



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING

October 01, 2025 - 3:30 PM

Student Union North, Student Chambers

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

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - a. September 3, 2025
4. Reports
 - a. Diversity Equity, and Inclusion
 - b. Marketing
 - c. Operations
 - d. Recreation and Wellness
 - e. SMSU BoD Chair and Vice Chair
 - f. SMSU Executive Director
 - g. Student Services
5. Open Forum (3 Minutes per Speaker)
6. Adoption of Agenda

OLD BUSINESS

- | | |
|------------|---|
| SMSU 03/26 | SMSU Board Goal Themes & Strategic Alignment Overview (Discussion, Del Rossi) |
| SMSU 10/26 | Appointment of Student Representatives to Finance and Contracts Committee (Action, Hernandez) |
| SMSU 11/26 | Appointment of Student Representatives to Strategic Planning Committee (Action, Hernandez) |

NEW BUSINESS

- | | |
|------------|---|
| SMSU 12/26 | SMSU Board Member Introductions - Dr. Matthew Smith and Jessica Lu (Informational, Del Rossi) |
|------------|---|

SMSU 13/26	Appointment of Swikar Pkharel and Haley Yee to the Facilities and Sustainability Committee (Action, Hernandez)
SMSU 14/26	Appointment of Vanessa Fernandez Cerriteno and Victoria Reyes to the Recreation and Wellness Committee (Action, Hernandez)
SMSU 15/26	Appointment of Dr. Matthew Smith to the Personnel Committee (Action, Hernandez)
SMSU 16/26	Appointment of Representatives to the Policies and Procedures Committee (Action, Hernandez)
SMSU 17/26	Cell Phone Reimbursement Policy (Action, Policies and Procedures Committee, Anjali)
SMSU 18/26	Employee Reference Policy Proposal (Action, Personnel Committee, Paz)
SMSU 19/26	Volunteer Policy Proposal (Action, Personnel Committee, Paz)

Announcements

Adjournment



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING

September 03, 2025 – 3:30pm
Student Union North, Student Chambers
Zoom: <https://csusb.zoom.us/j/85875529320>

MINUTES

- Members Present:** Anjali, Vilayat Del Rossi, Sophia Garcia, Jose Hernandez, Sukhpreet Kaur, Edgar Lopez, Jocelyn Paz, Cintiantl Rangel-Canseco, Diego Rendon, Kimberly Rosas, Robinpreet Waraich
- Members Absent:** None
- Staff:** Monica Baeza, Sasha Baltazar, Andrew Basile, Jasmine Bustillos, Monica Calvillo, Jasmine Curtis, Matthew Jenkins, Elizabeth Junker, Sean Kinnally, Maria Elena Najera-Neri, Paz Oliveriez, Jennifer Puccinelli, Matthew Smith, Katie Wallen
- Guest:** None
- Call to Order:** The meeting was called to order at 3:36 pm.
- Roll Call:** A verbal roll call for members was conducted. Quorum was met.
- Approval of Minutes:** M/S Rosas/Paz motion to approve SMSU Board of Directors meeting minutes from April 9th and April 23rd, 2025.
Motion passed.
- Reports:** Reports were included in each member's packet prior to the meeting for review. If any additional questions should arise, please contact the appropriate department.
- Open Forum:** No public comments.
- Adoption of Agenda:** M/S Del Rossi/Paz motion to amend agenda so item SMSU 05/26 is first on the agenda. Agenda items renumbered in the new order.
Motion passed.

M/S Paz/Rendon motion to approve agenda as amended.
Motion passed.

NEW BUSINESS

SMSU 01/26 DSA Campus Spirit Graphics Initiative; Request for Exception to Policy for SMSU North (Action, Calvillo)

M/S Del Rossi/Garcia motion to open item SMSU 01/26 DSA Campus Spirit Graphics Initiative; Request for Exception Policy for SMSU North.

Dr. Oliveriez explained that the initiative is part of a larger, ongoing effort to increase school spirit and student engagement, supported by a campus-wide committee including ASI, SMSU, Athletics, Student Leadership and Engagement, and students. The proposal includes installing spirit graphics on prominent campus locations, with SMSU North identified as a central and highly visible site. She highlighted that costs would be covered by the Vice President's office, not SMSU. In addition to the Spirit Wall, proposed graphics include transparent window designs for the third floor of SMSU North, ensuring visibility from inside while displaying imagery outside. Oliveriez emphasized that these graphics would complement other efforts such as Spirit Thursdays, spirit carts, and new athletics game nights designed to boost student engagement and school pride. She also noted similar installations approved for Jack Brown Hall and under review for the Palm Desert Campus.

M/S Del Rossi/Rangel-Canseco motion to amend SMSU 01/26 to read DSA Campus Spirit Graphics Initiative; Request for Exception Policy for SMSU North for a term of academic year 2025-26.

Motion passed.

M/S Del Rossi/Paz motion to approve the amended item SMSU 01/26 to read DSA Campus Spirit Graphics Initiative; Request for Exception Policy for SMSU North for a term of 2025-26.

Motion passed.

Roll Call Vote: 3 - In-Favor 5 - Opposed 2 - Abstention

Motion denied.

SMSU 02/26 2025 Summer E-Board Accomplishments (Informational, Del Rossi)

M/S Del Rossi/Waraich motion to open SMSU 02/26 2025 Summer E-Board Accomplishments.

Interim Executive Director Vilayat Del Rossi provided an overview of the E-Board's summer accomplishments, noting four meetings were held that resulted in updates to five policies, cleanup of accounts receivable and reserves, implementation of the Golden Handshake

retirement program, and approval of necessary facilities and equipment upgrades, including washer repairs and theater lighting. The E-Board also renewed leases, entered an MOU with campus HR for consultation, and established the audit committee in preparation for the annual CLA audit. Board members expressed appreciation for Del Rossi's responsiveness, collaborative work over the summer, and alignment of projects with the SMSU's mission and Goals. After no further discussion, the board moved on to the next agenda item.

**SMSU 03/26 SMSU Board Goal Themes & Strategic Alignment Overview
(Discussion, Del Rossi)**

M/S Del Rossi/Rosas motion to open SMSU 03/26 SMSU Board Goal Themes & Strategic Alignment Overview.

Interim Executive Director Del Rossi presented the board's draft goal themes, developed over the summer in alignment with the university's new strategic plan. Themes included increasing awareness of programs and services, improving food access, diversifying revenue, strengthening JEDI initiatives, enhancing student safety, supporting career advancement, and improving informed decision-making. Due to time constraints, the board agreed to revisit the discussion at the next meeting, with members suggesting the goals also be publicized through SMSU platforms to support transparency and maintain communication with student body regarding board priorities and progress.

**SMSU 04/26 Outdoor Campus Recreational Facilities – Supporting Student Health
& Well-being Priorities and Potential Collaborations (Discussion,
Rendon)**

M/S Rendon/Rangel-Canseco motion to open SMSU 04/26 Outdoor Campus Recreational Facilities – Supporting Student Health & Well-being Priorities and Potential Collaborations.

ASI President Diego Rendon raised concerns about deteriorating tennis courts and unusable sand volleyball courts, noting student-fee relevance and alignment with SMSU's wellness mission; photos of outdoor spaces were presented. Members cited safety, access, wildfire/vegetation concerns, and interest in activating the area (e.g., repainting, school colors, adding pickleball lines/courts); Diego shared rough costs (~\$8–10k per sand court setup; tennis repairs could escalate with further deterioration). Interim Exec. Director Del Rossi proposed convening a working group (Facilities, RecWell, Kinesiology, Athletics, HR/finance stakeholders, and interested board reps) to assess needs, constraints, and options and return with recommendations. The Chair directed the matter to the Facilities & Oversight Committee to coordinate with campus Facilities and bring a plan back to the board.

