



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS  
GENERAL MEETING  
March 26, 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. March 5, 2025
4. Reports
  - a. No reports until April Board Meeting
5. Open Forum (3 Minutes per Speaker)
6. Adoption of Agenda

**OLD BUSINESS**

None

**NEW BUSINESS**

- |            |   |
|------------|---|
| SMSU 38/25 | Campus Budget Presentation   Presenter: Dr. Sam Sudhakar, Chief Financial Officer and Vice President of Finance, Technology, and Operations (Informational, Del Rossi)                                    |
| SMSU 39/25 | Replacement of Leadership Challenge Center Windscreen Proposal,<br><b>Chartfield String: S7100-RO001-660876, Not to Exceed \$18,096.67</b><br>(Action, Recreation and Wellness Committee, Rangel-Canseco) |
| SMSU 40/25 | Approval of Revisions to the Reserve Accumulation Policy (Action, Finance and Contracts, Garcia)  |

***Announcements***

***Adjournment***



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

March 5, 2025 – 4:00pm

Student Union North, Student Chambers

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

**MINUTES**

- Members Present:** Vilayat Del Rossi, Dr. Bibiana Diaz-Rodriguez, Carson Fajardo, Sophia Garcia, Jose Hernandez, Sukhpreet Kaur, Edgar Lopez, Jessica Lu, Isaias Mendoza-Placencia, Jocelyn Paz, Cintiantl Rangel-Canseco, Diego Rendon
- Members Absent:** Angelica Agudo, Paz Oliverrez, Dr. John Reitzel
- Staff Present:** Maria Badulis, Monica Baeza, Michelle Bulaon, Jasmine Bustillos, Jasmine Curtis, Jared Fisk, Tamara Holder, Matthew Jenkins, Elizabeth Junker, Sean Kinally, Sonia Martinez, Maria Elena Najera-Neri, Mario Orellana, Jennifer Puccinelli, Katie Wallen
- Guest:** Ayanna McAlister, Chris Suda
- Call to Order:** The meeting was called to order at 4:02pm.
- Roll Call:** A verbal roll call for members was conducted. Quorum was met.
- Approval of Minutes:** M/S Fajardo/Rangel-Canseco motion to approve SMSU Board of Directors meeting minutes from February 5, 2025.  
*Motion passed.*
- Reports:** Reports were omitted from the discussion due to a full agenda but were included in members' packets for review.
- Open Forum:** None.
- Adoption of Agenda:** M/S Fajardo/Rendon motion to adopt agenda.  
*Motion failed.*

M/S Del Rossi/Fajardo motion to strike SMSU 36/25 Approval of Revisions to the Reserve Accumulation Policy.  
*Motion passed.*

M/S Fajardo/Del Rossi motion to create a consent agenda for SMSU 30/25 Approval of Project Rebound Site Proposal and SMSU 35/25 Project Rebound Lease Agreement.  
*Motion passed.*

M/S Rangel-Canseco/Kaur motion to adopt amended agenda.  
*Motion passed.*

## **OLD BUSINESS**

### **CONSENT AGENDA: A**

1. SMSU 30/25 Approval of Project Rebound Site Proposal (Action, Facilities and Sustainability Committee, Mendoza-Placencia)
2. SMSU 35/35 Project Rebound Lease Agreement (Action, Finance and Contracts Committee, Garcia)

M/S Fajardo/Rendon motion to open consent agenda A.

**Roll Call Vote:**            8 In-Favor            2 Abstention            0 Opposed  
*Motion passed.*

## **NEW BUSINESS**

**SMSU 31/25            Introduction of Dr. Samuel Sudhakar, Chief Financial Officer and Vice President of Finance, Technology, and Operations (Informational, Del Rossi)**

M/S Del Rossi/Rendon motion to open SMSU 31/25 Introduction of Dr. Samuel Sudhakar, Chief Financial Officer and Vice President of Finance, Technology, and Operations.

Dr. Samuel Sudhakar, Chief Financial Officer and Vice President of Finance, introduced himself, providing an overview of his background and experience. The board primarily discussed student facilities and parking fees, with a key focus on enhancing recreational spaces such as table tennis and pool areas. Dr. Bibiana Diaz raised concerns about parking fees for cultural and academic events, advocating for a waiver to support student and family participation. In response, it was explained that parking operates as a self-sustaining entity, responsible for maintenance, staff salaries, and mortgage payments for parking structures. Additionally, revenue from fines funds public transportation for students. While efforts are made to minimize fee increases, they are

sometimes necessary to maintain financial stability. The discussion concluded with a transition to the next agenda item.

