California State University, San Bernardino President's Office
Administrative Council Meeting
September 28, 2023

Present:
Chuang, Davis, Gomez-Arias, Haddock, Hartley, Hassija, Liu, Mohamed, Morales, Nava, Oh, Olivérez, Phillips, and Sudhakar

Representatives: Autumn Hudson on behalf of Carson Fajardo.

Absent:
Fajardo, DomNwachukwu, Pantula, and Wilson

Guests:
Alisha Carnahan, Bruce Hagan, David Hou, Beth Jaworski, Sharon Johnson, Mike Rister, Jennifer Sorenson, and Lynniece Warren.

Policies

1. **Student Participation in Policy Development Policy (Second Read)**
   ASI Executive Director Rister presented the Student Participation in Policy Development Policy. The policy ensures that associated student body organizations are involved in campus policy development. Proposed revisions include the removal of the term shared, a definition of campus committees and accommodations for scheduling around academic schedules.

   The Administrative Council discussed defining confidential matters and personnel searches.

   The policy was first presented on December 8, 2022, and sent to the campus community for feedback. The policy was also discussed with the student council.

Comments and recommendations have been incorporated into the policy. This is the final read.

Vice President Nava motioned for approval of the Student Participation in Policy Development Policy, which motion was seconded by Vice President Olivérez and upon vote of the council, the item was passed with unanimous consent.

2. Youth Protection Policy (Second Read)

Executive Director Warren presented the Youth Protection Policy. The policy promotes a safe, engaging, and productive environment for individuals who are minors and participate in CSUSB sponsored/affiliated programs. Some of the policy requirements include youth program registration, compliance with CSU screening and background check requirements, youth protection training, reporting and responding to allegations of abuse or neglect, and program-specific guidelines.

The Administrative Council discussed the methods of disseminating the policy, ensuring implementation of the policy, and the frequency of background checks.

The policy was first presented on March 2, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Provost Mohamed motioned for approval of the Youth Protection Policy, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

3. Major Capital Outlay Projects Coordination Policy (Second Read)

Senior Associate Vice President Sorenson presented the Major Capital Outlay Projects Coordination Policy. The policy outlines the process used during the planning, design, and construction of all major capital outlay projects managed

by the Office of Facilities Planning, Design, and Construction. Key elements of the policy include establishing Facilities Planning, Design, and Construction as the responsible department for all major capital outlay projects, identifying four phases of a major capital outlay project and outlining the role of the project manager, campus specialty teams, builder, and designer in the project.

The policy was first presented on May 4, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Dean Gomez-Arias motioned for approval of the Major Capital Outlay Projects Coordination Policy, which motion was seconded by Vice President Nava and upon vote of the council, the item was passed with unanimous consent.

4. Electric Power Interrupt Policy (Second Read)

Senior Associate Vice President Sorenson presented the Electric Power Interrupt Policy. The policy establishes the protocols to be followed when a power interruption occurs. Key elements of the policy include identifying the responsibilities of Facilities Management and the Office of Strategic Communications in communicating notifications regarding power interruptions, identifying a sequence of methods to curtail campus energy demands, and establishing that the President or appropriate designee will determine when curtailment requires campus closure.

The policy was first presented on May 4, 2023, and sent to the campus community for feedback. Campus comments were received. This is the final read.

President Morales motioned for approval of the Electric Power Interrupt Policy, which motion was seconded by Office Manager and Executive

Assistant Hartley and upon vote of the council, the item was passed with unanimous consent.

5. **Electrical Load Reduction Procedures Policy (Second Read)**

Senior Associate Vice President Sorenson presented the Electrical Load Reduction Procedures Policy. The policy establishes the procedures to be taken in the event of a California Independent System Operator electrical emergency stage 1, 2, or 3. Key elements of this policy are that it meets the Governor's Office requirement for a planned response to electrical grid emergency conditions, identifies conservation actions that will be taken for each electrical emergency stage, and identifies cooling set points for HVAC systems. Minor policy revisions include the incorporation of plant scheduling as part of campus response to grid emergencies.

The Administrative Council discussed methods to distribute education regarding the use of electricity for research purposes.

The policy was first presented on May 4, 2023, and sent to the campus community for feedback. Campus comments were received. This is the final read.

Vice President Sudhakar motioned for approval of the Electrical Load Reduction Procedures Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.

6. **Administration, Assignments, and Utilization of University Facility Space Policy (Second Read)**

Senior Associate Vice President Sorenson presented the Administration, Assignments, and Utilization of University Faculty Space Policy. The policy addresses the allocation of physical space including all state and non-state

buildings in the campus master plan. Key elements of the policy include ensuring the adherence to Board of Trustees and Chancellor's Office policies for space allocation, establishing the Space Planning Advisory Committee and its responsibilities, defining procedures for reallocation, reusing, or requesting space, and delegating space facility database maintenance and annual reporting to the Facilities Planning, Design, and Construction Office. Significant updates to the policy include the addition of divisional space committees to review space requests prior to the Space Planning Advisory Committee review.

The Administrative Council proposed revisions to the policy to include the College of Extended Learning in the policy language.

