

California State University, San Bernardino President's Office
Administrative Council Meeting
May 1, 2025

Present:

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

Representatives: Sastry Pantula on behalf of Rafik Mohamed

Absent:

Fajardo and Mohamed

Guests:

Tim Akers, John Guttierrez, Diana Minor, Sesar Morfin, Grace Munyiri, and Lynniece Warren

Policies

1. Lodging on Campus Policy (First Review)

Chief Guttierrez presented the Lodging on Campus Policy. The policy outlines procedures to safeguard the health and safety of individuals, prevent crime, ensure that facilities are utilized within their designed purposes, facilitate and control utilities consumption, and control facilities maintenance. Policy revisions include updates to text formatting and font size.

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. Procedures for Handling Law Enforcement Inquiries & Subpoenas (Second 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 for digital subpoenas and legal inquiries.

The Administrative Council discussed campus building locations to ensure clear directions.

The policy was first presented on March 20, 2025 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 Procedures for Handling Law Enforcement Inquiries & Subpoenas Policy, which motion was seconded by Dean Pantula and upon vote of the council, the item was passed with unanimous consent.

3. CSUSB Wind Policy (Second 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 policy was first presented on March 20, 2025 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Chuang motioned for approval of the CSUSB Wind Policy, which motion was seconded by Associate Vice Provost and Dean Binkley and upon vote of the council, the item was passed with unanimous consent.

4. Weapons on Campus (Second 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 Zone 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 procedures for individuals in possession of unlawful or unauthorized weapons on campus. Policy revisions include updating text formatting and font size errors.

The policy was first presented on March 20, 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 Weapons on Campus, which motion was seconded by Vice President Dufault-Hunter and upon vote of the council, the item was passed with unanimous consent.

5. Parking Policy (Second 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 definitions to include virtual permits, defining fraudulent use of virtual permits, requiring head-in parking except at EV stations, clarifying oversized vehicle parking, removing complimentary volunteer permits and allocating the cost responsibility to the department, updating department names, maintaining the current retiree permit policy, and updating FERP and rehired annuitant parking guidelines.

The Administrative Council discussed parking policy updates related to retiree and volunteer permits, head-in parking requirements, parking enforcement, and the need for further review, education, and clear signage.

The policy was first presented on March 20, 2025 and sent to the campus community for feedback. Campus comments were received, discussed by the council, and incorporated into the document. This is the final read.

Vice President Phillips motioned for approval of the amended Parking Policy, which motion was seconded by Dean DomNwachukwu and upon vote of the council, the item was passed with majority consent. Dean Pantula voted nay on this item.

6. Fee Generated Financial Aid Policy (Second Read)

Executive Director Minor presented the Fee Generated Financial Aid Policy. The policy provides broad guidelines to respond to the changing needs of the university and the students it serves pursuant to Executive Order No. 661, indicating that one-third of all revenue collected from new or increased fees must be used for institutional financial aid grants, work-study, and/or fee waiver programs to meet additional student needs. The funds are used for emergency

student grants and are fully utilized each year. Policy revisions include updating department titles, requiring annual reviews based on fall and spring census enrollment, clarifying student assistance based on individual cases, all students can be eligible for funding, and removing the annual reporting requirement.

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.

Associate Vice Provost and Dean Binkley motioned for approval of the Fee Generated Financial Aid Policy, which motion was seconded by Vice President Dufault-Hunter and upon vote of the council, the item was passed with unanimous consent.

7. Administration of Grants and Contracts in Support of Sponsored Programs Policy (Second Review)

Associate Provost Akers and Associate Vice President Morfin presented the Administration of Grants and Contracts in Support of Sponsored Programs Policy. The policy details the policies and procedures for managing research, public service, and educationally related grants or contracts. Policy revisions include clarifying roles and responsibilities between CSUSB and UEC, enhancing compliance enforcement, providing detailed spending guidelines, establishing conflict resolution mechanisms, strengthening risk management strategies, streamlining administrative processes to reduce delays, and revising the UEC Charter to incorporate research foundation functions.

The Administrative Council discussed efforts to clarify the distinction between CSUSB and UEC operations, compliance with federal regulations, policy alignment with current practices, stakeholder input, and potential audits preparation.

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 the commencement schedule has been posted and encouraged faculty and staff to attend.
- President Morales noted the final faculty surprise presentation took place today and recognized all the faculty who received an award this year.
- President Morales expressed appreciation for campus efforts on Choose CSUSB Day, noting their positive impact on enrollment and ongoing work to support student success and direct admissions.
- President Morales noted recent alumni recognitions, the upcoming IE Black Grad ceremony, the nearing completion of the blended campaign including a \$6 million gift for the Randall Lewis School, ongoing grant growth, the success of Meeting of the Minds, and the DEI Board's Spring Retreat.
- President Morales shared upcoming events, including the Faculty Recognition Luncheon on May 6, 2025, the RAFFMA Student Art Exhibition and PDC Student Services building groundbreaking on May 9, 2025.
- Vice President Dufault-Hunter shared that enrollment is trending positively, with increases in summer, freshman, and transfer numbers, supported by orientation and outreach efforts.
- Vice President Olivérez shared record ASI election turnout, the passage of a student fee referendum, and noted upcoming affinity graduations and free speech outreach.
- President Morales noted the importance of student involvement in clubs and organizations for retention.

- Vice President Nava shared that a pre-commencement reception honoring two distinguished alumni receiving honorary doctorates will be held on May 15, 2025 at the Alumni Center.
- Vice President Phillips shared that the President's Retirement Luncheon will be held on May 14, 2025 and noted an upcoming end-of-year civility event featuring a panel discussion.
- Dean DomNwachukwu announced that the credential ceremony will be held on May 9, 2025. Project Impact is expanding with increased graduates and a new site at CSU Los Angeles, a related documentary will air on PBS on May 28, 2025.
- Associate Provost Akers shared that Ryan Keating's book event drew strong interest and that bookstore display plans are underway.
- Associate Vice Provost and Dean Binkley noted that 109 international students are graduating and that CSUSB's education abroad partners are now featured on the campus map.
- Dean Chuang shared that the arts and community fair expanded, with 350 students in internships across Southern California.
- Dean Gomez-Arias shared recent entrepreneurship and federal career events held across both campuses.
- Faculty Senate Chair Fullam shared upcoming Faculty Senate activities, including the final meeting, a mutual defense resolution, and plans to boost collaboration and engagement.

The Administrative Council adjourned at 3:00 p.m.

Minutes Prepared by Katherine Hartley