



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Executive Committee
Monday, July 27, 2015
Minutes**

Members Present: Ryan Bracken, Aaron Burgess, Shakeh Ghazaryan, Jake Orta

Members Absent: None

Staff Present: Susan Avery, Rick Craig, Anthony Roberson

Guests Present: None

Call to Order: The meeting was called to order at 2:05 p.m.

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

Open Forum: None

Adoption of Agenda: M/S Ghazaryan/Burgess to approve the SMSU Board of Directors Executive Committee Agenda for July 27, 2015.

Motion passed.

New Business:

SMSU 07/16 SRFC Palm Desert Campus Purchase

M/S Burgess/Orta to approve a lease for 2015-2016 in the amount of \$36,000 with AP Palm Desert Village LLC; and an equipment purchase not to exceed \$197,576.

M/S Ghazaryan/Burgess to amend the motion to include the amount of \$197,576.

Rising count 4 – 0 – 0. Amendment approved.

Mr. Craig shared with the Committee that Recreational Sports will be offering a Recreation and Wellness Center at the Palm Desert Campus in 2015/2016. The cost of operation the Center will increase the budget previously requested of Palm Desert Campus funds. The requested budget increase is \$51,000. The Committee will wait for their next meeting to approve this amount.

A vote was taken upon the amended motion.

Rising count 4 – 0 – 0. Motion passed.

SMSU 08/16 SMSU Information Technology Purchase not to exceed \$3,438.69

M/S Ghazaryan/Orta to approve the SMSU Information Technology Purchase not to exceed \$3,438.69.

Mr. Burgess shared with the Committee the SMSU Server needs to be replaced. This dollar amount covers the cost of the server, battery backup, and surge protector. There was no further discussion.

Rising count 4 – 0 – 0. Motion passed.

SMSU 09/16 SMSU Preventative Maintenance Software Purchase

M/S Ghazaryan/Burgess to approve the SMSU Preventative Maintenance Software Purchase not to exceed \$17,750.

Mr. Roberson shared with the Committee the need for Preventative Maintenance Software. It will be especially helpful as we move forward with the building expansion to have a system tracking and sending alerts for all the required maintenance and inventory. Second year costs will be significantly less at \$4,250, and will be incorporated into the Operations department budget. Mr. Burgess clarified that this system is especially critical for the planned size of the SMSU expansion and so that the responsibility of remembering maintenance schedules does not fall on an individual employee as that information would be lost if they ever left.

Rising count 4 – 0 – 0. Motion passed.

Announcements: None

Adjournment: The meeting was adjourned at 3:02 p.m.

Minutes reviewed and approved by:

Jake Orta, Secretary, Board of Directors

Date