



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, February 14, 2019
Minutes

Members Present: Bilal Azhand, Tejwant Brar, Aaron Burgess, Matias Farré, Ruihan He, Dr. Mary Fong, Harry Le Grande, Alejandro Gamboa Montes, Yera Nanan, Prince Ogidikpe, Derick Prince, Yusra Serhan

Members Absent: Mellissa Patton, Dr. John Reitzel

Staff Present: Kimberly-Ann Anacleto, Jasmine Bustillos, Heather Carrasco, Elizabeth Corella, Vilayat Del Rossi, Tamara Holder, Sean Kinnally, Jessica Madrigal, Monica McMahan, Raul Maldonado, Joanna Moreno, Trent Morgan, Maria Najera-Neri, Andi Okoh, Mark Oswood, Michael Palacios, Anthony Roberson, Richard Strawter, Michael Wong, Alicia Ureste

Guests Present: None

Call to Order: The meeting was called to order at 10:06 a.m.

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

Approval of SMSU Board of Directors Minutes from January 10, 2019:

M/S Odigikpe/Serhan to approve the SMSU Board of Directors Minutes from January 10, 2019.

Motion passed.

Reports:

Chair: Mr. Prince reported that the search committee for RW Director is going well with six candidates being interviewed with the intention of bringing the top two candidates to campus for onsite interviews.

Executive Director: Mr. Burgess indicated that the cost recovery review has commenced with the Chancellor's Office sending someone who will review the methodology and rationality behind campus charges. Mr. Burgess indicated that the hope is to have a transparent process in place for cost recovery. Mr. Burgess commended Ms. Okoh, Mr. Wong, and Mr. Serrato for completing their CERT training, commended those who participated in the Women's Leadership Conference for creating a great program and highlighted Recreation and Wellness for their student training retreat.

Marketing and Programs: Ms. McMahan highlighted the activities hosted by Marketing and Program departments which included the Cross Cultural Center's event "Syrian American", the Interfaith Center's "Dias de los Reyes Magos", Marketing's introduction of videographics, OSHER's partnership with Marketing to create a digital library, Program Board's first annual roller disco party, QTRC's "Take a Seat, Meet a Queer" event, RMSC's Snow Day event, and WRC's Vagina Monologue auditions.

Operations: Mr. Roberson noted that Ms. Madrigal is in the process of hiring an emergency hire for the AV specialist position, AV students attended the NAMM conference, the Gamers Lounge participated in a SuperSmash Tournament at UCI, alongside hosting a number of gaming events, Information Technology continues to work with Web Development for the Resource/Affinity check in project, the Maintenance department repaired water damage throughout the building and assisted with building upkeep, and the Scheduling Office completed the review of the Facilities Use Policy and scheduled 361 events in the building. Ms. Madrigal added that the Operations Team assisted with the coordination of James Ramos's Swearing in Ceremony with over 400 people in attendance.

Recreation and Wellness: Mr. Del Rossi highlighted Recreation and Wellness' mid-year training with over 120 staff in attendance and commended Ms. Okoh for passing SHERMA test for HR. Mr. Del Rossi noted that team leaving for the NIRSA national conference includes five students and two professional staff, the department is finalizing ACSM Medicine Recognition Program, a health and wellbeing initiative connected with Be Well Yoties. During Spring Break, Recreation and Wellness in collaboration with Employee Development will host a program emphasizing the importance of movement. Mr. Del Rossi briefly provided shared highlights from the Adventures Programs, Intramural Sports, Marketing, and Operations Development.

Committee Reports: Ms. Serhan reported on Ms. Patton's behalf that the Finance and Contracts Committee reviewed the budget timeline, subleases, procurement card procedures, investments, and bad debt. In addition, the Facilities Committee reviewed long-range planning goals, Student Union expansion updates, Meeting Center updates, construction, repairs, and renovation, including the Smart System installation in the Fourplex and space usage.