**SMSU 05/26 Board Proposal UPSCO PowerSafe Systems Emergency Lighting,
Chartfield String: 660876-RO001-S7100, Not to Exceed \$84,736
(Action, Kinnally)**

M/S Del Rossi/Waraich motion to open SMSU 04/26 Board Proposal UPSCO PowerSafe Systems Emergency Lighting, Chartfield String: 660876-RO001-S7100, Not to Exceed \$84,736.

Following a power surge that destroyed SMSU's backup batteries, staff reported the facility is out of code (no 90-minute emergency lighting) and outlined three vendor options from the original installer: replace 1 bank (\$40,280.63), 2 banks (\$58,123.13), or all 3 banks plus logic board (\$77,057.63; not-to-exceed \$84,736 with contingency). Due to the life-safety urgency and bid thresholds, the board amended the item to include sole source language (waiving competitive bids under the policy's emergency provision); members discussed OSHA/fire-watch risks, timeline (4–6 weeks with immediate removal of failed batteries), and funding.

M/S Rosas/Del Rossi motion to amend SMSU 05/26 to read Board Proposal UPSCO, Power Safe Systems Emergency Lighting, Chartfield String: 660876-RO001-S7100, Not to Exceed \$84,736 to be sole sourced.

Motion passed.

Due to a life safety exposure, pursuant to the SMSU bidding policy, sole source procedure will be used, and the board waives competitive bid due to legitimate time constraints and the specialized nature of the services, and approves a sole source purchase from UPSCO for power-safe systems in an amount not to exceed \$84,763.39.

Roll Call Vote: 9 - In-Favor 0 - Opposed 1 - Abstention

Motion passed.

M/S Waraich/Rangel-Canseco motion to extend meeting time to 5:23pm.

Motion passed.

**SMSU 06/26 Appointment of Student Representatives to Personnel Committee
(Action, Hernandez)**

M/S Paz/Rosas motion to open SMSU 06/26 Appointment of Student Representatives to Personnel Committee.

The board discussed the annual process of appointing board members to the SMSU/RecWell committees, which serve as working groups that review proposals before they reach the full board. Vilayat Del Rossi and Elizabeth Junker explained the approach of assigning members to two committees each, balancing experience (returning vs. new members) for continuity and succession planning. The board reviewed Personnel first, noting some seats are defined by bylaws (e.g., president's designee) and clarifying that ASI executives may serve unless restricted by specific committee rules. Members affirmed that all students may attend committee meetings, even if not formal voting members.

M/S Del Rossi/Garcia motion to amend SMSU 06/26 Appointment of Student Representatives to Personnel Committee to represent Jocelyn Paz, Sukhpreet Kaur, Vilayat Del Rossi, Jennifer Puccinelli.

Motion passed.

M/S Del Rossi/Garcia motion to approve item as amended SMSU 06/26 Appointment of Student Representatives to Personnel Committee to represent Jocelyn Paz, Sukhpreet Kaur, Vilayat Del Rossi, Jennifer Puccinelli.

Motion passed.

SMSU 07/26 Appointment of Student Representatives to Recreation and Wellness Committee (Action, Hernandez)

M/S Del Rossi/Rendon motion to open SMSU 07/26 Appointment of Student Representatives to Recreation and Wellness Committee.

Del Rossi noted the committee rosters are not yet full, with two student representative vacancies and the faculty representative still pending. The current roster includes four student representatives (with Cintiantl as last year's chair and new GA Trinity joining), plus staff members Sean (ex-officio) and Trent. While emphasizing the goal of maintaining a student majority to begin meetings, Del Rossi confirmed open seats can be brought back to the board for approval at a later meeting. ASI President Diego Rendon nominated himself to join the committee, citing his lifelong passion for sports, wellness, and expressing interest in strengthening student representation.

M/S Del Rossi/Paz motion to amend SMSU 07/26 Appointment of Student Representatives to Recreation and Wellness Committee to reflect the amended committee roster representing Cintiantl Rangel-Canseco, Sarah Sanchez, Trinity Rangel, Robinpreet Waraich, Sean Kinally, Trent Morgan and Diego Rendon.

Motion passed.

M/S Del Rossi/Paz motion to approve item as amended SMSU 07/26 Appointment of Student Representatives to Recreation and Wellness Committee to reflect the amended committee roster representing Cintiantl Rangel-Canseco, Sarah Sanchez, Trinity Rangel, Robinpreet Waraich, Sean Kinally, Trent Morgan and ASI President, Diego Rendon.

Motion passed.

SMSU 08/26 Appointment of Student Representatives to Facilities and Sustainability Committee (Action, Hernandez)

M/S Paz/Kaur motion to open SMSU 08/26 Appointment of Student Representatives to Facilities and Sustainability Committee.

The board reviewed the Facilities & Sustainability Committee, which oversees building operations such as space use, leases, and furniture, along with broader facility and sustainability

issues, including the gym. Vilayat Del Rossi explained the committee's role in managing how spaces are maintained and utilized.

M/S Del Rossi/Rangel-Canseco motion to amend SMSU 08/26 Appointment of Student Representatives to Facilities and Sustainability Committee to represent Jocelyn Paz, Karolyn Chery, Ahlad Dendukuri, Darsch Pancholi, Anthony Roberson, Sean Kinnally and ASI Executive Vice President, Kimberly Rosas.

Motion passed.

M/S Del Rossi/Rangel-Canseco motion to approve item as amended SMSU 08/26 Appointment of Student Representatives to Facilities and Sustainability Committee to represent Jocelyn Paz, Karolyn Chery, Ahlad Dendukuri, Darsch Pancholi, Anthony Roberson, Sean Kinnally and ASI Executive Vice President, Kimberly Rosas.

SMSU 09/26 Appointment of Student Representatives to Policies and Procedures Committee (Action, Hernandez)

M/S Del Rossi/Paz motion to open SMSU 09/26 Appointment of Student Representatives to Policies and Procedures Committee.

The board reviewed the Policies & Procedures Committee roster, which currently included two full-time staff members and one student, leaving two student vacancies and awaiting confirmation of a faculty representative. Del Rossi emphasized the need for at least one or two additional students given the heavy workload this year, including policy updates and bylaw revisions. Members noted that Dr. Smith may also be proposed for appointment at the October meeting. After discussion, ASI President Diego Rendon nominated himself to serve as a student representative, helping to strengthen student presence on the committee.

M/S Del Rossi/Paz motion to amend SMSU 09/26 Appointment of Student Representatives to Policies and Procedures Committee to represent Anjali, Mark Oswood, Katie Wallen, and ASI President, Diego Rendon.

Motion passed.

M/S Del Rossi/Paz motion to approve item as amended SMSU 09/26 Appointment of Student Representatives to Policies and Procedures Committee to represent Anjali, Mark Oswood, Katie Wallen, and ASI President, Diego Rendon.

Motion passed.

M/S Rosas/Paz motion to table items SMSU 10/26 and SMSU 11/26 for the next meeting.

Motion passed.

Announcements

- It's Jocelyn's Birthday today!
- ASI President Diego Rendon invited members to stop by the Welcome Black Barbecue, noting ASI was giving out food to the first 200 students. He also encouraged SMSU

board members to participate as guest speakers at an upcoming ASI board meeting in October or November to build collaboration and share priorities.

- Interim Executive Director Vilayat Del Rossi announced that while bylaws prevent holding official board meetings at Palm Desert, SMSU will support Fall Fest there on Thursday, October 9 in partnership with ASI and RMSC.
- Monica Baeza invited members to volunteer for Fall Fest, noting transportation via RecWell van will be provided, and reminded everyone of the Union Block Party the next day from 11am to 1pm at both student unions, featuring open houses, resources, and free food.

M/S Rosas/Waraich motion to adjourn meeting at 5:28pm.

Respectfully reviewed & submitted by

Anjali, Secretary

Date



JEDI Report | Presented to SMSU Board of Directors

The Justice, Equity, Diversity and Inclusion Team is growing. We welcome Ashley Puga, administrative student staff support to assist with the day-to-day administrative tasks, supporting the work of Dra. Lorena Márquez, Director of Student Diversity and Belonging.

