



**California State University, San Bernardino**  
**Santos Manuel Student Union Board of Directors**  
**Thursday, May 14, 2020**  
**Minutes**

**Members Present:** Aaron Burgess, Tina Exum, Adonis Galarza-Toledo, Daniel Jimenez, Davina Lindsey, Helen Martinez, Natalie Martinez, Sean Maulding, Yera Nanan, Andy Nguyen, Dr. Paz Oliveres, Dr. John Reitzel, Dr. Marc Robinson, Audrey Robertson, Yusra Serhan

**Members Absent:** None

**Staff Present:** Francisco Alfaro, Kim Anacleto, Jasmine Bustillos, Jacob Chacko, Elizabeth Corella, Jasmine Curtis, Vilayat Del Rossi, Jared Fisk, Lio Gamino, Tamara Holder, Sean Kinnally, Jessica Madrigal, Monica McMahan, Trent Morgan, Maria Najera-Neri, Andi Okoh, Mario Orellana, Mark Oswood, Jennifer Puccinelli, Anthony Roberson, Bri Sotello, Richard Strawter, Mike Wong, Rosemary Zometa

**Guests Present:** None

**Call to Order:** The meeting was called to order at 10:02 a.m.

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

**Approval of SMSU Board of Directors Minutes from April 9, 2020:**

M/S Lindsey/Jimenez to approve the SMSU Board of Directors Minutes from April 9, 2020. Motion passes.

**Reports:**

Executive Director:

In the interest of time, Mr. Burgess asked that the board to review his report located in the binder.

Diversity and Inclusion:

Mr. Chacko shared that all centers remain strong and are providing programming virtually. He is ensuring that students are remaining connected. In addition, he has been providing training to other departments.

Operations:

Ms. Madrigal shared that the A/V students and Mr. Orellano have been working on a Zoom training for the SMSU and are also looking to provide Zoom support during meetings. The Gamers Lounge is continuing to provide programming including an online Super Smash tournament this weekend. Mr. Strawter is continuing to work with staff for mobile access. Mr. Johnson and Mr. Serrato are coming in on a weekly basis to sanitize and remove equipment from

the storage room in preparation for the expansion. Mr. Gamino has cancelled all events and has been taking scheduling software trainings.

**Programs and Communications:**

Mr. Fisk shared that the full report is in the binder. Assessment has been working with coordinators regarding event planning. He highlighted past and future events and reported that there has been a large increase in social media followers.

**Recreation and Wellness:**

Mr. Del Rossi highlighted the virtual programming that Recreation and Wellness has been providing. These include virtual tours of parks, downtown Los Angeles, and virtual exercise classes. He is working with other Rec Centers across the CSU system to discuss programming and re-opening plans.

**Committees:**

None

**Board Representatives:**

Dr. Oliverez acknowledged the team for their hard work. She thanked people for attending Tea with the VP and encouraged students to attend the fireside chat with Dr. Morales tomorrow to provide feedback regarding how Spring has progressed and to share thoughts about Fall.

**Open Forum:**

None

**Adoption of Agenda:**

M/S Jimenez/Robertson to adopt the agenda. Motion passes.

**NEW BUSINESS:**

**SMSU 26/20 2020-2021 SMSU/SRWC Budget – 1<sup>st</sup> Reading (Action, Nguyen)**

M/S Jimenez/Robertson to open 2020-2021 SMSU/SRWC Budget – 1<sup>st</sup> Reading

Mr. Nguyen deferred to Mr. Burgess. Mr. Burgess shared that changes have been made to the budget since it was reviewed by the Finance and Contracts committee due to the news that Fall will be fully online. The budget needed to reflect the loss of revenue due to this news. He thanked those that worked diligently on the budget. He shared that student salaries have been reduced by 20%, and programming has been reduced by close to 80%. The contracted custodial service has been deleted because we will be hiring custodians. The major change is the loss of revenue. He also stated that because things are continuously changing, the budget may need to be updated.

Mr. Del Rossi spoke about the SWRC budget. He shared that last year was a transitional year with staffing and highlighted major changes in the overall budget. He clarified that there is no need to pull from reserves. Mr. Del Rossi discussed each area in detail and highlighted major changes. These changes include a reduction of 8% in management due to staffing changes, and an increase in supplies and services due to moves from different budget areas. There is a revenue reduction due to the facility closure. Some service charges including Fusion have been moved to different line items. He shared that there will also be a cost to re-opening and the team is continuing to work on these numbers. The large reduction in programs also encompasses the

cancellation of Late Night in August. Some funds have been retained for programming when campus reopens.

The Palm Desert Campus (PDC) Fitness Center has approximately the same changes as the other cost centers. The lease will not be renewed for the PDC Fitness Center and the team is still determining how these services will be continued when campus reopens.

Ms. Robertson asked that since the lease isn't being renewed, will student fees be impacted. Mr. Del Rossi shared that fees are not related to specific programs.

Ms. Corella asked if the reduction in student salaries is due to students graduating and therefore not returning. Mr. Del Rossi shared that the reduction in student salaries is due to facilities being closed. He stated that revenue projections in all areas are very conservative.

Mr. Maulding asked if some of the carryover for programming can be used to offset the reduction in student wages. Mr. Burgess stated there is a lot of uncertainty in student enrollment and that most student employment is predicated on there being a facility. He shared that the full student workforce is still employed and supervisors have been diligent in finding meaningful work for the students.

Mr. Maulding asked if there is a benefit in keeping funds in current accounts rather than transferring these funds to reserves. Mr. Burgess shared that this is an option and will discuss with the leadership team.

Ms. Najera-Neri spoke about the SMSU budget. She shared that student assistant salaries have been reduced by 20%, the 3% increase for staff has been removed, and there has been a 20% reduction in operating expenses. In addition, the custodial contract has been cancelled. Revenue decreased as well due to the facility closure. The professional staff budget increased due to the anticipated hiring of two additional Custodians, one additional Maintenance Coordinator, a new Marketing Manager, and new WRC and QTRC Coordinators. There is a decrease in the operations budget due to the fact that the SMSU won't be hiring an Operations Coordinator. Operating expenses decreased 17% overall. The decrease in revenue is mostly due to the building closure and loss of rental revenue.

Dr. Robinson asked about projected total loss of revenue due to COVID. Ms. Najera-Neri shared that the SMSU anticipates losing approximately \$275,000 this fiscal year. A revenue reduction of 34.5% has been budgeted.

**Announcements:**

Mr. Galarza-Toledo reminded everyone to attend the fireside chat with Dr. Morales tomorrow. Mr. Burgess asked the BOD members to assist with BOD Student Representative recruitment. Ms. Zometa invited everyone to participate in the Womyn's Leadership Conference next Friday.

**Adjournment:** The meeting was adjourned at 11:48 a.m.

**Minutes reviewed and approved by:**

  
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Yera Nanan, Secretary, SMSU Board of Directors

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5/28/20  
Date