*Time reached 4:30pm, so the board moved forward with SMSU 33/25.*

**SMSU 33/25                      Approval of 23-24 SMSU Audited Financial Statement. CLA  
Presenter: Chris Suda | Time Certain: 4:30pm (Action, Audit  
Committee, Hernandez)**

M/S Fajardo/Garcia motion to open SMSU 33/25 Approval of 23-24 SMSU Audited Financial Statement. CLA Presenter: Chris Suda | Time Certain: 4:30pm.

Secretary Hernandez introduced Chris Suda from CLA Auditing Firm. Chris Suda presented the independent external audit results for Santos Manuel Student Union for the fiscal year ending June 30, 2024. The audit followed government auditing standards and generally accepted auditing standards. CLA evaluated financial statements, internal controls, and compliance, producing a Yellow Book report for internal control deficiencies. A risk-based approach was used, focusing on high-risk areas such as cash and investments, revenue recognition, capital assets, leases, payroll, and pension obligations. There were no difficulties when performing the audit and no issues or findings to report. After no further discussion the board moved toward a vote.

**Roll Call Vote:**                      11 In-Favor                      0 Abstention                      0 Opposed  
*Motion passed.*

**SMSU 32/25                      Student Recreation & Wellness Center (SRWC) Cooling Tower Fill  
Replacement Proposal, Chartfield String: 6600061-FFD01-B0525, Not  
to Exceed \$50,552.00 (Action, Recreation and Wellness Committee,  
Rangel-Canseco)**

M/S Rangel-Canseco/Del Rossi motion to open SMSU 32/25 Student Recreation & Wellness Center (SRWC) Cooling Tower Fill Replacement Proposal, Chartfield String: 6600061-FFD01-B0525, Not to Exceed \$50,552.00.

The board members discussed the replacement of the cooling tower fill at the Student Recreation and Wellness Center. The project aims to improve cooling efficiency, reduce energy costs, and prevent equipment failures. The replacement is considered urgent due to increased strain on the current system and potential summer cooling issues. The project is expected to take six to eight weeks once approved. Some board members raised concerns about delays between receiving the initial quote and presenting the proposal, which were attributed to committee scheduling issues and holiday breaks. The board acknowledged the need for faster processing of urgent maintenance proposals in the future and moved toward a vote.

**Roll Call Vote:**                      11 In-Favor                      0 Abstention                      0 Opposed  
*Motion passed.*

M/S Del Rossi/Fajardo motion to extend the meeting to 5:14pm.  
*Motion passed.*

**SMSU 34/25                    Approval of resolution of intention to approve an amendment to contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Santos Manuel Student Union of California State University, San Bernardino to provide Section 20903 (Two Years Additional Service Credit) for local miscellaneous members. (Action, Del Rossi)**

M/S Del Rossi/Kaur motion to open SMSU 34/35 Approval of resolution of intention to approve an amendment to contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Santos Manuel Student Union of California State University, San Bernardino to provide Section 20903 (Two Years Additional Service Credit) for local miscellaneous members.

Executive Director Del Rossi yielded his time to Jenny Puccinelli, Human Resource and Risk Manager. Jenny Puccinelli presented a resolution of intention to amend the CalPERS contract for the Santos Manuel Student Union at CSU San Bernardino, granting retirees an additional two years of service credit to increase their pension benefits. The final resolution will be presented at the April board meeting, and an informational session for employees will be held on March 27th. After no further discussion the board moved toward a vote.

**Roll Call Vote:**            11 In-Favor                    0 Abstention                    0 Opposed  
*Motion passed.*

**SMSU 37/25                    Appointment of Kesha Bates as staff representative to the Finance and Contracts Committee (Action, Garcia)**

M/S Garcia/ Mendoza-Placencia motion to open SMSU 37/25 Appointment of Kesha Bates as staff representative to the Finance and Contracts Committee.

The board discussed the appointment of Kesha Bates as the staff representative on the Finance and Contracts Committee. Board members and staff expressed confidence in her ability and acknowledged the value of having an additional perspective on the committee. After no further discussion the board moved toward a vote.