We also welcomed Madison Garcia (goes by Madi) just this past Thursday, Sept. 18th. She will be supporting the JEDI Team specifically in the First People's Centers doing a six-month part time temporary position. She will be assisting in programming and student leadership development efforts.

First People's Center

9/3 - Our Native Beading Circle was well received by students and campus folks. We had over 10 students participate in the first session. Alex (Panda) Armeniz, our newly appointed Tribal Relations Director, led the session engaging and welcoming students to the new academic year. Our partners from the Governmental Affairs department also came in support and to connect with students.

Pan African Student Success Center

9/3 - Our annual Welcome Black BBQ hosted over 375 students, faculty, staff and alumni to the fall semester. Students and community members enjoyed learning about resources, while enjoying a recess theme with a tetherball, yard games and board games.

9/10 - Wellness Wednesdays are back! In collaboration with our Black Faculty, Student, Staff Association, the Office of Black Student Success and the PASSC, we were able to host campus partners and hear from our CAPS partners around wellness and centering care for self. It was great to hear and see faculty and administrators come out to support. Wellness Wednesdays will happen monthly with our partners.

9/11 - The Shop is happening this semester on a monthly basis. Students are able to visit PASSC and get their hair cut, braided and styled. We had about 16 students who were able to get services.

Queer Transgender Resource Center

The QTRC hosted its first Coloring with CAPS of the semester and welcomed 25 new students to the QTRC. Students got to connect with each other, QTRC staff, and CAPS counselors while learning more about CAPS and QTRC resources.

The QTRC is launching its passive programming for LGBTQ+ History Month in October! Various history infographics will be displayed around campus to celebrate and honor LGBTQ+ history and prominent figures.

LATINX CENTER

The Latinx Center hosted its first program in collaboration with the QTRC to celebrate Hispanic Heritage Month. Johanna Toruno of The Unapologetic Street Series and Amy Quichiz joined 46 students to discuss the impact of activism and its role in queer and trans communities of color.

The Latinx Center will be launching its podcast soon with an episode introducing the Latinx Center staff, a brief history of the Latinx Center, and highlighting the intention of this podcast as a space for honest conversations between CSUSB students, staff, and community.

APIDA Center

Conversations in Community Workshop Series:

This is a new workshop series hosted by the APIDA Center in collaboration with Yotie Oso and CAPS. This series is full of real talk and shared stories from APIDA students - including SWANA and Native Hawaiian voices. We dive into topics like sociopolitical stress, being first-gen, and dealing with fatigue. This is a space for students to connect, be heard, and build community. They can also stick around after each session for a chance to chat 1:1 with a supportive staff from Yotie Oso, CAPS, or APIDA Center! All CSUSB students are welcome to join.

We have hosted two workshops so far and there is a total of 8 for the semester. A post-series data analysis will be conducted based on each workshop assessment and those results will be used to inform the following semester workshops.

Lead with the WRC:

Lead with the WRC offers students a space to shape their leadership skills by exploring and discussing important issues regarding self-advocacy and allyship in leadership roles. All CSUSB students are welcome to participate. There is a total of 6 workshops per semester.

Two workshops facilitated in September (1: Inclusive by Law: Your Guide to Workplace Accommodations and 2: Leading Through Advocacy)

-a total of 32 students between both workshops attended, 17 in the first workshop and 15 in the second. In both workshops, post-program assessments show that students are achieving the learning outcomes set forth by agreeing or strongly agreeing with each learning outcome stated on the assessment. This is measured using a likert scale.

-In the open-ended question, students have also expressed a shift in perspective around each workshop topic, as well as new, helpful information related to their leadership roles in academic spaces and/or professional spaces that they had not previously been aware of.

-There are a remainder of 4 more workshops this semester and a post-series data analysis will be conducted of all responses, followed by a program summary to prepare for Spring workshops.



SMSU/Recwell Marketing Report | Presented to SMSU Board of Directors

Highlights:

Participated in multiple tabling and promotional opportunities including ASUA's Success Showcase, the DSA Roadshow, Spirit Thursday's Spirit Cart, Direct Admission Days, and bi-weekly Coyote Walk tabling.

Office space made available in the SRWC for RecWell Marketing students.

Installation of vinyl graphic outside of Adventure Center along with multiple vinyl projects planned throughout the semester.

SMSU	Accounts Reached	Interactions	Net Followers Gained	Followers Gained	Total Account Followers
June	2,871	90	83	303	8,481
July	12,658	2,505	43	270	8,524
August	21,505	4,567	34	242	8,655
September (9/1-9/23)	17,137	6,184	99	304	8,812

RecWell	Accounts Reached	Interactions	Net Followers Gained	Followers Gained	Total Account Followers
June	3,234	150	30	156	7,133
July	1,341	54	81	215	7,185
August	9,246	752	15	153	7,200
September (9/1-9/23)	9,152	1,432	113	257	7,305



Operations Department Report | Presented to SMSU Board of Directors

Department Highlights

- **Facilities & Services**

- The Coordinator is working on Standard Operating Procedures (SOP) for Opening/ Closing for the SMSU facilities.
- Coyote Lanes will be hosting a pool tournament every semester to increase student engagement in the SMSU.
- All users have been uploaded for the Torus Key Cabinet for all Operations personnel. Credentials to access the key cabinet with only specific access based on position.

- **Information Technology**

- Tryouts and League registrations for the 21 competitive teams for the Esports program have been completed.
- The department is currently working on updating Windows 10 PCs to Windows 11.
- The SMSU is currently working in partnership with Institutional Research on the usage of our CMS to leverage our data to tell our story and support informed decision-making and student success.

- **Maintenance**

- The Maintenance Specialist has increased preventative maintenance on the bowling pin spotters due to the increased volume of usage for Coyote Lanes.
- The department is currently working on the Project Rebound Space in SMSU South. The goal for completion is early November.
- The SMSU South Food Court was closed by the San Bernardino County Health Department on Monday, September 15th, due to pest infestation. The SMSU worked with our current vendor, Western Exterminator Company, and the pest mitigation was completed the next day, and the SMSU South Food Court was reopened by the San Bernardino County Health Department on Wednesday, September 17th.

- **Audio Visual**

- The Theater lighting project in SMSU South has been completed and is ready for use by clients.
- The damaged Video Wall panels in SMSU South have been replaced with a new Digital screen for marketing purposes for the SMSU and campus stakeholders.

- The department is working on an emergency hire for the Audio Visual & Events Coordinator position.
- **Scheduling**
 - The SMSU hosted a total of 50 events for the month of September, highlighting a few of the events: California Native American Day, Cajon High School Homecoming, Counselors and Educators Day, and the Union Block Party.
 - The department will be participating in the ACUI Regional 1 conference in San Jose, CA, in November.
 - The POS for credit cards for clients who host events in the SMSU will launch at the end of the Fall semester.
- **Operations**
 - The department met with the Marketing team to discuss the ideas for the SMSU South Refresh Project.
 - The Refrigerated lockers have been installed in SMSU South and at the PDC RG buildings. Personnel at both campuses will be going through training for the lockers to ensure a successful operation.
 - The Associate Director is working on the milestone itemized project list for the SMSU South Refresh Project after initial conversations with vendors/subcontractors.

Recreation & Wellness Report | Presented to SMSU Board of Directors

Adventure – Adventure conducted 10 trips in September including Yosemite Camp and Explore, Sequoia Camp and Explore, Catalin Island Snorkel, and a Peep the Stars trip with the Murillo Family Observatory. 8 volunteers are finishing training to become trip leaders.

Aquatics – The Aquatics team recently hired three new lifeguards and has just completed interviews with two more candidates.

Climbing Wall – The wall is open for operations and usage is up this month over the August.

