



**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
June 15, 2023
MINUTES**

Members Present: Daniel Arana, Gary Williams, Jesse Felix, Jessica Lu, Jocelyn Paz, Jose Hernandez, Dr. Graham, Angelica Agudo, ASI Ex-VP

Members Absent: ASI Pres, Eric Tafoya

Staff Present: Christine Grott, Mario Orellana, Monica Baeza, Jenny Puccinelli, Mike Palacios, Josie Delgado, Maria Najera-Neri, Trent Morgan, Roryana Bowman, Vilayat DelRossi, Matthew Jenkins, Jasmine Bustillos, Mark Oswood, Navneet Singh, Jared Fisk

Guests: David Robydek, CPA

Call to Order: The meeting was called to order at 2:00pm

Roll Call: A verbal roll call of members was conducted.

Open Forum: There were no speakers for the open forum.

Adoption of Agenda:

M/S Hernandez/Williams to adopt the agenda.

Motion passed by consensus.

NEW BUSINESS

**SMSU 01/24 Approval of SMSU/RecWell 2023-2024 Budget (with state Cost Allocations)
(Action, Finance and Contracts Committee)**

M/S Hernandez/Williams to open SMSU 01/24 Approval of SMSU/RecWell 2023-2024 Budget (with state Cost Allocations)

Gavel passed: Executive Director Jesse Felix is currently acting as Chair. The gavel is being passed to Vice-Chair Jose Hernandez as Mr. Felix is speaking about this item.

Cannot pass budget at this meeting. CAP has not been updated on the CSUSB State side of the house as of this meeting. Without this information, the full SMSU Budget is in limbo until these figures are calculated. Jessica Lu states that campus is working on this issue, and it will be resolved soon.

M/S Felix/Arana to table SMSU 01/24 until the CAP calculations come back to the SMSU Account Department.

Motion passed by consensus.

**SMSU 02/24 Review and approval of SMSU/RecWell 990 Tax Form
(Action, Finance and Contracts Committee)**

Gavel returned to Acting Chair Jesse Felix.

M/S Hernandez/Paz to open SMSU 02/24 Review and approval of SMSU/RecWell 990 Tax Form
Mr. David Robydek, CPA from the Clifton Larson and Allen Accounting Firm (SMSU External Auditors)
reviewed the informational 990 tax return form. These 990 forms were pulled from the SMSU audit. There is
more detail in some areas but the same as the yearly audit. Should the BOD have questions or concerns after
reviewing this in full, they may reach out to Mr. Robydek for further explanation.

Vote: 7 In Favor 0 Opposed 0 Abstentions

Motion passed.

SMSU 03/24 Approval of Personnel Policy: SMSUPM 100 (Action, Personnel Committee)

Note: Mr. Felix to remain acting Chair as current Chair Agudo is not physically in the room but now present
virtually. Conducting the meeting is difficult on the device, therefore Mr. Felix will remain holding the gavel.

M/S Agudo/Paz to open SMSU 03/24 Approval of Personnel Policy: SMSUPM 100

Jenny Puccinelli speaks to this policy review. The policy has not been updated in some time and updating it will
bring it in line with best practices. The policy clarifies staff positions with regard to benefitted/non-benefitted
and hiring practices.

Vote: 7 In Favor 0 Opposed 0 Abstentions

Motion passed.

SMSU 04/24 Approval of Personnel Policy: SMSUPM 105 (Action, Personnel Committee)

M/S Agudo/Hernandez to open SMSU 04/24 Approval of Personnel Policy: SMSUPM 105

Jenny Puccinelli speaks to this policy review. This policy is being updated to clarify that SMSU Employees are
not part of a labor union and are considered At-Will Employees. This policy further discusses the law
concerning at-will employment.

Vote: 8 In Favor 0 Opposed 0 Abstentions

Motion passed.

SMSU 05/24 Approval of Personnel Policy: SMSUPM 110 (Action, Personnel Committee)

M/S Arana/Agudo to open SMSU 05/24 Approval of Personnel Policy: SMSUPM 110 (Action, Personnel
Committee)

Jenny: Puccinelli speaks to this policy stating refurbished language reference the SMSU HR office and the
dividing of personnel files as such: General/Medical/Benefits/Confidential. This is a SHRM convention to keep
files both confidential and accessible. Personnel files can be reviewed by employees with a request in a
reasonable amount of time. Chair Agudo suggests more clarification and specific to “reasonable amount of
time” Ms. Puccinelli suggests language to be: request will be honored during regular business hours.”

M/S Agudo/Hernandez to amend procedures to read: “requests for file review to be made within 5 business
days.”

Discussion ensues with Vice-Chair Hernandez agreeing to clarification.

Vote on Motion Amendment: 8 In Favor 0 Opposed 0 Abstentions

Motion amendment passed.

No further discussion on motion.