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

## Announcements

- President Carson Fajardo mentions ASI elections are now open and will be taking applications until Friday, March 7<sup>th</sup>.
- Elizabeth Junker announced the application for the SMSU BOD application for 2025-26 will be available soon, with promotions planned on campus.
- Vilayat Del Rossi was introduced as the Interim Executive Director for SMSU, with board members welcoming him and expressing support.

M/S Rendon/Hernandez motion to adjourn meeting at 5:15pm.

*Motion passed.*

Respectfully reviewed & submitted by

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Jose Hernandez, Secretary

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Date

## **CSUSB Recreation & Wellness: Replacement of Leadership Challenge Center Windscreen**

*Proposed by: Mark Oswood, Adventure Program Coordinator*

### **Background:**

The CSUSB Recreation & Wellness Department's Leadership Challenge Center (LCC) opened in 2013 and is used for experiential team building and leadership development programs. The course is covered in wood chips to reduce slipping during activities, minimize dust, add fall protection, and make the course aesthetically pleasing. Due to high winds these wood chips easily blow away without a windscreen on the fence. The windscreen also provides some privacy and reduces programs being distracted by events outside the course.

The current windscreen is over 11 years old and has deteriorated due to sun and wind exposure. It is no longer serving its intended function of providing privacy or wind protection. Replacing the windscreen will allow us to bring in more wood chips and regain privacy.

### **Proposal:**

Recreation and Wellness would like to purchase 1957ft x 6ft windscreen to be installed by NJP for \$18,096.67 (\$17,234.92 plus a 5% contingency)

### **Rationale:**

The following rationale is provided in support of this proposal:

- Wood chips are the best surface option for our course.
- Windscreen is needed to reduce wood chip loss
- The previous windscreen lasted about 10 years.
- NJP sports is \$6659.08 less than Taylor Tennis Courts quote.

### **Budget Impact:**

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

### **Timeline:**

If approved the installation should take place within 4-6 weeks.

# NJP SPORTS, INC.

548 WEST ARDEN • GLENDALE, CA 91203

P.O. BOX 1469 • GLENDALE, CA 91209

(818) 247-3914 • FAX (818) 247-2605

njpsports@earthlink.net

California State License #284844-C-13

# PROPOSAL

THIS NUMBER MUST APPEAR ON INVOICE,  
B/L, BUNDLES, CASES, PACKING LISTS AND  
CORRESPONDENCE.

Cal State San Bernardino

Attn: Mark Oswood

5500 University Pkwy

San Bernardino CA 92407

DATE 02/24/25

DATE WANTED  
ASAP

TERMS  
Net 30 w/ PO#

F.O.B.  
Site

SHIP VIA  
Install

SHIP TO

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<p>Tel: 909-537-3863 Email: <a href="mailto:moswood@csusb.edu">moswood@csusb.edu</a></p> <p>This is an estimate based upon footage given to us. Final cost may be different if footage changes when we take field measurements. Installation is priced at prevailing wage rates – our DIR 1000007418</p> <p>Price to fabricate and install a total of about 1056' of 6' tall open mesh blue polypropylene windscreens.</p> <p>Price is good for 30 days. Thank you, Ted</p> <div><p><b>"NOTICE TO OWNER"</b> <b>(Section 7019 - Contractors License Law)</b> Under the Mechanics' Lien Law, any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and has not paid for his labor, services or material, has a right to enforce his claim against your property.</p><p>Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, an original contract for the work of improvement of a modification thereof, in the office to the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.</p></div>	<p>Material</p> <p>Tax</p> <p>Install</p> <p>Total</p>	<p>\$6652.80</p> <p>\$582.12</p> <p><u>\$10000.00</u></p> <p><u>\$17234.92</u></p>
		<p><b>Please sign and return a copy to confirm your order.</b></p>	

ACCEPTED BY (SIGNATURE)

SHIPPING DATE PROMISED

AUTHORIZED SIGNATURE



Rancho Santa Margarita, CA 92688  
31441 Santa Margarita Pkwy.  
Suite A-158  
Tel: (949) 858-3147  
Fax: (949) 713-7878



