



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, January 18, 2018
Minutes**

- Members Present:** Dionely Acosta, Drew Allensworth, Hamid Azhand, Jodi Buckley, Aaron Burgess, Riane Castro, Andrea Davalos, David Friedman, Dr. Josephine Mendoza, Prince Ogidikpe, Derick Prince, Dr. Alysson Satterlund, Matthew Summerville
- Members Absent:** Dr. Mary Fong, Tracie Ventimiglia
- Staff Present:** Kimberly-Anne Anacleto, Daniel Avila, Vilayat Del Rossi, Andre Gildore, Tamara Holder, Janet Honn-Alex, Roman Lopez, Jessica Madrigal, Monica McMahon, Michael Mejia, Turajha Moore, Trent Morgan, Maria Najera-Neri, Dr. Lynn Nester, Andrea Okoh, Michael Palacios, Siska Purnawan, Anthony Roberson, Shannon Stratton, Richard Strawter, Giacomo Thillet, Alicia Ureste, Michael Wong, Amon Woodley, Rosemary Zometa
- Guests Present:** Erin Duckins, Brianna Jointer, Denise Kollock, Elizabeth Pham
- Call to Order:** The meeting was called to order at 10:04 a.m.
- Roll Call:** A verbal roll call of attendees was conducted.

Approval of SMSU Board of Directors Minutes from November 30, 2017.

M/S Buckley/Allensworth to approve the SMSU Board of Directors Minutes from November 30, 2017.

Motion passed.

Reports:

Chair: Ms. Castro welcomed everyone to the meeting and expressed her well wishes for a successful quarter.

Executive Director: Mr. Burgess commended the campus on the way they handled the event on January 10, specifically the student-centered approach demonstrated by RWC and SMSU staff as

the event unfolded. In addition, full-time staff and student staff displayed their trained awareness of emergency preparedness procedures and the night and weekend protocol in the event of an after-hour emergency. We will continue to work with the campus to improve processes and implement best practices. The SMSU is moving forward with the construction process. Construction will begin June 2019 with an anticipated opening date of August 2021.

Marketing & Programs: Ms. Zometa shared that the team hired a Marketing Specialist, Giacomo Thillet. Ms. Zometa highlighted the events hosted by the Cross Cultural Center, First People's Center, LatinX, and Pan African Center. The Marketing Department continues to work on the SMSU 40th Anniversary Celebration that will be held on February 22 in the SMSU Lobby. The Queer & Transgender Resource Center attended two trainings and Program Board is collaborating with the RWC on the Snow Day event. The Rancho Mirage Student Center continues to provide valuable services to the students at the Palm Desert Campus.

Operations: Ms. Madrigal shared with the Board that the Audio Visual team repaired the sound system in the SMSU Theater. The Information Desk is enforcing the cart policy and ensuring those using the carts have their Defensive Driving license on file. She commented that they are still in the process of hiring a Building Manager and hope to have that person on board by the end of the quarter. The Nine Ball and Smash Bros. tournaments are returning to the Gamers' Lounge and vendors will now be allowed to vend only once a month beginning February 14. Mr. Strawter completed the migration of the SMSU and RWC websites to the campus platform. Lastly, she commended the maintenance team for the integral role they play in keeping the SMSU clean.

Recreation & Wellness: Dr. Nester echoed Mr. Burgess' acknowledgement of the professional and student staff effort to deescalate the situation that occurred on January 10 and commended them for their hard work. The Recreation and Wellness team will be touring the Wellness Center, the Oasis at CSUN which is a state of the art facility. Dr. Nester shared that the Outdoors Department is being rebranded and renamed to encompass the full scope of the program. The newly named, "Adventure Program" will refer to the trips, adventure leadership program, LCC, the Climbing Wall, and equipment rentals. The TRACS trip to New Orleans will be occurring in the Spring. The campus was selected as a "Make a Splash" community partner with the US Swimming Foundation, which will boost the "Learn to Swim" program. The R&W team hosted a half-day training for students. The Career Center was invited to attend and the presentation was well-received by the students. The campus garden produced over 10 pounds of food that was donated to The Den. Fitness and Wellness hired a Wellness supervisor as a student leadership position. Dr. Nester shared that a new power lifting rack and bumper plates have been added to the fitness floor and invited those present to attend the Snow Day event.

Strategic Planning Committee: Ms. Zometa shared with the Board that Tracie Ventimiglia was elected chair. The Committee reviewed tasks and assignments, programs for the preceding year, the 5-year budget assumption as related to the Strategic Plan, and reviewed the current strategic plan.

