



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee
<https://csusb.zoom.us/j/89009705795>
December 17, 2024 – 10:00am**

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. September 20, 2024 Meeting
4. Open Forum
5. Adoption of Agenda

NEW BUSINESS:

- PC 11/25 Review and select student representative candidates to interview at the January 22, 2025, BOD meeting (Action, Jesse)
- PC 12/25 Review and approval of the new Alumni Representative candidate for the SMSU Board of Directors. Term Length: January 22, 2025 – May 7, 2025 (Action Felix)
- PC 13/25 Approval of Employee Reference Policy (Action, Jenny)
- PC 14/25 Approval to retire Complaint Procedure (Action, Jenny)
- PC 15/25 Review financial impact of health benefits for 24-25 fiscal year (Discussion, Najera-Neri)

Announcements

Adjournment



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Personnel Committee
September 20, 2024**

MINUTES

- Members Present:** Angelica Agudo, Jesse Felix, Shardul Kulkarni, Paz Oliverrez, Jocelyn Paz, Jennifer Puccinelli
- Staff Present:** Elizabeth Junker
- Call to Order:** The meeting was called to order at 3:04 p.m.
- Roll Call:** A verbal roll call of members was conducted; quorum was met.
- Approval of Minutes:**
M/S Kulkarni/Paz to approve the minutes from May 1, 2024 meeting.
Motion passed.
- Open Forum:** There were no speakers for open forum.
- Adoption of Agenda:**
M/S Kulkarni/Paz motion to adopt agenda.
Motion passed.

NEW BUSINESS:

PC 01/25 Election of Personnel Committee Chair (Action, Felix)

M/S Kulkarni/Paz motion to open PC 01/25 Election of Personnel Committee Chair.

Director Kulkarni deferred to speaker. ED Felix emphasized that the committee is essential to organizational operations. ED Felix opened the floor for nominations for the position of Chair. Mr. Kulkarni nominated Jocelyn Paz, who accepted the nomination. No other nominations or candidates were presented.

VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed unanimously.

PC 02/25 Review Tasks and Assignments (Discussion, Felix)

M/S Felix/Kulkarni motion to open PC 02/25 Review Tasks and Assignments.

ED Felix discussed the standard practice of meeting in open sessions, with closed sessions reserved for individual personnel matters. Members were advised to review relevant policies before meetings to ensure meaningful contributions that benefit the group and students. The committee plans to hold two meetings each in the fall and spring semesters, with a potential third meeting if needed. These meetings will be scheduled to allow sufficient time for members to adjust their calendars accordingly.

PC 03/25 Approval to Reclassify Event Services Manager from Grade 5 to Grade 8 (Action, Felix)

M/S Felix/Kulkarni motion to open PC 03/25 Approval to Reclassify Event Services Manager from Grade 5 to Grade 8.

ED Felix shared with the committee the significant changes to a job classification, expanding the role to include oversight of scheduling, AV tech, and event operations. The position's grade was reclassified from a 5 to an 8 to align with system-wide standards and reflect the responsibility of managing both full-time and student staff.

ROLL CALL VOTE: 3 In-Favor 0 Opposed 1 Abstentions
Motion passed.

PC 04/25 Approval to Reclassify Audio Visual Specialist/Event Coordinator from Grade 4 to Grade 7 (Action, Felix)

M/S Felix/Kulkarni motion to open PC 04/25 Approval to Reclassify Audio Visual Specialist/Event Coordinator from Grade 4 to Grade 7.

ED Felix shared with the committee that a reclassification of the position that will now oversee both the audio visual and setup teams, expanding their responsibilities across multiple departments. This change increases the grade and level of responsibility for the role. It was clarified that the Audio-Visual Specialist/Even Coordinator will report to the Event Services Manager.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

PC 05/25 Approval to Reclassify Budget Analyst from Grade 8 to Grade 10 (Action, Felix)

M/S Felix/Kulkarni motion to open PC 05/25 Approval to Reclassify Budget Analyst from Grade 8 to Grade 10.

ED Felix shared that on an annual basis job classifications are reviewed to make sure we are aligned with system-level standards. The position in question is at the 50 percentile in comparison to other campuses. Mr. Felix highlighted that this is a rare occurrence within the organization, as most staff positions are at or above the 75th percentile relative to the system average. He emphasized the importance of maintaining competitiveness while considering cost of living differences across regions.

ROLL CALL VOTE: 3 In-Favor 0 Opposed 0 Abstentions

Motion passed.

PC 06/25 Approval to Reclassify Human Resources and Risk Manager from Grade 8 to Grade 10 (Action, Felix)

M/S Felix/Kulkarni motion to open PC 06/25 Approval to Reclassify Human Resources and Risk Manager from Grade 8 to Grade 10.

ED Felix shared the same rationale as the previous position. On an annual basis job classifications are reviewed to make sure we are aligned with system-level standards. The position in question is at the 50 percentile in comparison to other campuses. Mr. Felix highlighted that this is a rare occurrence within the organization, as most staff positions are at or above the 75th percentile relative to the system average. He emphasized the importance of maintaining competitiveness while considering cost of living differences across regions.

ROLL CALL VOTE: 3 In-Favor 0 Opposed 1 Abstentions

Motion passed.

PC 07/25 Approval of Children in the Workplace Policy (Action, Puccinelli)

M/S Felix/Kulkarni motion to open PC 07/25 Approval of Children in the Workplace Policy.

The committee discussed the development of a policy addressing the presence of children in the workplace due to increased requests for employees to bring children for extended periods. While the policy encourages supervisors to provide flexibility for childcare needs, such as schedule adjustments, it limits bringing children to work to brief, pre-approved situations. The policy prohibits children in hazardous areas and unsupervised presence, and employees on the clock cannot watch others' children. The discussion highlighted concerns about balancing workplace productivity, liability, and the inclusive culture of the organization, particularly its historic support for student parents. A vote was called to approve the policy, which includes emergency exceptions for bringing children to work.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions

Motion passed.

M/S Felix/Kulkarni motion to extend the meeting until 4:10pm.
Motion passed.

PC 08/25 Approval of Mandatory Training Policy (Action, Puccinelli)

M/S Felix/Kulkarni motion to open PC 08/25 Approval of Mandatory Training Policy.

ED Felix discussed concerns about employees failing to complete required training and emphasized the importance of compliance to ensure proper job performance. A proposed policy would restrict employees from working if training is not completed within a specified timeframe. A request was made to move the item to a vote for implementation.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

PC 09/25 Approval of Paid Leaves of Absence Policy (Action, Puccinelli)

M/S Felix/Kulkarni motion to open PC 09/25 Approval of Paid Leaves of Absence Policy.

ED Felix deferred time to Ms. Puccinelli. Ms. Puccinelli reviewed updates to the leave policy, which now includes paid leave for organ and bone marrow donation in compliance with legal requirements. Additionally, the policy was updated to reflect that time off for voting is a paid leave, correcting a prior classification as unpaid leave.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

PC 10/25 Approval of Unpaid Leaves of Absence Policy (Action, Puccinelli)

M/S Felix/Kulkarni motion to open PC 10/25 Approval of Unpaid Leaves of Absence Policy.

ED Felix deferred time to Ms. Puccinelli. Ms. Puccinelli discussed updating the leave policy to reflect that time off for voting is paid leave and removing it from the unpaid leave policy. The change requires board approval before implementation.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 0 Abstentions
Motion passed.

Announcements

- ED Felix invited board to the upcoming PowWow.

Adjournment – M/S Felix/Kulkarni motion to adjourn the meeting at 4:05 p.m.

Reviewed and respectfully submitted by:

Jocelyn Paz, Committee Chairwoman

Date

Applicant #1

Full Name: Teniola Akinyemi

Coyote ID: 008653158

Email: bestakinyemi208@gmail.com

Phone: [REDACTED]

Mailing Address: [REDACTED]

Major: Biology

2024-2024 Class Level: Undergraduate Student

Anticipated Graduation Date: 2028

What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

An experience I would bring is a different outlook, from a woman of color. A skill I would bring is my ability to mediate an argument/discussion.

What do you hope to achieve as an SMSU Board of Director Student Representative?

What I hope to achieve as a student representative is find ways to encourage low income to immigrant to speak up about how the school can help them be better.

Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

I have community service experience, and I also have been in leadership positions in high school.

Attached resume? Yes

Teniola Akinyemi

Customer Service Representative

I am a very hardworking lady looking for way to help your company work more efficiently.

✉ bestakinyemi208@gmail.com

📍 San Bernardino, United States



🌐 [linkedin.com/in/best-akinyemi-446293327?
utm_source=share&utm_campaign=share_via&utm_content
=profile&utm_medium=ios_app](https://www.linkedin.com/in/best-akinyemi-446293327?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app)

EDUCATION

Bachelors in biology

California state university San Bernardino

08/2024 - Present

San Bernardino, California

WORK EXPERIENCE

Crew member

Baskin Robbins

11/2022 - Present

San Bernardino, California

Achievements/Tasks

- Customer Service
- Cash handling
- Maintaining cleanliness in my surroundings

SKILLS

Problem solving

adapatabilty

communications skills

Efficiency

punctuality

ORGANIZATIONS

Sahaba initiative (02/2023 - Present)

volunteer

LANGUAGES

Yoruba

Full Professional Proficiency

English

Full Professional Proficiency

Spanish

Limited Working Proficiency

Korean

Elementary Proficiency

INTERESTS

baking

shopping

reading

Applicant #2

Full Name: Olivia N Ferguson

Coyote ID: 008218828

Email: fergie.olivia23@gmail.com

Phone: [REDACTED]

Mailing Address: [REDACTED]

Major: BFA Design, Marketing Concentration

2024-2024 Class Level: Undergraduate Student

Anticipated Graduation Date: 2027

What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

I bring a combination of leadership, creativity, and organizational skills that make me a strong candidate for the Student Representative position on the SMSU Board of Directors. My church worship leader experience has honed my ability to guide groups effectively, listen to diverse perspectives, and foster a sense of community—skills directly applicable to representing and advocating for the student body.