Fitness – Fitness hosted 70 group fitness classes over the month of September. Our prizes were distributed for our Staff Development Center Summer Collaboration, and we will be starting our next collaboration soon. Our Exercise is Medicine training program has started, where qualifying students can receive up to 10 free personal training sessions (in collaboration with Kinesiology, Student Health Center, and The Retreat. We hired 2 new, certified trainers and are redoing CPT Prep for next year (first major renovation in 6 years).

Intramural Sports – Congratulations to the following early Fall 25 winners 3-point contest (Armahn Brantley), Volleyball (Ez Ace), Sorority Cup Pong (Alpha Phi). Next up to close out this month is Fraternity Flag Football (9.25.25) and Cup Pong (9.30.25). We will start offering open gym volley Wednesday and Thursdays from 6:00pm –8:00pm.

Leadership Challenge Center – It has been a slow month for the LCC only 1 program. We are hosting an Open Climb on the LCC on September 25, from 6pm – 9pm. The event is open to the community.

Management – The team assisted with the POW Event over the weekend and is currently supporting CNAD events taking place during the week of September 23, 2025. Upcoming projects to be submitted through the Rec Committee include updates to outdoor areas around the Rec, evaluating replacement options for cardio equipment, and exploring VETI grant opportunities for this year.

Membership – The SRWC had 7,394 visits in August. The Fusion Wave TVs are up and running with fall content. Communication to members has been sent out with October events and information.

Operations – This month, I have been focused on several key operational and training initiatives. I conducted one-on-one dive tests for Mark's students and led weekly CPR classes throughout September. Additionally, I have been moving light towers to prepare for the upcoming pow-wow, Waves, and Mark's Challenge Course events. On September 26, I will be



providing Smith training. Operations are running smoothly, and electricians were brought in to address the building's lighting issues.

Rec Well @ PDC – EOS memberships remain strong with steady student and staff signups. The team continues to assist with planning for Fall Fest on October 9, 2025.

Special Events – Rec Well staff supported the Waves event on September 11, 2025, which drew over 1,000 attendees.

Sport Clubs – Here are the Sport Clubs for 25-26...Badminton, Cheer, Karate, Jiu Jitsu, Tennis and Wrestling. We have moved to having all eligibility packets signed through Adobe Sign, making it easier to record and store the packets.

Well-being – Creative time classes at The Retreat are an enormous success, with our last session drawing a record-breaking **45 students!** Next month we are excited to host our collaborative event, **Chill-o-ween**; be sure to share the flyer when you see it. On top of our programs, we have submitted a proposal to the rec committee to begin the process of **renovating the atrium space**, which we are hoping to start soon!

Executive Director Report | Presented to SMSU Board of Directors

Executive Overview

As we move into the middle of the fall semester, Admin & Shared Services continues to focus on alignment, communication, and readiness. September highlights include the launch of recognition programs, continued emphasis on fiscal transparency, preparation for long-term strategic planning, and successful execution of major cultural events. Together, these steps strengthen our culture, improve accountability, and position SMSU/RecWell for sustainable success.

Highlights

- **Assessment & Training**
 - Conducted Culture development and strategic planning pre-assessment. Rolling our learning modules to full-time team during bi-weekly meetings.
 - In collaboration with marketing completing 2024-25 Annual Report.
 - Staff Recognition: Launched Paw-sitivity Award (August recipient: *Kesha Bates*); program rotates monthly with peer-driven recognition.
 - Professional Development: Staff accessed free virtual leadership training (Indeed FutureWorks 2025, Sept. 10–11).
 - Fall Town Hall & Team Meetings: Coordinated participation in Division of Student Affairs Fall Town Hall (Sept. 11) and facilitated SMSU/RecWell full-time staff meeting (Sept. 16).
- **Board of Directors**
 - Committee Engagement: Supported BoD/RecWell Committee tabling event at SRWC (Sept. 25).
 - Governance Prep: Regular meeting materials and agenda processes maintained on schedule.
 - Seeking interest in ACUI Region I Conference participation: November 6-8th, San Jose State University. There is also the CSULA's Student Leadership Conference on Friday, November 14th that we were invited to.
- **Budget/Finance**
 - Monthly Cost Center Reports: Rolled out first draft versions for Directors/Associate Directors; full organizational rollout set for October.
 - Reserves Policy Implementation: Began internal communication on proposals to access local reserves per revised cost center reserves policy.

- Completing annual fiscal audit with CLA. We are hoping that they close things out and we are able to get to the Audit Committee and Board of Directors prior to the end of the fall semester.
- **HR & Risk Management**
 - Completed more revised and new personnel policies for personnel and Board review and approval.
 - Continued collaboration with campus HR.
 - Travel Limitations Reminder: Reinforced restrictions on professional development travel for FY 2025–26 (state/regional only; exceptions case by case).
 - Benefits Fair: Promoted HR Benefits & Wellness Resource Fair (Sept. 15).
 - Feedback & Accountability: Launched “How’s My Driving?” feedback survey to encourage ongoing, anonymous staff input on leadership and communication.
- **Technology**
 - Staff Communication Tools: Continued deployment of biweekly newsletters with interactive engagement (secret questions, recognition challenges). 15+ staff engaged in the Sept. 8 challenge; plushy recognition awarded.
 - OnBoard Pilot Prep: IT review in progress; committee pilot planned this semester.
 - Transitioning all website policies into new editable format.
- **Professional Organization Involvement**
 - **Association of College Unions International (ACUI)** – Jenny Puccinelli currently is the ACUI Region I Director and is working with the Conference planning team. We also have a few presentations at the upcoming Region I Conference along with sending a team of about 10-15 people to the conference from several areas.
 - **Auxiliary Organization Association (AOA)** - Vilayat Del Rossi currently serves as an At-Large Member on the Executive Committee and is a mentor for the AOA Leadership Academy. Sean Kinnally, Anthony Roberson, and Jenny Puccinelli are currently in the Leadership Academy. Also we have a few presentations coming up at the AOA Conference in January.
 - **Athletic Business Conference (ABC)** - Sean Kinnally is presenting at this national conference in San Diego and will have several of the RecWell Team attending.
 - **NASPA, Student Affairs Administrators in Higher Education** – Presentation proposals have been put in for the National Conference and Dra. Lorena Marquez will be co-presenting with Dr. Avi Rodriguez at the upcoming Regional Conference
 - **California Council of Cultural Centers in Higher Education (CaCCCHE)** – Dra. Lorena Marquez currently sits as the state organizations President and hosted a summer conference at UC-Riverside.
 - **NIRSA, Leaders in Collegiate Recreation** – While we do not have anybody in an official leadership role with the organization, Sean Kinnally chaired the Virtual Summer NIRSA CA State Workshop.
- **Near Term Priorities (Oct-Nov)**

- Fully implement monthly cost center reporting to all cost centers (October).
- Pilot OnBoard governance platform with committees; full rollout targeted by semester end.
- Advance strategic planning sessions with staff; prepare student engagement phase.
- Finalize audit report (CLA) for presentation to Finance & Contracts Committee, then BoD.
- Continue policy review cycle via Policy Working Group; forward revisions to P&P Committee.
- Received the 1st Draft of the NASPA External Program Review. Beginning to review and follow-up with NASPA on the draft in the next few weeks, so that we can have a final draft ready within the next few weeks.

Through consistent communication, stronger fiscal transparency, and deliberate planning, SMSU/RecWell remains student-ready, compliant, and future-focused. We will continue to partner with the Board to ensure priorities are advanced with accountability and clarity.

Financial Literacy Center

Loan Survival Guide

On September 2, the Financial Literacy Center hosted Loan Survival Guide in partnership with the Office of Financial Aid and Scholarships. There were 14 students in attendance at this event. For this event, a presentation was provided by the Office of Financial Aid and Scholarships based on general financial aid reminders, information on loan providers, how student loans work, and important terms to understand with loans such as subsidized and unsubsidized. During the presentation, how to calculate interest on loans was discussed and the presenter interacted with the students by having them pull up their calculators and see what the interest would be when taking out a loan. Students asked questions based on if they should take out the loan, who would be their provider and if they need to take out the entire loan amount. These questions were answered by the information from the presentation and guided the right resources on campus.

