



Personnel Committee
November 13, 2025 – 12:00pm
Student Chambers (SUN-3305)
Zoom: <https://csusb.zoom.us/j/85216228318>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. September 18, 2025
4. Open Forum
5. Adoption of Agenda

Old Business

There is no old business at this time.

New Business

- PC 04/26 Approval of Senior Coordinator Job Descriptions – WRC/APIDA, QTRC/LatinX, PAC/FPC, Adventure Programs (Action, Del Rossi)
- PC 05/26 Approval of Background Check Policy (Action, Puccinelli)

Announcements

Adjournment

JEDI Senior Coordinators Proposal

Date:11/13/2025

Santos Manuel Student Union Board of Directors

Proposed By: Dra. Lorena Marquez, Director of Student Diversity & Belonging

Background: The SMSU operates seven identity-based affinity centers serving the CSUSB campus and community: the Asian & Pacific Islander Desi American (APIDA) Resource Center, First People's Center (FPC), LatinX Center, Osher Adult Re-Entry Center (OARC), Pan-African Student Success Center (PASSC), Queer & Transgender Resource Center (QTRC), and Women's Resource Center (WRC). These centers and their leadership have experienced significant transitions in recent years. Additionally, funding for three full-time Coordinator positions, previously supported by the Division of Student Affairs, was eliminated as part of recent campus workforce reductions. As a result, existing staff temporarily expanded their roles to maintain operations while the organization develops a long-term, fiscally sustainable staffing plan that continues to meet student needs.

Proposal: Establish three Senior Coordinator positions to provide strategic leadership and oversight for the six affinity centers. Each Senior Coordinator will oversee two centers as follows: PASSC and FPC; QTRC and LatinX; WRC and APIDA. Following an organizational equity audit, the Adventures Coordinator position met the Senior Coordinator criteria and will be reclassified accordingly within this proposal.

Rationale: This proposal ensures experienced professionals lead the affinity centers, providing stability and strategic support during a time of fiscal uncertainty and national challenges.

- Establishes consistent, high-quality leadership across all six affinity centers through three Senior Coordinator roles.
- Promotes equity, belonging, and student success via culturally grounded, identity-affirming programs and initiatives.
- Strengthens student leadership development, identity exploration, and retention efforts across the JEDI Unit.
- Enhances operational efficiency and fiscal sustainability by aligning staffing structures with current resources.
- Ensures continuity of services and support for students while advancing the university's justice, equity, diversity, and inclusion of mission.

Budget Impact: Expected Hiring Range \$62,376-77,971. Salaries and Benefits have already been budgeted for this fiscal year.

Timeline: Upon approval, posting and recruitment will begin immediately, with the hopes of having interviews and hiring of Sr. Coordinators within the first quarter of 2026 (Jan-Mar).



Personnel Committee
September 18, 2025 – 12:00pm
Zoom: <https://csusb.zoom.us/j/85216228318>

MINUTES

Members Present: Vilayat Del Rossi, Sukhpreet Kaur, Jocelyn Paz, Jennifer Puccinelli

Staff Present: Elizabeth Junker

Call to Order: The meeting was called to order at 12:05pm.

Roll Call: A verbal roll call for members was conducted. Quorum was met.

Approval of Minutes: M/S Del Rossi/Kaur motion to approve April 25, 2025 and April 30, 2025 Personnel Committee meeting minutes.
Motion passed.

Open Forum: There were no speakers present for open forum.

Adoption of Agenda: M/S Del Rossi/Kaur; motion to add first item on agenda to read Election of Committee Chair, Action by Del Rossi.
Motion passed.

M/S Del Rossi/Kaur; motion to approve agenda as amended.
Motion passed.

NEW BUSINESS

PC 01/25 Election of Committee Chair (Action, Del Rossi)

M/S Del Rossi/Kaur; motion to open PC 01/25 Election of Committee Chair.

The committee held an election for the Personnel Committee Chair. Jocelyn Paz self-nominated for the position, highlighting her previous experience chairing the committee and noting the benefit of having consistent leadership to help guide the group through agenda items that often

require in-depth review and discussion. She also acknowledged the importance of creating opportunities for leadership development within the committee, particularly for newer members such as Sukhpreet, and suggested that chairing a smaller committee could serve as a helpful introduction to similar leadership roles.

