



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING
February 5, 2025 - 4:00 PM
SMSU NORTH STUDENT CHAMBERS
ZOOM: <https://csusb.zoom.us/j/85875529320>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - a. January 22, 2025
4. Reports
 - a. SMSU BOD Chair
 - b. SMSU Executive Director
 - c. Assessment and Training
 - d. Diversity, Equity, and Inclusion
 - e. Marketing
 - f. Operations
 - g. Recreation and Wellness
 - h. Student Services
5. Open Forum (3 Minutes per Speaker)
6. Adoption of Agenda

OLD BUSINESS

None

NEW BUSINESS

- | | |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| SMSU 27/25 | Elect [student representative] to fill the SMSU BOD Controller Executive Board Position. Term Length: February 5, 2025 – May 7, 2025 (Action, Felix) |
| SMSU 28/25 | Appointment of board members to BOD Committees. Sophia Garcia to join [BOD Committee] and Sukhpreet Kaur to join [BOD Committee] (Action, Felix) |

- SMSU 29/25 Approval of Publicly Available Pay Schedule (Action, Puccinelli)
- SMSU 30/25 Approval of Project Rebound Site Proposal [Contingent upon approval on 1/30/25 Facilities & Sustainability Committee Meeting] (Action, Facilities and Sustainability Committee, Roberson)
- SMSU 31/25 Approval of 23-24 SMSU Audited Financial Statement. CLA Presenter: Chris Suda. **Time Certain: 4:30pm** (Action, Audit Committee)
- SMSU 32/25 Introductory Meeting with Dr. Rafik Mohamed, Provost and Vice President for Student Affairs. **Time Certain: 4:45pm** (Informational, Felix)

Announcements

Adjournment



**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING**

January 22, 2025 – 4:00pm
Student Union North, Student Chambers
Zoom: <https://csusb.zoom.us/j/85875529320>

MINUTES

- Members Present:** Angelica Agudo, Carson Fajardo, Jesse Felix, Jose Hernandez, Jessica Lu, Isaias Mendoza-Placencia, Jocelyn Paz, Cintiantl Rangel-Canseco, Diego Rendon
- Members Absent:** Dr. Bibiana Diaz-Rodriguez, Paz Oliverez, Dr. John Reitzel
- Staff:** Monica Baeza, Vilayat DelRossi, Jared Fisk, Matthew Jenkins, Elizabeth Junker, Sonia Martinez, Maria Elena Najera-Neri, Jennifer Puccinelli, Anthony Roberson
- Guest:** Teniola Akinyemi (Student), Sophia Garcia (Student), Sukhpreet Kaur (Student), Kimberly Rosas (Student)
- Call to Order:** The meeting was called to order at 4:06pm.
- Roll Call:** A verbal roll call for members was conducted. Quorum met.
- Approval of Minutes:** M/S Rangel-Canseco/Fajardo motion to approve SMSU Board of Directors meeting minutes from November 20, 2024.
Motion passed.
- Reports:** No reports presented.
- Open Forum:** None.
- Adoption of Agenda:** M/S Rangel-Canseco/Fajardo motion to adopt the January 22, 2025 agenda as presented.
Motion passed.

NEW BUSINESS

SMSU 23/25 Interview student representative finalists and appoint two student representatives to the SMSU Board of Directors. Term Length: January 22, 2025 - May 7, 2025. (Action, Personnel Committee, Felix)

M/S Felix/Rangel-Canseco motion to open SMSU 23/25 Interview student representative finalists and appoint two student representatives to the SMSU Board of Directors. Term Length: January 22, 2025 - May 7, 2025.

The board interviewed the four student representative finalists. The candidates were brought in one at a time to answer interview questions. At the conclusion of the interviews the board members ranked the candidates and provided their results to Elizabeth Junker.

M/S Felix/Hernandez motion to amend SMSU 23/25 to read election of Sophia Garcia and Sukhpreet Kaur as student representatives & Kimberly Rosas and Teniola Akinyemi as student alternates to the SMSU Board of Directors. Term Length: January 22, 2025 - May 7, 2025.

Roll Call Vote: 8 In-Favor 1 Abstention 0 Opposed
Motion passed.

SMSU 24/25 Appointment of Alumni Representative Edgar B. Lopez, Esq., to the SMSU Board of Directors. Term Length: January 22, 2025 - May 7, 2025. (Action, Personnel Committee, Felix)

M/S Felix/Hernandez motion to open SMSU 24/25 Appointment of Alumni Representative Edgar B. Lopez, Esq., to the SMSU Board of Directors. Term Length: January 22, 2025 - May 7, 2025.

The board discussed appointing Edgar B. Lopez as an alumni representative to the SMSU Board of Directors for the term from January 20, 2025, to May 7, 2025. Edgar Lopez introduced himself, mentioning his graduation from CSUSB in 2015, his prior service on the SMSU Board in 2013-2014, and his current role as an attorney practicing in Redlands. He shared his excitement about rejoining the board and emphasized the value of the opportunity for growth and involvement, mentioning his experience as the Director of External Affairs in ASI (Associated Students, Inc.) and his subsequent leadership role at California Western School of Law. There were no questions for Edgar. The board moved toward a vote to make the appointment official.

