



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, November 29, 2018
Minutes

Members Present: Bilal Azhand, Tejwant Brar, Aaron Burgess, Matias Farré, Harry Le Grande, Alejandro Gamboa Montes, Derick Prince, Prince Ogidikpe, Mellissa Patton, Kristy Robles (Designee for Helmand Pashtuyar), Yusra Serhan

Members Absent: Ruihan He, Dr. Mary Fong, Dr. John Reitzel

Staff Present: Heidi Argueta Bustos, Jasmine Bustillos, Vilayat Del Rossi, Tamara Holder, Sean Kinnally, Roman Lopez, Jessica Madrigal, Maria Najera-Neri, Andi Okoh, Mark Oswood, Michael Palacios, Anthony Roberson, Richard Strawter, Giacomo Thillet, Michael Wong, Alicia Ureste

Guests Present: None

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 October 11, 2018:

M/S BrarPatton to approve the SMSU Board of Directors Minutes from October 11, 2018.

Motion passed.

Reports:

Chair: Mr. Prince welcomed the Board, announced that the Corporation is moving forward with the expansion project, and stated that the committees have all met for the fall quarter. Mr. Prince wished everyone well for the holidays and good luck with finals.

Executive Director: Mr. Burgess announced that Dining Services is recommending adjusting the hours of operations given the lowered population in the building due to newly opened dining areas on campus. Mr. Burgess reviewed the updated hours with the Board and shared that if the students report that the adjusted hours are not meeting their needs, the hours can be revised. Mr. Brar asked how the Corporation would monitor the need of the students. Mr. Burgess stated that the Corporation will continue to seek verbal feedback from students and the campus community.

Mr. Le Grande reported that the Personnel Committee met because the Executive Director was offered a position on another campus; however, the Corporation was able to counteroffer and retain his position on this campus.

Open Forum: None

Adoption of Agenda: M/S Patton/ Brar to adopt the agenda. The agenda was approved by unanimous consent.

Old Business:

SMSU 8/19 Bylaws Revision, Article IX, Section 3 (Action, Patton)

M/S Ogidikpe/Brar to approve Bylaws Revision, Article IX, Section 3.

Mr. Roberson shared that the Ad Hoc Sustainability Committee met and proposed removing the “Ad Hoc” from the name and creating a standing committee. Mr. Roberson commented on the rationale to create a permanent Sustainability Committee given the University’s efforts to promote sustainable efforts and implement sustainable practices across campus. Additionally, pursuing LEED certification for the expanded building will be an ongoing project for the Committee.

Rising count 8 – 0 – 1. Motion passed.

New Business:

SMSU 9/19 Vendor Day Policy Revisions (Brar, Action)

M/S Patton/Azhand to approve Vendor Day Policy Revisions.

Ms. Madrigal spoke to the decision to revise the vendor policy to serve all students on campus by adding a subsequent Thursday to the Vendor Day schedule. Additionally, the issue of vendor vehicles on campus has been addressed and vendors need to be unloaded by 7:30 AM and load after 5:00 PM if they are using Student Union Lane.

Motion passed.

SMSU 10/19 Reserve Accumulation Policy Revisions (Serhan, Action)

M/S Brar/Azhand to approve SMSU 10/19 Reserve Accumulation Policy Revisions.

Mr. Burgess reviewed the changes to the Reserve Accumulation Policy, namely updating the names of the centers.

Motion passed.

SMSU 11/19 Injury and Illness Policy Revisions (Action, Prince)

M/S Patton/Brar to approve Injury and Illness Policy Revisions.

Mr. Burgess spoke to the need of broadening the scope of the document by including all employees and volunteers as both are included under the SMSU insurance policy. Additionally, reporting will take place in both the SRWC Administrative Offices and SMSU Administrative Offices as needed. Mr. Burgess reviewed the incident reports with the Board and the intention to include a preventative

measure in the future. Ms. Okoh shared that accident reports are only filled out when a staff member was required to address the incident.

Mr. Alejandro Montes Gamboa entered the meeting

Mr. Harry Le Grande recommended revising Section B of “Communicating Safety and Health Procedures” from “workers will be encouraged to report” to “workers shall report” given that employees are required by law to report unsafe working conditions. Mr. Farre recommending removing “SMSU” to describe the Executive Director in the same paragraph to maintain consistency throughout the document.

Motion passed.

SMSU 12/19 Information/Bulletin Boards Policy Revisions (Brar, Action)

M/S Brar/Patton to approve Information/Bulletin Boards Policy Revisions.

Mr. Burgess stated that the policy would be revised to update the names of the centers.

Motion Passed.

SMSU 13/19 RW Computer Replacement Purchase (Azhand, Action)

M/S Azhand/Patton to approve RW Computer Replacement Purchase not to exceed \$7,300 with Dell.

Mr. Strawter highlighted the need to replace 8 computers for the Recreation and Wellness Department as they are outdated and in need of replacement. Mr. Prince asked about the disposing of the outdated computers. Mr. Strawter explained the process for donating the equipment to legal nonprofit companies through property management.