The committee briefly discussed the value of planning for leadership transitions in advance and considered the possibility of future succession planning for the Chair position. No additional Nominations were received. The committee moved on to a vote.

M/S Del Rossi/Kaur; motion to approve Jocelyn Paz as Committee Chair.

Motion passed.

PC 02/26 Employee Reference Policy Proposal (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 02/26 Employee Reference Policy Proposal.

Mr. Del Rossi deferred his time to speaker. Ms. Puccinelli presented a proposed Employee References Policy, noting that SMSU previously did not have a formal policy in place, which posed potential legal and procedural risks. The policy was developed to align with CSU policies and California labor and civil codes, and it outlines procedures for providing references, including third-party requests, official letters of recommendation, and employment verifications. It also clarifies that personal references must be issued in an individual capacity, not on behalf of the organization.

Committee members expressed appreciation for the policy, particularly given the number of part time and full-time student employees who regularly request references for graduate school or employment. The policy provides a clear framework for both staff and student employees, helping to establish consistent practices and expectations moving forward. The committee found the proposed policy to be a valuable addition to SMSU's internal procedures. With no further discussion, the committee moved on to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions

PC 03/26 Volunteer Policy Proposal (Action, Puccinelli)

M/S Del Rossi/Kaur; motion to open PC 03/26 Volunteer Policy Proposal.

Mr. Del Rossi deferred his time to speaker. Ms. Puccinelli presented a revised and expanded Volunteer Policy for SMSU. She explained that while a volunteer policy previously existed, it lacked detail and did not fully address the needs and risks associated with an increasing number of volunteers. The updated policy includes provisions that volunteers must meet any required licenses or certifications before beginning service, outlines their eligibility for workers' compensation, and permits authorized driving of SMSU vehicles, provided all requirements such as defensive driving certification—are met. It also clarifies that volunteers may be reimbursed for mileage when using personal vehicles for SMSU business. The policy further

defines the nature of volunteer service as unpaid, voluntary, and not subject to employment requirements such as I-9 verification. A new procedural section was also added to improve internal clarity.

During discussion, the committee addressed the limited use of volunteers outside of the Adventure Program and occasional large events such as Coyote Fest and Howl Week. Clarification was provided that volunteers may not perform the same duties as paid employees unless the role offers a greater benefit to the volunteer than to the organization. Additionally, it was noted that background checks and live scans would only be required for volunteers in specific roles—such as those handling money or working regularly with minors. Committee members expressed appreciation for the comprehensive updates, recognizing the policy as an important step in managing risk and formalizing expectations around volunteer involvement. With no further discussion, the committee moved on to a vote.

ROLL CALL VOTE: 3 – In Favor 0 – Opposed 0 – Abstentions

PC 04/26 Organizational change and possible staffing modifications (Discussion, Del Rossi)

M/S Del Rossi/Kaur; motion to open PC 04/26 Organizational change and possible staffing Modifications.

Mr. Del Rossi provided an organizational update and shared context on anticipated staffing discussions for the coming year. He noted that SMSU has experienced several staffing changes and is undergoing continued organizational shifts, including the recent receipt of a draft NASPA review, which will include actionable recommendations. He highlighted the immediate priority of addressing staffing needs within the Affinity Centers, following the loss of funding for three positions. As part of short-term efforts, a temporary part-time staff member has been hired to support the First People's Center. Committee members were informed that ongoing internal review will likely result in staffing adjustments, reassignments, or new roles to better meet organizational and student needs.

Mr. Del Rossi emphasized the importance of transparency and collaboration throughout the upcoming planning process. He shared that once the NASPA report is finalized, it will be shared with the leadership team, the Board of Directors, and the wider organization, with plans to develop a long-term action plan informed by the report's findings. Members expressed appreciation for the ongoing efforts to address staffing gaps and recognized the visible impact and energy within the Affinity Center spaces. The committee expressed support for continued planning to ensure equitable staffing and resources across the organization.