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

SMSU 25/25

SMSU South Security Camera Replacement Proposal (Action, Roberson)

M/S Fajardo/Agudo motion to open SMSU 25/25 SMSU South Security Camera Replacement Proposal.

Anthony Roberson introduced the proposal for replacing the outdated analog cameras at the SMSU South building with new digital cameras. The current cameras were inadequate, especially after break-ins and due to poor image quality from the analog system, which made it difficult to file insurance claims. The project includes replacing 18 cameras (3 outdoor and 15 indoors) with high-definition digital cameras. Indoor cameras will cost \$614.90 each, outdoor cameras will cost \$653.30 each, and mounting and installation accessories will cost approximately \$656.32, bringing the equipment subtotal to \$12,932.63. The project also involves running new cables to each location, with the cabling and installation costs adding up to \$11,312.24 for labor and materials. A grand total of \$24,244.87. The board members discussed the importance of security improvements, particularly after a theft (e.g., a John Deere vehicle) on campus, highlighting the need for enhanced security. After the discussion, the board was set to move forward with voting on the proposal.

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

SMSU 26/25

Approval of Employee Reference Policy (Action, Personnel Committee, Felix)

M/S Fajardo/Rangel-Canseco motion to open SMSU 26/25 Approval of Employee Reference Policy.

Jenny Puccinelli discussed the new employee reference policy, which is designed to address potential liability when providing references. She explains that providing a reference could lead to liability if the reference doesn't align with HR's knowledge of the employees' situation. The policy outlines a distinction between personal and institutional references. Personal recommendations should not use institutional letterheads, and the person providing the reference must clearly state that it is personal, not institutional. After her explanation, the board had no discussion and moved to vote on the policy.

Roll Call Vote: 8 In-Favor 1 Abstention 0 Opposed
Motion passed.

Announcements

- ASI President Fajardo gives a series of announcements and mentions there are open positions for the ASI Board of Directors, which will remain open until next Monday, and encourage anyone with potential candidates to refer them. He also promotes an event

called "PDC Firebirds Night," where students can watch a hockey game for free next Wednesday at 7 pm, with a tailgate party at 4 pm beforehand.

- Madam Chair Paz mentions there is food available for anyone who might want it and encourages students to spread the word about food resources.
- Diego Rendon shares an announcement about "Sundays with Student Government" inviting people to join and support, as well "Donuts with Diego" an event taking place late February to help foster community and connections.

M/S Hernandez/Rendon motion to adjourn meeting at 5:09pm.

Respectfully reviewed & submitted by

Jose Hernandez, Secretary

Date



SMSU BOARD OF DIRECTORS
January 29, 2025
Chair's Report

Attended Meetings:

- Personnel Committee Meeting (1/06/25)
- Facilities and Sustainability Committee (1/16/25)
- SMSU Board of Directors meeting (1/22/25)

Upcoming Meetings:

- Facilities and Sustainability Committee (1/30/25)
- Commercial Enterprises Committee (CEC) Board of Directors meeting (1/31/25)

Events:

- Undocuadvocates Sanctuary City Rally Walk 12/18/24
- I.E. We Fight Back! Organizing meeting ([off-campus](#)) 1/9/25
- I.E. We Fight Back! Community Outreach ([off-campus](#)) 1/12/25
- I.E. We Fight Back! Sign and banner making ([off-campus](#)) 1/16/25

Project:

Chair attended multiple community meetings to listen to the concerns of both community members and San Bernardino students. They also spoke at San Bernardino City Hall, advocating for San Bernardino to be named a sanctuary city for immigrants alongside members of undocumented student organizations on campus. Through community activism, Chair also heard concerns about how the new presidency could impact various aspects of student well-being.

Particularly, students were concerned about the closing of the Department of Education which would mean the ending of federal grants, student loans, Title 9 protections of women and LGBTQ+ students, special education assistant programs, English for Speakers of Other Languages programs, disability resources, and the ending of Title 6 which would allow for the investigation of racist discrimination in schools. Furthermore, there is an increase in student questions about their status as immigrants and their safety on campus.

With this information, the Chair will continue supporting undocumented students as they draft a request for protection from CSUSB during these uncertain times that threaten their status in higher education. To further support students concerned about their status, the Chair also plans to attend CAPS "Know Your Rights" workshop on February 11, 2025. Chair will reach out to basic needs to see what kind of support can be given to students if faced with life-altering events.



SMSU BOARD OF DIRECTORS
Executive Director's Report
January 29, 2025

ACUI Regional Conference (November 13-17, 2024, Point Loma, CA)

- Attended the conference, gaining insights into student unions across the region.
- Key takeaway: The necessity of prioritizing student leadership and ensuring students continue to drive decision-making and operations.
- Focus moving forward: Creating opportunities for students to lead when they do not currently exist.

Bowling with the Board (November 20, 2024)

- A successful engagement event strengthening relationships among board members and students.

Paw Wow Debrief with the San Manuel Band of Mission Indians (November 20, 2024)

- Continued discussions on securing long-term funding for the annual Pow Wow.
- Progress made in strengthening the partnership.

Palm Desert Campus Visit (November 21, 2024)

- Engaged with the Rancho Mirage Student Center team to discuss ongoing initiatives and future plans.

Thanksgiving Break (November 28-29, 2024)

- The organization was closed in observance of the holiday.

