

California State University, San Bernardino President's Office
Administrative Council Meeting
January 30, 2025

Present:

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

Representatives: Rina Nolasco on behalf of Katherine Hartley.

Absent:

DomNwachukwu, Hartley, Nava, and Oliveréz.

Guests:

Tim Akers, Julio Arevalo, Alisha Beal, Sandra Davis, John Gutierrez, Ryan Keating, Homaira Masoud, Diana Minor, Sesar Morfin, Grace Munyiri, Juan Silva, Jennifer Sorenson, and Robert Tenczar,

Policies

1. Official School Colors Policy (Final 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 policy was first presented on October 24, 2024 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Gomez-Arias motioned for approval of the Official Schools Colors Policy, which motion was seconded by ASI President Fajardo and upon vote of the council, the item was passed with unanimous consent.

2. Stationery Policy (Final Read)

Senior Associate Vice President Tenczar presented the Stationery Policy. The policy outlines the proper use for California State University, San Bernardino stationery. 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 policy was first presented on October 24, 2024 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Gomez-Arias motioned for approval of the Stationery Policy, which motion was seconded by Vice President Dufault-Hunter and upon vote of the council, the item was passed with unanimous consent.

3. Recruitment, Selection, and Appointment (Management Employees) (Final Read)

This policy was removed from the agenda.

4. Recruitment, Selection, and Appointment (Staff) (Final Read)

This policy was removed from the agenda.

5. Recruitment, Selection, and Appointment Advertising for Staff Positions (Eliminating Recommendation) (Final Read)

This policy was removed from the agenda.

6. Administrative Policies and Practices – Review and Approval Process (Final 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 creation of a standard template for policies.

The Administrative Council discussed the policy review process. As policies come up for review, they will be updated to the new template in accordance with the policy.

The policy was first presented on October 24, 2024 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Pantula motioned for approval of the Administrative Policies and Practices – Review and Approval Process Policy, which motion was seconded by Dean Chuang and upon vote of the council, the item was passed with unanimous consent.

7. Key and Access Issuance Policy (Final Read)

Chief Administrative Officer Sorenson presented the Key and Access Issuance Policy. 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 policy was first presented on October 24, 2024 and sent to the campus community for feedback. No campus comments were received. This is the final read.

Dean Chuang motioned for approval of the Key and Access Issuance Policy, which motion was seconded by Dean Binkley and upon vote of the council, the item was passed with unanimous consent.

8. Campus Accessibility Advisory Board Charter (First Read)

Chief Administrative Officer Sorenson presented the Campus Accessibility Advisory Board Charter. The charter establishes the Campus Accessibility Advisory Board (CAAB), which oversees accessibility compliance and facilitates reporting and resolving physical or programmatic barriers per CSU policies. Key policy elements include clarifying that CSUSB is dedicated to ensuring programs and facilities are accessible and outlining committee members and chair responsibilities. Revisions include removing the charter from the policy review process, as CSU policies already address disability support and accommodations, and maintaining the charter on the Campus Accessibility Advisory Committee website.

The Administrative Council discussed consulting organizations serving disabled students and reviewing the CAAB website for faculty and student representation.

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

9. Parking Policy (First Read)

Director Munyiri presented the Parking Policy. The policy establishes the procedures, rules, and regulations used to administer the parking program at CSUSB. Key policy elements include managing campus parking and transportation programs, enforcing parking regulations at all times, and ensuring compliance with the California Vehicle Code (CVC) and Title, Division 5, Sub-Chapter 5 of the California Code of Regulations. Policy revisions include updating the permit definition to include a virtual permit, adding language regarding mandatory head-in parking, oversized vehicle parking, permits for FERP and rehired annuitants, simplifying the document for clarity, and revising references to Outreach & Student Recruitment.

The Administrative Council discussed updates to parking policies, including virtual permits, head-in parking, oversized vehicle provisions, and FERP/re-hired annuitant permits, with clarifications on enforcement, signage, and EV parking.

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. Budget Oversight Policy (First and Final Read)

Executive Director Masoud presented the Budget Oversight Policy. The policy establishes the policies and procedures that govern the fiscal review and monitoring of the campus' budget performance. The policy is being updated based on mandatory changes by the CSU Chancellor's Office. Key policy revisions include updating the frequency of review to fiscal quarters, establishing processes for fiscal reviews and year-end projections, incorporating additional funds under State Fund 0948 for budget review, updating the Budget Officer title to Fiscal Officer, and renaming the Admin and Finance division to Finance Technology and Operations.

The Administrative Council discussed the Chancellor's Office-mandated budget oversight policy, the quarterly review process, and potential automation to streamline reporting while maintaining departmental input.

The policy was first presented on January 30, 2025 based on mandatory CSU Chancellor's Office revisions. This is the final read.