Announcements

- The annual Pow Wow event will take place this weekend, beginning Friday at 6:00 p.m. and continuing through Sunday.
 - Pow Wow Hours:
 - Friday: 6:00 p.m. to approximately midnight
 - Saturday: 12:00 p.m. to around 9:00 p.m.
 - Sunday: 12:00 p.m. to approximately 6:00 p.m.
 - The event is open to the public and will primarily be held at the outdoor fields, featuring food vendors, arts, and crafts. No wristbands are required for entry.
- Preparations are also underway for California Native American Day (CNAD), which will begin on Monday through Friday, following the Pow Wow weekend.

Adjournment

M/S Kaur/Del Rossi motion to adjourn meeting at 12:40pm.

Motion passed.

Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date

Santos Manuel Student Union

Job Description

Job Title: Senior Coordinator, Student Diversity and Belonging
Department: Diversity and Inclusion
Reports To: Director of Diversity and Inclusion
Location: San Bernardino Campus
FLSA Status: Non-Exempt
Category: Full-Time, Regular, At-Will
Salary Grade: 7
EEO Code: 5

Summary

Under the direction of the Santos Manuel Student Union (SMSU) Director of Diversity, Equity and Inclusion, the Senior Coordinator provides strategic leadership and operational oversight for the Women's Resource Center (WRC) and the Asian, Pacific Islander, Desi American (APIDA) Center within the Santos Manuel Student Union. This position supports the SMSU's commitment to diversity, equity, and inclusion by fostering culturally affirming environments, advancing student development, and managing initiatives that promote the retention and success of Womxn identifying and APIDA students. The Senior Coordinator supervises professional and student staff, manages center operations, implements culturally relevant programs, and collaborates with campus and community partners to enhance support for historically underserved populations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Strategic Leadership & Supervision

- Provide operational and strategic leadership for the WRC and APIDA Center.
- Supervise and evaluate student staff, providing training, guidance, and leadership development.
- Support and participate in the recruitment, onboarding, and retention efforts for underrepresented students, particularly Womxn identifying and APIDA communities.

Programming & Community Engagement

- Develop and oversee a calendar of culturally affirming, educational, and identity-based programs including heritage month celebrations, workshops, dialogues, speaker series, and leadership development opportunities.

- Coordinate fall orientation efforts and summer initiatives for Womxn identifying and APIDA students.
- Support campus-wide programs and collaborate with cultural graduation ceremonies, affinity group celebrations, and student heritage month committees.

Student Advocacy & Support

- Serve as a resource and advocate for Womxn identifying and APIDA students by building strong relationships and providing holistic support that fosters academic, social, and personal success.
- Provide culturally informed advising related to identity, cultural adaptation, academic persistence, and leadership development.
- Facilitate educational and community-building dialogues related to race, ethnicity, gender, sexuality, and intersectionality.

Assessment & Continuous Improvement

- Conduct needs assessments and collect data to evaluate the effectiveness of programs and services.
- Develop annual reports and use assessment results to inform strategic planning and programming decisions.
- Assist with long-term planning and strategic initiatives in alignment with university DEI goals and the SMSU mission.

Fiscal & Administrative Oversight

- Create operational budgets for the WRC and APIDA Center, including budget planning, purchasing, and monitoring.
- Develop and maintain administrative procedures that ensure efficient center operations, including opening and closing of the centers
- Represent the centers on committees and boards, including DEI-focused planning groups and student affairs initiatives.

Campus Collaboration

- Collaborate with campus departments as well as the Division of Student Affairs and Academic Colleges to promote student belonging and institutional change.
- Act as liaison with community partners and alumni to strengthen external engagement.

- Support and co-lead training sessions and educational programs across campus in partnership with DEI, academic, and student support units.

Supervisory Responsibilities

Supervises a graduate assistant and up to ten student assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree or equivalent in a related program is required; 3 - 5 years of experience working with students is required, ideally in a student development or advising capacity. Demonstrated knowledge of issues impacting Womxn identifying and APIDA students in higher education is required. Master's degree preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software and other related software.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel, Word, PowerPoint, and Outlook.

Certifications Licenses & Registrations

First Aid and CPR/AED certification required (certifications may be obtained within the first month of employment).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.

