



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, November 30, 2017
Minutes

Members Present: Dionely Acosta, Drew Allensworth, Hamid Azhand, Jodi Buckley, Aaron Burgess, Riane Castro, Andrea Davalos, Prince Ogidikpe, Derick Prince, Dr. Alysson Satterlund, Tracie Ventimiglia

Members Absent: Dr. Mary Fong, David Friedman, Dr. Josephine Mendoza, Matthew Summerville

Staff Present: Kimberly-Anne Anacleto, Vilayat Del Rossi, Ivan Gastelum, Tamara Holder, Sean Kinnally, Raul Maldonado, Monica McMahon, Trent Morgan, Maria Najera-Neri, Turajha Moore, Dr. Lynn Nester, Andi Okoh, Mark Oswood, Michael Palacios, Anthony Roberson, Olivia Ruiz, Shannon Stratton, Richard Strawter, Alicia Ureste, Michael Wong, Rosemary Zometa

Guests Present: Amy Bracerros, Olivia Rosas

Ms. Bracerros, Interim Registrar, shared that the “Student Information System” will now have two name types available, a legal name and a preferred name. The preferred name is displayed when logging in to the student center, class rosters, and grade rosters. The student will have the option to request a new preferred name, the records office will then review the name within three days and send any questionable names to the Dean of Students for final approval. She explained that this functionality was initiated by the Chancellor’s Office with the intent of being sensitive to the LGBTQ population and others that may have a preferred name for various reasons. Additionally, a new tab for identity has been added for students to voluntarily disclose sexual orientation, gender identity, and gender expression if they choose. The responses are kept confidential and secure with limited staff, determined by the Dean of Students, having access to the demographic data. Ms. Bracerros reiterated that the purpose of gathering the information is to provide services to students. Dr. Rosas added that the functionality promotes inclusivity and respect for students. Mr. Burgess asked about the logistics of the Coyote One Card matching the preferred name or their identification card. Ms. Buckley voiced her concern about the Coyote One Card and identifying students for exams with their preferred name. Ms. Bracerros responded that the consistent identifier is the Coyote ID number. Ms. Bracerros will continue to work with Dr. Rosas, Dr. Satterlund, and Academic Affairs to streamline the process.

Call to Order: The meeting was called to order at 10:03 a.m.

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

Approval of SMSU Board of Directors Minutes from November 2, 2017.

M/S Buckley/Allensworth to approve the SMSU Board of Directors Minutes from November 2, 2017.

Motion passed.

Reports:

Chair: Ms. Castro wished everyone success with their preparations for finals and happy holidays.

Executive Director: Mr. Burgess shared with the Board that the visit to the Chancellor's Office resulted in an approval to move forward with the Student Union Expansion project. Additionally, the work being done in San Diego created discussion about new methods to acquire vacant property in San Bernardino. He also shared the work being done with IT to resolve security camera issues. Lastly, Mr. Burgess shared that he will be in Vietnam for two weeks.

Marketing & Programs: Ms. Zometa shared with the Board of Directors that the Multicultural Coordinator, Turajha Moore was able to attend the ACUI Region I Conference. The Pan African Center is participating in the Pioneer Breakfast and Social Justice Summit event planning. The Marketing Department continues to plan for the SMSU 40th Anniversary, the Osher Adult Re-Entry Student Success Center has sponsored several workshops, the Pride Center hosted a Transgender Week of Remembrance, Program Board hosted a Latin Dance Night, and the Rancho Mirage Student Center hosted their Holiday Social.

Operations: Mr. Roberson shared with the Board of Directors that the Operations team sent six students and two staff to the ACUI Region I Conference. The Gamers Lounge in conjunction with the Veterans Success Center held their annual Veterans Luncheon for Veterans Day. Operations will be participating in their student leadership training in December and the WOW window has opened. The SMSU hosted 375 events, and average of 13 events per day. Mr. Strawter has been working on migrating the websites for the Recreation & Wellness Center and the SMSU. Mr. Burgess and Ms. Zometa commended Ms. Anacleto and Mr. Gastelum for creating an Art Map which details the art displayed in the Student Union.

Recreation & Wellness: Dr. Nester shared with the Board that Recreation & Wellness Staff are scheduled to tour the CSUN Wellness Center and Cal Poly Pomona's recreation facilities. Dr. Nester shared that four professional staff and four student staff attended the NIRSA Region Six Conference that resulted in a healthy discussion post conference. In addition, Fitness & Wellness continues to collaborate with other campus departments to host wellness events. The Holiday "Maintain Don't Gain" health campaign has begun, the Outdoors Department hosted successful trips, and the Communications and Marketing Department is promoting "Snow Day" at both PDC and CSUSB. Mr. Azhand commented that going to CSUN will be beneficial as the architectural firm LPA that worked to design that space is the same team that is working on the Student Union Expansion.