Alignment with OLOs:

- OLO 1.3: Generalized Life Skills
 - By attending Loan Survival Guide workshop, students will be able to identify the difference between subsidized and unsubsidized loans.
 - By attending Loan Survival Guide workshop, students will be able to find their loan information through MyCoyote and know where to find the loan entrance counseling portal,

PDC Lunch and Learn: Grocery Shopping in this Economy

On September 17, the Financial Literacy Center, in partnership with the Rancho Mirage Student Center and Basic Needs, hosted Grocery Shopping in this Economy at the Palm Desert Campus. There were 14 students in attendance at this event. During this event, a Cal Fresh presentation about shopping on a budget was given and focused on 10 tips for students to eat more nutritious foods without spending a lot of money. Activities were incorporated into the presentation which allowed students to create well balanced shopping lists, meal prepping with groceries that can be included in multiple meals, and how to use store ads & coupons to their advantage. Basic Needs also made a hummus and vegetable snack with a recipe that was provided to students, so they can see an example of a low-cost healthy snack. Students who attended this event shared that they will be utilizing these shopping tips, especially buying in bulk, next time they purchase groceries. Students also shared that they had never used a store's ad when planning their shopping trip and now know how to look for deals in advance to help plan out their meals for the week.

Alignment with OLOs:

- OLO 1.3: Generalized Life Skills
 - By attending Grocery Shopping in the Economy, PDC students will be able to list three shopping tips that can help families buy more nutritious food for less money.
 - By attending Grocery Shopping in the Economy, PDC students will be able to name two benefits of using a grocery store circular.
 - By attending Grocery Shopping in the Economy, PDC students will be able to describe how to effectively use foods that are less expensive when purchased in bulk quantities.

SB Snack and Chat

On September 18, the Financial Literacy hosted the first workshop of the Snack and Chat series in partnership with Chase Bank based on Credit Smarts. There were 17 students in attendance at this workshop. In this workshop, a representative from Chase Bank spoke on how to start credit as a student, how loans can affect credit as a student and tips on how to manage the credit score. The presentation also went over what a credit score is and how the credit score affects big

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purchases such as getting a car. Students were interactive with the presentation and asked questions such as where to get started on building credit, what if questions, and how payment management can affect the credit score. Students also mentioned how this workshop was helpful to them as credit is not mentioned in their households. From the presentation, students were able to take away important information on managing their finances with credit as the focus for this workshop.

Alignment with OLOs:

- OLO 1.3: Generalized Life Skills
 - Students that attended Snack and Chat with Chase Bank: Credit Smarts will be able to identify at least one key concept related to credit and demonstrate how it can be applied to their personal financial decisions.

Graduate Student Success Center

Coyote Conversations

On September 3rd, 9th, and 17th, the Graduate Student Success Center collaborated with the Alumni Center and Office of Student Research to host a three-part professional development workshop series within the GSSC facilities. This strategic partnership served dual purposes of providing valuable programming while increasing graduate student awareness of GSSC resources and location. The September 3rd workshop featured a CSUSB alumnus who shared insights from their experience in the Master's of Social Work and Rehabilitation Counseling programs, engaging three attendees in an intimate setting with interactive Q&A discussion. The September 9th session welcomed two CSUSB alumni who presented on their experiences in Business and Administration programs, drawing two participants for focused dialogue and mentorship opportunities. The final workshop on September 17th featured Dr. Ryan Keating, Director of the Office of Student Research, who provided comprehensive information about on-campus research opportunities available to graduate students, attracting nine attendees for an engaging informal session with extensive question-and-answer interaction. Across all three workshops, participants consistently provided positive feedback describing the sessions as helpful, engaging, and informative. Alumni panel attendees specifically expressed appreciation for the practical insights and career journey perspectives shared by program graduates, while Office of Student Research session participants valued learning about research development support, funding opportunities, and available support systems for advancing their scholarly pursuits.

Alignment with OLOs:

- OLO 1.2 Professional & Career Development
 - Graduate students who attend the workshop series will articulate enhanced understanding of their skills, strengths, knowledge, and experience related to professional goals while identifying areas necessary for growth through alumni mentorship and research opportunity exploration.
- OLO 2.3 Social Support & Connections
 - Graduate students who participate in the workshop series will develop mutually supportive relationships with alumni, faculty, and peers by engaging in networking opportunities and connecting with professional mentors who can provide ongoing guidance and support.
- OLO 3.1 Essential Support
 - The workshop series will provide necessary support for graduate students to engage in their academic environment, persist, and succeed by removing barriers to learning and growth through enhanced access to research opportunities, funding information, and professional development resources.

SMSU Block Party

On September 4th, the Graduate Student Success Center participated in the inaugural SMSU Block Party co-hosted by Program Board and the QTRC, showcasing the expanded Santos Manuel Student Union facilities following the addition

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of SMSU North. The event attracted 270 attendees who participated in an interactive bingo experience designed to encourage exploration of both SMSU North and South buildings. As part of GSSC's participation, graduate students who visited the center for their bingo stamp contributed to an Inspiration Wall, creating a lasting interactive element that will remain displayed within the center and continue growing throughout the academic year. Upon bingo card completion, guests enjoyed complimentary tacos and agua frescas from Yotie Eats. Staff collected informal feedback during card submission, with an overwhelming majority reporting the event was an enjoyable scavenger hunt that educated them about previously unknown campus resources. The community-building success was evidenced when two attendees formed new friendships and shared their meal together. This programming successfully familiarized students with campus resource locations while reinforcing each center's mission through engaging activities.

Alignment of OLOs:

- OLO 2.1 Campus & Community Outreach
 - Graduate students who visit the GSSC during the Block Party will build mutually beneficial relationships within the campus community by engaging with multiple departments and centers while contributing to ongoing collaborative projects like the inspiration wall.
- OLO 2.3 Social Support & Connections
 - Graduate students who attend the Block Party will be exposed to a variety of support and connection opportunities across campus, gaining confidence to engage with different campus resources and developing awareness of social capital available for empowerment and connection within the SMSU community.

Student Success Showcase

On September 18th, the Graduate Student Success Center participated in the Student Success Showcase hosted by Academic Advising in the SMSU South lobby area, collaborating with the Financial Literacy Center to present joint tabling services. This outreach initiative provided a platform to showcase the range of services and resources available through both GSSC and FLC to the broader campus community. Approximately 40 students engaged with the collaborative table to gather information about available support services and programs. To encourage ongoing engagement and social media connectivity, students who followed both GSSC and FLC Instagram accounts were entered into a drawing for a Cody plushie, creating an incentive for continued connection with both centers. While formal feedback was not systematically collected during this event, the steady flow of student visitors demonstrated interest in learning about available campus resources and support services offered by both participating centers.

Alignment of OLOs:

- OLO 1.1 Academic Success
 - Students who visit the GSSC and FLC table during the Student Success Showcase will seek and obtain information about various support services and resources that enhance learning and academic success.
- OLO 2.3 Social Support & Connections
 - Students who engage with the Student Success Showcase will be exposed to support and connection opportunities available through GSSC and FLC, building awareness of social capital and resources available for academic empowerment and success.

DSA Academy

On September 18th, Katie, the Coordinator for the Graduate Student Success Center, attended the first cohort meeting of the 2025-26 Division of Student Affairs Academy hosted by the Division of Student Affairs. This professional development initiative included mentor-mentee pairings, with Katie being matched with her designated mentor for the academic year. The meeting provided foundational knowledge about Student Affairs history and outlined program expectations for Academy participants throughout the year. Additionally, the session facilitated valuable networking opportunities with other Student Affairs professionals and student staff members, creating connections that will support

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ongoing professional development and collaboration. This participation represents a significant investment in staff professional growth and demonstrates commitment to advancing expertise within Student Affairs practice and leadership development.