Santos Manuel Student Union

Job Description

Job Title:	Senior Coordinator, Student Diversity and Belonging
Department:	Diversity and Inclusion
Reports To:	Director of Diversity and Inclusion
Location:	San Bernardino Campus
FLSA Status:	Non-Exempt
Category:	Full-Time, Regular, At-Will
Salary Grade:	7
EEO Code:	5

Summary

Under the direction of the Santos Manuel Student Union (SMSU) Director of Diversity, Equity and Inclusion, the Senior Coordinator provides strategic leadership and operational oversight for the Queer and Transgender Resource Center (QTRC) and the LatinX Center within the Santos Manuel Student Union. This position supports the SMSU's commitment to diversity, equity, and inclusion by fostering culturally affirming environments, advancing student development, and managing initiatives that promote the retention and success of LGBTQ+ and LatinX students. The Senior Coordinator supervises professional and student staff, manages center operations, implements culturally relevant programs, and collaborates with campus and community partners to enhance support for historically underserved populations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Strategic Leadership & Supervision

- Provide operational and strategic leadership for the QTRC and LatinX Center.
- Supervise and evaluate student staff, providing training, guidance, and leadership development.
- Support and participate in the recruitment, onboarding, and retention efforts for underrepresented students, particularly LGBTQ+ and LatinX communities.

Programming & Community Engagement

- Develop and oversee a calendar of culturally affirming, educational, and identity-based programs including heritage month celebrations, workshops, dialogues, speaker series, and leadership development opportunities.
- Coordinate fall orientation efforts and summer initiatives for LGBTQ+ and LatinX

students.

- Support campus-wide programs and collaborate with cultural graduation ceremonies, affinity group celebrations, and student heritage month committees.

Student Advocacy & Support

- Serve as a resource and advocate for LGBTQ+ and LatinX students by building strong relationships and providing holistic support that fosters academic, social, and personal success.
- Provide culturally informed advising related to identity, cultural adaptation, academic persistence, and leadership development.
- Facilitate educational and community-building dialogues related to race, ethnicity, gender, sexuality, and intersectionality.

Assessment & Continuous Improvement

- Conduct needs assessments and collect data to evaluate the effectiveness of programs and services.
- Develop annual reports and use assessment results to inform strategic planning and programming decisions.
- Assist with long-term planning and strategic initiatives in alignment with university DEI goals and the SMSU mission.

Fiscal & Administrative Oversight

- Create operational budgets for the QTRC and LatinX Center, including budget planning, purchasing, and monitoring.
- Develop and maintain administrative procedures that ensure efficient center operations, including opening and closing of the centers
- Represent the centers on committees and boards, including DEI-focused planning groups and student affairs initiatives.

Campus Collaboration

- Collaborate with campus departments as well as the Division of Student Affairs and Academic Colleges to promote student belonging and institutional change.
- Act as liaison with community partners and alumni to strengthen external engagement.

- Support and co-lead training sessions and educational programs across campus in partnership with DEI, academic, and student support units.

Supervisory Responsibilities

Supervises a graduate assistant and up to ten student assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree or equivalent in a related program is required; 3 - 5 years of experience working with students is required, ideally in a student development or advising capacity. Demonstrated knowledge of issues impacting LGBTQ+ and LatinX students in higher education is required. Master's degree preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software and other related software.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel, Word, PowerPoint, and Outlook.

Certifications Licenses & Registrations

First Aid and CPR/AED certification required (certifications may be obtained within the first month of employment).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.

Santos Manuel Student Union

Job Description

Job Title:	Senior Coordinator, Student Diversity and Belonging
Department:	Diversity and Inclusion
Reports To:	Director of Diversity and Inclusion
Location:	San Bernardino Campus
FLSA Status:	Non-Exempt
Category:	Full-Time, Regular, At-Will
Salary Grade:	7
EEO Code:	5

Summary

Under the direction of the Santos Manuel Student Union (SMSU) Director of Diversity, Equity and Inclusion, the Senior Coordinator provides strategic leadership and operational oversight for the Pan African Center and the First People's Center within the Santos Manuel Student Union. This position supports the SMSU's commitment to diversity, equity, and inclusion by fostering culturally affirming environments, advancing student development, and managing initiatives that promote the retention and success of Black/African American and Native/Indigenous students. The Senior Coordinator supervises professional and student staff, manages center operations, implements culturally relevant programs, and collaborates with campus and community partners to enhance support for historically underserved populations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Strategic Leadership & Supervision

- Provide operational and strategic leadership for the Pan African Center and First People's Center.
- Supervise and evaluate student staff, providing training, guidance, and leadership development.
- Support and participate in the recruitment, onboarding, and retention efforts for underrepresented students, particularly Black/African American and Native/Indigenous communities.

