



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, May 31, 2018
Minutes**

Members Present: Dionely Acosta, Drew Allensworth, Tejwant Brar, Jodi Buckley, Aaron Burgess, Riane Castro, Connor Dickson, (designee for Andrea Davalos), Dr. Mary Fong, Prince Ogidikpe, Derick Prince, Dr. Alysson Satterlund, Tracie Ventimiglia

Members Absent: Hamid Azhand, David Friedman, Dr. Josephine Mendoza

Staff Present: Kimberly-Anne Anacleto, Susan Avery, Jasmine Bustillos, Vilayat Del Rossi, Jesse Felix, Janet Honn-Alex, Roman Lopez, Jessica Madrigal, Turajha Moore, Dr. Lynn Nester, Andi Okoh, Mark Oswood, Michael Palacios, Anthony Roberson, Giacomo Thillet, Alicia Ureste, Michael Wong, Rosemary Zometa

Guests Present: Bilal Azhand, Jose Carreno, Adonis Galarza-Toledo, Alejandro Gamboa Montes, Ruihan He, Steven Forcina, Helen Martinez, Marco Olvera, Mellissa Patton, Erick Richardson, Daylon Ruiz, Yusra Serhan

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 May 10, 2018.

M/S Buckley/Dickson to approve the amended SMSU Board of Directors minutes from May 10, 2018. Mr. Allensworth clarified that “Coyote Drinks” should be “Coyote Drinkz”.

Motion passed.

Chair: Ms. Castro commended the Board on their work throughout the year and stated that they should all be proud of their accomplishments. Ms. Castro thanked the faculty and full-time staff for their patience and for the opportunity to allow for professional development.

Executive Director: Mr. Burgess commented that the perpetual Board plaque that will be used to recognize Board members that displayed exceptional service to the organization such as Dr. Josephine Mendoza and Hamid Azhand at their retirement and that the administrative team is

looking to create a plaque that recognizes all Board members' contributions throughout the SMSU's 40 year history. Mr. Burgess commended the Board of Directors for their hard work in opening additional centers and with Dr. Nester's leadership transitioning the RWC into the SMSU process. Mr. Burgess commented that the work the SMSU and RWC is engaged in is directly in line with the Division's Strategic Plan. Mr. Burgess acknowledged Janet Honn-Alex for her exceptional work with the Women's Resource Center and Queer and Transgender Center as it was her last Board of Directors meeting preceding her retirement. Ms. Honn-Alex commented that the SMSU has been a great place to work and she has enjoyed seeing the evolution of the Board and was happy to be a part of the excellent work that took place throughout the year.

Marketing & Programs: Mr. Thillet shared that the Cross Cultural Center is currently hiring new student staff, Marketing created promotional materials for a variety of the affinity graduations, the Palm Desert Campus hosted a successful DIY mug event, the QTRC hosted their Lavender Grad which celebrated 26 graduates as compared to the three celebrated at the inaugural event, and Program Board will be overseeing the Coyote Fest event on the Athletic Fields.

Operations: Mr. Roberson highlighted that Mr. Lopez and Ms. Madrigal presented a proposal to update the smart system in the Fourplex to the ASI Finance Committee and will be presenting to the ASI Board at a later date. The Gamer's Lounge hosted a Faculty vs. Student event, and announced that the last Vendor Day event will take place on June 13th. Mr. Roberson shared that the IT Department is continually working on the Fusion implementation and working with Charter and Direct TV to obtain high definition TV in the Student Union. The Maintenance Department completed their monthly inspection on the fire extinguishers and emergency lighting in the building. The Scheduling Department scheduled 540 events in the Student Union which averages to 18 scheduled events per day.

Recreation & Wellness: Dr. Nester shared that the department will be rolling out a student employee assessment and has worked to incorporate the RWC into the Divisions' Strategic Plan and the Corporation's goals. The Adventure program is on track for breaking their participation record with a high volume of student participating in each outing. The RWC hosted a very successful Cosmic Coyote event, the pool has reopened in the center, and the RWC facilitated lifeguard and water safety training courses. Fitness and Wellness hired a new Fitness and Wellness Supervisor and will continue to work with campus partners on wellness initiatives.

