



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS MEETING

May 8, 2024 – 2:00 p.m.

ZOOM: <https://csusb.zoom.us/j/85875529320>

IN-PERSON: SMSU NORTH STUDENT CHAMBERS

ANNUAL AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. May 11, 2023
4. Open Forum (3 Minutes per speaker)
5. Adoption of Agenda

NEW BUSINESS

- | | |
|--------|--|
| A 1/24 | Discussion of Forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations (Discussion, Felix) |
| A 2/24 | Interview the 2024-2025 SMSU Board of Directors Student Representative Candidates (Discussion, Agudo) |
| A 3/24 | Permission to elect [a student] to serve as an SMSU Board of Directors student representative (Action, Agudo) |
| A 4/24 | Permission to elect [a student] to serve as an SMSU Board of Directors student representative (Action, Agudo) |
| A 5/24 | Permission to elect [a student] to serve as an SMSU Board of Directors student alternate (Action, Agudo) |
| A 6/24 | Permission to elect [a student] to serve as an SMSU Board of Directors student alternate (Action, Agudo) |
| A 7/24 | Permission to elect [a student board representative] to serve as the 2024-2025 SMSU Board of Directors Secretary (Action, Felix) |

- A 8/24 Permission to elect [a student board representative] to serve as the 2024-2025 SMSU Board of Directors Controller (Action, Felix)
- A 9/24 Permission to elect [a student board representative] to serve as the 2024-2025 SMSU Board of Directors Vice-Chair (Action, Felix)
- A 10/24 Permission to elect [a student board representative] to serve as the 2024-2025 SMSU Board of Directors Chair (Action, Felix)
- A 11/24 Permission to nominate [a student board representative] to serve on the Personnel Committee (Action, Agudo)
- A 12/24 Permission to nominate [a student board representative] to serve on the Finance and Contracts Committee (Action, Agudo)
- A 13/24 Permission to nominate [a student board representative] to serve on the Policies and Procedures Committee (Action, Agudo)
- A 13/24 Permissions to nominate [a student board representative] to serve on the Strategic Planning Committee (Action, Agudo)
- A 14/24 Permissions to nominate [a student board representative] to serve on the Recreation and Wellness Committee (Action, Agudo)
- A 15/24 Permissions to nominate [a student board representative] to serve on the Audit Committee (Action, Agudo)
- A 16/24 Permissions to nominate [a student board representative] to serve on the Facilities and Sustainability Committee (Action, Agudo)
- A 17/24 Authorization for the Executive Committee to make decisions on behalf of the Board of Directors during the summer session (Action, Felix)
- A 18/24 Permission to select [a day and time] for the 2024-2025 Board of Director meeting dates (Discussion, Felix)
- A 19/24 Summer Training/Camping Retreat (Discussion, Felix)

Announcements

Adjournment



Santos Manuel Student Union

CAL STATE SAN BERNARDINO

Santos Manuel Student Union Board of Directors

Thursday, May 11, 2023

Annual Minutes

MEMBERS PRESENT: Jose Hernandez, Angelica Agudo, Alexandra Thambi, Dr. John Reitzel, Dr. Mark Robinson, Dr. Daria Graham, Jesse Felix, Davina Lindsey, Esteban Hernandez, Paola Galvez, Julia Ruiz, Chantal Moran

MEMBERS ABSENT: Rodolfo Hernandez

GUESTS: Jocelyn Paz, Alberto Silva-Sanchez, Anuj Naik, Madhriben Barot, Alicia Dean, Isabella Salinas, Eric Tafoya, Daniel Arana, Derek Sweem, Gary Williams, Luis Silva-Barcenous

Call to Order:

The meeting was called to order at 10:39am.

Roll Call:

A verbal roll call of members was conducted.

Approval of Minutes from meeting held May 12, 2022:

M/S Agudo/Galvez to approve the minutes from Annual Meeting May 12, 2022.

Motion passed by consensus.

Open Forum (3 Minutes per speaker):

Student speakers addressed the Board of Directors via Zoom speaking to their concerns regarding the lack of resources on campus for the LGBTQIA+ community. They stated the QTRC in the SMSU is a great resource, but more visibility is needed. They ask that the SMSU provide more visibility and communication about resources for the LGBTQIA+ community.

Adoption of Agenda:

M/S Galvez/Felix to adopt the agenda.