Contractors License  
373423

**CONTRACT**  
NO. CSUSB

TO CSUSB ☐ Owner ☐ Lessee DATE February 28, 2025  
Business Address Attn: Mark Oswood [moswood@csusb.edu](mailto:moswood@csusb.edu) Telephone \_\_\_\_\_  
Residence Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Job Address Cal State Univ. San Bernadino Lot \_\_\_\_\_ Blk \_\_\_\_\_ Track \_\_\_\_\_  
Owner(s) \_\_\_\_\_  
Applicable if this contract is with a lessee  
Res. Add. \_\_\_\_\_ Bus. Add. \_\_\_\_\_

CONTRACTOR AND OWNER AGREE AS FOLLOWS:

1. **CONTRACTOR** shall furnish at following submitted specifications and costs, all material, labor, equipment, transportation and perform all work necessary for the complete installation of:
2. **CONTRACT PERIOD AND RIGHT TO WORK:** Prices quoted in this contract are valid for thirty (30) days from date of presentation. Contractor reserves right to commence work within thirty (30) days of contract acceptance.

***Fabricate and Install 1,057ft X 6ft. High Windscreens***

1. *Remove existing windscreens and haul away.*
2. *Fabricate Royal Blue Polypropylene Open Mesh windscreen.*
3. *The windscreen shall be 6 feet high.*
4. *The screens shall be bound around all sides with brass grommets.  
A mid seam with grommets will be fabricated into the panel.*
5. *The screens shall be installed with galvanized hog Rings.*

ALL OF THE ABOVE WORK TO BE COMPLETED IN A SUBSTANTIAL AND WORKMAN-  
LIKE MANNER FOR THE sum of: **\$23,894.00**

**This is prevailing wage**

*The contract to be paid upon completion of each segment of the work. Any addition, alteration from the above specifications will become and extra charge over the sum mentioned in this contract and owner shall pay for same weekly as such additional work, alteration or deviation progresses.*

**\* Please sign and return one copy \***

**Taylor Tennis Courts:**

**Owner:**

*J. Z. 2-28-25*

\_\_\_\_\_

California State University, San Bernardino  
Santos Manuel Student Union  
**RESERVE ACCUMULATION POLICY**

I. PURPOSE

The purpose of this policy is to provide criteria for the Santos Manuel Student Union (SMSU) Board of Directors, SMSU management and university staff to measure the adequacy of SMSU corporate reserves and to act as a guide in allocating corporate reserves for repairs, replacements, facility modifications, economic uncertainty, catastrophic events, and future expansion. ~~other special projects.~~

The Santos Manuel Student Union shall maintain *local* reserves in the following categories:

- A. Capital Improvement/Constructions ~~Working Capital~~
- B. Equipment Acquisition/Replacement ~~Equipment Replacement (excluding Food Service Equipment)~~
- ~~C. Special Projects~~
- ~~D.C.~~ Outstanding Commitment ~~OPEB Liability~~
- ~~E.D.~~ Central Local Reserves
- ~~F.E.~~ Facilities Maintenance and Repairs ~~Maintenance—Minor Equipment and Repairs~~
- ~~G.F.~~ Program Development ~~Program Reserves~~
- ~~H. Scheduling, AV & Technology Reserves~~
- ~~G.~~ Catastrophic Events ~~Catastrophic Reserves~~
- ~~H.~~ Economic Uncertainty
- I. Future Debt Services
- ~~J. Construction Fund~~

SMSU reserves residing with the CSU include a Revenue fund, a Major Maintenance & Repair Fund and a Construction Fund. Furnishings and major repairs shall be replaced with funds from the Major Maintenance & Repair Fund or excess monies in the Revenue Fund. Capital Development for New Projects Reserves will be maintained in the Construction Fund. Catastrophic Events Reserves and Future Debt Services will be maintained in the Major Maintenance & Repair Fund.

II. LOCAL RESERVES

Local reserves are invested through approved financial avenues with the assistance of the university Accounting Office.

- A. Capital Improvement/Construction ~~Working Capital Reserves~~

The SMSU shall maintain working capital reserves used to fund major building improvements and start-up costs for proposed major capital and expansion projects.—These reserves shall be used to provide working capital, produce interest income for operating expenses, and serve as a “program reserve” for

non-program areas, i.e., administration, operations, maintenance. Working capital should equal an average ~~of two (2) months~~ 25% of annual operating budget expenses.

