



**California State University, San Bernardino**  
**Santos Manuel Student Union Board of Directors**  
**Thursday, June 6, 2019**  
**Minutes**

**Members Present:** Bilal Azhand, Tejwant Brar, Aaron Burgess, Alejandro Gamboa Montes, Ruihan He, Davina Lindsey, Yera Nanan, Prince Ogidikpe, Mellissa Patton, Derick Prince, Dr. John Reitzel, Yusra Serhan

**Members Absent:** Dr. Mary Fong, Harry Le Grande

**Staff Present:** Francisco Alfaro, Jasmine Bustillos, Vilayat Del Rossi, Jared Fisk, Tamara Holder, Monie Johnson, Sean Kinnally, Jessica Madrigal, Raul Maldonado, Monica McMahon, Trent Morgan, Maria Najera-Neri, Mario Orellana, Mark Oswood, Mike Palacios, Jennifer Puccinelli, Anthony Roberson, Juan, Serrato, Bri Sotelo, Richard Strawter, Michael Wong, Rosemary Zometa

**Guests Present:** Daniel Jimenez, Sean Maulding, Andy Nguyen, Hector Pimienta, Jr., Audrey Robertson

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

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

**Approval of SMSU Board of Directors Minutes from May 9, 2019:**

M/S Brar/Lindsey to approve the SMSU Board of Directors Minutes from May 9, 2019. The minutes were approved by unanimous consent.

**Reports:**

In the interest of time, Mr. Prince asked that we forgo verbal reports and asked BOD members to review the reports in their binders.

**Open Forum:**

None

**Adoption of Agenda:**

M/S Patton/Gamboa Montes to adopt the agenda. The agenda was approved by unanimous consent.

Mr. Burgess thanked everyone for an amazing year. He highlighted the importance of the expansion project and thanked the Board for their support. Mr. Burgess presented cords to graduates, and presented gifts from the Groundbreaking Ceremony. He thanked Mr. Prince for his service and presented him with a gift. He also thanked everyone for serving on the Board of Directors and thanked Ms. Patton specifically who has been here since she was a freshman, and has continuously given her support to the SMSU. Mr. Burgess thanked the staff for their work this past year.

## **NEW BUSINESS:**

### **SMSU 37/19 Second Reading 2019-2020 RWC Budget (Action, Patton):**

M/S Patton/Brar to approve Second Reading 2019-2020 RWC Budget.

Ms. Patton deferred to Mr. Del Rossi. Mr. Del Rossi stated that most changes are static. There have been minimal changes to student assistant salaries due to the minimum wage increase, and changes to full-time staff salaries. He shared that this is a very conservative budget. Mr. Burgess thanked SRWC for adhering to a 3% growth. He also shared that with the expansion of the facility, there will be a necessary increase in the budget.

Mr. He arrived at 10:21 a.m.

Rising Count: 9 – 0 – 1. Motion Passes.

### **SMSU 38/19 Second Reading 2019-2020 SMSU Budget (Action, Patton)**

M/S Serhan/Patton to approve the Second Reading 2019-2020 SMSU Budget.

Ms. Patton deferred to speaker. Ms. Najera-Nera stated that the only increases are for salaries and wages for both staff and student assistants. There is a 3% increase for staff and a \$1/hr. increase for students due to the minimum wage increase. The administration budget increase in salaries is due to new positions that are pending approval of the Board. Ms. Najera-Neri highlighted updated revenue numbers that were inaccurate at the last reading. She stated that the draw down is larger this year and the total increase for the year is 12%. Ms. Najera-Neri stated that we are in a good financial position and our reserves are healthy. Mr. Burgess stated that next year's Board will look at add-alternates for the expansion project and decide which to move forward with.

Mr. Azhand arrived at 10:27 a.m.

Rising Count: 9 – 0 – 2. Motion Passes.

### **SMSU 39/19 Approval of New Position Descriptions (Action, Prince)**

M/S Patton/Brar to approve New Position Descriptions.

