

California State University, San Bernardino President's Office
Administrative Council Meeting
March 2, 2023

Present:

Chuang, Davis, DomNwachukwu, Galvez, Gomez-Arias, Graham, Grisham, Haddock, Hartley, Hassija, Huizinga, Lubas, Mohamed, Morales, Nava, Pantula, Phillips, Sudhakar, Wilson, and Zhu

Representatives: None

Absent:

Campbell, Liu, and Olivérez

Guests:

Michael Au-Yeung, Amy Braceros, Lesley Davidson-Boyd, John Gutierrez, Bruce Hagen, Homaira Masoud, Grace Munyiri, Lisa Root, Jennifer Sorenson, Lynniece Warren, and Marisa Yeager

Reports

1. Government Relations Report

Associate Vice President Yeager provided a Government Relations Report.

Governor Newsome released his proposed California State Budget for FY 2023/2024. The proposal would allocate \$227.3 million in recurring funding for the CSU. The Senate and Assembly Budget Committees are in the process of holding hearings on the proposed budget.

President Biden is scheduled to release his proposed budget on March 9, 2023. In December, Congress and the President approved the Omnibus Appropriations

Bill for FY 2023. The bill includes a postponement of the subsidy eliminations on direct spending bonds and other mandatory programs until calendar year 2025.

Policies

1. CSUSB Campus Closure Procedure (First Read)

Chief Gutierrez presented the CSUSB Campus Closure Procedure policy. The policy establishes the procedures, rules, and regulations the university would implement for campus closures. Key elements of the policy include the university president or designee may authorize closure of the campus and CSUSB will notify the campus community using the Emergency Notification System. There are no policy changes recommended at this time. This request is to reaffirm the policy which has been in place for five years.

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.

2. CSUSB Campus Evacuation Procedure (First Read)

Chief Gutierrez presented the CSUSB Campus Evacuation Procedure policy. The policy establishes the procedures, rules, and regulations the university would implement when a campus evacuation is necessary in the interest of public safety. Key elements of the policy include the university president or designee may authorize evacuation and CSUSB will notify the campus community using the Emergency Notification System. Recommended revisions to the policy include updated text and formatting. There are no recommended content revisions.

The Administrative Council discussed sharing the notification application with the executive committees of shared governance bodies.

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.

3. Emergency Communication Notification Procedure (First Read)

Chief Gutierrez presented the Emergency Communication Notification Procedure policy. The policy establishes the procedures, rules, and regulations the university would implement to communicate emergency notifications. Proposed policy revisions include revising methods of communication by adding newer methods such as the Rave Mobile Safety, text messages, and social media and by removing outdated methods such as Blackboard Connect.

The Administrative Council discussed triggering events for the Palm Desert Campus such as severe winds.

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.

4. Relocation Policy (First Read)

Vice President Phillips presented the Relocation Policy. The policy defines how relocation payments will be distributed to new employees. Proposed policy revisions include changing the payment calculation from a reimbursement payment with receipts to a set payment based on position and threshold amounts for geographical areas.

The Administrative Council discussed applicability of the policy to different categories. The Administrative Council recommended adding language to specify the policy only applies to MPP positions. Any tax implications should be discussed with a tax consultant.

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.

5. Youth Protection Policy (First 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 methods of ensuring the policy is being followed. Risk Management will collaborate with senior leadership to ensure there is an accurate list of programs registered.

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. Pay for Print Policy (First Read)

Interim Executive Director Hagan presented the Pay for Print Policy. The policy establishes fees for computer related printing to provide self-sustaining operations. Proposed policy revisions include updating language regarding the review of fees and to include paper color and binding options.

The Administrative Council recommended updating the title to Computer Printing. The Administrative Council discussed sustainability options such as recycled paper and printing on both sides. The council also discussed costs and the frequency of the fee review.