Hazard Assessment (December 4, 2024)

- Conducted a thorough review to identify potential risks within the organization.
- Initiated a plan of action to ensure job safety and compliance.

Winter Warmth Gathering (December 5, 2024)

- Celebrated the end of the year with staff and student leaders.
- Strengthened community and morale before the holiday break.

Top Golf Community Building Event (December 10, 2024)

- Facilitated a professional development and team bonding experience for full-time staff.

DSA Winter Gathering (December 17, 2024)

- Engaged in collaborative discussions with the Division of Student Affairs.
- Fostered camaraderie and strategic planning conversations for 2025.

Administrative Office Beanie Exchange & Potluck (December 18, 2024)

- A successful internal event promoting team engagement and appreciation.

Winter Break (December 24, 2024 – January 2, 2025)

- The organization was closed for the holiday.

AOA Annual Conference (January 13-15, 2025)

- Participated in discussions on auxiliary operations and best practices.
- Strengthened partnerships with key business partners.
- Explored process improvements to enhance efficiency.

DSA Council Retreat (January 15, 2025)

- Reviewed the state of the division, including California's financial outlook.
- Engaged in strategic planning discussions for SMSU's future.

Martin Luther King Jr. Day (January 20, 2025)

- Organization closed in observance of the holiday.

Active Shooter Drill (January 24, 2025)

- Hosted the first annual SMSU active shooter drill.
- Provided a valuable training experience for staff and students.

Key Strategic Initiatives & Updates

Project Rebound Space Discussion

- Explored the possibility of reallocating the commuter lounge space in SMSU South for Project Rebound.
- Emphasized the potential to serve a marginalized student population, foster community, and support reintegration efforts.

SMSU South Revamp

- Develop plans to enhance the facility's sustainability, aesthetic appeal, and school spirit.

Risk Management Review

- Engaged an auditor to assess institutional risks.
- Launched a proactive risk management plan to improve operational safety and compliance.

Farewell to Deborah Hammond

- Acknowledged the contributions of Deborah Hammond as a pillar of the community.



**SMSU Board of Directors
Assessment and Training Report
January 29, 2025**

Mid-Year Student Employee Training

On January 10, 2025 the Santos Manuel Student Union and Recreation and Wellness team hosted our Midyear Student Assistant training, engaging 153 student employees from our cost centers. This event was strategically designed to align with CSUSB's Strategic Plan (2023-2028) and the Division of Student Affairs Strategic Plan (2021-2024), advancing the university's commitment to fostering student success, professional development, and inclusivity.

Event Overview

The Spring Training Retreat was a comprehensive development program aimed at equipping student employees with essential skills to thrive in their roles and future careers. Key components included:

- **Leadership Workshops:** Focused on enhancing decision-making, problem-solving, and teamwork.
- **Skill-Building Activities:** Centered on transferable skills such as conflict resolution, effective communication, and customer service excellence.
- **Collaborative Sessions:** Included discussions addressing real-world challenges in student employment settings.

Attendance and Engagement

The retreat engaged 153 student employees, representing a significant investment in developing a skilled and inclusive workforce to serve CSUSB's diverse student body.

Benefits and Impact

1. **Promoting Student Success**
 - The training provided immersive workshops and activities to foster leadership, customer service excellence, handling challenges with empathy, and ensuring inclusivity in day-to-day interactions. These experiences are instrumental in preparing student employees to positively impact their communities and future workplaces.
 - *Student Feedback:*

- i. “During the training I learned how to communicate with new people and find specific ways to work together.”
- ii. “The most valuable thing I learned during our training was to be more assertive and to be more aware of conflicts that I can help resolve.”
- iii. “I became more self-aware of my strengths and weaknesses that are outside of what I thought they were.”
- o *Impact Data:*
 - i. 94% reported learning more about themselves as student leaders.
 - ii. 153 students learned their leadership style and which leadership styles they wished to continue developing.
 - iii. 153 students identified their top 5 values and created personal action plans for the remainder of the year.

2. **Enhancing Teamwork and Collaboration**

Team-building activities provided an opportunity for student employees to develop skills in communication, problem-solving, and leadership. These activities strengthen the ability of student employees to work effectively in their roles, benefiting the campus as a whole.

- o *Impact Data:* Post-event surveys indicated that 88% of students felt they were able to connect with their team in a collaborative way.

3. **Fostering a Sense of Belonging**

Throughout the training student employees were able to connect on a personal level. This sense of belonging contributes to retention and overall student satisfaction.

- o *Impact Data:* 86% reported satisfaction with their participation in the training.
- o *Student Feedback:*
 - i. “I loved connecting with the team that works alongside me!”
 - ii. “I was grateful to get to know all the staff leads that we always hear from in emails but not in person.”

4. **Supporting Leadership Development**

Recognizing the efforts and contributions of student employees helps reinforce their roles as campus leaders. Our training encourages student employees to take pride in their positions and inspires them to continue making meaningful contributions to the university.

- o *Student Feedback:*
 - i. “I valued learning my leadership style and utilizing my leadership skills to improve growth.”
 - ii. “I learned that leadership skills may vary, but no one style is superior and that they all have good and bad qualities.”
 - iii. “I learned what I need to work on to be a more effective leader.”



