



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, May 9, 2019
Minutes

Members Present: Aaron Burgess, Ruihan He, Harry Le Grande, Davina Lindsey, Yera Nanan, Prince Ogidikpe, Derick Prince, Yusra Serhan

Members Absent: Bilal Azhand, Tejwant Brar, Dr. Mary Fong, Alejandro Gamboa Montes, Mellissa Patton, Dr. John Reitzel

Staff Present: Francisco Alfaro, Kimberly-Ann Anacleto, Jasmine Bustillos, Liz Corrella, Vilayat Del Rossi, Jared Fisk, Tamara Holder, Sean Kinnally, Jessica Madrigal, Raul Maldonado, Trent Morgan, Andrea Okoh, Mark Oswood, Jennifer Puccinelli, Richard Strawter, Michael Wong, Rosemary Zometa

Guests Present: None

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 April 11, 2019:

M/S Ogidikpe/Serhan to approve the SMSU Board of Directors Minutes from April 11, 2019. The minutes were approved by unanimous consent.

Reports:

Chair: Mr. Prince announced we are currently in the process for recruitment for the 2019 – 2020 Board of Directors. Mr. Prince currently has the applications and encouraged everyone to encourage students to apply. Tabling will begin next week in the SMSU. Mr. Prince reminded board members that the next and last meeting is June 6 and interviews will occur.

Executive Director: Mr. Burgess announced that Vilayat Del Rossi has accepted the position of Recreation and Wellness Director. Mr. Burgess shared that last year the Board approved \$75,000 to partially fund the furnishings between the SMSU and University Hall. Mr. Burgess indicated that chair examples are present in the room. Facilities Planning and Design prepared a presentation. The presentation indicated the number and placement of tables, chairs, and remodeled exterior. Mr. Burgess explained that the reason for this updated stemmed from the Jackson lawsuit that occurred in approximately 2000 regarding ADA compliance. This is the last part of the \$2 million plan that the campus committed to in order to correct the deficiencies. Mr. Burgess shared that the campus also wants to incorporate umbrellas into the space however some of the challenges to this include the need to bring in the umbrellas at night and concerns regarding any liability regarding excessive wind. We are looking at different options that are more heavyweight.

Marketing and Programs: Mr. Fisk highlighted the LatinX Center's Cinco de Mayo event held on May 6th and an upcoming Polynesian Culture Celebration on May 14th led by the API Center. The Marketing Department completed 18 work orders this past month and is preparing graphics for the SMSU expansion. The QTRC hosted Let Boys Be Femme on May 1st and are preparing for Lavender Graduation on May 19th. Sixty-seven students are registered. The Rancho Mirage Student Center held Revive on April 23rd which is their beginning of the quarter celebration. There were 138 participants. On May 21st, the Rancho Mirage Student Center will host Comedy Cooldown. The Women's Resource Center hosted Sexual Assault Awareness Week April 22nd – 24th. Throughout May 13th-17th, they will be hosting Week of Women's Wellness. On April 27th, the Osher Adult Re-Entry Center hosted a Family Picnic and over 20 families attended. The upcoming Beach by Bus event is already filled. On April 16th, Program Board hosted Escape Room which had 71 students participate. On May 31, Program Board will be hosting Coyote FEST. Mr. Burgess shared that the Women's Resource Center is also co-sponsoring 50/50 Day taking place today.

Operations: Ms. Madrigal shared that the Fourplex installation has been completed and they are in the process of training clients. A viewing party has been held. Ms. Madrigal asked that if any of the Board would like to be trained, to please let her or Mario know. They are also working on the SMSU expansion project equipment list. The Information Desk/Gamer's Lounge purchased Mortal Combat for PS4. Ms. Madrigal shared that upcoming tournaments are listed in the Board's printed report. The Information Desk was also a part of the Yotie Drinkz Grand Opening that occurred on April 26th. The Main Desk has begun placing directional signage for large events. Information Technology has started rolling out HPZ220 workstations to the CCC and QTRC computer labs. Maintenance ordered hardware for stages and wheelchair ramps. During the transition in Scheduling, Ms. Madrigal and Mr. Roberson have assumed scheduling duties.