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. Mobile Device Policy (First Read)

Interim Executive Director Hagan presented the Mobile Device Policy. The policy clarifies how mobile devices are selected, purchased, funded, and maintained through public carriers. There are no policy changes recommended at this time. This request is to reaffirm the 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.

8. Student Leave of Absence Policy (Second Read)

Associate Vice President Davidson-Boyd presented the Student Leave of Absence Policy. The policy establishes rules and procedures for students who take both voluntary and involuntary leaves of absence. Proposed policy revisions include updating department information, contact information, and references for quarters to semesters.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. No comments were received. This is the final read.

Vice President Nava motioned for approval of the Student Leave of Absence Policy, which motion was seconded by ASI President Galvez and upon vote of the council, the item was passed with unanimous consent.

9. Family Educational Rights and Privacy Act of 1974 Policy (Second Read)

University Registrar Braceros presented the Family Educational Rights and Privacy Act of 1974 Policy. The policy defines access to protected information in compliance with the U.S. Department of Education policy. Proposed revisions include updates to department names and contact information and removal of information directory information categories restricted by CSU policy.

The Administrative Council recommended adding examples of non-releasable personal identifiable information.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. No comments were received. This is the final read.

Dean DomNwachukwu motioned for approval of the amended Family Educational Rights and Privacy Act of 1974 Policy, which motion was seconded by Dean Chuang and upon vote of the council, the item was passed with unanimous consent.

10. Security Alarm Policy (Second Read)

Senior Associate Vice President Sorenson presented the Security Alarm Policy. The policy establishes procedures to coordinate the installation, monitoring, response, and maintenance of security alarms. Proposed revisions include the addition of Procurement for acquisition and the University Police Department providing subject matter expertise on the planning and design of alarm components. Minor revisions include updates to department names and contact information.

The Administrative Council recommended changing the name of the policy to the Physical Security Alarm Policy.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. Campus comments were received. This is the final read.

Dean Pantula motioned for approval of the amended Physical Security Alarm Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.

11. Budget Oversight Policy (Second Read)

Executive Director Masoud presented the Budget Oversight Policy. The policy formalizes the comprehensive budget oversight process in compliance with CSU policy. Proposed revisions include adding scope to include frequency, methodology, and process. The revisions also establish the parties to carry out the review process.

The Administrative Council discussed feedback received from the campus community and where budget information is publicly available on the website.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. Campus comments were received. This is the final read.

Dean Gomez-Arias motioned for approval of the Budget Oversight Policy, which motion was seconded by Dean Chuang and upon vote of the council, the item was passed with unanimous consent.

12. Reporting of Fiscal Improprieties Policy (Second Read)

Associate Vice President Au-Yeung presented the Reporting of Fiscal Improprieties Policy. The policy outlines the processes for reporting actual or suspected improprieties to ensure compliance with the CSU Executive Order 1104. Key policy elements include a process for internal and external reporting,

the definition of a reportable incident, the definition of the parties who need to be notified, and the dollar thresholds for reporting. Proposed revisions to the policy include informal notification to the Audit & Advisory Services, dollar threshold of \$5,000, timeframe changes, and the submission of a final investigation report.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. Campus comments were received and incorporated into the policy. This is the final read.

Dean Gomez-Arias motioned for approval of the Reporting of Fiscal Improprieties Policy, which motion was seconded by Dean DomNwachukwu and upon vote of the council, the item was passed with unanimous consent.

13. Vehicles on Campus Pathways Policy (Second Read)

Director Munyiri presented the Vehicles on Campus Pathways Policy. The policy identifies zones of restricted driving and service access versus open roadways and parking for driving zones. The proposed revisions include adding a link to the campus 3-D map to identify the three zones and contact information for the UPD to report unsafe vehicle operations.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. Campus comments were received and incorporated into the policy. This is the final read.

Faculty Senate Chair Davis motioned for approval of the Vehicles on Campus Pathways Policy, which motion was seconded by Dean Huizinga and upon vote of the council, the item was passed with unanimous consent.

