deans, Department Chairs, and Academic Advisors. Discussed, reviewed, and made recommendations to the University Chief Academic Officer on improving student learning outcomes

University Steering Committee – Consisted of both academic and operational personnel; Vice-Presidents, Deans, Directors, and Managers of the University

Faculty Senate – Consisted of elected faculty members who provided invaluable insight, guidelines, and substantive data to the University with the goal of improving student learning

Marketing, Enrollment, and Recruiting – I provided and received input on student enrollment numbers of the university in general and specifically with the Criminal Justice Program. My participation included placing marketing articles in several law enforcement journals nationwide, the 2015 International Police Chiefs magazine is one example.

Strategic Planning Committee – Consisted of every university key position; President, Vice-Presidents, Deans, Directors, and Managers of the University. The 11-strategic goals were divided into strategic and operational and included marketing, academics, IT, and enrollment Services. The sole purpose of the committee was to enhance student success.

Dean’s Committee – Consisted of the President, Chief Academic Officer, Chief Operations Officer, the mission was to provide relevant input regarding marketing, admissions, institutional research, and information technology.

Academic Advisors- Consisted of personnel who were the day to day contacts for all students at the University. Academic Advisors provided guidance and counseled students regarding procedural aspects of the course curriculum and programs. Due to personnel shortages the Academic Advisors were generally assigned to each school but in some case, schools shared academic advisors. The School of Criminal Justice and Law Enforcement was not assigned an Academic Advisor and shared with the School of Business.

Criminal Justice Program Operations - As the Dean (promoted from Department Chair) of the Criminal Justice Program. I was the only person assigned to perform most of the operational duties in the School of Criminal Justice and Law Enforcement due to budget constraints.

Institutional Review Board – California State University Bakersfield, from 2009 -2012. I participated in the IRB as a Kern County community member. Responsibilities included the reviewing of graduate thesis and dissertation topics for approval.

Additional Dean Responsibilities and Duties:

Reviewer of Criminal Justice Program Data- The development, design, and structuring of all 23-Bachelor of Science courses and 14-Master courses. The objective was to meet the requirements of WASC and DETC and to comply with the rigors of higher education.
**Program Reviews** – As the Dean, I reviewing, updated, and ensured alignment of the course material with Institutional Learning Outcomes, Program Learning Outcomes, and Student Learning Outcomes. I performed the function of writing, reviewing, and modifying where applicable courses in the Bachelor of Science and Master program.

**Curriculum Reviewer** - I was responsible to write, review, and correct course syllabi, learning outcomes, and textbook updates.

**Faculty Evaluations** - Responsible for the drafting, coaching, and mentoring of faculty instructors to ensure student success. This included selecting the appropriate faculty member for specific criminal justice courses. It was my belief to have the most experienced practitioner instructor in a course of their specialty for example, assigning a prosecutor to a criminal law or criminal procedure class or a police sergeant to teach patrol techniques course.

**Reviewer of end of course surveys** - The student feedbacks were invaluable in providing course validity input and instructor pertinent performance. This included providing guidance to students where the need arose to an individual student.

**Reviewer of Master Thesis Projects** - This was one of my duties as Dean. I approved and assisted Adjunct Professors & students in development and review of the selected Master Thesis for each student. I enjoyed providing direct guidance to students, faculty instructors, and academic advisors on how to develop and research the topic.

**Courses Taught**

**2001 – 2016: University of Phoenix & CalSouthern**
Undergraduate; Capstone courses, Introduction to Criminal Justice, Criminal Law & Criminal Procedure, Organized Crime, Court System, Corrections, Organizational Management, Leadership, Cultural Diversity, Police Supervision, Patrol Operations, Ethics, CJ Administration, Contemporary Issues in Criminal Justice, Policing Theory & Practice, Street Gangs.
Graduate; Organization Communication, Police Technology, Leadership Communication, Homeland Security Analysis, Strategic Planning, Executive Trends, Police Administrative Policy Management, and Capstone Thesis Project

**Work Experience**

**PROFESSOR OF CRIMINAL JUSTICE**
*August 2017 Bakersfield College CA*
Full-time instructor in the Criminal Justice Department. Responsible for curriculum, syllabi, and lecture materials to one of the largest community colleges in the United States.