M/S Felix/Graham to amend the agenda to include OLD BUSINESS SMSU 60/23 2nd and Final Reading of the SMSU/Recwell Budgets 2023-2024.

Motion passed by consensus.

M/S Felix/Graham to adopt the agenda as amended.

Motion passed by consensus.

OLD BUSINESS

SMSU 60/23 2nd and Final Reading of the SMSU/Recwell Budgets 2023-2024 (Action, Finance and Contracts Committee)

M/S Felix/J Hernandez to open action item SMSU 60/23 2nd and Final Reading of the SMSU/Recwell Budgets 2023-2024.

This item was originally tabled at the last meeting for business on May 4, 2023, as the budget needed further review by the Executive Director and the Budget Analyst due to changes in methodologies of the campus pertaining to the cost allocation to the SMSU. The change in methodologies has caused the SMSU Budget for Fiscal Year 2023-2024 to unexpectedly and significantly be decreased due to the costs allocated to the SMSU from campus entities. These entities include costs related to campus police services, administration and finance services, Division of Student Affairs services, etc. The Chief Financial Officer requests that the budget is approved pending further evaluation of the cost allocation from the campus.

VOTE:

Y	N	A
8	0	2

Motion passes.

NEW BUSINESS

A 1/23 Interviews and Selection of 2023-2024 SMSU Board of Directors Student Representatives (Action, Thambi)

M/S Rietzel/J Hernandez to open action item A 1/23 Interviews and Selection of 2023-2024 SMSU Board of Directors Student Representatives

MEETING CLOSED AT 10:50AM for interviews and selection of 2023-2024 SMSU Board of Directors Student Representatives.

Thirteen applicants applied for seven open positions on the 2023-2024 SMSU Board of Directors. All applicants were asked to leave the room and were interviewed individually by the BOD.

All applicants were asked the same questions:

1. What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?
2. What issues and concerns are important to you?
3. What do you hope to achieve as an SMSU Board of Directors Student Representative?

The applicants interviewed were: Jocelyn Paz, Alberto Silva-Sanchez, Anuj Naik, Madhuriben Barot, Alicia Dean, Isabella Salinas, Eric Tafoya, Daniel Arana, Derek Sweem, Gary Williams, Luis Silva-Barcenas, Angelica Agudo and Jose Hernandez.

VOTE for new members of the SMSU Board of Directors via secret ballot and majority vote after interviews:

	Y
Angelica Agudo	7*
Jocelyn Paz	7*

Eric Tafoya	7*
Daniel Arana	7*
Jose Hernandez	5*
Isabella Salinas	5*
Gary Williams	4*
Luis Silva-Barcenas	2
Madhuriben Barot	2
Alberto Silva-Sanchez	1
Derek Sweem	1
Anuj Naik	1
Alicia Dean	Already vetted and approved via Alumni Relations

The seven new BOD Student Representatives voted to the Board of Directors by secret ballot majority vote are: Angelica Agudo, Jocelyn Paz, Eric Tafoya, Daniel Arana, Jose Hernandez, Isabella Salinas, and Gary Williams.
Motion passed by consensus.

A 2/23 Interview and Election of the 2023-2024 SMSU Board of Directors Chair (Action, Felix)

M/S Felix/Moran to open action item A 2/23 Interview and Election of the 2023-2024 SMSU Board of Directors Chair.

Nominations: Daniel Arana, Jocelyn Paz, Isabella Salinas, Angelica Agudo, Jose Hernandez
 All nominations accepted by nominees.

VOTE for Chair via secret ballot and majority vote:

	Y	N
Angelica Agudo	4*	
Jose Hernandez	1	
Isabella Salinas	1	
Daniel Arana	0	
Jocelyn Paz	0	

New Chair elected via secret ballot majority vote: Angelica Agudo
Motion passed by consensus.

THE GAVEL HAS BEEN PASSED.

A 3/23 Interview and Election of the 2023-2024 SMSU Board of Directors Vice-Chair (Action, Felix)

M/S Rietzel/Moran to open action item A 3/23 Interview and Election of the 2023-2024 SMSU Board of Directors Vice-Chair.

Nominations: Isabella Salinas, Jose Hernandez, Daniel Arana
 All nominations accepted by nominees.

VOTE for Vice-Chair via secret ballot and majority vote:

	Y	N
Jose Hernandez*	4	
Isabella Salinas	2	
Daniel Arana	1	

New Vice-Chair elected via secret ballot and majority vote: Jose Hernandez
Motion passed by consensus.

