California State University, San Bernardino President's Office
Administrative Council Meeting
March 20, 2025

Present:

Binkley, Chuang, DomNwachukwu, Dufault-Hunter, Fullam, Gomez-Arias, Haddock, Hartley, Hassija, Liu, Mohamed, Morales, Nava, Olivérez, Pantula, Phillips, and Sudhakar.

Representatives: None

Absent:

Fajardo

Guests:

Alisha Beal, Sandra Davis, John Guttierez, Sesar Morfin, Grace Munyiri, Amber Schneck, Juan Silva, Mona Sinha, Jennifer Sorenson, Jackie Varela, Lynniece Warren, and Jay Wood

Policies

1. **Student Clubs and Organizations Special Events Policy (Final Read)**
    Director Varela presented the Student Clubs and Student Organizations Special Events Policy. The policy outlines guidelines for student clubs and organizations when they sponsor large-scale special events. Policy revisions include updates to the name of the department and the committees, processes with Coyote Connection and student leaders, a new template, the handbook link, and new fire marshal regulations for crowd control.

The policy was first presented on October 24, 2024 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Vice President Olivérez motioned for approval of the Student Clubs and Organizations Special Events Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.

2.   **Travel and Business Expense Policy (Final Read)**

Executive Director and Chief Procurement Officer Wood, Director Schneck, and Travel Department Lead Sinha presented the Travel and Business Expense Policy. The policy outlines the requirements and procedures for traveling on university business in concert with the Office of the Chancellor and IRS regulations. Minor policy revisions include converting the existing ICSUAM into a campus version, raising receipt requirements to $75 in line with CO and IRS guidelines, extending the travel advance reconciliation period to 60 days, and requiring the use of Concur for all travel requests and expense reports. Additional updates include consolidating related travel policies, allowing vacation rentals, clarifying procedures for group and international travel, car allowances, and low-cost carriers, introducing justification for spouse or partner travel when using university funds, and the automatic closure if unused travel requests in Concur after 60 days. Significant updates include the adoption of a unified Travel Policy, implementation of location-based CONUS per diem meal rates, removal of meal receipt requirements, adjustments to first and last day reimbursements, and updated procedures for candidate, guest, and international travel.

The Administrative Council reviewed travel policy updates, CONUS rates, documentation, and potential financial considerations for some travelers.

The policy was first presented on February 15, 2024 and sent to the campus community for feedback. Campus comments were received. This is the final read.

Dean Pantula motioned for approval of the Travel and Business Expense Policy, which motion was seconded by Dean Chuang and upon vote of the council, the item was passed with unanimous consent.

3.   **Mandated Reporting of Child Abuse/Neglect Policy (Final Read)**

Executive Director Warren presented the Mandatory Reporting of Child Abuse-Neglect Policy. The policy aligns with the California State University Chancellor's Executive Order 1083 (Revised December 4, 2023) and provides direction on implementing the California Child Abuse and Neglect Reporting Act. Policy revisions include the mandated reporter categories and their distinctions, the roles and responsibilities between Human Resources and Risk Management, and a guide for reporting abuse and neglect.

The Administrative Council discussed youth program responsibilities, photo consent, and the need for clear, consistent policies for minors on and off campus.

The policy was first presented on May 16, 2024 and sent to the campus community for feedback. No Campus comments were received. This is the final read.

Vice President Nava motioned for approval of the Mandated Reporting of Child Abuse/Neglect Policy, which motion was seconded by Dean DomNwachukwu and upon vote of the council, the item was passed with unanimous consent.

4. **Campus Accessibility Advisory Board Charter (Final Read)**

    Chief Administrative Officer Sorenson presented the Campus Accessibility Advisory Board Charter. The Campus Accessibility Advisory Board Charter guides the reporting and resolution of accessibility barriers and ensures compliance with CSU policies on disability support and accommodations, including E.O. 1111 and Coded Memo AA-2014-08. Key policy elements include clarifying that CSUSB is dedicated to ensuring programs and facilities are accessible and outlining committee members and chair responsibilities. Revisions include removing the charter from the policy review process, as CSU policies already address disability support and accommodations, and maintaining the charter on the Campus Accessibility Advisory Committee website.

    The Administrative Council discussed the existence of committees not requiring a charter.

    The policy was first presented on January 30, 2025 and sent to the campus community for feedback. Campus comments were received. This is the final read.

    Dean Pantula motioned for approval of the Campus Accessibility Advisory Board Charter, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.

5. **ADA Procedures and Guidelines: Employment, Educational Services, Campus Physical Access, and Public Access to Campus Events (Final Read)**

    Executive Director Beal and Director Davis presented the ADA Procedures and Guidelines: Employment, Educational Services, Campus Physical Access, and Public Access to Campus Events Policy. The policy establishes CSUSB's commitment to providing a diverse and supportive academic environment for all students, employees, and campus visitors. Policy revisions include updated

Division names and contact information for ADA Management Group, clarifying language to specify that departments are responsible for funding accommodation costs from their respective budgets, and updated Division contacts to position titles.

The policy was first presented on January 30, 2025 and sent to the campus community for feedback. Campus comments were received. This is the final read.

Dean Gomez-Arias motioned for approval of the ADA Procedures and Guidelines: Employment, Educational Services, Campus Physical Access, and Public Access to Campus Events, which motion was seconded by Vice President Dufault-Hunter and upon vote of the council, the item was passed with unanimous consent.

