



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Facilities & Sustainability Committee  
January 30, 2025 – 12:00 PM  
Student Union North - Room 3305  
Zoom: <https://csusb.zoom.us/j/88135160112>**

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a. January 16, 2025
4. Open Forum
5. Adoption of Agenda

**OLD BUSINESS:**

FS 08/25      Approval of Project Rebound Site Proposal (Action, Sorenson)

**NEW BUSINESS:**

FS 09/25      Food Services Operations | Special Guests: Michael Singarayar, Yotie Eats General Manager and Sesar Morfin, AVP of Finance & Administrative Services – **Time Certain: 12:20pm** (Discussion, Roberson)

**Announcements**

**Adjournment**



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Facilities & Sustainability Committee  
January 16, 2025 – 12:00 PM  
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**MINUTES**

**Members Present:** Sasha Baltazar, Isaias Mendoza-Placencia, Jocelyn Paz, Anthony Roberson, Diana Ruiz

**Members Absent:** Sean Kinnally, Jocelyn Gutierrez

**Guest Present:** Michael Griggs, Jenny Sorenson, Luis Trujillo

**Call to Order:** Meeting called to order by Chair Mendoza-Placencia at 12:03pm

**Roll Call:** Roll call was conducted, and quorum was confirmed.

**Open Forum:** No open forum comments.

**Approval of Minutes:** M/S Paz/Roberson motion to approve all the minutes presented for the following meetings

- October 24, 2024
- November 7, 2024
- November 21, 2024

*Motion passed*

**Adoption of Agenda:** M/S Paz/ Roberson motion to amend agenda to read New Business.

*Motion passed.*

M/S Paz/Roberson motion to approve agenda as amended

*Motion passed.*

## **NEW BUSINESS:**

FS 08/25      Project Rebound Site Proposal (Discussion, Sorenson)

M/S Roberson/Paz motion to open FS 08/25 Project Rebound Site Proposal.

Mr. Roberson deferred his time to Ms. Jenny Sorenson and guest speakers. The guests discussed a proposal to allocate space in Student Union South (the former market area) for Project Rebound. This program aims to provide a safe and supportive environment for justice-impacted students, offering areas for community building, private counseling, and group activities. Current space limitations in the Faculty Office Building were highlighted, as the existing offices primarily accommodate administrative functions and do not meet the program's needs for community and resource access. A video presentation showcased successful Project Rebound spaces at other campuses to illustrate the potential for this new space. Speakers shared that there is a senate bill that mandates dedicated space for Project Rebound programs, and the proposed location would address both legislative requirements, and the growing number of students served, currently at 95 and expected to increase. Committee members raised questions about long-term funding sustainability, the envisioned design of the space, and steps to ensure the project's success. Program representatives emphasized the importance of creating a sense of belonging for students, noting that the new space would provide a central location for workshops, study areas, and community engagement.

The committee concluded by outlining next steps, including a vote on the proposal at the next Facilities and Sustainability Committee meeting. If approved, the proposal will proceed to the Board of Directors for a final decision. Committee members expressed their support for the project and recognized the importance of providing a dedicated space to foster inclusion, community, and academic success for Project Rebound students.

### **Announcements**

- Student Union facilities will be closed on Monday, January 21<sup>st</sup> in observance of MLK Jr. Holiday.
- Building Hours Update: Starting in the Spring semester, the Student Union South will close at 7:00pm as part of a pilot test to help with low utilization rates and being mindful of budget savings. Student Union North hours will remain open until 10:00pm.

### **Adjournment**

M/S Roberson/Paz motion to adjourn the meeting at 12:38pm.

*Motion passed.*

Reviewed and respectfully submitted by:

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Isaias Mendoza-Placencia, Chair

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Date

# CSUSB SPACE ALLOCATION/CHANGE REQUEST FORM

**Requestor Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Department:** \_\_\_\_\_ **College or Division:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_ **Campus Ext:** \_\_\_\_\_

## SPACE NEEDS AND TIME REQUIREMENTS

- Where possible, Non-state functions/departments should be kept in Nonstate facilities. If a Nonstate entity is to be located in a State facility, then the space must be clearly delineated to enable the establishment of compensations for services being provided.

Please identify the space function:      \_\_\_\_\_ State                      \_\_\_\_\_ Non-State

- If the program currently exists, list where the office/program is currently located and list the staff, faculty, student assistants, etc. that currently occupy the space (indicate all building and room numbers – list each room separately).

- **CURRENT** location (list each room separately).
- **ROOM NUMBER** (see floor plans)
- **ASF** (see floor plans)
- Describe the **TYPE OF SPACE** (office, cubicle, storage, etc.)
- **NAME** of person, center, dept, group, etc. for EACH room number;
- **JOB TITLE/CLASSIFICATION** (of each person)
- **STATUS** (F/T, P/T, temp)
- Number of **STATIONS** (or seats).

Current Bldg & Room Number	ASF (see floor plans)	Type of Space	Name	Classification	Status	# of Stations
<i>Ex:</i> FM-105	110	Office	Tom Jones	ASC II	T	1

3. CURRENT OFFICE SPACE: Will your current office space(s) be vacated upon receiving new or the additional space?    \_\_\_ Yes    \_\_\_ No

If your response is NO please provide an explanation:

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4. DESCRIPTION OF REQUESTED LOCATION: If the program currently exists and additional/new space is needed due to program growth, additional staff, program consolidation, etc. please indicate the new program or space needs.

- **TYPE OF SPACE** (office, cubicle, storage, etc.)
- **NUMBER OF SPACES** needed for each type of space
- **NAME** of person, center, dept, group, etc. for EACH space
- **JOB TITLE/CLASSIFICATION** (if a person)
- **STATUS** (F/T, P/T, temp)
- **Number of STATIONS** (or seats)
- **ADJACENCIES** (any function or group adjacencies that are needed to ensure that operational efficiency is maintained; occupants may require specific relationships be created or maintained for proper or effective operations).

Type of Space	Number of Spaces	Name	Job Title/Classification	Status	# of Stations	Adjacencies
Ex: Storage	2	Storage	n/a	n/a	n/a	See below

(Attach additional sheet if necessary)

Indicate any adjacencies requirements if applicable:

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5. How long will this space be required?

- CY (College Year) -- The request is needed for 1 CY (summer, fall, winter, spring terms)
- FY (Fiscal Year) -- The request is needed for 1 FY (July 1 to June 30)
- >1 FY -- The request is needed for less than 1 fiscal year
- Permanent -- The request is needed permanently

6. Related to Question 4, what is the Start Date (the first day the space is needed for occupancy)

Start Date: \_\_\_\_\_

7. Related to Question 4, what is the End Date: (If the duration is not permanent, the last day the space is needed; if the Duration is permanent, use N/A).

End Date: \_\_\_\_\_

8. REASON FOR REQUEST - A brief statement describing why the request is being made. If appropriate, explain why existing location is not adequate. If a new function/position/center, etc., explain how it relates to the campus/division/department mission.

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9. **COMMENTS** -- Include any comments the requestor wants CPDC/SPAC Committee to understand in order to provide the most appropriate space for the user(s). Describe in detail special features or requirements, such as the number of data ports, phone jacks, etc.

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**APPROVAL SIGNATURES:**

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President or Provost

\_\_\_\_\_  
Date