A 4/23 Interview and Election of the 2023-2024 SMSU Board of Directors Controller
(Action, Felix)

M/S Felix/Reitzel to open action item A 4/23 Interview and Election of the 2023-2024 SMSU Board of Directors Controller.

Nominations: Jocelyn Paz, Eric Tafoya, Daniel Arana
All nominations accepted by nominees.

VOTE for Controller via secret ballot and majority vote:

	Y	N
Jocelyn Paz*	5	
Eric Tafoya	2	
Daniel Arana	1	

New Controller elected via secret ballot and majority vote: Jocelyn Paz
Motion Passed by consensus.

A 5/23 Interview and Election of the 2023-2024 SMSU Board of Directors Secretary
(Action, Felix)

M/S Felix/Reitzel to open action item A 5/23 Interview and Election of the 2023-2024 SMSU Board of Directors Secretary.

Nominations: Eric Tafoya, Isabella Salinas
All nominations accepted by nominees.

VOTE for Controller via secret ballot and majority vote:

	Y	N
Isabella Salinas	5	
Eric Tafoya	4	

New Secretary elected via secret ballot and majority vote: Isabella Salinas
Motion passed by consensus.

A 6/23 Discussion of Forms: Conflict of Interest/ Commitment, BOD Responsibilities and Expectations (Discussion, Felix)

M/S Rietzel/J Hernandez to open discussion item A 6/23 Discussion of Forms: Conflict of Interest/ Commitment, BOD Responsibilities and Expectations.

Mr. Felix explained to the new BOD members the forms they will be reviewing and signing concerning Conflict of Interest and BOD Responsibilities and Expectations.

A 7/23 Authorization for the Executive Committee to make decisions on behalf of the Board of Directors during the summer session (Action, Felix)

M/S J. Hernandez/Felix to open action item A 7/23 Authorization for the Executive Committee to make decisions on behalf of the Board of Directors during the summer session. Mr. Felix expressed to the BOD the importance of maintaining business during the summer session despite the fact that many student representatives may not be in attendance due to the nature of low enrollment and classes during summer session. The request is to allow the Executive Committee of the Board make decision on behalf of the Board of Directors during summer session only.

VOTE:	Y	N	A
	8	0	0

Motion passes.

A 8/23 2023-2024 Meetings Dates and Times (Discussion, Felix)

M/S Galvez/Felix to open discussion item A 8/23 2023-2024 Meetings Dates and Times.

The Board of Directors 2023-2024 Meetings Dates and Times have been presented to the new Board of Directors.

A 9/23 Summer Training/Camping Retreat (Discussion, Felix)

M/S J Hernandez/Rietel to open discussion item A 9/23 Summer Training/Camping Retreat

Mr. Felix announced that training for the Board of Directors is being planned for June with a camping retreat for leadership training to be planned for July.

Announcements

Meet and Greet of New BOD Members at 4:30pm today in the SMSUS Fourplex.

Adjournment: The meeting was adjourned at 2:45pm.

Reviewed and respectfully submitted by:

Jose Hernandez, BOD Vice-Chair

Date



Conflict of Interest/Conflict of Commitment

INTRODUCTION

The goal of the Santos Manuel Student Union of California State University, San Bernardino (hereinafter “SMSU”) is to provide programs and services which enhance and advance the educational mission of California State University, San Bernardino (hereinafter CSUSB.) The SMSU’s commitment to the involvement of students, faculty, alumni and CSUSB administration in the governance of the SMSU through its board of directors is integral to the achievement of this goal.

This shared responsibility brings with it possibilities for conflicts of interest and conflicts of commitment, referred to jointly hereinafter as “conflicts.” Conflicts may arise from the different but related positions that individual board members hold on the CSUSB campus and in other organizations or entities.

SMSU Board of Directors members may find themselves in a position they may be called on to vote on matters that affect an organization or entity that they represent in another capacity. This concern includes voting on such matters, as well as taking part in discussions, being present during deliberations, or other actions that may benefit the other organization or harm the SMSU.

Additionally, board members may find that they have access to information held by the SMSU that could be used to negatively affect the future operations, goals or status of the SMSU or to benefit another organization or entity. Conversely, board members may find that they have access to information held by another organization that could be used to negatively affect the future operations, goals or status of the SMSU.