Board Representatives: None

Open Forum: Erin Duckins voiced concerns regarding the timing, clarity, and sufficiency of information provided to the campus population in regards to limiting vendor presence on campus. Denise Kollock echoed the sentiment and added that the vendors provide a valuable service to students by being accessible and cost effective. Brianna Joiner commented that students were not given any indication of the safety concern or issue with the vendors being allowed to vend on campus twice a week. Mr. Burgess commended the students for voicing their concerns and explained that the vendors are ignoring the legal barriers on campus when driving onto campus which presents a safety concern as vehicles have been used as weapons nationally and internationally. He further noted that the vendor presence on campus will not be eliminated completely, but the new model will allow the SMSU staff to enforce campus guidelines and regulations in regards to people driving on campus. In addition, the vendors expressed support of moving to a once-a-month model as they are not bringing in a significant amount of revenue being on campus twice a week. Students on the Board agreed with the new policy in light of those conversations. Mr. Azhand commented that safety is the most significant concern and the SMSU Board wants to be in compliance with campus policy of driving on campus. Ms. Castro stated that an additional goal of moving to a once-a-month model is to provide a variety of vendors for student and broaden the scale of the event. Ms. Madrigal commented that additional student staff will be dedicated to monitoring where the vendors load and unload on that day. Mr. Friedman noted that items of need could be added to the Coyote Market. Elizabeth Pham shared that the student population differs from Monday, Wednesday, Friday, to Tuesdays and Thursday which may limit vendor and student participation if it is only once a month and questioned why vendors are not asked to park outside and unload in the parking lot to avoid driving on campus. Mr. Burgess agreed that vendors should be restricted from driving on sidewalks. Ms. Buckley commented that parking is already congested and having vendors park and unload would take away already limited parking space from students and could pose an issue of liability with vendors having to haul their heavy inventory to and from the parking lot. Mr. Azhand concurred with Ms. Buckley's comments and added that the campus is responsible for the safety of those present. Ms. Castro commented that the Board can consider rotating the days. Ms. Madrigal spoke with vendors and will be working with the Marketing Department to make the event more attractive for everyone. Ms. Castro thanked the students for voicing their concerns and ensured them that the points they presented would be considered and brought back to committee for further discussion.

Adoption of Agenda:

M/S Buckley/Ogidipke to amend the agenda to include SMSU 24/18 Bylaws Revision – Article IV, Section 1.

The amended agenda was approved.

New Business:

SMSU 22/18 Bylaws Revision (Allensworth, Action)

M/S Buckley/Prince to approve the Bylaws Revision.

Dr. Nester shared with the Board that the Recreation & Wellness Committee submitted a proposal to revise the Bylaws in the fall to ensure the department name remained consistent throughout the document and reiterated the changes to the makeup of the Committee and not restricting involvement by specifying one or two year appointments. Dr. Mendoza recommended that each of the colleges be represented in the makeup of the Committee. Dr. Nester commented that the suggestion is great in theory, but difficult to execute when recruiting students to join the Committee. Mr. Summerville inquired why the Faculty Senate does not recommend a faculty representative. Mr. Burgess explained that the Board which consists of a Faculty Representative makes the final decision on Committee members.

Rising count 12 – 0 – 0. Motion passed. (Dr. Satterlund was absent for vote.)

SMSU 23/18 Financial Report (Discussion, Castro)

Ms. Najera-Neri reviewed the Financial Statement with the Board, including the revenue. Ms. Najera-Neri noted that the only department that has exceeded 50% of the budget is the Audio Visual department which has a temporary employee that was not previously included in the budget; however, adjustments will be made as needed to include that salary in the future. Mr. Summerville inquired about the expectation to spend the Sports Club budget. Ms. Okoh explained that the Sports Club budget reflects IRP funds that have not been transferred over from the state side, but will be allocated to that budget. The budgeted amount reflects the amount anticipated when planning the budget and the actuals reflect the actual amount that have been received. Ms. Najera-Neri explained that the deficit situation in Membership as funds were used to pay for a software license for the RWC. Additionally, the Fitness Department and Operations show a deficit because of items that needed to be purchased. Mr. Allensworth inquired about any strategic decisions that could be made regarding a downturn in revenue. Ms. Najera-Neri stated that the Finance & Contracts Committee will adjust revenue as needed to reflect the actual amount collected when preparing the budget for the following year. Mr. Burgess explained that there are reserves that can be accessed as needed that are not reflected in the monthly financial statements presented to the Board, but will be included when the budget is reviewed in its entirety in the spring. Mr. Burgess commended the work of professional staff to monitor their own departmental budgets and continually manage student payroll, supplies and services, and program costs. Additionally, he commended Ms. Najera-Neri for presenting the financial statement to the Board. Mr. Prince asked about an account going negative and the guarantee that there is enough money in the reserves to cover the deficit. Ms. Najera-Neri replied that the Corporation would not spend money if there were no funds to cover the cost. Mr. Summerville asked about a three-year trending report and Mr. Prince asked about investments. Ms. Najera-Neri explained that Wells Fargo Bank, which is used by entire CSU, invests the funds in low-risk investments. Mr. Burgess commented that the return is at 1% in light of the 93 auxiliaries in the CSU system abiding by strict guidelines and policies for investments that are low-risk and socially responsible. Mr. Azhand asked that Ms. Najera-Neri elaborate on the financial audit process. Ms. Najera-Neri explained that the SMSU is audited every year by an accounting firm and tri-annually by the CSU; however, as a result of being low-risk the Chancellor's Office has deferred that tri-annual audit. Mr. Friedman commented that investing in good programming and student-driven initiatives would likely yield a greater return than any bond. Dr. Satterlund recommended a Board workshop on investments with Matias Farré. Dr. Mendoza suggested that a financial training be included in the yearly orientation for the student representatives.

