

1                                   **UGS Director’s Council Meeting Minutes**  
2   **27 September 2017**  
3                                   **Panorama Room from 3:00 p.m. – 5:00 p.m.**

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5   **Attendees:** Maggie Cecil, Iwona-Maria Contreras, James Graham, April Lane, David Marshall,  
6   Ed Mendoza, Cara Pham, Veronica Ramirez Amerson, Craig Seal, Kristen Stutz, Qiana Wallace,  
7   Faye Wong

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9   **Special Guests:** Melissa Patton, Prince Ogidikpe, Twillea Evans-Carthen, Rachel Beech, Julie  
10  Krueger

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12 **Absentees:** Camelia Fowler, Barbara Herrera, Chris Lindfelt, David Reyes

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14   **I. Introduction**

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16       *a. Open Dialogue*

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18                   Craig Seal welcomed and thanked everyone for coming. This meeting is a little  
19                   different in that there are guests coming to inform us about different programs  
20                   around campus. Representatives are here from ASI, Admissions & Student  
21                   Recruitment, and Ombuds Services.

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23                   Craig began by summarizing what happened at his first Administrative Council  
24                   meeting. The new branding is showing up around campus, “We Define the  
25                   Future.” Some adopted changes in policies that came out from the Administrative  
26                   Council include:

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28                   1. Mandatory Reporting of Child Abuse and Neglect was approved. Each staff  
29                   member will be receiving an email from HR regarding the policy, and must  
30                   acknowledge receipt by 10/31.  
31                   2. Campus Smoke and Tabaco policy revision was approved, and went into  
32                   effect earlier this month.  
33                   3. Free Speech Policy was approved.

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35                   Additional information that came from the Administration Council meeting is that  
36                   the campus is moving to a delegated Computer Information Access (CIA)  
37                   submission process, so that an identified ASC/AAS in each unit can initiate the  
38                   forms as needed. Furthermore, the campus is reviewing the policy on how to  
39                   review policies. There is a new emergency notification procedure being  
40                   reviewed. Also, a campus closure and evacuation plan is coming out.  
41                   Additionally, the policy to prohibit discrimination and the relocation policy are  
42                   being updated.

43 Lastly, the Government Budget has decreased from last year. The Trustees will  
44 approve the budget in November and the Governor will release the final budget in  
45 January. It is important that we all continue to explore alternative revenue  
46 streams.

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48 Other things that are coming up are that there are two MPP postings up on the HR  
49 site. There is the Graduate Dean position and the AVP for Research position. At  
50 this time both of these positions are interim. Also, there will be no designated  
51 telecommuting for staff. A reminder that teaching opportunities are restricted to  
52 exempt staff only (as non-exempt staff would incur an overtime situation).  
53 Finally, we will be reviewing our ISA hiring process going forward.

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55 After close review and multiple drafts there was a motion to approve the UGS  
56 Mission, Goals, and Values. All members were in favor of the changes and it is  
57 now posted on the website.

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59 On Friday, September 29<sup>th</sup> there is a webcast put on by the Chancellor's Office to  
60 address EO's 1100 and 1110. It is recommended that anyone who has questions  
61 or concerns that may affect their areas to attend. Other events that employees are  
62 encouraged to attend are the SSI Resource Fair on Tuesday, October 3<sup>rd</sup> and the  
63 Collegiality Retreat on October 16<sup>th</sup>.

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65 There was a chance for everyone to introduce themselves and express any  
66 updates, issues, comments, questions, etc.

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- 68 • Faye Wong, Director of EAP (Early Assessment Program), provided everyone  
69 with an updated poster put out by the Chancellor's Office titled, "Your  
70 Pathway to College Readiness." She has recently participated in the CSU  
71 Counselor Conference.
  - 72 • Qiana Wallace reported that Student Mentoring kicked off fall quarter with  
73 their Open House. They now have a larger team with Tutoring, SI, and  
74 Student Mentoring and they are all supporting each other. The First Year  
75 Seminar classes are all staffed. This year there are 20 classes.
  - 76 • Iwona Contreras informed the team of upcoming events. Today and  
77 tomorrow (September 27<sup>th</sup> and 28<sup>th</sup>) UGS is having a Bingo Open House with  
78 an opportunity drawing, October 4<sup>th</sup> there is a Student Assistant Job Fair, and  
79 Homecoming is approaching on October 21<sup>st</sup>.
  - 80 • Ed Mendoza stated that two of his staff members, Matt and Michael, are  
81 presenting at the NACADA conference in St. Louis. Advising & Academic  
82 Services will have a table at the SSI Resources Fair. A staff member in his  
83 office has been working with 15-20 students who are registered in the  
84 incorrect math class. As of this morning there were only 2 still registered in  
85 the wrong class. Lastly, one of the things Advising & Academic Services

