California State University, San Bernardino President's Office

Administrative Council Meeting

May 7, 2026

Present:

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

Representatives: Jennifer Cornejo on behalf of Diego Rendon

Absent:

Rendon

Guests:

Ron Coverson, Michael DeSalvio, Jovi Galarza, Lisa Root, Lynniece Warren, and Jenny Sorenson

Policies

1. **Position Reclassification Probation Policy (First Read)**

   Manager Galarza presented the Position Reclassification Probation Policy. The policy clarifies that when an employee is reclassified through the "job audit" process into a higher classification, a new probationary period may be established and the probationary performance evaluation process initiated. Human Resources recommended elimination of the policy because probationary provisions are addressed through collective bargaining agreements and CSU systemwide guidance.

   The Administrative Council discussed policy alignment with CSU guidance, distinctions between represented and non-represented employees, and references to probationary review periods.

Dean Gomez-Arias motioned for approval of the elimination of the Position Reclassification Probation Policy, which motion was seconded by Vice President Watts and upon vote of the council, the item was approved with unanimous consent.

2. Guidelines for Implementation of Campus Fees Policy (First and Final Read)

Vice President Olivérez presented the Guidelines for Implementation of Campus Fees Policy. The policy implements Executive Order 1102 regarding CSU student fee policies and outlines campus procedures related to the establishment, oversight, and adjustment of student fees.

The Administrative Council discussed alignment between campus and CSU systemwide policies, references to CSU policies within the campus policy framework, and accessibility of systemwide policy information on the university website.

Dean Gomez-Arias motioned for approval of the elimination of the Guidelines for Implementation of Campus Fees Policy, which motion was seconded by Dean DomNwachukwu and upon vote of the council, the item was approved with unanimous consent.

3. Animals on Campus Policy (Final Read)

Director DeSalvio presented the Animals on Campus Policy. The policy establishes requirements related to animals permitted on campus, including service animals, emotional support animals, therapy animals, research animals, and pets on campus grounds. Policy revisions include clarification of ADA and Fair Housing Act requirements, accommodations for service animals, sanitation and waste management expectations, mediation procedures, and enforcement guidance.

The Administrative Council discussed policy implementation, communication, and enforcement considerations and recommended distributing the final policy campuswide with additional information regarding policy revisions and implementation guidance.

The policy was first presented on February 19, 2026 and sent to the campus community for feedback. Campus comments were received. This is the final read.

Dean Chuang motioned for approval of the Animals on Campus Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was approved with unanimous consent.

4. Risk Management Policy (Final Read)

Executive Director Warren presented the Risk Management Policy. The policy establishes a comprehensive and participatory approach to campus risk management designed to mitigate institutional risk while supporting the university's mission and strategic plan. Policy revisions include modernization of the university's risk management framework, expansion of operational areas involved in risk oversight, formal designation of departments as risk owners, strengthened risk assessment procedures, and creation of a multidisciplinary advisory working group.

The Administrative Council discussed departmental responsibilities, risk assessment processes, CSU Buy approval timelines, and implementation guidance related to the policy.

The policy was first presented on March 26, 2026 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Vice President Watts motioned for approval of the Risk Management Policy, which motion was seconded by Dean DomNwachukwu and upon vote of the council, the item was approved with unanimous consent.

5. Student Non-Academic Grievance Policy and Procedures (Final Read)

Associate Dean of Students and Director Root presented the Student Non-Academic Grievance Policy and Procedures. The policy establishes procedures for addressing student non-academic grievances against CSUSB employees where alleged actions adversely affect a student's status, rights, or privileges. Policy revisions include clarification of informal resolution and formal fact-finding procedures, updates to timelines and standards of evidence, clarification of roles and responsibilities for Student Affairs administrators, updated references to alternate grievance and conduct procedures, electronic submission options, and incorporation of guidance related to Other Conduct of Concern (OCC).

The Administrative Council discussed referral procedures and administrative roles related to the policy and recommended an additional revision to include Faculty Affairs and Development in the referral language.

The policy was first presented on March 26, 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 Student Non-Academic Grievance Policy and Procedures with revised changes recommended by the Administrative Council, which motion was seconded by Dean Hassija and upon vote of the council, the item was approved with unanimous consent.

Roundtable

- President Morales acknowledged the Administrative Council's continued policy review efforts and shared updates regarding recent and upcoming campus events and activities, including commencement.

The Administrative Council adjourned at 2:35 p.m.
Minutes Prepared by Rina Nolasco.