**SMSU Board of Directors
JEDI Report
January 29, 2025**

JEDI HIGHLIGHTS

Overall Student Staff Leadership Development

Dra. Lorena Marquez, Director of Student Diversity and Belonging are developing a series of student development and leadership sessions for Fridays for the entire student staff to create connection with each other, learn and receive trainings and expectations on a consistent basis. She will also be sending all JEDI Student Staff messaging to keep them up to date with programs, deadlines, etc.

Cultural Heritage Months

Dra. Marquez is co-chairing the Black History Month with Dr. Gamble from the Office of Black Student Success. We welcome everyone out to the Opening Event happening at the SMSU North Patio on Tuesday, February 4, 2025.

APIDA Center

The APIDA students are getting ready for the semester as they all plan on being involved in one committee next semester-Arab American Heritage Month, APIDA Heritage Month, and the APIDA Graduation Ceremony Committee. This will give them the opportunity to develop relationships with other staff and faculty and also bring their ideas to the table to exercise their leadership skills.

First Peoples Center

Maritza is a new hire here in the FPC. She came to me yesterday and reflected on her first semester here at CSUSB and talked about how she was thankful for a place like the FPC and 3rd floor in general. She talked about how the FPC has helped in her journey of identity development with her Native heritage and has also helped her break through her shyness.

FPC will have a campus visit with CINC in March. They want to bring some of their new students here for a visit so we can show them what CSUSB has to offer as well as show them the support they will receive from the FPC if they should choose to come here. The tour is set for March 11th, from 9am-2pm. More details to come!

Latinx Center

Radical Book Club: We have heard from multiple folks from the library and regulars in the center ask about this program. So far, we have 4 that have verbally RSVP'd for the event on Jan 30th and Feb 27th. Hopefully with more marketing, we will have a great turn out.

Both the Latinx Center and the First Peoples Center has a Career Counselor who will be in on Wednesdays, 11AM-1PM.

Osher Adult Reentry Center

With the return to campus of one OARC Student Assistant, we acknowledge the entire OARC student staff is doing post-graduate work, in graduate programs or credential programs!

OARC Student Assistants are taking their skill set to the next level by representing the center at event/program collaboration meetings for every event this quarter involving different campus departments and organizations such as ESports, Financial Literacy Center, Children's Center and Infant Toddler Lab, Project Rebound, Veterans Center and Student Parent Resource Center and Student Mental Health Club. These experiences challenge them to conduct professional meetings and incorporate different, sometimes differing department goals and agendas.

Women's Resource Center

The WRC is hosting a Deconstructing Professionalism series discussing the patriarchal, heteronormative, and racist origins of professionalism and how to challenge current professionalism standards to cultivate more inclusive working environments. The series begins on Wednesday, Feb. 19th from 12-1:30pm.

Queer Trans Gender Resource Center

The QTRC hosted its first event of the semester, Hi Gay Karaoke on January 22nd. 35 students attended the event and were welcomed to the QTRC to learn more about the Center and build community.



**SMSU Board of Directors
SMSU & RecWell Marketing Department Report
January 29, 2025**

The SMSU/Recwell marketing team is happy to announce the hiring of three new student assistants. They are expected to start up by mid-February. These students will be filling the communications and photographer positions that have opened after student graduations in Fall semester.

Two new poster display cases, and one new bulletin board are planned to be installed on the SMSU North first floor by mid-February. These cases will allow us to advertise to students in high traffic areas in the North and South side of our facility. The department is working with operations to identify new posting areas on the third floor of SMSU North as well.

The media and communications team has started rolling out promotions for our Spring semester events. Spring semester calendars have been created for each month and are being distributed via our monthly sticker drops. The team is using video promotions, tabling/canvassing efforts, flyer postings, and newsletter distribution throughout the month to promote these events. The team also promoted our smaller scale events through the Instagram story, our weekly event posts, and tabling.

Development has begun on our 2025-2026 marketing plan for the SMSU and Recwell. Some of our key focus areas in this early planning phase include facility utilization, brand consistency, visual identity, social media impact, wellness promotion, school spirit, professional development, and budget management.



**SMSU Board of Directors
Operation's Report
January 29, 2025**

Technology:

The Information Technology and Esports Coordinator ordered all of the equipment necessary for the Adventure shop in SMSU South and will begin setting up technology once the furniture is installed and data ports are moved. The IT Coordinator also configured the Rec Well membership imports for Spring semester and all memberships were successfully assigned. A computer workstation was setup for the Associate Director of Operations' new assistant and she was also walked through our technology environment. The IT student assistant has been securely wiping obsolete PCs and laptops in preparation for campus disposal and she continues to migrate event PCs to the campus domain to simplify OS management and security. The IT Coordinator has also been working with the campus to fix student assistant's staff email accounts which have been getting intermittently de-activated and he is currently working with the campus to find a solution.

ESPORTS:

The Information Technology and Esports Coordinator took the esports arena staff on a Winter break retreat to the UC Esports Initiative championships at Red Bull North America and we left with some great ideas on how to improve our streaming processes for our LAN competitions. The Call of Duty and Overwatch 2 competitive teams traveled to CSU Dominguez Hills the week of December 16th to take place in scrimmages against other CSUs, UCs and Community Colleges. For the first time ever we have 3 teams competing in collegiate esports leagues: our Call of Duty and Overwatch 2 teams are competing in the National Esports Collegiate Conference spring season and our Splatoon 3 team is competing in the Collegiate Cephalopod Association's spring season. In addition all competitive team members received official CSUSB esports team jerseys.