As a design major specializing in marketing, I have a strong understanding of branding and communication, which are essential for engaging students and promoting SMSU initiatives. My involvement with InterVarsity, where I've designed flyers for social media, demonstrates my ability to connect with a wide audience and create impactful messaging.

What do you hope to achieve as an SMSU Board of Director Student Representative?

As an SMSU Board of Director Student Representative, I hope to foster an inclusive and engaging environment where every student feels heard and valued. My primary goal is to act as a bridge between the student body and the SMSU Board, ensuring that student voices are at the forefront of decision-making.

I aim to support initiatives that enhance student life by advocating for diverse programming, accessible resources, and spaces that promote creativity, collaboration, and wellness. I also hope to increase student awareness of and participation in SMSU events and services, utilizing my background in design and marketing to create effective outreach campaigns.

Ultimately, I want to leave a lasting impact by contributing to projects that reflect our student community's evolving needs and aspirations, making SMSU a hub of connection and opportunity for everyone on campus.

Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

I have actively engaged in roles that showcase my commitment to leadership, creativity, and community impact. As a worship leader at my church, I've cultivated strong leadership skills by organizing and guiding teams, fostering collaboration, and creating meaningful experiences for others. This role has taught me the importance of adaptability, active listening, and empathetic leadership.

In addition, I manage a small crochet business, which has strengthened my entrepreneurial and organizational abilities. I often fulfill custom orders, balancing creativity with client satisfaction, and this experience has deepened my understanding of time management and problem-solving.

My involvement with InterVarsity has also allowed me to contribute creatively to campus life by designing social media flyers that effectively communicate events and build community. These efforts align with my passion for making spaces welcoming and engaging for others.

Through my academic pursuits and extracurricular activities, I have demonstrated a dedication to serving and uplifting those around me, which I would bring to my role as an SMSU Board of Director Student Representative.

Attached resume? Yes



OLIVIA FERGUSON

fergie.olivia23@gmail.com | [REDACTED] | Fontana, CA 92336

Summary

Energetic university student studying Design Marketing with a growing interest in sales. Strong in customer engagement, with excellent communication, problem-solving, and teamwork skills. Eager to apply my enthusiasm and soft skills to drive sales, support team goals, and build positive client relationships.

Skills

- Territory Management
- Performance Tracking
- Customer Targeting
- Closing Techniques

Experience

Kumon Learning Center | Fontana, CA • Prepared and administered tests to assess student understanding of course material.

Tutor
04/2023 - 12/2024

- Conducted individual tutoring sessions with students to help them improve their academic performance.
- Demonstrated various teaching techniques to engage students in the learning process.
- Assisted students in developing effective study habits and strategies for success in school.

TruConnect | San Bernardino, CA • Developed relationships with clients through door-to-door sales visits.

Direct Marketing Sales Representative
03/2024 - 08/2024

- Greeted potential customers and identified their needs.
- Negotiated terms of sale with customers.
- Provided detailed product information and answered questions.
- Resolved customer complaints in a timely fashion.

Education and Training

California State University - San Bernardino | San Bernardino, CA

Bachelor of Arts in Design Marketing

Expected in 12/2026

Activities and Honors

- Black Scholars Program
- Church worship Leader
- Student African American Sisterhood Vice President

Applicant #3

Full Name: Sukhpreet Kaur

Coyote ID: 008785069

Email: sukhpreetdhillon1780@gmail.com

Phone: [REDACTED]

Mailing Address: [REDACTED]

Major: Computer science

2024-2024 Class Level: Post-baccalaureate Student

Anticipated Graduation Date: August 2026

What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

I would bring good communication skills, strong organization, and a real interest in improving the student experience to the SMSU Board. I understand how important places like the bowling area, food court, and study spaces are for students. I am committed to sharing student ideas, encouraging involvement, and making sure these spaces stay useful and welcoming for everyone.

What do you hope to achieve as an SMSU Board of Director Student Representative?

As an SMSU Board of Directors student representative, I hope to create a more welcoming and engaging environment for all students. I want to ensure the facilities and services, like the study spaces, food court, and recreational areas, continue to meet students' needs. My goal is to bring new ideas, encourage more student involvement, and make SMSU a place where everyone feels supported and connected.

Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

I have always valued leadership and community service. I was a part of the Scouts and Guides for seven years, during which I received the prestigious Rajya Puraskar award, signed by the President, for my leadership and contributions to a community service project. During my undergraduate studies, I also served as the leader of two clubs—the Placement Club, where I helped students prepare for job opportunities, and the Cultural Club, where I organized events to bring students together. These experiences have strengthened my leadership skills and my ability to connect with and support others.

Attached resume? Yes



Sukhpreet Kaur

Student

Creative :-I use a creative approach to solve a problem



sukhpreetdhillon1780@gmail.com



linkedin.com/in/sukhpreet-kaur-15a871200



github.com/Sukhpreet123

SKILLS

Clear Communication

Organization & Time Management

Multitasking

Teamwork & Independence

Flexible Work Style

LANGUAGES

Punjabi
Native or Bilingual Proficiency

Hindi
Native or Bilingual Proficiency

English
Professional Working Proficiency

INTERESTS

Community Engagement

Team Building

Learning New Technologies

Travel and Cultural Exploration

EDUCATION

Masters in Computer Science

California State University San Bernardino

08/2024 - Present

Expected completion 2026

Bachelor of Technology (B.Tech) in Computer Science

Punjab Technical University

08/2019 - 07/2023

Punjab

Computer Science and Engineering

CGPA : 8.57

WORK EXPERIENCE

Data analyst

A2IT-interacted with clients

01/2023 - 08/2023

Chandigarh

Contact : Ms Hardeep Kaur - +91 78141 41400

Teacher

Government elementary school Karhal Khurd

09/2023 - 04/2024

Kapurthala

Taught children aged 4-11, creating a positive and supportive learning environment

Contact : Mrs Navtej Kaur - +91 84276 33500

Dispensary Helper (First Aid and Medication Assistance)

Jawahar Navodaya Vidyalaya

03/2014 - 04/2019

Achievements/Tasks

Administered first aid and distributed prescribed medications

Contact : Mrs.Rajwant Kaur - +91 99147 33722

TOOLS AND TECHNOLOGIES

Object oriented programming language - C++,Data structures and algorithm

HTML,CSS ,Javascript and BOOTSTRAP

Proficient in Microsoft Word and essential software tools

CERTIFICATES

Data Science Tools-IBM (12/2023)

Internship in Data Science-Dev Town (10/2023)

CHATBOT

ACHIEVEMENTS

CSE Placement Club and CSE Cultural Club(PTU) (2023)

I served as the Lead Member

Rajya Puraskar-Jawahar Navodaya Vidyalaya (2016)

I'm honored to receive the Rajya Puraskar award, signed by the President, recognizing my leadership and the impact of my community service project.

Applicant #4

Full Name: Robinpreet Singh Waraich

Coyote ID: 008495260

Email: 008495260@coyote.csusb.edu

Phone: [REDACTED]

Mailing Address: [REDACTED]

Major: Computer Science

2024-2024 Class Level: Undergraduate Student

Anticipated Graduation Date: 20 May 2029

What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

As a candidate for the Student Representative position on the SMSU Board of Directors, I bring a blend of leadership, communication, and organizational skills honed through diverse professional experiences.

My time as a Gym Trainer at Pro Ultimate Fitness (August 2022 – May 2023) emphasized my ability to build trust and foster meaningful relationships through regular communication and personalized solutions. I consistently created a positive, motivational environment, demonstrating my aptitude for understanding and addressing individual needs—qualities essential for representing and advocating for a diverse student body.

In my role as a Front Desk Receptionist at Ramada Hotel, I developed exceptional organizational and interpersonal skills by managing appointments, maintaining a welcoming environment, and delivering outstanding service. These experiences taught me to handle responsibilities with professionalism and grace, particularly in high-pressure situations.

Additionally, my tenure as a Sales Associate at Zara provided valuable customer service experience and strengthened my problem-solving abilities. I effectively engaged with individuals, addressed concerns, and fostered loyalty—skills that directly translate to engaging with students and addressing their needs as a representative.

Finally, my volunteer work in a Sustainable Development Program reflects my commitment to meaningful change and collaborative efforts to benefit the community. These experiences have shaped my ability to work as part of a team, plan impactful initiatives, and maintain a solutions-oriented mindset.

In summary, my diverse background equips me with the skills and perspective necessary to represent the student community effectively. I am eager to contribute my energy, insights, and dedication to the SMSU Board, ensuring the voices of all students are heard and valued.

What do you hope to achieve as an SMSU Board of Director Student Representative?

As an SMSU Board of Director Student Representative, I aim to be a proactive voice for the student body, fostering a more inclusive, innovative, and engaging campus community. My primary goal is to ensure that all students feel heard, valued, and empowered by creating meaningful connections between the student population and university leadership.

I hope to achieve three key objectives during my term:

Amplify Student Voices: I intend to create accessible platforms—such as open forums, surveys, or regular outreach programs—where students can express their concerns, ideas, and aspirations. By actively listening to their input, I will bring forward their diverse perspectives to inform decision-making at the board level.