The policy was first presented on May 4, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Dean Gomez-Arias motioned for approval of the amended Administration, Assignments, and Utilization of University Facility Space Policy Title, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

7. Campus Email Structure and Communication Policy (First Read)

Interim Executive Director Hagan presented the Campus Email Structure and Communication Policy. The policy addresses issues related to proper use and the standardization of email addresses. Proposed revisions to the policy include language to address to regard of emails from the university as official communication, minor grammatical corrections, and updates to department names and position titles.

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.

8. Campus Listservs Policy (First Read)

Interim Executive Director Hagan presented the Campus Listservs Policy. The policy manages the flow of various types of information among campus listservs in an efficient and economical manner. Policy revisions include the addition of language that emphasizes maintaining professionalism in email communications.

The Administrative Council discussed issues surrounding civility in email forums.

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.

9. Campus Health Oversight Committee Policy (First Read)

Executive Director Jaworski presented the Campus Health Oversight Committee Policy. The policy outlines standards and guidelines for the provision of health services to students, employees, and visitors by all campus entities. Key elements of the policy include the CSUSB Campus Health Oversight Committee's advisory role to the president or their designee, ensuring compliance with CSU Chancellor's Office policies including EO 943, and the CSUSB CHOC Policy for health services offered to campus members.

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. Student Immunization Policy (First Read)

Executive Director Jaworski presented the Student Immunization Policy. The policy implements requirements and recommendations in accordance with the California State University Policy, Executive Order 803 on immunization requirements, and authorized campus discretion. Key elements of the policy

include the affirmation of CSU Immunization Requirements, the proposition to include Measles, Mumps, and Rubella immunizations that are consistent with prior CSU immunization requirements, the delegation of campus discretion to use registration holds, and the offering of immunizations, titers, and verification of immunization through the California Immunization Registry through the Student Health Center.

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. MPP Reconsideration Policy (First Read)

Director Carnahan presented the MPP Reconsideration Policy. The policy outlines the procedures for MPPs who request reconsideration of adverse personnel decisions. Key elements of the policy include the addition of language referring to regulations, the replacement of the term supervisor with the term appropriate administrator, and the replacement of HR Department with HR Division.

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. Meetings and Social Gatherings Policy (First Read)

Director Carnahan presented the Meetings and Social Gathering Policy. The policy provides information and conditions related to employee participation in university activities and events. Key elements of the policy include the designation of the President or President's designee to authorize release time to attend special events and functions, the ability of the President or President's designee to establish and authorize committees on either an ad hoc or standing basis, and the establishment of informal organizations and groups for social,

recreational, or other objectives of association or recognition. Proposed revisions to the policy include the addition of the President's designee to the policy's language and the change of the standard workday hours from 4:30 p.m. to 5:00 p.m.

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.

13. **Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties Policy (First Read)**
Executive Director Hou presented the Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties Policy. The policy prohibits discrimination, harassment and retaliation, sexual misconduct, sexual exploitation, dating and domestic violence, and stalking against students, employees, and third parties. Key elements of this policy include procedures for addressing complaints made against students, employees and third parties. Policy revisions include the addition of links to the Chancellor's Office webpage that references the corresponding executive order.

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.

14. **Appointment of MPP or Staff Special Consultants Policy (First Read)**
Executive Director Johnson presented the Appointment of MPP or Staff Special Consultants Policy. The policy clarifies the procedures for hiring and appointing

special consultants. Key elements of the policy include defining classification, pay, and assignment of special consultants, differentiating between special consultants and independent contractors, and specifying HR involvement in the hiring of special consultants. Proposed revisions include the change of the policy title to reflect the Special Consultants 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.

15. Management Employees –Vacation Policy (First Read)

Executive Director Johnson presented the Management Employees – Vacation Policy. The policy describes the accrual of vacation for management employees and utilization of vacation to avoid large accrued balances. A key element to this policy is that it recommends taking any excess accumulated vacation in the first quarter of the next calendar year.

The Administrative Council discussed circumstances and operational emergencies that may prevent MPPs from using accrued vacation balances.

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.

16. Vacation Accrual Policy (First Read)

Executive Director Johnson presented the Vacation Accrual Policy. The policy describes the accrual of vacation for employees. Proposed revisions to the policy include the removal of the chart created by CSUSB and the utilization of the chart created by the Chancellor's Office and displayed in the absence management module for consistency.

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.

17. Volunteer Policy (First Read)

Executive Director Johnson presented the Volunteer Policy. The policy provides a definition and procedure for volunteers to be identified and recorded with the university. Key elements of the policy include defining volunteers, setting minimum qualifications, outlining training and background check requirements, and specifying the process, forms, and term limits.

The Administrative Council discussed the volunteers serving as members of community boards for the campus.

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

- Vice President Nava announced that October 2, 2023, will mark the inaugural presentation of the Presidential Distinguished Lecture Series featuring the notable business leader, Dorene Dominguez.
- President Morales shared that he went to the grand opening of the CSUSB Anthropology Museum.

The Administrative Council adjourned at 2:47 p.m.
Minutes Prepared by Katherine Hartley