



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING

November 05, 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. October 1, 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

NEW BUSINESS

- | | |
|------------|---|
| SMSU 20/26 | CSUSB Recreation & Wellness: Inspection and Repair of Climbing Wall by EP Climbing, Budget Impact: \$5,108.75, Chartfield: 660876-RO001-S7100 (Action, Recreation and Wellness Committee, Rangel-Canseco) |
| SMSU 21/26 | Proposal to Create a Permanent Mind and Body Instructor Role at the Retreat, Budget Impact: \$5k annually. Increase budget line: 601303-RO001-S7187 (Action, Recreation and Wellness Committee, Rangel-Canseco) |

SMSU 22/26	LCC GA Proposal, Budget Impact: \$9,434.54, Chartfield: 601863-RO001-S7186 (GA) & 603815-RO001-S7186 (Benefits) (Action, Recreation and Wellness Committee, Rangel-Canseco)
SMSU 23/26	Approval of SMSU South HVAC Upgrades, Budget Impact: \$201,200.00, Chartfield: 660876-RO001-S6110 (Action, Facilities and Sustainability Committee, Paz)
SMSU 24/26	Approval of Fiscal Policy 101 - Budget Development and Control (Action, Policies and Procedures Committee, Anjali)
SMSU 25/26	Approval of Fiscal Policy 102 - Accounting Structure and Records (Action, Policies and Procedures Committee, Anjali)
SMSU 26/26	Approval of Fiscal Policy 103 - Accounting Structure and Records (Action, Policies and Procedures Committee, Anjali)
SMSU 27/26	1 st Quarter Budget FY 25-26 (Informational, Finance and Contracts Committee, Garcia)

Announcements

Adjournment



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING

October 01, 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, Jessica Lu, Jocelyn Paz, Cintiantl Rangel-Canseco, Diego Rendon, Kimberly Rosas, Matthew Smith, Robinpreet Waraich
- Members Absent:** None
- Staff:** Monica Baeza, Sasha Baltazar, Jasmine Curtis, Josie Delgado, Jared Fisk, Elizabeth Junker, Sean Kinnally, Sonia Martinez, Maria Elena Najera-Neri, Mario Orellana, Mark Oswood, Jennifer Puccinelli, Mike Rister,
- Guest:** None
- Call to Order:** The meeting was called to order at 3:37 pm.
- Roll Call:** A verbal roll call for members was conducted. Quorum was met.
- Approval of Minutes:** M/S Paz/Rangel-Canseco motion to approve SMSU Board of Directors meeting minutes from September 3, 2025.
Motion passed.

Reports:

Interim Executive Director Del Rossi highlighted recent organizational accomplishments, including major events and the receipt of the NASPA external review draft, with plans to present final recommendations to the Board. Vice Chair Jocelyn Paz shared student feedback, noting praise for event programming and communications, along with constructive input related to event maintenance, campus resources, and perceptions of SMSU partnerships.

Open Forum:

During open forum, committee members shared student feedback gathered through a recent on-campus survey focused on Recreation & Wellness facilities and services. Key takeaways included student interest in extended gym hours, updated fitness equipment, additional group classes such as Pilates and weight training, and improved vending machine options with healthier drinks and snacks. Students also expressed curiosity about using the saunas and requested better advertising for this amenity. Wi-Fi issues at the Recreation Center were also noted as a barrier to accessing services like the survey itself. Additionally, a concern was raised regarding campus parking enforcement policies, particularly in cases where a student loses access to their registered vehicle and must temporarily use another. Suggestions included exploring more flexible permit options. Chair Jose reminded attendees that open forum is for discussion only, and actionable items would need to be submitted for future agendas or committee review.

Adoption of Agenda: M/S Rosas/Rangel-Canseco motion to adopt agenda for October 01, 2025 as presented.
Motion passed.

OLD BUSINESS

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

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

The Board engaged in a discussion on the strategic goal themes initially developed during the summer retreat, focusing on how they align with SMSU's ongoing initiatives and the CSU system's strategic plan. Interim Executive Director Del Rossi introduced a set of guiding questions to help board members reflect on how future proposals could align with the established goals. Student leaders shared feedback and raised suggestions for clarifying certain priorities, including career advancement, student safety, and emotional well-being in the workplace. The conversation also touched on ideas to create student-led projects, address mentorship gaps, and ensure inclusive access to co-funded campus resources. The board agreed to continue refining the goal themes through the newly established Strategic Planning Committee, which will meet monthly and report back regularly. Members were encouraged to submit input through committee representatives or staff liaisons.

SMSU 10/26 Appointment of Student Representatives to Finance and Contracts Committee (Action, Hernandez)

M/S Paz/Rendon; motion to open SMSU 10/26 Appointment of Student Representatives to Finance and Contracts Committee.

The Board revisited the tabled action item to appoint student representatives to the Finance and Contracts Committee. Interim Executive Director Del Rossi explained that the committee currently includes two student representatives and two staff members, and emphasized the goal of maintaining a student-majority membership. The committee's role was reviewed, including responsibilities such as developing the annual budget, meeting with auditors, and reviewing financial matters. Maria Najera-Neri, Budget Analyst, nominated student assistant Rachel Liu to serve on the committee, citing her interest in finance, and board member Kimberly Rosas also self-nominated.

M/S Del Rossi/ Waraich; motion was made to amend action item SMSU 10/26 to read Appointment of Rachel Liu and Kimberly Rosas as student representatives to the Finance and Contracts Committee.

Motion passed.

M/S Paz/Rangel-Canseco; motion to approve item as amended.

Motion passed.

SMSU 11/26 Appointment of Student Representatives to Strategic Planning Committee
(Action, Hernandez)

M/S Rendon/Garcia; motion to open SMSU 11/26 Appointment of Student Representatives to Strategic Planning Committee.

The Board considered and voted on membership of the Strategic Planning Committee. Interim Executive Director Del Rossi emphasized the significance of the committee as SMSU enters a new strategic planning cycle that will guide the organization's direction over the next five to seven years. The committee will incorporate findings from the recent NASPA external review and internal assessments, with monthly meetings scheduled to begin later this month. Several nominations were received, including student and staff representatives such as Edgar Lopez, Vice Chair Paz, Anjali, Benjamin Fejzic, and Mike Rister. Mike Rister is a tentative addition pending the review of ASI and SMSU Bylaws to ensure there is no conflict of interest. Members also discussed the ongoing opportunity to add participants throughout the year and briefly addressed student engagement and incentive considerations.

M/S Del Rossi/Waraich; motion to amend action item SMSU 11/26 to read Appointment of Edgar Lopez, Vice Chair Paz, Anjali, Benjamin Fejzic, and Mike Rister.

Motion passed.

M/S Del Rossi/Waraich; motion to approve item as amended.

Motion passed.

NEW BUSINESS

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

M/S Del Rossi/Paz; motion to open SMSU 12/26 SMSU Board Member Introductions - Dr. Matthew Smith and Jessica Lu.

The Board formally welcomed Dr. Matthew Smith, Associate Vice President and Dean of Students, and Ms. Jessica Lu as the University President's representatives on the SMSU Board of Directors. Ms. Lu, returning for a third year, expressed her appreciation for the opportunity to continue supporting student initiatives. Dr. Smith shared his enthusiasm about joining the board and returning to his alma mater, highlighting his background in student affairs and his commitment to student advocacy. Both representatives expressed their eagerness to contribute to the board's work and support for the community.

SMSU 13/26 Appointment of Swikar Pkharel and Haley Yee to the Facilities and Sustainability Committee (Action, Hernandez)

M/S Del Rossi/Waraich; motion to open SMSU 13/26 Appointment of Swikar Pkharel and Haley Yee to the Facilities and Sustainability Committee.

The Board considered the appointment of Swikar Pkharel and Haley Yee to the Facilities and Sustainability Committee. Although the committee is currently fully staffed, the item was brought forward individually to provide an opportunity for any additional nominations or discussion before finalizing the roster. The appointments were presented for consideration.

Motion passed.

SMSU 14/26 Appointment of Vanessa Fernandez Cerriteno and Victoria Reyes to the Recreation and Wellness Committee (Action, Hernandez)

M/S Waraich/Rangel-Canseco; motion to open SMSU 14/26 Appointment of Vanessa Fernandez Cerriteno and Victoria Reyes to the Recreation and Wellness Committee.

Vanessa Fernandez Cerriteno and Victoria Reyes were brought forward for consideration to appointment to the Recreation and Wellness Committee. During the meeting, an additional nomination was made to include Gedeon Bulenda as a student representative. With inclusion of these three students, the only remaining vacancy on the committee is the faculty representative seat, which is currently pending nomination through Faculty Senate.

M/S Del Rossi/Anjali motion to amend SMSU 14/26 to read Appointment of Vanessa Fernandez Cerriteno, Victoria Reyes, and Gedeon Bulenda to the Recreation and Wellness Committee.

Motion passed.

M/S Rosas/Rangel-Canseco; motion to approve item as amended.

Motion passed.

SMSU 15/26 Appointment of Dr. Matthew Smith to the Personnel Committee (Action, Hernandez)

M/S Rendon/Rangel-Canseco; motion to open SMSU 15/26 Appointment of Dr. Matthew Smith to the Personnel Committee.

The nomination was brought forward to appoint Dr. Smith to the Personnel Committee as the President's designee and Board Representative. With his appointment, the committee's membership is now complete. The item was opened for consideration and discussion.

Motion passed.

SMSU 16/26 Appointment of Representatives to the Policies and Procedures Committee (Action, Hernandez)

M/S Del Rossi/Kaur; motion to open SMSU 16/26 Appointment of Representatives to the Policies and Procedures.

The Board discussed the current composition of the Policies and Procedures Committee, noting that it included two student representatives and two full-time staff members, and needed additional student appointments to meet a student majority. Given the committee's critical role in reviewing and updating key organizational policies, including the Bylaws, members emphasized the importance of participation. The committee meets monthly and has a full calendar of policy reviews scheduled. During the meeting, Robinpreet and Sukhpreet were nominated to serve as student representatives, helping move the committee toward achieving student majority. Additional potential student representatives from the affinity centers were discussed, but confirmation was deferred to a future meeting.

M/S Del Rossi/Rosas motion to amend SMSU 16/16 to read Appointment of Robinpreet Waraich and Sukhpreet Kaur as Representatives to the Policies and Procedures.

Motion passed.

M/S Waraich/Paz motion to approve item as amended.

Motion passed.

SMSU 17/26 Cell Phone Reimbursement Policy (Action, Policies and Procedures Committee, Anjali)

M/S Anjali/Waraich; motion to open SMSU 17/26 Cell Phone Reimbursement Policy.

The Board discussed a proposed Cell Phone Reimbursement Policy intended to align SMSU practices with CSU systemwide standards and California labor law. The policy would allow eligible full-time employees to receive monthly reimbursements—up to \$50 for non-exempt and up to \$85 for exempt staff—for work-related cell phone use. The anticipated annual cost is approximately \$17,000, to be covered by existing departmental budgets without additional funding. Staff clarified that participation is optional, subject to director approval, and reimbursement would not apply to student employees. Questions were raised regarding eligibility for those on family plans, enforcement of employee responsibility, and the need for clear communication about after-hours contact expectations. The policy is designed to ensure compliance and fairness, while also providing flexibility based on operational needs. It was noted that the policy had been reviewed and recommended by the Policies and Procedures Committee.

Roll Call Vote: 10 - In-Favor 0 - Opposed 1 - Abstention
Motion passed.

M/S Rosas/Waraich; motion to extend meeting time to 5:15pm.

SMSU 18/26 Employee Reference Policy Proposal (Action, Personnel Committee, Paz)

M/S Paz/Rangel-Canseco; motion to open SMSU 18/26 Employee Reference Policy Proposal.

The Board reviewed a proposed new policy on employment references, which had been vetted by the Personnel Committee. The policy establishes clear procedures for how SMSU staff may provide both professional and personal references for current or former employees. It specifies that official SMSU letters of recommendation may only be provided when no active investigations or serious conduct issues exist, and personal references must be issued solely in a personal capacity—not on SMSU letterhead. Employment verifications from the organization will be limited to job title, duties, and dates of employment. The policy is intended to align with common auxiliary practices, protect the organization and individual staff members, and clarify the distinction between personal and professional references. Board members expressed appreciation for the clarification and guidance the policy provides.

M/S Paz/Rangel-Canseco; motion to approve SMSU 18/26.
Motion Passed.

SMSU 19/26 Volunteer Policy Proposal (Action, Personnel Committee, Paz)

M/S Paz/Rosas; motion to open SMSU 19/26 Volunteer Policy Proposal.

The Board reviewed a revised version of the SMSU Volunteer Policy, which had previously been evaluated by the Personnel Committee. The updated policy outlines clearer procedures and safeguards for volunteers, particularly those involved in high-risk activities such as adventure

programs. Key additions include requirements for background checks, licensing, defensive driving certification, and clarification that volunteers are covered under workers' compensation. The policy aims to increase safety, ensure compliance with applicable regulations, and formalize expectations around volunteer roles. The financial impact is minimal, primarily related to compliance-related costs. The revision enhances risk management and support for volunteers across the organization.

M/S Paz/Rosas; motion to approve item.

Motion passed.

Announcements

- ASI launched “Your Howl Matters,” a new feedback feature on their website for students to share input. Members were encouraged to promote it across centers and student groups.
- ASI is piloting in-person announcements on Coyote Walk using a megaphone to engage students outside of typical event hours. Members were asked to encourage clubs and centers to list events on Coyote Connection for visibility.
- An ASI-sponsored volleyball game was scheduled with free food available at Coussoulis Arena.
- ASI will host a Taylor Swift listening party for her new album on Wednesday, 12–2pm, in SMSU North Conference Center A.
- ASI finalized its student goals document, to be shared after October 10.
- ASI will begin awarding parking scholarships to students, made possible through the recent referendum.
- Appreciation was expressed for RecWell Committee who participated in recent tabling events to discuss facility feedback.
- Fall Fest is scheduled for next Thursday. A staff shuttle will depart at 3:30pm, with mileage reimbursement available for eligible personal travel.
- The recent “Open Climb” night event at the LCC was a success, drawing strong student and community participation. Attendees highlighted the snow cones and family-friendly atmosphere.
- Professional development opportunities were announced:
 - ACUI Regional Conference (Nov 6–8) – a van will be arranged; interest was requested soon to confirm travel logistics.
 - CSULA Student Leadership Conference (Nov 14, 9am–2pm) – open to the SMSU Board and ASI Board, offering networking with other student union leaders.

M/S Paz/Anjali; motion to adjourn meeting at 5:19pm.

Respectfully reviewed & submitted by

Anjali, Secretary

Date



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

Highlights:

Finalized draft of Marketing Handbook which will list procedures, best practices, and tips for SMSU/RecWell coordinators and their student assistants. The Handbook will be distributed to each cost center in print for easy access and digitally via the Admin Guide on Teams.

Thirteen tabling events were attended by the SMSU Marketing team in the month of October including PDC Roadshow, Grad Days, Direct Admissions Days, SB Spring Transfer Orientation, and Street Team promotion.