Recreation and Wellness: Mr. Del Rossi highlighted that at NIRSA, Recreation and Wellness contributed 4 presentations as well as assisting with the planning of the conference. There is a summer conference at San Jose State in August, Mr. Kinnally and Mr. Morgan are serving on the planning committee. Recreation and Wellness held a short off-campus retreat focusing on creating positive community and culture within their department. They are working on their staffing and equipment plan for their upcoming expansion. Adventure trips included slacklining in Wilson Park. Their staff also attended driver training. Adventure is planning for over 50 trips in the summer and fall. Mr. Oswald was recertified in Leave No Trace. Staff are participating in QPR (suicide prevention) training in response to a past incident on a trip. Aquatics is preparing for the summer swim program. The climbing wall kicked off their mile high climbing challenge, held a family climb event in conjunction with the Osher Adult Re-Entry Center, and completed their Cosmic Climbing event. Communications and Special Events is holding the Waves event tonight which is a collaboration between the SMSU and RW. Personal training and group exercise participation is up, a power lifting competition will be held later this month. Information Technology has been creating key codes, working on website updates, and correcting an issue with the security camera at PDC. Intramurals introduced a championship belt to promote the program and is incorporating an all university point system for both leagues. The Leadership Challenge Course staff attended a two day training and is working on summer programming. Maintenance is working to solve HVAC concerns. Membership is working on the budget and summer membership program for non-enrolled students. Operations and Development is progressing with Strengths Finder and participating in community work and campus outreach with the Riverside Convention Center. Operations Managers are working on evaluations and updating the Emergency Action Plan. PDC conducted the SFC experience in April, launched the #yotiestrain initiative which is a rewards program for using the facility. PDC also held an after hours program earlier this week at which 19 people attended. Sports Clubs are finalizing their budgets and working with the Karate Club for a potential tournament in Hawaii. Revisions were made to the Be Well Yotie training that will be launched during orientation programs.

Ad Hoc Statue Committee: Ms. Yusra shared that the Ad Hoc Statue Committee met last week and this morning to discuss the June 4th Groundbreaking Ceremony. The ceremony will be held on Coyote Walk across from the College of Education. Invitations will be sent out soon.

Finance and Contracts Committee: Ms. Okoh shared that the Finance and Contracts Committee completed the first reading of both the SMSU and RWC budgets.

Sustainability Committee: Mr. Del Rossi shared that the Sustainability Committee is working on moving away from paper products, specifically within BOD meetings to save paper and improve organization flow and approved a Paperless Board and Committee Binder proposal. The committee would like to select a few members from the Board to use a flash drive program, including Mr. Burgess who agreed to participate. These members will bring electronic devices to meetings and the administrative team will provide all documents on a flash drive. Two board members will be selected, but the committee is also hoping that other people will volunteer.

Mr. Burgess shared that Dr. Josephine Mendoza gave him a letter and \$200 restaurant gift certificate on behalf of Susan Avery's family. He will give the gift card to the administrative staff who will decide how to proceed.

Open Forum:

None

Amendment of Agenda:

M/S Serhan/ Ogidikpe to add SMSU 37/19: Review and Approval of the SMSU 2017 Exempt Organization Return.

Adoption of Agenda:

M/S Serhan/Nanan to adopt the agenda. The agenda was approved by unanimous consent.

NEW BUSINESS:

SMSU 33/19 First Reading 2019-2020 RWC Budget (Action, Patton):

M/S Serhan/Le Grande to open First Reading 2019-2020 RWC Budget.

Ms. Okoh distributed RWC Budget handouts. She highlighted major changes. RWC salaries increased due to the 3% increase for professional staff and the minimum wage increase for student assistants starting in January. Staff benefits also increased because there is an employee that will be going to school. Ms. Okoh shared that RWC had to draw down more from reserves than the previous year due to the fact that there was an increase in wages, but no increase in student fees. Mr. Prince asked if the RWC will be charging for the summer. Ms. Okoh shared that the RWC will charge for the summer, however budget numbers haven't been increased because they are unsure of the number of patrons. Mr. Burgess asked about the total overall increase in the budget. Ms. Okoh confirmed the increase is 3% partially due to the fact that the state contribution didn't increase as much as the salary increase. Mr. Burgess shared that programs that have historically run in the red have been reviewed. Ms. Okoh stated that two programs that are highly revenue based increased based on numbers from the previous year. The Leadership Challenge Center also didn't bring in as much money as thought, so revenue from that as well.

Rising Count: 7 – 1 – 0. Motion Passes.

SMSU 34/19 First Reading 2019-2020 SMSU Budget (Action, Patton)

M/S Serhan/Nanan to approve the First Reading 2019-2020 RWC Budget.

Mr. Burgess shared that a proposed new staffing model to prepare for the expansion is included in the budget but still needs to be approved by the Personnel Committee and Board of Directors. Due to this, the budget reflects a 37% increase. The expansion is slated to open in summer 2021. The staffing plan includes an in-house human resource component due to the size of our staff.

In operating expenses there was a reduction of 5%. There was a 34% increase in equipment. Staff benefits increased in anticipation of the staffing changes. The utilities number may be incorrect and adjustments before next meeting.

Maintenance staff salaries increased 8% overall. There was a reduction in operating expenses as well.

There was a reduction in revenue from the Gamer's Lounge, perhaps due to changes in technology. This is an area we'll need to look at when moving into the new building.

