

California State University, San Bernardino President's Office
Administrative Council Meeting
February 15, 2024

Present:

Binkley, Chuang, Davis, Gomez-Arias, Haddock, Hartley, Hassija, Liu, Mohamed, Morales, Nava, Olivérez, Pantula, Phillips, and Sudhakar.

Representatives: Autumn Hudson on behalf of Carson Fajardo.

Absent:

DomNwachukwu and Fajardo

Guests:

Rachel Beech, Bruce Hagan, David Hou, Beth Jaworski, Amber Schneck, Manorama Sinha, Jennifer Sorenson, Robert Tenczar, and Jay Wood.

Policies

1. University Policy and Procedures for Awarding Undergraduate and Graduate Degrees Posthumously and to Terminally Ill Students (Second Read)

Associate Vice President Beech presented the University Policy and Procedures for Awarding Undergraduate and Graduate Degrees Posthumously and to Terminally Ill Students Policy. The policy addresses and acknowledges the loss to the university, family, and friends, and extends to them the opportunity to share in the academic success of the deceased or terminally ill student. Policy revisions include updating posthumous undergraduate degrees to be based on percentage of completion and revising posthumous graduate degree criteria to include being within 6 units of earning the degree.

The Administrative Council discussed the 85% completion cutoff for degrees, with waivers possible through the President or Provost.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Deputy Chief of Staff Hartley motioned for approval of the University Policy and Procedures for Awarding Undergraduate and Graduate Degrees Posthumously and to Terminally Ill Students, which motion was seconded by Vice President Nava and upon vote of the council, the item was passed with unanimous consent.

2. Guidelines for Information Generated on the Electronic Marquee Policy (Second Read)

Associate Vice President Tenczar presented the Guidelines for Information Generated on the Electronic Marquee Policy. The policy addresses guidelines for the electronic marquee at the University Parkway entrance, including unacceptable recommendations, restrictions on commercial content, and a focus on campus-related events. Policy revisions include the addition of emergency message guidelines, clarification that there is no cost to campus departments for displaying information on the marquee, guidelines for submitting requests, and designating the Office of Strategic Communication for marquee coordination and request execution.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Dean Hassija motioned for approval of the Guidelines for Information Generated on the Electronic Marquee Policy, which motion was seconded by Vice President Phillips and upon vote of the council, the item was passed with unanimous consent.

3. Alcohol and Other Drugs Policy (Second Read)

Executive Director Jaworski presented the Alcohol and Other Drugs Policy. The policy was created to comply with the Drug-Free Workplace and Drug-Free Schools & Communities Act Amendments of 1989 (Public Law 101-226), which requires the university to adopt and implement a program to prevent the unlawful use and/or abuse of drugs or alcohol by faculty, staff, and students and to set forth standards to provide a safe, healthy, and productive community setting for work and study. Policy revisions include language that is compliant with the Drug-Free Workplace and Drug-Free Schools & Communities Act and minor formatting updates.

The Administrative Council discussed monitoring efforts, education implementation, and openness to addressing concerns.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Vice President Olivérez motioned for approval of the Alcohol and Other Drugs Policy, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

4. Outside Employment Disclosure Requirement for MPP and Executives (Second Read)

Executive Director Hou presented the Outside Employment Disclosure Requirement for MPP and Executives Policy. The policy outlines disclosure reporting requirements and guidelines for MPP and Executive employees for outside employment. These requirements align with the Political Reform Act and are compliant with Title 5 of the California Code of Regulations, the Budget Act of

2016, and legislative expectations. Policy revisions include minor language updates and the addition of a filing instruction guide for MPPs.

The Administrative Council discussed the suggestion from the Chancellor's Office to have a campus policy.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Dean Gomez-Arias motioned for approval of the Outside Employment Disclosure Requirement for MPP and Executives Policy, which motion was seconded by Dean Pantula and upon vote of the council, the item was passed with unanimous consent.

5. Lowering of the Flag Policy (Second Read)

Vice President Sudhakar presented the Lowering of the Flag Policy. The policy outlines guidelines for lowering the flag to half-staff as a mark of respect for specific events, occurrences, or discretionary considerations. Policy revisions include the division name change from "Administration & Finance" to "Finance, Technology, and Operations."

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Vice President Nava motioned for approval of the Lowering of the Flag Policy, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

6. Administrative Policies and Practices – Process for the Review and Approval (Second Read)

Vice President Sudhakar presented the Administrative Policies and Practices – Process for the Review and Approval Policy. The policy outlines the process that applies to all university-wide administrative policies, including the structure of each policy, the revision process, the approval process, and the publication of policies on the campus website. Policy revisions include a title name change to “Administrative Policies and Procedures for the Review and Approval Process,” additional language to the application process, adherence to CSU systemwide policy and laws, a review process for related CSU policies, a division name change to “Finance, Technology, and Operations,” and minor grammatical updates.

The Administrative Council proposed that if a CSU policy is set to sunset, it should be reviewed by the campus to determine if the policy itself should also sunset.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Faculty Senate Chair Davis motioned for approval of the amended Administrative Policies and Practices – Process for the Review and Approval Policy, which motion was seconded by Dean Hassija and upon vote of the council, the item was passed with unanimous consent.

