Policies and Procedures Committee
October 13, 2026 | 12:00pm
Student Chambers (SUN-3305)
Zoom: https://csusb.zoom.us/j/82643030258

MINUTES

Members Present:	Yazhini Elanchezhian, Maria Millan, Christina Monson, Jalonis Taylor, Katie Wallen *Doctora Lorena Marquez arrived at 12:13pm.* *Jasmine Curtis arrived at 12:20pm.*
Members Absent:	Isabella Salazar
Staff Present:	Vilayat Del Rossi, Elizabeth Junker
Call to Order:	The meeting was called to order at 12:08pm
Roll Call:	A verbal roll call was conducted. Quorum was met.
Approval of Minutes:	M/S Elanchezhian / Taylor; motion to open approval of minutes from September 8, 2026. *Motion passed.*
Open Forum:	No guests present for open forum.
Adoption of Agenda:	M/S Elanchezhian / Taylor; motion to open adoption of agenda for October 13, 2026. *Motion passed.*

OLD BUSINESS:

PC 01/27 **Elections of Policies and Procedures Committee Chair (Action, Del Rossi)**

Executive Director Del Rossi reviewed the responsibilities of the Policies and Procedures Committee Chair, including coordinating committee business with staff, facilitating meetings, and presenting committee recommendations and actions to the Board of Directors. He also provided an overview of the Committee's anticipated work for the year, including review and modernization of the organization's operating policies, financial policies, and bylaws. Mr. Del

Rossi noted the importance of these governing documents in establishing organizational practices and providing direction for SMSU operations. Following the nomination and election process, Yazhini Elanchezhian was elected Chair of the Policies and Procedures Committee.

ROLL CALL VOTE: 4 In-Favor 0 Opposed 1 Abstentions
Motion passed.

NEW BUSINESS

PC 03/27 Review and Approve 1st Round of Restated Operations Policy Manual (Action, Kinnally)

Executive Director Del Rossi presented the first review of the proposed consolidated Operations Policy Manual, which combines the existing SMSU and Recreation & Wellness facility manuals into one standardized document containing 19 policies. The proposed manual addresses areas including facility administration, authorized users, priority of use, membership privileges, and facility access and is intended to improve consistency, organization, and ongoing policy review across SMSU facilities. Committee members were asked to review the proposed policies and provide feedback for consideration at the next meeting, with additional revisions and review to occur as needed. The anticipated goal is for the consolidated policies to take effect January 1, 2027, if feasible. Upon final approval, the consolidated manual will replace the existing SMSU and Recreation & Wellness facility manuals, and the policies will be published online in an accessible format. Following discussion, the Committee approved the first-round draft for continued review and revision.

M/S Taylor/Wallen; motion to approve PC 03/27 Review and Approve 1st Round of Restated Operations Policy Manual.

The motion passed by voice vote with no opposition or abstentions.

Announcements

- Board and committee materials will be organized and distributed through the OnBoard platform to streamline access to meeting documents and agenda materials. Materials will continue to be publicly posted on the SMSU website for the general public.

Adjournment

M/S Taylor/Wallen; motion to adjourn meeting at 12:43 p.m.

Reviewed and respectfully submitted by:

_____ _____
Yazhini Elanchezhian, Committee Chair Date