Vote on Main Motion as Amended: 8 In Favor 0 Opposed 0 Abstentions

SMSU 06/24 Approval of Personnel Policy: SMSUPM 200 (Action, Personnel Committee)

M/S Agudo/Arana to open SMSU 06/24 Approval of Personnel Policy: SMSUPM 200

Jenny Puccinelli speaks to this item stating this policy on Performance Evaluations is being revised by clarifying nomenclature and grammar, how the Evaluations are processed by HR and the Executive Director. The evaluations will be filed in a general personnel file.

Vote: 8 In Favor 0 Opposed 0 Abstentions

Motion passed.

SMSU 07/24 Approval of Personnel Policy: SMSUPM 210 (Action, Personnel Committee)

M/S Agudo/Arana to open SMSU 07/24 Approval of Personnel Policy: SMSUPM 210

Jenny Puccinelli speaks to this item stating the policy is regarding salary adjustments for employees. This updated policy will include more details than the general information already included. The SMSU contracted with external reviewers and developed a salary structure for the SMSU with recommendations for increases. SMSU salary structure is not comparable to the campus, inflation will also be a factor. Information is included regarding in range progressions and position reclassifications. Chair Agudo questions the merit increase structure and clarifies if merit increases be brought to the Board of Directors for approval.

Gavel passed Vice Chair Hernandez so that acting Chair Felix may speak.

Mr. Felix states that merit increases are in the budget and approved by the BOD during the last BOD meeting of the year. Funds for pool only included if funds are available. The Executive Director is reviewed by a 360 evaluation. The Associate Directors are reviewed by direct reports and the Executive Director and a management metric. Coordinators are evaluated by students and the Associate Director. Student staff are evaluated by their supervisors. The Rating number comes from a bell curve 50% within merit increase and a 1-2 standard deviation below 50%.

Vote: 7 In Favor 0 Opposed 1 Abstentions

Motion passed.

SMSU 08/24 Approval of repairs to RecWell Men's and Women's Sauna not to exceed \$16,000 from Account 660876-RO001-S7100 (Action, RecWell Committee)

M/S Felix/Paz to open SMSU 08/24 Approval of repairs to RecWell Men's and Women's Sauna not to exceed \$16,000 from Account 660876-RO001-S7100

M/S Felix/Arana to amend the item to read "not to exceed \$53,149"

Discussion on the amendment: Item amount incorrect due to typo,

Vote on amendment: 8 In Favor 0 Opposed 0 Abstentions

Motion passed.

The sauna is in dire need of repair. The wood is rotten, and the environment is unsafe/unhealthy. Demo can be completed by staff maintenance to save costs and all other replacement by an outside contractor.

Vote on motion as amended: 8 In Favor 0 Opposed 0 Abstentions

Motion passed.

SMSU 09/24 Approval of Purchase of new golf cart for SMSU General Use not to exceed \$23,000 from Account 619001-R0001-56600 (Action, Facilities and Sustainability Committee)

M/S Felix/Arana to open SMSU 09/24 Approval of Purchase of new golf cart for SMSU General Use not to exceed \$23,000 from Account 619001-R0001-56600

A new golf cart is needed for transportation of guests to events. The cart only seats 4. The new carts can seat eight passengers. With Off/On campus clients requesting golf cart transportation during events, the SMSU can charge for the transportation. Golf Cars of Riverside can provide a cart in the University colors, and it will have a convertible back seat for a flatbed as well as a weather enclosure. In two years, this will be a source of income.

M/S Felix/Arana to amend the account number to read: 619001-RO001-S6600

Vote on amendment passed by consensus.

No further discussion.

Vote on amended motion: 8 In Favor 0 Opposed 0 Abstentions

Motion passed.

SMSU 10/24 Approval of purchase of staging materials for Event purposes not to exceed \$49,000 from Account 619001-R0001-56600 (Action, Facilities and Sustainability Committee)

M/S Felix/Paz to open SMSU 10/24 Approval of purchase of staging materials for Event purposes not to exceed **\$49,000** from Account **619001-R0001-56600**

M/S Felix/Arana to amend the account number to read: 619001-RO001-S6600

Amended motion passed by consensus.

Additional stage equipment and materials are needed to provide excellent customer service for events. Currently pushing equipment from one place to another is very heavy and a safety issue.

M/S Felix/Agudo to amend the amendment to read “not to exceed \$59,000.”

Amendment to the amended motion passed by consensus.

Discussion ensued on the future repair and replacement of new and current equipment.

Vote: 8 In Favor 0 Opposed 0 Abstentions

Motion passed.

Announcements

BOD Training is June 27 and 28th and July 18th and 19th with a Leadership Camping Retreat from July 10-12th. New Student Orientation is continuing, please help to support new students.

Adjournment

M/S Arana/Paz to adjourn at 3:46pm.

Respectfully reviewed and submitted by:

Jocelyn Paz
Jocelyn Paz (Aug 25, 2023 17:25 PDT)

Jocelyn Paz, Controller (in lieu of vacant Secretary Position)

Aug 25, 2023

Date