6.   **External Use of Enrolled Student Mailing Lists Policy (Final Read)**
Director Silva presented the External Use of Enrolled Student Mailing Lists Policy. The policy ensures that student privacy is protected when data is requested by a third party. Policy revisions include updating language and terminology of Enrollment Management to Strategic Enrollment Management and Marketing.

The policy was first presented on January 30, 2025 and sent to the campus community for feedback. Campus comments were received. This is the final read.

Dean DomNwachukwu motioned for approval of the External Use of Enrolled Student Mailing Lists Policy, which motion was seconded by Dean Hassija and upon vote of the council, the item was passed with unanimous consent.

7.   **University Hold Policy (Final Read)**

Director Silva presented the University Hold Policy. The policy provides a guide for standard practices for the use of holds that may affect a student's ability to register for classes or other similar transactions, as well as the authorized users to do so. Policy revisions include the added language to include the Office of Student Conduct, investigations from the Office of Institutional Equity and Compliance, and updating reasons for placing holds such as unresolved parking tickets, certain fees, and enrollment restrictions.

The policy was first presented on January 30, 2025 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Binkley motioned for approval of the University Hold Policy, which motion was seconded by Vice President Dufault-Hunter and upon vote of the council, the item was passed with unanimous consent.

8.   **Student Database Access Policy (Final Read)**

Director Silva presented the Student Database Access Policy. The policy provides a standard protocol for granting database access. Policy revisions include referencing the need to submit a CIA request and updating terminology of Enrollment Management to Strategic Enrollment Management and Marketing.

The policy was first presented on January 30, 2025 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Gomez-Arias motioned for approval of the Student Database Access Policy, which motion was seconded by Dean Chaung and upon vote of the council, the item was passed with unanimous consent.

9. **Parking Policy (First Read)**

Director Munyiri presented the Parking Policy. The policy establishes the procedures, rules, and regulations used to administer the parking program at CSUSB. Key policy elements include identifying Parking and Transportation Services as the department responsible for managing campus parking and transportation programs, enforcing parking regulations at all times, and ensuring compliance with the California Vehicle Code (CVC) and Title, Division 5, Sub-Chapter 5 of the California Code of Regulations. Policy revisions include updating the permit definition to include a virtual permit, adding the definition of the fraudulent use of virtual permits, adding language regarding mandatory head-in parking, oversized vehicle parking, permits for FERP and rehired annuitants, simplifying the document for clarity, and revising references to Outreach & Student Recruitment.

The Administrative Council discussed parking safety, virtual permit transitions, event rates, fee structure awareness, and the potential phase-out of free annuitant permits.

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.

10. **CSUSB Wind Policy (First Read)**

Chief Gutierrez presented the CSUSB Wind Policy. The policy outlines the standard campus procedures for wind conditions in accordance with National Weather Service policies. A key policy element is defining wind conditions. Policy revisions include adding a new Chancellor's Office campus restrictions for notifications and updating grammar and font sizes.

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.

11. **Weapons on Campus (First Read)**

   Chief Gutierrez presented the Weapons on Campus Policy. The policy outlines standard procedures for weapons on campus without lawful permission that is consistent with California's Gun Free Zine Act of 1995 and the California Penal Code. Key policy elements include establishing CSUSB as a Gun Free Zone, assigning the Chief of Police the responsibility of approving or denying requests for bringing weapons on campus for lawful reasons, and outlining investigative and disciplinary procedure for individuals in possession of unlawful or unauthorized weapons on campus. Policy revisions include updating grammar and font size errors.

   The Administrative Council discussed case-by-case exceptions to the campus weapons policy.

   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.

12. **Procedures for Handling Law Enforcement Inquiries & Subpoenas (First Read)**

   Chief Gutierrez and Executive Director Warren presented the Procedures for Handling Law Enforcement Inquiries & Subpoenas policy. The policy outlines procedures for handling law enforcement inquiries and subpoenas. Key policy elements designate University Police as the contact for external law enforcement inquiries, and the Office of Risk Management as the sole recipient and responder to digital subpoenas and legal inquiries.

The Administrative Council discussed protocols for handling subpoenas and warrants on campus, emphasizing coordination with Risk Management and University Police, and educating staff on proper procedures.

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

- President Morales shared that his report will be posted online.
- President Morales shared that Choose CSUSB Day will be held on March 22, 2025 at San Bernardino Campus and on March 29, 2025 at the Palm Desert Campus.
- President Morales congratulated Vice President Paz Olivérez and the Student Affairs team on a successful Coyote Cares Day, highlighting strong campus and alumni participation, with goals to double involvement next year.
- President Morales thanked Jordan Fullam for his Faculty Senate leadership, noted faculty involvement in UBAC, and expressed appreciation for the attendees of the CSUSB leadership retreat.
- President Morales expressed appreciation for Tomás Gomez-Arias and his team on the successful opening of the third Entrepreneur Resource Center in Palm Desert, with all municipalities represented.
- President Morales encouraged advocacy, highlighting plans to work with ASI to launch a letter writing campaign.
- Dean Pantula shared that he and Dean DomNwachukwu are hosting a teaching celebration to highlight the value of educators.

The Administrative Council adjourned at 2:55 p.m.
Minutes Prepared by Katherine Hartley