



Policies and Procedures Committee
September 16, 2025 | 12:00pm
Student Chambers (SUN-3305)
Zoom: <https://csusb.zoom.us/j/82643030258>

MINUTES

Members Present: Anjali, Mark Oswood, Katie Wallen

Members Absent: Diego Rendon

Staff Present: Vilayat Del Rossi, Elizabeth Junker, Jennifer Puccinelli

Guests Present: No guest present.

Call to Order: 12:06pm

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

Approval of Minutes: M/S Anjali/Wallen; motion to open approval of minutes from April 8, 2025.
Motion passed.

Open Forum: No guest present for open forum.

Adoption of Agenda: M/S Anjali/Wallen; motion to open adoption of agenda.
Motion passed.

OLD BUSINESS:

No unfinished business.

NEW BUSINESS:

PC 01/26 Election of Committee Chair (Action, Wallen)

M/S Anjali/Oswood motion to open PC 01/26 Election of Committee Chair.

The committee opened the floor for nominations for the Chair position. Katie Wallen and Anjali both self-nominated. Following brief discussion, Katie withdrew her nomination, allowing Anjali to move forward as the sole candidate. No additional nominations were received.

M/S Anjali/Oswood motion to approve Anjali as chair of the committee as discussed.
Motion passed.

Katie passed the gavel to Anjali at 12:12pm

PC 02/26 Cell Phone Reimbursement Policy (Action, Puccinelli)

M/S Wallen/Oswood motion to open PC 02/26 Cell Phone Reimbursement Policy.

Katie deferred her time to Ms. Puccinelli, who presented a proposal to implement a cell phone reimbursement policy. She explained that the policy aligns with campus and systemwide practices to compensate staff for work-related cell phone use, intended to offset personal device costs. Under the proposal, qualifying non-exempt employees would receive \$50 per month and exempt employees \$85 per month, with eligibility determined by Associate Directors and Directors.

During discussion, Mr. Oswood suggested labeling the two reimbursement levels as Tier 1 and Tier 2 for clarity. A committee member asked whether SMSU would cover full phone bills, and Ms. Puccinelli clarified that the reimbursement would be a flat rate. The committee also noted that the proposal alternated between the terms “cell phone” and “mobile device,” which could cause confusion about coverage; Ms. Puccinelli confirmed that the reimbursement applies only to cell phones. The committee agreed that this clarification should be reflected in the final policy.

M/S Wallen/Oswood motion to update mobile device to cell phone on the proposal and policy, in addition to tiers.
Motion passed.

M/S Wallen/ Oswood motion to approve item as amended.
Motion passed.

PC 03/26 Financial Policies Manual (Discussion, Puccinelli, Najera-Neri)

M/S Wallen/Oswood motion to open PC 03/26 Financial Policies Manual.

Ms. Puccinelli shared that the Policies Working Group has been meeting regularly to revise the Financial Policies Manual, aiming to make it more user-friendly and consistent with the format of the Personnel Policies Manual. She then invited Interim Executive Director Del Rossi to provide additional context. Mr. Del Rossi explained that a staff group has developed a schedule to review and update key policies, which will be brought to the Policies and Procedures Committee for feedback and recommendations. Once reviewed, the policies will move forward to the Board of Directors for final approval and implementation. He also shared a preview of the

policies slated for review in September.

PC 04/26 Accessibility Procurement of Information and Communication Technologies
(Discussion, Roberson, Strawter)

M/S Wallen/Oswood; motion to table PC 04/26 Accessibility Procurement of Information and Communication Technologies.

Motion passed.

PC 05/26 SMSU Board of Directors Bylaws (Discussion, Del Rossi)

M/S Wallen/Oswood motion to open PC 05/26 SMSU Board of Directors Bylaws.

Ms. Wallen deferred her time to Interim Executive Director Del Rossi. Mr. Del Rossi informed the committee that the Policies Working Group will begin reviewing the organization's Bylaws, which are scheduled for revision. He explained that the proposed updates and recommendations will first be presented to the Policies and Procedures Committee for review, followed by two readings by the Board of Directors and review by General Counsel prior to final approval. Mr. Del Rossi emphasized the significance of the Bylaws, noting that they serve as the organization's governing document and guide how decisions are made, and operations are conducted.

Announcements

There were no announcements.

Adjournment

M/S Wallen/Anjali motion to adjourn meeting at 12:51pm.

Motion passed.

Reviewed and respectfully submitted by:

Anjali, Committee Chair

Date