The SMSU/RecWell marketing team prepares for the ACUI Region 1 Conference in November with three full time staff and one paraprofessional staff member attending. We will be driving up with four students from the SMSU Operations team as well.

SMSU	Accounts Reached	Interactions	Net Followers Gained	Followers Gained	Total Account Followers
July	12,658	2,505	43	270	8,665
August	21,505	4,567	34	242	8,699
September	17,137	6,184	99	304	8,798
October (Oct 1-Oct 28)	11,841	4,412	22	196	8,820

RecWell	Accounts Reached	Interactions	Net Followers Gained	Followers Gained	Total Account Followers
July	1,341	54	81	215	7,155
August	9,246	752	15	153	7,170
September	9,152	1,432	113	257	7,283
October (Oct 1-Oct 28)	5,902	802	-16	106	7,299



Operations Department Report | Presented to SMSU Board of Directors

October 29, 2025

Department Highlights

- **Facilities & Services**

- Coyote Lanes will be hosting a pool tournament every semester to increase student engagement in the SMSU.
- SMSU North was closed on November 1st for an elevator fire alarm integration to ensure we pass our annual inspection with TKE.
- The department is currently working on golf cart behind the wheel training for users to ensure safety.
- Paraprofessional staff lockers have been installed in SMSU North and South to enhance property security and operational organization.

- **Audio Visual**

- The Operations Department hired Joel Morales as the emergency hire for the Audio Visual & Events Coordinator.
- AVISPL an outside vendor came onsite for two days to provide a diagnosis of our SMSU North conference center audio visual system. Where they found all the panels needed firmware updates and programming code updates.
- The audio-visual technicians will be programming the ETC DMX controller for the SMSU South Event Center lighting system.
- The department will be sending two paraprofessionals to the ACUI Regional Conference in San Jose, CA taking place in November.

- **Information Technology**

- The department is working with Institutional Research on the usage of our CMS to leverage our data to create SMSU data dashboards around retention and graduation rates for the university.
- The department is working on updating the marketing server to Windows Server 2025.
- The department is ensuring the Esports Cub officers finalize the charting process.
- Esports Club team tryouts are completed, and matches have begun, and the arena is looking to see if SMSU South can extend their building hours for students.

- **Scheduling**

- The department will be sending two paraprofessionals to the ACUI Regional Conference in San Jose, CA taking place in November.
- The department is working with key campus stakeholders to finalize the POS for credit cards for clients utilizing our meeting spaces.
- SMSU hosted a total of 45 events for the month of October, highlighting a few events: CSUSB Direct Admit Day, CSUSB Homecoming, SBCSS Future Early Child Educator Symposium, Brick Blast 2025

- **Maintenance**

- The Maintenance Specialist has increased preventative maintenance on the bowling spotters due to the increased volume of usage for Coyote Lanes.
- The department is currently working on fabricating wire cables for the way-finding signage for the affinity centers on the 3rd floor of SMSU North.
- The new chassis was installed on the pinspotters, so all lanes are operational now.

- **Operations**

- The department just ordered new patio umbrellas for SMSU South to ensure all patio areas are covered for patrons.
- The department is replacing all charging cables for the charging stations for all mobile devices in SMSU South.
- The department will be provided a proposal to the Board of Directors to upgrade all communications and operational components for ACH 2, 6 MU1.

Recreation & Wellness BOD Report 11/5/2025

Adventure

- Nine adventure trips took place in October, including Joshua Tree Camp, La Jolla Snorkel, Santa Barbara Kayak and Camp, and a Riverside Ghost Tour.
- Adventure served 200 s'mores during the October 23rd *Chill-o-ween* event in SMSU South.
- We are now accepting applications for our winter break leader training and preparing to rent snowboarding equipment.
- We will also be selling discounted lift tickets for the first time.
- Eight volunteers have completed their leader training.
- Spring 2026 trips are currently being planned and added to the website.

Aquatics

- The Aquatics team has hired five new lifeguards and increased the hours for open swim.

Climbing Wall

- New routes are being set weekly.
- Climbing wall usage has doubled since October 2025.
- We are planning to complete repairs to the climbing wall during winter break.

Fitness

- Fitness assisted with the new foam roller placement—thank you to Andrew and the Ops team for your help!
- Our team also hosted a Yoga session for a housing event, which went very well.
- Our classes are continuing – please spread the word!
- We are training our new trainers and supervisors.

Intramural Sports

Congratulations to the following Fall 2025 champions:

- **Fraternity Flag Football:** Pi Kappa Alpha
- **Cup Pong:** Team 67
- **1v1 Basketball:** Jason Allen
- **Sorority Soccer:** Kappa Delta
- **Table Tennis:** Ethan Cabalu
- **Fraternity Basketball:** Sigma Phi Epsilon
- **Indoor Soccer:** Los Trakalosos
- **Pickleball:** Caleb Williams
- **Fraternity Volleyball:** Sigma Phi Epsilon
- To close out October, we hosted 2v2 Basketball. Coming up in November: 3v3 Basketball, FIFA, Fraternity Soccer, 5v5 Basketball, Bowling, and Fraternity Human Foosball.

Leadership Challenge Center

- One group visited in October.
- We held an eight-hour staff refresher training session.
- We are currently rebuilding some equipment on the course.
- We have eight groups scheduled for November.

Management

Management attended the DSA Road Show at PDC and helped support the Fall Fest event, which was a great success.

We are currently analyzing facility usage data from Spring 2019 through Spring 2025 to identify peak usage times and days.

The fitness floor layout has been redesigned to better support members in their workouts.

I also completed my presentation for the Athletic Business Conference, where Sean will be presenting next week in San Diego on fleet vehicles.

Membership

- The SRWC had 18,775 visits in September.

- New credit card terminals were installed and are working well. Members are happy with the updated look, and staff are pleased with the improved efficiency.

Operations

- Andrew has been painting several areas within the Recreation and Wellness Center.
- He also did an excellent job rearranging the equipment on the fitness floor. We've received numerous compliments about the facility's updated look.
- Implemented a new regimen for scrubbing barbells, as recommended by Jasmine Curtis.
- OAs maintained the aesthetics of the Recreation Center, including diligent reracking of weights on the fitness floor.
- Continued weekly van checks.
- Completed chemical training for continuing education.
- Taught CPR certification courses.
- Trained Mark's students using the Smith Driving Training Program.
- Provided Smith Driving Habits training to pro-staff members.
- Operations Assistance implemented a weekly morale-boosting award system to enhance productivity.
- Conducted interviews for Emily's position, as she is scheduled to graduate in December.

RecWell @ PDC

- Usage has remained steady for EOS memberships.
- Fall Fest was a very successful event.

Special Events

- Fall Fest at PDC was very successful, with approximately 150 students attending the event.
- The Rec team also had an excellent turnout for their Halloween event.

Sport Clubs

- We have recently added Men's Soccer and PDC Soccer to our Sport Clubs list.
- Moving eligibility packets to Adobe Sign has made the process much easier to manage.

- We held our first Club Advisory Board meeting this past month and are working on scheduling the Finance Committee meeting for November.

Well-Being

The Retreat successfully co-hosted the *Chill-o-ween* event last week, drawing approximately 300 participants! We have just two *Creative Time* classes left for the semester and are gearing up for our annual end-of-semester event, **“Retreat Yo’ Self,”** which will run from **December 2–4, 12:00 PM–5:00 PM daily**. Please feel free to share this event with your students!



SMSU BOARD OF DIRECTORS
November 5, 2025

Board of Directors Report
From the Chair and Vice Chair
Santos Manuel Student Union

Resource Visibility: With exam season underway, more students are discovering SMSU resources like scantrons, printing, snacks, and clothing closet. However, it appears that some student groups still prefer to visit the Administration Office for test materials and gather in hallways rather than visiting the affinity centers, indicating an opportunity to further promote and integrate SMSU's supportive spaces.

SMSU Environment: Students have responded positively to visual engagement opportunities across campus. Many took photos in front of Student Affairs' new graphic spirit wall and commented on how the pop of color draws them to sit in our outside spaces. Noted were flags and balloons within the SMSU that brightened the environment. These observations suggest that similar photo spots could help foster pride and connection within SMSU. Students also shared appreciation for the new furniture arrangements in SMSU North, which accommodate smaller study groups of two to four. However, a strong need remains for additional charging outlets in both North and South, especially during midterms.

Room Reservations Policy Review: There have been ongoing challenges with mixed-population groups (faculty, students, and staff) reserving rooms at SMSU. In discussion with Mario, it was noted that our current policies do not provide clear guidance on how to manage reservations for auxiliary or hybrid groups. A review of these policies may help ensure better access to SMSU facilities by our campus partners.

Marketing & Communication: Students continue to praise the graphic design work of the SMSU marketing team, particularly in event promotion and sticker designs. However, they have expressed interest in seeing more video content from SMSU, such as post-event recaps to show what they missed out on. Additionally, students have requested maps of SMSU North and South to help them locate resources more easily and make better use of their time between classes.

Campus Climate & Immigration: Political tensions continue to rise outside and on campus regarding immigration leading to uncertainty in student confidence about lingering on campus. On campus, there is particular urgency about de-escalation practices and the composition of the rapid response team. Students have shared comments expressing concern about student input in the processes being created.

Respectfully submitted,

Jose Hernandez and Jocelyn Paz

Executive Director Report | Presented to SMSU Board of Directors

Executive Overview

As we enter the final stretch of the fall semester, the Santos Manuel Student Union continues to advance several key initiatives centered on assessment, fiscal transparency, and staff development. The focus remains on aligning our culture and operations with the Board's strategic priorities, strengthening governance engagement, ensuring policy compliance, and enhancing the student experience through intentional planning and training. The following updates reflect progress across major operational areas and upcoming actions through the end of the calendar year.

Highlights

- **Assessment & Training**
 - Continuing the culture development series with full-time staff in preparation for strategic planning.
 - In collaboration with marketing completed 2024-25 Annual Report.
 - Staff Recognition: Paw-sitivity Award for Sept. is *Katie Wallen*; program rotates monthly with peer-driven recognition.
- **Board of Directors**
 - Committee Engagement: Ensuring all committees are being held and completed along with annual task lists
 - Governance Prep: Regular meeting materials and agenda processes maintained on schedule.
 - ACUI Region I Conference participation upcoming: November 6-8th, San Jose State University., which will include 4 of our student leaders. There is also the CSULA's Student Leadership Conference on Friday, November 14th that we were invited to and will include at least 5 student leaders.
- **Budget/Finance**
 - Completion of annual fiscal audit with CLA. Presentation forthcoming.
 - Reserves Policy Implementation: Began internal communication on proposals to access local reserves per revised cost center reserves policy.
 - Completed 1st fiscal quarter actuals and preparing to present to committee and BoD.
- **HR & Risk Management**
 - Continuing collaboration with campus HR and working on specific procedures to support delineation of roles and responsibilities.
- **Technology**

- Staff Communication Tools: Continued deployment of biweekly newsletters with interactive engagement (secret questions, recognition challenges).
- OnBoard Pilot Prep: committee pilot planned this semester.
- Transitioning all website policies into new editable format. It has taken a slight delay due to the new campus website rollout.
- **Near Term Priorities (Nov-Dec)**
 - 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.
 - Schedule audited financial report presentation to Audit Committee, then BoD.
 - Continue policy review cycle via Policy Working Group; forward revisions to P&P Committee., which include bylaws
 - Setting up follow-up meeting with NASPA review team to review and finalize draft. Hoping to provide executive summary with key findings and priorities for December Board meeting.

In the months ahead, SMSU will continue to emphasize collaboration, accountability, and readiness—ensuring all initiatives move forward with clarity and measurable outcomes. Our shared focus on governance effectiveness, fiscal stewardship, and organizational culture positions us well for the upcoming strategic planning cycle and continued service to our students and campus community.

Student Services October 2025 BoD Report

October 28, 2025

Financial Literacy Center

Don't be Late on Interest Rates

On October 7th, 20 students attended the Don't be Late on Interest Rates workshop. This presentation was created and facilitated by FLC student assistant, Victoria Zataray. There were pre-packaged snacks offered to the students before and after the workshop. Students were presented with information on what interest rates are and where they are applied. At the beginning of the presentation, topics such as common financial terms, types of loans, types of investments, and interest averages were discussed. Midway into the presentation, students guided their attention to our FLC worksheet that kept them interacting with the content. Within this Excel worksheet, students were able to see how compound interest is accumulated both in loans and investing. At the end, students were provided with other resources to help guide them to get a deeper understanding of the subject. Students left the workshop more knowledgeable about the topic and were interested in learning more.

Alignment with OLOs:

- **OLO 1.3 Generalized Life Skills:**
 - By attending Don't be late on Interest Rates, students will be able to identify what interest rates are and how they are applied to them, both negatively and positively

- **OLO 1.3 Generalized Life Skills:**
 - By attending Don't be late on Interest Rates, students will be able to understand how interest accumulates through interactive FLC worksheet and be able to apply this by themselves

Life After College: Transitioning to Financial Independence

On October 16, 2025, the Financial Literacy Center hosted a workshop titled Life After College: Transitioning to Financial Independence, held in collaboration with Bank of America. The event drew approximately 14 student attendees. The workshop was designed to prepare students for the financial realities of post-graduation life, with a focus on budgeting managing expenses, understanding credit, and strategies to grow savings. Bank of America representative, Raul Alba, led the session, offering practical insights on reducing unnecessary spending, avoiding lifestyle inflation, and building credit wisely. The workshop supported students in developing essential life skills, introduced them to trusted financial partners, and provided a space to ask questions about real-world financial decisions after college. Anecdotal feedback collected post-event was generally positive. Students found the credit discussion especially valuable and appreciated the real-world advice provided by the Bank of America presenter. A few attendees expressed interest in

follow-up 1:1 budgeting sessions or future workshops covering student loans and long-term investing.

Alignment with OLOs:

- **OLO 1.3 – Generalized Life Skills:**
 - Students who attend Life After College: Transitioning to Financial Independence will be able to identify at least three key financial responsibilities they will face after graduation.
- **OLO 2.1 – Campus & Community Outreach**
 - Students who attend Life After College: Transitioning to Financial Independence will engage with Bank of America representatives and identify at least two financial resources to support their personal finance goals.

Snack and Chat with Chase: Broke No More (Creating a Spending Plan)

On October 21, the Financial Literacy Center hosted Snack and Chat: Broke No More (Creating a Spending Plan) in partnership with Chase Bank. The event had approximately 24 student attendees. The session focused on developing essential financial skills, including creating a personal spending plan, budgeting for emergencies, distinguishing between needs and wants, and learning strategies to build a savings account. A Chase Bank representative provided real-world insights and encouraged student interaction through discussion. This workshop successfully met the anticipated outcomes aligned with OLO 1.3 (Generalized Life Skills) and OLO 2.1 (Campus and Community Outreach). Students demonstrated a stronger understanding of budgeting concepts and the importance of savings accounts while connecting these topics to their personal financial circumstances, such as managing income from financial aid or part-time jobs. The event also supported community engagement by allowing students to interact directly with a Chase Bank representative, ask questions, and practice professional communication and networking skills. Student feedback indicated high engagement and satisfaction with the workshop. Participants described the session as informative and appreciated that the content was relevant to their experiences as college students. They also expressed interest in exploring other financial topics such as investing, credit management, and understanding credit impact.

