



California State University, San Bernardino
Santos Manuel Student Union Board of Directors

October 23, 2020 1:00pm, via Zoom
Recreation and Wellness Committee

Agenda

I. Preliminaries

- a. Call to order
- b. Roll Call
- c. Approval of Minutes
- d. Adoption of Agenda
- e. Open Forum

II. Old Business

III. New Business

- a. FusionGO Addition to Recreation Management Software Proposal (Action)
- b. Non-Profit Decision-Making Model (Discussion)
- c. RecWell Committee Recruitment (Discussion)

IV. Announcements/Program Updates

California State University, San Bernardino
Recreation & Wellness

RECREATION AND WELLNESS COMMITTEE

September 25, 2020 via Zoom
1:00pm

MINUTES

Members present: Elizabeth Corella, Vilayat Del Rossi, Jason Ng, Willlliam Prince, Elmer Gutierrez, Alicia Osuna

Members not present:

Staff: Rich Strawter, Aaron Burgess, Mark Oswood, Michael Wong, Jasmine Curtis, Trent Morgan

Guests: Ksenia Luna

Minutes Approved

Agenda Approved

OPEN FORUM:

None

OLD BUSINESS:

NEW BUSINESS:

Presentations & Selection of New Members: (Corella, Prince) Amend to discussion item (6,0,0). Marketing efforts were made over Summer 2020 for more recruitment. SRWC Marketing posted multiple times throughout the Summer 2020 on all social media platforms. Del Rossi reached out to Student Affairs Directors, SRWC and SMSU student staff, and BeWell Yotes group. Prince also sent information and fliers to several others clubs and organizations on campus to promote recruiting. Curtis states that while this commitment was small, virtual learning has been overwhelming and adding more may cause some extra stress. Ng and the Kinesiology department also were pushing for marketing and student leadership benefits within the committee. Ng suggests to clarify and emphasize the benefits that comes along with sitting on the committee.

Select Chair & Vice Chair: (Gutierrez, Ng) Gutierrez and Prince will work together as Vice Chair and Chair. Gutierrez will service as Vice Chair and Prince will serve as Chair. Prince for chair (5,1,0) Gutierrez for vice chair (5,1,0)

Set Meeting Schedule for Academic Year: (Prince, Gutierrez) Semester schedule changes the meeting times during break times. Del Rossi proposes to keep the meeting time 1:00PM.

October 23, 2020

November 20, 2020

December 18, 2020

January 29, 2021

(6,0,0)

February 26, 2021

March 19, 2021

April 23, 2021

May 7, 2021

Proposal: SRWC Shower Valve Project: (Ng, Prince) Wong explains the shower valve replacement project will be to replace eight valves. Valves do help regulate the temperate and pressure of the water but it is not the main function. Wong explains A-Advantage Plumbing will be responsible for tearing down the wall, removal and installation of shower valves and repair and tiling of the wall. The shower valves will be purchased from Riverside Winnelson. There will be two different companies within the proposal, A-Advantage will perform the labor and Winnelson will be provide the supplies.

Ng asks for clarification on the shower valve and the intensive work that may be included. Wong explains that the A-Advantage will perform the labor and the University does have a contract with A-Advantage that will provide the SRWC with a discounted rate compared to the other two vendors. Sotelo asks for clarification on quote dates in order to submit for approval to the Finance & Contracts Committee. Del Rossi explains Wong will need to provide updated quotes due to expiration date being May and June on current presented quotes. Ng asks if the purchase will hinder or cause any issues with the current budget. Del Rossi explain that within the 2019-20 fiscal year a percentage of funds were returned to the state side/reserves account which will help cover a portion of this project. Del Rossi explains department had no draw down in the fiscal year for 2019-20. Sotelo explains it will not hinder the current budgetary items other than the state side funds that will be utilized. Sotelo explains the 2020-21 SMSU/Auxiliary budget will not be used for this project and will not hinder with any smaller projects that may arise. Del Rossi explains department had no draw down in the fiscal year for 2019-20.

