



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Thursday, October 8, 2015  
Minutes**

**Members Present:** Hamid Azhand, Ryan Bracken, Aaron Burgess, Bryce Davis, Shakeh Ghazaryan, Diana Hernandez Aguilar, Dr. Josephine Mendoza, Anaiza Moreno Gonzalez, Jake Orta, Louis Penna, Jessica Pitzek, Dr. Alysson Satterlund, Casey Ysaguirre, Jorge Zatarain

**Members Absent:** Dr. Mary Fong

**Staff Present:** Susan Avery, Rick Craig, Jesse Felix, Tamara Holder, Maria Najera-Neri, Alexsandra Preston, Anthony Roberson, Marlyn Rodriguez, Karlos Santos-Coy, Rosemary Zometa

**Guests Present:** Dustin Andres, Maria Barragan, Rubi Becerril, David Friedman, Maritza Gomez, Alex Gutierrez, Yadira Ortiz, Dr. Olivia Rosas, Terry Shea, Kristen Stutz, Dr. William Vanderburgh, Veronica Velasquez

**Call to Order:** The meeting was called to order at 10:04 a.m.

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

**Approval of SMSU Board of Directors Minutes from June 23, 2015; Executive Committee Minutes from July 27, 2015; Executive Committee Minutes from September 2, 2015:**

M/S Zatarain/Hernandez Aguilar to approve the SMSU Board of Directors Minutes from June 23, 2015; Executive Committee Minutes from July 27, 2015; Executive Committee Minutes from September 2, 2015.

Motion passed.

**Board Reports:**

Chair: Mr. Bracken expressed gratitude to the Board and all attendees for their participation. He believes that this year, they can take the Board to new heights with the right direction and work ethic. Expectations for the Board members include punctuality, a positive attitude, a desire to advance the SMSU and do what is best for the students.

Interim Executive Director: Mr. Burgess shared with the Board that we are excited about the new SMSU décor. This year on the first day of school, we increased the number of students who visited the SMSU by approximately 50%. He expressed appreciation to the SMSU staff who oversaw the renovations this summer and worked closely with seven different subcontractors. We are expecting a miniature version of the Coyote statue which we can share with the campus in the next three weeks. We are also working with the campus Art Committee to identify the best location for the statue. This year, we will be starting a Student Assistant assessment program to research and ensure that we provide the best practices for our students. We want to supply them the resources to be successful after graduation.

Operations: Mr. Felix shared with the Board that some Audio Visual training manuals were created by current SMSU student assistants for incoming and future SMSU student assistants. We have upgraded the audio system in the Lobby and Bay. The Smash Bros. tournaments have been largely successful and the NFL viewing parties are gaining momentum. The Pub has been painted black and blue to enhance the atmosphere and spread school spirit and we have new carpets in the Pride and Osher Adult Re-Entry centers. After implementing a new counting system, we discovered that approximately 10,000 persons per day are coming into the SMSU which is nearly double what was previously estimated. Mr. Bracken commented that the video wall should not fall to advertisement for local businesses but should keep students updated about Student Union happenings.

Marketing & Programs: Ms. Preston shared with the Board the success of California Native American Day and anticipated success of the Pow Wow celebration. The Pow Wow takes a large collaborative effort from our community. The Osher Adult Re-Entry Center hosted their first Academic Success program titled, “The Guaranteed 4.0 Workshop.” The Marketing Department will be hosting the annual Art Unveiling next week. Program Board collaborated heavily during the Week of Welcome to bring a wealth of events at the start of the school year. They also hosted their first annual Yotie Fest with just over 2,100 attendees. The SMSU Special Projects Coordinator worked closely with all SMSU departments for the benefit of Coyote First Step which yielded an over 90% pass rate. Mr. Davis questioned the Coyote First Step pass rate. Dr. Satterlund commented that 90% of students who completed the first session and 93% of students who completed second session were considered “college ready” in terms of having the proper academic preparation to enter college level English and Math. Dr. Vanderburgh added that when a student is “math ready” it doubles their chances of graduation.

Student Recreation & Fitness Center: Mr. Craig shared with the Board about the upcoming Feria Educativa and Scare-a-Poolooza events. Coyote First Step increased the summer gym usage by 34%. We have adopted a new name: Recreation and Wellness Center instead of “Fitness.” The Late Night event had nearly 8,000 attendees. There was one cardiac arrest in the building but thankfully our staff was properly trained and we saved the student’s life. At the Palm Desert Center, we are planning to open a Fitness and Wellness center by January.

