California State University, San Bernardino President's Office
Administrative Council Meeting
April 7, 2021

Present:

Barcenas (1:36 p.m.), Caballero, Chuang, Davidson-Boyd (1:16 p.m.), DomNwachukwu, Durr, Freer, Graham, Hartley, Huizinga, Karmanova, Lappin, McMahan, Mohamed, Morales, Moran, Nava, Olivérez, Pantula, Rose, Steffel, Sudhakar, Weber, Yildirim, and Zhu.

Representatives:
None

Absent:
None

Guests:

Monir Ahmed, Maria Badulis, Eric Milenkiewica, Lisa Orcutt, and Lynniece Warren

Report

1. **Government Relations**

   Associate Vice President Langford presented updates on legislative advocacy week stating it ended with great news from Governor Newsom. Based on the governor's proposed budget, the CSU budget cuts experienced in AY 20/21 will be restored effective July 1, 2021. The CSU Trustees revised the budget request to include $1.2 billion for deferred maintenance and capital projects. With the economy doing well, the Trustees are now seeking another $66 million to assist with the GI 2025 Initiative. Cal State San Bernardino would receive $40 million for aging infrastructure needs. The California Legislature is required to approve a budget by June 15, 2021.

The CSU campuses and Chancellor participated in Federal Advocacy week. CSU delegates met with the first congressional member to discuss top priorities including doubling the maximum Pell Grant award, protecting Dreamers, and securing a pathway for DACA recipients.

Policies

1. **University Archives Collection Development Policy (Final Read)**

   University Archivist Milenkiewica presented the University Archives Collection Development Policy. The purpose of the policy is to grow and develop the CSUSB archives and preserve history on campus, which are valuable tools for students and those wanting to learn about the Inland Empire as well as preserve decision making processes. Changes to the policy include minor grammatical changes.

   The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. No campus comments were received. This is the final read.

   Vice President Freer motioned for approval of the University Archives Collection Development Policy, which motion was seconded by Dean Karmanova and upon vote of the council, the item was passed with unanimous consent.

2. **Information Technology Accessibility Policy (Final Read)**

   Vice President Sudhakar presented the Information Technology Accessibility policy. The policy revisions update the reference to Executive Order 1111, state and federal accessibility laws, and include an introduction to Information and Communication Technology (ICT).

   The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Pantula motioned for approval of the Information Technology Accessibility Policy, which motion was seconded by Dean Chuang and upon vote of the council, the item was passed with unanimous consent.

3.   **Security Camera Policy (Final Read)**

Vice President Sudhakar presented the Security Camera Policy. Under the policy, the university can install and monitor security cameras in public areas for the purpose of security, safety and aiding law enforcement. Notice of the video cameras will be posted near campus entrances and data will be stored for 30 days unless an exception applies.

The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. No campus comments were received. This is the final read.

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

4.   **Hospitality Policy (Final Read)**

Associate Vice President Ahmed presented the Hospitality Policy. The campus policy is being updated based on the systemwide policy. Revisions to the policy include charts for allowable and unallowable expenses, sponsored programs funds, purchase order requirements, and meal rates.

The Administrative Council discussed the policy and confirmed that research incentives are not included.

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

Dean Pantula motioned for approval of the Hospitality Policy, which motion was seconded by Dean Mohamed and upon vote of the council, the item was passed with unanimous consent.

5. **Animals on Campus Policy (Final Read)**

   Interim Executive Director Warren presented the Animals on Campus Policy. The policy update clarifies that only police dogs and service animals are permitted in university buildings. Permission granted by superiors to allow animals was removed from the policy.

   The Administrative Council discussed enforcement and categorization of animals. Based on the discussion, the policy will be updated and brought back for consideration at a later date.

   The Administrative Council tabled the Animals on Campus Policy.

6. **Risk Management Policy (Final Read)**

   The policy was last revised in 2014. Revisions to the policy include updates to the party responsible for activities managed by specific departments. It was suggested this policy be moved to a five-year review cycle and the President's Appointment stipulation for committee members be removed. There was also an update to the Risk Manager Title.

   The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. No campus comments were received. This is the final read.

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

7.   **Employee Salary Advancement Policy (Final Read)**

Interim Associate Vice President Durr presented the proposal to eliminate the Employee Salary Advancement Policy. The policy was last revised in 2012 and has not been used in over 7 years. This was a voluntary policy for campuses and not required. Interim Associate Vice President Durr advised that this policy creates unnecessary risk.

The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Huizinga motioned for approval of the elimination of the Employee Salary Advancement Policy, which motion was seconded by Dean Karmanova and upon vote of the council, the item was passed with unanimous consent.

8.   **Working Title Policy for Staff (non MPP) (Final Read)**

Interim Associate Vice President Durr requested to table this policy to allow time for the meet and confer process. The revisions propose that two separate policies be created for each MPP and non-MPP staff. The recommended Staff policy would clarify responsibilities whereas the MPP policy would retain the majority of the language in the existing policy.

The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. Campus comments were received.

The Administrative Council tabled the Working Title Policy for Staff (non MPP).

9. **Working Title Policy for Staff (MPP) (Final Read)**

    Interim Associate Vice President Durr presented the Working Title Policy for Staff (MPP). The recommendation separates the MPP/non-MPP working titles into two policies. In the MPP policy, there are four separate categories for working title levels; 1) manager, 2) Director, 3) AVP, 4) VP/dean. The existing policy was initiated in 1998.

