California State University, San Bernardino President's Office
Administrative Council Meeting
October 24, 2024

Present:

Binkley, Chuang, DomNwachukwu, Dufault-Hunter, Fullam, Gomez-Arias, Haddock, Hassija, Mohamed, Morales, Nava, Olivérez, Pantula, Phillips, and Sudhakar.

Representatives: Rina Nolasco on behalf of Katherine Hartley.

Absent:

Fajardo, Hartley, and Liu.

Guests:

Julio Arevalo, Alisha Beal, Sesar Morfin, Amber Schneck, Jennifer Sorenson, Robert Tenczar, Jackie Varela, and Jay Wood.

Policies

1. **Employee Relations Zero Tolerance Policy on Workplace Violence (Final Read)**
   Executive Director Beal presented the Employee Relations Zero Tolerance Policy on Workplace Violence Policy. The policy demonstrates California State University, San Bernardino's commitment to creating and maintaining a working, learning, and social environment which is free from violence. Policy revisions include the addition of a definition for violence and threats, refined language for clarity and relevance, and new protections against retaliation for individuals reporting workplace violence.

The Administrative Council confirmed the need for a separate policy alongside existing CSU guidelines and clarified its distinction from workplace violence provisions.

The policy was first presented on May 16, 2024 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Vice President Nava motioned for approval of the Employee Relations Zero Tolerance Policy on Workplace Violence, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.

2. **ADA Procedures and Guidelines: Employment, Educational Services, Campus Physical Access, and Public Access to Campus Events (First Read)**
   This policy was removed from the agenda for this meeting.

3. **Recruitment, Selection, and Appointment (Staff) (First Read)**
   Director Arevalo presented the Recruitment, Selection and Appointment (Staff) Policy. The policy outlines the procedures for recruitment requisitions, posting processes, advertising, and selection criteria of all staff positions. Policy revisions include updating the responsible department for recruitment management, aligning search procedures with the collective bargaining agreements, incorporating CSU Recruit, adding updated sourcing channels, revising travel reimbursement processes for candidates, and requiring interview rating sheets.

   The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

4. **Recruitment, Selection, and Appointment Advertising for Staff Positions (First Read)**

    Director Arevalo presented the Recruitment, Selection, and Appointment Advertising for Staff Positions Policy. Policy revisions include the removal of the advertisement language, as it is now located in Section 2 – Recruitment, Advertising the Vacancy of the Staff Recruitment Guidelines on the Talent Acquisition website.

    The Administrative Council discussed the removal of the Recruitment, Selection, and Appointment Advertising for Staff Positions policy and clarified its distinction from the Recruitment, Selection, and Appointment (Staff) policy.

    The Administrative Council was asked to review the policy and share with colleagues within divisions and departments with the recommendation to eliminate it. The item will be sent to the campus community for feedback.

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

    Executive Director and Chief Procurement Officer Wood presented the Hospitality Policy. The policy outlines the requirements and procedures for hospitality expenses to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of the university. Policy revisions include adding "Prepaid Meal Plan" purchases to the unallowable section, updating the Hospitality Worksheet to replace the old form, changing the division name to FTO, and clarifying tax reporting requirements for prizes and awards. Further revisions include clarifying that out-of-pocket expense reimbursements require receipts to be submitted within 60 days to avoid taxation, specifying that clothing purchases for employee identification at public events are considered regular business expenses, and incorporating updates to the Allowable Expenditure Matrix, meal rate maximums, and promotional items.

The Administrative Council discussed the new user-friendly hospitality worksheet, reimbursement process updates, clarifications on clothing purchases, distinctions between hospitality and basic sustenance, and revisions to the Allowable Expenditure Matrix and meal rates, along with the policy's applicability to state trust funds and grants. The Administrative Council strongly encouraged the Procurement team to provide training on the hospitality worksheet for end users.

The policy was first presented on February 15, 2024 and sent to the campus community for feedback. Campus comments were received. This is the final read.

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

6.   **Administrative Policies and Practices – Review and Approval Process (First Read)**
     Vice President Sudhakar presented the Administrative Policies and Practices – Review and Approval Process Policy. The policy outlines the review and approval process for administrative policies and practices. Policy revisions include the removal of language and creating a standard template for policies.

     The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

7.   **Policy on Key and Access Issuance (First Read)**
     Senior Associate Vice President Sorenson presented the Policy on Key and Access Issuance. The policy ensures controlled access to buildings to protect assets and occupants while promoting awareness of proper use of campus-

issued keys and electronic credentials. It is the policy of CSUSB to only grant access to its facilities when a university business purpose exists. Key policy elements include designating department managers and administrators as responsible for authorizing key and electronic access issuance, outlining keyholder responsibilities per California Penal Code 469, specifying key return procedures and fees for lost or stolen keys, and requiring Facilities Management to conduct periodic audits for compliance. Policy revisions include the removal of registration holds for students who fail to return keys, the elimination of the $15 access credential replacement fee, and an update to the replacement fee structure for lost keys and electronic credentials, set at $25 with a maximum of $100.

The Administrative Council discussed the challenges in retrieving keys during faculty offboarding, and the proposal for dean approval for student key issuance while considering the use of electronic locks to reduce physical key distribution.

The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

8. **Student Clubs and Student Organizations Special Events Policy (First Read)**

   Director Varela presented the Student Clubs and Student Organizations Special Events Policy. The policy outlines guidelines for student clubs and organizations when they sponsor large-scale, special events. Policy revisions include updates to department and committee names, processes with Coyote Connection and student leaders, a new template and handbook link, a pending UPD document, and new fire marshal regulations for crowd control.

The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

9. **Official School Colors (First Read)**

   Senior Associate Vice President Tenczar presented the Official School Colors Policy. The policy establishes the university's official school colors and provides guidelines for use. Policy revisions include updates to department names, the specification of Coyote Blue as Pantone 300 blue, and the removal of the policy justification section, the "Impact of Color Changes" heading, and the "Costs Associated with the Change" and "Consultation" sections.

   The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

10. **Stationary Policy (First Read)**

    Senior Associate Vice President Tenczar presented the Stationary Policy. The policy outlines the proper use for California State University, San Bernardino stationary. Key policy elements include guidelines for the use of electronic and generic university letterhead, envelopes, and business cards. Policy revisions include updates to department names and the addition of the CSUSB Branding Toolkit.

    The Administrative Council provided feedback on the policy and requested consideration of placing the branding toolkit behind a login to ensure authorized employees of the university are using the stationary and tools.

    The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

Roundtable

- Vice President Nava reminded the team about the upcoming White House Security Summit and Homecoming events, including a PAAC Alumni reception and the Dominguez Hills game.

- Dean Gomez-Arias announced the Center for Cyber & AI Expo & Open House during Homecoming.

- Vice President Dufault-Hunter provided updates on student admissions and outreach, highlighting strong RSVP numbers for Preview Day, upcoming billboards and commercials, and a pilot "Direct Admission" program with postcards and QR codes to gather contact information.

- President Morales highlighted the direct admission initiative, follow-up communication, and the current budget situation and available resources.

- Vice President Nava noted the need for a welcoming campus image and the importance of engaging with legislators.

- President Morales discussed improving admissions support, budget communication, and managing constraints while ensuring fair compensation and MPP staffing alignment with system standards.

- Dean Gomez-Arias highlighted the ShEconomy event.

- Dean Pantula provided updates regarding efforts to enhance community college partnerships.

- President Morales mentioned exploring new 2+2 programs and potential BA offerings.

- President Morales noted that his President's Report is posted online.

The Administrative Council adjourned at 2:55 p.m.

Minutes Prepared by Katherine Hartley