The basis for this policy is found in the California Education Code and the California Corporations Code. The policy seeks to define conflicts such that board members are better able to structure their relationships with other organizations and entities in view of their fiduciary responsibility to the SMSU, as well as provide a mechanism by which board members can assess their activities within the SMSU and with other organizations and entities.

It is the intent of this policy to enable board members to recognize situations that may be subject to question and ensure that such situations are properly disclosed and, if necessary, reviewed and resolved, rather than regulate or eliminate all conflicts. Thus, an integral part of the policy is a disclosure mechanism whereby board members regularly review their roles on other boards and activities with their responsibilities to the SMSU clearly in mind.

DEFINITIONS

Conflicts of Commitment

By accepting an appointment to the SMSU Board of Directors, an individual makes a commitment to the SMSU that is understood to be a commitment in the most inclusive sense. Board members are expected to act with professional loyalty with their roles as members of the SMSU Board of Directors. Accordingly, board members should arrange outside activities, loyalties and financial interests so as not to interfere with this responsibility.

General Duty of Care: Directors of Public Benefit Corporations, such as the SMSU, are held to a general duty of care. This standard requires that a board member follow the “prudent person” rule. The board member must act in good faith, in the best interests of the corporation, after reasonable inquiry, with the care of an ordinary prudent person under similar circumstances. Board members should use this standard to gauge their involvement in other organizations or entities. Most important is the legal requirement to act in the best interest of the SMSU. (CA Corp. Code 5231(a))

Outside Directorships and Activities: The SMSU Board of Directors recognizes that its members may participate as officers and board members of other campus organizations and entities. The SMSU encourages such involvement to the extent that these activities serve the SMSU’s interest as well as those of the participant.

Participation in Decisions Affecting Other Interests: Board members must be aware that situations may arise where they may be asked by the SMSU Board of Directors to participate in a decision that may affect an organization or entity which that board member represents in another capacity. Likewise, a board member may be asked by another organization to participate in a similar decision affecting the SMSU. This includes participation in discussions, voting, or the mere presence during deliberations, discussions or voting on such matters. In such cases, board members must act in a manner consistent with their professional loyalty and fiduciary obligation to the SMSU. If uncertain that a conflict exists, board members should recuse themselves from discussions, deliberations and voting on the matter or follow the disclosure procedures outlined under **Disclosure and Review Procedures**.

Board members have a duty to present to the board of directors information that they may obtain which could potentially hurt the SMSU, including but not limited to, its current and future operations, goals or status, even if it involves another member of the board (i.e., a vendor recommended by a fellow board member is a relative of the board member, or a fellow board member has submitted a false expense report.) All board members shall maintain the confidentiality of any and all sensitive or confidential matters discussed by the board of directors or its sub-committees, as well as issues discussed in closed sessions of the board of directors.

Conflict of Interest

Financial Interest: Board members are considered to have a conflict of interest when they, any family member or any associated entity possesses a financial interest in an activity that involves their responsibilities as members of the SMSU Board of Directors. No member of the board shall be financially interested in any contract or other transaction entered into by the board of which he/she is a member, and any contract or transaction entered into in violation of this section is void. (CA Education Code 89906)

No contract or other transaction entered into shall be void, nor shall any member of the board be disqualified or deemed guilty of misconduct if:

1. Such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient for the purpose, without counting the vote or votes of such financially interested member or members, and
2. The contract or transaction is just and reasonable for the SMSU at the time it is authorized and approved. (CA Education Code 89907 (a)(b))

These exceptions will not apply if one of the following circumstances exists:

1. The contract or transaction is between the SMSU and a member of the SMSU Board of Directors.
2. The contract or transaction is between the SMSU and a partnership or unincorporated association of which any member of the board of directors is a partner, or in which he/she is the owner, holder, directly or indirectly, or a proprietorship interest.
3. The contract or transaction is between the SMSU and a corporation in which any member of the board of directors is the owner, holder, directly or indirectly, of five percent (5%) or more of the common stock.
4. A board member is interested in a contract or transaction, and without first disclosing such interest to the board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction. (CA Education Code 89908 (a) (b) (c) (d))

Utilization of Public Information: It is unlawful for any person to utilize any information, not a matter of public record, which is received by him/her by reason of his/her membership on the SMSU Board of Directors, for personal pecuniary gain, regardless of whether he/she is not a member of the board at the time such gain is realized. (CA Education Code 89909)

