



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, March 12, 2020
Minutes

Members Present: Aaron Burgess, Adonis Galarza-Toledo, Daniel Jimenez, Davina Lindsey, Helen Martinez, Natalie Martinez, Yera Nanan, Andy Nguyen, Dr. Marc Robinson, Yusra Serhan

Members Absent: Sean Maulding, Dr. Paz Oliverrez, Dr. John Reitzel, Audrey Robertson

Staff Present: Francisco Alfaro, Kim Anacleto, Jasmine Bustillos, Jacob Chacko, Jasmine Curtis, Vilayat Del Rossi, Jared Fisk, Lio Gamino, Sean Kinnally, Jessica Madrigal, Sonia Martinez, Joanna Moreno, Trent Morgan, Andi Okoh, Mario Orellano, Mark Oswood, Michael Palacios, Jennifer Puccinelli, Anthony Roberson, Juan Serrato, Bri Sotello, Richard Strawter, Mike Wong

Guests Present: Jesse Felix, Tylin Sands

Call to Order: The meeting was called to order at 10:07 a.m.

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

Approval of SMSU Board of Directors Minutes from February 13, 2020:

Ms. Lindsey shared that her name was spelled incorrectly in the motion to approve the January 9, 2020 minutes. She also shared that there is a typo in the last paragraph on Page 2. The word ensured should be ensued.

M/S H. Martinez/Nguyen to approve the SMSU Board of Directors Minutes from February 13, 2020 as amended. The minutes were approved by unanimous consent.

Reports:

Executive Director:

Aaron Burgess shared that he and Ms. Serhan attended the campus art committee meeting to discuss the coyote statue for the Student Union Expansion. An RFP will be created and the SMSU will accept bids from artists across the county.

He thanked people for attending the Topping Off Ceremony and shared that the construction team was very appreciative. Mr. Burgess also thanked Anthony Roberson and Rosemary Zometa for coordinating the ceremony and Ms. Serhan for hosting.

We are currently working on designs for the existing building and any proposed plans will go to the Facilities Committee and the full Board for approval.

Unisports will be coming to our campus as a result of Jessica Madrigal working with UC Irvine and Sam Sudhakar for assistance in developing the program. We still need to identify a space and are considering the Gamers Lounge or Bay.

Mr. Burgess shared renderings of the proposed Bookstore space and Coyote Walk as a part the Student Union Expansion. This includes the Coyote statue and CSUSB spirit letters.

Mr. Jimenez arrived at 10:14 a.m.

Diversity and Inclusion:

Jasmine Bustillos highlighted affinity center events and shared that a complete list is included in the Board binders. The school supply drive is continuing.

Programs and Communications:

Jasmine Bustillos highlighted major events and shared that a complete list is included in the Board binder. An internal assessment committee has been established and they are working with Recreation and Wellness to streamline the reporting structure in order to facilitate an assessment cycle focused on continuous improvement. The committee is also working with institutional research to look at data points for student employment. The marketing department is completing work orders and will also be hiring more graphic designers. The Osher Adult Re-Entry Center is promoting scholarships.

Operations:

Jessica Madrigal shared that the audio-visual department is working on plans for the Student Union Expansion. She highlighted events at which the audio-visual team was instrumental in the success of the event. Operations is collaborating with Coyote Radio for pop up performances in the SMSU. She also shared that the custodial department will be hiring 2 new custodians to assist with COVID-19 precautions. In addition, scheduling provided the cabinet with a list of large events for determination on which events may be cancelled due to COVID-19.

Recreation and Wellness:

Vilayat Del Rossi is working with other Recreation and Wellness directors to share best practices in regards to dealing with COVID-19. CSUSB was awarded Gold by the American College of Sports Medicine for the Exercise is Medicine program. Through the VETI grant, Recreation and Wellness was awarded for \$30,000 to develop an outdoor eco system. The winter leadership training program was completed for outdoor adventures. Mr. Del Rossi highlighted major events. He shared that Strengths Finder training is continuing, intramural leagues are wrapping up, Recreation and Wellness is working on concussion training, and the PDC Fitness Center had their first personal training client.

