



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Thursday, May 5, 2022  
Minutes**

**Members Present:** Angelica Agudo, Emily Alvarez-Zurita, Tina Exum, Jesse Felix, Paola Galvez, Rosemarie Gilbert, Dr. Daria Graham, Racheal Lapite, Davina Lindsey, Daisy Ramos, Dr. John Reitzel, Dr. Marc Robinson, Julia Ruiz, Alexandra Thambi

**Staff Present:** Kim Anacleto, Monica Baeza, Sasha Baltazar, Jasmine Bustillos, Jasmine Curtis, Vilayat Del Rossi, Jared Fisk, Charles Gaylord, Paloma Hinojosa, Tamara Holder, Sean Kinnally, Jessica Madrigal, Sonia Martinez, Trent Morgan, Mario Orellana, Mark Oswood, Jenny Puccinelli, Anthony Roberson, Briana Sotelo, Lee Stovall, Rich Strawter, Alicia Ureste, Matthew Jenkins, Darren Van Ordt, Diana Ruiz

**Call to Order:** The meeting was called to order at 10:03am.

**Roll Call:** A verbal roll call of attendees was conducted.

**Approval of SMSU Board of Directors Minutes from April 14, 2022:**

M/S Felix/Lapite to open approval of SMSU Board of Directors Minutes from April 14, 2022.  
Motion passed.

**Reports:**

**Executive Director:** The report is included in the packet. Mr. Felix highlighted that search committees continue their progress interviewing candidates for various open positions.

**Diversity and Inclusion:** The report is included in the packet. Lee Stovall highlighted that affinity centers are working on program proposals to line up the programming calendar for the fall Semester.

**Operations:** The report is included in the packet. Mr. Anthony Roberson highlighted a visit from our partners at Cal Poly Pomona as an engagement opportunity.

**Programs and Communications:** The report is included in the packet Ms. Monica Baeza highlighted that the Marketing Department has been assisting with some of the biggest projects including Coyote Fest and the Esports Arena grand opening.

**Recreation and Wellness:** The report is included in the packet. Mr. Vilayat Del Rossi highlighted the team stabilization efforts by hiring an Associate Director, Sean Kinally.

**Open Forum:** N/A

**Adoption of Agenda:**

M/S Felix/Lapite to open Adoption of Agenda.

Mr. Jesse Felix would like to add an item to the agenda: 56/22 Review of 990 Tax Forms for the Santos Manuel Student Union (Action)

Vote: 13-0-0

Motion passed

**NEW BUSINESS**

**SMSU 46/22 SMSU 2022-2023 Proposed Budget – Final Reading (Action)**

M/S Felix/Alvarez to open SMSU 2022-2023 Proposed Budget

The budget has been submitted. There have been no changes to this budget since the last Board Meeting of April 14, 2022.

Vote: 13-0-0

Motion Passed.

**SMSU 47/22 Recreation and Wellness 2022-2023 Proposed Budget – Final Reading (Action)**

M/S Felix/Gilbert to open Recreation and Wellness 2022-2023 Proposed Budget.

The budget has been submitted. There have been no changes to this budget since the last Board Meeting of April 14, 2022.

Vote: 13-0-0

Motion Passed

**SMSU 48/22 Employer FLSA Reclassification Proposal (Personnel Committee) (Action)**

M/S Felix/Lapite to open Employer FLSA Reclassification Proposal.

Mr. Felix explained that employee classifications are being review individually to assure tasks assigned are aligned with FLSA with regard to Exempt and Non-Exempt status. Ms. Lapite asked if the reviews are being done justly and how many employees does this impact? Ms. Puccinelli explained it is being done for each employee individually.

Vote: 13-0-0

Motion Passed

**SMSU 49/22 Revision of SMSU Travel Policy to update meal and Incidentals Expense amounts in Section 103 B Subsection b to reimburse traveler at the rate established by the US General Services Administration. (Policies and Procedures Committee) (Action)**

M/S Felix/Lapite to open Revision of SMSU Travel Policy to update meal and Incidentals Expense amounts in Section 103 B Subsection b to reimburse traveler at the rate established by the US General Services Administration.

Discussion arose as Budget Analyst Ms. Maria Najera-Neri expressed concerns regarding this item stating that the original proposal to change this policy at the committee level was to raise the current per diem rates in place \$5 for each meal. Raising the per diem amounts in this manner will assure our travelers are supported financially when they travel. Using the GSA rates may leave travelers with inadequate funding should the per diem rate where they are travelling is significantly different. With regard to the administrative task utilizing the GSA rates, the Budget Analyst will have a larger workload to complete traveler reimbursements, again leaving our travelers (especially if they are students) without adequate funding.

M/S Felix/Lapite to amend the motion to read: Revision of SMSU Travel Policy to update meal and Incidentals Expense amounts in Section 103 B Subsection b to reimburse traveler at a revised higher rate of \$5 per meal (Breakfast = \$15.00; Lunch = \$20.00; Dinner = \$30.00) with higher rates if needed approved by the Budget Analyst and Executive Director.