Self-Dealing Transactions: Member of the board are prohibited by law from engaging in self-dealing transactions to which the SMSU is a party and in which one or more

members have a material financial interest. A mere common directorship is not in itself a material financial interest. (CA Corp. Code 5233(a), 5234) Exceptions from the definition of self-dealing transactions are:

1. Actions fixing the compensation of board members;
2. Transactions that are part of public or charitable programs that benefit a class of which board members or their families are members;
3. Transactions of which interested board members had no actual knowledge and which do not exceed one percent (1%) of the SMSU's gross annual receipts or \$100,000, whichever is smaller. (CA Corp. Code 5233(b)(1)(2)(3))

Board members are thus liable to the SMSU for self-dealing transactions unless the transaction was approved by one of the following:

1. Approval by the Attorney General, or by the court in an action in which the Attorney General was an indispensable party, either before or after consummation of the transaction;
2. Approval before the consummation of the transaction by a disinterested board, under the following circumstances:
 - a. The SMSU entered into the transaction for its own benefit.
 - b. The transaction was fair and reasonable to the SMSU.
 - c. A more advantageous arrangement could not have been made with reasonable effort.
 - d. Interim approval by a committee having authority for the board where immediate action was needed and action by the full board was not feasible, and ratification by the full board at its next meeting, under the circumstances listed in (2) above. (CA Corp. Code 5233 (d)(1)(2)(3))

DISCLOSURE AND REVIEW PROCEDURE

If a board member finds that he or she is faced with a possible conflict, the board member shall inform the Chair of the board, in writing, who shall have the affirmative duty to advise the Policies & Procedures Committee of the conflict as soon as possible.

The Policies & Procedures Committee, in consultation with the SMSU's attorneys, all review the circumstances surrounding the possible conflict and shall make a determination if an actual conflict exists. If a conflict is found to exist, the committee shall present the information to the board member, with a recommendation that the board member shall recuse himself or herself from any further discussions, deliberations, voting or presence on the matter to alleviate or avoid the conflict or potential conflict, or take other appropriate action as required.

If a board member has knowledge of a possible or actual conflict involving another member of the board, the board member who has acquired the information has an affirmative duty to disclose, in writing, such information to the Chair of the board.

Procedures as outline above shall subsequently be followed. In such cases where such a possible or actual conflict involves the Chair of the board, the disclosure shall be made, in writing, to at least one member of the Policies and Procedures Committee, who shall then follow the procedures above and inform the Chair if a conflict is determined to exist, and a recommendation as described above.

If the Policies and Procedures Committee determines that a board member has knowingly violated this Conflict of Interest Policy by failing to disclose a possible conflict of interest, by ignoring the board's directive to cease or modify activities or conduct posing a conflict or potential conflict, or in any other manner knowingly and purposefully acted in a way that violated the spirit or purpose of this Conflict of Interest Policy, the committee shall recommend disciplinary action to the board. Such action shall include, but not be limited to, a notice to the board member's appointing constituency or body of the specific activities or conduct which constitute the violation, the specific provisions of this Conflict of Interest Policy which have been violated, with a recommendation for an appropriate sanction or sanctions by that constituency or body.

Approved SUBOD 3-14-02

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

BOARD & STAFF RESPONSIBILITIES

The following outlines the roles and responsibilities of the Board, the Executive Director and the Staff of the SMSU.

The Board is responsible for the functions of the agency (policies, community relations, oversight). The Executive Director is hired to provide administrative and program expertise in order to implement the policies of the Board.

The most effective Boards are ones that have a well-balanced working relationship with the Executive Director and Staff. In order to approve polices that have a lasting impact on students and the university community, it is important to combine the expertise of the SMSU Staff along with the knowledge, perspective and energy of the Board.

ACTIVITY	RESPONSIBILITY
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PLANNING:

Direct the process of planning	Executive Director/ Staff
Provide input on long range planning goals	Joint
Approve long range planning goals	Board
Develop objectives for annual goals <i>*With input from the Board</i>	Staff*
Formulate annual goals and objectives <i>*With input from Staff</i>	Board*
Approve annual BOD goals and objectives	Board
Prepare performance reports on achievement of goals and objectives	Staff
Monitor achievement of goals and objectives	Joint
Approve policy changes and additions	Board

BUDGET:

Prepare preliminary budget	Staff
Finalize and approve budget	Board
Ensure that expenditures are within budget during the year	Executive Director & Staff
Solicit contributions in fundraising campaigns (student referenda/donor solicitation)	Joint
Organize fundraising campaigns	Joint