Del Rossi asks Wong to include a 5% inflation, the proposal will read to not exceed \$10,196.00.
Motion to amend proposal to not exceed \$10,196.00 (5,1,0)
Motion passes (5,1,0)

Training for Student Leaders; Goals; Priorities: (Gutierrez, Ng)

Del Rossi asks what are some goals that the Board of Directors (BOD) is currently working on and planning on working on throughout the fiscal year 2020-21. Corella describes several of the BOD goals are to research and potentially implement the Portland University Police Department to create a more inclusive and safe campus for students. Corella also explains the different programming the BOD is wanting to research and expand the services by the SMSU virtually and in person when the time permits. Corella explains another goal is being safe throughout the SMSU building including but not limited to the new building, current building, Recreation and Wellness building, and/or Wellness Center. Prince asks if there are any plans to address any of the current options to use other virtual platforms for trainings. Wong states that there have been several plans from other campuses to work through things virtually rather than in person. Ng also asks about some of the reopening best practices and if this committee has any influence over those areas. Del Rossi explains that based on what procedures or what the campus is asking for will help determine what is brought to this committee to help the team create or implement more safety measures. Unfortunately the department will need to be fluid and items may not have a chance to come to the committee due to what the campus is asking for in a timely manner.

Prince asks what areas does the committee oversee and how it may help with creating an opening plan and/or other areas within the department. Del Rossi explains the group works primarily on the overarching policies and procedures for the department. Wong also explains that the smaller tasks are usually handled by the professional staff but larger tasks and items are more handled through the committees and board. Corella suggests to review what would be adequate to bring to the committee and the differing areas that handle certain topics and/or tasks provided.

Osuna asks about the Wellness Center construction between the SMSU and Building 19 currently on campus. Del Rossi explains the renovation of Building 19 is a part of the SMSU expansion project and the area Osuna is asking about is currently under construction to become a natural amphitheater.

Announcements/Program Updates:

Adventure: Virtual tours and remote team building activities. Piloting a project that allows Adventure program to purchase tickets and give to students to visit different places.

Aquatics: Aquatics working on virtual trainings and providing re-certification for lifeguards.

Development: Looking to hire a student assistant to help in development. Helping to build culture.

Operations/Building: Replacement of valve for hot and cold water.

Assessment: Working with SMSU to use different platforms for assessment.

Del Rossi: Going through strategic planning project. Lease at PDC Fitness Center is up and will not be renewed for the year. Researching viable options for PDC students.

Intramurals: First tournament wrapping up.

Sport Clubs: Chartering clubs.

IT: Updating ADA compliance. FusionGO project continues campus approval.

GroupX: Hosting GroupX zoom. Releasing free Body Weight Training Guide. PT consultation zoom sessions.

Ng (Kinesiology): Registration starts in November, ADVISING!

Osuna (Athletics): Continuing with virtual programming. Follow website and Instagram. All Fall Sports cancelled by NAACP. Waiting to hear about Winter Sports

Meeting adjourned at 2:34pm.

FusionGo Addition to Recreation Management Software (RMS) Proposal

9/23/2020

Santos Manuel Student Union Board of Directors

Proposed by: William Prince, Recreation & Wellness Committee Chair and Rich Strawter, IT Coordinator

Background:

Currently the Recreation & Wellness Department utilizes Innosoft's Fusion RMS platform to provide desktop and web-based solutions for the Department. This all-inclusive platform provides membership services, program registration, point of sale, access control, facility reservations and equipment rental, specifically designed to meet the needs of a Collegiate Recreation Department. Innosoft became the departments RMS solution in early 2018 and has a current contract to provide the above solutions through to April 30th, 2023.

Proposal:

This proposal is a request to add the FusionGo module onto the current RMS solution provided by Innosoft.

Rationale:

FusionGo is the mobile platform for the RMS. The primary purpose for the addition of FusionGo to the current RMS, is to provide touchless entry (digital ID) to the Student Recreation & Wellness Center (SRWC) as well as other mobile check-in points for other associated programs located outside of the SRWC (Aquatic Center, LCC, Intramurals, Sport Clubs, PDC, etc.). Currently the handkey technology that is used at the entry of the SRWC will no longer be a viable solution, due to the current and future public health concerns. As a frame of reference, the SRWC typically has about 200,000-230,000 entries on an annual basis. Other benefits to FusionGo are the development of a custom mobile app for the department that can facilitate the following aspects and is synced with the current RMS: facility and program schedule (informal recreation group x, climbing wall, etc.), memberships, push notifications, social media, jobs, and more. *Please see attached flyer for detail.

Budget Impact:

The total cost of the project would be \$5,500. This would include \$3,000 for full project implementation and launch and \$2,500 for annual FusionGo licensing. The annual licensing will be added to the current scope of work and contract with Innosoft's master agreement with the organization for 2021-2023. The funding source would be from local reserves to cover total project costs and future licensing costs will be managed within annual operating budget.