Alignment with OLOs:

- **OLO 1.3 – Generalized Life Skills**
 - Students who attend Snack and Chat with Chase Bank: Broke No More (Creating a Spending Plan) will be able to develop a personal spending plan by participating in group discussions and demonstrate the ability to explain what a savings account is.
- **OLO 2.1 – Campus & Community Outreach**
 - Students who attend Snack and Chat with Chase Bank: Broke No More (Creating a Spending Plan) will engage with community partners by asking questions and discussing financial topics all while developing networking skills.

Graduate Student Success Center

Graduate Student Success Center Group Study Room Reservation System Implementation

On October 13th, Katie Wallen met virtually via Zoom with Josie Delgado, the Membership Coordinator at the SMSU, to discuss the logistics of implementing a reservation system for the Graduate Student Success Center's group study room. This initiative was developed in response to anecdotal feedback collected over two years from graduate students who expressed a need for reservable group study spaces on campus. Graduate students have consistently communicated to the GSSC team that they struggle to find appropriate reservable spaces for collaborative work, a challenge compounded by the graduate student population's lower visibility and unique scheduling needs on campus. Through this collaborative planning meeting, Katie and Josie were able to develop an implementation plan that will allow the GSSC to offer a dedicated, reservable group study space specifically catering to graduate students' needs. The reservation system is scheduled for implementation before Spring 2026, directly addressing a student-identified gap in campus resources and providing graduate students with equitable access to collaborative learning spaces.

Alignment with OLOs:

- OLO 3.1 Essential Support
 - Through the implementation of a group study room reservation system, the Graduate Student Success Center will remove barriers to learning and growth for graduate students by providing necessary support and access to collaborative study spaces that meet their unique scheduling and academic needs.
- OLO 1.1 Academic Success
 - Graduate students who utilize the GSSC group study room reservation system will connect to resources that support and enhance learning by gaining access to dedicated, reservable collaborative spaces designed specifically for graduate-level academic work.

Division of Student Affairs Academy

On October 16th, Katie Wallen participated in a Division of Student Affairs Academy session #2. Approximately 20 participants, including students and staff from across campus who are interested in or currently serving in student affairs positions, gathered to learn about organizational structures, career opportunities in student affairs, and job search strategies within the field. This particular session featured a panel of high-level administrators who shared their professional journeys and candidly discussed experiences with imposter syndrome, providing valuable perspectives for newer professionals in the field. Katie found the session particularly helpful in clarifying the diverse career trajectory options available within student affairs and in recognizing that many professionals, even at the administrator level, experience similar struggles and uncertainties in their career paths.

Alignment with OLOs:

- OLO 1.2 Professional & Career Development
 - Through participation in the Division of Student Affairs Academy career pathways session, Katie Wallen will articulate career options and organizational structures within student affairs while identifying areas for professional growth and understanding potential trajectory paths in the field.

- OLO 2.3 Social Support & Connections
 - Through engagement with the Division of Student Affairs Academy cohort, Katie Wallen will develop mutually supportive relationships with peers and administrators across campus, gaining confidence and skills to navigate professional challenges and build a network within the student affairs community.

Direct Admit Days Tabling

On October 21st, one Graduate Student Success Center student assistant and one Financial Literacy Center student assistant collaborated to represent the SMSU at Direct Admit Days, an initiative designed to directly admit eligible high school seniors to CSUSB. To qualify for direct admission, students must be high school seniors graduating by summer 2026, have completed their "A-G" coursework with a GPA of 2.5 or higher by the end of their junior year, attended a public high school in a participating school district, and plan to apply to CSUSB as their first-choice campus. Approximately 150 high school seniors participated in campus tours and learning opportunities about CSUSB's programs, services, and academics. Following their tours, students visited the SMSU tabling area near the residential halls where GSSC and FLC representatives engaged them through brochures, flyers, and personal stories about the SMSU's identity centers, signature events, and role on campus. High school students demonstrated increased engagement and excitement as they learned about college campus events and activities, asking questions about the programming and student life opportunities available at CSUSB. This early outreach provides prospective students with valuable information about student support services and co-curricular opportunities, helping them envision their future involvement in campus life.

Alignment with OLOs:

- OLO 2.1 Campus & Community Outreach
 - SMSU student assistants who participate in Direct Admit Days outreach will promote collegiate participation for prospective community members by building connections with high school seniors and sharing information about campus resources and engagement opportunities.
- OLO 1.1 Academic Success
 - Prospective students who engage with SMSU representatives at Direct Admit Days will connect to information about services and resources that support and enhance learning, helping them make informed decisions about their future educational goals and campus involvement.

Chronicle of Higher Education: Trump and Higher Ed Professional Development Webinar

On October 28th, Katie Wallen and Monica Baeza participated in a nationwide professional development opportunity hosted virtually by the Chronicle of Higher Education titled "Trump and Higher Ed: Understanding the Latest." This webinar brings together higher education professionals from across the country, including administrators, faculty, and staff, to learn about how the current presidential administration's policies and actions are affecting or may affect higher education institutions and practices. This professional development opportunity allows staff to stay informed

about critical policy developments, regulatory changes, and political considerations that impact student affairs work and campus operations. Understanding the broader political and policy landscape is essential for effective leadership and decision-making in higher education, particularly as administrators navigate evolving federal priorities and their implications for student services, campus programming, and institutional operations. By participating in this timely session, SMSU staff demonstrates a commitment to remaining informed about external factors that shape the higher education environment and affect the students and communities she serves.

Alignment with OLOs:

- OLO 1.2 Professional & Career Development
 - Through participation in the Chronicle of Higher Education webinar on federal policy and higher education, staff will strengthen her understanding of the political and regulatory landscape affecting higher education and identify how policy changes may impact professional practice and student services.
- OLO 1.3 Generalized Life Skills
 - Through engagement with the Chronicle of Higher Education webinar on current policy issues, staff will use critical thinking to analyze challenges facing higher education and consider how external factors influence professional decision-making and campus operations.

Program Board

LEAD Summit XIV

On October 3rd, two Program Board student assistants and three Financial Literacy Center students supported the operations of the Latino Education and Advocacy Days (LEAD) Summit XIV by assisting with decor, vendors, and event clean-up. The students worked alongside numerous campus partners including staff, faculty, and both on-campus and off-campus volunteers to ensure a smooth and efficient conclusion to the day's activities. The Program Board and Financial Literacy Center students gained valuable hands-on experience working in a large-scale event environment while contributing to an important campus and community initiative focused on Latinx education and advocacy.

Alignment with OLOs:

- OLO 2.1 Campus & Community Outreach
 - Student assistants who support LEAD Summit XIV operations will build mutually beneficial relationships with campus and community partners by collaborating with diverse volunteers and contributing to a significant educational initiative.
- OLO 1.3 Generalized Life Skills
 - Student assistants who support LEAD Summit XIV operations will develop and strengthen skills in teamwork, collaboration, and working professionally in a diverse and multicultural environment through hands-on event breakdown and coordination.

Homecoming 2025

On October 18th, two Program Board student assistants and Katie Wallen supported OSLE and ASI in hosting the Student Zone Homecoming 2026. This community-focused celebration was designed to showcase school spirit and bring the entire Coyote community together, attracting several hundred students, faculty, staff, and community members for an afternoon of festivities including carnival rides, games, a beer garden featuring a local brewery, food vendors, and informational booths from various on-campus departments and programs. Program Board's specific role focused on setting up games and activities in the student zone, which included jumpers, giant Connect 4, cornhole, snow cones, and space for clubs and organizations to table. Throughout the event, the Program Board team flexed into various support roles as needed, assisting with check-in and helping facilitate activities across different event areas. The event was well-attended and created a vibrant atmosphere on campus, with attendees observed laughing, engaging with activities, and enjoying the collective sense of community and Coyote pride. This large-scale celebration exemplified campus-wide collaboration and provided an inclusive opportunity for the entire community to come together in celebration of school spirit and connection.

Alignment with OLOs:

- OLO 2.1 Campus & Community Outreach
 - Program Board student assistants who support Homecoming 2026 will build mutually beneficial relationships within the campus and local community while promoting collegiate participation and contributing service to a major campus celebration that fosters school spirit and community connection.
- OLO 1.3 Generalized Life Skills
 - Program Board student assistants who support Homecoming 2026 will develop and strengthen skills in teamwork, problem-solving, and collaboration by flexibly responding to event needs and working professionally alongside diverse campus partners and community members.

Chill-o-Ween

On October 23rd, Program Board collaborated with the SMSU Adventure Center, Esports, The Retreat, Graduate Student Success Center, and the STEM Center to host Chill-o-Ween, a large-scale Halloween-themed stress relief event in the SMSU South Event Center and Esports Lounge. This highly successful event attracted 297 attendees including guests, representing a significant increase of 120 attendees compared to last year's Halloween event, Howl at the Moon, which served 180 participants. The event was strategically scheduled during midterm season to provide students with opportunities to decompress and connect with peers during a high-stress academic period. Programming included a costume contest, a Super Smash Bros tournament sponsored by Esports, and various interactive stations: Program Board provided a photobooth, GSSC served mocktails, the STEM Center facilitated slime-making activities, the Adventure Center hosted s'mores and scary campfire stories, and The Retreat offered pumpkin painting. The event's popularity exceeded expectations, with all activity stations except slime-making running out of

supplies due to overwhelming attendance. Post-event survey responses, though limited to four participants, indicated that students reported increased connectedness to campus and decreased stress levels, successfully achieving the event's primary goals during this challenging academic period.

Alignment with OLOs:

- OLO 2.3 Social Support & Connections
 - Students who attend Chill-o-Ween will develop a sense of connection to campus and peers by engaging in collaborative activities, social interactions, and networking opportunities across multiple SMSU departments during a mid-semester stress period.
- OLO 3.2 Health & Wellness
 - Students who attend Chill-o-Ween will demonstrate improved emotional well-being and positive self-care by participating in stress-relief activities designed to reduce academic pressure and promote mental health during midterm season.

Rancho Mirage Student Center

Hispanic Heritage Month (HHM) Programming

On October 9, 2025, theRMSC and PDC Student Engagement partnered to host Cafecito, a passive programming event celebrating HHM through an exploration of Latin American coffee traditions. Students stopped by throughout the day to sample different Latin coffees from various regions and learn about the cultural significance of coffee in Latin American communities. As part of the month-long celebration, RMSC collaborated with campus partners to create accessible programming that promoted cultural awareness, celebrated identity, and fostered inclusive campus connections. The passive format allowed students to engage with cultural traditions at their convenience while connecting with peers, staff, and faculty in an informal setting. Display materials provided cultural education about the origins and traditions of Latin American coffee culture, creating opportunities for students to reflect on personal connections to Hispanic heritage. Assessment through anecdotal feedback revealed that participants appreciated the accessible format and cultural appreciation opportunity, noting that the event created a welcoming space for learning. Students expressed that the programming helped them feel more connected to the PDC community while learning about diverse cultural perspectives and traditions that contribute to campus life.

Alignment with OLOs:

- OLO 2.2 – Diversity & Global Learning
 - Students who participate in Cafecito with PDC will articulate at least one new cultural perspective or insight.

Fall Fest 2025

On October 9, 2025, the RMSC hosted Fall Fest 2025, a large-scale fall-themed celebration at the PDC. This signature event drew students, families, and community members for an afternoon of activities, resources, and celebration. The comprehensive programming featured a resource fair showcasing campus departments including the Student Health Center, Recreation & Wellness, and Student Engagement, alongside community organizations such as Big Brothers Big Sisters of the Desert, Desert Recreation District, social justice advocates, and local vendors. The program included live music entertainment, a haunted house experience, and a kid zone with family-friendly activities, creating a multi-faceted environment that encouraged interaction, learning, and celebration across different age groups. The festive atmosphere combined entertainment with educational opportunities, allowing attendees to discover available campus and community resources while enjoying seasonal activities. Informal feedback collected from student participants indicated strong satisfaction with the event's diverse activities and festive atmosphere. Students expressed appreciation for programming that strengthened their connection to the PDC community, noting they felt more integrated into campus life following their participation. Some attendees provided constructive suggestions for future programming, recommending additional interactive activities to enhance engagement. This event successfully achieved its objectives of fostering community engagement, increasing awareness of available resources, and promoting inclusion by connecting students to on-campus and local opportunities.

- OLO 2.1 – Campus & Community Outreach
 - Students who attend Fall Fest 2025 will build mutually beneficial relationships within the campus and local community by engaging with on-site campus resources and local entities (e.g., Big Brothers Big Sisters of the Desert, Desert Recreation District, Student Health Center, Recreation & Wellness), promoting increased awareness of support systems that enhance student success both on and off campus.
- OLO 2.3 – Social Support & Connections
 - Students who attend Fall Fest will be exposed to a variety of support and connection opportunities, identifying at least two new campus or community connections that contribute to their sense of belonging and empower them to engage more fully in their college experience.

Día de los Muertos 2025

On October 30, 2025, the Rancho Mirage Student Center (RMSC) will host a Día de los Muertos celebration honoring the traditional Mexican holiday and creating a culturally inclusive space for students to connect, reflect, and celebrate heritage. The event will provide complimentary nacho plates alongside arts and crafts activities, karaoke entertainment, and a community altar where participants will be invited to bring photographs of loved ones in accordance with traditional

customs. This programming will promote cultural appreciation, emotional expression, and community bonding among the student population. Attendees will participate in decorating the altar with personal tributes, creating traditional crafts, and engaging in karaoke sessions that encourage self-expression and interpersonal connection. Students will engage with the cultural significance of the holiday while learning about traditions for honoring deceased loved ones. The celebration will balance cultural education with community support, creating space for learning and personal reflection while strengthening campus-wide cultural competency and inclusion.

Alignment with OLOs:

- OLO 2.2 – Diversity & Global Learning
 - Students who participate in the Día de los Muertos celebration will articulate at least one new cultural perspective or insight gained through engaging with Hispanic cultural traditions.
- OLO 2.3 – Social Support & Connections
 - Students who attend the Día de los Muertos event will identify at least two new campus connections (peers, staff, or faculty) that support their sense of belonging.

CSUSB Recreation & Wellness: Inspection and Repair of Climbing Wall

Proposed by: Mark Oswood, Adventure Program Coordinator

Background:

The CSUSB Recreation & Wellness Department's Climbing Wall was built in 2005 and opened in 2007. The wall is 34' tall and has 7 top ropes stations. The life cycle of the wall was planned for 20 years. The wall is now over 20 years old. The manufacturer recommends an inspection be done every 2 years. Our wall was last inspected in August 2024 by our Challenge Course vendor as Entre Prises inspections cost significantly more than (\$3000+). Entre Prises last inspected the wall in 2016.