Ad Hoc Sustainability Committee: Mr. Roberson shared with the Board that the Committee elected Asia Pham as Chair, reviewed tasks and assignments for the year, researched other campus' efforts toward sustainability goals, and reviewed CSUSB sustainability efforts for Board of Directors review. Lastly, the Committee would like to invite LPA to attend a Committee Meeting.

Facilities Committee: Mr. Roberson shared with the Board that the Committee elected Christopher Evelynveere to chair the Committee, reviewed tasks and assignments, and discussed the proposed Asian American Pacific Islander space in the Student Union.

Finance & Contracts Committee: Ms. Acosta shared with the Board that the Committee elected Adonis Galrza-Toledo to chair the Committee, reviewed tasks and assignments, financial policies manual and the Five-year budget assumption. Additionally the Board will be discussing the Reserve Accumulation Policy Revisions and the Bad-Debt Write-Off.

Policies & Procedures Committee: Ms. Ventimiglia shared with the Board that the Committee reviewed the Recreation & Wellness Center policies and the Santos Manual Student Union bylaws that are on the agenda for Board discussion.

Recreation & Wellness Committee: Ms. Ruiz shared with the Board that the Committee has finalized their proposed changes for the SRWC policies and will meet again on January 12.

Board Representatives: Ms. Acosta shared with the Board that she attended ACUI and will be working with those that attended to present proposals and ideas to Mr. Burgess. Mr. Ogidipke shared that he along with Ms. Buckley attended the Chancellor's Office visit and thanked Mr. Burgess for the opportunity.

Open Forum: None

Adoption of Agenda:

M/S Buckley/Prince to adopt the agenda.

Motion approved.

New Business:

SMSU 13/18 Pride Center Name Change (Castro, Action)

M/S Buckley/Satterlund to approve the Pride Center name change.

Mr. Maldonado shared with the Board that the Pride Center completed an assessment in 2015 and Fall 2017 regarding the name of the Center. In total, 175 people were surveyed and 125 choose Queer and Transgender Resource Center as a better suited name for the Center. Of the 23 CSU campuses, none have queer or transgender represented in their name and only Claremont College has a Queer Resource Center. The reason for the name change is to promote visibility and the name "Pride Center" has contributed to the invisibility of the LGBT community. The name change fosters the mission of CSUSB and the SMSU in terms of inclusivity. Mr. Burgess commended Mr. Maldonado, Ms. Honn-Alex, and Ms. Zometa for devoting time to survey the campus community and taking the steps to promote the name change.

Rising count 11 – 0 – 0. Motion passed.

SMSU 14/18 Vendor Day Policy Revisions (Ventimiglia, Action)

M/S Buckley/Prince to approve the Vendor Day policy revisions.

Mr. Burgess shared with the Board that vendors have come to campus for a many years. However, in conversations with campus officials, students, and the vendors, the Vendor Day policy may need to be revised as there has been a decline in sales and in efforts to make the campus safer it is not in the best interest of the University to have vehicles on the campus so frequently. The Committee is proposing to move towards a once

per month vendor day model with larger participation and an invitation for campus clubs and departments to participate. Additionally, in light of the incidents where cars have been used to injure others, the SMSU aims to be more proactive in enforcing the appropriate points of entry to the campus where vehicles are allowed while still allowing the vendors to come on a limited basis. Mr. Prince asked if those that pass around petitions are included in the Vendor Day policy to which Mr. Burgess responded that they are not. Mr. Prince and Ms. Buckley commented on the continued harassment from these individuals and expressed concern for their divisive rhetoric in some cases. Dr. Satterlund reiterated Mr. Burgess' comments about free speech and the inability to remove these individuals from the campus, but added that the best course of action is to call UPD if students are impeded from their ability to access their classrooms as UPD has the authority to remind guests of acceptable behavior and in extreme cases can issue a stay-away order. Ms. Okoh commented on the group that gathers in front of "Wildsong" and with finals approaching expressed concerns for students not being able to touch the paw or congregate in that area. Mr. Prince asked if they could be moved to a specific spot. Dr. Satterlund explained that "free-speech zones" are illegal, however, the SMSU could table at the space where they gather or engage in dialogue. Ms. Castro explained who the vendor policy refers to and shared the purpose of the policy revision was to implement a more modern Vendor Day model and increase variety as a service to students. Mr. Burgess added that the vendors would be given a time to adjust to the new model. If approved, the new model would begin in February. Dr. Satterlund recommends noting a specification that grants the Executive Director authority to cancel vendors at any time for any reason.

