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

Representatives: None

Absent:
Chuang, Hassija, Pantula, and Wilson

Guests:
Gerard Au, Alisha Beal, David Hou, Beth Jaworski, and Sharon Johnson

Policies

1. **Campus Email Structure and Communication Policy (Second Read)**
   Interim Chief Information Officer Au presented the Campus Email Structure and Communication Policy. The policy addresses issues related to proper use and the standardization of email addresses. Proposed revisions include typographical corrections, adjustments to titles, department, and policy names within the policy language, along with updated language regarding student workers and student assistants. Additional revisions include language allowing student organizations to have a @csusb.edu for use only when officially chartered through OSE and clarification on when student accounts will be deactivated.

   The Administrative Council discussed details regarding student clubs and their access to CSUSB email addresses and clarified which individuals have student accounts.
Faculty Senate Chair Davis motioned for approval of the Campus Email Structure and Communication Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.

2. Campus Listservs Policy (Second Read)
Interim Chief Information Officer Au 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 updating the policy’s name to Campus Electronic Mailing List Policy, the removal of unmoderated listservs and mailing lists, the inclusion of language from the Acceptable Use Policy, the incorporation of “kindness” language from the Campus Strategic Plan, and adding further detail regarding the scope for unmoderated listservs.

The policy was first presented on September 28, 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 Campus Listservs Policy, which motion was seconded by Interim Dean Oh and upon vote of the council, the item was passed with unanimous consent.

3. Campus Health Oversight Committee Policy (Second 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. Policy revisions include the integration of CSU information security policies as an additional authority to Protected Health Information and the addition of UPD for releases of protected health information and medical records to law enforcement.

The policy was first presented on September 28, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

**Vice President Olivérez motioned for approval of the Campus Health Oversight Committee Policy, which motion was seconded by Vice President Nava and upon vote of the council, the item was passed with unanimous consent.**

4. **Student Immunization Policy (Second 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. Policy revisions include updated language to clarify the requirement of the Hepatitis B immunization and the revised registration hold statement for consistency with information disseminated by the Office of the Registrar.
The Administrative Council discussed the details of TB requirements.

The policy was first presented on September 28, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Dean DomNwachukwu motioned for approval of the Student Immunization Policy, which motion was seconded by Vice President Olivérez and upon vote of the council, the item was passed with unanimous consent.

5. MPP Reconsideration Policy (Second Read)
Director Beal 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 "appropriate administrator," and the replacement of "HR Department" with "HR Division."
Proposed revisions include minor changes to policy language.

The policy was first presented on September 28, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Vice President Sudhakar motioned for approval of the MPP Reconsideration Policy, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

6. Meetings and Social Gatherings Policy (Second Read)
Director Beal 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 proposed revisions to the policy to include summer hours in the policy language.

The policy was first presented on September 28, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

**Faculty Senate Chair Davis motioned for approval of the amended Meetings and Social Gathering Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.**

7. **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 (Second 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.
The Administrative Council discussed how to communicate the policy to campus.

The policy was first presented on September 28, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

The Administrative Council did not vote on approving this policy because it falls under the CSU Systemwide Policy, and specific approval from the council is not required.

8. **Appointment of MPP or Staff Special Consultants Policy (Second Read)**

Executive Director Johnson presented the Appointment of MPP or Staff Special Consultant 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 a title change to reflect the Special Consultants Policy, defining their utilization, and clarifying distinctions from Independent Contractors. The revisions further include specifying requirements for additional employment (up to 125% of full time), emphasizing the need for significantly different secondary work, transitioning CSU Retired Annuitants from a daily to an hourly rate, outlining I9 form compliance, and requiring HR authorization for appointments.

The policy was first presented on September 28, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

**Faculty Senate Chair Davis motioned for approval of the Appointment of MPP or Staff Special Consultants Policy, which motion was seconded by ASI President Fajardo and upon vote of the council, the item was passed with unanimous consent.**
9. **Management Employees – Vacation Policy (Second 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 how to communicate the policy to MPPs.

The policy was first presented on September 28, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

The Administrative Council did not vote on approving this policy because it falls under the CSU Systemwide Policy, and specific approval from the council is not required.

10. **Vacation Accrual Policy (Second 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 policy was first presented on September 28, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

The Administrative Council did not vote on approving this policy because it falls under the CSU Systemwide Policy, and specific approval from the council is not required.
11. **Volunteer Policy (Second 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. Proposed revisions include addressing termination procedures, adding an employee volunteer section, recommending agreements for service-learning students, and including a discrimination and harassment statement. Additionally, the revisions outline resource access, expense reimbursement, and restrictions on long-term assignments.

The Administrative Council discussed reimbursement terms and conditions for volunteers.

The policy was first presented on September 28, 2023, and sent to the campus community for feedback. Comments and recommendations have been incorporated into the policy. This is the final read.

**Faculty Senate Chair Davis motioned for approval of the Volunteer Policy, which motion was seconded by Interim Dean Oh and upon vote of the council, the item was passed with unanimous consent.**

**Roundtable**

- President Morales expressed gratitude for the successful Homecoming event, acknowledging record-breaking attendance and plans for assessment. He highlighted his attendance at the Native American opening, encouraged participation in upcoming basketball seasons, and commended the Entrepreneur Resource Center’s opening in San Bernardino.
President Morales thanked DEI board retreat participants, emphasizing the importance of institutionalizing diversity, equity, and inclusion in the face of challenges. He noted upcoming recognition by AASCU for the CSUSB DEI board structure.

Vice President Nava shared that the president was invited to speak at the AASCU meeting in Chicago, bringing attention to positive campus developments.

President Morales mentioned his upcoming AASCU address and highlighted AASCU’s initiatives.

ASI President Fajardo expressed gratitude to President Morales, deans, and members for supporting ASI flags and fostering a welcoming environment for students.

President Morales highlighted an upcoming “Meet the Presidents” event on November 30, 2023. He also mentioned upcoming college focus meetings with deans and academic club leaders.

Vice President Olivérez mentioned an upcoming Latina Leadership conference and encouraged sharing the information with divisions and departments.

Dean DomNwachukwu shared details about the College of Education Summit, scheduled for November 16. The summit, featuring Microsoft’s Allen Powell as the keynote speaker, will address effective practices in education, including parental engagement and recognition of innovative STEM students.

Dean Gomez-Arias shared updates on the opening of the Entrepreneur Resource Center and highlighted a collaboration with the Fontana Unified School District on a Department of Labor grant for K-16 information systems and cybersecurity.

Interim Dean Oh mentioned the upcoming International Education Week scheduled for November 6-9, 2023. It will feature diverse events along with an education exposition showcasing study abroad experiences and summer programs.

Internal Auditor Liu provided updates on auditing matters.
• Provost Mohamed discussed a grant application for dual enrollment in the high desert to enhance college readiness. He mentioned that the Chancellor’s Office hosted impactful events that emphasize their dedication to student success such as the Young Men of Color Conference and the GI 2025 Symposium. Plans for another faculty night to support basketball attendance were mentioned, along with a recommendation to read “The True American.”

• Vice President Sudhakar announced that the India Student Organization would be hosting Diwali on November 17, 2023 at SMSU North and encouraged attendance to show support. He also highlighted the retirement of Muriel Lopez-Wagner.

The Administrative Council adjourned at 2:30 p.m.
Minutes Prepared by Katherine Hartley