



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Policies and Procedures Committee  
August 25, 2022  
Minutes**

**Members Present:** Alexandra Thambi, Angelica Agudo, Jesse Felix, Ashley Recio, Sasha Baltazar, Mark Oswood, Jenny Puccinelli, Christine Grott

**Members Absent:** Alex Espinosa, Sara Kelley

**Guests Present:** Jose Hernandez, SMSU BOD Controller

**Call to Order:** The meeting was called to order at 10:18am.

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

**Approval of Policies and Procedures Committee Minutes from April 22, 2022**

M/S Puccinelli/Felix to add Ms. Puccinelli as an attendee of the meeting on April 22, 2022.  
Motion Passed.

M/S Puccinelli/Felix to approve the Policies and Procedures Minutes from April 22, 2022.  
Motion Passed.

**Open Forum:** There were no speakers for Open Forum.

**Adoption of Agenda**

M/S Felix/Puccinelli to adopt the agenda.  
Motion Passed.

**NEW BUSINESS:**

**PC 01/23 Election of Committee Chair**

M/S Felix/Puccinelli to open PC 01/23 Election of Committee Chair.

Two committee members were nominated for Committee Chair: Angelica Agudo and Ashley Recio. Both candidates have accepted the nominations.

Nomination vote counts: Angelica Agudo: 4 Yea-1 Nay – 0 Abstentions and Ashley Recio 4 Yea – 0 Nay – 0 Abstentions

Angelica Agudo and Ashley Recio have been officially nominated for Committee Chair.

Candidates were removed from the discussion as Committee Members discussed the reasons for nominating the individuals.

Final vote count for election: Angelica Agudo 3 Yea -0 No -1 Abstentions and Ashley Recio 4 Yea -0 Nay -1 Abstentions

Ashley Recio has been elected Chair of the Policies and Procedures Committee for 2022-2023. She will now preside over the remainder of today's meeting.

Motion Passed.

**PC 02/23      Review of Cash Handling Procedures for SMSU Operations (Action, Felix)**

M/S Puccinelli/Felix to open PC 02/23 Review of Cash Handling Procedures for SMSU Operations

Discussion ensued regarding the SMSU Operations Cash Handling Procedures. It was determined that the current procedures need to be revised due to the inclusion of more cash handling areas (i.e. bowling alley) and in addition a specific policy should be in place as well.

M/S Felix/Puccinelli to table PC 02/23 Review of Cash Handling Procedures for SMSU Operations until the next Policies and Procedures Committee Meeting when a formal cash handling policy and procedure can be reviewed.

Vote: 7 Yea -0 Nay -0 Absention

Motion passed.

**Announcements:** There were no announcements.

**Adjournment:**

M/S Puccinelli/Felix to adjourn the meeting. The meeting was adjourned at 10:59am.

**Minutes reviewed and approved by:**

Ashley Recio  
Ashley Recio (Aug 31, 2022 11:26 PDT)

**Ashley Recio, Chair, Policies and Procedures Committee**

8/31/2022

**Date**