



Personnel Committee
January 15, 2026 – 12:00pm
Student Chambers (SUN-3305)
Zoom: <https://csusb.zoom.us/j/85216228318>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. November 13, 2025
4. Open Forum
5. Adoption of Agenda

New Business

PC 06/26 Approval of Senior Coordinator, Student Diversity & Belonging Job Description
(Action, Marquez)

Announcements

Adjournment



Personnel Committee
November 13, 2025 – 12:00pm
Zoom: <https://csusb.zoom.us/j/85216228318>

MINUTES

Members Present: Vilayat Del Rossi, Sukhpreet Kaur, Jocelyn Paz, Jennifer Puccinelli

Members Absent: Matthew Smith

Staff Present: Elizabeth Junker, Lorena Marquez

Call to Order: The meeting was called to order at 12:07pm.

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

Approval of Minutes: M/S Kaur/Del Rossi motion to approve September 18, 2025 and Personnel Committee meeting minutes.
Motion passed.

Open Forum: No public comments.

Adoption of Agenda: M/S Kaur/Del Rossi; motion to adopt November 13, 2025 agenda as presented.
Motion passed.

NEW BUSINESS

PC 04/26 Approval of Senior Coordinator Job Descriptions – WRC/APIDA, QTRC/LatinX, PAC/FPC, Adventure Programs (Action, Del Rossi)

M/S Del Rossi/Kaur; motion to open PC 04/26 Approval of Senior Coordinator Job Descriptions - WRC/APIDA, QTRC/LatinX, PAC/FPC, Adventure Programs.

The committee received a proposal to restructure staffing within the Affinity Centers by establishing three Senior Coordinator positions to provide strategic leadership and oversight



across six identity-based centers. The proposal responds to recent staffing reductions and is intended to ensure continuity of services, promote collaboration through an intersectional approach, and support student success during a period of fiscal uncertainty. The Senior Coordinator positions would be budget-neutral within the current fiscal year and reflect higher experience and leadership requirements. The committee discussed the rationale for center pairings, long-term sustainability, and the importance of maintaining effective support for students while operating within current financial constraints.

Roll Call Vote: 3 – In Favor 0 – Opposed 0 – Abstentions

Motion approved

PC 05/26 Approval of Background Check Policy (Action, Puccinelli)

M/S Kaur/Del Rossi; motion to open PC 05/26 Approval of Background Check Policy.

The committee received a proposed Background Check Policy formalizing existing hiring and volunteer screening practices. The policy outlines requirements for background checks and Live Scan clearances for employees and volunteers with access to sensitive information, financial responsibilities, or contact with minors, and aligns with the California Fair Chance Act, applicable regulations, and CSU system standards. It was noted that background checks are conducted only after a conditional offer of employment and include defined adverse action procedures and appeal rights. The committee acknowledged that the policy codifies current practice and supports transparency, consistency, and compliance.

Roll Call Vote: 3 – In Favor 0 – Opposed 0 – Abstentions

Motion approved

Announcements

- A reminder was shared regarding early morning travel on November 14th to attend Cal State LA Student Leadership Conference.
- The committee was informed that first-round interviews are being scheduled for the vacant custodian position.
- PASSC Anniversary event taking place November 13th at 5:30 p.m.
- The Chair thanked staff and committee members for their participation and contributions.

Adjournment

M/S Del Rossi/Kaur; motion to adjourn meeting at 12:50pm.

Motion passed.



Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date

JEDI Senior Coordinators Proposal

Date:11/13/2025

Santos Manuel Student Union Board of Directors

Proposed By: Dra. Lorena Marquez, Director of Student Diversity & Belonging

Background: The SMSU operates seven identity-based affinity centers serving the CSUSB campus and community: the Asian & Pacific Islander Desi American (APIDA) Resource Center, First People's Center (FPC), LatinX Center, Osher Adult Re-Entry Center (OARC), Pan-African Student Success Center (PASSC), Queer & Transgender Resource Center (QTRC), and Women's Resource Center (WRC). These centers and their leadership have experienced significant transitions in recent years. Additionally, funding for three full-time Coordinator positions, previously supported by the Division of Student Affairs, was eliminated as part of recent campus workforce reductions. As a result, existing staff temporarily expanded their roles to maintain operations while the organization develops a long-term, fiscally sustainable staffing plan that continues to meet student needs.

Proposal: Establish three Senior Coordinator, Student Diversity and Belonging positions utilizing a single, generalized position description. Each Senior Coordinator will provide strategic leadership and operational oversight for two designated affinity centers, as assigned by the Director of Student Diversity and Belonging. Center pairings may be adjusted over time based on organizational needs, staffing capacity, and equity considerations.