Programming & Community Engagement

- Develop and oversee a calendar of culturally affirming, educational, and identity-based programs including heritage month celebrations, workshops, dialogues, speaker series, and leadership development opportunities.

- Coordinate fall orientation efforts and summer initiatives for Black/African American and First People's students.
- Support campus-wide programs and collaborate with cultural graduation ceremonies, affinity group celebrations, and student heritage month committees.

Student Advocacy & Support

- Serve as a resource and advocate for Black/African American and First People's students by building strong relationships and providing holistic support that fosters academic, social, and personal success.
- Provide culturally informed advising related to identity, cultural adaptation, academic persistence, and leadership development.
- Facilitate educational and community-building dialogues related to race, ethnicity, gender, sexuality, and intersectionality.

Assessment & Continuous Improvement

- Conduct needs assessments and collect data to evaluate the effectiveness of programs and services.
- Develop annual reports and use assessment results to inform strategic planning and programming decisions.
- Assist with long-term planning and strategic initiatives in alignment with university DEI goals and the SMSU mission.

Fiscal & Administrative Oversight

- Create operational budgets for the Pan African Center and First People's Center, including budget planning, purchasing, and monitoring.
- Develop and maintain administrative procedures that ensure efficient center operations, including opening and closing of the centers
- Represent the centers on committees and boards, including DEI-focused planning groups and student affairs initiatives.

Campus Collaboration

- Collaborate with campus departments as well as the Division of Student Affairs and Academic Colleges to promote student belonging and institutional change.
- Act as liaison with community partners, tribal representatives, and alumni to

strengthen external engagement.

- Support and co-lead training sessions and educational programs across campus in partnership with DEI, academic, and student support units.

Supervisory Responsibilities

Supervises a graduate assistant and up to ten student assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree or equivalent in a related program is required; 3 - 5 years of experience working with students is required, ideally in a student development or advising capacity. Demonstrated knowledge of issues impacting Pan African and Native/Indigenous students in higher education is required. Master's degree preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software and other related software.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel, Word, PowerPoint, and Outlook.

Certifications Licenses & Registrations

First Aid and CPR/AED certification required (certifications may be obtained within the first month of employment).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.

Santos Manuel Student Union

Job Description

Job Title: Senior Coordinator, Adventure Program
Department: Recreation and Wellness
Reports To: Director, Recreation and Wellness
Location: San Bernardino Campus
FLSA Status: Exempt
Category: Full-Time, Regular, At-Will
Salary Grade: 7
EEO Code: 5

Summary

Under the general direction of the Santos Manuel Student Union (SMSU) Director of Recreation & Wellness, the Senior Coordinator, Adventure Program will have functional responsibility for the California State University at San Bernardino (CSUSB) Adventure Program which includes trips/outings, bicycle education and social rides, Adventure Shop, climbing wall, and the Leadership Challenge Center for team building programs, by performing the following duties either personally or through subordinate employees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Manages the selected program areas including recruitment, hiring, training/development, scheduling, motivation, evaluation, and retention of student personnel, ensuring supervision and safe operation of programs, and ensuring that activities are conducted in accordance with established service and industry standards.
- Assists in budget preparation, policy development, program evaluation, and public relations for the Recreation Programs Department.
- Develops and implements policies and procedures and ensures that they are interpreted and applied properly for all related facilities and programs.
- Maintains full knowledge of current risk management standards in the outdoor programming, challenge course, and indoor climbing wall profession and ensures the industry standard safety practices are met or exceeded.
- Ensures adequate maintenance and appearance of the facility and equipment is maintained at all times and makes appropriate purchases of rental and outings equipment.

- Provide operational and strategic leadership for the Adventure Shop located in the Santos Manuel Student Union.
- Maintains all necessary certifications and attends meetings/conferences to maintain program and professional development.