Approve expenditures outside the authorized budget <i>*Board approves on a quarterly or as-needed basis.</i>	Board*
Ensure annual audit of organization accounts <i>*Board ensures; Staff directs</i>	Joint*
Increase SMSU student fee (campus-wide referenda/alternative consultation) <i>*Campus President approves</i>	Joint*
Decide which bank to use for the SMSU checking account	Staff
Select/Approve the firm to audit the SMSU finances <i>*With Staff & Audit Committee input</i>	Board*
Decide which services to increase or cut back within the budget <i>*As long as it is within the overall bottom line</i>	Executive Director & Staff*
Approve fiscal procedures within policy parameters	Executive Director
Recommend changes to fiscal policy	Executive Director & Staff
Approve changes to fiscal policies	Board

PROGRAMMING/SERVICES:

Assess stakeholders (customers, community) needs	Joint
Oversee evaluation of products, services and programs	Joint
Maintain program records; prepare program reports	Staff
Review program records and reports	Board
Enter into or cancel a vendor contract	Executive Director
Propose/develop and process bids within budget & policy parameters	Staff
Approve bids within budget & policy parameters	Executive Director
Propose/develop and process bids outside of budget & policy parameters	Board

PERSONNEL:

Employ Chief Executive <i>*Board makes a recommendation; the Vice President of Student Affairs and the President of the University make the final approval</i>	Board*
Direct work of staff	Executive Director & Staff
Hire and discharge staff members	Executive Director
Decision to add staff positions <i>*Temporary & Vacant Positions by Executive Director New positions by Board</i>	Executive Director/Board*
Settle discord or performance issues amongst staff <i>*If a Board member observes a staff member not performing their duties they should contact the Executive Director. It is not consistent with employment law for Board members to</i>	Executive Director & Staff*

<i>reprimand/correct an employee.</i>	
Set salary for new staff <i>*Within the parameters of Board-approved salary range and budget</i>	Executive Director*
Review and approve personnel policies	Board
Implement personnel policies	Executive Director & Staff
Revise/Reorganize employee job descriptions	Executive Director & Staff
Change the personnel evaluation form	Executive Director & Staff

COMMUNITY/CAMPUS RELATIONS:

Enhance the SMSU's public image	Joint
Write news stories	Staff
Provide cooperative linkages with other organizations	Joint

BOARD COMMITTEES:

Recruit and Appoint Committee members <i>*Recruit with Staff assistance. *Board Chair proposes members & makes initial assignments. *Board approves Committee members quarterly.</i>	Board*
Appoint Committee Chairs <i>*Board approves recommendation</i>	Chair of the Board/ Board*
Call Committee Chair to urge him/her into action	Board/Chair
Promote attendance at Board/Committee meetings	Chair of the Board/ Board*
Recruit new Board members <i>*Staff initiates support pieces/ Board provides follow-through & staffing of recruitment efforts</i>	Board/Staff*
Encourage Board and Committee membership	Joint
Plan Agenda for Board and Committee meetings	Joint
Take minutes at Board and Committee meetings	Staff
Plan and propose Committee organization/reorganize. <i>*Board must approve Standing Committee guidelines via Bylaws and Ad-Hoc Committees & guidelines via BOD action items.</i>	Joint/Board*
Prepare exhibits, materials, and proposals for Board and Committees	Joint
Sign legal documents	Executive Director
Draft changes to the Bylaws	Joint
Approve changes to the Bylaws	Board
Follow-up to ensure implementation of Board and Committee	Executive Director

decisions	& Staff
Settle issues between Committees	Board
Train volunteer leaders	Joint
Provide continuity for the organization	Joint

*Please see notation related to the responsible entity
Based upon procedures from CSU Northridge USU 2008



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
Responsibilities and Expectations 2024 – 2025

NAME: _____

BOD POSITION: _____

As an appointed member of the Santos Manuel Student Union Board of Directors, you must fulfill the following:

Responsibilities:

1. Attend Board and Committee meetings as assigned or otherwise appointed with respect to your position.
2. Dedicate at least 10 hours per month to board activities. *
3. Hold regularly scheduled office hours of at least 1.5 hours per week. *
4. Miss no more than three (3) regularly scheduled board and/or committee meetings per year.
5. Adhere to open meeting law and conflict of interest regulations.
6. Attend the Board of Directors' annual retreat.
7. Perform as a committee chair or member on at least one committee, hold individual committee meetings, set agendas, and follow up on projects initiated and/or assigned as appropriate.
8. Submit monthly status reports on progress by the first of each month to the Vice Chair throughout your term*.
9. In conjunction with other student board members, coordinate recruitment efforts for the following year's student representatives*.
10. Notify the Santos Manuel Student Union Administrative Office and colleagues regarding changes or conflicts in scheduling.
11. Abide by the CSUSB Student Conduct Code and remain in good standing with regards to the CSUSB Student Conduct Code.