Enhance Campus Resources: Recognizing the challenges students face, I aim to advocate for initiatives that improve access to mental health services, academic support, and extracurricular opportunities. By prioritizing student well-being and holistic development, I hope to contribute to an environment where everyone can thrive academically, socially, and personally.

Promote Sustainability and Innovation: Building on my prior experience with a program aimed at promoting sustainable development, I will champion environmentally conscious policies and innovative projects that align with the university's vision for the future. This includes advocating for sustainable campus practices and encouraging student-led innovation to address pressing global challenges.

Ultimately, my vision is to strengthen the connection between students and the university's leadership, ensuring that policies and initiatives align with the needs and aspirations of the student community. By fostering collaboration, transparency, and inclusivity, I hope to leave a lasting impact that enhances the overall student experience at SMSU.

Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

I bring a well-rounded set of experiences in leadership, community service, and professional engagement that I believe will enhance my ability to serve as an SMSU Board of Director Student Representative.

Leadership and Teamwork: My role as a Gym Trainer at Pro Ultimate Fitness (August 2022 – May 2023) required me to lead by example, tailoring workout plans to individual needs and fostering a motivating and inclusive environment. These experiences developed my ability to inspire others, work collaboratively, and lead with empathy—skills I aim to bring to this role as a student advocate.

Professional Excellence: Working as a Front Desk Receptionist at Ramada Hotel and a Sales Associate at Zara, I honed my organizational and communication skills in dynamic, high-pressure environments. Whether managing client interactions, resolving issues, or ensuring smooth operations, I learned to prioritize professionalism and adaptability—qualities critical for navigating the challenges of board-level responsibilities.

Community Service: My volunteer experience with a Sustainable Development Program reflects my deep commitment to community betterment. Supporting event planning, maintaining operational efficiency, and engaging with diverse groups taught me the value of collaboration and the importance of making meaningful contributions to society.

Diverse Perspectives: Having worked in varied roles across industries, I bring a unique ability to understand and represent the needs of individuals from diverse backgrounds. This perspective enables me to be a compassionate and effective advocate for students at SMSU, ensuring their concerns are addressed and their voices amplified.

Overall, these experiences have equipped me with the interpersonal skills, work ethic, and passion for leadership necessary to serve on the SMSU Board of Directors. I am eager to bring this dedication to the role and contribute to the continued success of the SMSU community.

Attached resume? Yes

ROBINPREET WARAICH

Robinpreet27011@gmail.com | [REDACTED]

San Bernardino, CA 92407

WWW: [Bold Profile](#)

EDUCATION

California State University, San Bernardino - San Bernardino, CA

Expected in 05/2029

Bachelor of Science: Computer Science

- 3.9 GPA
- Ranked in Top 10% of class

PROFESSIONAL SUMMARY

Dynamic professional with a proven track record in customer service and front office management, notably at Ramada Hotel. Excelled in creating welcoming environments and streamlining check-in processes, enhancing guest satisfaction. Skilled in data entry and possessing strong listening skills, adept at problem-solving and improving operational efficiency.

SKILLS

- Customer service
- Time management
- Data entry
- Administrative skills
- Front office management
- Attention to detail
- Listening skills
- Problem-solving skills
- Hospitality services

PROFESSIONAL EXPERIENCE

Gym Trainer | Pro Ultimate Fitness - Punjab, India

08/2022 - 05/2023

- Built strong relationships with clients through regular communication, follow-ups, and progress updates, fostering loyalty and trust.
- Reduced injury risk for clients by teaching proper exercise techniques and safety guidelines.
- Increased gym membership retention by fostering a positive and motivating workout environment.
- Enhanced gym member satisfaction with consistent, reliable support and assistance during their workouts.
- Tailored workout programs to individual clients based on age, weight, goal and physical shortcomings.

Front Desk Receptionist | Ramada Hotel - Punjab, India

11/2020 - 05/2022

- Greeted guests at front desk and engaged in pleasant conversations while managing check-in process.
- Maintained organized and clean front office area to create professional and welcoming environment for visitors and employees.
- Scheduled, coordinated and confirmed appointments and meetings.
- Delivered outstanding first impressions by warmly greeting visitors upon arrival at the front desk.

Sales Associate | Zara - Punjab, India

02/2018 - 10/2020

- Organized racks and shelves to maintain store visual appeal, engage customers, and promote specific merchandise.
- Handled cash transactions efficiently while adhering to company cash handling policies, ensuring accuracy in all financial exchanges.
- Built relationships with customers to encourage repeat business.
- Managed returns, exchanges and refunds in accordance with store policy.

Volunteer | Program Aimed at Promoting Sustainable Development - Punjab, India

06/2017 - 11/2017

- Assisted with special events and programs.
- Maintained clean, neat, and operational facilities to serve program needs.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.
- Used strong interpersonal communication skills to convey information to others.
- Represented organization positively and professionally while providing community with much-needed services.

ACCOMPLISHMENTS

- Collaborated with team of 7 in the development of Customer Satisfaction .

ATHLETIC

Engaging in athletic activities like running, boxing, and gym workouts has been a transformative part of my life, helping me build both physical and mental resilience. Each activity challenges me in unique ways and contributes to my overall well-being, discipline, and personal growth.

Running has taught me the value of perseverance and goal-setting. Whether training for a specific distance or simply aiming to improve my stamina, running has instilled in me the importance of consistency and pushing through limits. It serves as a mental reset, boosting my focus and energy for other aspects of life.

Boxing, on the other hand, has been a source of strength and self-confidence. It's not just about physical strength but also strategic thinking and quick decision-making. Through sparring and drills, I've developed improved reflexes, endurance, and a greater sense of self-discipline. Boxing has also fostered a sense of camaraderie, as teamwork and respect are integral to the sport.

Gym activities have provided a structured way to enhance my overall fitness, from strength training to improving flexibility. Each workout session is a step towards building a healthier body and mind. It's also taught me the importance of balance—understanding when to push myself and when to prioritize recovery.

Collectively, these athletic pursuits have shaped me into a more determined and focused individual. They've helped me develop a mindset where challenges are opportunities for growth, making me more prepared to tackle obstacles both in personal life and in my

professional aspirations.

LANGUAGES

English

Native or Bilingual

Hindi

Native or Bilingual

Punjabi

Native or Bilingual

VOLUNTEER WORK

- Assisted with special events and programs.
- Maintained clean, neat, and operational facilities to serve program needs.
- Supported engaging, fun, and smooth-running events by helping with organization and planning.
- Used strong interpersonal communication skills to convey information to others.

INTERESTS

- Enjoy hobbies that combine physical activity with outdoor exploration.
- Fundraising Events
- I participate in a variety of outdoor recreational activities.
- Video Gaming
- Hiking
- Creating digital artwork using software like Photoshop, Illustrator, or Procreate.
- Coding and Programming

Applicant #5

Full Name: Sophia Garcia

Coyote ID: 008300377

Email: 008300377@coyote.csusb.edu

Phone:

Mailing Address:

Major: Health Services Administration

2024-2024 Class Level: Undergraduate Student

Anticipated Graduation Date: May, 2027

What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

As a Student Representative, the skills I bring to the Board of Directors is my ability to lead, organize, collaborate, and support others. As a Resident Assistant, I have built connections and community among residents through planned events such as Paint & Plant, Chocolate Y Chimse, and The Asada. These programs have allowed residents to not only get to know me better but their peers, de-stress from starting college and moving out from home, and learning more about their culture. In addition I provide support and resources to residents through monthly bulletin boards, a group chat and individual meetings, and constant communication about events and resources on campus. Furthermore as an RA, I created a safe space for residents on my floor to discuss any needs or issues that they may have during their time at CSUSB. While a large part of my responsibilities were with residents, there were other duties I had to fulfill such as maintaining safety and addressing housing concerns. While my role as an RA was more independent, working as a Programming Chair for Coyote Village Dorm Council has allowed me to work with a team to manage budgets and create engaging programs that allow for a fun and inclusive environment. Two of the events that were most impactful were Shrink-It! and Friendsgiving. With these events, I had to collaborate with the Residence Halls Association and Arrowhead Village Dorm Council to split responsibilities, manage times, budgeting, and program evaluation to ensure a successful event. Lastly, Upward Bound has taught how to support students through data/feedback and build connections with students through outreach initiatives. These experiences have allowed me to demonstrate my ability to lead, organize, collaborate, and support both my peers and students. I am eager to bring my experiences and skills to the SMSU Board of Directors.

What do you hope to achieve as an SMSU Board of Director Student Representative?

As a Student Representative, I aim to improve the hours of operation, improving capacity of events, and improving the experience of commuter students. As a Resident Assistant, I have received feedback from residents on hours of operation not aligning with student schedules. They wish for the SMSU to be open later, especially on weekends, since students are looking to do more on campus. Students have also felt discouraged to attend events and workshops due to the long queue times showcasing the need to expand the capacity of these events. Lastly, through my work with resident students, I have learned that the commuter experience is not the same. Students who commute feel disconnected from the college experience due to events and workshops not being oriented towards them.

For example, I was planning an event, The Asada, where students were connected to resources, participated in hands-on festivities, and received food. Originally, this event was only catered towards residents until the SMSU LatinX Center collaborated with us which allowed for commuter students to participate. The SMSU has the ability to collaborate with different departments to open up these events to all students. So my goal as a Student Representative is to expand the operating hours of the SMSU, expand the capacity of events and workshops, and address the issue of commuter students not feeling included. An additional goal I would love to achieve would be to showcase more of what the SMSU provides for the student body such as the centers, events, and workshops that many are not aware of. I look forward to opening up the discussion on tackling these issues.

Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

I actively involve myself in the campus community not only as a student through attending events, clubs, and programs but also through my work and organizational roles. As a College Corps Fellow, I served 450 hours for education with Upward Bound as I entered college. This has translated to my current role as a Resident Assistant, where I help my freshman students navigate their first year of college. I proudly advertise CSUSB through college tours and open discussions with students. Furthermore, as a Junior Board Member of the Student Veteran Organization (SVO), I have helped to promote the Veterans Success Center, resources on campus, and host events catered to veterans and dependents. As a student at CSUSB, I involve myself in various programs such as volunteer work, clubs, events and workshops. Not only do I receive feedback from students through my job, but I experience CSUSB as a student. I am dedicated to supporting our campus and the student body by continuing to involve myself. These roles have allowed me to develop strong organizational and communication skills which highlight my dedication to supporting our campus and the student body as well as my ability to balance leadership roles with academic commitments.

Attached resume? Yes

Sophia Garcia

008300377@coyote.csub.edu · sophgarcia.2023@gmail.com

EDUCATION

California State University of San Bernardino

2023-Present

Second Year, Health Services Administration Major
University Honors Program

Eisenhower High School

2020-2023

GPA: 4.53

Rank: #10, Distinguished Scholars

AWARDS & CERTIFICATIONS

Awards

- Seal of Biliteracy in Spanish Language
- 23/24 College Corps: Committed to Service Award, Completion of Service Award
- 23/24 Village Council: Member of the Month Award, 1 Year of Service Award
- Dean's List Spring Semester 2024

Certifications

- Preventing Bullying in Youth
- Preventing Sexual Activity in Adolescents

SKILLS

- Excellent Communication
- Problem-Solving
- Organization & Time Management
- Proficient in Office 365
- Event Planning
- Program Proposals/Evaluations
- Bilingual in Spanish and English
- Works well in both independent and team projects.

REFERENCES

Ricardo Elias

Academic Support Coordinator
Upward Bound Program
Email: ricardo.elias@csub.edu

Elizabeth R. Webb, MS.Ed

Area Coordinator for Coyote Village/Building 2
Department of Housing and Residence Education
Email: Elizabeth.Webb@csub.edu

PROFESSIONAL EXPERIENCE

Upward Bound - Student Assistant I

June 2024 - Present

- Performed weekly grade checks for program participants.
- Filed records for graduated, current, and incoming students.
- Managed student data and logs in the Blumen database.
- Communicated program updates and event reminders to students and parents.

Department of Housing and Residential Education - Resident Assistant

August 2024 - Present

- Built community and connections among residents through events.
- Provided support and information via GroupMe and in-person communication.
- Designed and maintained floor decorations, name tags, and monthly bulletin boards.
- Planned and hosted programs for residents on the floor.
- Attended weekly team meetings and one-on-one sessions with area and student coordinators.
- Served on-call duty shifts (5 PM–8 AM) to assist with lockouts, maintenance issues, and housing concerns, while conducting rounds to ensure safety in communal spaces.

Student Veteran Organization - Junior Board Member

August 2024 - Present

- Participated in bi-weekly meetings to plan tasks, projects, and initiatives.
- Promoted the organization and Veterans Success Center through tabling efforts.
- Assisted in organizing and running events for veterans and dependents.
- Supported SVO's mission to foster academic, social, and career success for veterans, servicemembers, ROTC cadets, and their dependents.

Coyote Village Dorm Council - Programming Chair

August 2024 - May 2024

- Planned and organized programs for residents.
- Managed resources such as semester budget, locations, and required materials for the program.
- Completed proposal submissions, receipt returns, and program evaluations.
- Communicated/collaborated with the council to develop ideas and receive feedback from council members and residents.
- Attended weekly meetings with Resident Halls Association, village council, area coordinator, and co-opposite.

College Corps - Fellow at Upward Bound

September 2023 - May 2024

- Systemized Excel sheets containing comprehensive parent and student contact details, preferences, and attendance records.
- Entered new paperwork into Blumen encompassing all student and parent information.
- Established meaningful connections with students/parents through weekly outreach calls, informing them about the program including tutoring hours, upcoming monthly events, and updating their contact information and preferences.
- Assisted with service opportunities such as campus tours with CAL-SOAP, book cleaning project, and tabling.

Applicant #6

Full Name: Kimberly Rosas

Coyote ID: 008611116

Email: 008611116@coyote.csusb.edu

Phone: [REDACTED]

Mailing Address: [REDACTED]

Major: History Pre-Credential

2024-2024 Class Level: Undergraduate Student

Anticipated Graduation Date: May 2026

What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

Currently, I am a College Corps fellow with CSUSB College Corps. In this program, I apply my communication skills and role as a leader to help students at San Bernardino High School. These skills will prove useful as a student representative on the SMSU Board of Directors because I am very passionate about listening to the needs of others to improve their experience at CSU San Bernardino. I also feel strongly about promoting empathy and sympathy for students and their needs. Considering every student's experience at CSUSB is one of the most important things to keep in mind to ensure we accommodate all students.

What do you hope to achieve as an SMSU Board of Director Student Representative?

As an SMSU Board of Directors Student Representative, I hope to make students at CSUSB feel heard and know that there is a board of people who work to improve the quality of their education and college experience. I also want to establish a sense of approachability to the board of directors while making the board more known throughout the school.

Please provide us with any additional information that you may deem pertinent. This information could be related to community service, leadership, etc.

I currently work for CSUSB College Corps, a program dedicated to K-12 education and community service, and currently serve as an embedded math tutor/mentor at San Bernardino High School. I was also a part of Livewire literary magazine at Fullerton College and hosted two open mic nights in the 2023-2024 school year. Along with four years of experience at normal jobs, I have developed effective communication skills and remain an outgoing person who isn't afraid of community outreach and approaching others to listen to their questions and concerns.

Attached resume? Yes

Kimberly Rosas

Motivated, Dedicated, People Person, Collaborator, Communicator



Personal E-Mail:

krosas1885@gmail.com

School E-Mail:

008611116@coyote.csusb.edu

EXPERIENCE

Carl's Jr., 725 S Harbor Blvd, Anaheim, CA 92805— Shift Leader

JANUARY 2020 - JUNE 2021

Shift Leader, always there when needed, Responsible, Excellent with people, and Great Salesperson

Working in Fast Food has opened my eyes and I have developed excellent de-escalation skills and started organizing and mobilizing more effective work methods.

Starbucks., 1131 W Lincoln Ave, Anaheim, CA 92805— Barista

JULY 2021- July 2023

Barista, great with communication and customer connection, swift cleaning, fast, reliable.

As a Barista, we craft our drinks perfectly and effectively connect with our customers to create the best experience possible, leaving a smile on their faces.

Bath and Body Works, 260 W Birch St, Brea, CA 92821—Floor Associate

October 2022- January 2023 September 2024-Present

Great customer connections with guests who would frequently visit the store, strong and capable of moving boxes and materials, extremely cooperative with colleagues

Tilly's Clothing, 1429 S Harbor Blvd, Fullerton, CA 92832—Floor Associate

November 2023- February 2024

Swift, physically active, engaging with customers, vigilant

Hornets Tutoring., 321 E. Chapman Ave. Fullerton, CA 92832—Tutor

July 2022 - September 2022

As a tutor, I ensured that the students I tutored had the resources and guidance they needed to succeed in their classes.

SKILLS

A leader who takes initiative

Multilingual

Active and Swift in the Workplace

Determined

Remarkable Work Ethic

Can Edit and Use Video Software

Always willing to take on different tasks

AWARDS

Academic Honors

Seal Of Triliteracy

Award Of Civic Engagement

Employee of the Month

LANGUAGES

English, Spanish, French

Tierra Mia Coffee Co., 201 N State College Blvd, Anaheim, CA

92806—Barista

January 2024- July 2024

Serving customers quality coffee, improved and removed language barriers, and focused on great service.

Here I developed great leadership skills and became comfortable taking the initiative to have successful closings. I was also close to my Latino Community, making a difference one cup at a time while translating for co-workers and guests.

EDUCATION

Katella High School, 2200 E Wagner Ave, — High School Diploma

AUGUST 2017 - MAY 2021

Graduated with Academic Honors and multilingual, High School GED

Fullerton College, 321 E Chapman Ave, Fullerton, CA 92832-Full-Time Student

AUGUST 2021- May 2024

Received Political Science AAT, hosted various events for campus literary magazine, "Livewire" " studied abroad for a semester in Sevilla, Spain(2023), and was involved in Puente the first year of college (2021-2022)

EUSA International School Of Spain, C. Plácido Fernández Viagas, 4, 41013 Sevilla, Spain- Full Time Student

FEBRUARY 2023 - MAY 2023

Studying Abroad in Spain has helped me develop valued skills such as intercultural communication, foreign languages, adaptability, and problem-solving.

California State University, San Bernardino, 5500 University Pkwy, San Bernardino, CA 92407– Full-Time Student

August 2024 - Present

Currently in California College Corps 2024-2025. As a College Corp Fellow, I focus on community service in K-12 Education that helps bridge the gap between K-12 and college. I currently work as an embedded math tutor at San Bernardino High.

EDGAR B. LOPEZ, ESQ.