### **Board Committee Reports:**

Audit Committee: Ms. Ghazaryan shared with Board that RAMS completed a review of the Student Union’s financial statements.

Mr. Shea presented the Audit Report to the Board. Page 1 contains their Audit opinion. Page 2 shows that it is an unmodified opinion. Page 9 is a Statement of Net Position. Mr. Davis asked if

SMSU will put funds into more capital ventures. Mr. Burgess responded that there are some options for a low-risk high return. Page 10 is the Statement of Revenues. Revenues are up from the prior year. However, we see an operating loss based on the additional pension expenses. Page 11 is investment income. Mr. Penna asked where the operating loss is reflected in the operating expenses. Mr. Shea commented that you will not see that typically on this type of report. PERS is trying to go from a 30 to 20 year fully funded retirement. They added an additional \$67,000 towards the unfunded liability this year. The best way to save money over time is to use surplus cash to pay down that unfunded liability. Mr. Penna asked if that recommendation is written. Mr. Shea responded that it was discussed with the Audit Committee, but the Student Union would need to look at that and decide if it is the best way to spend its reserve. Mr. Davis asked about the recommend amount to carry in reserves. Mr. Shea responded that the lowest recommended amount is two months' worth of finances.

### **Board Representatives:**

No reports

**Open Forum:** Mr. Friedman shared with the Board that as a former student representative, he looks forward to helping the Board this year.

**Adoption of Agenda:** M/S Ghazaryan/Satterlund to approve the SMSU Board of Directors Agenda for October 8, 2015.

The agenda was approved.

### **New Business:**

#### **SMSU 16/16 Introduction of New SMSU Board of Directors Members (Discussion, Burgess)**

Mr. Burgess stated that we have new Board members. Each Board member introduced themselves and spoke about their major.

#### **SMSU 17/16 Acceptance of Annual Audit Report (Action, Ghazaryan)**

M/S Ghazaryan/Davis to accept the Annual Audit Report.

There was no further discussion on this item since Mr. Shea reviewed the report at the beginning of the meeting.

Rising count 13 – 0 – 0. Motion passed.

#### **SMSU 18/16 Distribution/Approval of Forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations, Signature Authorization Form (Action, Bracken)**

M/S Bracken/Satterlund to approve the distribution/approval of forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations, Signature Authorization Form.

Mr. Bracken requested that the Board please review and sign the forms. If you have any conflicts of interest, please let us know.

Mr. Penna asked if any conflicts of interest needed to be shared today. Mr. Burgess responded that there is no need to declare all that you are involved in outside of the Board of Directors. Rather, we ask that you have the ethics to exclude yourself if it should become necessary to do so. He also shared with the Board that the Signature Authorization Form is necessary for the Student Union to conduct business throughout campus such as to the signatures required for purchase orders, purchase requisitions, etc.

Motion passed.

#### **SMSU 19/16 Approval of Committee Appointments (Action, Bracken)**

M/S Bracken/Orta to approve the Committee Appointments.

Mr. Burgess shared with the Board if there is a conflict with the Committee appointments, please let Mr. Bracken and Ms. Avery know so they can make adjustments as necessary.

Motion passed.

Mr. Azhand joined the meeting.

#### **SMSU 20/16 Review and Approval of Annual Health Plan Contributions (Action, Burgess)**

M/S Burgess/Ghazaryan to review and approve the Annual Health Plan Contributions.

Ms. Najera-Neri shared with the Board that this a review of our annual health plan contributions. This budget was already approved when we presented our estimated expenses last year. Now we have actual numbers. Our monthly amount of benefits is comparable to what the campus provides to their employees. Mr. Penna asked if these amounts are negotiated with the providers. Ms. Najera-Neri explained that these benefits are pooled through CalPERS.

Rising count 13 – 0 – 1. Motion passed.

#### **SMSU 21/16 Dream Center Temporary Space Approval (Action, Moreno-Gonzalez)**

M/S Gonzalez/Davis to approve the Dream Center Temporary Space.