Proposal:

Recreation and Wellness would like Entre Prises to inspect the Recreation and Wellness climbing wall, repair and replaces stuck T-nuts, and evaluate the wall for a remodel. (\$5,108.75)

Rationale:

The climbing wall is 20 years old has many stuck holds and T-nuts that need to be replaced. The manufacturer of the wall has a unique expertise and can give us the most detailed inspection. That are also experienced in repairing our type of wall. They will also provide a proposal to modernize our climbing wall. Climbing styles and trends have changed over the 20 years since our wall was built. A remodeled wall can enhance the climbing experience, have more dynamic and creative routes, increase usage, and stay up to date with industry standards.

Budget Impact:

The expense will be charged to account 660876-RO001-S7100

Timeline:

If approved the inspection ad repairs will take place January 2026.



63085 NE 18th Street
Suite 101
Bend, OR 97701
541.388.5463

CLIMBING WALL INSPECTION PROPOSAL

Date: 9.18.2025

Client: CSU - San Bernardino
Address 1: 5500 University Pkwy
Address 2:
City, State, Zip-Code San Bernardino, CA 92407

Contact: Mark Oswood
Email: moswood@csusb.edu
Phone 1: 9095373863
Phone 2:

Original Job Name:
Original EP Job Number:
Year installed: 2005

	Surface Area
Freeform Surface:	1,000
Imprint Surface:	-
MozaiK Surface:	
Other Surface:	-

Total Surface Area to be Inspected: 1,000

INSPECTION:

EP Inspection:	1	ea	\$ 4,423.75	\$4,423.75
T-nut Replacement, Stuck Holds	-	ea	\$ 510.00	\$510.00
Materials	-	ea	\$ 175.00	\$175.00
	-	ea	\$ -	\$0.00
	-	ea	\$ -	\$0.00
	-	ea	\$ -	\$0.00
TOTAL BY EP:				\$5,108.75

not including taxes

Accepted by	Title	Date
-------------	-------	------

NOTES: This is a Multi day service 1 Day inspection 1 Day T-nuts replacement and removing stuck holds.

*Service includes a full inspection of the climbing wall and the associated equipment (ropes, harnesses, belay devices, carabiners, slings, draws, etc.). A full report will detail the recommendations for the climbing wall.

*The pricing presented in this proposal reflects the coordination with other facilities in the same geographical area to have services performed during the same trip. This is a shared cost option utilized to bring a lower cost to each facility. This pricing is dependent upon successful coordination of these facilities. EP Climbing will make efforts to attain that result.

*Service includes labor, travel expenses, shipping, and materials (if specified).

*Power to be supplied by customer (can be power in area or generator sufficient to operate equipment).

TERMS AND CONDITIONS OF INSPECTION SERVICE

This Proposal is entered by and between EP Climbing, whose principal place of business is located at 63085 NE 18th St., Suite 101, Bend, OR 97701 and CSU San Bernardino, whose principal place of business is located at 5500 University Pkwy San Bernardino, CA 92407 ("Customer").

This Proposal is valid for thirty (30) days from September 18 2025, and due to volatility in costs, including travel, work NOT scheduled and executed within 60 days of this date may be requested.

The Inspection report will include current wall status and recommendations for future wall maintenance and use. Minor maintenance will be accomplished if possible, during the inspection, but any additional time required will be billed at day rate plus expenses, with prior written approval. See scope of inspection and report below for more information.

GENERAL

EP Climbing agrees to carry out an Inspection of the Customer's climbing wall described in the Inspection Proposal attached hereto, in accordance with these Terms and Conditions.

TIMING OF INSPECTIONS

While there are no nationally mandated requirements for the maintenance and inspection of climbing facilities, the Climbing Wall Association ("CWA") does provide recommendations. As the standard-setting organization for the manufactured climbing wall industry, the CWA notes that inspection frequency varies with the specifics of the climbing surface and thus should be determined by the manufacturer. In every case, an initial inspection should be carried out before first use of the climbing surface. CWA recommends inspection frequency should follow manufacturer guidelines. If manufacturer guidance is unavailable, inspection frequency should not exceed twenty-four (24) months for outdoor climbing structures, or forty-eight (48) months for indoor climbing structures. EP Climbing recognizes the expertise of the CWA and values the safety of its customers and therefore, recommends an inspection schedule of at least every two (2) years for climbing walls, or more frequently if indicated by manufacturer guidelines.

SCOPE OF INSPECTION

The climbing wall will be inspected in detail and EP Climbing will provide a detailed Inspection Report, identifying any maintenance needed. Some such maintenance may be carried out at the time of inspection for no cost (i.e., tightening loose bolts), and other work may be done for the cost of the replacement parts that the technician has on hand. Other maintenance may need additional authorization and would need to be scheduled for a later date.

The scope of this inspection is limited to an examination of the safely and readily accessible portions of the primary support structure and building connections, the secondary support structure, the anchors, climbing surface, equipment, and climbing area, for conditions which are adversely affecting their normally intended function or operation within the limits set forth in these Conditions and the Inspection Report.

Excluded is any inspection of items or equipment not included in the Inspection Report including, but not limited to the following: any information pertaining to other manufacturers' recalls of any component and any recertification of auto belays or other devices.

This inspection is not technically exhaustive. This is not an engineering inspection or analysis, and no engineering tests will be made. No examination will be made to determine compliance with any governmental ordinance, regulation, or code.

EP Climbing is not responsible for any condition affecting any system or component which occurs subsequent to the inspection or that is not detectable during the inspection.

REPORT AND CERTIFICATE OF INSPECTION

Upon completion of the inspection a detailed Inspection Report will be provided, including the items inspected, method of inspection, issue (if any) requiring maintenance, and any further action required. On completion of the inspection a Certificate will be issued confirming that the wall has been professionally inspected, and if no problems were found, that at the time of inspection, the wall was found to be safe for its intended use.

ACCESS

Customer agrees to provide access to the facility and equipment during normal working hours, at a time when the wall is not in use by climbers.

PRICE AND PAYMENT

Customer shall pay EP Climbing for the services the total indicated on the attached Inspection Proposal. Customer shall pay a late charge on any amount which remains unpaid forty-five (45) days after its due date. Overdue accounts shall bear interest at the rate of 18% per year.

LIMITED WARRANTY

EP Climbing warrants to Customer that the services will conform to the description set forth in the Inspection Proposal. EP Climbing's sole liability under the foregoing warranty shall be to provide the services described in Inspection Proposal. THE ABOVE WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS, AND FITNESS FOR A PARTICULAR PURPOSE. EP Climbing warrants that it will perform all services in a good, workmanlike and professional manner, in accordance with the specifications, drawings, samples or other data or descriptions provided by Customer.

LIMITATION OF LIABILITY

EP Climbing's liability on any claim, loss or liability arising out of or connected with the services provided, shall in any case be limited solely to correction of the nonconformities which do not substantially conform with the agreed description of services in the Inspection Proposal. If for any reason EP Climbing is unable or fails to correct nonconformities as provided, EP Climbing's liability for damages arising out of any such failure, whether in contract or tort (including negligence), law or equity, shall not exceed the amounts paid by customer for that portion of the services which fail to conform. EP CLIMBING SHALL NEVER BE LIABLE TO CUSTOMER FOR LOST PROFITS, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES IN ANY NATURE THEREOF, WHETHER OR NOT THE POSSIBILITY OF SUCH DAMAGES HAS BEEN DISCLOSED TO EP CLIMBING IN ADVANCE OR COULD HAVE BEEN REASONABLY FORESEEN BY EP CLIMBING, NOR SHALL EP CLIMBING BE LIABLE FOR ANY CLAIM OR DAMAGE ASSERTED BY ANY THIRD PARTY.

Any alterations, additions, or repairs to the climbing wall, unless authorized by EP Climbing, may terminate all obligations herein.

Any estimated date given for completion of any work shall not be of the essence of the agreement and EP Climbing shall incur no liability whatsoever for failure to complete by such date.

EP Climbing, in providing the inspection service, shall not be liable for any loss, damage, or any failure in the Customer's goods or any defect in them save to the extent that such loss, damage, failure or defect is caused by EP Climbing's negligence and notification thereof is received by EP Climbing in writing within fourteen (14) days of the date Customer discovered the loss, damage, failure or defect or ought reasonably to have discovered the same. Without prejudice to the generality of the foregoing, EP Climbing shall not be liable where such loss, damage, failure or defect is the result of the goods comprising old or worn materials or parts (not supplied by EP Climbing) or having been assembled, installed, altered or stored incorrectly (other than by EP Climbing).

FORCE MAJEURE

EP Climbing shall not be liable or deemed at fault for any delay or failure in performance under this Agreement for interruption of service resulting from acts of God, including communicable disease outbreaks, civil or military authority, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause

A Proposal to Create a Permanent Mind and Body Instructor Role at The Retreat

Proposed by: Sonia Martinez, Well-being Coordinator

Background: Since its opening in Fall 2021, The Retreat has served as a sanctuary for students, providing a quiet place for relaxation, rest, and participation in activities designed to promote mental well-being and stress reduction. Mindful practices like sound baths and meditation are gaining significant traction in the wellness community. By introducing these services at The Retreat, we can directly address a growing demand and provide the campus community with a valuable, modern tool for improving their well-being. This will not only enhance our current offerings but also position The Retreat as a leading destination for holistic wellness.

Proposal: I am requesting approval from the board to use The Retreat's reserves to fund a new Mind and Body Instructor position for the spring semester. I also propose that the board approve sustained funding to make this a permanent role moving forward. The goal is to enhance our services to the entire campus community..

Rationale: The following is the rationale provided in support for improving the space.

- Having a designated instructor would significantly reduce our reliance on off-campus contractors, saving The Retreat money in the long run.
- This role would give us an in-house expert to lead wellness activities for staff training and retreats, providing a consistent and convenient resource.
- With a dedicated instructor on staff, I can directly oversee all wellness services, allowing us to respond to and fulfill requests for these services much faster.
- This new position would allow The Retreat to expand our wellness offerings and attract a broader demographic interested in holistic health, thereby increasing overall program participation.

Budget Impact: To provide these additional services, we are looking for \$5,000 per academic year for this position. Request to increase budget line: 601303-RO001-S7187.

Timeline: The following is the timeline for the project.

- Post the job description on our website and hold interviews once this gets approved, hopefully before Fall semester ends.
- Onboard instructor and train them at the end of Fall semester or during the winter break.
- Create a class schedule for the Spring semester so they can teach weekly classes either at the SWRC, SMSU and/or The Staff Enrichment Center.

Supplemental Documentation: Please see the attached job description and interview questions for this role.



The Retreat: Mind & Body Instructor

Position Summary: The Mind & Body Instructor is responsible for leading a variety of mind-wellness classes, including sound baths and meditation, at The Retreat. This role requires a passionate individual with expertise in their field who is dedicated to providing a high-quality, welcoming, and safe experience for our community. The instructor will report to the Well-Being Coordinator and the Assistant Director of Fitness and Wellness.

Key Responsibilities:

- Design and lead engaging and progressive class routines for large groups, ensuring a creative and safe experience for all participants.
- Classes may include, but are not limited to, Sound Baths, Meditation, and other wellness classes.
- Demonstrate a working knowledge of all equipment necessary for the classes you instruct.
- Create a motivating and encouraging atmosphere, inspiring participants to achieve their wellness goals.
- Select and manage music that complements the class format and overall atmosphere.
- Maintain professionalism in all interactions with students, staff, and faculty, upholding the values of The Retreat.
- Adhere to the dress code, including a staff shirt, approved athletic bottoms, and athletic footwear.
- Actively participate in professional development through in-house training and external opportunities to stay current with wellness trends.
- Perform other related duties as assigned.

Qualifications:

- **Education & Certification:**
 - Must be a current student enrolled in a minimum of six (6) units at California State University, San Bernardino, maintaining a quarterly and cumulative G.P.A. above 2.0. (Opportunities are also available for non-student instructors).

- Possession of a current certification in CPR, AED, and First Aid is required.
- A certification from a nationally recognized organization is required and must be relevant to the class(es) being taught.
- **Experience & Skills:**
 - Demonstrated expertise in current wellness trends and a variety of mind-body class formats.
 - Ability to create a class atmosphere with appropriate music, rhythm, and beats.
 - Excellent communication skills and the ability to work effectively with a diverse team of students, staff, and faculty.
 - A minimum of one year of experience teaching a related wellness class is preferred.

Compensation: \$18 / hour



The Retreat: Mind & Body Instructor Interview Questions

Name of Applicant: _____ Date _____
Certified by: _____ Expiration date: _____
Student: yes/no Degree in: _____ Years experience: _____

1. Tell us a little about yourself, and why you are interested in this position?
 2. What do you know about the Mind & Body Instructor position?
 3. In addition to your previous experience, what other strengths do you have that would make you a better applicant?
 4. What is something you struggle with? What are you doing to improve upon it?
 5. Why do you believe meditation and sound baths are beneficial for a wellness routine? Please list three key benefits.
 6. Scenario: You are leading a guided meditation for 15 participants. You notice that six of them are restless, shifting, or looking around, clearly having trouble settling in. What are you going to do?
 7. What kind of personal practice are you following, and why?
 8. What resources do you use to continue your education and stay up to date with your certifications?
 9. If an experienced mind-body instructor; can you share a success story with a client and how you helped them achieve it?
 10. What contributions do you see yourself making to our program if you are hired?
 11. How can a job in this program help you meet your career objectives?
 12. Do you have any questions for us?
-

CLASS DEMONSTRATION

	Yes	No	Comments
Before Class			
Introduction/Welcomes Participants			
Announced Class Format			
Explained instructor's role as coach			
Ask about physical limitations/medical concerns			
Body of Class			
Class design for all levels			
Provides variations			
Teaching Technique			
Demonstrated good vocal quality			
Used effective verbal cues			
Music appropriate for style of class			
Checks-in with class periodically			
Cool-down			
Allows time for proper cool-down			

CSUSB Recreation & Wellness: CSUSB Adventure Graduate Assistant – Leadership Challenge Center

Background:

CSUSB Recreation & Wellness' Adventure Program launched in 2005 with trips and equipment rentals. In 2007, the Climbing Wall opened in the Student Recreation and Wellness Center. On May 22, 2013, the Leadership Challenge Center (LCC) opened and has seen steady growth in utilization since. For any group to participate on the LCC, we require at least one staff member certified as an Association for Challenge Course Technology (ACCT) Level 2 facilitator, acknowledging competency in safety and rescue skills.

A Graduate Assistant (GA) position previously helped us meet program demand by employing an ACCT Level 2–certified staff member. That GA role ended due to a lack of qualified, interested candidates. We subsequently explored hiring a full-time LCC coordinator but ultimately chose not to proceed.

Proposal:

Hire a Leadership Challenge Center Graduate Assistant to assist with all aspects of LCC operations.