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- does from their office is academic grievance. With representatives from ASI in the meeting, Ed asked if they can help with filling up the committee with undergraduate and graduate students.
- James Graham stated that they now have rooms for all of their SI sessions. He is now fully staffed for all of the sessions. The schedule for SI sessions will be sent to all of UGS. They are continuing to track the correlation between retention and SI participation.
  - Veronica Ramirez-Amerson stated that they participated in the CSU Counselor Conference. There were a lot of questions regarding the new EOP application and the CSU Apply application so Veronica's team was able to provide them with some information. EOP is continuing to reach out to high school counselors to make sure they are aware of the new EOP application. They completed their EOP Orientations and their Fall Kick-Off with their Renaissance Scholars. Lastly, they have a new EOP Counselor that has joined their team by the name of Chee Vang.
  - Maggie Cecil, Writing Center Director, informed the team that they have hired six tutors. They have two graduate students and four undergraduate students. The Writing Center will also be present at the SSI Resource Fair. Still working to get overflow space and working with Todd Jennings. Maggie has sent out emails to faculty members seeing if they want to have visitors come to their class and share information about the Writing Center. She has received around 200 responses so they are working on getting those dates/times scheduled.
  - April Lane stated that she is gearing up for what next year is going to look like. There are going to be a couple debriefs coming up. On October 19<sup>th</sup> there will be a celebration debrief and then the conversation will continue on November 2<sup>nd</sup> for part two. April is also working on a proposal that she is submitting to the ARC 2018 Conference.
  - Kristen Stutz, Director of the SAIL program, informed the team that they have added another Bio200 class. They have been piloting MYCAP and so far there has been great feedback. They recently had the SAIL Orientation and it was a great success. They decided they will continue to have it in the future before the quarter starts and not on a weekend.
  - David Marshall reported that the Honors Fall Retreat went well. They recently heard the great news that Honors has also been given a budget. Cam and Andy are joining the Honors team as of October 2<sup>nd</sup>. They are preparing for the Honors Open House which will take place on October 26<sup>th</sup>.

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**II. Review**

*a. Minutes*

The minutes were sent out to UGS prior to the meeting. If there are any edits that need to be made they should be sent to Cara Pham. The minutes will be posted on the website.

*b. Agenda*

The agenda was sent out to UGS prior to the meeting.

**III. Presentations**

*a. ASI*

Two representative from ASI, Melissa Patton and Prince Ogidikpe joined the meeting to inform us about what Associated Students Incorporated is all about and who makes up the organization. They presented a PowerPoint which gave an overview of ASI stating that they are the official voice of CSUSB students. Melissa went over the different departments that make up ASI as a unit including the Executives, Internal Affairs, External Affairs, Finance, Programming, Assessment & Marketing, Box Office and the Design Services. Craig encouraged ASI to reach out and partner with UGS at any time.

*b. CSU Apply*

Rachel Beech and Julie Krueger presented the new CSU Apply application. This is a new online application system that is user-friendly for students applying for any of the 23 CSU campuses. Rachel and Julie walked through the process as if they were a student to demonstrate.

*c. Ombuds Services*

Twillea Evans-Carthen has been at CSUSB for over 29 years and although her background has been mostly in Human Resources she recently accepted the position as the Ombuds Officer. Twillea provided an overview and stated that Ombuds Services is a safe environment where anyone from the campus community can come and talk about any conflict or concerns that stays confidential. The Ombuds Officer, Twillea, serves as a neutral party that provides advice to the customer.

172 **IV. Action Items**

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174 The next meeting will take place on 11 October 2017 from 2:00 pm – 4:00 p.m. Special  
175 guests will include representatives from Parking & Transportation Services and Deputy  
176 Provost, Clare Weber.

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