14. Wheeled Devices Policy (Second Read)

Director Munyiri presented the Wheeled Devices Policy. The policy defines the rules for use of wheeled devices on campus and identifies appropriate areas for the safe use of wheeled devices. The proposed revisions include an updated campus map showing wheeled devices paths and contact information for the UPD to report unsafe vehicle operations.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. Campus comments were received and incorporated into the policy. This is the final read.

Faculty Senate Chair Davis motioned for approval of the Wheeled Devices Policy, which motion was seconded by Dean Huizinga and upon vote of the council, the item was passed with unanimous consent.

15. Retirement Designation for Administrators Policy (Second Read)

Vice President Phillips presented the proposal to eliminate the Retirement Designation for Administrators Policy. The policy was established in 2003 to provide special recognition for administrators who retire from CSUSB and meet specific criteria. CSUSB now provides recognition to all retirees and the policy is no longer necessary.

The elimination of the policy was first presented on December 8, 2022 and sent to the campus community for feedback. No comments were received. This is the final read.

Vice President Sudhakar motioned for approval to eliminate the Retirement Designation for Administrators Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.

16. Mandatory Reporting of Child Abuse/Neglect Policy (Second Read)

The Mandatory Reporting of Child Abuse/Neglect Policy was removed from the agenda.

17. Drug Free Workplace Policy (Second Read)

Vice President Phillips presented the Drug Free Workplace Policy. The policy establishes the rules and procedures for maintaining a drug free workplace in compliance with federal, state, and CSU regulations. The proposed revision is a reaffirmation of the policy after the passage of Proposition 64 by California voters legalizing the use of marijuana. Marijuana is still considered a prohibited substance by the federal government and the CSU.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. No comments were received. This is the final read.

Interim Associate Vice President Grisham motioned for approval of the Drug Free Workplace Policy, which motion was seconded by ASI President Galvez and upon vote of the council, the item was passed with unanimous consent.

18. Campus Smoke and Tobacco Free Environment Policy (Second Read)

Executive Director Jaworski presented the Campus Smoke and Tobacco Free Environment Policy. The policy establishes rules and procedures for maintaining a smoke and tobacco free environment on campus. Proposed policy revisions include minor edits to language for clarity.

The Administrative Council discussed enforcement of the policy on campus.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. Campus comments were received. This is the final read.

Interim Associate Vice President Grisham motioned for approval of the Campus Smoke and Tobacco Free Environment Policy, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

19. 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 removal of the term shared and reference to the Faculty Senate constitution and bylaws and additional language regarding accommodating student participation.

The Administrative Council discussed including two student representatives instead of one, confidential committees that involve personnel matters, defining committees included in the policy, and adding language regarding the nomination process for student representatives.

The policy was first presented on December 8, 2022 and sent to the campus community for feedback. No comments were received. Based on the feedback from the Administrative Council, this item is not ready for approval and should be brought back with discussed revisions addressed.

Roundtable

- Dean Huizinga shared that it is Graduate Studies Week. The Administrative Council is invited to participate in the reception and keynote speakers.
- Dean Graham announced Womens' History Month and the Racial Equity Alliance and encouraged the council to attend the related events.

- Dean DomNwachukwu shared information regarding the first county-wide language immersion symposium. Two counties are being represented during the event.
- Executive Director Rister announced that ASI elections are currently being held.
- Dean Lubas expressed appreciation to ITS for arranging a joint visit to the Fullerton campus.
- President Morales expressed appreciation to Dean Huizinga, the academic deans, and the faculty for their hard work which has significantly increased CSUSB's sponsored research. CSUSB is struggling with enrollment, which will directly impact the budget in terms of tuition revenue. Every member of the university has a role to play in increasing enrollment.

The Administrative Council adjourned at 2:43 p.m.

Minutes Prepared by Katherine Hartley