Vote: 13-0-0

Motion Passed.

**SMSU 50/22 Revision of SMSU Procurement Card Policies and Procedures Section Purchase Restrictions Subsections 1 and 2 to reflect an increase in purchase amounts from \$500 to \$1000 due to current national inflation rates (Policies and Procedures Committee) (Action)**

M/S Felix/Lapite to open Revision of SMSU Procurement Card Policies and Procedures Section Purchase Restrictions Subsections 1 and 2 to reflect an increase in purchase amounts from \$500 to \$1000 due to current national inflation rates.

Discussion ensued regarding raising the procurement card purchasing rate from \$500 to \$1000 due to inflationary costs.

Vote: 13-0-0

Motion Passed.

**SMSU 51/22 SMSU North Mural Project not to exceed \$25,000 for creation of a mural from Account # 660876-RO001-S6110 (Action)**

M/S Gilbert/Ramos to open SMSU North Mural Project not to exceed \$25,000 for creation of a mural from Account # 660876-RO001-S6110

Ms. Rosemarie Gilbert presented a Request for Quote to begin soliciting for a local artist to paint a mural on the north wall of the SMSU North building facing the Coyote Walk is not to exceed \$25,000 for the entire project. Discussion regarding theme and context was established with a solution that the theme would be synonymous with school pride and perhaps an acknowledgment of COVID resilience

Vote: 14-0-0

Motion Passed.

**SMSU 52/22 Approval of 2022-2023 Human Resources Agreement between the Associated Students, Inc. and the Santos Manuel Student Union at Cal State San Bernardino (Action)**

M/S Felix/Lapite to open Approval of 2022-2023 Human Resources Agreement between the Associated Students, Inc. and the Santos Manuel Student Union at Cal State San Bernardino.

Mr. Felix explained this Human Resources Agreement is a continuous agreement brought to the Board each year. It has remained without revision for many years.

Vote: 14-0-0

Motion Passed.

**SMSU 53/22 SRWC Fitness Equipment Proposal Spring 2022 - Acct# 660061-FFD01-B0525 (State Reserve) (Action)**

M/S Felix/Ramos to open SRWC Fitness Equipment Proposal Spring 2022 - Acct# 660061-FFD01-B0525.

It was noted by Ms. Davina Lindsey that the account number is incorrect on the agenda. The Account Number has been corrected in these minutes. Mr. Kinally spoke to this item stating that some exercise equipment in the Recreation and Wellness Center has reached its end of life cycle and is in need of replacement. Discussion regarding shipping costs ensued with Mr. Kinally pointing out that shipping costs may not have been placed on the proposal as it is all part of the proposal.

Vote: 14-0-0

Motion Passed.

**SMSU 54/22 RecWell Revision of Adventure Cancellation Policy (Action)**

M/S Lapite/Felix to open RecWell Revision of Adventure Cancellation Policy.

Mr. Mark Oswood stated that many RecWell Centers on other campuses have strict policies regarding the cancellation of trips and refunds. The RecWell Policy is very lenient, therefore, creating a loss in our system. The revised policy is still more lenient than other campuses that offer no refunds for cancellation. This new policy will create a time structure to cancellations and the amount of funds that will be refunded based on when the patron cancels.

Vote: 14-0-0

Motion Passed.

**SMSU 55/22 Student Leader Stipend (Discussion)**

M/S Felix/Thambi to open Student Leader Stipend (Discussion).

Mr. Felix explained that he is proposing a \$100 increase to student stipends for Board Leadership. Chairperson Ruiz explained that she feels an unfairness in the system where students are getting penalized financially through the Financial Aid Office when they receive stipends for their work on the Board. Executive Assistant Ms. Christine Grott explained that through some research she discovered that when students are receiving federal aid, any funding they receive, whether it be a leadership role on the Board or an outside job off campus, the federal government will lower the amount of aid the student receives, this is the nature of the financial aid system. Mr. Felix and Dr. Graham will meet to discuss options to help students.

**SMSU56.22 Review of 990 Tax Forms for the Santos Manuel Student Union (Action)**

M/S Felix/Lapite to open Review of 990 Tax Forms for the Santos Manuel Student Union  
Although not present with us today to speak to this item, Mr. Felix explained that the annual auditors use the 990 tax forms as part of their audit and tax reporting for the SMSU.

Vote: 14-0-0

Motion Passed.

**Announcements**      Annual SMSU Board of Directors Meeting 05/12/2022 – 10:00am  
Election of New SMSU Board of Directors 05/12/2022 – 10:00am

**Adjournment:**      The meeting was adjourned at 11:52am.

**Minutes reviewed and approved by:**

*Alexandra Thambi*  
Alexandra Thambi, Secretary, SMSU Board of Directors

June 2, 2022  
Date