Committees:

None

Board Representatives:

None

Open Forum:

Tylin Sands, the Student African American Sisterhood treasurer, addressed the Board regarding an overdue SMSU invoice. The invoice was for charges related to a Hair Expo event that took place last year. The event was planned by last year's officers but was done without consulting

the rest of the group. They co-sponsored with an off-campus organization and didn't receive the agreed upon financial support from that organization. Due to their outstanding debt, they are currently unable to reserve space in the SMSU. Ms. Sands would like to know how this could be resolved.

Mr. Burgess responded that the board will be discussing this item later in the meeting and will follow up with her regarding the outcome.

Adoption of Agenda:

M/S Lindsey/Nanan to adopt the agenda. Motion passes.

NEW BUSINESS:

SMSU 17/20 Air Handling Retrofit Purchase (Action Nguyen)

M/S Nguyen/Jimenez to open Air Handling Retrofit Purchase.

Mr. Nguyen deferred to Mr. Roberson. Mr. Roberson stated that this isn't actually a retrofit but has to do with air handler controllers. He shared that Air Handler 5 is what controls the heating and ventilation system on south side of building. There are only two companies that are able to do this type of retrofit. The issue is that the CSUSB Central Plant doesn't have connectivity with the air handler and this retrofit is software that will restore connectivity. The SMSU will eventually need to look at the functionality of all air handlers.

The quote from Sunbelt is lower, however we would like to use Control Air Enterprises because of their relationship with the campus and the campus' prior successes with this company.

Dr. Robinson asked for clarification on what an air handler is. Mr. Burgess explained that it controls communication with the Central Plant. Mr. Roberson found a system that is universal and will provide flexibility. This software program and equipment will allow us to communicate with the Central Plant. He shared that the vents are working but are unable to control the air. There are only two companies that are capable of performing the work.

M/S Nanan/H. Martinez to approve the Air Handling Retrofit Purchase from Control Air Enterprises, LLC at an amount not to exceed \$27,500.

Rising Count: 9 – 0 – 0. Motion Passes

SMSU 18/20 Computer Replacement (Action, Nguyen)

M/S Lindsey/Nguyen to open Computer Replacement.

Mr. Nguyen deferred to Rich Strawter. Mr. Strawter shared that this proposal is for computer replacement for the SMSU. He identified units that need replacement, including graphic design systems, which are more specialized and therefore more expensive. The quotes reflect state contract pricing with Dell.

Ms. N. Martinez asked what is done with the old systems. Mr. Strawter shared that recently they have been donated to a non-profit. If this is not possible, the campus handles disposal after the systems are wiped clean.

Mr. Jimenez asked if two systems are enough for the Graphics Department. Mr. Strawter shared they currently have more systems however only two need to be replaced.

M/S Lindsey/Jimenez to approve the Computer Replacement from Dell at an amount not to exceed \$14,644.37 and from Apple at an amount not to exceed \$4,241.84.

Rising Count: 9 – 0 – 0. Motion Passes

SMSU 19/20 Bad Debt Write Off (Action, Nguyen)

M/S Jimenez/H. Martinez to approve the Bad Debt Write Off in the amount of 2,546.51.

Mr. Nguyen deferred to Mr. Burgess. Mr. Burgess shared that our policy is that we don't carry debt after a certain amount of time and that past debt is removed after one year. Attempting to recover payment requires a great amount of personnel time and effort. This is an issue that usually affects student organizations. The document indicates several items that are presented for write-off. If we decide to leave the debt in place, the student organization that owes the debt can no longer exist. The Office of Student Engagement, the organization's advisor, and Maria Najera-Neri recommend that the debt be written off. The Board can opt to write-off all debt or a portion of it.

Ms. Madrigal shared that the organization currently can't reserve space with the SMSU because of the debt. She also stated that the Student African American Sisterhood has completely new membership this year.

Mr. Roberson shared that he would like to change the policy so that student organizations that co-sponsor with off-campus groups must pay in advance. He will have this revised policy ready to discuss at the next Policies and Procedures Committee meeting.

Mr. Nanan asked if student organizations are aware of the write-off policy. Mr. Burgess explained that the policy is on our website. Mr. Nanan has concern that organizations are taking advantage of this policy. Mr. Burgess shared that this situation does not occur often and it's usually because the organization has disbanded.

