



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Personnel Committee  
September 22, 2022  
Minutes**

**Members Present:** Alexandra Thambi, Emily Alvarez-Zurita, Rodolfo Hernandez, Jesse Felix, Dr. Daria Graham, Jennifer Puccinelli

**Members Absent:** Angelica Agudo, Paola Galvez

**Staff Present:** Christine Grott

**Call to Order:** The meeting was called to order at 4:03pm.

**Roll Call:** A verbal roll call of attendees was conducted.

**Approval of minutes from April 21, 2022, meeting**  
M/S R Hernandez/Alvarez-Zurita to approve the minutes.  
Motion passed by consensus.

**Adoption of Agenda**  
M/S Felix/R. Hernandez to adopt the agenda.  
Motion Passed by consensus.

**New Business:**

**PC 01/23 Approval of SMSU Telecommuting Policy (Action, Felix)**

M/S Felix/Alvarez-Zurita to open action item c 01/23 Approval of SMSU Telecommuting Policy

Discussion ensued regarding Campus approving a Telecommuting policy that will go into effect on October 10, 2022. The SMSU is now asking to revise its policy and be effective after the

next BOD Meeting. Point of Clarification included SMSU HR's role in approving a telecommuting request. The requests are on a case-by-case basis and can be denied via the criteria in the policy. A concern regarding working from home is overworking staff. Some staff may work more hours at home to help balance their workload. The goal is a good work/life balance for all staff with the approval of this policy. There is an appeals process should a staff member be denied telecommuting. There will be no unilateral decisions. Policy to be effective on October 17, 2022.

**VOTE:** 3 In Favor 0 No 0 Abstentions  
Motion Passed.

### **Announcements**

Dr Graham's office is in the ASI Suite until further notice

CNAD/Pow Wow staff will have over time in some paychecks. These funds will be covered by the CNAD budget.

Leadership is working on a way to thank staff for work on cnad/pow wow events.

Remember that Clocking in/out via Paylocity starts this pay period.

### **Adjournment**

M/S R. Hernandez/Felix to adjourn the meeting. The meeting was adjourned at 425pm.

Respectfully reviewed and submitted by:

*Alexandra Thambi*  
Alexandra Thambi (Nov 4, 2022 15:23 PDT)

Alexandra Thambi, BOD Chair

Nov 4, 2022

DATE