



**California State University, San Bernardino**  
**Santos Manuel Student Union Board of Directors**  
**Thursday, June 4, 2020**  
**Minutes**

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

**Members Absent:** Tina Exum, Natalie Martinez, Dr. Paz Oliverrez, Audrey Robertson

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

**Guests Present:** Jesse Felix, Devyn Hayes, Bobby Martinez, Mario Pena, Dominique Zometa

**Call to Order:** The meeting was called to order at 10:05 a.m.

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

**Approval of SMSU Board of Directors Minutes from May 14, 2020:**

M/S Nanan/Maulding to approve the SMSU Board of Directors Minutes from May 14, 2020. Motion passes.

**Reports:**

Executive Director:

Mr. Burgess thanked everyone for the productive year, especially given the difficulties during this time, including social justice issues and COVID. He congratulated the graduates on the Board and thanked Ms. Serhan for her service as Chair. Mr. Burgess shared that construction is continuing and on schedule, including the Student Union Expansion and Building 19.

Since the last full BOD meeting, the Executive Committee met and voted to approve a small business loan for the SMSU in the amount of \$289,000. This loan was taken as a precautionary measure. Mr. Burgess thanked the staff for their continuing work on the budget and thanked Dr. Robinson for his participation in yesterday's open forum.

Diversity and Inclusion:

Dr. Chacko spoke about the difficulties during this time especially for students in the affinity centers. He highlighted major programs and shared that Lavender Graduation is taking place this Friday.

Operations:

Mr. Roberson thanked the Board for their service. He shared that IT is working on software for the bowling alley in the Student Union Expansion. The A/V department has been working on needs for the Student Union Expansion. Operations students have been participating in online professional development activities. He shared that the Building 19 construction is on-going. Jessica Madrigal has completed and distributed an E-sports survey. Monie Johnson and Juan Serrato are continuing to come to the building to ensure everything is clean. Mr. Roberson shared that he is working on the re-opening plan.

Programs and Communications:

Mr. Anacleto highlighted past programs. They shared the Marketing Department is working on graphics for the expansion. The assessment area is working on metrics for continuous improvement.

Daniel Jimenez arrived at 10:24 a.m.

Recreation and Wellness:

Mr. Del Rossi shared that Francisco Alfaro and Rich Strawter were Coyote Award winners for the year and thanked them for their service. He highlighted major events in each area. He also thanked his team for their work on the Coyote Awards and shared that the Rec Well Committee will be rotating out tomorrow.

Helen Martinez arrived at 10:30 a.m.

Committees:

Mr. Maulding has been working with the Sustainability Committee. They are specifically looking at composting, recycling, food waste and land fill.

Board Representatives:

None

**Open Forum:**

None

**Adoption of Agenda:**

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

**NEW BUSINESS:**

**SMSU 27/20 2020-2021 SMSU/SRWC Budget – 2<sup>nd</sup> Reading (Action, Nguyen)**

M/S Martinez, H/Maulding to approve 2020-2021 SMSU/SRWC Budget – 2<sup>nd</sup> Reading

Mr. Nguyen deferred to Mr. Burgess. Mr. Burgess shared that only minimal changes have been made since the last reading. Excess programming funds have been transferred to the unallocated account per Mr. Maulding's suggestion at the last meeting. New positions in both SMSU and SRWC are now budgeted to start in January, rather than July. He shared the entire budget is now at a 20% overall reduction.

Rising Count: 10 – 0 – 1. Motion Passes.

**SMSU 28/20 Approval of New Position Descriptions (Action, Serhan)**

M/S Jimenez/Martinez, H. to open Approval of New Position Descriptions

Ms. Serhan deferred to Mr. Burgess. Mr. Burgess shared that with the opening of the Student Union Expansion, new positions will need to be hired.

Dr. Chacko shared that Diversity and Inclusion has created three new positions. While the positions are tied to specific centers, they will also be a part of the Diversity and Inclusion team as a whole. Those hired in the positions will support Dr. Chacko and the student employees. Dr. Chacko would like the CCC Coordinator to work more with the PASSC to more fully support CSUSB's Black students. He is also working with Dr. Oliverez on funding for a coordinator for the FPC.