Edgar@EdgarLopezLaw.com | Southern California

PROFESSIONAL EXPERIENCE

Founder and Managing Attorney

[Law Office of Edgar Lopez APC](#) | Remote

Jan. 2022 – Current

Case Portfolio: personal injury, general civil litigation, and estate planning

- Managing a heavy case load (50 + cases), favorable court decisions, reached favorable settlements.
- Specialize in catastrophic injury, wrongful death, traumatic brain injury, and trucking accidents.
- Manage pre-litigation and litigated cases from inception to resolution, draft and argue law and motion, received favorable settlements, favorable judgments for my client, and received 7 figure settlement.

Associate Attorney

[Bremer Whyte Brown & O'Meara](#) | Newport Beach, CA

July 2021 - Dec. 2022

Case Portfolio: civil defense cases; construction defect, complex litigation, catastrophic injury.

- Handled a full case load (20 + cases) from pre-litigation through trial including client interviews, law and motion, take and defend depositions, written discovery, court appearances, and settlement negotiations.
- Settled multiple cases, drafted and argued motions for summary judgment, and dismissed cases at pleading stage.

Contract Attorney

[Law Office of Marc Grossman](#) | Upland, CA

May 2021 - July 2022

Case Portfolio: personal injury, criminal felonies, contract disputes, civil litigation, and estate planning.

- Successfully represented plaintiffs and defendants in civil matters and criminal matters.
- Specialized in law and motion, oral arguments, negotiation between parties, and favorable case settlements.

Associate Attorney

[Law Office of Kennedy & Associates](#) | Riverside, CA

Jan. 2021 - May 2022

Case Portfolio: personal injury

- Specialized on personal injury cases including vehicle incidents, truck incidents, slip and falls, and dog bites.
- Handled full case load including client interviews, deposition, law and motion, court appearance, and settlements.

Clinical Extern

[Artiano Shinoff](#) | San Diego, CA

Spring 2019

- Drafted and analyzed briefs and motions in employment law, education law, and general civil litigation.
- Specialized in defending public entity litigation including school district and other public agencies.

Certified Legal Intern

[San Diego County District Attorney](#) | San Diego, CA

Fall 2018

- Served alongside the Gang Unit Division, argued at arraignment and pre-trial, and attended suspect interviews.

Judicial Extern

[United States District Court, Southern District of California](#) | San Diego, CA

Summer 2018

- Attended early evaluation conferences, settlement conferences, and bond hearings with a U.S. magistrate judge.
- Draft and analyze Report and Recommendation that was adopted by the court dismissing § 1983 claim.

EDUCATION

Juris Doctor | [California Western School of Law](#) | April 2019

Law Review & International Law Journal, Associate Writer; Student Bar Association President

Bachelor of Arts: in Political Science | [California State University, San Bernadino](#) | June 2015

Cum Laude, Departmental Honors

Bar Admission: California State Bar, U.S. District Court Central District of California, U.S. Department of Justice (EOIR)

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Employee References

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 1101
CSU Human Resources Policy: Employment Policy Governing the Provision of
Employee References
California Civil Code 47(c) – Privileged Communications
California Labor Code Section 432.3 – Salary History Information
California Labor Code Section 1050 – Prohibition on Misleading Statements**

This policy governs how oral and written references or recommendation letters (referred to collectively as “references”) for current and former SMSU employees are provided to prospective employers.

1. References Requested by Third Parties

SMSU employees may provide references in two forms: official (on behalf of the University) or personal (in their personal capacity). Before providing any reference, the employee asked to do so must notify the Human Resource Manager, who will review and authorize the reference.

2. Official Letters of Recommendation

Before authorizing the release of an official letter of recommendation, the staff member must collaborate with the Human Resource Manager, who will review the personnel file of the employee for whom the reference is being requested.

Restrictions on Providing Official References

SMSU employees are prohibited from providing official references, either verbally or in writing, for current or former SMSU employees who:

- Are currently under investigation for misconduct or policy violations.
- Left SMSU while an investigation was pending.
- Have had their retirement benefits rescinded under The Public Employees' Pension Reform Act due to criminal misconduct related to their official duties.

In such cases, Human Resources will inform the third party of the CSU's employee reference policy and will only provide employment verification as detailed below.

3. Employment Verifications for Current or Former Employees

All employment verifications for current or former employees must be directed to Human Resources. The SMSU policy is to provide only minimal information for employment verification purposes. Human Resources will confirm:

- Job title(s).
- Dates of employment.
- Job duties.

Current or former SMSU employees may authorize the release of their salary information as part of the employment verification process.

4. Personal References

SMSU employees may provide personal references, but these references must clarify that they are given in an individual capacity and not on behalf of SMSU. Any reference made outside of Human Resources is considered personal and must be explicitly noted as such by the individual providing it.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

~~Delete - Not a policy and incorporated into SMSUPM 935 - Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation~~

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~~SUBJECT: Complaint Procedure~~

~~REFERENCE: SMSU Personnel Policies Manual, SMSUPM 1145~~

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~~POLICY: Employees of the Santos Manuel Student Union (SMSU) are encouraged to bring their complaints about work-related situations to the attention of management. Employees will be provided with an opportunity to present their complaints and appeal decisions by management through a formal complaint procedure. All complaints will be resolved promptly.~~

- ~~1. A complaint may be defined as an employee's expressed feeling of dissatisfaction concerning conditions of employment or treatment by management, supervisors or other employees. Examples of such actions which may be causes complaints include, but are not limited to:
 - ~~a. Application of SMSU policies, practices, rules, regulations and procedures believed to be to the detriment of an employee;~~
 - ~~b. Treatment considered unfair by an employee, such as coercion, reprisal, harassment or intimidation;~~
 - ~~c. Alleged discrimination because of race, color, gender, age, religion, disability, national origin, military reserve or veteran status, marital status, or any other non-merit factor; and~~
 - ~~d. Improper or unfair administration of employee benefits or conditions of employment such as vacations, fringe benefits, promotions, retirement, holidays, performance review, salary or service.~~~~
- ~~2. Supervisors are responsible for ensuring that the complaint is fully processed. No employee will be penalized for using the SMSU's complaint procedure.~~

~~3. Any complaint filed shall follow the procedure outlined below, except complaints involving the immediate supervisor which allege discrimination, harassment or retaliation which must be filed at step 2 or 3.~~

~~-
Step 1: The employee initiating the complaint shall present a complaint in writing to his/her immediate supervisor within 5 working days of when the subject of the complaint is known. Discussion shall be informal for the purpose of resolving the matter in the simplest and most direct manner. The immediate supervisor shall reach a decision and communicate it in writing to the employee within 5 working days from the date the complaint was presented.~~

~~-
Step 2: If the complaint is not settled in the first step, the employee shall, within 5 working days, forward the written complaint to the SMSU Executive Director. The Executive Director shall, within 5 working days, meet with the employee to determine the facts of the case. The Executive Director shall notify the employee of his/her decision, in writing, within 5 working days following the date of the meeting, unless such time is mutually extended in writing.~~

~~-
Step 3: If the complaint is not settled at Step 2, the employee shall, within 5 working days, forward the written complaint to the Assistant Vice President for Student Affairs/Student Development (AVPSASD). The AVPSASD shall meet with the employee within 10 working days after the receipt of the complaint, unless such time is mutually extended in writing. The AVPSASD shall ascertain the facts and forward any recommendations to the SMSU Board of Directors within 5 working days after the meeting, unless this period is extended in writing by mutual agreement. The SMSU Board of Directors shall have 7 working days to consult with any parties involved and render a decision in writing to the employee, unless this period is extended in writing by mutual agreement.~~

~~4. The decision of the SMSU Board of Directors at Step 3 shall be final and binding on the parties, without further right to appeal.~~

~~5. A complaint must be brought forward as soon as it might reasonably be known to exist. In the event a complaint arises, the employee must submit it to his/her supervisor within 5 working days.~~

~~6. The time limit at any stage of the complaint procedure may be extended by written mutual agreement of the parties involved in that step.~~

~~7. Any complaint presented shall be on the proper SMSU complaint form and must be dated and signed by the employee who presents it. Any decision rendered shall be provided in writing to the employee and shall be dated and signed by the SMSU representative at that step.~~

~~8. When a complaint is presented, the SMSU representative shall provide a dated and signed receipt for the complaint at that particular step.~~

-

~~9. A complaint not advanced to the higher step within the time limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the decision most recently given. Failure on the part of the SMSU's representative to answer within the time limit set forth in any step will entitle the employee to proceed to the next step, unless an extension has been mutually agreed upon by both parties.~~

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~~10. When a complaint is reduced to writing there shall be set forth:~~

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- ~~a. A complete statement of the complaint and facts upon which it is based;~~
- ~~b. The section or sections of SMSU policy claimed to have been violated; and~~
- ~~c. The remedy or correction requested.~~

-

~~11. An employee shall not be subjected to reprisal or retaliation for utilizing this complaint process.~~

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~~Approved SMSUBOD 11-29-07
SMSUPM 1145~~

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~~SANTOS MANUEL STUDENT UNION
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO~~

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~~**Complaint Procedure Form**~~

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~~Provide a complete statement of your complaint, including the facts upon which the complaint is based, including dates and times. Please be as specific as possible.~~

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~~Provide the section or sections of SMSU policy which you claim have been violated (if applicable):-~~

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-
-

~~Provide the remedy or correction that is being requested:-~~

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-
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-
-
-

Signature Date

-

Name

-
-

~~Complaints must be submitted to the employee's supervisor within 5 working days of the date the complaint arises. Please add additional page(s) if needed.~~

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

- SUBJECT:** ~~Unlawful Harassment Policy~~ Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation
- REFERENCE:** SMSU Personnel Policies Manual; SMSUPM 935
CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy)
Title VI and Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
The California Equity in Higher Education Act
The Violence Against Women Reauthorization Act of 2013
Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
The Age Discrimination Act of 1975

POLICY

The Santos Manuel Student Union must take all reasonable steps to prevent unlawful harassment from occurring. In addition to prohibiting other forms of unlawful discrimination, the Santos Manuel Student Union maintains a strict policy prohibiting harassment because of gender, gender identity, gender expression, genetic characteristics or information, sex, race, color, national origin, ancestry, religion, creed, physical or mental disability, ~~cancer-related~~ medical condition, marital status, veteran status, sexual orientation, age, and any other basis protected by applicable federal, state or local law. All such harassment is prohibited. The Santos Manuel Student Union's anti-harassment policy applies to all employees and independent contractors involved in the operations of the Santos Manuel Student Union and prohibits harassment by any Santos Manuel Student Union employee, including supervisors and co-workers, or independent contractors. The Santos Manuel Student Union's anti-harassment policy also protects employees from harassment by clients, vendors, or others doing business with the Santos Manuel Student Union. If harassment occurs on the job by someone not employed by the Santos Manuel Student Union, the procedures in this policy should be followed as if the harasser were an employee of the Santos Manuel Student Union.