7. Acceptable Use Policy for Electronic Communications (Second Read)

Interim Executive Director Hagan presented the Acceptable Use Policy for Electronic Communications. The policy outlines users’ rights and responsibilities and is designed to address related access, use, and privacy issues in a way that meets intellectual and creative needs of campus users. Policy revisions include updates to all university-owned or licensed software, pronoun adjustments, changing references from “CSU, San Bernardino” to “CSUSB,” alignment with data classification standards, emphasizing user responsibility for secure data

practices, adding a section on protecting sensitive information, introducing rules against incompatible uses and privacy breaches, implementing grammatical and office name changes, modifying procedures for policy disclosure, and removing an acknowledgment section while adding a reference section with relevant links.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Dean Chuang motioned for approval of the Acceptable Use Policy for Electronic Communications Policy, which motion was seconded by Dean Gomez-Arias and upon vote of the council, the item was passed with unanimous consent.

8. Wireless Networks Policy (Second Read)

Interim Executive Director Hagan presented the Wireless Networks Policy. The policy provides guidance regarding the deployment of wireless networks and services across campus. Policy revisions include removing the "history" section, adding headers (Purpose, Procedures and Responsibilities), and updating the department name to "Information Security Office."

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Faculty Senate Chair Davis motioned for approval of the Wireless Networks Policy, which motion was seconded by Dean Hassija and upon vote of the council, the item was passed with unanimous consent.

9. Vehicle Use Policy (Second Read)

Senior Associate Vice President Sorenson presented the Vehicle Use Policy. The policy ensures that all regulatory authority requirements are met and that all campus-owned vehicles are maintained and operated in a safe condition.

Additionally, it provides driver and administrative awareness for the proper use of campus-owned or issued vehicles. Policy revisions include additional language referencing Concur Travel for rental vehicle reimbursement and departmental billing and the inclusion of departmental responsibility of procuring additional insurance for electric carts.

The Administrative Council discussed feedback on employee vehicle use and the suggestion for renaming the policy title.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. Public comments were received. This is the final read.

Vice President Nava motioned for approval of the Vehicle Use Policy, which motion was seconded by Associate Vice Provost and Dean Binkley and upon vote of the council, the item was passed with unanimous consent.

10. Trees – Policy on Installation, Replacement, and Care of Campus Trees (Second Read)

Senior Associate Vice President Sorenson presented the Trees – Policy on Installation, Replacement, and Care of Campus Trees. The policy addresses how campus trees will be maintained in a safe, healthy, and sustainable manner. Policy revisions include minor grammatical updates for clarity.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. No comments were received. This is the final read.

Dean Pantula motioned for approval of the Trees – Policy on Installation, Replacement, and Care of Campus Trees, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

11. Travel and Business Expense Reimbursement Policy (First Read)

Executive Director and Chief Procurement Officer Wood, Interim Director Schneck, and Travel Department Lead Sinha presented the Travel and Business Expense Reimbursement Policy. The policy outlines the requirements and procedures for traveling on university business in concert with the Office of the Chancellor and IRS regulations. Policy revisions include updating meal and incidental expense rate options, eliminating the need for receipt evidence while stipulating 75% reimbursement for the first and last day of travel based on CONUS flat rate per diem, and revising processes for candidate, non-employee, and guest travel. Minor policy revisions include transforming the existing ICSUAM into a campus version, increasing receipt requirements to \$75.00 in alignment with CO and IRS regulations, changing the travel advance reconciliation timeframe to within 60 days after the trip, mandating the use of Concur for all travel requests and expense reports, consolidating the "Cash Advance Policy" and "International Travel Policy" into the unified "Travel and Business Expense Reimbursement Policy," updating all relevant links, removing the VP approval requirement for prearranged conferences with room blocks exceeding \$275 per night, and allowing vacation rentals under the "Lodging" category.

The Administrative Council discussed the logistics of the proposed travel rate changes, the importance of obtaining campus feedback, and the possibility of conducting policy-related meetings via Zoom.

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.

12. Hospitality Policy (First 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 updating meal maximums per person rates and language to allow for separate updates of meal rate maximums from the overall policy as maximum rates per person fluctuate. Minor policy revisions include adding tax-reportable requirements for prize recipients, clarifying expense reimbursement deadlines, and introducing a new Hospitality Worksheet to replace the old form.

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 Olivérez announced an HSI Symposium scheduled for March 12, 2024.
- Vice President Nava highlighted the upcoming Alumni Hall of Fame event honoring distinguished graduates including Ellen Weisser.
- Dean Pantula noted two seminars during Black History Month, one of which will feature an astronaut speaker.
- Vice President Olivérez announced ASI's plan to take over 200 students to the Firebirds hockey game in Palm Desert.
- Vice President and Chief Financial Officer Sudhakar provided updates to the app and parking space project.

The Administrative Council adjourned at 2:21 p.m.

Minutes prepared by Katherine Hartley.