Maintenance:

The Maintenance Specialist has had a few work orders, they consist of the following. For the Office of Student Engagement, the Maintenance Specialist has hung some posters and banners in the student club area. He has also mounted a fair amount of plaques throughout their reception area. The Maintenance Specialist has obtained proper dimensions for a new sign for CSUSB

Adventure by taking apart the rectangular can sign and servicing it. The Maintenance Specialist has mounted a neon sign and a mirror in the Undocumented Student Success Center. Also, the pool tables have been building up fuzz balls and lint. The Maintenance Specialist has had to aggressively brush the felt on the tables for a well maintenance job. In The Retreat one of the shades for the window had fallen apart along with the retractable chain and it has been carefully fixed and put back in operation. The Maintenance Specialist has eliminated more fluorescent lights and installed LED lighting in the Program Board. The Maintenance Specialist has completed another week of Qubica AMF Pinspotting training. With the high winds the Maintenance Specialist has been tracking down trash and debris trying to keep our courtyard and service yards clean. He has also serviced the trash compactor by turning off the power to it and climbing inside and greasing and lubing the track system that was completely dry and fixed the door switch that was not operating correctly and now is.

The Maintenance Specialist continues to do preventative maintenance on our pinspotting machines and cleans and conditions the lanes

Facilities and Services:

Bowling Alley Mechanics Training

In December, the team received refresher training on basic bowling mechanics. This training focused on preventative maintenance and troubleshooting techniques to ensure the smooth operation of equipment at Coyote Lanes. The session emphasized minimizing downtime and improving the customer experience by addressing common mechanical issues efficiently.

Red Alert Drill

A Red Alert Drill has been planned to enhance staff readiness for emergency situations. This scenario-based exercise will simulate a response to a patron experiencing cardiac arrest and a separate scenario involving a choking patron. The drill will focus on quick response, communication, and the effective use of available resources, ensuring staff are prepared to handle real-life emergencies with confidence and competence.

Camera Repositioning Proposal

A comprehensive Camera Repositioning Proposal has been developed. This document identifies cameras in the Student Union buildings that require repositioning and highlights areas needing additional surveillance coverage. The goal is to improve safety and security for all patrons and staff by addressing current blind spots and optimizing camera placements.

Hiring for Cost Centers

Recent hiring efforts have successfully filled vacant positions across key roles, including Information Desk Attendants, Building Managers, and Coyote Lanes Attendants. The recruitment process involved scheduling, interviewing, and selecting qualified candidates to strengthen our team and ensure continued excellence in service delivery.

Current Projects

Increasing Student Impact at Coyote Lanes

The team is actively brainstorming initiatives to create a greater impact on the student community at Coyote Lanes. Ideas under consideration include hosting themed events, introducing loyalty programs, and collaborating with student organizations to enhance engagement and participation.

Risk Management/Hazard Assessment Project

The Risk Management/Hazard Assessment Project is underway, focusing on identifying and documenting potential hazards within the Student Union buildings. This project aims to enhance safety protocols and mitigate risks to provide a secure environment for all patrons and staff.

Audio Visual Department:

The AV Team attended the NAMM Show Conference this past week in Anaheim CA where they were able to get hands on boot camp training on several systems and gear that we currently own in our facilities. The AV students that attended are now looking into certifications for both Dante and Extron with having both programs presented to them by industry professionals who were able to show them the Career opportunities available. The AV team is looking to hire new students who will replace several of our students who will be graduating at the end of Spring. The new AV specialist is in the final steps of hiring and will update on status once this is finalized. In exciting news, the Coussoulis Arena AV team has asked our department on several occasions now to provide sound technician coverage for events in the Arena, bringing new collaboration opportunities for our SMSU AV students on campus.

Event Operations Department:

The team has been steadily working with all the new gear acquisitions from last year that has helped out tremendously for day to day setups. We are currently looking at replacing old and broken tables for our day-to-day inventory, as we have discovered several tables that are becoming too damaged for active rotation. Our new drapery and stages have been working outstandingly, and our patrons have been giving us great feedback.

Scheduling Department:

The scheduling department has been assisting our Admin & Finance team in locking down booking permissions for departments/entities that currently have been flagged for outstanding balances. Balances over a certain amount have been flagged as “not able to book” until there is confirmation that departments have caught up on payments or are in the process of doing so. We

have had little push back here and there, with our goal being to not substantially disrupt the booking flow of our guests overall. Mario is currently working on setting a procedure list for taking credit card transactions, currently reaching out to other campuses in our CSU network to ensure we fall in line with our colleagues. Rich and Kesha are also involved in this project, as accepting credit cards would be a campus first for SMSU and even SEGs.



**SMSU Board of Directors
Recreation & Wellness Report
January 29, 2025**

Adventure – 17 trip leaders attend the Western regional Outdoor Leadership Conference at Sacramento State. 7 leaders were presenters. 9 students completed the winter break Adventure Leadership Program. Over the break Adventure lead a 9-day trip to Big Bend National Park in Texas. We also led 3 snowboarding trips and a 4-day Yosemite National Park Trip. 34 trips are being offered this spring. We are renting snowboards and preparing for our move to the SMSU South in February.