- Serve as ACCT Level 2 lead facilitator for programs, trainings, and rescues.
- Manage scheduling, logistics, and day-of operations for internal and external groups.
- Support staff recruitment, onboarding, and skills development; help maintain the facilitator pipeline.
- Oversee maintenance logs, inspections, and equipment inventory in alignment with ACCT standards.
- Assist with program development, marketing/outreach, and customer communications.
- Contribute to risk management planning, incident documentation, and continuous improvement.

Minimum preference: current ACCT Level 2 certification (or documented eligibility to obtain/renew promptly).

Rationale:

- **Compliance & Safety:** An ACCT Level 2–certified GA ensures each program meets technical, rescue, and supervision requirements.

- **Continuity of Expertise:** Undergraduate staff often graduate before reaching ACCT Level 2 experience thresholds, creating gaps in qualified leadership. A GA provides year-to-year continuity.
 - **Capacity & Quality:** Additional certified leadership expands program capacity, reduces cancellations/bottlenecks, and improves participant experience.
 - **Operational Support:** The GA will help manage training, maintenance, hiring, and logistics—critical functions that directly affect reliability and safety.
 - **Financial Sustainability:** FY 24/25 LCC revenue was **\$51,058** with an LCC reserve of **\$23,935** (FY 24/25). Added capacity positions the LCC to sustain or grow revenue while supporting core safety obligations.
-

Budget Impact:

- **GA benefits (FY 2025/26): \$3,434.54**
 - Chart Field: 603815-RO001-S7186
 - **Hourly rate: \$18.50**
 - Chart Field: 601863-RO001-S7186
 - **Estimated additional staffing cost (wages) for a 6-month term: \$6,000**
 - **Estimated incremental total personnel cost: \$9,434.54** (\$6,000 wages + \$3,434.54 benefits)
 - **Offset:** Increased program volume is expected to cover the incremental cost through added revenue. The LCC reserve provides a prudent buffer if needed during ramp-up.
-

Timeline:

If approved, we will proceed as follows:

- **Weeks 1–2:** Post position, recruit, and screen applicants (preference for current ACCT Level 2).
- **Weeks 3:** Interview finalists; complete references and background checks.
- **Week 4:** Extend offer and confirm start date of Jan 6, 2026.
- **Jan 6, 2026:** GA serves as lead/assistant facilitator on programs; assumes ongoing scheduling, maintenance, and training support.

Santos Manuel Student Union South HVAC Upgrades

Date: October 15, 2025

Santos Manuel Student Union Board of Directors

Proposed By: Anthony Roberson, Associate Director of Operations (SMSU)

Proposal: The Santos Manuel Student Union (SMSU) South building is a central hub for student life, programming, and engagement at Cal State San Bernardino. The existing Heating, Ventilation, and Air Conditioning (HVAC) system has exceeded its service life, resulting in reduced efficiency, inconsistent temperature control, and increased maintenance costs.

To ensure SMSU South continues to provide a comfortable, energy-efficient, and sustainable environment, this proposal seeks approval to proceed with a comprehensive HVAC system upgrade.

The primary scope is removed and replace existing controls, install high-efficiency HVAC equipment and control systems. Integrate with the university's Building Management System (BMS). Perform system testing, balancing, and commissioning for optimal operation.

Rationale:

The existing HVAC system in SMSU South is aging and increasingly inefficient, resulting in inconsistent temperature control, higher utility costs, and greater maintenance demands. These issues not only affect the daily experience of students, staff, and visitors but also limit the building's ability to support larger events and extended operational hours.

To ensure proper temperature control, and efficient functionality, the following work is proposed:

- Upgrading air handler controller, chilled water valve, valve actuator, variable frequency drive for the return and outside air. Exhaust air damper actuators, install all controls, communication wiring, removal and replacement of all existing control cabinet components (relays, wiring, sensors, power supplies, etc.) Programming, updating floorplan graphical interface, control wiring schematic detail, as well as commissioning for Air Handler #2, #6, MUA #1
- Upgrade all Air Handler #2 associated variable air volume boxes (VAV's) to include new VAV controllers, space temperature sensors, communication wiring, and new reheat valve/actuator assembly. Programming, air balancing, and commissioning.

Air Handler 2: ALC Controls Upgrade - \$38,500.00

Air Handler 6: ALC Controls Upgrade - \$38,00.00

Make- Up Air Unit: ALC Controls Upgrade - \$28,200.00

VAV'S Upgrade: Air Handler 2 - \$ 96, 500.00

Budget Impact: The total cost of this project, \$201,200.00, includes materials, labor, and all associated installation costs.

Timeline: Upon approval, the SMSU South HVAC Upgrade project will be completed in four-five months

Chartfield: 660876-RO001-S6110

[illegible]

September 26, 2025



CSUSB HVAC DEPT

ALC CONTROLS UPGRADE ESTIMATE: AIR HANDLER #2

Prepared for:
Anthony Robertson

Prepared By:
Johnny Diaz &
Guillermo Valdovinos

SCOPE OF WORK SUMMARY

This outlines the scope of work needed to complete the centralized building automation system upgrade to Automated Logic Controls for Air Handler #2.

The job will entail upgrading the air handler controller, chilled water valve as well as valve actuator, variable frequency drive for both the supply fan as well as return fan, all outside air, return air, and exhaust air damper actuators, running all necessary control as well as communication wiring, removal and replacement of all existing control cabinet components (relays, wiring, sensors, power supplies, etc.), programming, graphics, updating floorplan graphical interface, control wiring schematic detail, as well as commissioning for Air Handler #2.

COST ESTIMATE (parts & labor)

Air Handler #2 only:

\$38,500.00



CSUSB HVAC DEPT

ALC CONTROLS UPGRADE ESTIMATE: AH#2 ASSOCIATED VAV'S

Prepared for:
Anthony Robertson

Prepared By:
Johnny Diaz &
Guillermo Valdovinos

SCOPE OF WORK SUMMARY

This outlines the scope of work needed to complete the centralized building automation system upgrade to Automated Logic Controls for all Air Handler #2 VAV's. The job will entail upgrading all Air Handler #2 associated variable air volume boxes (VAV's) to be upgraded to include new VAV controllers, space temperature sensors, discharge air temperature sensors, communication wiring, and where applicable, new re-heat valve/actuator assembly. Front end user interface graphics/ floorplans as well as air balancing and commissioning will also be completed.

COST ESTIMATE (parts & labor)

(x32) Air Handler #2 VAV's only:

\$96,500.00



CSUSB HVAC DEPT

ALC CONTROLS UPGRADE ESTIMATE: AIR HANDLER #6

Prepared for:
Anthony Robertson

Prepared By:
Johnny Diaz &
Guillermo Valdovinos

SCOPE OF WORK SUMMARY

This outlines the scope of work needed to complete the centralized building automation system upgrade to Automated Logic Controls for Air Handler #6. The job will entail upgrading the air handler controller, chilled water valve as well as valve actuator, variable frequency drive for both the supply fan as well as return fan, all outside air, return air, and exhaust air damper actuators, running all necessary control as well as communication wiring, removal and replacement of all existing control cabinet components (relays, wiring, sensors, power supplies, etc.), programming, graphics, updating floorplan graphical interface, control wiring schematic detail, as well as commissioning for Air Handler #6.

COST ESTIMATE (parts & labor)

Air Handler #6 only:

\$38,000.00

September 26, 2025



CSUSB HVAC DEPT

ALC CONTROLS UPGRADE ESTIMATE: MAKE-UP AIR UNIT#1

Prepared for:
Anthony Robertson

Prepared By:
Johnny Diaz &
Guillermo Valdovinos

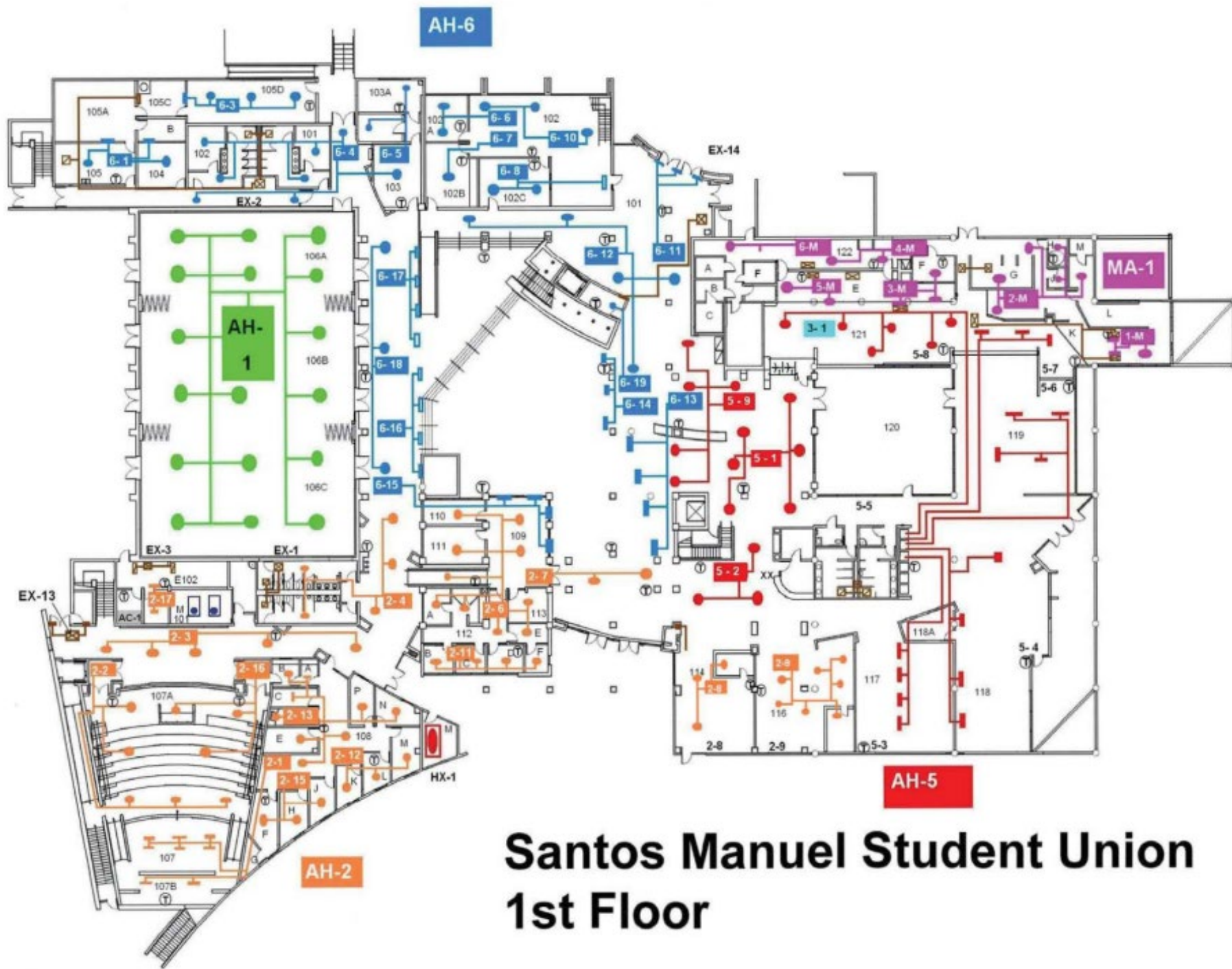
SCOPE OF WORK SUMMARY

This outlines the scope of work needed to complete the centralized building automation system upgrade to Automated Logic Controls for Make-up Air Unit #1. The job will entail upgrading the air handler controller, hot water valve as well as valve actuator, variable frequency drive for the supply fan, running all necessary control as well as communication wiring, removal and replacement of all existing control cabinet components (relays, wiring, sensors, power supplies, etc.), programming, graphics, updating floorplan graphical interface, control wiring schematic detail, as well as commissioning for Make-up Air unit #1. To include pulling in exhaust fans numbers 7, 8, 9, 10, 11, & 12.

COST ESTIMATE (parts & labor)

Make-Up Air Unit #1 only:

\$28,200.00





CSUSB HVAC DEPT

ALC CONTROLS UPGRADE ESTIMATE: AH#6 ASSOCIATED VAV'S

Prepared for:
Anthony Robertson

Prepared By:
Johnny Diaz &
Guillermo Valdovinos

SCOPE OF WORK SUMMARY

This outlines the scope of work needed to complete the centralized building automation system upgrade to Automated Logic Controls for all Air Handler #6 VAV's. The job will entail upgrading all Air Handler #6 associated variable air volume boxes (VAV's) to be upgraded to include new VAV controllers, space temperature sensors, discharge air temperature sensors, communication wiring, and where applicable, new re-heat valve/actuator assembly. Front end user interface graphics/ floorplans as well as air balancing and commissioning will also be completed.

COST ESTIMATE (parts & labor)

(x33) Air Handler #6 VAV's only:

\$101,700.00



CSUSB HVAC DEPT

ALC CONTROLS UPGRADE ESTIMATE: MAU#1 ASSOCIATED VAV'S

Prepared for:
Anthony Robertson

Prepared By:
Johnny Diaz &
Guillermo Valdovinos

SCOPE OF WORK SUMMARY

This outlines the scope of work needed to complete the centralized building automation system upgrade to Automated Logic Controls for Make-up Air Unit #1 associated VAV's. The job will entail upgrading all Mixed Air Unit #1 associated variable air volume boxes (VAV's) to include new VAV controllers, space temperature sensors, discharge air temperature sensors, communication wiring, and where applicable, new re-heat valve/actuator assembly. Front end user interface graphics/floorplans as well as air balancing and commissioning will also be completed.

