



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Executive Committee Meeting
Wednesday, April 1, 2020
Minutes**

Members Present: Aaron Burgess, Daniel Jimenez, Yera Nanan, Audrey Robertson, Yusra Serhan

Members Absent: None

Staff Present: Maria Najera-Neri, Andi Okoh, Jenny Puccinelli

Guests Present: None

Call to Order: The meeting was called to order at 9:04 a.m.

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

Approval of SMSU Board of Directors Executive Committee Minutes from August 6, 2019

M/S Jimenez/Robertson to approve the SMSU Board of Directors Executive Committee Minutes from August 6, 2019. The minutes were approved by unanimous consent.

Open Forum: None

Adoption of Agenda: M/S Jimenez/Nanan to adopt the agenda. Motion passed.

EC 3/20 Financial Policies Manual

M/S Jimenez/Robertson to approve the Financial Policies Manual.

Ms. Serhan deferred to Mr. Burgess. Mr. Burgess shared that the committee is specifically looking at the last item added to the Financial Policies Manual. This change provides for documents and approvals to be submitted digitally, rather than with a physical signature. All other standing financial policies, including number of signatures required, are being followed.

Rising Count: 5 - 0 - 0. Motion passed.

EC 4/20 Temporary Telecommuting Agreement

M/S Nanan/Robertson to approve the Temporary Telecommuting Agreement.

Ms. Okoh shared that the campus created a Temporary Telecommuting Agreement but it doesn't apply to auxiliaries. Because of this the SMSU created its own.

Mr. Jimenez asked if the policy only applies to the current COVID-19 situation. Ms. Okoh confirmed that it does however the SMSU can create a separate policy for general campus closures. Mr. Burgess concurred. He shared that this document also includes student employees.

Mr. Burgess explained the different types of employee designations and shared that the document allows us some fluidity as needs change. He also shared that adequate notice will be given to employees before the return to work date.

Rising Count: 4 - 0 - 1. Motion passed.

EC 5/20 2020-2021 Student Representative BOD Recruitment

M/S Robertson/Jimenez to open 2020-2021 Student Representative BOD Recruitment.

Ms. Puccinelli asked for suggestions on how to recruit for 2020-2021 Student BOD Representatives. She shared that she will ask the SMSU marketing team to advertise on social media and ask the Office of Student Engagement to send an email to student leaders.

Mr. Jimenez shared that ASI is working with Strategic Communication to produce recruitment videos. Mr. Nanan proposed that the SMSU partner with ASI to produce "go live" events on Instagram. Ms. Serhan shared that she would host "go live" sessions and ask Board members to be a part of these sessions.

Announcements: Mr. Burgess spoke about the current COVID-19 situation and shared the virtual programming that the SMSU is conducting.

Adjournment: The meeting was adjourned at 9:37 a.m.

Minutes approved by:



Yera Nanan, Secretary, SMSU Board of Directors

4/1/2020

Date