Aquatics – This semester, the Aquatic Center is open during the following hours: Tuesday: 3:00 PM – 6:00 PM; Wednesday: 10:30 AM – 2:00 PM; Friday: 1:30 PM – 6:00 PM

Due to a limited staff of only four lifeguards, we are unable to offer extended pool hours this spring. If you know anyone interested in becoming a lifeguard, please let them know we are hiring!

Climbing Wall – We power washed the wall over the break and have set all new routes.

Fitness & Fitness Floor – Group Exercise schedule is live. With planned, increased support from OMs for Fitness Floor students. We are currently focusing on rebuilding our Fitness team. Monthly staff meetings for the semester are scheduled. New kettlebells will be arriving in the GX Storage soon. A few spots remain in our CPT Prep course. We are presenting our services and CPT Prep in Kinesiology classes.

Intramural Sports – IM Spring 25 schedule is posted for February we have tournaments including 1v1 Basketball, Powerlifting, 2v2 Basketball, and Flag Football. We will also be starting our 10-week Indoor Soccer and Volleyball leagues. We are also excited to bring back the Fraternity League so in February they will be participating in Indoor Soccer and Cup Pong.

Leadership Challenge Center – We had 2 programs in January on the challenge course as well as a staff training.

Management – Finished planning and execution of mid-year student training, specifically the RecWell portion as well as our mid-year retreat that was hosted at CBU. Scheduled Wood Floor resealing project for spring break.

Membership – In December the SRWC had 5,729 visits and in January there has been 7,366 visits to date. Communications were sent out to all students, faculty, and staff to promote Spring memberships, services, and programs.

Operations – The operations team has been hard at work addressing work orders throughout our facility. The women’s sauna has been repaired and is now fully operational. We are also actively working on hiring additional student custodial staff. During the break, the operations coordinator, with assistance from the custodial team, completed high dusting and replaced burnt-out lights on the gym floor. We are working with a vendor to complete the refinishing of the gymnasium wood floor over spring break.

RecWell @ PDC – Working on purging all graduated students from EoS Fitness active memberships. Supported Firebird Night with tailgating pizza. Planning Winterfest skate night at Acrisure Arena. Continuing to do EoS membership enrollment for new and returning students.

Special Events – Working with signature event planning team on CoyoteFEST, specifically event registration, fencing, and food service. Initial planning for Late Night will begin shortly.

Sport Clubs – Wrestling, Men Soccer, Cheer, Karate, Jiu Jitsu, Tennis, Badminton, and Running Clubs will begin their Spring practices in February.

Well-being – The Retreat has modified its Spring hours; we are now open Monday-Thursday 9 am to 5 pm and Friday’s 9 am to 2 pm. Next month we will begin our BWY Walking group which will take place bi-weekly on Tuesday’s from 10:30 am to 11:30 am. We will be meeting up at the wildsong statue, please share with anyone that may be interested!



**SMSU Board of Directors
Student Services Report
January 29, 2025**

Financial Literacy Center:

- During the month of January, the Financial Literacy Center (FLC) team has been preparing for the spring semester events. This preparation includes meetings with the collaborators for the Health is Wealth Summit. On January 9th, the FLC team met with The Retreat to discuss the itinerary of the summit and when the tabling will start as they are bringing community members of the health department to table and connect with the students. Then on January 13th, the FLC team met with Alumni Relations on having an alumni panel for the Health is Wealth Summit to highlight the CSUSB alumni that work in the finance industry. We discussed the alumni who can attend the panel and answer questions from the students who want to pursue a career in the finance industry.
- While preparing for the spring semester events, the team came up with a social media plan to engage with the students such as introducing financial literacy vocab and infographic that are easy to read and understand.
- During the week of January 20th, the Financial Literacy Center team worked on a DEI Funding Proposal for the Health is Wealth Summit at the San Bernardino Campus and the Financial Literacy Summit at the Palm Desert Campus. The FLC team collaborated to articulate how the summits empower the CSUSB community, including students, faculty, and first-generation students, by fostering a deeper understanding of financial literacy.
- Since December 2024, the Financial Literacy Center has been outreaching to the VITA program to provide complimentary tax services in the center on March 6.

Graduate Student Success Center:

- December 4th: The Graduate Student Success Center Coordinator, Katie, provided support for SMSU Retreat's semesterly "Retreat Yo' Self" event by managing student check-ins, coordinating boba tea distribution, scheduling chair massages, and guiding students through the various stress-relief activities designed to help them decompress during the end-of-semester.
- December 10th: The Graduate Student Success Center team participated in the mid-year SMSU student staff training, where they gained valuable insights into their personal leadership styles, strengthened their understanding of team dynamics, and received updates on SMSU's evolving policies and procedures.
- December 14th: Katie, representing the Graduate Student Success Center, attended a strategic SMSU programmer meeting focused on establishing Spring 2025 programming

deadlines and collaborative opportunities, while also initiating early planning discussions for Fall 2025 programming initiatives.

- January 22nd: The Graduate Student Success Center team collaborated with the Veteran Success Center to coordinate planning details for the upcoming Graduate Veteran Mixer.
- January 31st: Katie will serve on the Grad Slam advisory committee meeting to help shape and develop the framework for the upcoming Grad Slam competition, an academic event designed to showcase graduate student research.