B. ~~Equipment Acquisition/Replacement~~ Equipment Replacement Reserves

Equipment/~~Acquisition~~ Replacement Reserves shall be maintained to provide a method to spread costs for replacements and major repairs evenly across budget years and to reserve for anticipated future equipment replacement needs. Reserves shall be funded annually through an allocation from the operating budget based on average annual costs for projected repairs and replacement needs. This reserve is not intended to cover the cost of equipment needed by tenants.

C. ~~Special Projects Reserves~~

~~Any additional excess funds set in reserve to finance special projects as approved by the Board of Directors. Funds from this reserve may, upon board approval, be transferred to any local reserve fund.~~

~~D. C.~~ Outstanding Commitments OPEB Liability

1. OPEB Liability - Annual costs to fund and maintain appropriate balance levels supporting other post-secondary benefits for employees, and any other commitments.

E. Central Local Reserves

Funds any unanticipated overage in SMSU centralized costs such as Utilities, Benefits, etc.

F. ~~Facilities Maintenance and Repairs~~ Maintenance—Equipment & Repair Reserves

~~Program reserves maintained by the SMSU Operations unit.~~ Maintenance Equipment & Repair Reserve monies are set aside to fund minor repairs, equipment and maintenance projects, AV equipment, technology, scheduling and event equipment. Funds, advancements in infrastructure and related equipment specific to Scheduling, AV and Technology.

G. Program Development ~~Program Reserves~~

Each Student Union Program area, i.e., Program Board, Cross Cultural Center, Women's Resource Center, Adult Re-Entry Center, Queer and Transgender

Resource Center, LatinX Center, Pan African Student Success Center, First People's Center, Asian Pacific Islander Center, Financial Literacy Center, Graduate Student Success Center, E-sports, Bowling, Concierge Service Equipment, Game Room, Graphics, Intramural Sports, Sport Clubs, Adventures, the Leadership Challenge Center, Climbing Wall, Fitness and Wellness-being, Aquatics, Marketing, Special Events, and Palm Desert Campus including Rancho Mirage Student Center and Rec Well Programs may maintain a program reserve. This reserve shall be used for emergency operating expenses, to offset unexpected shortfalls in anticipated income, to purchase new equipment, as appropriate, and to fund programs. These reserves shall be funded from net budget savings, if any, from the corresponding program area.

H. Scheduling, AV and Technology Reserves

Funds, advancements in infrastructure and relayed equipment specific to Scheduling, AV and Technology.

I. Catastrophic Events Catastrophic Reserve

Insurance deductible amount, held in the event of a covered catastrophe. Funds designated for insurance deductibles, reserved for use in the event of a covered catastrophe, including natural disasters or other catastrophic events, as well as applicable self-insured retentions and annual insurance premiums.

J. Construction Fund

Used to fund major building improvements and start-up costs for proposed major capital and expansion projects.

III. RESERVES RESIDING WITH THE CSU

A. Revenue Fund

All mandatory student fees and revenue are placed in this fund. Monies are transferred out of this fund to cover annual bond payments, return to operations, repair and replacement reserves, construction funds and Chancellor's Office overhead expenses. Excess revenues remain in the fund unless transferred after receiving campus and board of directors' approval.

B. Designated for Future Debt Service Interest and Redemption Fund

Used to designate funds for future debt service payments, typically in an amount equal to payment for one to two years based on debt services schedules. This fund was

established to cover debt service requirements as outlined in the bond covenants throughout the life of the issued bonds and is retained in the State Treasury.

C Major Maintenance & Repair Fund

This fund was established to cover repairs and replacements.

D. Construction Fund

This fund was established to cover all major construction ~~and~~ renovation projects ~~and~~ future expansions. In addition, an annual amount as determined by the SMSU ~~Board of~~ Executive Directors ~~will be identified as a line item in the Revenue Fund to establish reserves for~~ the a-Student Union/ Recreation and Wellness Center and -at the CSUSB Palm Desert Campus – Rancho Mirage Student Center.

Approved SUBOD 1/16/97  
Revised SUBOD 1-17-02  
Revised SMSU BOD 11-9-06  
Revised SMSU BOD 11-8-07  
Revised SMSU BOD 3-8-12  
Revised SMSU BOD 3-13-14  
Revised SMSU BOD 11-30-17  
Revised SMSU BOD 11-29-18  
Revised SMSU BOD 02-10-22