

California State University, San Bernardino President's Office
Administrative Council Meeting
March 26, 2026

Present:

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

Representatives:

Jennifer Cornejo on behalf of Diego Rendon.

Absent:

Liu, Smith, and Rendon.

Guests:

Tim Akers, Gerard Au, Julio Arevalo, Ronald Coverson, Sandra Davis, Jason Espinoza, Jovi Galarza, Michael Gillespie, Sesar Morfin, Lisa Root, Lynniece Warren, and Alison Wiles.

Policies

1. Policy on Upholding Research Integrity and Responding to the Allegations of Research Misconduct (Final Read)

Analyst Gillespie presented the Policy on Upholding Research Integrity and Responding to the Allegations of Research Misconduct. The policy establishes the administrative process to ensure university-wide policies align with federal requirements and outlines procedures for responding to allegations of research misconduct in accordance with Public Health Service and Department of Health and Human Services guidelines. Policy revisions include the addition of new and expanded definitions, updates to investigation timelines and completion requirements under Section 10, and the addition of language to the bottom of the CSUSB policy webpage.

The policy was previously presented on February 19, 2026 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Pantula motioned for approval of the Policy on Upholding Research Integrity and Responding to the Allegations of Research Misconduct, which motion was seconded by Vice President Phillips and upon vote of the council, the item was passed with unanimous consent.

2. Administration of Grants and Contracts in Support of Sponsored Programs Policy (Final Read)

Chief Research Officer and Associate Provost Akers and Associate Vice President Morfin presented the Administration of Grants and Contracts in Support of Sponsored Programs Policy. The policy aligns with CSU ICSUAM Section 11000, replaces prior CSUSB sponsored programs policies, and applies to sponsored research proposals and awards administered through CSUSB and its auxiliary organization, University Enterprises Corporation. Policy revisions include updated definitions, revised language on proposal submission, clarification of roles and responsibilities, expanded ethics and compliance provisions, updates to financial management and regulatory compliance, expanded record retention requirements, and the addition of a policy conclusion.

The Administrative Council discussed regulatory requirements, research oversight, intellectual property, and operational roles between CSUSB and UEC.

The policy was previously presented on February 19, 2026 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 Administration of Grants and Contracts in Support of Sponsored Programs Policy, which motion was seconded by Vice President Dufault-Hunter and upon vote of the council, the item was passed with unanimous consent.

3. University Policy and Procedures for Student Records Administration (Final Read)

Interim University Registrar Wiles presented the University Policy and Procedures for Student Records Administration. The purpose of this policy is to implement and uphold the mandates of the Family Educational Rights and Privacy Act (FERPA) and related regulations by establishing guidelines for the access, maintenance, release, and protection of student records at California State University, San Bernardino. It ensures that students' rights to privacy and access to their educational records are respected and clearly outlines the responsibilities of university personnel in handling these records. Policy revisions include updated contact information, clarified policy language, and correction of typographical errors.

The Administrative Council discussed campus awareness and training regarding FERPA compliance and the handling of student information.

The policy was previously presented on December 4, 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 University Policy and Procedures for Student Records Administration, 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. Recruitment, Selection, and Appointment (MPP) (Final Read)

Director Arevalo presented the Recruitment, Selection and Appointment (Management Employees) Policy. The policy outlines the procedures for recruitment requisitions, posting processes, advertising, and selection criteria, applying to all Management Personnel Plan employees, unless otherwise specified. Policy revisions include removing modified search procedures, adding CSU Recruit powered by PageUp for recruitment, setting search firm expectations, implementing equitable recruitment requirements via CSU Learn, requiring interview rating sheets, establishing recommended posting periods for administrators, specifying sourcing channels, appointing a senior talent acquisition representative for expert guidance, and discontinuing final candidate notification to the President or designee.

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

Dean Pantula motioned for approval of the Recruitment, Selection, and Appointment (MPP) policy, which motion was seconded by Interim Vice President Watts and upon vote of the council, the item was passed with unanimous consent.