Rising Count: 10 – 0 – 0. Motion Passed.

SMSU 14/19 RW Equipment Rental Rate Increase (Azhand, Action)

M/S Azhand/ Brar to approve RW Equipment Rental Rate Increase.

Mr. Oswood spoke to the need of increasing fees for rental equipment as fees have not been increased for 11 years and labor and equipment costs have increased. Mr. Oswood further explained that additional revenue would offset the cost for better gear and equipment for trips. Ms. Patton asked how the rate of increase was determined. Mr. Oswood stated the rate of increase was determined by a percentage of the purchase price depending on the durability of the item. Mr. Farre asked if only the first day rental fees were increasing. Mr. Oswood explained that the second column reflects the second day rental price at half of the rate of the first day and that the two different prices reflect different rates for members and affiliates. Mr. Burgess asked about the date of implementation. Mr. Prince recommended giving students some time to adjust to the price changes. Mr. Farre asked about how the new prices compare to outside vendors. Mr. Oswood stated the rental fees are significantly lower than renting at resorts, snowboards rentals for example are half the cost. Mr. Montes Gamboa asked about the cost of replacement for lost or damaged equipment; Mr. Oswood explained that students are not charged retail value, but the actual cost of replacing the rental equipment. The Equipment Rental Rate Increase will take effect January 1, 2019.

Rising Count: 10 – 0 – 0. Motion Passed.

SMSU 15/19 SRWC Membership Fee Increase (Azhand, Action)

M/S Azhand/ Montes to approve SRWC Membership Fee Increase.

Ms. Okoh spoke to the stagnant membership fees and the need to increase fees as HEPI fees increase given that students are currently paying more in fees to use the facilities than non-students. Ms. Okoh explained that the increase in cost to run the facility justifies the proposed increase. Mr. Brar asked if the fee increase would be proportional to the increase for HEPI and Ms. Okoh clarified that it would mirror the HEPI increase. Mr. Farre has asked about how rates compare to community gym memberships and stated that there may be a potential impact of losing membership due to increases. Mr. Del Rossi responded that there may be a short term loss, but that the increase ensures the long term fiscal vitality of the SRWC. Mr. Burgess recommended that future proposals still be approved by the Board and not solely based on HEPI increases. Mr. Le Grande asked for clarification as to what constitutes an affiliate. Ms. Okoh clarified that partners, dependents, and household members qualify for an affiliate rate. Ms. Najera-Neri noted that faculty/staff/affiliates should have to pay more given that it is a facility primarily intended for students. A discussion ensued about the President's subsidy and the impact of a fee increase on that subsidy. Mr. Farre spoke to the unintended negative impact to revenue when increasing the fees. Mr. Burgess shared the importance of cost recovery and sustaining a quality program. Ms. Okoh noted that the fee is supplemental income given that the facility is predominantly funded by students. Mr. Brar asked about the logistics surrounding the implementation of the increase. Ms. Okoh explained that the proposal would go into effect July 1, 2019, but if someone purchased a yearly pass it would go into effect if they decided to renew their membership. Mr. Burgess recommended striking that the increase is based on HEPI increases and change the wording to reflect that "membership prices will be increased annually based on Board approval."

M/S Prince/ Brar to approve SRWC Membership Fee Increase as amended.

Rising Count: 9 – 0 – 1. Motion passed.

SMSU 16/19 SRWC Non Student Membership Fee Increase (Azhand, Action)

M/S Azhand/Montes to approve SRWC Non Student Membership Fee Increase.

Ms. Okoh reviewed the SRWC non student membership fee increase proposal with the Board which would result in a \$40 membership fee for students not enrolled in summer classes given that students enrolled in summer are still paying fees to use the facility. The proposal mirrors models from other campuses that charge students membership fees over the summer. Ms. Okoh explained that the membership fee proposal is not changing policy, but rather acknowledging that staff should be charging for summer use and not abiding by an arbitrary administrative decision that was made in 2009 to not charge unenrolled student. Ms. Okoh noted that the center's costs have increased year to year which has created the need to pull about \$200,000 out of reserves annually. Mr. Gamboa Montes asked about if that decision was based on the usage being low. Ms. Okoh commented on the increase of summer programming and the new costs the center has incurred as the nature of summers on campus have changed. Mr. Azhand asked about statistics on paying students and non-paying students. Ms. Okoh responded that she could bring those statistics to the Board at a future date. Mr.

Brar asked how the conversion to a semester system would impact the summer fee. Mr. Burgess clarified that summer fees will remain the same under the new system.

Ms. Yusura Serhan entered the meeting.

Rising Count: 7 – 0 – 4. Motion passes.