Dr. Robinson asked Dr. Chacko to speak more about the CCC Coordinator focus on the PASSC. Dr. Chacko shared that the original thought was to have a coordinator for each center and an overall coordinator for the CCC, however due to limited resources, we are focusing on the proposed positions. Mr. Burgess spoke about the campus initiative to work with Black student retention. In the past, staff members have used their time to work on this initiative and these new coordinators will allow current staff members' time to be freed up.

Mr. Burgess asked Mr. Roberson to speak about the Maintenance Specialist. Mr. Roberson shared that the SMSU has been using campus facilities for much of our specialty maintenance needs. This new position will be someone that can take care of these needs and support new maintenance technologies in the Student Union Expansion. This position will also serve as the bowling alley pin-master. Mr. Maulding asked if there is a certification that would ensure candidates can perform the tasks. Mr. Burgess shared that typically if someone is certified, it is for a specific trade and that the SMSU is interested in hiring a person who is skilled in all areas.

Mr. Burgess asked Ms. Zometa to speak about the Marketing Manager position. Ms. Zometa shared that in the past, the SMSU had a Marketing Specialist. This position has been vacant since January 2019. This position will oversee the department as a whole. She also shared that with the Student Union Expansion, we would like to hire someone with public relations experience that is able to solicit the business of off-campus groups to increase revenue.

Mr. Burgess asked Dr. Chacko to speak about QTRC Coordinator. This position will supervise the center's student employees, assist with programs, and perform community outreach. The WRC Coordinator will act in a similar role. Both of these positions will be part of the Diversity and Inclusion team and are vital in the intersectional work the centers are doing. Mr. Burgess shared that CSUSB is an anchor institution and that the community relies on us.

Ms. Lindsey asked if the Maintenance Specialist is salaried or hourly. Mr. Burgess confirmed it is hourly.

Dr. Robinson confirmed the areas we are hiring coordinators for and reiterated the value of centers. He asked after these positions are hired, which centers will be without coordinators. Dr. Chacko shared that API, LatinX, and FP centers will not have coordinators. These positions currently don't exist because they are recently created centers. Mr. Chacko also shared that not everyone that that participates in a specific affinity center is necessarily from that area.

Motion passes.

**SMSU 29/20 Approval of space for Graduate Student Center, the DEN, Career Center, Commuter Lounge, and Financial Literacy Center (Action, Serhan)**

M/S Maulding/Jimenez to open Approval of space for Graduate Student Center, the DEN, Career Center, Commuter Lounge, and Financial Literacy Center

Ms. Serhan shared that discussion has occurred about what services will be housed in the Student Union Expansion and the existing building. Mr. Burgess spoke about the Center Creation Policy. This vote will indicate that these are spaces we want to offer and the goal is to centralize services for students.

Mr. Maulding spoke about the Graduate Student Center and shared that the Center currently doesn't have any space on campus.

Motion Passes.

**Announcements:**

Ms. Serhan confirmed that the Board of Directors Annual Meeting will take place next Thursday, June 11<sup>th</sup>, at 10 a.m. She thanked everyone for the opportunity to participate in the Board of Directors.

Mr. Maulding shared that there is a resource meeting being held tonight regarding what allies can do for the social justice movement. Also, a graduate student recognition ceremony will be held on June 13 at 1 p.m. He shared the link for both events.

Mr. Burgess thanked the student BOD applicants for attending this meeting and shared that he looks forward to seeing them next Thursday.

Mr. Burgess shared that the campus budget meeting is today at noon.

**Adjournment:** The meeting was adjourned at 11:35 a.m.

**Minutes reviewed and approved by:**

*DevynHayes*  
DevynHayes (Sep 4, 2020 17:25 PDT)

Devyn Hayes, Secretary, SMSU Board of Directors

Sep 4, 2020

Date