SMSU 24/18 Bylaws Revision – Article IV, Section 1 (Discussion, Castro)

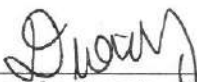
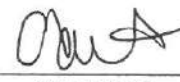
Mr. Burgess shared with the Board the work being done to create a policy to compensate Board members in the form of a scholarship that mirrors Board compensation on other CSU campuses. After conversations with other CSU Student Unions, financial aid, and general counsel, the Corporation is proposing a three tiered scholarship scale for the Board Chair, the Executive Board, and non – ASI Board Representatives. Mr. Burgess explained the reasoning for the proposal is to afford all students the opportunity to serve on the Board that may have hesitated because of financial insecurity as well as compensating the work being done by all Board members. The proposed amount for the scholarship is \$350 a month for the Board Chair, \$300 a month for the Executive Board, and \$250 a month for Student Representatives with a variation during the summer months for the Executive Committee as they are the only ones that meet during the summer. Mr. Ogidikpe asked the Board to consider the impact on financial aid. Mr. Burgess replied that all Board members would be asked to acknowledge that it may affect their financial aid as it is a scholarship. Mr. Allensworth voiced his concern that it may shift the incentive to serve on the Board for monetary reasons rather than leadership opportunities. Additionally, a consideration needs to be made for the impact on other scholarships; therefore, Mr. Allensworth recommended making the scholarship optional. Ms. Najera-Neri commented that the wording on the policy is important as “compensation” would need to be processed by payroll and a “scholarship” would be processed as financial aid. Dr. Satterlund recommended that any recommended changes be reviewed by general counsel. Mr. Summerville concurred with it being optional. Mr. Friedman suggested that the scholarship amount be tied to the cost of the class to ensure that as tuition rises, the scholarship would match that cost and not need to be revisited as frequently. Ms. Davalos commented that ASI implemented a policy that was reviewed by general counsel that contains an option to sign a waiver acknowledging a member’s right to decline compensation. Mr. Burgess commented that the Bylaws will not contain a specific dollar amount, but will allow the Board to further research and implement a sound policy. Ms. Buckley thanked the Board Chair for the work she dedicated to researching and bringing this to the Board for consideration. Mr. Prince asked if a Financial Aid representative could speak to the Board about the financial implications. Additionally, Mr. Prince recommended the Board research a way to have the scholarship be integrated into the student services center on PeopleSoft so that students could make an informed decision about accepting the scholarship. Mr. Summerville recommended the Board explore all forms of incentives. Ms. Okoh suggested looking into tuition reimbursement as a form of compensation. Ms. Castro commented that there are other expenses incurred as a college student, such as food and housing insecurities. Mr. Allensworth asked about a separate program that Board members can access or apply for as a result of being a Board member. Ms. Buckley commented that associating the scholarship with units may prove problematic as Grad units and Undergrad units differ. Mr. Burgess reiterated that the scholarship is not tied to compensation or services rendered. Mr. Ogidikpe commented that the different levels for the scholarship are important and make the distribution easier to manage. Dr. Mendoza noted that in the language used “*may receive remuneration*” “*may*” already suggests it is possible to decline the scholarship and that “*incentive*” may be a better word in lieu of “*remuneration*”. Mr. Allensworth asked if different responsibilities will be added to Board member responsibilities as a result of receiving compensation. Mr. Burgess explained that there will be separate conversations taking place to address additional responsibilities and Board compensation. Dr. Satterlund suggested a working

group to further discuss this topic. Mr. Summerville reiterated that there will be two votes, one to change the Bylaws and another to implement the policy. The Board recommends general counsel review the wording prior to the next Board meeting.

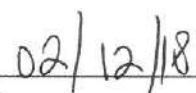
Announcements: Ms. Bustillos announced the Pizza Hut tasting taking place at 2:00 p.m. in the Events Center today. Ms. Acosta announced the upcoming Women's Conference and Social Justice Summit. Ms. Honn-Alex announced Vagina Monologues tryouts and the Women's March on Saturday. Ms. Zometa introduced Giacomo Thillet to the Board and Mr. Friedman announced a job opportunity for students, specifically accounting students. Lastly, Mr. Stratton announced that volunteers are needed for the community garden harvest.

Adjournment: The meeting was adjourned at 11:41 a.m.

Minutes reviewed and approved by:

Dionely Acosta, Secretary, SMSU Board of Directors



Date