Mr. Burgess shared that the first position to be approved is the Human Resource Manager. With the expansion we will be hiring 100 more student assistant positions and several more full-time positions. Because of this, we need human resource oversight. We have been relying on information from the University Human Resource department. This position will bring in a person that can provide oversight, training, ensure adherence to laws, and coordinate staff development. The person selected will work with Mike Wong and Jasmine Bustillos on training programs. Mr. Burgess shared that the position description is extensive. In developing the description, similar descriptions from other CSU Auxiliaries were reviewed.

Mr. Burgess spoke about the Assistant Director, Diversity and Inclusion description. Most Assistant Directors at the SMSU are also very involved with campus committees and community initiatives. This position is necessary to continue to do great work in these areas. Ms. Patton asked about the salary range for the Assistant Director position. Mr. Burgess shared the salary will be in line with the other Director positions.

Mr. Ogidikpe arrived at 10:33 a.m.

Motion passes.

**SMSU 40/19 Increase in dollar amount to \$5000 for Disbursement Authorization Requests requiring two signatures (Action, Burgess)**

M/S Lindsey/Azhand to approve the increase in dollar amount to \$5000 for Disbursement Authorization Requests requiring two signatures.

Mr. Burgess stated that the current policy is that two signatures are required for expenditures over \$5000. Mr. Burgess shared that our corporation, with its expansive budget, processes a lot of expenditures. He also clarified that this doesn't affect the Board approval process. The current limit is \$1500. This policy was created many years ago.

Mr. He asked why \$5000 was chosen as the amount. Mr. Burgess stated that the amount of expenditures under \$5000 that need approval is large and he found that \$5000 was a happy medium. Mr. Burgess also shared that he doesn't oversee his own budget, he just provides financial oversight.

Rising Count: 11 – 0 – 1. Motion Passes.

**SMSU 41/19 Approval of Revised Art Policy (Action, Serhan)**

M/S Gamboa Montes/Patton to approve the Revised Art Policy.

Ms. Serhan deferred to speaker. Mr. Prince highlighted the changes presented. These changes include adding two student assistants to the committee and also updated verbiage to Santos Manuel Student Union instead of Student Union.

Motion passes unanimously.

**SMSU 42/19 Board of Directors Student Representative Position Interviews (Action, Prince)**

M/S Ogidikpe/Reitzel to open Board of Directors Student Representative Position Interviews.

Mr. Burgess thanked those that applied and shared the process. He asked that applicants step outside and informed them that they will be called in one at a time. The SMSU Leadership Team was asked to remain in the room. He asked the applicants not to leave after their interview as once the Board meeting is over the Annual Meeting will occur.

Applicants stepped out of the room. Mr. Prince shared what questions will be asked of each candidate. Mr. Burgess asked the Board members to review the applications. Mr. He asked how many will be selected. Mr. Prince shared that five candidates will be selected. He also shared that those that don't get selected will be selected as alternates. Discussion ensued regarding candidates.

Board of Directors Student Representative applicants were: Daniel Jimenez, Sean Maulding, Yera Nanan, Andy Nguyen, Hector Pimienta, Jr., and Audrey Robertson. Each candidate was called in separately, asked questions, and spoke regarding their qualifications and interest in serving on the board. Discussion ensued in between candidates regarding their interview.

A secret ballot vote was conducted and the following applicants were selected: Daniel Jimenez, Sean Maulding, Yera Nanan, Andy Nguyen, and Audrey Robertson. Hector Pimienta, Jr. was selected as an alternate.

Applicants were asked to come back into the room. Mr. Burgess thanked all applicants for their time. He shared that the vote was conducted after much discussion. Five applicants were selected to serve on the Board and one person was selected as an alternate and encouraged to serve on a committee. Mr. Burgess announced the results. Mr. Burgess asked the recently elected Board members to sit at the table.

Mr. Burgess shared that a transition meeting will be scheduled this summer for the two Boards to meet.

**Announcements:**

Mr. Ogidikpe shared that ASI has prepared a resolution in honor of Susan Avery and asked for the Board's blessing. The SMSU Board of Directors shared their blessing. Mr. Ogidikpe spoke to Susan's character.

**Adjournment:** The meeting was adjourned at 11:59 AM.

**Minutes reviewed and approved by:**

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Yera Nanan, Secretary, SMSU Board of Directors

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Date