

California State University, San Bernardino President's Office
Administrative Council Meeting
May 16, 2024

Present:

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

Representatives: Autumn Hudson on behalf of Carson Fajardo.

Absent:

Davis and Fajardo

Guests:

Julio Arevalo, Alisha Beal, David Hou, Kisha McDonald, Lisa Root, and Lynniece Warren.

Policies

1. Speech and Advocacy Policy (Second Read)

Associate Dean Root presented the Speech and Advocacy Policy. The policy outlines CSUSB's commitment to fostering creative and respectful discourse, ensuring protections for freedom of speech, expression, assembly, religion, and press for the university community and the public, in alignment with constitutional and legal standards. Policy revisions include removing items deemed overreaching, eliminating inconsistent and duplicate statements, replacing imprecise terms, and adding clarifying language throughout.

The Administrative Council discussed managing events without a permit process, handling amplified sound case-by-case, and reviewed policies on disguises, political signage, and temporary signage.

The policy was first presented on December 14, 2023 and sent to the campus community for feedback. Campus comments were received.

The Administrative Council will share the suggested revisions and solicit feedback from the collective bargaining units and legal counsel before finalizing the policy. The item will be deferred until Fall 2024.

2. Management Employees Advertising Policy (Second Read)

Director Arevalo presented the Management Employees Advertising Policy. The policy outlines how MPP position recruitments will be advertised. The recommendation is to remove the policy because it duplicates guidance provided in the Recruitment, Selection, and Appointment Policy (Management Employees).

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 Management Employees Advertising Policy, which motion was seconded by Dean Pantula and upon vote of the council, the item was passed with unanimous consent.

3. On-Campus Student Employment Policy (Second Read)

Director Arevalo presented the On-Campus Student Employment Policy. The policy outlines standards, priorities and guidelines for on-campus student employment which are consistent with the mission of the university. Policy revisions include clarification of international eligibility requirements, provision of a hyperlink to the Federal I9 acceptable documents list via the USCIS website, routing grievances to the Human Resources Division, and updates to the wage plan in alignment with the on-campus student employment compensation plan.

The Administrative Council discussed how the policy applies to international students.

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 DomNwachukwu motioned for approval of the On-Campus Student Employment Policy, which motion was seconded by Vice President Sudhakar and upon vote of the council, the item was passed with unanimous consent.

4. Recruitment, Selection and Appointment (Management Employees) Policy (First Read)

Director Arevalo presented the Recruitment, Selection and Appointment (Management Employees) Policy. The policy outlines the procedures for recruitment requisitions, posting processes, advertising, and selection criteria, applying to all Management Personnel Plan employees, unless otherwise specified. Policy revisions include removing modified search procedures, adding CSU Recruit powered by PageUp for recruitment, setting search firm expectations, implementing equitable recruitment requirements via CSU Learn, requiring interview rating sheets, eliminating the diverse representative role, establishing recommended posting periods for administrators, specifying sourcing channels, appointing a senior talent acquisition representative for expert guidance, and discontinuing final candidate notification to the President or designee.

The Administrative Council discussed the recruitment practices and policies at CSUSB, including the timeline for posting job ads, internal vs. external searches for MPP positions, the role of search committees, and considerations for ensuring a diverse applicant pool.

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.

5. Employee Relations Zero Tolerance Policy on Workplace Violence (First Read)

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 included updated language for conciseness and relevance, and added protection against retaliation for those alleging or reporting workplace violence.

The Administrative Council confirmed that the policy has been shared with the Chancellor's Office.

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.

6. Mandatory Reporting of Child Abuse-Neglect (First Read)

Executive Director Warren presented the Mandatory Reporting of Child Abuse-Neglect Policy. The policy aligns with the California State University Chancellor's Executive Order 1083 (Revised December 4, 2023) and provides direction on implementing the California Child Abuse and Neglect Reporting Act. Policy revisions include the mandated reporter categories and their distinctions, the roles and responsibilities between Human Resources and Risk Management, and a guide for reporting abuse and neglect.

The Administrative Council discussed which employees would need training and the implementation logistics of the policy.

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

- Dean DomNwachukwu shared that Project Impact at CSUSB's College of Education exceeded its goal by graduating 32 men this year, surpassing the target of 30. Many of the students have been placed. A few of the students are pursuing Master's degrees and will graduate on Saturday.

The Administrative Council adjourned at 1:35 p.m.

Minutes Prepared by Katherine Hartley