COST ESTIMATE (parts & labor)

(x7) Mixed Air Unit #1 VAV's only:

\$36,400.00

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

FISCAL POLICY

SUBJECT: Fiscal Policy 101 – Budget ~~Preparation~~ Development and Control

REFERENCE: CSU Policy on Auxiliary Organizations

POLICY:

a) ~~Budget Defined~~

- i. ~~A budget is a financial plan for a fixed period of time. It consists of an orderly arrangement of fiscal data determined by computed estimates of revenue and expenditures.~~

b) ~~Preparation of Budget~~

- i. ~~Time for Preparing Budget.~~
~~The SMSU annual budget shall be prepared on a time line, which provides for two readings by the board of directors, signatures, review and approval by the University President.~~
- ii. ~~Estimates of Revenue. The budget will contain a reasonable estimate of revenue from the SMSU fee. Other sources of revenue and reimbursements expected during the fiscal year must be included.~~

c) ~~Estimates of Expenditures:~~

- i. ~~Functions.~~
~~The budget will contain an itemization of expenditures by eligible function, and will include all eligible functions and programs approved by the SMSU as well as requests for new eligible functions or programs. The SMSU Board of Directors (SMSU BOD) must approve all new functions or programs prior to approving funding to support these new functions or programs.~~
- ii. ~~Categories.~~
~~The expenditures for each function will be appropriated by category and the amounts included in each category will be supported by line item detail. The categories to be used will be~~
 - ~~a. salaries and wages,~~
 - ~~b. benefits,~~
 - ~~c. operating expenses and~~
 - ~~d. equipment.~~
- iii. ~~Operating Expenses.~~
~~Operating expenses will include amounts of services and supplies. Generally speaking, supplies will consist of consumables such as paper, pencils, insurance, etc. In order to be classified as equipment, the item must function~~

of and by itself and cost more than one thousand five hundred dollars (\$1,500) with a life expectancy greater than three (3) years. A system component, regardless of its cost or life expectancy, will not be classified as equipment.

iv. ~~Line Item Detail.~~

~~The budget will contain such line item detail that it will serve as a guide in the control of expenditures. The total amount in each category will be supported by such line item detail, i.e., the category "Operating Expense" may include these line items: supplies and services, insurance and building/equipment maintenance.~~

d) ~~Procedures:~~

- i. ~~Requests by Functions. In the initial preparation of the budget, persons responsible for the function needing funds will submit a written budget request to the Executive Director. These requests must be prepared in sufficient detail (by function, category, and line item) to permit the compilation of the data. The information, if the information is available, on expenditures for the prior year will be shown for each function in a way that will allow easy comparison.~~

a. ~~Definition of an Eligible Function.~~

A. ~~Eligible functions are any and all functions of the SMSU.~~

- ii. ~~Review and Analysis. After compilation of the requests, the Executive Director will review and analyze the budget. The Executive Director will present the request with the analysis and recommendation to the Finance and Contracts Committee. The originators of the request may present needed explanation, justification, or amplification to the Finance and Contracts Committee. The budget recommendations will then be forwarded to the board of directors for its consideration and action.~~

~~Distribution. After final approval by the board of directors, the budget will be transmitted to the Vice President for Administration and Finance and the University President for approval.~~

Formatted: Indent: Left: 1.25", No bullets or numbering

Formatted: Font: 11 pt

The Santos Manuel Student Union (SMSU) adopts an annual operating and capital budget governed by a published timeline with Finance and Contracts Committee approval, two Board of Directors readings, and presidential approval.

Board appropriation control is at the category level (salaries & wages, benefits, operating, equipment, revenues and reimbursements); line-item detail supports monitoring but is not an appropriation level unless expressly noted.

Definitions of equipment follow CSU and SMSU capitalization and procurement standards (greater than or equal to \$5,000)

PROCEDURES:

Functional leads submit requests (with prior-year actuals and justifications) to the Budget Office; analysis goes to Finance & Contracts Committee and then the Board.

Formatted: Font: Not Bold

After Board approval, SMSU transmits the approved budget to campus Administration & Finance and the President's Office.

Formatted: Font: Not Bold

Formatted: Indent: Left: 1.25", No bullets or numbering

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION

FISCAL POLICY

SUBJECT: Fiscal Policy 102 – Accounting Structure and Records

REFERENCES: REFERENCE: CSU Policy on Auxiliary Organizations

POLICY:

- ~~a. Type of Accounting Records~~
 - ~~i. The accounting records will be established by function and by expenditure categories within the function.~~
- ~~b. Maintaining Accounting Records~~
 - ~~i. The accounting records will be maintained by the University Auxiliary Accounting Office. Sound accounting practices will be used, and the various State laws and rules governing the California State University will be followed. Substantiating documents, i.e., approved requisitions, purchase orders, invoices, and time sheets will be filed in the University Auxiliary Accounting Office so as to be available at all times for audit by independent certified public accounts, the Audits Division, State Department of Finance, and the Chancellor's Audit Staff.~~
- ~~c. Chart of Accounts~~
 - ~~i. A chart of accounts will be compiled as needed by the Executive Director.~~
- ~~d. Financial Report~~
 - ~~i. Quarterly expenditure and revenue reports will be prepared for each function area by the appropriate supervisor.~~

Accounting records are maintained by function and CSU-conforming categories in systems designated by University Auxiliary Accounting.

Formatted: Font: Not Bold

The Chart of Accounts is maintained under SMSU governance in alignment with CSU chart standards.

Formatted: Font: Not Bold

PROCEDURES:

Close calendar, reconciliations, and audit-support checklists are standardized; document filing follows Fiscal Records Retention policy.

Formatted: Font: Not Bold

Formatted: No bullets or numbering

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION

FISCAL POLICY

SUBJECT: Fiscal Policy 103 – Financial Reporting

REFERENCES: REFERENCE: CSU Policy on Auxiliary Organizations

POLICY:

~~Financial Report~~

- ~~i. Quarterly expenditure and revenue reports will be prepared for each function area by the appropriate supervisor.~~

Quarterly financial statements and function-level reports are prepared by the Budget Office, reviewed with functional leads, and reported to the Finance & Contracts Committee and Board; significant variances are explained.

Formatted: Font: Not Bold

PROCEDURE:

Report calendar, templates, variance thresholds, and dashboard distribution are maintained by the Budget Office.

Formatted: Font: Not Bold

SMSU 2025-2026 1st Quarter Report
Presented by Maria Elena Najera-Neri

For the first quarter of FY 25–26, the SMSU reported total expenditures of **\$2,844,514.57** out of a **\$13.26 million** annual budget, representing **23%** of total fiscal year funds. Spending levels are in line with quarterly expectations and reflect typical early-year activity. The **Regular Salaries and Wages** category accounted for **\$922,946.36** (18%), while **Benefits** totaled **\$473,864.35** (19%), both consistent with staffing and operational cycles. **Utilities** expenses reached **\$245,585.14** (20%), and **Travel** expenditures remained modest at **9%**, reflecting limited early-year travel. **Miscellaneous Operating Expenses** represented **36%** of its allocation, primarily due to front-loaded operational costs and early program expenditures. Minimal spending occurred in **Contractual Services (1%)**, **Communications (0%)**, and **Equipment (22%)**, with anticipated increases later in the year as planned projects commence. **Services from Other Funds/Agencies** utilized **25%**, aligned with internal cost allocations and service-sharing arrangements.

Overall, first-quarter performance demonstrates **prudent financial management**, with expenditures proportionate to program timing and well-positioned for the remainder of the fiscal year.

Shared Services 1st Quarter Budget Report (FY 25–26, July–September)

Shared Services spent **\$1.94 million** of its **\$7.72 million** annual budget in the first quarter, representing **28%** of total funds. Spending levels are consistent with quarterly expectations and reflect timing-based expenditure in key areas. Salaries and wages reached **14%**, with benefits at **20%**, both aligned with staffing and operational activity. Insurance saw higher early utilization at **79%** due to annual policy renewals, while Utilities (22%) and Cost Allocation (24%) remained on target. Travel (7%) and Equipment (0%) show limited early activity. Notably, **Other Miscellaneous Expenses** reached **90%**, driven by front-loaded costs requiring continued monitoring. Overall, Shared Services remains **financially on track**, demonstrating prudent fiscal management and controlled spending across major categories.

Operation Services 1st Quarter Budget Report (FY 25–26, July–September)

Operation Services spent **\$483,516.54** of its **\$2.54 million** annual budget in the first quarter, representing **19%** of total funds. Overall spending remains within expected limits for this stage of the fiscal year. Salaries and Wages accounted for most expenditures (**\$413,552.14**, or **21%** of that category), driven by Summer Bridge (53%) and Overtime (51%) activities aligned with seasonal demands. Utilities usage reached **13%**, while Travel (4%) and Equipment (33%) remained modest. Operating Expenses totaled **\$40,463.67**, or **11%**, with notable spending in **Hospitality (74%)** tied to early-semester events and **Supplies & Services (10%)** for start-up operational needs. No activity was reported in Benefits, Communications, or Contract Services. Overall, the unit is operating efficiently, with expenditures reflecting early-year operational patterns and maintaining a sound fiscal position moving into the next quarter.

Program Services 1st Quarter Budget Report (FY 25–26, July–September)

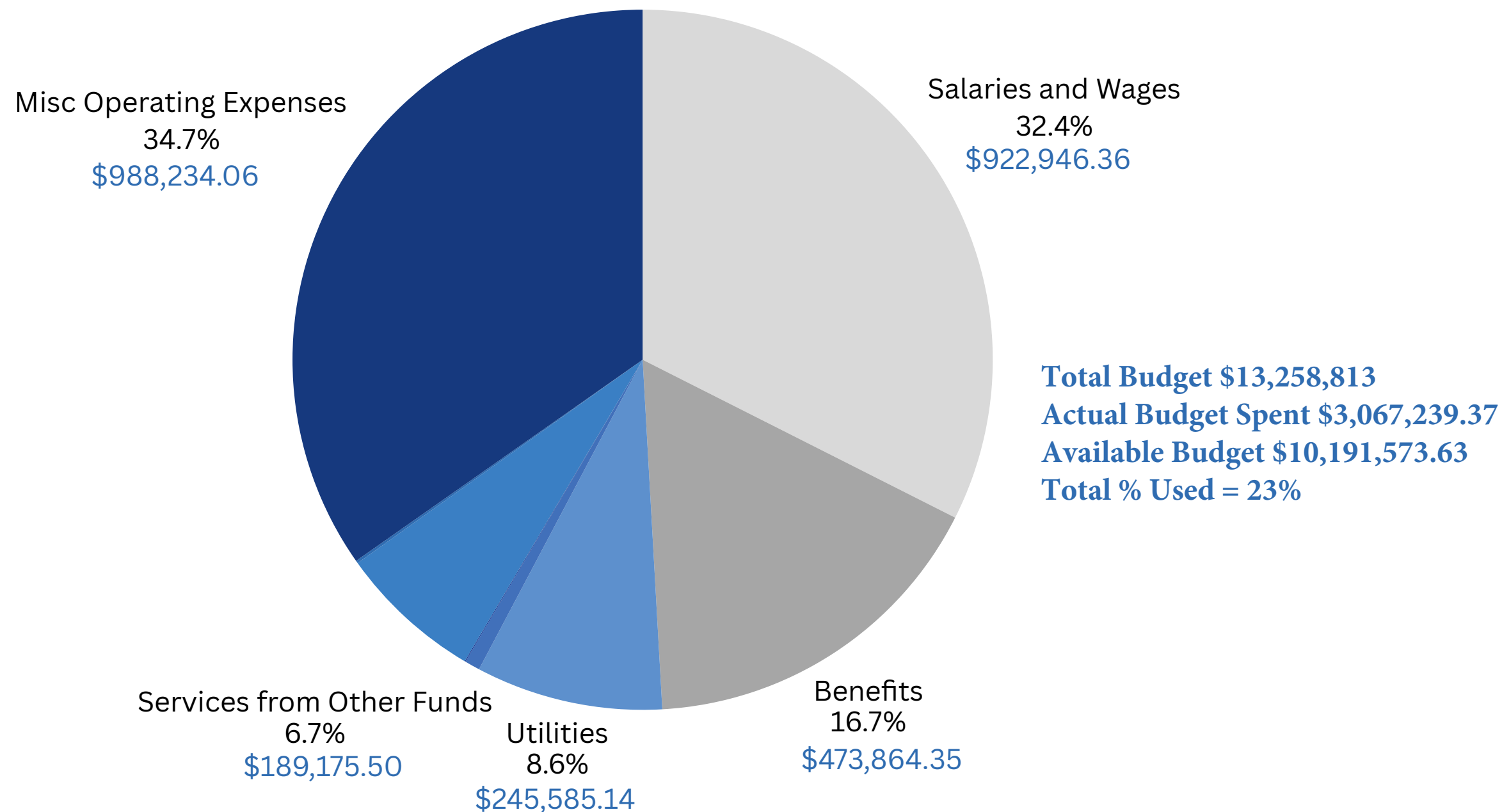
Program Services spent **\$401,911.99** of its **\$2.87 million** annual budget in the first quarter, representing **15%** of total funds. Spending remains well within expected limits for early-year operations. Salaries and Wages totaled **\$309,000.10** (**17%** of category budget), with the **Summer Bridge Program (44%)** and **Management & Staff (19%)** reflecting the most activity during the quarter. Operating Expenses reached **\$64,642.29** (**10%**), mainly in **Programs (10%)**, **Supplies & Services (24%)**, and **Security (54%)**, which saw early operational commitments. Minor negative variances were observed in **Repairs & Maintenance (139%)** and **Benefits (-1%)**, likely due to coding adjustments. Other categories, including **Communications**, **Contractual Services**, and **Equipment**, reported minimal spending to date. Overall, Program Services is **performing within fiscal expectations**, maintaining a conservative expenditure rate with sufficient budget capacity for upcoming quarters.