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

11. ADA Procedures and Guidelines: Employment, Educational Services, Campus Physical Access, and Public Access to Campus Events (First Read)

Executive Director Beal and Director Davis presented the ADA Procedures and Guidelines: Employment, Educational Services, Campus Physical Access, and Public Access to Campus Events Policy. The policy establishes CSUSB's commitment to providing a diverse and supportive academic environment for all students, employees and campus visitors and ensures that individuals with disabilities have equal access and the opportunity to participate in CSUSB activities and programs as it relates to the areas of employment, educational services and campus physical access, pursuant to applicable legislation and CSU Policies and Executive Orders. The policy revisions include updates to grammar and contact information.

The Administrative Council discussed referencing titles rather than names of individuals in 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.

12. Administration of Grants and Contracts in Support of Sponsored Programs Policy (First Read)

Associate Provost Akers and Director Keating presented the Administration of Grants and Contracts in Support of Sponsored Programs Policy. The policy details the policies and procedures for managing research, public service, and educationally related grants or contracts. Policy revisions include clarifying roles and responsibilities between CSUSB and UEC, enhancing compliance enforcement, providing detailed spending guidelines, establishing conflict resolution mechanisms, strengthening risk management strategies, streamlining administrative processes to reduce delays, and revising the UEC Charter to incorporate research foundation functions.

The Administrative Council discussed engaging faculty and leadership in research policy development, ensuring alignment with funding requirements, clarifying CSUSB and UEC roles, and outlining a one-year timeline for updates. Associate Provost Akers and Director Keating were instructed to engage deans, department chairs, and PIs for input into the recommended policy revisions.

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.

13. Fee Generated Financial Aid (First Read)

Executive Director Minor presented the Fee Generated Financial Aid Policy. The policy provides broad guidelines to respond to the changing needs of the university and the students it serves pursuant to Executive Order No. 661, indicating that one-third of all revenue collected from new or increased fees must

be used for institutional financial aid grant, work study, and/or fee waiver programs to meet additional student needs. The funds are used for emergency student grants and are fully utilized each year. Policy revisions include updating department titles, requiring annual reviews based on Fall and Spring census enrollment, clarifying student assistance based on individual cases, and removing the annual reporting requirement.

The Administrative Council discussed the use and reporting of the funds. Annual reporting should be provided to ASI at a minimum.

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.

14. External Use of Enrolled Student Mailing Lists Policy (First Read)

Director Silva presented the External Use of Enrolled Student Mailing Lists Policy. The policy ensures that student privacy is protected when data is requested by a third party. Policy revisions include updating language and terminology of Enrollment Management to Strategic Enrollment Management and Marketing.

The Administrative Council discussed Public Records Act requests. Requests for student information are denied as a standard practice. The Administrative Council was encouraged to discuss the PRA process with their leadership teams to ensure requests are forwarded to the appropriate office for processing to protect student information.

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.

15. Student Database Access Policy (First Read)

Director Silva presented the Student Database Access Policy. The policy provides a standard protocol for granting database access. Policy revisions include referencing the need to submit a CIA request and updating terminology of Enrollment Management to Strategic Enrollment Management and Marketing.

The Administrative Council discussed which department is responsible for providing and managing student database access.

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.

16. University Hold Policy (First Read)

Director Silva presented the University Hold Policy. The policy provides standard practices for the use of holds that may affect a student's ability to register for classes or other similar transactions, as well as the authorized users to do so. Policy revisions include updating reasons for placing holds such as unresolved parking tickets, certain fees, and enrollment restrictions.

The Administrative Council discussed centralizing holds through one or two departments, conducting annual audits on users who have access to place holds, and balancing the need to place holds against student enrollment and success.

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.

17. University Policy and Procedures for Student Records Administration (First Read)

Director Silva presented the University Policy and Procedures for Student Records Administration. The policy establishes the standard protocol for handling student records. Policy revisions include defining legitimate educational interests for CSUSB staff, adding restrictions on requests related to gender and ethnicity, and updating the information based on the requirements of the Solomon Act.

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 Sudhakar reminded the team about the AI Symposium on February 21, 2025, noting that the invitation has been sent out.
- President Morales highlighted Dr. Brandon Gamble's efforts to increase student enrollment and success and encouraged mentorship involvement.
- President Morales reminded the team about the upcoming second President Lecture Series on February 6, 2025 at the Indian Wells Theater at Palm Desert Campus, featuring Nachhattar S. Chandi.
- President Morales noted a successful fall preview day, an increase in applications through CSU Direct Admissions, and emphasized the importance of cultivating these applicants. President Morales discussed the need to increase enrollment, average unit load, and support student success.
- President Morales highlighted the Master of Social Work's accreditation achievement at Palm Desert Campus.
- President Morales commended Edna Martinez and her team for their work with the City of Indio and local nonprofits.
- President Morales acknowledged the 50-year celebration of the nursing program at Palm Desert Campus.
- President Morales shared a letter regarding the budget.

The Administrative Council adjourned at 2:59 p.m.

Minutes Prepared by Katherine Hartley