Alignment with OLOs:

- OLO 1.2 Professional & Career Development
 - Staff who participate in the Division of Student Affairs Academy will articulate enhanced skills, strengths, and knowledge relative to Student Affairs professional goals while identifying areas necessary for growth through structured mentorship and peer learning opportunities.

Chronicles of Higher Education Webinar Series

On September 25th, Katie, the Coordinator for the Graduate Student Success Center, will begin participating in a professional development webinar series hosted by the Chronicle of Higher Education focused on supporting students during challenging times in higher education. This national professional development opportunity brings together higher education professionals from across the country to explore evidence-based strategies for student support during periods of institutional and societal challenge. The webinar series will provide Katie with enhanced knowledge and practical tools for supporting her students while offering insights into current events, legislation, and policy developments that directly impact higher education institutions and student experiences. This professional development investment will enable Katie to stay current with national trends and best practices in student support, ultimately benefiting the students she serves through informed programming and enhanced support strategies.

Alignment with OLOs:

- OLO 1.2 Professional & Career Development
 - Staff who participate in the Chronicle of Higher Education webinar series will enhance their knowledge and skills relative to student support strategies while identifying current challenges and opportunities in higher education practice.
- OLO 3.1 Essential Support
 - Professional development focused on supporting students during challenging times will enhance staff capacity to provide necessary support for all students to engage in their academic environment, persist, and succeed by removing barriers to learning and growth.

Program Board

SMSU Block Party

On September 4th, Program Board co-hosted the inaugural SMSU Block Party in collaboration with the QTRC, representing a comprehensive showcase of the expanded Santos Manuel Student Union facilities following the addition of the SMSU North building. This event strategically utilized both SMSU North and South buildings to highlight the diverse resources, centers, departments, and services available to students across all tenant spaces, including the entirety of SMSU South and the third floor of SMSU North. The event attracted 270 attendees who participated in an interactive bingo experience designed to encourage exploration of different areas within both buildings through targeted prompts that guided participants to various service locations. Upon completion of their bingo cards, guests were welcomed to enjoy complimentary tacos and fresh agua frescas prepared by the Yotie Eats culinary team, creating a celebratory atmosphere that enhanced community engagement. During the bingo card submission process, staff collected informal feedback from participants about their experience. An overwhelming majority of respondents reported that the event functioned as an enjoyable scavenger hunt that successfully educated them about campus resources they were previously unaware of. Notably, the community-building aspect of the event was evidenced when two attendees formed new friendships during the activity and chose to share their complimentary meal together, demonstrating the event's success in fostering meaningful social connections. This innovative programming successfully achieved multiple objectives by familiarizing students with the physical locations of campus resources, educating participants about available services and support

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systems, and providing engaging activities that reinforced the mission and purpose of each respective center. The event demonstrated strong collaborative partnership between departments while effectively introducing students to the expanded SMSU facility and its comprehensive range of student support services.

Alignment with OLOs:

- OLO 2.1 Campus & Community Outreach
 - Students who participate in the SMSU Block Party will build mutually beneficial relationships within the campus community by engaging with multiple departments and centers, promoting increased participation in collegiate programs and services.
- OLO 2.3 Social Support & Connections
 - Students who attend the Block Party will be exposed to a variety of support and connection opportunities across campus, gaining confidence to engage with different campus resources and developing awareness of social capital available for empowerment and connection within the SMSU community.

WAVES

On September 11th, ASI hosted the annual WAVES welcome-back event at the campus pool, with Program Board providing essential personnel support for check-in operations. This signature back-to-school celebration featured recreational pool activities including floaties and pool games, live DJ entertainment, and a comprehensive showcase of campus clubs and organizations through informational tabling designed to connect students with available involvement opportunities. The event included complimentary BBQ food service, creating a festive atmosphere that celebrated the opening of the Fall 2025 academic year. The event achieved remarkable attendance with 967 participants, demonstrating strong student engagement and community interest. Informal feedback collected from attendees indicated that students felt genuinely welcomed back to campus and thoroughly enjoyed the celebratory festivities marking the beginning of the new academic year. This collaborative programming successfully created an inclusive environment that fostered campus community connections while introducing students to the diverse range of clubs, organizations, and recreational opportunities available throughout their college experience.

Alignment with OLOs:

- OLO 2.1 Campus & Community Outreach
 - Students who attend the WAVES event will build mutually beneficial relationships and partnerships within the campus community by engaging with clubs, organizations, and peer networks while promoting increased collegiate participation.
- OLO 2.3 Social Support & Connections
 - Students who participate in the WAVES welcome-back event will be exposed to a variety of leadership, networking, support, and connection opportunities through club showcases and social activities, developing confidence to engage in campus community involvement.
- OLO 3.2 Health & Wellness
 - Students who attend the WAVES event will have access to recreational activities and social environments that promote wellness across multiple dimensions, including physical activity through pool recreation and social connection through community celebration.

Matador Nights at CSUN Visit

On September 12th, the Program Board team consisting of two student assistants and their Coordinator as well as the Associate Director and the Marketing Manager conducted a professional development site visit to CSU Northridge's annual Matador Nights welcome-back event. This comprehensive large-scale celebration featured carnival rides, carnival games, food vendors, DJ entertainment, arcade games, promotional marketing materials, and additional programming elements. The visit served as strategic research for enhancing CSUSB's annual end-of-academic-year event, CoyoteFEST, with the team conducting systematic observation of event flow from check-in procedures through various activity areas to identify best practices and transferable elements. The professional development opportunity provided valuable networking with potential vendors who could contribute to future Program Board programming, while offering student assistants

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firsthand exposure to large-scale event planning and execution strategies. Student participants reported significant value from observing the event layout and operational structure, gaining practical insights applicable to their own event programming responsibilities. Additionally, the collaborative nature of the site visit strengthened team cohesion, with student assistants noting increased connection and team bonding through the shared professional learning experience.

Alignment with OLOs:

- OLO 1.2 Professional & Career Development
 - Student assistants who participate in the Matador Nights site visit will articulate enhanced skills, strengths, and knowledge relative to event planning and programming goals while identifying areas for professional growth in large-scale event management.
- OLO 1.3 Generalized Life Skills
 - Student assistants who attend the professional development visit will strengthen skills in observation, analysis, and professional networking while learning to work collaboratively in a diverse team environment during off-site learning experiences.
- OLO 2.3 Social Support & Connections
 - Student assistants who participate in the site visit will develop mutually supportive relationships with team members and external vendors, building professional networks and strengthening internal team connections through shared learning experiences.

Rancho Mirage Student Center

Welcome Back, Pack!

On September 4, 2025, the Rancho Mirage Student Center (RMSC) hosted Welcome Back, Pack!, a community kickoff event that combined a resource fair, interactive booths, and snow cones to welcome students back to campus. The event brought together 67 attendees and provided a welcoming and fun atmosphere for students to connect with staff, peers, and campus partners. The program supported outcomes related to student retention, sense of belonging, and engagement by fostering community, enhancing student connections, and raising awareness of available resources. Staff observed steady participation throughout the two-hour event, while students expressed excitement about the activity, a wig “snatching” competition, resource fair, networking opportunities, and the welcoming environment. Informal feedback confirmed that the event strengthened students’ sense of connection to the campus community and helped prepare them for a successful semester.

Alignment with OLOs:

OLO 2.3 – Supports Social & Connections

- Students who attend RMSC events will identify at least two new campus connections that support their sense of belonging. Students were able to practice communication skills at resource booths and build relationships with peers and staff, students and faculty alike, reinforcing interactive engagement.