Supervisory Responsibilities

Supervises approximately 12 student assistants and 45 volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree or equivalent in a related program is required; 3 - 5 years of experience working with students is required, ideally in a student development or recreation capacity. Master's degree preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software and other related software.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of MS Office, including Excel Word, PowerPoint, and Outlook and can perform basic web page editing.

Certifications Licenses & Registrations

Must possess current certifications in the following or the ability to earn within 1 year of hire unless otherwise noted:

- Current certification in CPR and First Aid is required or ability to obtain within 30 days of hire. Association for Challenge Course Technology Level II.
- Association for Challenge Course Technology Course Manager Certification.
- Smith System Driver Trainer certification.
- Certificate from the Leave no Trace Master Educators Course is preferred.
- Wilderness First Responder is required or ability to obtain within 60 days of hire.
- Wilderness First Aid Instructor is preferred or ability to obtain within 1 year of hire.
- Valid California driver's license is required within 60 days of hire.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess the knowledge and technical skills associated with standard outdoor adventure trips, challenge courses, and rock-climbing; possess mobility, balance, and willingness to travel by foot over uneven, narrow, and slippery terrain in adverse weather conditions for extended periods of time; participate in extensive physical exercise and exertion during outdoor activities involving arms, hands, fingers, legs and feet; possess rock climbing skills and agility; tie knots and pull hand over hand using ropes; stand and walk for extended periods; occasionally lift and carry loads of more than 45 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but may be moderate to loud, depending on the activities. Work conditions may vary depending upon the location of job tasks required; work may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to sun, heat/cold, dust, pollens and other environmental risks.

Background Check Personnel Policy Proposal

Date: 11/13/2025

To: Santos Manuel Student Union Board of Directors

Proposed by: Jenny Puccinelli, HR & Risk Manager

Proposal: We propose the adoption and implementation of a formal Background Check Personnel Policy for the Santos Manuel Student Union (SMSU). This policy establishes uniform expectations for conducting background checks on professional staff, student staff, and volunteers to ensure compliance with the California Fair Chance Act (Gov. Code § 12952), California Code of Regulations, Title 2, § 11017.1, and CSU system policy.

The policy's purpose is to safeguard the health, safety, and well-being of employees, volunteers, guests, and the campus community by ensuring that all individuals employed or appointed to certain positions meet SMSU's standards of integrity and reliability.

Rationale: This proposal is essential to:

- Ensure compliance with state and federal laws regarding background investigations, including the Fair Chance Act;
- Maintain a safe working and learning environment for all SMSU employees and patrons;
- Protect the organization from legal, reputational, and operational risks related to negligent hiring;
- Standardize expectation for disclosure, consent, confidentiality, and individualized assessment in hiring decisions.

The background check process will occur only after a conditional offer of employment and will be conducted in accordance with all applicable privacy and non-discrimination standards.

Fiscal Impact: The fiscal impact of implementing this policy is *minimal* and limited to administrative processing fees for background checks and Live Scan services, which are standard and budgeted costs.

Implementation Timeline

- **Policy Adoption:** Immediately upon Board approval
- **Full Implementation:** Process and procedures have already been implemented. Now supported by official policy.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Background Checks

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM xxx
California Fair Chance Act (Gov. Code § 12952)
California Code of Regulations, Title 2, § 11017.1**

POLICY

The Santos Manuel Student Union (SMSU) is committed to protecting the health, well-being, and safety of its employees, volunteers, guests, and the campus community. To accomplish these goals, this policy provides guidance for administering background check programs in compliance with all applicable federal, state, and local laws.

This policy requires background checks to be conducted only after a conditional offer of employment or appointment has been made, in accordance with the California Fair Chance Act and other applicable laws. Background checks are required for all final candidates for professional staff positions and for certain student employee or volunteer positions, as designated in this policy.

Any former employee who is re-appointed to an SMSU position after a break in service of twelve (12) months or more will be subject to background check requirements appropriate to the new position. Background checks will be performed in accordance with all applicable federal, state, and local law, as well as CSU system policy.

CONFIDENTIALITY AND NON-DISCRIMINATION

The SMSU recognizes the need to balance its responsibility for conducting background checks with the need to protect individual privacy. All background check information will be collected, stored, and used only for legitimate business purposes.

