

California State University, San Bernardino President's Office
Administrative Council Meeting
October 2, 2025

Present:

Binkley, Chuang, DomNwachukwu, Dufault-Hunter, Gomez-Arias, Hartley, Hassija, Mohamed, Nolasco, Olivérez, Pantula, Phillips, Smith, Sudhakar, and Watts.

Representatives:

Rafik Mohamed on behalf of Tomás Morales.

Jennfier Corenjo on behalf of Diego Rendon.

Absent:

Fullam, Liu, Morales, and Rendon.

Guests:

Monica Alejandre, Sandra Davis, Eric Milenkiewicz, and Diana Minor.

Policies

1. University Archives Collection Development Policy (First Read)

Librarian Milenkiewicz presented the University Archives Collection Development Policy. The policy provides a strategic, documented framework for developing and maintaining a collection of materials that capture the university's decision-making processes and essential cultural history. It also ensures that the collecting scope aligns with CSU Executive Order 1031 ("Systemwide Records Information Retention and Disposition Schedules Implementation"), which assigns responsibility for campus records of historical value to the University Archives. Policy revisions include updates to the footnote links to reflect the new online location of the CSU Records Information Retention and Disposition Schedules.

The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

2. Federal Work Study Employment Policy (First Read)

Executive Director Minor presented the Federal Work Study Employment Policy. The policy outlines appropriate standards for Work Study student employment which are consistent with the mission of the university and Federal Work Study regulations and guidelines. Policy revisions include the deletion of four job types, an updated website link, a revised number of positions that may be held concurrently, updated language to align with the new CHRS process, updated break time information, an updated background check process, and revised wage information.

The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

3. Employee Salary Advancement Policy (First Read)

Director Davis presented the Employee Salary Advancement Policy. The policy provides employees with the opportunity to borrow against their future earnings to cover a one-time emergency. Challenges of this policy include the lack of formal guidelines, a tracking system, low demand, increased administrative complexity and payroll error risk, possible legal and tax implications, financial strain, and limited CSU support. Policy revisions include discontinuing the policy and directing employees to alternate resources such as the Staff Council, the Employee Assistance Program (EAP), and the Credit Union for support.

The Administrative Council discussed the demand and administrative challenges of the salary advance policy, noting the lack of clear procedures, tracking, and potential financial and legal risks, and highlighted alternative resources for employee support.

The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

4. Memorial Designations on Campus Policy (First Read)

Associate Vice President Alejandre presented the Memorial Designations on Campus Policy. The policy provides a clear framework for memorial and honorary designations on campus, ensuring they are meaningful, sustainable, and compatible with the University's physical environment and long-term planning. It offers the campus community opportunities to honor or remember individuals through designated spaces and gifts, while discouraging memorials that are impractical or difficult to preserve. The policy aligns with CSUSB's Gift Acceptance Policy and ensures that all memorials are appropriately approved, funded, and maintained. Policy revisions include adding "Honorary" to the title to read Memorial/Honorary Designation on Campus Policy, limiting memorial markers to approved locations, ensuring all items meet university standards, encouraging scholarships or endowments as alternatives to physical memorials, and requiring donations to cover all related costs. Further revisions include confirming university ownership with the right to relocate or remove memorials with notice, requiring that honorees have a meaningful connection to CSUSB, aligning proposals with university values and the campus master plan, and adding eligibility and criteria for honorary naming submissions.

The Administrative Council discussed clarifying distinctions between memorials, donor recognition, and honorary naming, emphasizing consistent approval, placement, and consultation processes, as well as clear review procedures, decision-making authority, and time limits for named spaces.

The Administrative Council requested the policy be revised based on feedback and return it to the council for an additional first read.

5. CSUSB Facilities Naming Policy (First Read)

Associate Vice President Alejandre presented the CSUSB Facilities Naming Policy. The policy establishes procedures for reviewing and approving proposals to name university facilities, properties, and programs to ensure designations are made consistently and in accordance with CSU Board of Trustees policies. It provides a framework that considers donor intent, community interest, and the university's long-term reputation. Policy revisions include referencing CSU systemwide policies (15501.00 and 15502.00), requiring proposals to specify whether the naming recognizes a philanthropic gift or honors distinguished service, and adding due diligence requirements to reduce reputational risk. Further revisions include clarifying that the CSU Board of Trustees approves major facility and program names while minor namings may be delegated to campus presidents, and stating that University Advancement will maintain an inventory of approved namings, which generally last for the life of the facility or program, with the university reserving the right to remove or change a name if necessary to uphold institutional integrity or values.

The Administrative Council discussed the distinction between facility and college naming and time limits or conditions in future naming agreements.

The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

Roundtable

- Dean DomNwachukwu shared that the LEAD Summit is scheduled on October 3, 2025.
- Provost Mohamed shared that he is hosting a Joint Cabinet and Faculty Senate Retreat.
- Dean Pantula highlighted that College of Natural Sciences is hosting Science Carnival on October 24, 2025.
- Vice President Sudhakar reminded the council to complete the AI survey and shared that the deadline has been extended by one week.
- Vice President Sudhakar also highlighted the launch of the process improvement pilot on November 5, 2025, with registration details forthcoming.
- Interim Vice President Watts shared that the CSUSB Homecoming event is scheduled for October 18, 2025.
- Dean Hassija highlighted an upcoming College of Social and Behavioral Tailgate Party.
- Vice President Phillips reminded the council about Human Resources' open enrollment period.
- Vice President Olivérez reminded the council to wear blue on Thursdays for CSUSB Spirit Day.

The Administrative Council adjourned at 1:57 p.m.

Minutes Prepared by Rina Nolasco.