

**California State University, San Bernardino President's Office**

**Administrative Council Meeting**

**February, 26 2020**

**Present:**

Barcenas, Caballero, Chuang, DomNwachukwu, Freer, Galarza- Toledo, Hartley, Huizinga, Karmanova, Lappin, McMahan, Morales, Nava, Oliverez, Pantula, Rose, Sudhakar, and Zhu.

**Representatives:**

Pamela Schram on behalf of Rafik Mohamed.

**Absent:**

Davidson–Boyd, Mohamed, and Steffel.

**Guests:**

Rachel Beech, Nina Jamsen, Pamela Langford, Alex Najera, Jennifer Sorenson, Robert Tenczar, April Wing, and Seval Yildirim.

**Report**

**1. Government Relations**

Associate Vice President Langford presented a Government Relations report. Governor Newsome released the 2020-21 state spending plan on January 10, 2020 which included a funding proposal for the CSU with a \$199 million General Fund increase and a \$6 million one-time funding allocation. The proposal was less than the CSU 2020-21 Support Budget Request of \$648 million approved by the Board of Trustees. The January Governor's budget proposal is the beginning of the state budget negotiations.

President Morales encouraged the Faculty Senate, the Staff Council, and ASI to encourage members to write to elected representatives in support of budget funding for the CSU.

## **Presentations**

### **1. Use of Pronouns**

Associate Vice President Beech and Associate Provost Yildirim presented information regarding the Use of Pronouns. The CSU Executive Orders 1095/1096/1097 and the US Department of Education Dear Colleague Letter (May 13, 2016) prohibit discrimination on the basis of gender identity and reiterate the civil rights protections for transgender students. Ways to make classrooms gender inclusive include giving students the opportunity to share their pronouns and preferred names and infusing trans issues and content into course material where relevant. The Chancellor's Office convened a working group of campus representatives to configure the PeopleSoft system. The system now gives students the ability to update preferred pronouns and preferred names. The preferences will appear in the advisor system and class roster, but not in the grade roster.

## **Policies**

### **1. Official School Colors (Final Read)**

Associate Vice President Tenczar presented the Official School Colors policy. The policy defines specific color configurations of the school colors, which are to be used in production of official university marketing materials and brand products.

The policy was first presented on November 13, 2019 and sent to the campus community for feedback. No comments were received. This is the final read.

**Staff Council Chair Barcenas motioned for approval of the Official School Colors policy, which motion was seconded by ASI President Galarza-Toledo and upon vote of the council, the item was passed with unanimous consent.**

## **2. Stationary Policy (Final Read)**

Associate Vice President Tenczar presented the Stationary Policy. The policy changes include updated language to include sub-identity logos, stationary and business cards.

The policy was first presented on November 13, 2019 and sent to the campus community for feedback. No comments were received. This is the final read.

**Vice President Freer motioned for approval of the Stationary Policy, which motion was seconded by Vice President Sudhakar and upon vote of the council, the item was passed with unanimous consent.**

## **3. Database Access Policy (Removal)**

Vice President Sudhakar presented the recommendation to remove the Database Access Policy. The policy is superseded by a CIA process, ICSUAM 8060, which governs data access. This policy has been reviewed by two subcommittees and IT governance.

The policy was first presented November 13, 2020 and was sent to the campus community for feedback. No comments were received. This is the final read.

**Dean Karmanova motioned for approval of the removal of the Database Access Policy, which motion was seconded by Dean DomNwachukwu and upon vote of the council, the item was passed with unanimous consent.**

## **4. Weapons on Campus (Final Read)**

Chief Jamsen presented the Weapons on Campus policy. The policy changes include strengthening the language for the Gun Free Zone Act of 1995, which explicitly states that weapons, including those with concealed carry permits, are

not allowed on campus, and updating departments and titles for consistency with current organizational structure.

The policy was first presented on November 13, 2019 and was sent to the campus community for feedback. One comment was received and has been incorporated into the policy. This is the final read.

**Dean Karmanova motioned for approval of the Weapons on Campus policy, which motion was seconded by Vice President Nava and upon vote of the council, the item was passed with unanimous consent.**

**5. CSUSB Wind Procedure (First Read)**

Chief Jamsen presented the CSUSB Wind Procedures policy. The updated policy removes the procedure for monitoring wind speeds, which is outlined in the Emergency Operations Plan. The revisions conform to the National Weather Service policies for issuing advisories and warnings based on current conditions.

The Administrative Council discussed recent wind events and the condition fluctuations across periods of time.

**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.**

**6. Lodging on Campus (First Read)**

Chief Jamsen presented the Lodging on Campus policy. The policy revisions include changing the timing from 7:00 a.m. to 6:00 a.m. in response to the conversion to semesters, updating the regulatory authority, and updating the name of the department responsible for the policy.

The Administrative Council discussed possible scenarios including students with housing insecurity or faculty and staff who stay in offices late.

**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.**

**7. Procedures for Handling Law Enforcement Inquiries & Subpoenas (First Read)**

Chief Jamsen presented the Procedures for Handling Law Enforcement Inquiries & Subpoenas policy. The policy revisions clarify the language and simplify the process for handling law enforcement inquiries and subpoenas. All law enforcement inquiries and subpoenas should be submitted to Risk Management for processing to ensure consistency. The policy revisions have been reviewed by the CSU legal department.