Program Board:

- December 3rd: Program Board launched its inaugural Winter Wonderland event this winter, attracting 100 student attendees who enjoyed a variety of seasonal activities including a customizable hot chocolate bar, a festive screening of "Good Luck, Charlie, It's Christmas," and hands-on crafting of no-sew tie blankets, with students also receiving complimentary winter slippers to take home.
- December 6th: Katie hosted the first Signature Events Planning Committee in preparation of CoyoteFEST 2025. In attendance was UPD, Housing, Parking, SMSU JEDI team, SMSU RecWell, SMSU Marketing, SMSU Facilities, SMSU RMSC, OSLE, and ASI.
- December 10th: The Program Board team participated in the mid-year SMSU student staff training, where they gained valuable insights into their personal leadership styles, strengthened their understanding of team dynamics, and received updates on SMSU's evolving policies and procedures.
- December 14th: Katie, representing Program Board, attended a strategic SMSU programmer meeting focused on establishing Spring 2025 programming deadlines and collaborative opportunities, while also initiating early planning discussions for Fall 2025 programming initiatives.
- January 19th: Program Board collaborated with the SMSU Marketing team to develop a comprehensive promotional strategy for CoyoteFEST 2025, which includes innovative elements such as an exclusive Starbucks drink partnership, early wristband distribution initiatives, and branded floor sticker installations throughout campus.
- January 22nd: Program Board advanced CoyoteFEST 2025 planning through crucial meetings with both University Police Department to establish comprehensive safety protocols, and the Signature Events Committee to further develop event logistics and implementation strategies.

- January 29th: Program Board is scheduled to meet with Yotie Eats to discuss collaboration planning for food vendors for CoyoteFEST.
- January 30th: Program Board has scheduled a strategic meeting with an external partner to finalize the registration methodology and logistics for CoyoteFEST 2025's implementation.

Rancho Mirage Student Center:

- At the beginning of the year, our team participated in the annual mid-year student assistant training, an event designed to foster both personal and professional growth. During this training, team members had the opportunity to engage in self-reflection on their leadership styles and collaborative dynamics. Additionally, participants were encouraged to consider the broader impact of their actions, both within the campus community and in the larger social context.
- In support of the Welcome Back Week initiative, the RMSC team participated in the “Ask Me” tables, designed to assist students in navigating campus and familiarizing themselves with key locations. RMSC team members volunteered for multiple shifts at both the Indian Wells Building and Mary Stuart Rogers Gateway Building. In addition to providing logistical assistance, the team facilitated connections between students and staff/faculty, enhancing the overall campus experience for returning and new students alike.
- On January 29th, RMSC, in collaboration with ASI and PDC Student Engagement, organized a CSUSB Night at the Acrisure Arena. As part of this initiative, RMSC contributed to the purchase of 100 tickets for students and coordinated a pre-game tailgate celebration. This event provided an opportunity for students to engage with one another in a social setting while fostering school spirit and community pride.
- The RMSC team has been actively planning a diverse array of events for the upcoming spring semester. From a Valentine's Day initiative focused on self-empowerment, to a series of events aimed at empowering women and allies, as well as a mini carnival, we are committed to offering an engaging and enriching experience for our students. These events are designed to foster community involvement, personal development, and a sense of belonging.

Upcoming Events

Financial Literacy Center:

- The Financial Literacy Center is collaborating with the Graduate Student Success Center and the Osher Re-Adult Entry Center on conducting a Financial February Series on repairing credit, homebuying, estate planning and much more. These workshops will be held on zoom and in-person in the Financial Literacy Center room.

- Following the Financial February Series, FLC is continuing the Chase Bank: Lunch and Learn workshops. On March 18th, the Lunch and Learn workshop will be on Career and SMART goals and the presenters will be bringing lunch for the students who attend the workshop.
- To conclude our events for the spring semester, FLC will have the 3rd annual summit titled Health is Wealth Summit at the San Bernardino Campus on April 15th. The next day will be the Financial Literacy Summit for the first time at the Palm Desert Campus.

Graduate Student Success Center:

- February 4th, 12th, 18th, 26th: The Graduate Student Success Center is partnering with the Financial Literacy Center and OSHER to launch the Financial February series, offering the campus community comprehensive financial education through seminars covering essential topics including first-time home buying, credit repair, online banking, and estate planning.

Program Board:

- February 6th: Program Board is organizing Electric Hearts, a dynamic Valentine's-themed dance event featuring interactive elements such as bracelet making and live DJ entertainment, while also incorporating valuable educational components through Counseling and Psychological Services' tabling activities focused on relationship boundaries, healthy relationships, and a touchstone exercise for both CSUSB and external community participants.
- February 20th: Program Board and ASI are joining forces once again to present Cosmic Coyote, an energetic welcome-back celebration featuring dynamic entertainment from two live DJs and refreshments from the Cantina, designed to kick off the new term with campus-wide engagement.