SMSU 17/19 SRWC Unreturned Towel Fee (Azhand, Action)

M/S Azhand/ Serhan to approve SRWC Unreturned Towel Fee

Mr. Wong summarized the proposal to charge students for unreturned towels. Mr. Prince asked about the price of a towel. Mr. Wong summarized the research for towel prices resulted in an average price of \$5.00 per towel. Ms. Serhan asked how much of an issue or cost this presents for the SRWC. Mr. Wong commented that the number of unreturned towels has decreased with the check-in/check-out procedure, but that the cost of towels has been in the thousands in the past. Mr. Brar recommended that there be two different price points for bath towels versus hand towels. Ms. Okoh stated that the system does not differentiate between towels. Mr. Ogidikpe commented that the fee is too large due to the economic nature of a towel. Mr. Brar asked about the possibility of coding two different towel capabilities such as two little towels equaling one large bath towel. Ms. Patton indicated that a fee acts as a deterrent and provides motivation for returning the towels. Ms. Okoh stated that it acts as a deterrent and allows for a revenue cost to allot for replacement.

Rising Count: 4 – 4 – 3. Motion denied.

SMSU 18/19 Bidding Policy Revisions (Patton, Action)

M/S Patton/Azhand to approve Bidding Policy Revisions.

Ms. Patton discussed the importance of aligning the SMSU Bidding Policy with Stateside Bidding Policy by increasing the bidding threshold needed for approval from \$3,000 to \$5,000. Mr. Roberson reviewed the proposed revisions with the Board. Mr. Burgess added that the Chancellor's Office conducted a friendly review of the SMSU policies and the reviewer recommending revising the Bidding Policy with the intention of not requiring a bid under the \$5,000 threshold.

Rising Count 11 – 0 – 0. Motion passed.

SMSU 19/19 Facility Rate Sheet Revisions (Patton, Action)

M/S Patton/ Ogidikpe to approve Facility Rate Sheet Revisions.

Mr. Roberson summarized the changes to the Facility Rate Sheet with the Board. The changes to the rate sheet included creating setup charges for the Bay and Pub, deleting the Cross Cultural Center Conference Room and University Room given that those rooms are no longer available for use, and changing the rate structure for the Fourplex Patio to be similar to that of the Lobby where the cost to rent the patio without the Fourplex would be more than when renting out the Fourplex with the patio. Lastly, the maintenance rate was increased to reflect actual staffing costs.

Rising Count: 11 – 0 – 0. Motion passed.

SMSU 20/19 Smart Systems Purchase (Patton, Action)

M/S Patton/ Azhand to approve Smart Systems Purchase not to exceed \$45,000 with Digital Network Group.

Ms. Madrigal discussed the proposal to allocate funds to permanently install two smart systems in the Fourplex. Ms. Madrigal stated that the facility does not currently have a smart system installed which results in the need to provide a smart cart, a computer and projector mounted into a portable cart with speakers on the side. Additionally, a separate screen is required for the projector which takes up space and requires staff to operate. Ms. Madrigal clarified that the two systems would be installed in SU 215 and 218, ceiling mounted projectors that will project on to a recessed screen on the westward side of the rooms. Ms. Madrigal shared that the system would have the functionality of operating as an integrated system or as two separate systems depending on the needs of the client. Mr. Lopez spoke to the ability of combing the speakers and limiting the need to provide PA speakers for events. Additionally, the Fourplex is frequently used and will still be used following the expansion. Ms. Madrigal explained that Student Clubs and Organizations predominately use the room, followed by faculty and lastly off-campus clients. Ms. Argueta Bustos explained that setting up the room is cumbersome and time prohibitive; therefore, the smart system would benefit the client and the AV technicians and increase operation efficiency. Ms. Madrigal highlighted some of the reasons of contracting with the Digital Network Group (DNG) as this vendor is highly regarded in the field and works all over the United States and has previously contracted with the campus on installation projects with the Palm Desert campus, ATI, and the SMSU Theater. Ms. Argueta Bustos commented on their exemplary customer service and attention to detail. Ms. Patton asked Ms. Madrigal to speak on the additional services DNG would be including with the purchase. Ms. Madrigal commented that DNG included wireless microphones and receivers into the cost. Ms. Patton asked about the timeline for installation and Ms. Madrigal responded that they anticipated the project taking three to four days. Mr. Burgess cautioned against the ceiling-mounted speakers. Mr. Roman commented that predominantly the AV equipment is used for voice, but music would still require a PA system. Mr. Palacios asked about a dual purpose speaker. Mr. Lopez spoke to the impracticability due to the size of the speaker used for music. Mr. Roberson asked if there would be a training program in place for those utilizing the equipment. Ms. Madrigal commented on the ease of use and a user guide that would be placed near the equipment and stated that the vendors will be training the trainers.

Rising Count: 10 – 0 -1. Motions passed.

Announcements: Mr. Roberson announced that Mr. Lopez has accepted a position with Cal Poly Pomona and that December 7th would be his last day with the SMSU. Ms. Madrigal commended Mr. Lopez for his great work.

Adjournment: The meeting was adjourned at 11:57 PM.

Minutes reviewed and approved by:

Tejwant Brar, Secretary, SMSU Board of Directors

Date