**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. CSUSB Campus Accessibility Advisory Board Charter (First Read)**

Vice President Freer presented revisions to the CSUSB Campus Accessibility Advisory Board Charter. The revisions update the charter to be compliant with the executive order and clarify the language and membership titles. The revisions also include additional responsibilities for the Chairperson and 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.**

**9. ADA Procedures and Guidelines (First Read)**

Associate Vice President Najera presented the ADA Procedures and Guidelines policy. The updated policy includes common ADA terms and definitions, meeting group members and frequency, public access to campus events, and funding and complaint procedures.

**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. Recruitment, Selection, and Appointment (Management Employees) (First Read)**

Associate Vice President Najera presented the Recruitment, Selection and Appointment (Management Employees) policy. Policy revisions include codifying the practice of a 30-day minimum posting period, a position description and classification and compensation review included in the recruitment requisition, and selection committee members must complete diversity and inclusion training. The revisions also clarify the funding responsibility for non-standard recruitment postings and candidate travel expenses.

**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. Recruitment, Selection, and Appointment (Staff) (First Read)**

Associate Vice President Najera presented the Recruitment, Selection, and Appointment policy revisions. The revisions codify the minimum posting period in accordance with the collective bargaining agreement, the complete position description and classification and compensation review for the recruitment requisition, and search committee members must complete diversity and

inclusion training. The revisions also define funding responsibilities for non-standard recruitment postings and candidate travel expenses.

**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. Recruitment, Selection, and Appointment Advertising for Staff Positions (First Read)**

Associate Vice President Najera recommended the removal of the Recruitment, Selection, and Appointment Advertising for Staff Positions. The advertising language has been included in the revisions to the Recruitment, Selection, and Appointment (Management Employees) and Recruitment, Selection, and Appointment (Staff) policies.

**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. Policy on Key and Access Issuance (First Read)**

Associate Vice President Sorenson presented the revisions to the Policy on Key and Access Issuance. The policy revisions include identification of Facilities Management as the responsible department, addition of an authorization structure for approving access to facilities, prohibition on duplicating or sharing keys or credentials, and the process for issuance and return of campus keys and credentials.

**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. Administration of Grants and Contracts in Support of Sponsored Programs Policy (First Read)**

Associate Provost and Dean Huizinga presented the revisions to the Administration of Grants and Contracts in Support of Sponsored Programs Policy. The revisions include the addition of appropriate definitions and employment requirements for Principal Investigators. The revisions align the policy with the Chancellor's Office.

The Administrative Council discussed the employment requirements for Principal Investigators and applicability of the policy to philanthropic grants.

**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. University Policy and Procedures for Student Records Administration (First Read)**

Associate Vice President Rachel Beech presented revisions to the University Policy and Procedures for Student Records Administration policy. The revisions update the language to comply with FERPA, reference new federal guidelines, and identify the position responsible for addressing requests.

**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. Student Database Access Policy (First Read)**

Associate Vice President Beech presented revisions to the Student Database Access Policy. The Student Database Access Policy is being updated to include appropriate training for individuals who need to access the database, two-factor



authentication, and an access authorization process through the Computerized Information Access (CIA) process.

**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. University Hold Policy (First Read)**

Associate Vice President Beech presented revisions to the University Hold Policy. The revisions prevent the withholding of transcripts for financial obligations in accordance with the CSU executive order and update the notifications for university holds.

The Administration Council discussed adding language defining the standard notification of university holds.

**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.**

**18. External Use of Enrolled Student Mailing List Policy (First Read)**

Associate Vice President Beech presented revisions to the External Use of Enrolled Student Mailing List policy. The revisions were minor updates to the name of the department responsible for the policy and the reference to the Federal Education Rights and Privacy Act revision.

Due to the minor policy revisions of updating department names and clerical references, pursuant to the Administrative Policies and Practices, the revisions to the External Use of Enrolled Student Mailing List Policy can be approved on first read.

**Vice President Nava motioned for approval of the External Use of Enrolled Student Mailing List Policy, which motion was seconded by Dean Pantula and upon vote of the council, the item was passed with unanimous consent.**

### **Roundtable**

- President Morales announced Coyote Cares Day will be held on April 25, 2020. The 5K run to support child abuse prevention awareness will occur as part of Coyote Care Day. President Morales extended his appreciation to the contributors of the Black History Month events. He will be hosting a dinner for the Women's Volleyball team to celebrate their first NCAA Championship victory. On March 1, 2020, the CSUSB orchestra members who performed in South Korea will hold a viewing of a video of the trip.
- Provost McMahan announced an event recognizing Dr. Brian Levin for winning the Wong Award.
- Vice President Olivérez shared the Division of Student Affairs will be holding a block party to celebrate the Women's Volleyball Team NCAA Championship victory.
- Vice President Freer announced the SMSU Topping Off Ceremony scheduled for March 2, 2020.
- Dean Karmanova provided an update on the COVID-19 virus. The virus started in China and was predicted to stop in April, however, the virus is spreading to other countries. The council discussed forming a committee to review the effects on the study abroad program, international travel, and admissions.

Minutes Prepared by Katherine Hartley