*Applies to Student Representatives only.

In addition, you must fulfill the following:

Expectations:

1. Ensure that you act in the best interest of the students and the campus of California State University, San Bernardino.
2. Make a sincere attempt to keep lines of communication open between fellow officers, committees, and the organization.
3. Be knowledgeable of the Santos Manuel Student Union Bylaws, Articles of Incorporation, committee responsibilities, and the role they play within the organization.
4. Support the efforts of the Santos Manuel Student Union as a whole, while maintaining interaction with other Santos Manuel Student Union programs/activities.



5. Fulfill your general and specific job requirements, trying to avoid mistakes to the best of your ability, however, be accountable and responsible for them if they occur with a mindset of honesty and assertiveness.
6. Resign in the event that you are unable to fulfill your job requirements due to personal trauma, health, academics, or commitment to other co-curricular activities.

Incentive Requirements:

In order to receive the monthly incentive, you must:

1. Adhere to all responsibilities and expectations as outlined above.
2. Complete each semester with a **2.5 GPA** and maintain a cumulative **2.5 GPA** while a member of the Board.
3. Be regularly enrolled in at least **six undergraduate units** or **three graduate units** each semester.
4. Be in good standing with the University in regard to both academic and student conduct.
5. Abide by the CSUSB Student Conduct Code and remain in good standing with regards to the CSUSB Student Conduct Code.

My signature below indicates that I have read and understand the Santos Manuel Student Union Board of Directors' Responsibilities and Expectations statement and I will abide by it and its provisions. My failure to fulfill the responsibilities as outlined may result in my removal from the Santos Manuel Student Union Board of Directors.

Please initial one box:

_____ I accept the monthly incentive and will abide by the requirements. I understand that the incentive will be revoked if I do not fulfill the incentive requirements listed above.

_____ I wish to decline the monthly incentive; however, I understand that I must abide by the incentive requirements listed above. I understand that I can accept the monthly incentive while I serve on the Board if I choose by completing a new Responsibilities and Expectations form.

Board Member's Signature

Date

Board Chair's Signature

Date

SMSU Executive Director's Signature

Date

**SMSU Board of Director Candidates
2024-2025**

Candidate	Major	Class for Fall 2024	Expected Graduation Date
Adithiya Srinivasan	Computer Science Major	Post-Baccalaureate Student	May-25
Ayanna McAllister	Biology	Undergraduate Student	Dec-25
Cintiantl Rangel-Canseco	MS Entrepreneunership and Innovation	Post-Baccalaureate Student	May-26
Isaias Mendoza	Masters in Social Work	Post-Baccalaureate Student	May-25
Sai Vara Prasad Bhaskarla	Computer Science Major	Post-Baccalaureate Student	Aug-25
Tanvi Gaddameedi	Computer Science Major	Post-Baccalaureate Student	May-25

**ASI & SMSU
2024 Summer Development Schedule**

Date	Item	Time	Location	Entities
Thursday, June 20 th	BoD Training (Day 1)	9:30 AM – 3:00 PM	SUN Student Chambers	ASI & SMSU Boards
Wednesday, June 26 th	BoD Training (Day 2)	9:00 AM – 4:00 PM	SUN Student Chambers	ASI & SMSU Boards
Thursday, June 27 th	BoD Training (Day 3)	9:30 AM – 4:00 PM	SUN Student Chambers	ASI & SMSU Boards
Monday, July 8 th	Leadership Challenge Course & Service Project	7:00 AM – 1:00 PM	Leadership Challenge Center	ASI BoD, Student Staff & Pro Staff SMSU BoD
Monday, July 15 th	Camping Retreat	All Day/Overnight	Big Bear, CA	ASI BoD, Student Staff & Pro Staff SMSU BoD & Leadership
Tuesday, July 16 th	Camping Retreat	All Day/Overnight	Big Bear, CA	ASI BoD, Student Staff & Pro Staff SMSU BoD & Leadership
Wednesday, July 17 th	Camping Retreat	Return to Campus around 2:00 PM	Big Bear, CA	ASI BoD, Student Staff & Pro Staff SMSU BoD & Leadership