RMSC Casino Night

On September 11, 2025, the Rancho Mirage Student Center (RMSC) hosted Casino Night, drawing 70 attendees for an evening of entertainment, socialization, financial responsibility, critical thinking, and friendly competition. Students enjoyed a variety of casino-style games, prizes, and an energetic atmosphere designed to promote interaction and community building. The program supported outcomes of professional development, campus life enrichment, and student involvement by encouraging students to practice decision-making and critical thinking, participate in an engaging recreational activity, and actively connect with their peers. The event fostered strong peer connections, promoting healthy social competition, and providing a stress-relieving outlet. Student feedback was overwhelmingly positive, with many expressing that they enjoyed the prizes, the high-energy environment, and that they “can’t wait to have it back next

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semester.” Staff also noted that students stayed engaged for extended periods, indicating that the event successfully met student interests.

Alignment with OLOs:

OLO 2.2 – Diversity & Global Learning

- While framed as entertainment, the event promoted decision-making and critical thinking in a social environment, aligning with the leadership and problem-solving skills

OLO 2.3 – Supports Social & Connections

- Students actively collaborated and networked with peers during games, practicing communication and strengthening connections in a lively, community-driven environment. Students who attend RMSC events will identify at least two new campus connections

Hispanic Heritage Month: Salsa y Salsa

On September 15, 2025, the Rancho Mirage Student Center (RMSC) and PDC Student Engagement partnered to host Salsa y Salsa in celebration of Hispanic Heritage Month. Fifty students attended the kickoff event, which featured a tasting of different salsas, and esquites. The program supported outcomes of campus engagement, diversity and inclusion, and student belonging by promoting cultural awareness, celebrating identity, and fostering inclusive campus connections. Anticipated outcomes were achieved, as students reported pride in sharing and celebrating their heritage while inviting others to learn and engage. Assessment through anecdotal feedback revealed that participants appreciated the balance of interactive learning and cultural appreciation, noting that the event created a meaningful, fun, and welcoming space.

Alignment with OLOs:

OLO 2.2 – Diversity & Global Learning

- By engaging in Hispanic cultural traditions and sharing identity-based pride, students gained diverse perspectives and strengthened inclusive campus connections. Students who participate in DEI-focused programs will articulate at least one new cultural perspective.

SMSU/RecWell Board Goal Themes & Strategic Alignment (2025–26)

This sheet is designed to guide the Board of Directors in reflecting on the seven SMSU/RecWell goal themes, their alignment with the CSUSB 2023–2028 Strategic Plan, and how they should shape our specific goals for 2025–26. These themes were developed during Board on-boarding, training, and camping retreat

Goal Themes and Strategic Alignment

SMSU/RecWell Goal Theme	CSUSB Strategic Plan Alignment	Questions to ask ourselves
Increase Awareness of SMSU/RecWell Programs and Services	Goal 1: Student Success (Obj. 1.1–1.2)	How should awareness campaigns connect to belonging and access?
Improve Access to Affordable and Diverse Food Options	Goal 1: Student Success (Obj. 1.1; well-being & belonging)	What does “ <i>affordable and diverse</i> ” mean for our students today?
Diversify Revenue Streams to Reduce Fee Dependency	Core Value: Progress (sustainability & stewardship)	What revenue ideas balance innovation with mission integrity?
Strengthen JEDI Integration in Programs and Governance	Goal 3: Diversity, Equity & Inclusion (Obj. 3.1–3.2)	How do we ensure JEDI principles guide every major initiative?
Student Safety (physical, emotional, and environmental)	Goal 2: Faculty & Staff Success (Obj. 2.2 trust & safety); Goal 3.3	What would a “ <i>culture of safety</i> ” look like for students and staff?
Career Advancement (students and full-time staff)	Goal 1.3 (mentoring, applied learning, credentials); Goal 2.3 (career pathways, PD)	How do we expand mentoring and professional development opportunities?
Improve Informed Decision-Making (assessment, data, best practices, evidence)	Strategic Plan implementation framework (assessment, metrics, continuous improvement)	What data should the Board regularly see to guide informed choices?

Discussion Items

1. Which of the seven goal themes resonates most strongly with our priorities this year?
2. How should we ensure that each proposal presented to the Board demonstrates clear alignment with one or more goal themes and the CSUSB Strategic Plan?
3. What reporting cadence or format would help the Board track progress (e.g., quarterly dashboard, annual review)?
4. How do we balance innovation with feasibility and resource constraints?
5. What role should student voices play in shaping and evaluating initiatives under these themes?

This framework is intended as a guide, not a prescription. Board discussion will help define how we vet, prioritize, and adopt specific goals while maintaining alignment with the campus Strategic Plan and SMSU/RecWell’s mission.

Cell Phone Reimbursement Policy Proposal

Date: September 10, 2025

Santos Manuel Student Union Board of Directors

Proposed By: Jenny Puccinelli

Background:

Per California Labor Code Section 2802, employers must reimburse employees for a reasonable percentage of their personal cell phone expenses if they are required to use their phone for work-related tasks. This applies even if the employee uses a family or unlimited plan, as the employer benefits from the work related and must compensate the employee for the necessary business use of their device. The SMSU does not currently have a policy.

Proposal:

The Santos Manuel Student Union recognizes that the performance of certain job responsibilities may require the use of a cell phone. The SMSU will reimburse those employees who hold positions where the duties of that position require the use of their individually owned cell phone. The reimbursement is meant to off-set the overall costs of cell phone ownership, not cover those costs in full. Associate Directors/Directors are responsible for identifying employees who hold positions that include the need for a cell phone. The employee is responsible for requesting reimbursement with a Direct Pay Request. Non-exempt employees will be reimbursed at a rate of up to \$50 per month; exempt employees will be reimbursed at a rate of up to \$85 per month. This policy mirrors campus' in its dollar amounts.

Rationale:

Compliance with California Labor Code Section 2802.

Budget Impact:

Approximately \$17,000 annually.

Timeline:

Implementation after Board of Directors approval.

Chartfield:

Reimbursements are funded by the cost center submitting the request.

Attachments:

Proposed Cell Phone Reimbursement Policy

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

FISCAL POLICY

SUBJECT: Cell Phone Reimbursement Policy

POLICY:

The Santos Manuel Student Union recognizes that the performance of certain job responsibilities may require the use of a cell phone. The SMSU will reimburse those employees who hold positions where the duties of that position require the use of their individually owned cell phone. The reimbursement is meant to off-set the overall costs of cell phone ownership, not cover those costs in full.

Eligibility Requirements

- The job function of the employee requires considerable time outside their assigned office or work area, necessitating accessibility during those periods;
- The job function of the employee requires them to be accessible outside of scheduled or normal working hours; and/or
- The employee must be reachable in emergencies.

Oversight, Approval, and Funding

Associate Directors/Directors are responsible for identifying employees who hold positions that include the need for a cell phone. Each cost center is required to assess the necessity regarding whether a cell phone is necessary, and to select alternative means of communication (e.g. land-lines or radios) when such alternatives would provide adequate and less costly service to the SMSU. Simple convenience is not a criterion for reimbursement. Reimbursements are funded by the cost center submitting the request.

Reimbursement Tiers

- Tier I: Non-exempt employees will be reimbursed at a rate of up to \$50 per month.
- Tier II: Exempt employees will be reimbursed at a rate of up to \$85 per month.

Employee Responsibilities

The employee is responsible for purchasing a cell phone and establishing a service contract with the provider of their choice. The contract is in the name of the employee, who is solely responsible for all payments to the service provider. The employee purchases service and equipment; determines plan choices, service levels, and features; and accepts termination clauses and payment terms. The employee will provide their contact number to their supervisor

and additional staff as requested and will promptly notify their supervisor if the number changes.

Because the cell phone is personally owned, the employee may use the phone for both business and personal purposes as needed. The employee may, at their own expense, add extra services or equipment features, as desired. If there are problems with service, the staff member is expected to work directly with the carrier for resolution. The SMSU does not accept any liability for claims, charges, or disputes between the service provider and the employee.