BOD Representatives: None

Open Forum: None

Adoption of Agenda:

M/S Buckley/Dickson to amend the agenda to delete agenda item SMSU 50/18-Cost Allocation Presentation. The amended agenda was approved.

SMSU 51/18 Ad Hoc Sustainability Committee Status Change (Discussion, Castro)

Mr. Burgess shared with the Board that the Committee recommended changing the Committee from an Ad Hoc committee to a permanent committee which will continue to coordinate efforts

to reduce the building's carbon foot print and negative impact on the environment.

SMSU 52/18 SRWC Van Purchase (Action, Castro)

M/S Brar/Allensworth to approve the SMSU Van Purchase not to exceed \$27,847.

Mr. Oswood proposed purchasing a 12-passenger van as the two existing vehicles experience significant wear and tear. Purchasing an additional vehicle would also minimize the need to rent vehicles from outside sources. Ms. Castro asked Mr. Oswood to elaborate on the need for a third vehicle. Mr. Oswood shared that the department believes the best way to utilize the additional Sports Club funding to support the club's activities would be to purchase a van for their use and generate revenue by renting the van out to other RWC/ SMSU departments when it is not being used by the teams. Mr. Oswood further explained that both vans are often used at the same time and there have been several instances where they need to rent out a third vehicle for the department's use. Mr. Dickson asked if the vans would be used for trips in addition to being used for Sports Clubs' trips. Mr. Oswood clarified that the van would primarily be used for Sports Club purposes to eliminate the need for them to rent vehicles for their trips, but also could be rented to other departments if needed. Mr. Burgess asked if Sports Clubs would have to pay should in the event that they need to borrow an existing. Dr. Nester clarified that there would be a chargeback if needed. Dr. Nester elaborated that in addition to alleviating the need to rent out vehicles, the van purchase would enable teams to travel and compete and minimize the financial impact on students who are involved by alleviating personal travel costs, dues, and other costs. Mr. Dickson asked what account was being used to purchase the vehicle Dr. Nester clarified that IRA funding dedicated to Sports Clubs through IRA Sport Club fees.

Rising count 11 – 0 – 1. Motion passed.

SMSU 53/18 SRWC Key Access Policy (Action, Castro)

M/S Acosta/Buckley to approve the SRWC Key Access Policy.

Mr. Wong shared that the purpose of the SRWC Key Access Policy is to allow people access to the SRWC while protecting the assets within the center. Mr. Wong detailed the proposed key check-out process which would include filling out a Key Authorization form and submitting that form to the Director of Recreation and Wellness. Once the request is approved, the access form will be housed by the RWC Administrative Analyst and the student will be added to a list of approved key users. Mr. Wong further detailed the key check-out and transfer procedure and explained the process for the exterior SRWC key box which contains a 4-digit passcode which will be changed anytime a person with access is no longer employed with the RWC. Mr. Wong shared the process for lost and stolen keys, explaining that the individual responsible for checking-out the key would be responsible for the charges of replacing/rekeying the places impacted by the loss. Mr. Burgess reviewed the recommendations submitted by Dr. Mendoza in regards to the policy. Dr. Nester clarified that student assistants are checking out keys from the key box and returning the key to key box or transferring them to another student assistant at the end of each shift. Mr. Allensworth commented about the current procedure and the need to amend the policy. Mr. Wong noted that there is currently not a "Key Access" policy in place; therefore, the proposed document serves to outline the process for incoming and existing staff. Dr. Fong asked about the duplication of keys. Ms. Okoh responded that all keys created by

Facilities cannot be duplicated as they contain the “Do Not Duplicate” inscription. In addition, the policy underscores that duplicating any SRWC key is strictly prohibited.

Rising count 12 – 0 – 0. Motion passed.

SMSU 54/18 SRWC Vehicle Use Policy

M/S Dickson/Ogibikpe to approve the SRWC Vehicle Use Policy.