Ms. Lindsey suggested that the policy include something about recurring issues with the same organization. Mr. Roberson said that they would include this in the revised policy.

Mr. Burgess shared that all off campus clients pay in advance which is why there are no off-campus groups on the write-off list.

Jesse Felix strongly encouraged the Board to consider this and shared that the organization is important to our campus and its demographic.

Dr. Robinson shared that this should be a learning process for students and supports writing off the debt.

Rising Count: 8 – 0 – 1. Motion Passes.

SMSU 20/20 Investment Review (Discussion, Nguyen)

M/S Lindsey/Nguyen to open Investment Review.

Mr. Nguyen deferred to Mr. Burgess.

Mr. Burgess reviewed the document and highlighted the balances and interest earned. He shared that the SMSU doesn't invest aggressively based on CSU guidelines.

Dr. Robinson asked about the use of Wells Fargo Bank and asked if there has been any discussion regarding our relationship with them. Mr. Burgess has discussed this issue with the campus community but the decision comes from a higher level at the University.

SMSU 21/20 Bookstore Naming (Action, Serhan)

M/S N. Martinez/Jimenez to open Bookstore Naming.

Ms. Serhan shared name options including Coyote Bookstore, Coyote Store, Campus Store, and Bookstore and asked for input from Board.

Mr. Burgess asked for suggestions. The final decision will be made by UEC.

Mr. Nanan suggested Howl and Read or Yotie Books. Mario Orellana suggested Coyote Cove.

Dr. Robinson proposed that we give the wider campus community the opportunity to make suggestions and vote, or to make a recommendation.

Mr. Del Rossi suggested a contest.

Discussion ensued on ways to engage the campus community in this process.

SMSU 22/20 SWRC Cardio Equipment Replacement Project (Action, Serhan)

M/S Lindsey/Jimenez to approve the SWRC Cardio Equipment Replacement from Out-Fit at an amount not to exceed \$38,852.92 and from Matrix at an amount not to exceed \$11,225.52.

Ms. Serhan deferred to Joanna Moreno. Ms. Moreno shared that there is a need to replace 6 treadmills and 2 climbers due to usage. They need to be replaced for safety reasons and maintenance costs. The purchase agreements reflect the best possible pricing.

Ms. N. Martinez asked what would happen to the current equipment. Mike Wong said that they would be sold back, similar to a car trade in and the recovered funds will go back into reserves.

Mr. Nanan asked about the typical life expectancy of this equipment. Mr. Wong shared that the life expectancy for treadmills is approximately 5 years.

Discussion ensued about the buy-back procedures.

Mr. Burgess recommends that we move forward and trust that Mr. Wong and Mr. Del Rossi will do their due diligence to get the best buy-back price.

Rising Count: 9 – 0 – 0. Motion Passes.

SMSU 23/20 You@CSUSB On-Line Health and Well-Being Presentation (Discussion, Serhan)

M/S Jimenez/N. Martinez to open You@CSUSB On-Line Health and Well-Being Presentation.

Mr. Del Rossi shared that with current circumstances, this project has been made a priority and went live during this Board meeting. He showed the You@College promotional video and demonstrated the comprehensive well being portal that personalizes experience.

You@CSUSB will be available on MyCoyote and Sonia Martinez spoke specifically about CSUSB's portal. This project is funded by the Chancellor's Office for 2 years.

Mr. Burgess asked if the system is capable of importing grades. Mr. Del Rossi shared that it is not and that everything in this program is self-reporting.

Ms. Serhan asked how it would be promoted. Mr. Del Rossi shared that this is still being determined.

Ms. N. Martinez asked how the system would ensure that students remain engaged. Mr. Del Rossi shared that this is still a work in progress however there is an 80% return rate for users.

Announcements:

Ms. Serhan announced that the Student Leader Dinner has been cancelled.

Mr. Burgess shared that there is an open forum regarding the COVID-19 situation led by Dr. Oliverrez tomorrow at 2 p.m. in the Fourplex. This forum will also be live streamed.

Andi Okoh shared that Coyote Cares Day has been cancelled.

Adjournment: The meeting was adjourned at 11:55 a.m.

Minutes reviewed and approved by:

	3/27/2020
Yera Nanan, Secretary, SMSU Board of Directors	Date