Open Forum: None

Adoption of Agenda: M/S Serhan/Burgess to amend agenda item 24/19 Sports Club Manual Review from an action item to a discussion item. The amended agenda was adopted by unanimous consent.

New Business:

SMSU 23/19 Financial Policies Manual Revisions (Action, Patton)

M/S /Azhand/ Ogidikipe to approve Financial Policies Manual Revisions

Mr. Burgess reviewed the recommended revisions proposed by the Policies and Procedures and Finance and Contracts Committee which included outlining the guidelines for purchase orders and procurement card purchases, aligning the Corporation's Bidding Policy with the Campus' policies, and adding a section in the Policy that stipulates a Petty Cash fund in the amount of \$500 for Recreation and Wellness. In addition, a 30 day reimbursement procedure was added to the Travel Expense section of the policy. The Corporation aligned itself with the campus community by changing the dollar amount for checks requiring dual signatures from \$15,000 to \$50,000. Lastly, the policy now stipulates that expenditures outside of the annual operating budget must be reviewed by the Finance and Contracts Committee and approved by the Board of Directors.

Rising Count: 11 – 1 – 0. Motion passes.

SMSU 24/19 Sports Club Manual Review (Discussion, Prince)

M/S Azhand/Brar to open Sports Club Manual Review

Mr. Del Rossi discussed the creation of the Sport Club Manual and the several iterations that have been

reviewed by Committees, professional staff, student staff, and the Board. Mr. Del Rossi indicated that once the final version has been approved by the Board, the Corporation will initiate an annual review process similar to that of other policies. Mr. Del Rossi indicated that the Sports Club Manual team will present the final recommendations and revisions to the Board at the next Board meet. Mr. Morgan underscored the fact that the recommendations from last year's Board were considered and reflected in the latest version of the manual. Mr. Burgess asked the Board their preferred method for reviewing 77 new pages worth of information in an effective manner. Mr. Burgess recommended Ms. Bustillos resend the document and that the Board take the necessary time to review and make recommendations prior to the March Board meeting, making adjustments as necessary during an annual review process.

SMSU 25/19 Facilities Use Manual (Action, Serhan)

M/S Azhand/Serhan to approve Facilities Use Manual

Mr. Roberson indicated that Ms. Puccinelli, Ms. Madrigal, and Mr. Roberson worked to update the Facilities Use Manual and presented recommendations to the Policies and Procedures Committee who further revised the document prior to presenting to the Board for final approval. Mr. Roberson noted some key changes, specifically regarding the issue with multiple-room bookings not being released with adequate time. Mr. Roberson further explained that clients holding multiple dates must release holds 4 weeks prior to their event to prevent losing their holds. Mr. Roberson explained that the new policy was created with the intent of being inclusive and fair and providing equal access for everyone to use the facility. Mr. Burgess noted a change indicating that 50% of attendees must be student attendees in order to be considered a student organization sponsored event. Mr. Farre asked if there will be big changes to the Facilities Use Manual with the upcoming expansion to the building. Mr. Burgess explained that the same rules will apply regarding how to use the current space and the expanded space, however, the facility rate sheet will be revised as new rooms are added to rentable space. Mr. Brar asked about how the 50% student attendee rule will apply to award nights as students often invite non-students to participate in those events resulting in greater community attendance than student attendees. Mr. Roberson indicated that events can be distinguished as a student event or an off-campus event. Ms. Serhan recommended clearly wording the section to ensure that student clubs are not reprimanded if attendance falls below the 50% requirement. Ms. Madrigal indicated that the main concern is an outside event coming in under the pretense of being a student-sponsored event when in reality a community event is simply using the student organization to not have to pay the rental fee. Mr. Burgess further explained that students must be the primary point of contact given that students are allowed to host an event and pay for services after the fact which has resulted in students losing their charter when an outside organization using a student organization did not pay for the event. Mr. Burgess emphasized that the creation of this policy is to protect students; however, it is important to ensure the writing of the document captures the spirit of the policy. Mr. Ogidikpe asked about a section of the manual that indicates that student groups have a certain amount of time to pay invoices; however, students are not charged for reserving space. Mr. Roberson explained that hard costs are charged to student organizations in regards to set up, use of audio visual equipment, and staffing costs. Mr. Nanan asked about "Use of Student Union Equipment" section and the decision to remove ASI from the non-paying list; Ms. Madrigal explained that similar to that of hard costs, ASI will be charged for using SMSU equipment. Mr. Del Rossi recommended including, "more than 50% of the intended audience or attendees must be students" and adding a section that states "events that are questionable must be deferred to Executive Director or Designee for approval."

