

California State University, San Bernardino President's Office
Administrative Council Meeting
March 9, 2022

Present:

Caballero, Chuang, DomNwachukwu, Graham, Hartley, Huizinga, Karmanova, Lopez-Wagner, Madrigal, McMahan, Mohamed, Morales, Nava, Olivérez, Pantula, Ramos, Ryan, Srinivas, Steffel, Sudhakar, Weber, Wesse, Yildirim, and Zhu.

Representatives:

None

Absent:

Davidson-Boyd

Guests:

Monica Alejandre, Ginny Hatter, Grace Munyiri, and Lisa Orcutt

Report

1. Government Relations Report

Associate Vice President Langford was unavailable to present the government relations report. The report was provided to the council prior to the meeting.

Policies

1. Parking Policy for the Museum Parking Lot (Lot M) (Final Read)

Director of Parking and Transportation Services Grace Munyiri presented the Parking Policy for the Museum Parking Lot (Lot M). The policy revises parking for the museum including prorated permits based on length of stay, the correct number of spaces available, and current information.

The policy was first presented on October 13, 2021 and was sent to the campus community for feedback. No comments were received. This is the final read.

Dean Pantula motioned for approval of the Parking Policy for the Museum Parking Lot (Lot M), which motion was seconded by Vice President Nava and upon vote of the council, the item was passed with unanimous consent.

2. Authorization to Use Privately Owned Vehicles on State Business Policy (Final Read)

Vice President Sudhakar presented the Authorization to Use Privately Owned Vehicles on State Business Policy. The policy was last dated in 2018 and has been updated with current data. The revisions to the policy include updating the STD261 form to an Adobe-sign version allowing electronic signature routing for ease. The website has been updated with the updated version of the form.

The policy was first presented on October 13, 2021 and was sent to the campus community for feedback. No comments were received. This is the final read.

Dean Pantula motioned for approval of the Authorization to Use Privately Owned Vehicles on State Business Policy, which motion was seconded by President Morales and upon vote of the council, the item was passed with unanimous consent.

3. Gift Acceptance Policy (Final Read)

Vice President Nava and Associate Vice President for Operations Alejandro presented the Gift Acceptance Policy. The revisions to the policy include removing the full description of University Advancement departments, updating sections titles and descriptions for the Development Program, updating department names, clarifying language regarding gift acceptance, defining types of gifts, adding criteria for accepting gifts and minor updates to fundraising expenses and the annual review process. These revisions align the policy with national standards. In addition, the Gift Acceptance Committee section was

revised to define membership roles and add members of the senior leadership to the committee.

The policy was first presented on October 13, 2021 and was sent to the campus community for feedback. No comments were received. This is the final read.

Dean Caballero motioned for approval of the Gift Acceptance Policy, which motion was seconded by Dean Karmanova and upon vote of the council, the item was passed with unanimous consent.

4. University Event Policy (First Read)

The agenda designation as a first read was a clerical error. This is a final read for the University Event Policy.

Vice President Nava and Director of Special Events & Guest Services Hattar presented the University Event Policy which was last reviewed 25 years ago. The policy revisions include a name change, the layout of the three levels of risk, the delegation of authority, the addition of processes specific to the Center for Global Innovation, and an outline of fees consistent with the Chancellor's Office recommendations.

The Administrative Council discussed minor clerical edits to revise the name of a college and adding the Santos Manuel Student Union. The council agreed with the minor revisions.

The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. The feedback received was incorporated. This is the final read.

Dean Karmanova motioned for approval of the amended University Event Policy, which motion was seconded by Associate Provost Yildirim and upon vote of the council, the item was passed with unanimous consent.

5. Retirement Designation for Administrators (First Read)

Interim Associate Vice President of Human Resources Lopez-Wagner presented the recommendation to remove the Retirement Designation for Administrators Policy. This policy allows retired administrators who do not have academic retreat rights the ability to receive the designation of 'Emeritus' if they meet the criteria. The policy was originally proposed in 2003 and there is no record of it being used since implementation.

The Administrative Council discussed the difference between administrator and faculty Emeritus status and retreat rights.

The Administrative Council was asked to solicit feedback from the shared governance groups and colleges and provide the feedback to Interim Associate Vice President Lopez-Wagner for revision and another first read.

6. Robert V. Fullerton Art Museum Governance Policy (First Read)

Dean Chuang presented the Robert V. Fullerton Art Museum Governance Policy. The last revision to this policy was in 2007. The proposed revisions define the governance structure as an entity under the College of Arts and Letters including operations, the museum's space, staff, collections, insurance, and temporary exhibition contracts and loan agreements. The policy also outlines the acquisition committee which approves acquisition and deaccession of individual objects with value exceeding \$10,000.

Jessica Madrigal left the meeting at 1:58 p.m.

The Administrative Council discussed conflicts with the acquisition committee outlined in the policy and the committee defined in the Gift Acceptance Policy. The council expressed a need to review the bylaws and a redline version of the policy to analyze the changes.

The Administrative Council requested Dean Chuang collect additional feedback for revision and another first read.

7. Robert V. Fullerton Art Museum Collection Policy (First Read)

Dean Chuang presented the Robert V. Fullerton Art Museum Collection Policy. The last update to this policy was in 2016. The proposed revisions update the vision and mission to focus on community and culture. Pieces collected or accepted by the museum must be related to the mission and the university. In addition, the policy revisions address the ownership and transition of ownership in compliance with the American Museum guidelines.

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 Storage of Surplus Items Policy (First Read)

Vice President Sudhakar presented the CSUSB Storage of Surplus Items Policy. The last review of this policy was in 2013. The policy updates include contact information, facilities name changes and updates in the unit cost threshold. Items less than \$2,500 should be properly recorded before disposal.

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

- President Morales extended congratulations to Provost McMahan on her appointment as President of Eastern Washington University. President Morales will be consulting with shared governance bodies and campus leadership on the appointment of an interim provost.

- President Morales extended congratulations to Dean Huizinga, the deans, and the faculty for the growth in grants, contracts, and the doctoral program that led the university's designation as an R2 institution.
- President Morales announced the grand opening of the Santos Manuel Student Union North building. The event will occur on March 17, 2022 and is expected to be attended by the Acting Chancellor and members of the Board of Trustees.
- Vice President Sudhakar invited council members to attend the HPCI Showcase on March 18, 2022 at 12:00 p.m. The faculty have been involved in high performance computing and 12 faculty members will be presenting.
- Dean Chuang invited council members to attend the artist exhibition on March 10, 2022.
- Dean Huizinga announced a research showcase that will host a legislator as a competition judge. A Principal Investigator reception will be held on Tuesday and the Meeting of the Minds event will be held on Thursday.
- President Morales extended congratulations to Dean Karmanova on her retirement and thanked her for her years of service.

The Administrative Council adjourned at 2:13 p.m.

Minutes Prepared by Katherine Hartley