The Santos Manuel Student Union prohibits the following conduct.

1. Discrimination based on any Protected Status: i.e., Age, Disability (physical and mental), Gender (or sex, including sex stereotyping), Gender Identity (including transgender),

Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, and Veteran or Military Status.

2. Harassment based on any Protected Status.
3. Sexual Harassment, including hostile environment and *quid pro quo* ("this for that").
4. Dating Violence, Domestic Violence, Sexual Exploitation and Stalking.
5. Sexual Misconduct.
6. Prohibited Consensual Relationships.
7. Retaliation for exercising rights under this Nondiscrimination Policy, opposing conduct that a person believes in good faith is Discrimination or Harassment because of a Protected Status, or for participating, in any manner, in any related investigation or proceeding.

Preventing Sexual and Other Forms of Harassment

Please refer to the Santos Manuel Student Union Complaint Procedure if you believe you have been harassed.

~~ALL EMPLOYEES AND INDEPENDENT CONTRACTORS SHOULD NOTE THAT THE FAILURE TO USE THE SANTOS MANUEL STUDENT UNION'S COMPLAINT PROCEDURE MAY RESULT IN THE DEFEAT OF ANY CLAIM OF SEXUAL OR OTHER HARASSMENT IF LITIGATED.~~

False Claims of Harassment

Any employee who makes a false claim of harassment will be disciplined according to Santos Manuel Student Union policy.

Prohibition Against and Duty to Disclose Romantic Relationships

The Santos Manuel Student Union recognizes that employees may develop romantic or sexual relationships in the course of their employment. However, in an effort to prevent supervisory problems, favoritism, the possibility of compromising confidential information and/or trade secrets, morale problems, disputes or misunderstandings, and potential sexual harassment claims, supervisors are strongly discouraged from dating or engaging in romantic or sexual relationships with subordinate employees.

However, in the event such a relationship is undertaken, the parties are required to disclose to the Executive Director that such a relationship exists. Based on the sole discretion of the Santos Manuel Student Union, both parties may be given the opportunity to sign and acknowledgment that the relationship is voluntary and consensual. In that case, both parties will also be required to disclose to the Executive Director when the relationship is no longer voluntary and consensual. In the event that such a relationship exists or existed, and such

disclosures have not been made, the relationship will be presumed to have been voluntary and consensual. All employees acknowledge these requirements and the presumption by signing the Annual Acknowledgment and Receipt of this Handbook. Co-workers are also discouraged from dating or pursuing romantic or sexual relationships with each other.

The Santos Manuel Student Union, in its sole discretion, will determine whether any romantic or sexual relationship between a manager and a subordinate, or between co-workers, interferes with job performance and/or the business interests of the Santos Manuel Student Union and will attempt to resolve the situation, including but not limited to, providing one of the employees with a transfer to another position for which ~~he or she is~~they are qualified if it is possible and consistent with good business practices. However, the Santos Manuel Student Union may take whatever steps will protect its business interests, including but not limited to, terminating the employees involved.

Romantic or sexual relationships are prohibited between staff and student employees or students not employed with the SMSU.

Employee's Duty to Disclose Benefits Received

~~No supervisor, manager, or officer of the corporation is authorized to condition the receipt or denial of any benefit, compensation, or other term or condition of employment on an employee's complying with any sexual demand. To the contrary, all employees are instructed that they must refuse such demands and report them promptly to the Executive Director. Any employee who is found to have obtained any benefit from the Santos Manuel Student Union because he or she submitted to an unreported sexual demand will be disciplined appropriately, including but not limited to, reimbursement for the value of any benefits received. Any employee making such a demand will be disciplined, up to and including termination.~~

Liability for Sexual or Other Harassment

Any employee of the Santos Manuel Student Union, whether co-worker, supervisor or manager, who is found to have engaged in unlawful harassment is subject to disciplinary action up to and including termination from employment.

Additional Enforcement Information

In addition to the Santos Manuel Student Union's internal complaint procedures regarding harassment, discrimination, and retaliation, employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) also investigate and prosecute such complaints. The EEOC can be reached toll-free at 1-800-669-4000 and the DFEH at 1-800-884-1684.

For more information, contact ~~the Administrative Office, SMSU 222, of the Santos Manuel Student Union.~~ Human Resources.

Sexual Harassment

~~The law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment; or (2) submission to or rejection of such conduct is used as basis for employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.~~

~~This definition includes many forms of offensive behavior. The following is a partial list:~~

- ~~● Unwanted sexual advances.~~
- ~~● Offering employment benefits in exchange for sexual favors.~~
- ~~● Making or threatening reprisals after a negative response to sexual advances.~~
- ~~● Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.~~
- ~~● Improper language such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's body or dress, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.~~
- ~~● Verbal sexual advances or propositions.~~
- ~~● Physical conduct such as touching, assault, impeding or blocking movements.~~
- ~~● Retaliation for reporting harassment or threatening to report harassment.~~

~~It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for the Santos Manuel Student Union.~~

National Origin, Race and Other Forms of Harassment

~~Similarly to sexual harassment, national origin, race and other forms of harassment can occur through verbal, physical or other activity directed at employees in protected categories. It can occur when co-workers and/or supervisors use slurs or epithets referring, for example, to the national origin, or race, or sexual orientation of an employee. Or it may occur through other kinds of activity, such as placing graphic images negatively connected to the race of an employee on or near the employee's desk, locker or work location. **All such activity is strictly prohibited under the Santos Manuel Student Union's unlawful harassment policy.** If any employee is uncertain as to what conduct is prohibited under this policy, he or she should contact the Executive Director immediately.~~

Anti-Retaliation Policy

~~In accordance with applicable law, the Santos Manuel Student Union prohibits retaliation against any employee because of the employee's opposition to a practice the employee reasonably believes to constitute employment discrimination or because of the employee's participation in an employment discrimination investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated. For purposes of the Santos Manuel Student Union's anti-retaliation policy, all references to "discrimination" should be understood to include "harassment."~~

Examples of Opposition

~~Opposition to perceived discrimination includes threatening to file a discrimination complaint with the EEOC, state agency, or court or complaining or protesting about alleged employment discrimination to a manager, co-worker or other official. Opposition also includes a complaint or protest made on behalf of another employee or made by the employee's representative. A complaint about an employment practice constitutes protected opposition only if the employee communicates to the Santos Manuel Student Union a reasonable good faith belief that the practice opposed constitutes unlawful employment discrimination. Opposition in a manner which disrupts the workplace, or which constitutes an unlawful activity, or engaging in badgering or threatening of employees or supervisors is not protected.~~

No Retaliation

~~The Santos Manuel Student Union will not tolerate retaliation against any individual because he or she has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state employment discrimination statutes or at other hearings regarding protected employee rights, such as an application for unemployment benefits. The Santos Manuel Student Union also prohibits retaliation against someone closely related to or associated with the employee exercising such rights. Examples of retaliation include, but are not limited to, hostile conduct toward an employee who participated in protected activity. Such conduct includes, but is not limited to, shunning of employees, verbal or body language which is threatening or expresses or suggests disapproval or hostility; failure to cooperate in workplace procedures; or sudden unfounded disciplinary action not based on actual job performance. If you are unclear as to what kind of activity may be prohibited retaliation, contact the Executive Director immediately for more information.~~

Complaint Procedures for Retaliation

~~The Santos Manuel Student Union's Complaint Procedure provides for an immediate, thorough and objective investigation of any claim of unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged employment discrimination. If~~

~~you believe that you have been retaliated against because of your opposition to an employment practice you reasonably believe to be discriminatory or because of your participation in a hearing or proceeding regarding alleged unlawful discrimination, you should file a complaint as outlined in the SMSU Complaint Procedure.~~

PROCEDURES

Step 1: The employee initiating the complaint shall present a complaint in writing to his/her immediate supervisor within 5 working days of when the subject of the complaint is known. Discussion shall be informal for the purpose of resolving the matter in the simplest and most direct manner. The immediate supervisor shall reach a decision and communicate it in writing to the employee within 5 working days from the date the complaint was presented.

Step 2: If the complaint is not settled in the first step, the employee shall, within 5 working days, forward the written complaint to the Human Resource and Risk Manager. The Human Resource and Risk Manager shall, within 5 working days, meet with the employee to determine the facts of the case. The Human Resource and Risk Manager, in conjunction with the Executive Director, shall make a decision and notify the employee of their decision, in writing, within 5 working days following the date of the meeting, unless such time is mutually extended in writing.