Rancho Mirage Student Center:

- Heart and Soul - Thursday, February 13th 12-2pm
- Lunch and Learn - February 19th - 12-1pm
- A Night at the Museum : Celebrating Black Art and Culture - February 20th 5:30-8pm
- Winterfest - February 26th 6:30 - 8:00pm

Santos Manuel Student Union

Salary Schedule for Fiscal Year 24-25

Effective as of 07/01/2024

Title	Rate Type	Pay Range		
		min	mid	max
Executive Director	Salary	\$143,558	\$179,448	\$215,337
Director, Recreation and Wellness	Salary	\$105,776	\$132,220	\$158,664
Director, DEI	Salary	\$105,776	\$132,220	\$158,664
HR and Risk Manager	Salary	\$99,173	\$117,981	\$130,166
Budget Analyst	Salary	\$99,173	\$117,981	\$130,166
Associate Director, SMSU Operations	Salary	\$74,894	\$93,618	\$112,341
Associate Dir, Student Svcs and Phil Giving	Salary	\$74,894	\$93,618	\$112,341
Associate Director, RW Operations	Salary	\$74,894	\$93,618	\$112,341
Marketing Manager	Salary	\$67,346	\$84,183	\$101,019
Operating Systems Analyst	Salary	\$67,346	\$84,183	\$101,019
Event Services Manager	Salary	\$67,346	\$84,183	\$101,019
ARTS Specialist	Salary	\$60,559	\$75,698	\$90,838
Executive Assisant to the Executive Director	Salary	\$60,559	\$75,698	\$90,838
AV Specialist/Event Coordinator	Salary	\$60,559	\$75,698	\$90,838
Adventure Programs Coordinator	Salary	\$54,455	\$68,069	\$81,683
PASSC Coordinator	Hourly	\$26.18	\$68,069	\$39.27
WRC Coordinator	Hourly	\$26.18	\$68,069	\$39.27
RW Operations Coordinator	Hourly	\$26.18	\$68,069	\$39.27
Competitive Sports Coordinator	Hourly	\$26.18	\$68,069	\$39.27
OARC Coordinator	Hourly	\$26.18	\$68,069	\$39.27
APICCoordinator	Hourly	\$26.18	\$68,069	\$39.27
FPC Coordinator	Hourly	\$26.18	\$68,069	\$39.27

QTRC Coordinator	Hourly	\$26.18	\$68,069	\$39.27
Facilities and Services Coordinator	Hourly	\$26.18	\$68,069	\$39.27
LXC Coordinator	Hourly	\$26.18	\$68,069	\$39.27
GSSC/PB Coordinator	Hourly	\$26.18	\$68,069	\$39.27
Membership Coordinator	Hourly	\$23.54	\$61,209	\$35.31
Wellness Coordinator	Hourly	\$23.54	\$61,209	\$35.31
Fitness Coordinator	Hourly	\$23.54	\$61,209	\$35.31
Rancho Mirage Student Center Coordinator	Hourly	\$23.54	\$61,209	\$35.31
Creative Specialist	Hourly	\$21.17	\$55,040	\$31.75
Communications & Social Media Specialist	Hourly	\$21.17	\$55,040	\$31.75
Maintenance Custodian II	Hourly	\$21.17	\$55,040	\$31.75
Maintenance Specialist	Hourly	\$21.17	\$55,040	\$31.75
Corporate Services Processor	Hourly	\$19.04	\$49,493	\$28.55
	Hourly	\$18.43	\$45,100	\$24.94
Maintenance Custodian I	Hourly	\$17.25	\$42,203	\$24.35

Revised as of 07/01/2024 and adopted by the Board as of xx/xx/xxxx

PROJECT REBOUND SPACE REQUEST

- Support the academic success and re-integration of formerly incarcerated students
- Currently serving 92 students (spring 2025)
- **Program Needs**
 - Dedicated and centralized location to build peer support network and host workshops.
 - Program Coordinator Office (Michael Griggs)
 - Outreach Coordinator Office (Sofia Alvarenga)
 - Office Assistant (Vacant)
 - Study/lounge (10 -12 seats)



Having dedicated space is a key program element for CSU Project Rebound Consortium Institutions

CSUN Project Rebound Space



SB 917 (Skinner, 2024)

Programming shall incorporate the following program components:

2.4(a)(3):

Staffing and space commitments, including: (I) dedicated staffing of a program coordinator or director, dedicated academic adviser or retention specialist, and student peer navigators with preference for staff with lived experience in the criminal justice system; (II) dedicated space on the university campus for the program that allows for **both privacy and community**; (III) use of the Federal Work-Study Program to provide eligible students with employment and professional development opportunities; and (IV) formal partnerships with California Community Colleges to build transfer pathways, and with other key stakeholders, including, but not limited to, the Department of Corrections and Rehabilitation, probation departments, and community-based organizations.



CSUSB SPACE ALLOCATION/CHANGE REQUEST FORM

Requestor Name: _____ **Title** _____

Department: _____ **College or Division:** _____

Date of Request: _____ **Campus Ext:** _____

SPACE NEEDS AND TIME REQUIREMENTS

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

Please identify the space function: _____ State _____ Non-State

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

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

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

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

If your response is NO please provide an explanation:

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

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

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

(Attach additional sheet if necessary)

Indicate any adjacencies requirements if applicable:

5. How long will this space be required?

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

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

Start Date: _____

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

End Date: _____

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

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

APPROVAL SIGNATURES:

Department Chair

Date

Dean

Date

Vice President or Provost

Date

**SANTOS MANUEL STUDENT UNION, A COMPONENT UNIT
OF CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2024

Financial Statement too large to
upload. Please contact the SMSU
Administration Office for a copy
(909)537-7201.



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