Timeline:

Due to the preliminary work, this project has already received campus approval from campus ITS to proceed (ICT Review, VPAT, etc.). If approved, project timeline would be 8-12 weeks, so that platform can be fully launched by no later than the end of March 2021. Annual licensing invoicing will not begin until platform is fully implemented and activated by the department for campus use.



Recreation Management Software Simplified

FusionGO

Statement of Work

FUS-SOW-2017-2669

Prepared By:

Matt Walsh

InnoSoft Canada Inc.

888.510.3827 ext. 730

matt.walsh@innosoftfusion.com

Prepared For:



Prepared On:

Aug 18, 2020

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1. Introduction

This is a Statement of Work between California State University, San Bernardino (the “Customer”) and InnoSoft Canada Inc. (“InnoSoft”) for the deployment and licensing of FusionGO, a mobile app platform.

2. Contact Information

Organization	Main Contact(s)
Licensor:	
InnoSoft Canada Inc. 291 King Street, Suite 200 London, ON N6B 1R8	Laura Tandaric - Business Manager (phone) 888.510.3827 ext. 718 (fax) 888.510.3827 (email) laura.tandaric@innosoft.ca
Licensee:	
California State University, San Bernardino 5500 University Parkway San Bernardino, CA 92407	Vilayat Del Rossi (phone) 909.537.7142 (email) vilayat.delrossi@csusb.edu

3. Software Description

Name of Existing Software (Version)	Modules or Add-Ons
Fusion Recreation Management Software (V3.0.1) To include the following primary components: <ul style="list-style-type: none">• Windows Desktop Client• Web-Based Member Portal (V2)	<input checked="" type="checkbox"/> FusionGO Mobile App <input type="checkbox"/> FusionIM League Management System

4. Permitted Use

Type	Limit of Use
Number of Users & Participants	Unlimited
Number of Devices	Unlimited
Customer Site(s)	Recreation & Wellness Department

5. Project Implementation and Training Services

Service	Description
Project Management	A dedicated project manager and technical lead will be assigned to the customer for duration of the project.
Implementation Services	
FusionGO Implementation	<ul style="list-style-type: none">• Custom design of the Customer's mobile app• Creation of iOS, Android and Web apps• Access to an online database of training articles and videos
Training Services	
FusionGO Training	InnoSoft will provide 2 hours of remote training to select professional staff. Training will focus primarily on the use of the back end content management system, which will be used to adjust the mobile app's front end content. Some content (i.e. program descriptions, schedules etc.) will be configured during training, however the Customer should allot approximately 3-5 hours department-wide for the configuration of remaining business items after training. At the completion of training, all professional staff members should be very comfortable with the content management system.

6. Fees

All fees are exclusive of any applicable tax and are provided in **USD** currency.

Upfront Fee(s)	Description	\$
FusionGO		
Implementation Fee	<ul style="list-style-type: none">• Custom design of the Customer's mobile app• Creation of iOS, Android and Web apps• Access to an online database of training articles• 2 hours of remote training on CMS management	\$3,000.00

Recurring Fee(s)	Description	\$
FusionGO		
Licensing Fee	<ul style="list-style-type: none">• An unlimited license (provisions for unlimited downloads and push notifications)• All system components and interfaces (FusionGO is an all-in-one software solution and is not sold in modules)• Unlimited 24/7 toll-free telephone and online support services• All new software releases (including any new functionality and/or integrations developed)• Unlimited access to electronic user manuals	\$2,500.00

7. Term & Fee Schedule

The following fee schedule has been constructed using the payment terms and planned project milestones listed in the previous sections. Initial FusionGO licensing fees will be prorated to align with the University's existing Fusion billing date which is May 1st of each year. The term of this agreement shall align with the existing Fusion agreement which concludes on April 30th, 2023.

Item	Invoice Date	\$
Implementation Fees		
FusionGO Implementation Fee Due upon completion of first formal implementation conference call (the "kick-off" call)	TBD	\$3,000.00
Recurring Fees		
FusionGO Licensing Due on the 1st of the month in which platform is launched (prorated at \$208.33/month up to the annual renewal date of May 1st each year)	May 1st of each year	\$2,500.00

8. Technical Support

Support Methods

Type	Details
Telephone	888.510.3827
Email	support@innosofffusion.com
Web	Key Customer contacts are provided with online access to InnoSoft's support ticketing system where they can track all support requests and submit new inquiries
Self-Service	InnoSoft provides a comprehensive and detailed online product manual called Screen Steps Live. Users will be assigned credentials and can access these tutorials 24/7. This self-help area will also soon provide video-based support webinars.