Motion passed.

SMSU 26/19 Review of Investment and Investment Income (Discussion, Burgess)

M/S Ogidikpe/ Azhand to open Review of Investment and Investment Income

Ms. Najera- Neri reviewed the investment and investment income with the board. Ms. Najera-Neri explained that fund HDD01 details all the money collected from student fees from the University which are then transferred to RO001, the Corporation's operating fund. Ms. Najera-Neri reviewed the dollar amounts in each fund, State Operating Revenue, SMSU and RW Operations, SMSU Repairs and Replacement, RW Repairs and Replacement, and SMSU Expansion. Ms. Najera-Neri indicated that funds have been transferred into the SMSU Expansion account to fund that project. Ms. Najera-Neri reviewed the interest earned on each account and indicated that the interest rates look interesting because some accounts are generating more interest even though there is less money in the account. Ms. Najera-Neri informed the Board that the funds and interest generated from the VEBA trust will be reflected in the investment report in the future. Mr. Farré encouraged the Board to look at the totals as they often reflect the bigger picture with more accuracy. Mr. Farré explained that overall, the Corporation earned 1.5% in interest through varying investment vehicles which is an upward trend and fairly reasonable given that student fees are not invested in anything risky. Mr. Burgess explained that there was a starting value of \$1.9 million in the VEBA account and rebounded from a brief deficit to \$2.1 million. Mr. Burgess indicated that in the future, the breakdown of investments and interest for the previous year will be included in the report. Mr. Gamboa Montes entered the meeting

SMSU 27/19 Bad Debt Write-Off (Action, Patton)

M/S Serhan/Brar to approve Bad Debt Write-Off

Mr. Najera-Neri reviewed the debts exceeding 300 days with the Board and recommended writing off those debts given that the Corporation's policy states debts should be written off after one year. In addition, Ms. Najera-Neri explained that the debt to be written off was minimal and money is set aside each year for this purpose. Mr. Le Grande inquired why San Bernardino High School did not pay their bill. Ms. Najera-Neri explained that outside clients are required to pay in advance; however, there was a change in cost which resulted in a balance. Mr. Le Grande agreed to pay the balance for Sigma Chi in the amount of \$90.00 and San Bernardino High School in the amount of \$67.50. Ms. Serhan asked if there is a way to hold organizations accountable for not paying a bill. Ms. Najera-Neri explained that clubs are not allowed to charter or book rooms with outstanding debt. Mr. Burgess added that the staffing cost to pursue an outstanding invoice exceeds the value of collecting the debt in some instances

M/S Burgess/ Brar to approve the amended Bad Debt Write-Off in the amount of \$265.14.

Rising Count: 12 – 0 – 0. Motion Passed.

Announcements: Mr. Ogidikpe announced that ASI provided \$50,000 for Stand Up for San Bernardino, is working towards identifying new Den Space at CSUSB and PDC, and Q2S conversion. Dr. Fong announced release date for her memoir. Mr. Roberson announced the Pioneer Breakfast and Mr. He announced the Chinese New Year event taking place on campus.

Adjournment: The meeting was adjourned at 11:16 PM.

Minutes reviewed and approved by:

Tejwant Brar, Secretary, SMSU Board of Directors

Date