**PRESIDENT, CEO**
*2017 – Tunson Executive Consulting Group, Bakersfield, CA*
Developed Cultural Diversity course curriculum for law enforcement & community members
Oversee program development, curriculum course material, marketing, and the maintenance and enhancement of the course quality
Establish metrics, standards and practice component consistent with the needs of law enforcement and communities nationwide. Developed & introduced a new policing strategy for 21st Century entitled, “Transformational Policing Model” Bridging the Racial Divide

**DEAN & DEPARTMENT CHAIR, SCHOOL OF CRIMINAL JUSTICE**
*2012 – 2016 California Southern University, Irvine, CA*
Responsible for managing and supervising the School of Criminal Justice & Law Enforcement. Reviewed curriculum development, faculty course management, textbook selection, syllabi content and the maintenance of the entire CJ program Established program and student learning outcomes consistent with CalSouthern’s Institutional Learning Outcomes Facilitated the development of subject matter experts through the establishment of CJ advisory committee and regular faculty input meetings.

ADJUNCT FACULTY, SCHOOL OF CRIMINAL JUSTICE  
2002 - 2012 University of Phoenix  
Instructor in the criminal justice department, Subject Matter Expert in developing graduate & undergraduate programs, Academic Program Review Committee, Cultural Diversity Faculty Trainer & Lecturer, Course program developer for graduate CJ courses

CHIEF OF POLICE  
2006 – 2012 Arvin Police Department CA  
Executive leadership to a municipal police department, fostered the creation of community based partnerships with business merchants, schools, and area community organizations. Developed organizational management controls, project tracking systems, and department radio communication systems.

LEGISLATIVE ASSISTANT  
2005 – 2006 County of Riverside - Board of Supervisors  
Provided legislative recommendations to the Third District Supervisor, Jeff Stone on matters regarding; public safety and homeland security. Reviewed and assisted in liaison with county counsel on drafting of new county ordinances, proposals, and other legal issues. Represented the Supervisor in public meetings as required in a district of about 500,000 citizens and a County population of about 1.6 million.

CHIEF OF POLICE  
2003 – 2004 Mt/ San Jacinto Community College PD, CA  
Executive leadership to a community college police department, fostered the creation of campus based partnerships, developed department policy and field training officer program manuals.

CHIEF OF POLICE  
2001 – 2002 South Gate Police Department CA  
Executive leadership to a municipal police department and fostered the creation of community based partnerships with business merchants, schools, and area community organizations.

CHIEF OF POLICE  
1999 – 2001 Calexico Police Department CA  
Executive leadership of a border municipal police department in California, fostered the creation of community based partnerships, Organized Regional task force with Federal, State, County, Municipal agencies, Established Bi-national partnership with the Mexicali, Mexico Police Department.

ASSISTANT PROFESSOR OF MILITARY SCIENCE  
1997 – 1999 University of Texas El Paso ROTC  
Developed curriculum and taught classes, mentor Military Science students, coached various UTEP students in academic & social etiquette on military affairs, specialized in strategic application of military history in the ROTC program.
CAPTAIN THROUGH LIEUTENANT COLONEL
1985 – 2007 United States Army Reserve
Active & reserve duty assignments included; Commander, Operations Officer, Homeland Security, Provost Marshal, ROTC Instructor. Operation Desert Shield/Storm in Southwest Asia.

FORMAL EDUCATION

DOCTOR OF BUSINESS ADMINISTRATION
July 2016 California Southern University Irvine CA

MASTERS OF PUBLIC ADMINISTRATION
May 2010 National University San Diego CA

JURIS DOCTOR
Nov 1995 Pacific West Law School Orange CA

BACHELOR OF LAW
May 1994 National University San Diego CA

LAW ENFORCEMENT TRAINING: CALIFORNIA PEACE OFFICER STANDARDS TRAINING (POST) COURSES & CERTIFICATES
Executive Development Course
Management Course
Supervisor Course
Officer Advance, Intermediate, & Basic certificated courses
FBI Law Enforcement Executive Development Course (LEEDS)
U.S. Secret Service Protection Course

MILITARY SERVICE SCHOOLS
FEMA Disaster Response Course
Graduate of Army’s Command General Staff College
Military Police Officer Advance Course
Company Commander’s Course
Officer Candidate School (OCS) (Infantry)

