



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee
April 25, 2025 – 3:00pm
Zoom: <https://csusb.zoom.us/j/89009705795>**

MINUTES

Members Present:	Angelica Agudo, Vilayat Del Rossi, Paz Oliverez, Jocelyn Paz, Jennifer Puccinelli
Members Absent:	None
Staff Present:	None
Call to Order:	The meeting was called to order at 3:08pm.
Roll Call:	A verbal roll call for members was conducted. Quorum was met.
Approval of Minutes:	<u>M/S Vilayat/Paz</u> motion to approve SMSU Personnel Committee meeting minutes from January 6, 2025. <i>Motion passed.</i>
Open Forum:	There were no speakers for the open forum.
Adoption of Agenda:	<u>M/S Paz/Del Rossi</u> motion to adopt agenda. <i>Motion passed.</i>

NEW BUSINESS

SMSU 17/25 Approval of Personnel Policy 300 – Equal Employment Opportunity Policy (Action, Puccinelli)

M/S Paz/Del Rossi motion to open PC 17/25 Approval of Personnel Policy 300 – Equal Employment Opportunity Policy.

Jenny Puccinelli presented updates to Personnel Policy 300, the Equal Employment Opportunity Policy, for approval. The proposed revisions reflect recent legal changes that took effect on January 1, specifically updates to the Fair Employment and Housing Act (FEHA) and the Unruh Civil Rights Act. The key amendment includes the addition of the following terminology under the procedure section “traits associated with race under the definition of discrimination on the basis of race”. Jenny noted that a summary of changes follows the policy text for clarity, and the redlined additions directly align with the updated legal requirements.

Roll Call Vote: 3 In-Favor 0 Abstention 0 Opposed

Motion passed.

**PC 18/25 Approval of Personnel Policy 715 – Paid Leaves of Absence Policy
(Action, Puccinelli)**

M/S Agudo/Del Rossi motion to open PC 18/25 Approval of Personnel Policy 715 – Paid Leaves of Absence Policy.

Jenny Puccinelli presented updates to the Paid Sick Leave Policy in alignment with recent changes to the Fair Employment and Housing Act (FEHA). The revisions to the policy now allow employees to use paid sick leave if they or a family member are victims of a qualifying act of violence. The policy defines what constitutes a "qualifying act of violence" and clarifies the term "immediate family." These updates ensure that employees can use sick leave to seek legal relief or serve as a witness in related cases, with the policy language directly reflecting the updated legal requirements.

Roll Call Vote: 3 In-Favor 0 Abstention 0 Opposed

Motion passed.

**PC 19/25 Approval of Personnel Policy 720 – Unpaid Leaves of Absence Policy
(Action, Puccinelli)**

M/S Agudo/Paz motion to open PC 19/25 Approval of Personnel Policy 720 – Unpaid Leaves of Absence Policy.

Jenny Puccinelli presented updates to the personnel policy to align with recent changes to the Fair Employment and Housing Act (FEHA). These revisions expand job-protected leave rights for employees who, or whose family members, are victims of a qualifying act of violence. Under the updated policy, employees are entitled to take protected leave even if they have no available sick leave. The section previously titled “Time Off for Victims of Sexual Assault” has been amended to “Time Off for Victims of a Qualifying Act of Violence” to reflect the broader scope of coverage. The revised policy outlines notice and documentation requirements, including acceptable forms of certification such as police reports or court documents. It also clarifies how

this leave interacts with the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Additionally, the policy reiterates that employees may not be discriminated or retaliated against for taking such leave and includes details on the interactive accommodation process for employees who require support during their absence. The definition of "family member" is now explicitly included to ensure clarity. Jenny emphasized that all changes have been drafted using the exact legal language required by the updated legislation.

Roll Call Vote: 4 In-Favor 0 Abstention 0 Opposed

Motion passed.

**PC 20/25 Approval of Personnel Policy 935 – Unlawful Harassment Policy
(Action, Puccinelli)**

M/S Paz/Del Rossi motion to open PC 20/25 Approval of Personnel Policy 935 – Unlawful Harassment Policy.

Jennifer Puccinelli presented a comprehensive update to the former Unlawful Harassment Policy, which has been significantly expanded and renamed to better reflect its broader scope. The revised policy is now titled “Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation”. Key changes include the addition of gender expression to the list of protected classes and the inclusion of a clearly defined list of prohibited conduct, with specific definitions and a dedicated section on retaliation. The policy also introduces a prohibition on romantic or sexual relationships between staff and both student employees and students not employed by SMSU, aligning the policy with California State University, San Bernardino (CSUSB) standards.

The definition of harassment has been moved from the main body of the policy to a separate definitions section for clarity. Additionally, the complaint procedure has been updated to incorporate more detailed guidance drawn from the existing process, with the goal of streamlining and improving accessibility. A copy of the complaint form has now been included within the policy itself. The revised policy further clarifies that sexual misconduct must be evaluated based on affirmative consent and is applicable to all members of the campus community, including individuals affiliated with both SMSU and the broader California State University (CSU) system. These updates were requested to ensure greater clarity, consistency, and alignment with systemwide policies.

Roll Call Vote: 3 In-Favor 0 Abstention 0 Opposed

Vote reconsidered.

M/S Del Rossi/Agudo motion to reconsider the vote on item PC 20/25.

Motion passed

M/S Oliverrez/Del Rossi motion to amend item PC 20/25 Approval of Personnel Policy 935 – Unlawful Harassment Policy to include “In the case that the relationship involves the Executive Director, both parties will be required to disclose to the AVP/DOS that such a relationship exists.”

Motion passed.

Recounted Vote as Amended:

3 In-Favor 0 Abstention 0 Opposed

Motion passed.

PC 21/25 Retirement of Personnel Policy 1145 – Complaint Procedure (Action, Puccinelli)

M/S Oliverrez/Del Rossi motion to open PC 21/25 Retirement of Personnel Policy 1145 – Complaint Procedure.

Jennifer Puccinelli proposed the retirement of a standalone procedure that had previously been mislabeled as a policy. She explained that all of the content from this procedure, including specific steps and forms, had already been incorporated into SMSUPM 935 – Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy on discrimination, harassment, and misconduct. The goal was to streamline documentation by consolidating related procedures into a single policy. As a result, only the title and separate existence of the old procedure would be retired. The content is relocated to SMSUPM 395 policy.

Roll Call Vote: 3 In-Favor 0 Abstention 0 Opposed

Motion passed.

Announcements

- Vilayat Del Rossi announced that the next Personnel Committee meeting is scheduled for the following Wednesday and will focus on interviewing new applicants for the Board of Directors. Current board members who reapplied have already been moved forward to the Annual Meeting, so this session will exclusively involve new candidates.
- Angelica Agudo raised a concern about how the nomination and election process was handled in the previous year. It was suggested that Liz create a document outlining the election process, so that all participants are on the same page and expectations are clearly communicated in advance.
- Jocelyn Paz shared the ASI election results in which she and Diego are moving forward with runoff elections.

- Angelica Agudo announced the start of her new position as an associate professor at Moreno Valley College and her completion of her doctorate degree for this upcoming December.

Adjournment

M/S Agudo/Paz motion to adjourn meeting at 3:50 pm.

Motion passed.

Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date