The Women's Resource Center had an 8% reduction in salaries due to the retirement of the coordinator. The new person will be hired at a lower salary. There were no changes in operating expenses.

The Cross Cultural Center reflected an 11% overall increase due to the new staffing model. There were no changes in operating expenses.

Mr. Burgess thanked the Palm Desert Campus for staying within the 3%.

The Board of Directors will have a summer program but expenses will stay the same.

In Operations and Scheduling, Mario Orellana was hired in audio/visual and we are in the process of hiring a new Scheduling Coordinator.

In Technology there was a 3% increase for student assistants and a 3% increase for full-time staff.

There was only a 2% increase in the main desk budget due to a reduction in Building Managers.

Overall there was a 23% increase in salaries because of the new staffing model.

We anticipate a 3% increase in salaries based on the state increase and a 4% increase for students. This includes accounting for the new positions.

The SMSU and RW budgeted a \$380,000 increase. This was in line with our 20 year projection.

Rising Count: 7 – 1 – 0. Motion Passes.

SMSU 35/19 Risk Management Policy Approval (Action, Serhan)

M/S Serhan/Lindsey to approve the Risk Management Policy.

Mr. Serhan deferred to speaker. Mr. Burgess shared that most changes to the policy are for titles and names. For example changing Director to Executive Director and including a designee. Policy also includes the hold harmless language on contracts. This policy was approved in committee last year.

Motion passes unanimously.

SMSU 36/19 Paperless Board and Committee Binder Proposal (Action, Gamboa Montes)

M/S Ogidibkpe/Nanan to approve the Paperless Board and Committee Binder Proposal.

Ms. Bustillos shared that this is a recommendation from the Sustainability Committee. We would like begin taking steps toward a paperless Board of Directors meeting. A pilot program will be conducted to fix bugs. Board members will bring in personal laptops and materials will be provided on a flash drive. We will continue to have binders for those that want them. She shared that most people have their own laptops however there are also laptop lending programs. The Administration Office can coordinate this if need be. There would be a savings in toner, paper, and the time that it takes to copy and print the information in the binders. The committee will be discussing this with other boards that have implemented a paperless program. They will also be taking recommendations from those that are piloting program. The information will be structured the same as it is in the binders, just electronically. Board members will also be able to take information home and will be able to use search functions. Approval by the Board will create accountability for the program.

Ms. Bustillos also shared that at least one ream of paper is usually used per meeting. Mr. LeGrande stated that he is on a Credit Union board and agendas and attachments are emailed to him. He also shared concern about sharing confidential information electronically. Ms. Bustillos shared that confidential information will remain analog. Mr. Strawter recommended password protecting thumb drives. Ms. Nanan asked when the program would be implemented and Ms. Bustillos stated that they would like to implement the program for fall but this can be decided by the board.

Motion passes unanimously.

SMSU 37/19 SMSU 2017 Exempt Organization Return (Action, Patton)

M/S Sherhan/Lindsey to approve the SMSU 2017 Exempt Organization Return.

Mr. Burgess shared that this includes our 990 returns and was prepared by our accountants that handle our audit and tax returns. This needs to be approved. We filed for an extension and it is due by May 15. This included everything in the operating budget that we drew down, local reserves, physical assets and stated our financial position. It confirmed that we're in good standing and have funds to operate. It also listed board members, held Mr. Burgess accountable to ensure that the corporation ran well legally and financially. The document was similar to a tax return and recognized our 501c3a2 filing status. It also discussed the SMSU's role on campus, including our mission statement. Our state side reserves were not included in this document. It included our stability in OPEB.

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

Announcements:

Mr. Ogidibkpe shared that earlier in the year it was discovered that PDC didn't have food options for those facing food insecurities. A Den space was identified and the Grand Opening is May 22. The ASI election reveal will be held tomorrow in the Bay. Also, Model UN competed in New York and received 8 awards. Coyote Fest is occurring on May 31st and encouraged attendance. There will be a surprise artist.

Mr. LeGrande shared a note from John Griffin that the PDC bookstore operating hours have increased. The bookstore will also be working with the PDC Den and will be providing food that has almost expired.

Mr. Wong shared that new committee members are needed for the Recreation and Wellness Committee and encouraged people to apply and share the information with others that may be interested.

Mr. Del Rossi is working with Kinesiology Department towards adding the kinesiology program to the PDC campus offerings in the next 5 years.

Ms. Puccinelli shared that meeting times have been set for student leaders to meet with the Associate Vice President of Student Affairs candidates. She shared the times and asked Board members to RSVP. She also asked student board members to sign up for tabling for board recruitment.

Adjournment: The meeting was adjourned at 11:07 AM.

Minutes reviewed and approved by:

Tejwant Brar, Secretary, SMSU Board of Directors

Date