PRESENTATIONS
Consultant lecturer, Transformational Policing Model: Bridging the Racial Divide in America, Drew University, New Jersey, Orange County, CA. Los Angeles County 2016 & 2017
Guest Speaker, Northern California Republican Women, Bridging the Racial Divide in America (Nov. 2016)
Executive Panel Moderator, Police Leadership Forum, University of California Irvine (Nov. 2015)
Faculty Staff Training, Management & Diversity Leadership (Dec. 2014)
Kern County School District, The Value of Education and the Road to Success (2008-2012)
AWARDS

OUTSTANDING COMMUNITY LEADER AND VETERAN
2012 Arvin California American Legion Post
Recipient of the award for civic achievement

DEDICATION OF SERVICE
2012 Kern County Behavioral Health Board
Recipient of the award for 5-years of service

DEDICATION OF SERVICE TO LAW ENFORCEMENT AWARD
2012 Kern County Police Chief Association
Recipient of the award for service

DEDICATION OF SERVICE TO South High School ROTC Battalion
2011 South High School ROTC
Recipient of the service appreciation award

DEDICATION OF SERVICE TO Arvin High ROTC Battalion
2009 Arvin High School ROTC
Recipient of the award for service

CERTIFICATE OF RECOGNITION
2009 California State Senate
Recipient of the award for service and Support to Bakersfield NAACP

DEDICATION OF SERVICE AWARD
2008 South Kern Education Consortium
Recipient of the award for Commitment, Effort and Contribution to student education

OUTSTANDING FACULTY MEMBER OF THE YEAR
2008 University of Phoenix
Recipient of the outstanding faculty member service award

LETTER OF APPRECIATION FOR SERVICE TO PUBLIC SAFETY
2002 United States Congress Representative Loretta Sanchez

CERTIFICATE OF APPRECIATION BI-NATIONAL POLICE PARTNERSHIP
2000 Mexicali Police Department
Recipient of the award for service between two countries

LETTER OF APPRECIATION FOR MILITARY SERVICE
1999 United States Congress Representative Silvestre Reyes

Numerous military awards for service: Presidential Unit Citation, Army Superior Unit, National Defense, Army Commendation, Joint Service Commendation, Southwest Asian Campaign, Army Achievement, Overseas Service, expert marksman to name a few

PROFESSIONAL MEMBERSHIPS
2016 National Asian Peace Officers Association
2015 International Association Chiefs of Police
2015 National Asian Peace Officers Association, member
2013 National Organization Black Law Enforcement Executives
2012 Kern County Street Interdiction Team, Executive member
2012 Kern County Police Executive Association, President
2011 American Red Cross, (Kern County Chapter) Board Chair
2011 Kern County Mental Health Behavioral Executive Board Chair
2011 Kern County Street Interdiction Team, Executive Board Chair
2002 Los Angeles County Police Chief Association, member
2002 Imperial County Street Interdiction Team, Executive Chair
2001 Imperial/San Diego County HIDTA Executive board
2001 Imperial County Police Chief Association, member

REFERENCES
Dr. Gia Hamilton, Ph.D. (951) 275-4301 GiaHamilton@sbcglobal.net; Program Chair Faculty, School of Behavioral Sciences, California Southern University, Irvine CA

Dr. Franzi Walsh, DBA, (602) 750-0399 franzi.walsh@phoenix.edu Program Dean, College of Criminal Justice & Security, University of Phoenix, AZ

Dr. Linda Fischer, E.D. (512) 635-4964 linda.fischer@mycalsouthern.edu Faculty, School of Behavioral Sciences, California Southern University, Irvine, CA

Ellen A. Sampong, JD (909) 732-0344, esampong@msn.com; Dean, School of Law, California Southern University, Irvine, CA

Micki Lintz, MPA, (915)747-5632, Captain, UTEP Police Department, mlintz@utep.edu University of Texas, El Paso
The University Handbook Associate Dean Search Committee procedure:

310.2 Composition of Search Committees
   a. For assistant or associate school deans and Assistant or Associate Dean of University Library:
      1. Three full-time tenured faculty members elected by the faculty of the school in
         the case of assistant/associate school deans or three tenured librarians
         elected by the librarians in the case of assistant/associate dean of university
         library;
      2. One or two additional members jointly selected, when appropriate, by the
         administrator and the Executive Committee of the Academic Senate.