



**Santos Manuel  
Student Union**

CAL STATE SAN BERNARDINO

**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Policies and Procedures Committee  
Friday, April 22, 2022  
Minutes**

**Members Present:** Mark Oswood, Jesse Felix, Angelica Agudo, Rachael Lapite, Sasha Baltazar, Rosemarie Gilbert, Julia Ruiz  
**Staff Present:** Vilayat Del Rossi, Christine Grott  
**Call to Order:** The meeting was called to order at 11:39am.  
**Roll Call:** A verbal roll call of attendees was conducted.

**Approval of Minutes from April 22, 2022:**

The minutes were approved by consensus.

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

**Adoption of Agenda for April 22, 2022:**

M/S Ruiz/Felix to adopt the Agenda.

M/S Felix/Ruiz to amend Agenda item PP 15/22 to an Action Item  
Motion passed.

M/S Felix/Ruiz to amend Agenda item PP 16/22 to an Action Item  
Motion Passed

M/S Felix Ruiz to adopt the Agenda for April 22, 2022.

Motion Passed.

**NEW BUSINESS:**

**PP 014/22 Revision of SMSU Travel Policy to update per diem amounts in Section 103 B Subsection b to increase by \$5 per meal due to current national inflation rates (Action)**

M/S Felix/Ruiz to open Action Item PP 014/22 revision of SMSU Travel Policy to update per diem amounts in Section 103 B Subsection b to increase by \$5 per meal due to current national inflation rates.

Discussion ensued regarding increasing the per diem amounts for travel by \$5 per meal. Discussion and debate regarding utilizing the US General Services Administration Rates for per diem. Decision on wording to be “The amounts utilized for travel per diem are to be in accordance with that set forth by the US General Services Administration.”

M/S Puccinelli/Felix to amend the original Agenda item to read: “Revision of SMSU Travel Policy to update per diem amounts in Section 103 B Subsection b to the amounts utilized for

travel per diem are to be in accordance with that set forth by the US General Services Administration aside from incidentals which will be reimbursed at the rate of \$7 per day.”

Vote – 7-0-0

Motion passed.

**PP 15/22 Revision of SMSU Travel Policy Section 105 D to reflect consistency with CSUSB Travel Procedures Section IV Transportation Expenses Section C3 regarding reimbursement for round trip travel (Action)**

M/S Felix/Ruiz to open Action Item Revision of SMSU Travel Policy Section 105 D to reflect consistency with CSUSB Travel Procedures Section IV Transportation Expenses Section C3 regarding reimbursement for round trip travel.

Discussion ensued regarding revising the SMSU Travel Policy to reflect consistency with CSUSB Travel Procedures for round trip travel. Currently staff are reimbursed round trip but only in excess of their normal commute. SMSU current travel policy is confusing and is not an equitable policy.

The group was unable to come to a decision therefore the motion is tabled indefinitely.

M/S Felix/Puccinelli to table indefinitely PP 15/22 Revision of SMSU Travel Policy Section 105 D to reflect consistency with CSUSB Travel Procedures Section IV Transportation Expenses Section C3 regarding reimbursement for round trip travel.

Vote – 7-0-0

Motion passed.

**PP 16/22 Revision of SMSU Procurement Card Policies and Procedures Section Purchase Restrictions Subsections 1 and 2 to reflect an increase in purchase amounts from \$500 to \$1000 due to current national inflation rates (Action)**

M/S Felix/Puccinelli to open Action Item PP 16/22 Revision of SMSU Procurement Card Policies and Procedures Section Purchase Restrictions Subsections 1 and 2 to reflect an increase in purchase amounts from \$500 to \$1000 due to current national inflation rates.

Discussion ensued regarding raising the purchase restriction amount from \$500 to \$1000 due to inflation rates.

Vote – 7-0-0

Motion Passed.

**Announcements**

None

**Adjournment**

The meeting was adjourned at 12:53pm.

Minutes approved by:

  
Alexandra Thambi (Aug 23, 2022 08:28 PDT)

Alexandra Thambi, SMSU Board of Directors Chair

08/23/22

Date