Support Hours & Coverage

Type	Hours of Coverage
Primary Support Coverage	8:00 AM - 6:00 PM EST Maximum 1 Hour Response Time
Secondary Support Coverage	On-Call 6:01 PM - 7:59 AM EST Maximum 1 Hour Response Time

9. Support SLA

InnoSoft provides a guaranteed response time of **less than 60 minutes** for any inquiry submitted (i.e. a configured program is not displaying correctly online).

10. Signatures and Approvals

This Statement of Work is only valid and binding on the parties when executed by both parties and is contingent on InnoSoft and the Customer executing InnoSoft’s form of License Agreement, either in connection herewith or previously. This Statement of Work is subject to the terms and conditions of such License Agreement. This Statement of Work will become effective when all the parties have signed it. The date this Statement of Work is signed by the last party to sign it (as indicated by the date stated or under that party’s signature) will be deemed the date of this Statement of Work.

InnoSoft Canada Inc.

California State University, San Bernardino

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

FusionGO

Mobile App



From digitizing your schedules and brochures to offering members with another way to access the facility, FusionGO engages your audience with a flexible, custom-branded recreation hub while they're on-the-go.

Benefits



Full Customization

FusionGO is fully tailored to match your school branding via custom logos, fonts, colors and icons.



Communication

We've all experienced email overload. Get important updates such as cancellations and closures front-and-center with your members via push notifications.



Data Syncing

Double entry is a thing of the past, as Fusion's calendar and program data syncs directly with FusionGO.



Flexible CMS

Make quick changes to the app from any device through FusionGO's intuitive, web-based content management system.

Features



Digital ID

Eliminate the hassle of tracking forgot ID counts by offering your members the ability to access your facility or checkout equipment via a digital ID.



Push Notifications

Notify members of schedule changes and cancellations via segmented push notifications.



Custom Links

Add custom links to other important sites or departmental information such as policies, procedures or forms.



Ad Banners

Advertise or promote programs, post reminders or provide inspirational quotes via custom ad banners. Alternatively, sell the space to sponsors and increase your revenue!

Q: How has FusionGO helped to streamline your operations?

A: "The facility entry process is so much easier for our students now. Although our outgoing handscanners provided a secure method of entry that didn't require a student card, the 2-step process itself was slow and cumbersome. With FusionGO's Digital ID feature, we've kept student cards out of the equation and the simplicity of the scanning process has dramatically sped up entry times and reduced our lines during peak periods."

Q: How has the adoption of FusionGO helped you better engage with your students?

A: "We're now able to get important information front-and-center with our students via push notifications and banner ads shown right on their phones (we all know they don't read their emails!). Our students also appreciate being in-the-know about what's going on in our facilities via up-to-date program and facility schedules available within the app."

– Kenneth Maxey
Facility & Equipment Coordinator



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 1.888.510.3827

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Santos Manuel Student Union
California State University, San Bernardino

Non-profit Decision-Making Model

<u>Type of Decision</u>	<u>Size of Decision</u>	<u>Staff</u>	<u>Management</u>	<u>Board of Directors</u>
Policy	Biggest Picture	Input/Implement	Input/Implement	Decision
Program	Big Picture	Input/Implement	Decision	Review
Operational Procedure	Day-to-Day	Decision/Implement	Review	Review

Effective administration works as follows:

1. Understanding and accepting of unique roles in the decision-making process
2. Commitment to participate in the process according to role
 - adequate input by those who will NOT make the decision
 - commitment to implement decisions made, even if you don't agree
 - restraint by the decision-maker from intrusion into the implementation role
3. Effective methods for sharing both the "what" and "why" of a decision
4. Adequate opportunity for actual data input for decision-making at each level

adapted from
CSU Northridge - USU Model &
NASPA – National Association for
Student Personnel Administrators
Forum article

**SANTOS MANUEL STUDENT UNION
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
BOARD & STAFF RESPONSIBILITIES**

The following outlines the roles and responsibilities of the Board, the Executive Director and the Staff of the SMSU.

The Board is responsible for the functions of the agency (policies, community relations, oversight). The Executive Director is hired to provide administrative and program expertise in order to implement the policies of the Board.

The most effective Boards are ones that have a well-balanced working relationship with the Executive Director and Staff. In order to approve policies that have a lasting impact on students and the university community, it is important to combine the expertise of the SMSU Staff along with the knowledge, perspective and energy of the Board.