The Human Resource Manager is responsible for maintaining the confidentiality of all background check records and ensuring that such records are securely stored, accessed only by authorized personnel with a business need to know, and destroyed in accordance with applicable record retention and privacy laws.

Background check results will not be used in a manner that discriminates on the basis of race, religion, ancestry, color, sex, sexual orientation, gender identity or expression, age, physical or

mental disability, veteran status, marital status, pregnancy, medical condition, genetic information, or national origin.

Any adverse employment action based on background check results must be job-related and consistent with business necessity, and must comply with the California Fair Chance Act's individualized assessment and notice requirements.

DISCLOSURE, CONSENT, AND NOTICE REQUIREMENTS

Before a background check is conducted, the candidate or employee will receive a stand-alone written disclosure and authorization form consistent with California law. The SMSU will not include this disclosure within any employment application or other unrelated document.

FAIR CHANCE ACT AND CALIFORNIA REGULATIONS

Consistent with the California Fair Chance Act (Gov. Code § 12952) and California Code of Regulations, Title 2, § 11017.1:

1. No criminal history information will be requested or considered before a conditional offer of employment is made.
2. If a background check reveals conviction history, the SMSU will conduct an individualized assessment considering:
 - The nature and gravity of the offense or conduct;
 - The time that has passed since the offense or completion of the sentence; and
 - The nature of the job held or sought.
3. The candidate will receive a preliminary decision notice if SMSU intends to withdraw the offer. This notice will include:
 - The conviction(s) at issue,
 - A copy of the background check report, and
 - Notification of the right to respond and provide evidence of rehabilitation or inaccuracies.
4. The candidate will have at least five (5) business days to respond before any final decision.
5. SMSU will consider any information provided before issuing a final adverse action notice if applicable.

TYPES OF BACKGROUND CHECKS

1. Employment Verification – Employment history for the previous five (5) years will be verified.
2. Education Verification – Educational credentials relevant to the position will be verified.
3. Criminal Record Check – A criminal records check will be conducted after a conditional offer, consistent with California law.
4. Live Scan – A Live Scan fingerprint check is required for all employees and volunteers who have regular, direct contact with children.

5. Professional Licensing and Certification – If job-related, the SMSU shall verify professional licenses and/or certifications to ensure they are current, valid, and in good standing.

POSITIONS REQUIRING BACKGROUND CHECKS

1. All Professional Staff positions.
2. Student staff and volunteers in the following areas:
 - a. Centers
 - b. Aquatics
 - c. Administration Office
 - d. Scheduling Office
 - e. Building/Operations Managers
 - f. Recreation and Wellness Membership
 - g. Coyote Lanes
 - h. Concierge Services

POSITIONS REQUIRING LIVE SCANS

1. Professional staff, student staff, and volunteers in the following areas:
 - a. Adventure Programs
 - b. Aquatics
 - c. Osher Adult Re-Entry Center

ADVERSE ACTION PROCEDURES

If background check information leads SMSU to consider rescinding an offer or taking other adverse action:

1. A Pre-Adverse Action Notice will be issued to the candidate, including:
 - o A copy of the background check report;
 - o A written explanation of the potential adverse decision;
 - o The FCRA Summary of Rights and California Summary of Rights.
2. The candidate will be given at least five (5) business days to dispute the accuracy of the report or provide additional information.
3. If the candidate disputes or provides information, SMSU will review and consider it before making a final decision.
4. If a final adverse decision is made, a Final Adverse Action Notice will be provided, including:
 - o The name and contact information of the background check agency;
 - o A statement that the agency did not make the employment decision; and
 - o Notification of the candidate's right to obtain a free copy of the report within sixty (60) days.

RETENTION AND DESTRUCTION OF RECORDS

All background check records, including reports, disclosures, and notices, will be:

- Maintained in a secure, confidential file separate from personnel files;
- Retained for the period required by law (typically five (5) years after completion of the hiring process or employment decision); and
- Securely destroyed (e.g., shredding, secure digital deletion) after the retention period expires.

POLICY ADMINISTRATION

The Human Resource Manager is responsible for:

- Ensuring compliance with this policy and all legal requirements;
- Coordinating with the external background check vendor;
- Providing required notices and disclosures;
- Maintaining secure storage and destruction of records; and