BoD Training Day 1 – Thursday, June 20th

Time	Agenda Item	Session Type	Facilitator	Notes
9:30 – 10:00 AM	Breakfast & Check-In	Joint		
10:00 – 11:00 AM	Welcome & Introductions <ul style="list-style-type: none"> • Roundtable Introductions & Core Values • Overview of Training Sessions • What is the Board of Directors? • Synergy between SMSU & ASI 	Joint	Liz, Herbert, Jesse & Mike	
11:00 – 11:30 AM	Mission, Vision & Values for CSUSB	Joint	Liz & Herbert	
11:30 AM – 12:20 PM	Organization Breakout <ul style="list-style-type: none"> • Mission, Vision & Goals • Policy Agenda Overview • Organization Structure • Role Description & Responsibilities Overview 	Breakout	Herbert, Mike & Carson (ASI) Liz & Jesse (SMSU)	
12:20 AM – 1:00 PM	Working Lunch <ul style="list-style-type: none"> • Develop three goals that ASI & SMSU want to work on together as a unit in alignment with university goals. 	Joint	Jesse, Mike & BoD Chairs	
1:00 – 2:00 PM	Roles and Responsibilities <ul style="list-style-type: none"> • Expectations • How to tie in roles and responsibilities into policy agenda and goals 	Breakout	Liz & Herbert	
2:00 – 3:00 PM	Organization Breakout <ul style="list-style-type: none"> • Lessons Learned (SMSU) • Meet the Team (ASI) 	Breakout	Mike & Herbert (ASI) Jesse & Liz (SMSU)	

BoD Training Day 2: Wednesday, June 26th

Time	Agenda Item	Session Type	Facilitator	Notes
9:00 – 9:30 AM	Breakfast & Check-In	Joint		
9:30 – 10:30 AM	Headshots <ul style="list-style-type: none">• Strat Comm or ASI Photographer	Joint	Liz & Herbert	
10:30 – 12:00 PM	True Colors Assessment	Joint	Marissa (OSLE)	
12:00 – 1:00 PM	Robert's Rules Overview <ul style="list-style-type: none">• Pair and Share (Returning & New BoD)• Possible Kahoot	Joint	Returning BoD Members	
1:00 – 2:00 PM	Working Lunch <ul style="list-style-type: none">• Continued conversation on three goals	Joint	Jesse, Mike & BoD Chairs	
2:00 – 3:00 PM	Legal Counsel	Joint	AJ Beechko	
3:00 – 4:00 PM	Mock Board Meeting	Breakout	Jesse, Mike & BoD Chairs	

BoD Training Day 3: Thursday, June 27th

Time	Agenda Item	Session Type	Facilitator	Notes
9:30 – 10:00 AM	Breakfast & Check-In	Joint		
10:00 – 10:30 AM	Budget Review <ul style="list-style-type: none"> Breakdown and understanding of budget and allocations 	Breakout	Mike & Autumn (ASI) Jesse & Maria (SMSU)	
10:30 – 11:00 AM	Financial Policy Review <ul style="list-style-type: none"> Understanding of procedures around finances for each corporation 	Breakout	Mike & Autumn (ASI) Jesse & Maria (SMSU)	
11:00 AM – 12:00 PM	Policy & Bylaws Review <ul style="list-style-type: none"> Overview of each units policies and the process 	Breakout	Mike & Herbert (ASI) Jesse & Liz (SMSU)	
12:00 – 12:45 PM	Lunch <ul style="list-style-type: none"> Begin strategic initiatives conversation 	Joint	Jesse, Mike & BoD Chairs	
1:00 – 2:00 PM	Strategic Initiatives & Planning <ul style="list-style-type: none"> SMSU – Strategic Plan/Policy Agenda ASI – STAND 	Breakout	Mike & Carson (ASI) Jesse & Liz (SMSU)	
2:00 – 2:30 PM	Debrief <ul style="list-style-type: none"> Lessons learned & takeaways Next steps 	Joint	All	
2:30 – 4:00 PM	Bowling w/ VPSA Team <ul style="list-style-type: none"> Invite rest of ASI & SMSU teams to join. 	Joint	All	