



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Policies and Procedures Committee Meeting
Thursday, November 5, 2020
Minutes**

Members Present: Aaron Burgess, Elizabeth Corella, Tamara Holder, Graciela Moran, Mark Oswood, Mario Peña, Francesca Maxine Vista

Members Absent: None

Staff Present: Jasmine Bustillos, Vilayat Del Rossi, Jennifer Puccinelli

Guests Present: None

Call to Order: The meeting was called to order at 9:01 a.m.

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

Approval of Minutes:

M/S Burgess/ Peña to approve the minutes from February 3, 2020.
The minutes were approved by consensus.

Open Forum: None

Adoption of Agenda:

M/S Peña /Vista to adopt the agenda.
The agenda was approved by consensus.

NEW BUSINESS

PP 1/21 Election of Chair

M/S Peña/Vista to open Election of Chair.

Mr. Burgess nominated Mario Peña and Francesca Maxine Vista to chair the committee. Both accepted the nomination and spoke to their qualifications. Ms. Vista was elected to serve as chair.

PP 2/21 Review of Tasks and Assignments

M/S Peña/Vista to open Review of Tasks and Assignments.

Ms. Puccinelli reviewed the tasks and assignments with the committee and indicated that they had been approved by the Board of Directors but noted there is opportunity to change the document as needed. Mr.

Oswood asked for clarification concerning the policies on the standing tasks and assignments list such as the procurement and personnel policies as they are missing from the calendar. Ms. Puccinelli indicated that certain policies were reviewed by other committees; the Procurement Policy is reviewed by Finance and Contracts and the Personnel Manual is reviewed by the Personnel Committee. Mr. Oswood added that “Sports Club Manual” should read “Sport Clubs Manual”. Ms. Puccinelli made note of the change.

PP 03/21 Review of Hospitality Policy

M/S Peña/Moran to open Review of Hospitality Policy.

Mr. Burgess indicated that there are changes that are likely to come at a future date given recommendations from the Chancellor’s Office that will impact all of the hospitality policies on campus. Mr. Burgess recommended postponing the review to a future date.

M/S Vista/ Peña to table the Review of the Hospitality Policy to the next Policies and Procedures Committee Meeting.

Motion passed.

PP 04/21 Review of Reserve Accumulation Policy

M/S Peña/Vista to open Review of Reserve Accumulation Policy.

The committee reviewed the policy. Mr. Del Rossi recommended breaking down the RecWell programmatic areas under Letter G - Program Reserves of the policy (Pg. 9). A discussion ensued about the benefit of keeping the area broad rather than specific to allow for the growth and addition of additional program areas in the SMSU and Recreation & Wellness. Mr. Del Rossi listed the RecWell Program areas as: Intramural Sports, Sport Clubs, Adventures, Leadership Challenge Course, Rock Wall, Fitness & Wellness, Aquatics, Marketing, Special Events, Climbing Wall and Leadership Challenge Center.

M/S Vista/Holder to approve adding all specific RecWell Programming in section G of Local Reserves and Program Reserves in the policy.

Motion passed.

PP 05/21 Review of Injury and Illness Prevention Policy

M/S Burgess/Holder to review Injury and Illness Prevention Policy.

Mr. Burgess indicated the importance of including all facilities in the document. A discussion ensued about the corporation being an umbrella term for the entire corporation being sufficient or not. Ms. Holder asked if the specific name Santos Manuel Student Union Corporation covers all areas. Mr. Burgess recommended bringing all the operations personnel together to discuss the document and where the documentation for emergencies are being recorded and housed. Mr. Burgess discussed the importance of being specific and exposing the information to the team. Ms. Corella suggested tabling this item.

M/S Moran/Pena to table for the next meeting.

Motion passed.

PP 06/21 Review of Bylaws

M/S Moran/Vista to open Review of Bylaws.

Ms. Puccinelli highlighted the suggested changes.

M/S Vista/Moran to approve the Bylaws as amended.

Motion passed.

PP 07/21 Review of Grade Eligibility Policy

M/S Vista/ Holder to open Review of Grade Eligibility Policy.

Ms. Puccinelli recommended changes as they pertain to the quarter to semester conversion. Mr. Oswood recommend 6 semester units while holding office to be more concise. Discussion ensued on how to incorporate winter intersession and summer if it influences this area. Ms. Puccinelli will research other CSU’s grade eligibility policies.

M/S Vista/Pena to table Review of Grade Eligibility Policy.

Motion passed.

Announcements:

Mr. Del Rossi spoke about uniformity throughout the policies. Ms. Puccinelli stated there is an opening on the Board of Directors beginning in January.

Adjournment: The meeting was adjourned at 10:12 am

Minutes approved by:

Racheal Lapite
Racheal Lapite (Jul 26, 2021 14:35 PDT)

Racheal Lapite, SMSU Board of Directors Secretary

Jul 26, 2021

Date