Mr. Burgess shared with the Board the need to convert some of the Cross Cultural Center space into a Dream Center. This is the best location in the building. The space is approximately 250 square feet and there will be no cost to the SMSU for staffing the center. Dr. Rosas shared with the Board that she has been working the AB540 students. They have assigned responsibilities to staff members in various departments for the benefit of these students. Recently they travelled to UC Merced to focus on opportunities for undocumented students to go to graduate school. They have provided financial aid, scholarships, and workshops. Currently, 18 students enrolled on our campus have received \$20,000 in scholarships. Dr. Mendoza asked the number of these

undocumented students. Dr. Rosas responded that there are nearly 500. We hope that by establishing this center, there will be a safe place for undocumented students to identify themselves and grow. The AB540 students spoke and expressed the need for resources that a center can provide, a safe and welcoming space for undocumented students to learn about graduate schools and scholarship opportunities, and a space for the rest of the campus to learn what an AB540 student is. Mr. Davis encouraged them to collaborate with the different clubs on campus. Mr. Bracken asked where undocumented students currently go to complete paperwork. Yadira Ortiz is one of the staff members designated to assist AB540 students in admissions. Apart from providing hope to undocumented students for continuing their education after high school, one of the things this center will do is identify staff to assist in each department. Mr. Davis asked about hiring these students. Mr. Burgess responded that we will look into this. The staff in the Dream Center will not be Student Union employees. Rather, the Dream Center will take a small portion of the SMSU to provide services for this group. We need to help take away the stigma associated with undocumented students because they are students and our mission is student success. Dr. Mendoza asked if there was a website for the Dream Center. Mr. Azhand commented that a website would be a good idea.

Rising count 13 – 1 – 0. Motion passed.

Ms. Ysaguirre left the meeting.

### **SMSU 22/16 Financial Literacy Center (Discussion, Ghazaryan)**

Ms. Ghazaryan shared with the Board that the Financial Literacy Center served the Coyote First Step students this past summer and there is a great need for office space. We are one of the first schools in California to do this. Mr. Andres spoke to the Board about the need for a center dedicated to assisting students with Financial Literacy. The staff are going through several certification processes to become Certified Peer Financial Managers. This summer they have worked with students from CFS, SAIL, EOP, Housing, Freshmen Seminars, and Sophomore Success. The advantage of being in the SMSU is that the higher traffic would allow them to reach out to a greater number of students. This center also needs more confidential space. It is difficult for a student to share their finances in public settings. In the Fall quarter they will be hosting a budget workshop twice a month. Ms. Pitzek asked if there is a specific space in mind for this group. Mr. Burgess responded that we will assess space needs as we do every year. The process for this group will start with the Facilities Committee. If it is determined that there is a need for this center, we will determine whether it replaces an existing center or whether it will be included in a future expansion. Mr. Davis asked about underutilized space in the building currently. Mr. Burgess responded that while no space is necessarily underutilized, the Bay might be considered for remodeling to create better seating and dining options. Currently the Osher Adult Re-Entry Center is being assessed to determine whether or not we are best serving that population of students. Mr. Penna asked about accommodations for people who would still be uncomfortable sharing finances in the center. Ms. Ghazaryan responded that as they grow these ideas can be put in place. One additional idea they have is for a smartphone app. It is difficult to reach out to students without an office space. Dr. Vanderburgh shared that finance in college is a serious issue. Students drop out as a result of financial stress. At his previous college, they created My College Money Plan which is a free online resource. His hope is to implement a similar system here. There is a deep need at CSUSB. With the lack of social capital which is common at CSUSB, it is important for students to learn the habits to help them graduate.

Dr. Mendoza left the meeting.

**SMSU 23/16 Sustainability Office (Discussion, Davis)**

Mr. Davis shared with the Board a presentation regarding a Campus Center for Sustainability. He reviewed its mission and vision. Our campus is mentioned in the CSU Sustainability Report twice. Firstly, we are mentioned because we have a cogeneration plant at CSUSB. Secondly, we have drought tolerant plants. Our solar panels generate 750 kilowatts of electrical power. It is important to ensure that all students are aware of the sustainable efforts being done on campus. This program fulfills portions of the CSUSB and SMSU strategic plans. Mr. Penna commented about tree planting. We have the opportunity to create a micro environment on campus not only to enhance the quality of life, but that might be used in academic research comparing the effects of climate change on campus to the rest of the Inland Empire. Mr. Davis responded that one long-term goal is creating a community garden that might also contribute fresh fruits and vegetables to the Den program. Mr. Azhand commented about sustainability. Lighting can be changed to low wattage and students need to be educated on using room lighting efficiently.

**Announcements:** None

**Adjournment:** The meeting was adjourned at 11:58 am

Minutes reviewed and approved by:

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Jake Orta, Secretary, Board of Directors

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Date