This generalized classification replaces center-specific Senior Coordinator descriptions while preserving the scope, level, and intent of the original proposal. Following an organizational equity audit, the Adventures Coordinator position meets the criteria of the Senior Coordinator role and will be reclassified accordingly under this structure.

Rationale: This proposal ensures experienced professionals lead the affinity centers, providing stability and strategic support during a time of fiscal uncertainty and national challenges.

- Allows for administrative flexibility to assign, realign, or adjust Senior Coordinator oversight as needed and to incorporate future sustainable support structures as organizational capacity and resources evolve.
- Establishes consistent, high-quality leadership across all six affinity centers through three Senior Coordinator roles.
- Promotes equity, belonging, and student success via culturally grounded, identity-affirming programs and initiatives.
- Strengthens student leadership development, identity exploration, and retention efforts across the JEDI Unit.
- Enhances operational efficiency and fiscal sustainability by aligning staffing structures with current resources.
- Ensures continuity of services and support for students while advancing the university's justice, equity, diversity, and inclusion of mission.

Budget Impact: Expected Hiring Range \$62,376-77,971. Salaries and Benefits have already been budgeted for this fiscal year.

Timeline: Upon approval, posting and recruitment will begin immediately, with the hopes of having interviews and hiring of Sr. Coordinators within the first half of 2026 (Feb-Jun).

Santos Manuel Student Union

Job Description

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| Job Title: | Senior Coordinator, Student Diversity and Belonging |
| Department: | Student Diversity and Belonging |
| Reports To: | Director of Student Diversity and Belonging |
| Location: | San Bernardino Campus |
| FLSA Status: | Non-Exempt |
| Category: | Full-Time, Regular, At-Will |
| Salary Grade: | 7 |
| EEO Code: | 5 |

Summary

Under the direction of the Santos Manuel Student Union (SMSU) Director of Student Diversity and Belonging, the Senior Coordinator provides strategic leadership and operational oversight for two affinity centers within the Santos Manuel Student Union. This position supports the SMSU's commitment to diversity, equity, and inclusion by fostering culturally affirming environments, advancing student development, and managing initiatives that promote the retention and success of historically underserved and marginalized student populations. The Senior Coordinator supervises professional and student staff, manages center operations, implements culturally relevant programs, and collaborates with campus and community partners to enhance support for unrepresentative identities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Strategic Leadership & Supervision

- Provide operational and strategic leadership for two designated affinity centers.
- Supervise and evaluate student staff, providing training, guidance, and leadership development.
- Support and participate in the recruitment, onboarding, and retention efforts for underrepresented students.

Programming & Community Engagement

- Develop and oversee a calendar of culturally affirming, educational, and identity-based programs including heritage month celebrations, workshops, dialogues, speaker series, and leadership development opportunities.
- Coordinate fall orientation efforts and summer initiatives for students affiliated with

the two designated affinity centers.

- Support campus-wide programs and collaborate with cultural graduation ceremonies, affinity group celebrations, and student heritage month committees.

Student Advocacy & Support

- Serve as a resource and advocate by building strong relationships and providing holistic support that fosters academic, social, and personal success for students served by the two designated centers.
- Provide culturally informed advising related to identity, cultural adaptation, academic persistence, and leadership development.
- Facilitate educational and community-building dialogues related to race, ethnicity, gender, sexuality, and intersectionality.

Assessment & Continuous Improvement

- Conduct needs assessments and collect data to evaluate the effectiveness of programs and services.
- Develop annual reports and use assessment results to inform strategic planning and programming decisions.
- Assist with long-term planning and strategic initiatives in alignment with university DEI goals and the SMSU mission.

Fiscal & Administrative Oversight

- Create operational budgets for the two designated centers, including budget planning, purchasing, and monitoring.
- Develop and maintain administrative procedures that ensure efficient center operations, including opening and closing of the centers
- Represent the centers on committees and boards, including DEI-focused planning groups and student affairs initiatives.

Campus Collaboration

- Collaborate with campus departments as well as the Division of Student Affairs and Academic Colleges to promote student belonging and institutional change.
- Act as liaison with community partners, tribal representatives, and alumni to strengthen external engagement.

- Support and co-lead training sessions and educational programs across campus in partnership with DEI, academic, and student support units.

Supervisory Responsibilities

Supervises a graduate assistant and up to ten student assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree or equivalent in a related program is required; 3 - 5 years of experience working with students is required, ideally in a student development or advising capacity. Demonstrated knowledge of issues impacting students served by the two designated centers. .

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software and other related software.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel, Word, PowerPoint, and Outlook.

Certifications Licenses & Registrations

First Aid and CPR/AED certification required (certifications may be obtained within the first month of employment).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.