Step 3: If the complaint is not settled at Step 2, the employee shall, within 5 working days, forward the written complaint to the Assistant Vice President for Student Affairs/Student Development (AVPSASD). The AVPSASD shall meet with the employee within 10 working days after the receipt of the complaint, unless such time is mutually extended in writing. The AVPSASD shall ascertain the facts and forward any recommendations to the SMSU Board of Directors within 5 working days after the meeting, unless this period is extended in writing by mutual agreement. The SMSU Board of Directors shall have 7 working days to consult with any parties involved and render a decision in writing to the employee, unless this period is extended in writing by mutual agreement.

The decision of the SMSU Board of Directors at Step 3 shall be final and binding on the parties, without further right to appeal.

Any complaint presented shall be on the proper SMSU complaint form (Attachment A) and must be dated and signed by the employee who presents it. Any decision rendered shall be provided in writing to the employee and shall be dated and signed by the SMSU representative at that step.

A complaint not advanced to the higher step within the time limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the decision most recently given. Failure on the part of the SMSU's representative to answer within the time limit set

forth in any step will entitle the employee to proceed to the next step, unless an extension has been mutually agreed upon by both parties.

An employee shall not be subjected to reprisal or retaliation for utilizing this complaint process.

DEFINITIONS

Prohibited Conduct Defined:

This Nondiscrimination Policy prohibits Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation as described below.

1. Discrimination

Discrimination is (an) Adverse Action(s) against a Complainant because of their Protected Status.

a. Adverse Action means an action engaged in by the Respondent that has a substantial and material adverse effect on the Complainant's ability to participate in a university program, activity, or employment. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset a Complainant does not constitute an Adverse Action.

An adverse employment action is any conduct or employment action that is reasonably likely to impair an employee's job performance or prospects for advancement or promotion.

b. If Adverse Action is taken because of a Complainant's Protected Status, that means that the Complainant's Protected Status is a substantial motivating reason (but not necessarily the only reason) for the Adverse Action.

c. An allegation that an Employee is receiving unequal pay because of their Protected Status (for example, under the California Equal Pay Act) constitutes a Discrimination Complaint under this Nondiscrimination Policy.

2. Harassment

Harassment means unwelcome verbal, nonverbal or physical conduct engaged in because of an individual Complainant's Protected Status.

If a Complainant is harassed because of their Protected Status, that means that the Complainant's Protected Status is a substantial motivating reason (but not necessarily the only reason) for the conduct.

Harassment may occur when:

a. Submitting to, or rejecting, the verbal, nonverbal or physical conduct is explicitly or implicitly a basis for:

1. Decisions that adversely affect or threaten employment, or which are being presented as a term or condition of the Complainant's employment; or

2. Decisions that affect or threaten the Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the university.

OR

b. The conduct is sufficiently severe or pervasive so that its effect, whether intended or not, could be considered by a reasonable person under similar circumstances and with similar identities, and is in fact considered by the Complainant as creating an intimidating, hostile or offensive work or educational environment that denies or substantially limits an individual's ability to participate in or benefit from employment and/or educational, services, activities, or other privileges provided by the SMSU.

Harassment includes, but is not limited to, verbal harassment (e.g., epithets, derogatory comments, or slurs), physical harassment (e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement), and visual forms of harassment (e.g., derogatory posters, cartoons, drawings, symbols, or gestures.). Single, isolated incidents will typically be insufficient to rise to the level of harassment.

3. Sexual Misconduct

All sexual activity between members of the SMSU and CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity is Sexual Misconduct, whether or not the conduct violates any civil or criminal law.

a. Sexual activity includes, but is not limited to:

1. kissing,
2. touching intimate body parts
3. fondling,
4. intercourse,
5. penetration, no matter how slight, of the vagina or anus with any part or object,
6. oral copulation of a sex organ by another person.

b. Sexual Misconduct includes, but is not limited to, the following conduct:

1. an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's Gender or Sex,
2. the intentional touching of another person's intimate body parts without Affirmative Consent,
3. intentionally causing a person to touch the intimate body parts of another without Affirmative Consent,
4. using a person's own intimate body part to intentionally touch another person's body without Affirmative Consent,
5. any unwelcome physical sexual acts, such as unwelcome sexual touching,

6. using physical force, violence, threat, or intimidation to engage in sexual activity,
 7. ignoring the objections of the other person to engage in sexual activity,
 8. causing the other person's incapacitation through the use of drugs or alcohol to engage in sexual activity,
 9. taking advantage of the other person's incapacitation to engage in sexual activity.
- c. Intimate body part means the sexual organ, anus, groin, buttocks, or breasts of any person.
- d. Sexual activity between a Minor (a person younger than 18 years old) and a person who is at least 18 and two years older than the Minor always constitutes Sexual Misconduct, even if there is Affirmative Consent to all sexual activity. The existence of Affirmative Consent and/or the type of sexual activity may be relevant to the determination of an appropriate Sanction.
- e. Persons of all Genders, Gender Identities, Gender Expressions, and Sexual Orientations can be victims of these forms of Sexual Misconduct. Sexual Misconduct can be committed by an individual known to the victim including a person the Complainant may have just met, i.e., at a party, introduced through a friend, or on a social networking website.
- f. Affirmative Consent
- Affirmative Consent must be voluntary, and given without coercion, force, threats, or intimidation.
- It is the responsibility of each person involved in the sexual activity to ensure Affirmative Consent has been obtained from the other participant(s) prior to engaging in the sexual activity.
- Affirmative Consent means an agreement to engage in sexual activity that is:
1. Informed,
 2. Affirmative,
 3. Conscious,
 4. Voluntary, and
 5. Mutual.
 6. Lack of protest or resistance does not mean there is Affirmative Consent.
 7. Silence does not mean there is Affirmative Consent.
 8. The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of Affirmative Consent.
 9. A request for someone to use a condom or birth control does not, in and of itself, mean there is Affirmative Consent.
 10. Affirmative Consent can be withdrawn or revoked. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after sexual activity begins. Once consent is withdrawn or revoked, the sexual activity must stop immediately. Consent to one form

of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion.

g. Incapacitation

Affirmative Consent cannot be given by a person who is incapacitated. A person is unable to consent when asleep, unconscious, or incapacitated due to the influence of drugs, alcohol, or medication so that the person could not understand the fact, nature, or extent of the sexual activity. A person is incapacitated if the person lacks the physical and/or mental ability to make informed, rational decisions. A person with a medical or mental disability may also lack the capacity to give consent.

Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making ability, awareness of consequences, and ability to make informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.

Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving consent due to age.

It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:

1. The person was asleep or unconscious
2. The person was incapacitated due to the influence of drugs, alcohol, or medication, so that the person could not understand the fact, nature, or extent of the sexual activity
3. The person could not understand the fact, nature, or extent of the sexual activity, or was unable to communicate, due to a mental or physical condition

h. It shall not be a valid excuse that the Respondent believed that the person consented to the sexual activity under either of the following circumstances:

1. The Respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the Respondent;
2. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the person affirmatively consented.

4. Sexual Harassment

Sexual Harassment means unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to, sexual advances, requests for sexual favors, offering employment benefits or giving preferential treatment in exchange for sexual favors, or indecent exposure, and any other conduct of a sexual nature where:

- a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the university; or
- b. Submission to, or rejection of, the conduct by the Complainant is explicitly or implicitly used as the basis for any decision affecting a term or condition of the Complainant's employment, or an employment decision; or
- c. The conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting their ability to participate in or benefit from the services, activities or opportunities offered by the university; or
- d. The conduct is sufficiently severe, persistent, or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization or in exchange for a raise or promotion; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a work environment, or in a classroom where the images are unrelated to the coursework.

Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of Sexual Harassment.

Sexual and/or romantic relationships between members of the campus community may begin as consensual, and may develop into situations that lead to Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating or Domestic Violence, or Stalking subject to this Nondiscrimination Policy.

1. Sexual Exploitation

Sexual Exploitation means a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, including, but not limited to, any of the following acts:

- a. The prostituting of another person.
- b. The trafficking of another person, defined as the inducement of a person to perform a commercial sex act, or labor of services, through force, fraud, or coercion.
- c. The recording of images, including video or photograph, or audio of another person's sexual activity or intimate parts, without that person's consent.
- d. The distribution of images, including video or photographs, or audio of another person's sexual activity or intimate parts, if the individual distributing the images

or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure.

- e. The viewing of another person's sexual activity or intimate parts, in a place where that other person would have a reasonable expectation of privacy, without that person's consent, for the purpose of arousing or gratifying sexual desire.

2. Dating Violence and Domestic Violence

Dating Violence means physical violence or threat of physical violence committed by a person—

- a. who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and
b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
I. The length of the relationship.
II. The type of relationship.
III. The frequency of interaction between the persons involved in the relationship.

Domestic Violence means physical violence or threat of physical violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant.

Physical violence means physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior, including assault.

3. Stalking

Stalking means engaging in a Course of Conduct directed at a specific person that would cause a reasonable person to fear for the safety of self or others' safety or to suffer Substantial Emotional Distress. For purposes of this definition:

- a. Course of Conduct means two or more acts, including but not limited to, acts in which one party directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the other party, or interferes with the other party's property.
b. Substantial Emotional Distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

1. Prohibited Consensual Relationships

A Prohibited Consensual Relationship is a consensual sexual or romantic relationship

between an Employee and any Student or Employee over whom they exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority.