5. Recruitment, Selection, and Appointment (Staff) (Final Read)

Director Arevalo presented the Recruitment, Selection and Appointment (Staff) Policy. The policy outlines the procedures for recruitment requisitions, posting processes, advertising, and selection criteria of all staff positions. Policy revisions include updating the responsible department for recruitment management, aligning search procedures with the collective bargaining agreements, incorporating CSU Recruit, adding updated sourcing channels, revising travel reimbursement processes for candidates, and requiring interview rating sheets.

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

Dean DomNwachukwu motioned for approval of the Recruitment, Selection, and Appointment (Staff) policy, which motion was seconded by Dean Chuang and upon vote of the council, the item was passed with unanimous consent.

6. Recruitment, Selection, and Appointment Advertising for Staff Positions (Final Read)

Director Arevalo presented the Recruitment, Selection, and Appointment Advertising for Staff Positions Policy. Policy revisions include the removal of the advertisement language, as it is now located in Section 2 – Recruitment, Advertising the Vacancy of the Staff Recruitment Guidelines on the Talent Acquisition website.

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

Dean Hassija motioned for approval of the elimination of the Recruitment, Selection, and Appointment Advertising for Staff Positions policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was approved with unanimous consent.

7. Employee Salary Advance Policy (Final 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 policy was previously presented on October 5, 2025 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Pantula motioned for approval of the elimination of the Employee Salary Advance Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was approved with unanimous consent.

8. Working Title Policy for Staff (MPP) (Final Read)

Associate Vice President Coverson presented the Working Title Policy for Staff (MPP) Policy. The policy clarifies when an employee is reclassified through the “job audit” process into a higher classification, a new probationary period may be established. If a new probationary period is established, the probationary performance evaluation is initiated. There are no policy revisions.

The policy was previously presented on December 4, 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 Working Title Policy for Staff (MPP), which motion was seconded by Provost Mohamed and upon vote of the council, the item was passed with unanimous consent.

9. Working Title Policy for Staff (Non-MPP) (Final Read)

Associate Vice President Coverson presented the Working Title Policy for Staff for (Non-MPP) Policy. The policy provides consistent guidelines for the creation, approval, and use of working titles at California State University, San Bernardino. It ensures that working titles accurately reflect an employee's role, responsibilities, and area of specialization while maintaining alignment with official classification titles. The policy also outlines the approval process through Human Resources to promote clarity, consistency, and transparency across the university.

The policy was previously presented on December 4, 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 Working Title Policy for Staff (Non-MPP), which motion was seconded by Vice President Dufault-Hunter and upon vote of the council, the item was passed with unanimous consent.

10. Position Reclassification Probation Policy (First Read)

Associate Vice President Coverson presented the Position Reclassification Probation Policy. The policy clarifies that when an employee is reclassified thorough the "job audit" process into a higher classification, a new probationary period may be established. If a new probationary period is established, the probationary performance evaluation is initiated. There are no policy revisions.

The Administrative Council discussed clarification of probationary period provisions and recommended returning the policy for further review.

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

11. Risk Management Policy (First Read)

Executive Director Warren presented the Risk Management Policy. The policy establishes a comprehensive risk management approach that mitigates potential losses while supporting the university's mission and aligning with systemwide requirements. Policy revisions include modernization of the risk management approach, expanded institutional scope, designation of departments as risk owners, strengthened assessment and reporting practices, and establishment of a multidisciplinary advisory group to support annual risk assessment.

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. Systemwide Video Security Camera Policy (First Read)

Chief Information Officer Au presented the Systemwide Video Security Camera Policy. The purpose of the policy is to adopt the CSU systemwide security camera policy.

Vice President Dufault-Hunter motioned for approval of the elimination of the Systemwide Video Security Camera Policy, which motion was seconded by Chief of Staff Hartley and upon vote of the council, the item was approved with unanimous consent.

13. Student Non-Academic Grievance Policy and Procedures (First Read)

Associate Dean of Students and Director Root presented the Student Non-Academic Grievance Policy and Procedures. The policy establishes the process for addressing student non-academic grievances against CSUSB employees and outlines procedures for resolution, including timelines, review standards, and documentation requirements.

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 noted that his report has been posted on the website and shared general updates.
- President Morales acknowledged recent campus events and activities.
- Rafik Mohamed thanked the University Police Department for their support at campus events.

The Administrative Council adjourned at 3:04 p.m.

Minutes Prepared by Rina Nolasco