Santos Manuel Student Union

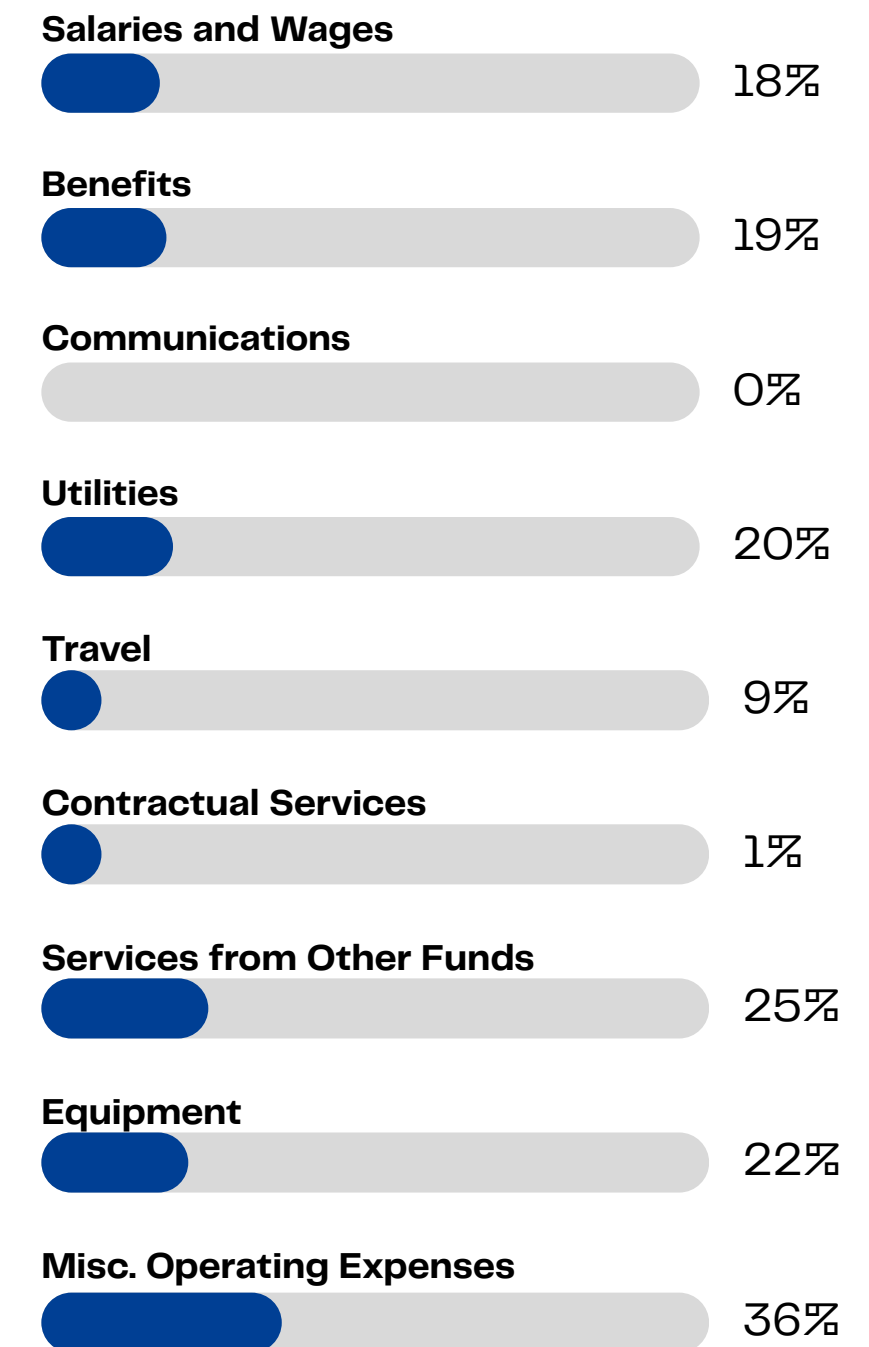
First Quarter Budget 25/26

Report

Spending Distribution



Percentage of Budget Utilized

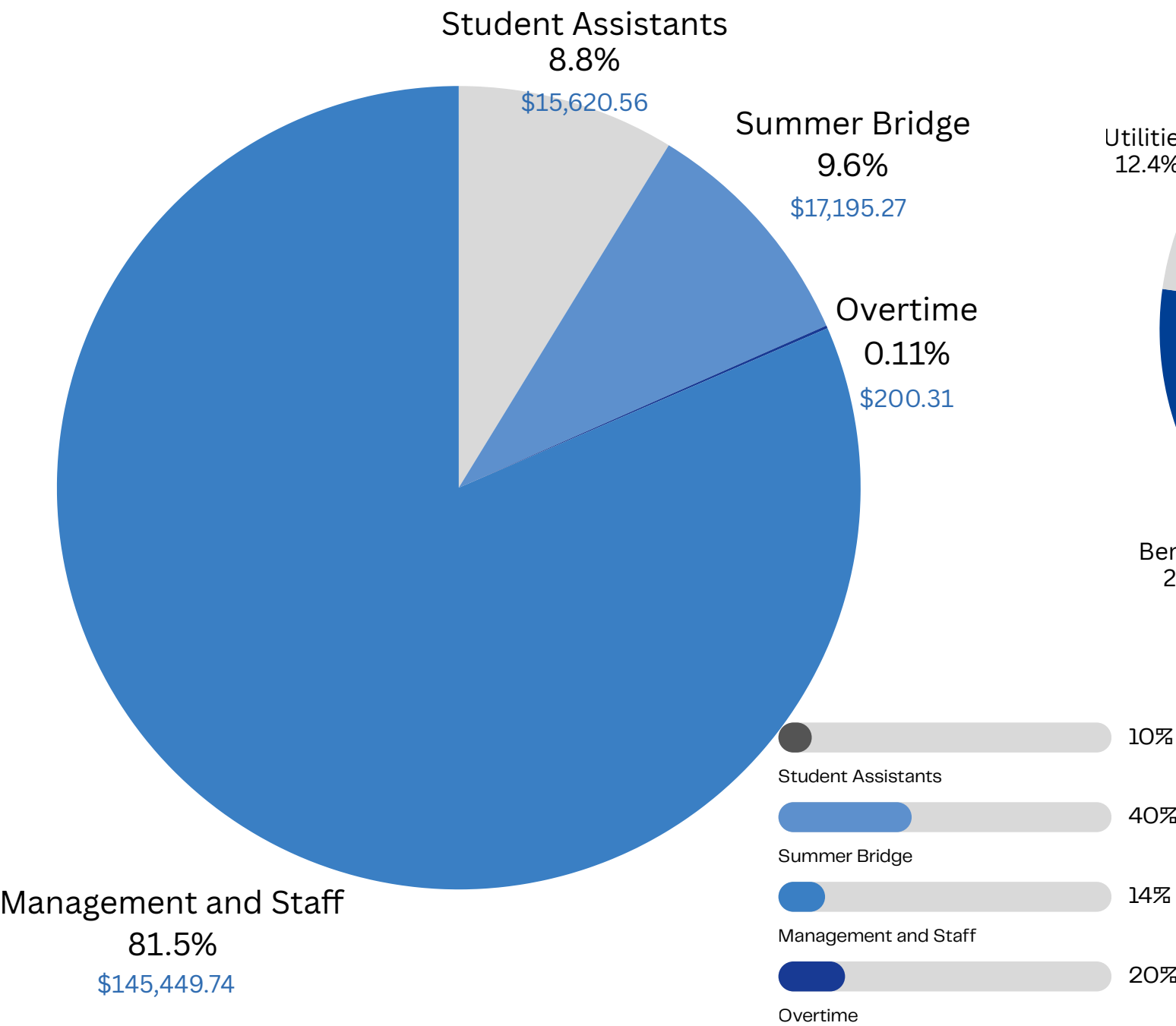


Shared Services

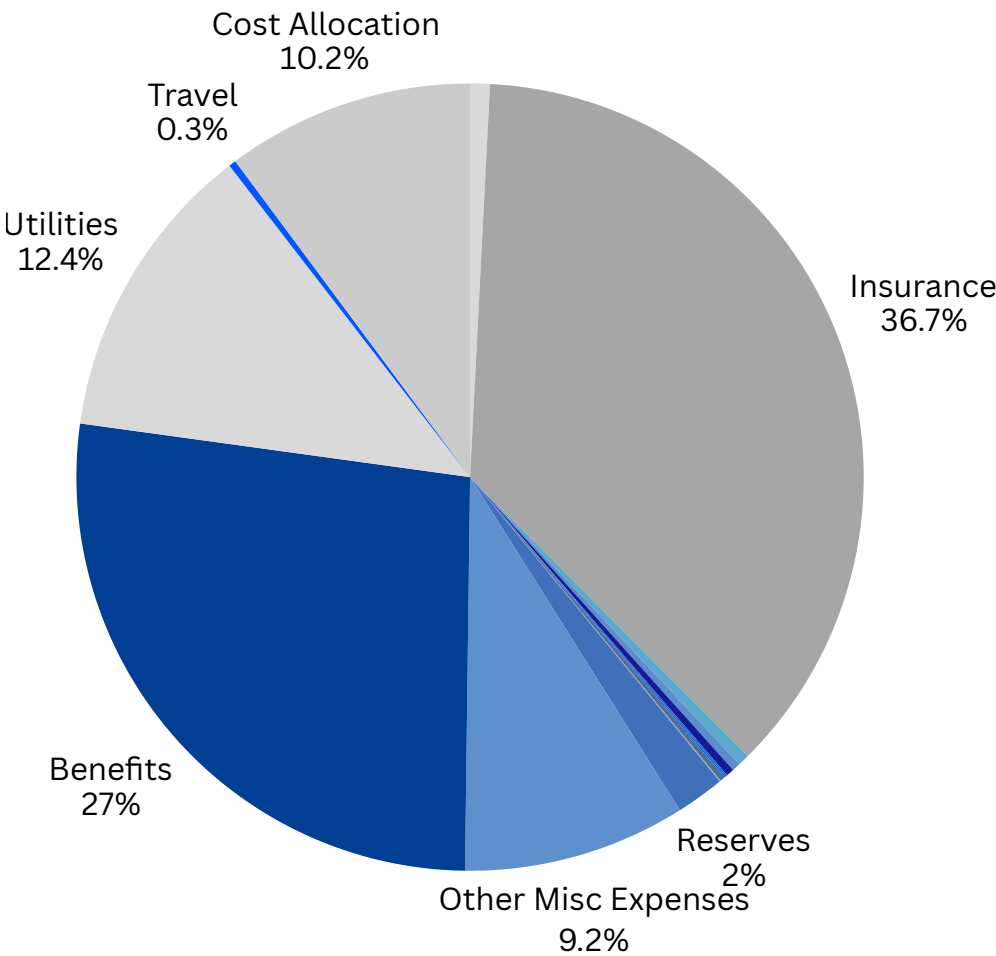
First Quarter Budget 25/26

Report

Salaries and Wages

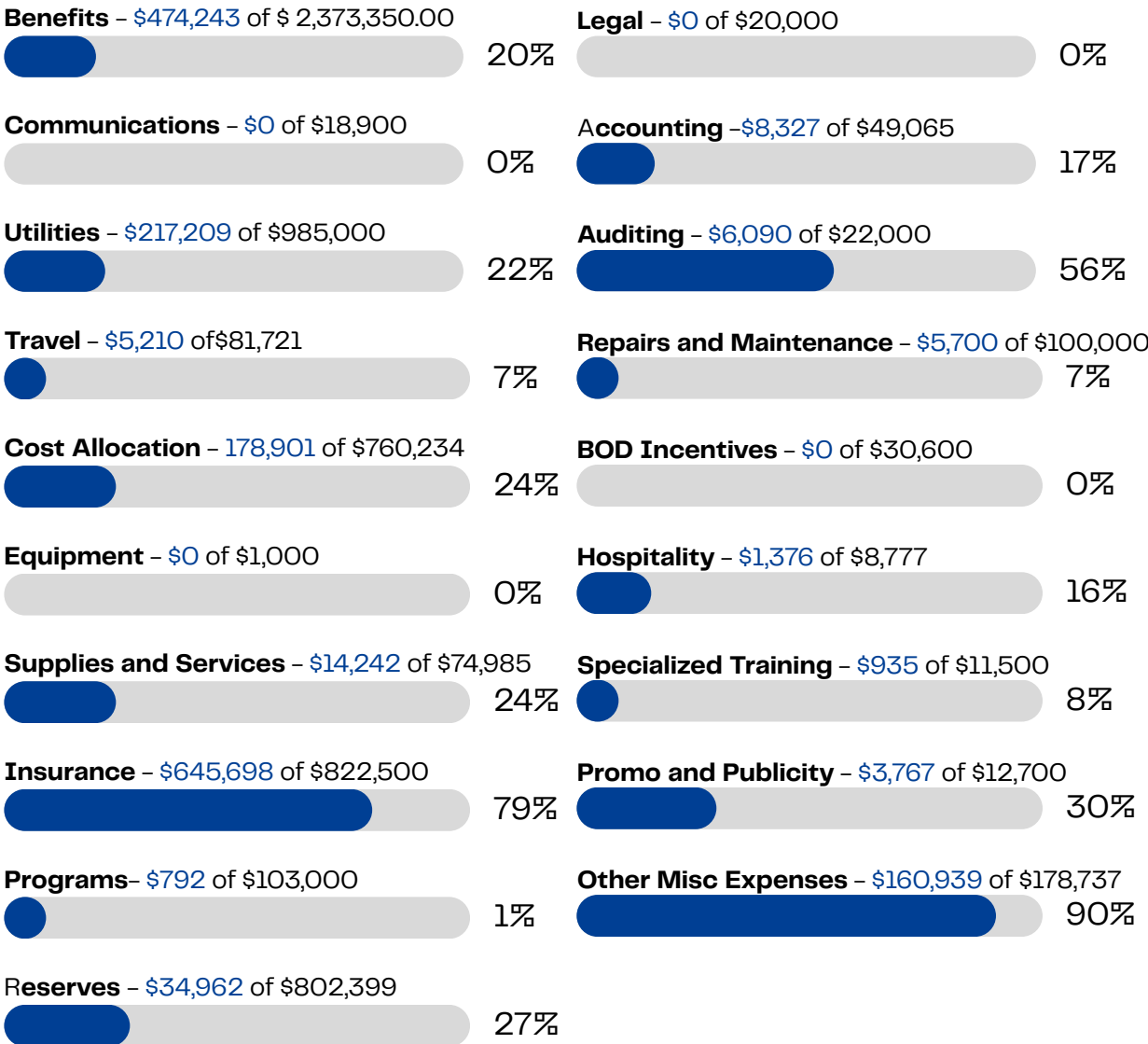


Spending Distribution



Total Budget \$7,720,900
Actual Budget Spent \$2,133,627.49
Available Budget \$5,587,272.51
Total % used = 28%