2. Retaliation

Retaliation means that a substantial motivating reason for an Adverse Action taken against a person was because the person has or is believed to have:

- a. Exercised their rights under this Nondiscrimination Policy,
- b. Reported or opposed conduct which was reasonably and in good faith believed to be in violation of this Nondiscrimination Policy,
- c. Assisted or participated in an investigation/proceeding under this Nondiscrimination Policy, regardless of whether the Complaint was substantiated,
- d. Assisted someone in reporting or opposing a violation of this Nondiscrimination Policy or assisted someone in reporting or opposing Retaliation under this Nondiscrimination Policy.

Adverse Action means an action engaged in by the Respondent that has a substantial and material adverse effect on the Complainant's ability to participate in a university program, activity, or employment. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset a Complainant does not constitute an Adverse Action.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Attachment A

Santos Manuel Student Union Complaint Form

Provide a complete statement of your complaint, including the facts upon which the complaint is based, including dates and times. Please be as specific as possible:

Provide the section or sections of SMSU policy which you claim have been violated (if applicable):

Provide the remedy or correction that is being requested:

Signature Date

Name

Complaints must be submitted to the employee's supervisor within 5 working days of the date the complaint arises. Please add additional page(s) if needed.

2024 Public Agencies/CalPERS Medical Plans

Employer Contribution Rates and Employee Premium Costs - Region 3 (Los Angeles, Riverside, San Bernardino)

Effective January 1, 2024 through December 31, 2024

		ALL Faculty, Staff, Management & Non-Represented Employees		
<i>Medical Plan</i>	<i>Type of Coverage</i>	Total Monthly Premium	SMSU Monthly Contribution	EMPLOYEE MONTHLY Deduction
ANTHEM BLUE CROSS SELECT HMO (855) 839-4524 www.anthem.com/ca/calpers	Employee Only	\$841.13	\$983.00	\$0.00
	Employee + 1 more	\$1,682.26	\$1,890.00	\$0.00
	Employee + 2 or more	\$2,186.94	\$2,366.00	\$0.00
ANTHEM BLUE CROSS TRADITIONAL HMO (855) 839-4524 www.anthem.com/ca/calpers	Employee Only	\$1,012.67	\$983.00	\$29.67
	Employee + 1 more	\$2,025.34	\$1,890.00	\$135.34
	Employee + 2 or more	\$2,632.94	\$2,366.00	\$266.94
BLUE SHIELD Access+ HMO (800) 334-5847 www.blueshieldca.com/calpers	Employee Only	\$756.65	\$983.00	\$0.00
	Employee + 1 more	\$1,513.30	\$1,890.00	\$0.00
	Employee + 2 or more	\$1,976.29	\$2,366.00	\$0.00
HEALTH NET SALUD Y MAS (888) 926-4921 (Extremely limited access) www.healthnet.com/calpers	Employee Only	\$630.13	\$983.00	\$0.00
	Employee + 1 more	\$1,260.26	\$1,890.00	\$0.00
	Employee + 2 or more	\$1,638.34	\$2,366.00	\$0.00
BLUE SHIELD TRIO HMO (800) 334-5847 www.blueshieldca.com/calpers	Employee Only	\$704.69	\$983.00	\$0.00
	Employee + 1 more	\$1,409.38	\$1,890.00	\$0.00
	Employee + 2 or more	\$1,832.19	\$2,366.00	\$0.00
KAISER PERMANENTE (800) 464-4000 www.kp.org/calpers	Employee Only	\$865.41	\$983.00	\$0.00
	Employee + 1 more	\$1,730.82	\$1,890.00	\$0.00
	Employee + 2 or more	\$2,250.07	\$2,366.00	\$0.00

Continued on back

2024 Public Agencies Medical Plans - continued

		ALL Faculty, Staff, Management & Non-Represented Employees		
<i>Medical Plan</i>	<i>Type of Coverage</i>	Total Monthly Premium	SMSU Monthly Contribution	EMPLOYEE MONTHLY Deduction
UNITED HEALTHCARE ALLIANCE (877) 359-3714 www.uhc.com/calpers	Employee Only	\$826.44	\$983.00	\$0.00
	Employee + 1 more	\$1,652.88	\$1,890.00	\$0.00
	Employee + 2 or more	\$2,148.74	\$2,366.00	\$0.00
UNITED HEALTHCARE HARMONY (877) 359-3714 www.uhc.com/calpers	Employee Only	\$734.76	\$983.00	\$0.00
	Employee + 1 more	\$1,469.52	\$1,890.00	\$0.00
	Employee + 2 or more	\$1,910.38	\$2,366.00	\$0.00
PERS Platinum (formerly PERSCare, and PERS Choice) (877) 737-7776 www.anthem.com/ca/calpers/	Employee Only	\$1,131.47	\$983.00	\$148.47
	Employee + 1 more	\$2,262.94	\$1,890.00	\$372.94
	Employee + 2 or more	\$2,941.82	\$2,366.00	\$575.82
PERS Gold (formerly PERS Select PPO) (877) 737-7776 www.anthem.com/ca/calpers/	Employee Only	\$785.28	\$983.00	\$0.00
	Employee + 1 more	\$1,570.56	\$1,890.00	\$0.00
	Employee + 2 or more	\$2,041.73	\$2,366.00	\$0.00

SMSU CONTRIBUTION:	All Staff, Mgmt
Employee Only	\$983.00
Employee +1	\$1,890.00
Employee + Family	\$2,366.00

2025 Public Agencies/CalPERS Medical Plans

Employer Contribution Rates and Employee Premium Costs - Region 3 (Los Angeles, Riverside, San Bernardino)

Effective January 1, 2025 through December 31, 2025

		ALL Faculty, Staff, Management & Non-Represented Employees		
<i>Medical Plan</i>	<i>Type of Coverage</i>	Total Monthly Premium	SMSU Monthly Contribution	EMPLOYEE MONTHLY Deduction
ANTHEM BLUE CROSS SELECT HMO (855) 839-4524 www.anthem.com/ca/calpers	Employee Only	\$916.88	\$1,060.00	\$0.00
	Employee + 1 more	\$1,833.76	\$2,039.00	\$0.00
	Employee + 2 or more	\$2,383.89	\$2,551.00	\$0.00
ANTHEM BLUE CROSS TRADITIONAL HMO (855) 839-4524 www.anthem.com/ca/calpers	Employee Only	\$1,065.46	\$1,060.00	\$5.46
	Employee + 1 more	\$2,130.92	\$2,039.00	\$91.92
	Employee + 2 or more	\$2,770.20	\$2,551.00	\$219.20
BLUE SHIELD Access+ HMO (800) 334-5847 www.blueshieldca.com/calpers	Employee Only	\$828.48	\$1,060.00	\$0.00
	Employee + 1 more	\$1,656.96	\$2,039.00	\$0.00
	Employee + 2 or more	\$2,154.05	\$2,551.00	\$0.00
HEALTH NET SALUD Y MAS (888) 926-4921 (Extremely limited access) www.healthnet.com/calpers	Employee Only	\$714.40	\$1,060.00	\$0.00
	Employee + 1 more	\$1,428.80	\$2,039.00	\$0.00
	Employee + 2 or more	\$1,857.44	\$2,551.00	\$0.00
BLUE SHIELD TRIO HMO (800) 334-5847 www.blueshieldca.com/calpers	Employee Only	\$738.11	\$1,060.00	\$0.00
	Employee + 1 more	\$1,476.22	\$2,039.00	\$0.00
	Employee + 2 or more	\$1,919.09	\$2,551.00	\$0.00
KAISER PERMANENTE (800) 464-4000 www.kp.org/calpers	Employee Only	\$926.52	\$1,060.00	\$0.00
	Employee + 1 more	\$1,853.04	\$2,039.00	\$0.00
	Employee + 2 or more	\$2,408.95	\$2,551.00	\$0.00

Continued on back

2025 Public Agencies Medical Plans - continued

		ALL Faculty, Staff, Management & Non-Represented Employees		
<i>Medical Plan</i>	<i>Type of Coverage</i>	Total Monthly Premium	SMSU Monthly Contribution	EMPLOYEE MONTHLY Deduction
UNITED HEALTHCARE ALLIANCE (877) 359-3714 www.uhc.com/calpers	Employee Only	\$866.40	\$1,060.00	\$0.00
	Employee + 1 more	\$1,732.80	\$2,039.00	\$0.00
	Employee + 2 or more	\$2,252.64	\$2,551.00	\$0.00
UNITED HEALTHCARE HARMONY (877) 359-3714 www.uhc.com/calpers	Employee Only	\$756.28	\$1,060.00	\$0.00
	Employee + 1 more	\$1,512.56	\$2,039.00	\$0.00
	Employee + 2 or more	\$1,966.33	\$2,551.00	\$0.00
PERS Platinum (formerly PERSCare, and PERS Choice) (877) 737-7776 www.anthem.com/ca/calpers/	Employee Only	\$1,263.73	\$1,060.00	\$203.73
	Employee + 1 more	\$2,527.46	\$2,039.00	\$488.46
	Employee + 2 or more	\$3,285.70	\$2,551.00	\$734.70
PERS Gold (formerly PERS Select PPO) (877) 737-7776 www.anthem.com/ca/calpers/	Employee Only	\$868.15	\$1,060.00	\$0.00
	Employee + 1 more	\$1,736.30	\$2,039.00	\$0.00
	Employee + 2 or more	\$2,257.19	\$2,551.00	\$0.00

SMSU CONTRIBUTION:	All Staff, Mgmt
Employee Only	\$1,060.00
Employee +1	\$2,039.00
Employee + Family	\$2,551.00