ACTIVITY	RESPONSIBILITY
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PLANNING:

Direct the process of planning	Executive Director/ Staff
Provide input on long range planning goals	Joint
Approve long range planning goals	Board
Develop objectives for annual goals <i>*With input from the Board</i>	Staff*
Formulate annual goals and objectives <i>*With input from Staff</i>	Board*
Approve annual BOD goals and objectives	Board
Prepare performance reports on achievement of goals and objectives	Staff
Monitor achievement of goals and objectives	Joint
Approve policy changes and additions	Board

BUDGET:

Prepare preliminary budget	Staff
Finalize and approve budget	Board
Ensure that expenditures are within budget during the year	Executive Director & Staff
Solicit contributions in fundraising campaigns (student referenda/donor solicitation)	Joint
Organize fundraising campaigns	Joint
Approve expenditures outside the authorized budget <i>*Board approves on a quarterly or as-needed basis.</i>	Board*
Ensure annual audit of organization accounts <i>*Board ensures; Staff directs</i>	Joint*
Increase SMSU student fee (campus-wide referenda/alternative consultation)	Joint*

<i>*Campus President approves</i>	
Decide which bank to use for the SMSU checking account	Staff
Select/Approve the firm to audit the SMSU finances <i>*With Staff & Audit Committee input</i>	Board*
Decide which services to increase or cut back within the budget <i>*As long as it is within the overall bottom line</i>	Executive Director & Staff*
Approve fiscal procedures within policy parameters	Executive Director
Recommend changes to fiscal policy	Executive Director & Staff
Approve changes to fiscal policies	Board

PROGRAMMING/SERVICES:

Assess stakeholders (customers, community) needs	Joint
Oversee evaluation of products, services and programs	Joint
Maintain program records; prepare program reports	Staff
Review program records and reports	Board
Enter into or cancel a vendor contract	Executive Director
Propose/develop and process bids within budget & policy parameters	Staff
Approve bids within budget & policy parameters	Executive Director
Propose/develop and process bids outside of budget & policy parameters	Board

PERSONNEL:

Employ Chief Executive <i>*Board makes a recommendation; the Vice President of Student Affairs and the President of the University make the final approval</i>	Board*
Direct work of staff	Executive Director & Staff
Hire and discharge staff members	Executive Director
Decision to add staff positions <i>*Temporary & Vacant Positions by Executive Director New positions by Board</i>	Executive Director/Board*
Settle discord or performance issues amongst staff <i>*If a Board member observes a staff member not performing their duties they should contact the Executive Director. It is not consistent with employment law for Board members to reprimand/correct an employee.</i>	Executive Director & Staff*
Set salary for new staff <i>*Within the parameters of Board-approved salary range and budget</i>	Executive Director*
Review and approve personnel policies	Board
Implement personnel policies	Executive Director & Staff
Revise/Reorganize employee job descriptions	Executive Director & Staff

Change the personnel evaluation form	Executive Director & Staff
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COMMUNITY/CAMPUS RELATIONS:

Enhance the SMSU's public image	Joint
Write news stories	Staff
Provide cooperative linkages with other organizations	Joint

BOARD COMMITTEES:

Recruit and Appoint Committee members <i>*Recruit with Staff assistance.</i> <i>*Board Chair proposes members & makes initial assignments.</i> <i>*Board approves Committee members quarterly.</i>	Board*
Appoint Committee Chairs <i>*Board approves recommendation</i>	Chair of the Board/ Board*
Call Committee Chair to urge him/her into action	Board/Chair
Promote attendance at Board/Committee meetings	Chair of the Board/ Board*
Recruit new Board members <i>*Staff initiates support pieces/ Board provides follow-through & staffing of recruitment efforts</i>	Board/Staff*
Encourage Board and Committee membership	Joint
Plan Agenda for Board and Committee meetings	Joint
Take minutes at Board and Committee meetings	Staff
Plan and propose Committee organization/reorganize. <i>*Board must approve Standing Committee guidelines via Bylaws and Ad-Hoc Committees & guidelines via BOD action items.</i>	Joint/Board*
Prepare exhibits, materials, and proposals for Board and Committees	Joint
Sign legal documents	Executive Director
Draft changes to the Bylaws	Joint
Approve changes to the Bylaws	Board
Follow-up to ensure implementation of Board and Committee decisions	Executive Director & Staff
Settle issues between Committees	Board
Train volunteer leaders	Joint
Provide continuity for the organization	Joint

*Please see notation related to the responsible entity
Based upon procedures from CSU Northridge USU 2008