The employee is responsible for submitting a Direct Pay Request and a copy of the summary page from their cell phone bill in order to receive the reimbursement.

Employees who use their personal cell phones for work-related purposes are responsible for ensuring the security and confidentiality of all work-related data stored or accessed on their devices.

The SMSU cares about employee personal safety and is committed to doing everything possible to prevent workplace accidents and provide a safe working environment. Employees are prohibited from using their cell phones while driving unless they are using hands-free technology in compliance with state and local laws.

Employee References Policy

Date: September 10, 2025

Santos Manuel Student Union Board of Directors

Proposed By: Jenny Puccinelli

Background:

The SMSU currently follows general CSU and California law regarding employee references, but does not have a clearly defined internal policy outlining how references should be handled. Without specific guidance, there is potential risk of inconsistent practices, legal exposure, and confusion among staff regarding the appropriate procedures for providing references.

Proposal:

Approval of the SMSU Personnel Policy on *Employee References*, which establishes clear guidelines for providing references and employment verifications for current and former SMSU employees, in alignment with CSU policy and California law.

Rationale:

- Ensures compliance with CSU Human Resources policy and California labor and civil codes.
- Reduces the risk of liability by limiting official references in cases of ongoing or unresolved investigations.
- Provides clarity and consistency for staff regarding when and how references can be given.
- Protects the organization from potential misrepresentation or unauthorized disclosure of information.
- Establishes a clear process for employment verifications, ensuring all requests are routed through Human Resources.
- Balances organizational risk management with employee flexibility by allowing personal references (when properly designated as such).

Budget Impact:

No budget impact.

Timeline:

Implementation after Board of Directors approval.

Chartfield:

n/a

Attachments:

Proposed Employee Reference Policy

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

PERSONNEL POLICY

SUBJECT: Employee References

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 1101
CSU Human Resources Policy: Employment Policy Governing the Provision of
Employee References
California Civil Code 47(c) – Privileged Communications
California Labor Code Section 432.3 – Salary History Information
California Labor Code Section 1050 – Prohibition on Misleading Statements**

This policy governs how oral and written references or recommendation letters (referred to collectively as “references”) for current and former SMSU employees are provided to prospective employers.

1. References Requested by Third Parties

SMSU employees may provide references in two forms: official (on behalf of the University) or personal (in their personal capacity). Before providing any reference, the employee asked to do so must notify the Human Resource Manager, who will review and authorize the reference.

2. Official Letters of Recommendation

Before authorizing the release of an official letter of recommendation, the staff member must collaborate with the Human Resource Manager, who will review the personnel file of the employee for whom the reference is being requested.

Restrictions on Providing Official References

SMSU employees are prohibited from providing official references, either verbally or in writing, for current or former SMSU employees who:

- Are currently under investigation for misconduct or policy violations.
- Left SMSU while an investigation was pending.
- Have had their retirement benefits rescinded under The Public Employees' Pension Reform Act due to criminal misconduct related to their official duties.

In such cases, Human Resources will inform the third party of the CSU's employee reference policy and will only provide employment verification as detailed below.

3. Employment Verifications for Current or Former Employees

All employment verifications for current or former employees must be directed to Human Resources. The SMSU policy is to provide only minimal information for employment verification purposes. Human Resources will confirm:

- Job title(s).
- Dates of employment.
- Job duties.

Current or former SMSU employees may authorize the release of their salary information as part of the employment verification process.

4. Personal References

SMSU employees may provide personal references, but these references must clarify that they are given in an individual capacity and not on behalf of SMSU. Any reference made outside of Human Resources is considered personal and must be explicitly noted as such by the individual providing it.

Volunteer Policy

Date: September 10, 2025

Santos Manuel Student Union Board of Directors

Proposed By: Jenny Puccinelli

Background:

SMSU regularly utilizes volunteers to support its programs, services, and events. While CSU and state law provide general guidance, SMSU requires a clearly defined internal policy to ensure compliance, safety, and consistency in volunteer management.

Suggested changes to current policy:

- Added requirement for licensing based on position.
- Clarified eligibility and definition of “volunteer,” distinguishing unpaid service from stipends or coursework.
- Specified Workers’ Compensation coverage for volunteers.
- Strengthened requirements for driving (defensive driving card on file) and clarified travel reimbursement eligibility.
- Added requirement for background checks and fingerprinting based on assignment type.

Proposal:

Approval of the revised SMSU Volunteer Policy, establishing procedures for appointment, supervision, documentation, and risk management of SMSU volunteers.

Rationale:

- Ensures compliance with California Labor Code and CSU requirements.
- Clarifies eligibility, documentation, and supervision expectations for volunteers.
- Provides clear guidance on driving, Workers’ Compensation, and reimbursement policies.
- Reduces organizational risk by requiring background checks, defensive driving certification, and other safeguards where appropriate.
- Establishes a structured system for Human Resources to track and manage volunteer participation.
- Supports operational efficiency while maintaining safe, legally compliant volunteer practices.

Budget Impact:

The financial impact to the SMSU would be negligible and primarily come from:

- Costs associated with required background checks and Live Scanning for certain volunteer positions.
- Potential increases in Workers’ Compensation premiums due to eligibility for volunteer coverage.

Timeline:

Implementation after Board of Directors approval.

Chartfield:

Funded by the cost center engaging the volunteer.

Attachments:

Proposed Volunteer Policy

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

PERSONNEL POLICY

SUBJECT: Volunteers

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM 440
CA Labor Code - LAB § 1720.4**

POLICY

The Santos Manuel Student Union may appoint volunteers to perform work or provide services to the Santos Manuel Student Union. Volunteers must have the necessary training and/or supervision to safely carry out the work or services for which they have volunteered and, depending on particular assignments, must have approved licensing, certification and/or meet other requirements. An individual who volunteers services in an area which requires a license or certificate must satisfy that requirement prior to performing those duties. Volunteers shall be required to adhere to all Santos Manuel Student Union, CSU San Bernardino, and CSU policies and procedures that apply to employees while providing volunteer service.

Volunteers are eligible for Workers' Compensation through the SMSU. A volunteer may be authorized to drive a vehicle on official state business, in accordance with SMSU and CSUSB procedures, as determined to be appropriate in relation to the volunteer's duties and responsibilities. Additionally, a volunteer may be entitled to reimbursement for travel expenses. ~~Volunteers may not drive a private or SMSU owned or rented vehicle on business unless they have an active CSUSB Defensive Driving Card on file with SMSU Human Resources.~~

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A volunteer who renders services of their own free will, without remuneration of any kind, does not need to complete a Form I-9. If a person receives any kind of compensation for services, a Form I-9 needs to be completed and the person needs to be appointed as an employee through the regular employment process.

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Volunteers serve at the pleasure of the Executive Director.

DEFINITIONS

A volunteer is an individual who performs work or provides services to the Santos Manuel Student Union of their own free will, without remuneration of any kind, for public service or humanitarian purposes, whether on an ongoing basis or for a short-term event. A student who performs work in the course of his/her studies, as part of the curriculum, is a volunteer only if they receive no payment for work performed and no credit toward school fees. Individuals,

who perform work for the Santos Manuel Student Union and receive a stipend, are not considered “volunteers” for purposes of this policy.

PROCEDURE

1. The supervising staff member must inform Human Resources of their intent to engage a volunteer or when a volunteer ceases to provide services.
2. Volunteers are required to complete the following and return to Human Resources before beginning their volunteer appointment.
 - a. SMSU Volunteer Designation Form
 - b. SMSU Volunteer Agreement
 - c. Additional requirements as appropriate for the position (background, defensive driving, etc.)
3. SMSU Human Resources will maintain a database of all volunteers.

~~Volunteers must sign a Volunteer Designation Form and Release and Hold Harmless Agreement prior to the start of their volunteer assignment. Volunteers may be subject to a background check and finger printing based on the type of work. These must be completed prior to the start of their assignment.~~

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