Percentage of Budget Utilized

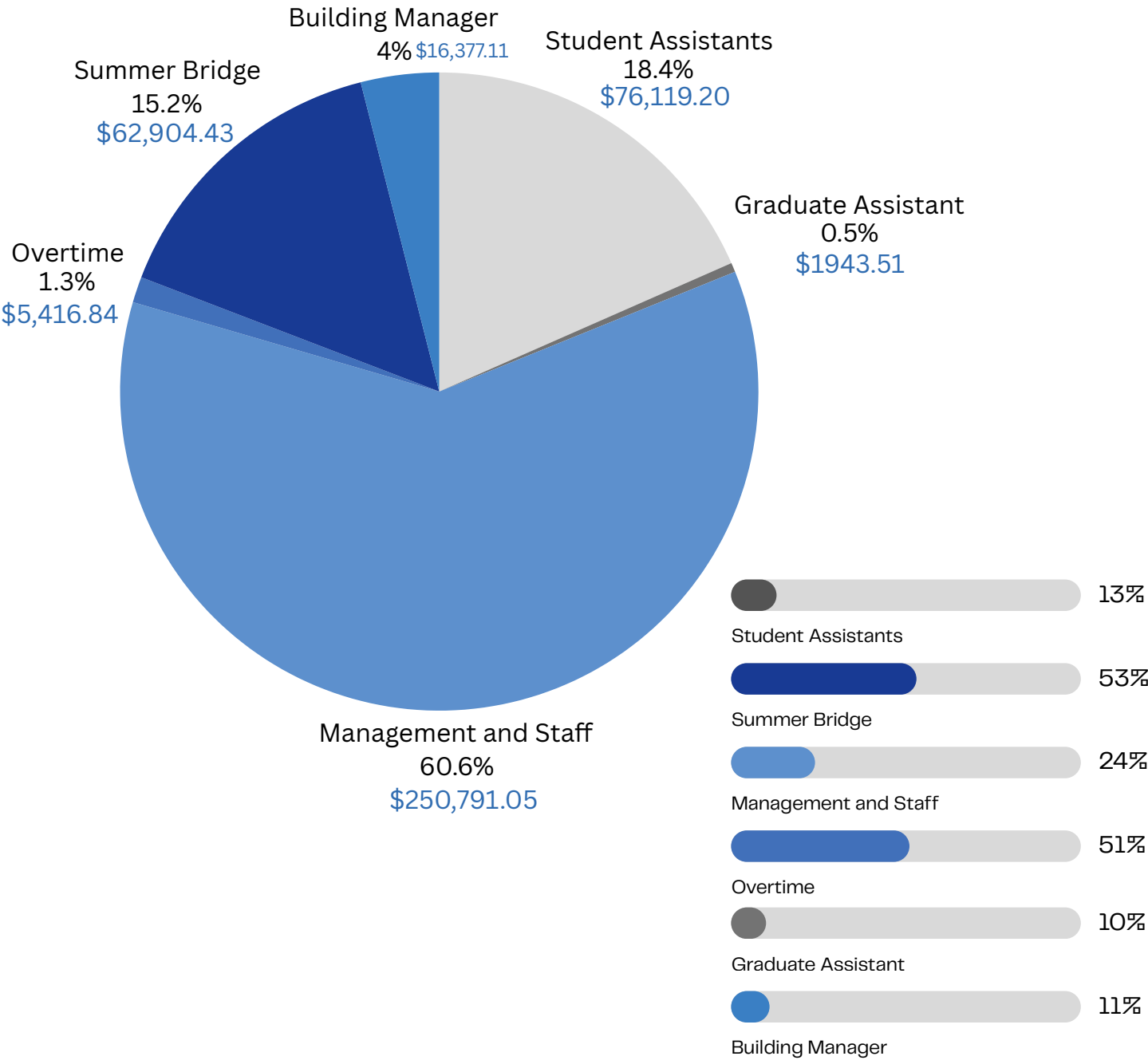


Operations

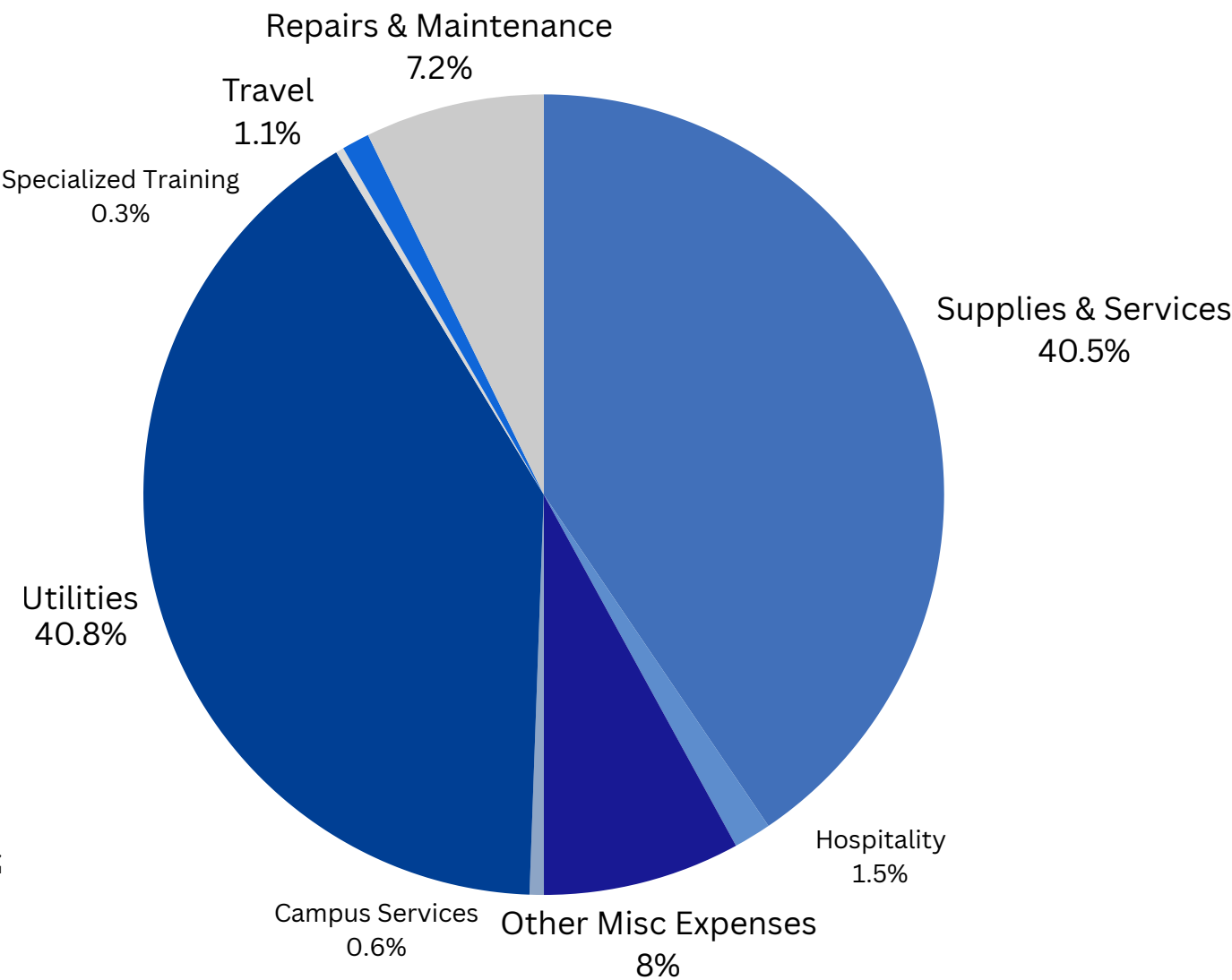
First Quarter Budget 25/26

Report

Salaries and Wages

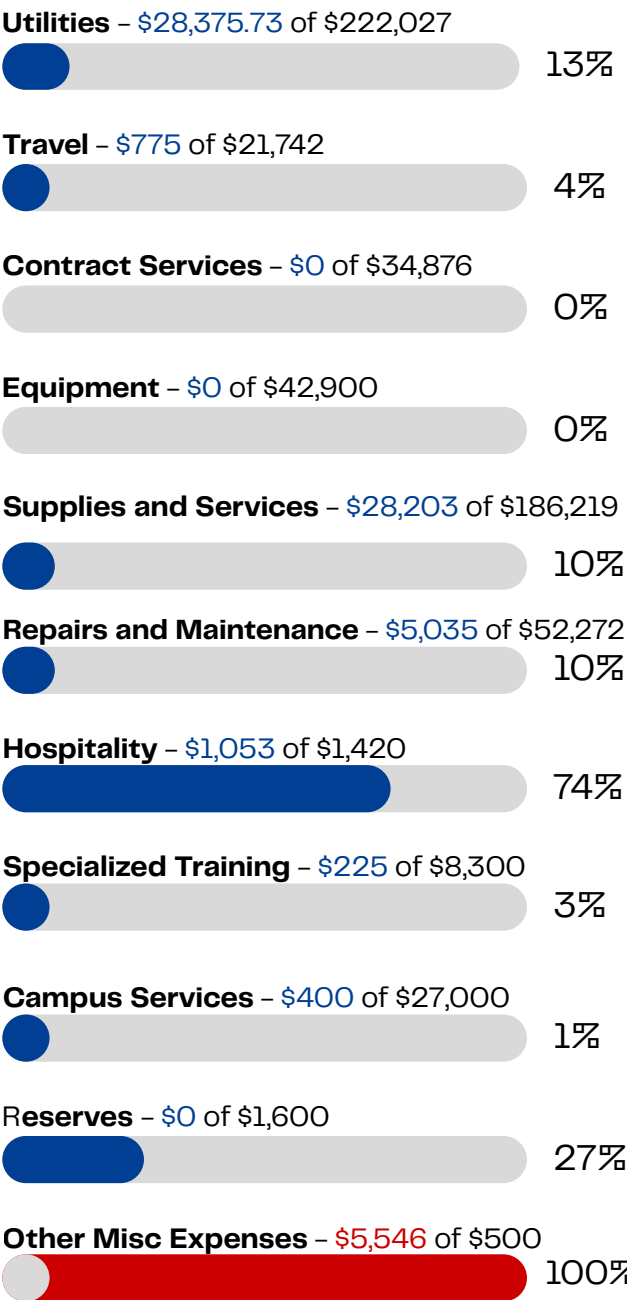


Spending Distribution



Total Budget \$2,538,238
Actual Budget Spent \$487,702.44
Available Budget \$2,050,535.56
Total % used = 19%

Percentage of Budget Utilized

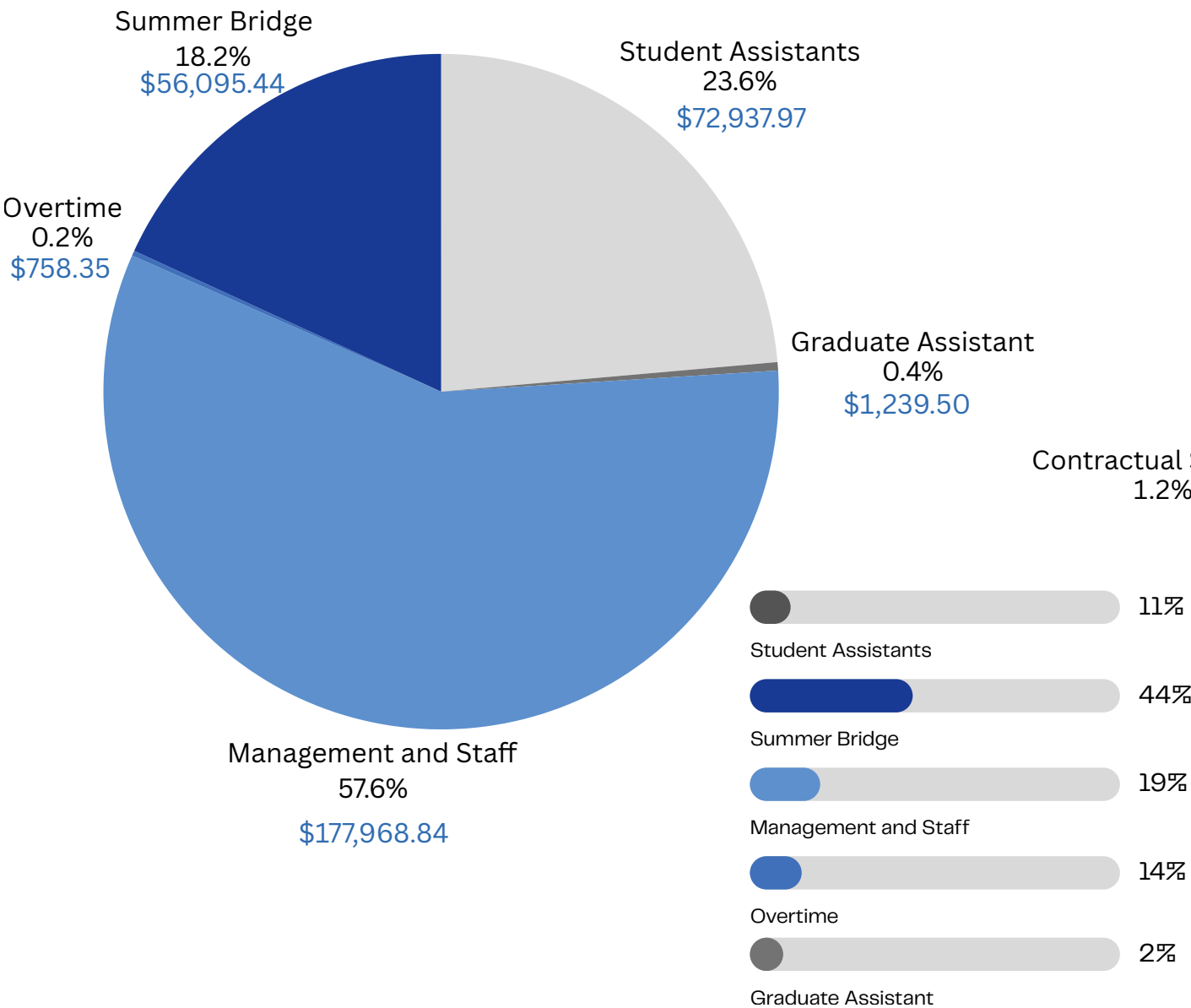


Programs

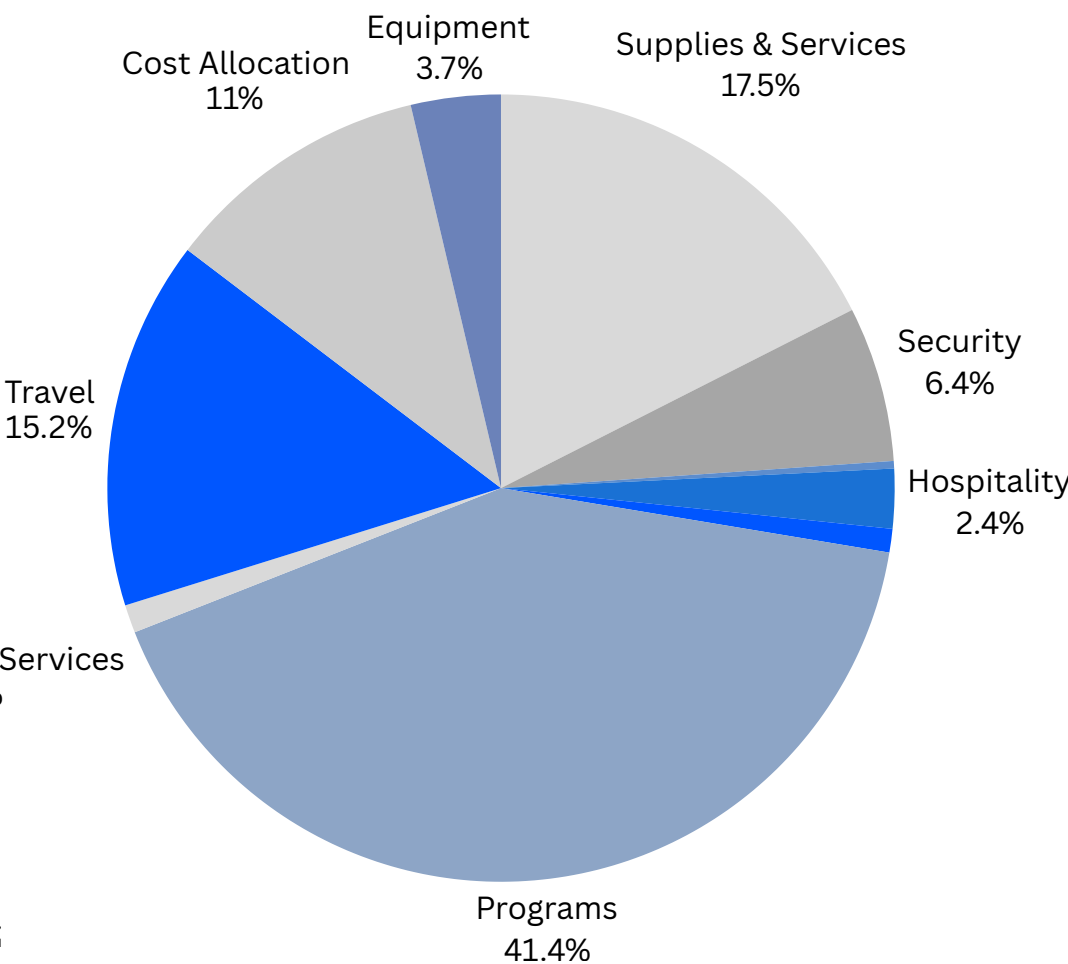
First Quarter Budget 25/26

Report

Salaries and Wages



Spending Distribution



Total Budget \$2,869,701
Actual Budget Spent \$419,432.34
Budget Available \$2,450,268.66
Total % used = 15%

Percentage of Budget Utilized