Mr. Wong detailed the proposed SRWC Vehicle Use Policy which would limit the use of vehicles to RWC/ SMSU employees, student assistants, or authorized program volunteers. Mr. Wong highlighted that all drivers would need a valid driver’s license and CSUSB certification. Mr. Allensworth asked Mr. Wong to clarify the definition of “authorized program volunteers.” Mr. Wong stated that trip leaders and team captains and other volunteers who are not RWC employees fall under this category. Mr. Prince inquired if drivers would be insured by the Corporation’s insurance policy. Ms. Okoh clarified that the State vans are covered by CSURMA and that trip leaders and Sport Clubs’ team leads complete the State volunteer process and are therefore registered as State volunteers and are covered by the State’s insurance policy. Dr. Satterlund inquired what department outside of the auxiliary request to use the vehicles. Mr. Wong responded that the requests come from Athletics, the DEN, academic departments, and other campus partners. Dr. Nester clarified that the RWC currently denies requests largely due to the fact that the vehicles are already in use.

Rising count 12 – 0 - 0. Motion passed.

SMSU 55/18 SMSU Tangram Furniture Purchase

M/S Ventimiglia/Prince to approve the SMSU Tangram Furniture Purchase not to exceed \$75,000.

Mr. Burgess shared that the space between the Santos Manuel Student Union and University Hall was redesigned with palm trees, uprights, and other amenities, but does not include seating aside from the circular bench. Mr. Burgess shared the intent to purchase furniture and umbrellas for that space to provide an additional location for students to enjoy in-between classes. Facilities received a cost estimate of \$150,000 from Tangram to address the space. Mr. Burgess recommends partnering with Facilities by committing to either a 50% contribution or a contribution not to exceed \$75,000. Mr. Burgess expressed that the investment would benefit students and enhance the appearance of the campus. Ms. Castro inquired if the furniture was weather resistant considering the strong winds. Mr. Burgess expressed the safety of students is always top priority and Facilities Management is committed to purchasing furniture that withstands wind in excess of 100 mph. Mr. Burgess further explained that funds would not be transferred until there is an official quote that is vetted by campus leadership. Mr. Allensworth inquired about the cost for replacement. Mr. Burgess responded that if approved, the Corporation would be committing to a one-time contribution and that the campus would be responsible for replacement. Mr. Brar inquired if the space would be reservable and if so, who would have the ability to schedule the space for events. Mr. Burgess explained that the conversation of who will schedule the space is ongoing; however, the SMSU has always been able to use that space for Vendor Days and other Student Union sponsored events. Mr. Dickson asked if the furniture would remain in that location following the SMSU Expansion. Mr. Burgess verified that there is

no plan to alter that space once the Student Union is expanded. Mr. Burgess stated that the space had to be redesigned in order to be ADA compliant. Dr. Fong echoed Ms. Castro's concerns about the furniture withstanding the wind and if the company guarantees that it will withstand high winds. Mr. Burgess explained that the Tangram furniture would not be hollow metal like the furniture that is available to consumers, but would rather be commercial grade as the safety of students is paramount. Ms. Castro recommended a second meeting to approve the furniture selected by Facilities Management.

Rising 12 - 0 - 0. Motion passed.

SMSU 56/18 Gallup-Certified Strengths Coach Training

M/S Buckley/Brar to approve the Gallup-Certified Strengths Coach Training not to exceed \$5461.40.

Mr. Burgess shared the intent to have a Strengths Coach on-site to assist with the great work that is taking place. Mr. Wong led a discussion on how we can influence our students using different models and methods for professional development. The professional staff collective agreed that Strengths Quest would be an excellent model for professional development as we train and prepare student employees. Dr. Michael Nguyen encouraged the Student Union to proceed with this model and Mr. Wong will lead this professional development effort. Mr. Wong added that the purpose is to be more intentional about student development.

Rising count 12 - 0 - 0.

SMSU 57/18 SMSU Board of Directors Student Representative Position Interviews

M/S Buckley/Acosta to approve the SMSU Board of Directors Student Representative Position Interviews

The following students were interviewed:

Bilal Azhand, Jose Carreno, Adonis Galarza-Toledo, Steven Forcina, Mellissa Patton, Alejandro Gambo Montes, Ruihan He, Helen Martinez, Marco Olvera, Erick Richardson, Daylon Ruiz, and Yusra Serhan

The Board deliberated and selected the following students:

Bilal Azhand, Mellissa Patton, Alejandro Gambo Montes, Ruihan He, and Yusra Serhan

Adjournment: The meeting was adjourned at 1:10 pm

Minutes reviewed and approved by:

Tejwant Brar, Secretary, SMSU Board of Directors

Date