iTeam Cozen Meeting
October 31st, 2023
1:00pm to 2:15pm
01-409

Present: Maren Hufton, Jen Haft, Joy Pedersen, Matt Lazier, George Hughes, Samuel Andrews, Kara Samaniego, Elizabeth Adan, Rachel Fernflores (via Zoom)

Absent: Al Liddicoat, Debi Hill

Meeting commenced at 1:06pm

1. Cal Poly's Cozen Website
   a. Handout with website content was distributed
      i. Website Title: Cozen O'Connor Assessment
      ii. Links to Cozen Report for Chancellor's Office and for Cal Poly
      iii. Names and titles of iTeam members
      iv. Meeting notes
      v. Timeline:
         1. What we have done
         2. Next Steps
         3. FAQs
      vi. Resources and Links: (Maxient, CRCO (Civil Rights & Compliance Office), EAP (Employee Assistance Program), Safer, etc.)
      vii. Information/clarification on the implementation plans for the Chancellor's Office and all 23 CSU campuses might be helpful
      viii. Include an executive summary/cheat sheet that highlights the five recommendations for Cal Poly: something quick and easy to read that could be a reference point for future communications
         1. The impetus and history of the Cozen study could be included in this summary.
         2. Action item: who will create this summary/cheat sheet?
   b. This website and the email announcing it will be released early next week (November 6th)

2. Steps in Development of Implementation Plan
   a. Second handout/chart distributed with five recommendations and opportunities

b. Cal Poly's Communications Plan was submitted to CO (Chancellor s Office) on Friday October 27. It was a very robust plan (per the CO) but is still subject to change.
  i. One suggestion from the CO: to have more of a social media presence
c. We will need to create committee subgroups to reach our implementation deadlines
d. Best practice would be to have one place for all reports that would then be routed to the appropriate office; this is exactly what Cozen recommends. Once Maxient is up and running, it will be easier to create that reporting platform.
e. Budget considerations
  i. Keep budget in mind while working on the implementation plan
  ii. Some things, like additional staffing at CRCO, CRCO's rebranding campaign, website restructuring, will require a budget; other goals will not.
  iii. More staff in other offices is possible if those positions have a touchback to the Cozen recommendations.
  iv. The CO's contribution to this budget it uncertain, given that the CO has its own Cozen projects to complete
  v. Per ASI President Andrews, ASI is projected to have student fee funds that will be open to grant requests for one-time funding; iTeam could apply for these grants to pay for student-focused goals. Sam will let team know the deadline for these grant proposals.

3. Implementation Plan
  a. Meet with your groups and constituents and obtain their feedback on the implementation plan (iPlan).
  b. ITeam will review the completed iPlan the first week of December.
  c. iTeam Implementation needs Presidential approval by Dec. 15.
  d. iTeam has five weeks to outline five recommendations.
  e. Per Cozen and the CO, Maren/CRCO is responsible for everything we put forward,
  f. The shared iPlan Excel template is on OneDrive. The recommendations are listed and color-coded. Every recommendation comes from the Cozen report, and each one has been vetted and assigned.
  g. We need to show how we will address each recommendation: what we are currently doing, what we can accomplish now, what we can do in Year One and Year Two, what we want to do when we have funds, etc.
  h. The urgency of the timeline is coming from the state legislature.
  i. One recommendation for each goal is acceptable. ITeam doesn't need to address every action item; instead, survey the iPlan and decide how we will go forward.
  j. Some items might need to say, "Pending guidance from Chancellor's Office"
  k. Let us make sure our goals are achievable with realistic budgets and timelines.

l. Include budget information in recommendations; Identify recurring costs versus one-time costs.
m. iTeam Subgroups:
    i.   Infrastructure: Jen Haft (lead), Samuel Andrews
    ii. Internal Records: Maren Hufton
    iii. Communications: Joy Pedersen (lead), Matt Lazier, Kara Samaniego, Elizabeth Adan, Samuel Andrews
    iv. Prevention: Kara Samaniego (lead), George Hughes, Matt Lazier, Debi Hill
    v.   Other Conduct of Concern: Al Liddicoat (lead), Elizabeth Adan, Rachel Fernflores, Joy Pederson, George Hughes

4. Next meeting will be Tuesday, November 14. Jen will send Outlook invitations.