    The Administrative Council discussed the policy. It was requested that examples of each title be represented in the policy. The council requested the policy be amended to include the specific working titles.

    The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. No campus comments were received. This is the final read.

    Vice President Nava motioned for approval of the amended Policy on Working Title Policy for Staff (MPP), which motion was seconded by Dean Karmanova and upon vote of the council, the item was passed with unanimous consent.

10. **Position Reclassification Probation Policy (Final Read)**

    Interim Associate Vice President Durr presented the Position Reclassification Probation Policy. Recommended policy revisions include changes in terms for a waiver to be applicable and limitations in what can be changed with a collective bargaining agreement.

    The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. No campus comments were received. This is the final read.

Vice President Sudhakar motioned for approval of the Position Reclassification Probation Policy, which motion was seconded by Dean Karmanova and upon vote of the council, the item was passed with unanimous consent.

11. **Benefits – Retired Administrator Policy (Elimination Proposal) (Final Read)**

    Interim Associate Vice President Durr presented the elimination proposal for the Benefits – Retired Administrator Policy. This policy was implemented in 2003 but has never been used. The intent was to address the annual retirement luncheon, gift, and special recommendation of emeritus. The President has invited retirees to attend the annual celebration and they are provided free parking and provided continued use of their email address. Emeritus now only applies to administrators III or IV. There is no reason to maintain this policy.

    The Administrative Council discussed the scope of the emeritus/emerita title and if the policy is redundant with FAM 612.4.

    The Administrative Council tabled the elimination proposal for the Benefits – Retired Administrator Policy.

12. **Acquisition, Placement and Rotation of Art in Public Spaces (Public Art) and Monuments (Final Read)**

    Vice President Nava presented the Acquisition, Placement and Rotation of Art in Public Spaces and Monuments policy. The revisions were drafted in collaboration with the Department of Art and Design. The guiding principles of the policy ensure that acquired art lends to the aesthetic of the campus, enhances a sense of belonging for the stakeholders and promotes the academic environment. The policy also provides a process for the Public Art Committee to review and approve new artwork. Finally, the policy addresses the de-acquisition and removal of public art.

The Administrative Council discussed the policy. There were concerns regarding the decommissioning of copyright protected pieces as well as ensuring the policy reflects Diversity, Equity and Inclusion values.

The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. No campus feedback was received.

The Administrative Council tabled the Acquisition, Placement and Rotation of Art in Public Spaces (Public Art) and Monuments policy.

13. **Facilities Use Policy (Final Read)**
    Vice President Nava presented the Facilities Use Policy which was last reviewed in 1997. The changes include editing language and restating the important role of the committee who reviews and makes approvals.

    The Administrative Council discussed the policy. The policy does not include language about facilities that are managed by self-support departments. The attendance requirement for a CSUSB sponsored event may be challenging to track. Finally, the Palm Desert Campus typically manages facilities on the site versus utilizing Special Events.

    The Administrative Council tabled the Facilities Use Policy.

14. **Memorial Designations on Campus Policy (Final Read)**
    Vice President Nava presented the Memorial Designations on Campus Policy. The updated policy allows the naming of benches or tables with a plaque rather than trees to be recommended and approved by the Vice President of Advancement.

The Administrative Council discussed the limited amount of space over time as well as the governing CSU naming policy and committee.

The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. There were no campus comments. This is the final read.

Dean Karmanova motioned for approval of the Memorial Designations on Campus Policy, which motion was seconded by Dean Chuang and upon vote of the council, the item was passed with unanimous consent.

15. **CSUSB Naming Guidelines (Final Read)**
    Vice President Nava presented the CSUSB Naming Guidelines policy. The proposed changes streamline the policy for small naming opportunities and align the policy with the guidance from the Chancellor and Board of Trustees. CSU trustees are charged with the naming of buildings, and this policy allows the naming of interior rooms.

    The Administrative Council discussed the clauses related to removing a name if there is a problem in the future and adding gift agreements with a term of years.

    The Administrative Council tabled the CSUSB Naming Guidelines policy.

16. **CSUSB Presidential Investment Fund (Elimination Proposal) (Final Read)**
    Vice President Nava presented the proposal to eliminate the CSUSB Presidential Investment Fund. This policy was established 20 years ago. The fund was never actually established.

    The policy was first presented on November 4, 2020 and was sent to the campus community for feedback. There was no campus feedback. This is the final read.

Dean Karmanova motioned for approval of the elimination of the CSUSB Presidential Investment Fund, which motion was seconded by Vice President Freer and upon vote of the council, the item was passed with unanimous consent.

Roundtable

- Vice President Freer announced that San Bernardino County joined Riverside County in opening COVID-19 vaccinations to everyone.
- President Morales announced a communication on the university repopulation plan for fall would be released soon.
- San Bernardino County is in the orange tier, which is still high risk. This makes holding an in-person or drive-through Commencement unsafe for attendees or employees.
- President Morales reaffirmed the university's commitment to providing every graduate from May 2020, December 2020 and May 2021 the opportunity to come back and participate in an in-person Commencement when it is safe to do so. The honorary degree recipients are also willing to wait to have their degrees conferred when it is safe to do so in person.
- President Morales encouraged all colleagues and divisions to get vaccinated and confirmed that the August 15 moratorium on large gatherings still holds, but it may be moved to August 1.

The Administrative Council adjourned at 2:56 p.m.

Minutes Prepared by Katherine Hartley