"The Executive Director or designee has the authority to cancel any contract or services at any time without prior notice." will be added to the policy. Mr. Allensworth noted the need to change the wording on #10 to the first of the month to keep the changes consistent.

Rising count 11 – 0 – 0. Motion passed.

SMSU 15/18 Reserve Accumulation Policy Revisions (Acosta, Action)

M/S Buckley/Prince to approve Reserve Accumulation policy revisions.

Mr. Burgess reviewed the proposed changes to the policy which included taking the word "furnishings" out for excluded equipment replacement, removing food service equipment from the items that the SMSU would replace, and noted the change to the Recreation and Wellness Center in the policy.

Rising count 11 – 0 – 0. Motion passed.

SMSU 16/18 Bad Debt Write-Off (Acosta, Action)

M/S Buckley/Prince to approve bad debt write-off.

Ms. Najera-Neri detailed the outstanding invoices that the Finance and Contracts Committee is proposing for bad debt write-off. Ms. Najera-Neri explained that every year money is set aside for this expense and noted that the amount was minimal.

Rising count 10 – 0 – 1. Motion passed.

SMSU 17/18 SRWC Policy Revisions (Allensworth, Action)

M/S Allensworth/Ventimiglia to approve SRWC Policy Revisions.

Dr. Nester commented that the last review and update of the SRWC policies was in 2014. She provided the Board with time to review the proposed revisions and pointed out the comments on the edits included in the margins. She also highlighted the proposed changes to the conduct policy that no longer makes the distinction between “fighting” and “fighting with staff.” Mr. Ogidipke commented that the policy does not account for acts of self-defense. Dr. Satterlund clarified that the description matches the University’s expectations of orderly conduct and will be reported to the Office of Student Conduct for investigation and review at which point a student can formally make a statement and go through the conduct process. Dr. Nester reviewed the changes to the policy in regards to use of cameras, cell phones and other electronic devices. Mr. Azhand questioned if any legal issues may arise if a student is photographing a friend, but another student who does not necessarily want to be photographed ends up in the photo. Dr. Nester commented that there was a lot of discussion at the Committee level in regards to the limiting the use of electronic devices which would be difficult for staff to enforce and reduces students promoting the center in healthy and interactive ways. Mr. Burgess commented that many facilities have a sign that states the possibility of being photographed while on the premises and recommended adding this signage to the SRWC building.

Rising count 11 – 0 – 0. Motion passed.

SMSU 18/18 Recreation Management Software Purchase (Allensworth, Action)

M/S Allensworth/Ventimiglia to approve Recreation Management software purchase not to exceed \$114,000.

Mr. Strawter explained that the current recreation management software is extremely outdated. Mr. Strawter reviewed the three options being considered and proposed purchasing the InnoSoft Fusion software as it is the most cost-effective of the three, is ADA compliant, has an excellent customer service record, and has assisted with converting other CSU campuses for the current system to the new software. Dr. Nester commented that recreation management is InnoSoft Fusion’s business which ensures that college campuses would be the priority. Mr. Strawter hopes to start the software implementation in January with a go-live target of July 1, 2018 and a soft launch in June.

Mr. Burgess stipulated that the first year cost \$29,440 could be higher because of travel expenses associated with the purchase. An average of \$32,000 for annual payment results in \$114,000 cost over five-years.

Rising count 11 – 0 – 0. Motion passed.

SMSU 19/18 Bylaws Revision (Allensworth, Discussion)

M/S Buckley/Prince to review the proposed revision to the Bylaws.

Dr. Nester proposed revising the Bylaws to reflect the current name of the Recreation & Wellness Department. In addition, the Committee recommended making alterations to the makeup of the Committee by eliminating the one and two-year designation. Lastly, the Committee proposed making the Director a voting member. The revisions were reviewed by the Policy and Procedures Committee, the changes were presented in writing to the Board, and a vote will take place at the January SMSU Board Meeting.

SMSU 20/18 Asian American Pacific Islander Space Allocation (Castro, Action)

M/S Buckley/Ogidipke to approve the Asian American Pacific Islander Space Allocation.

Ms. Moore shared with the Board that the previous scheduling office currently serves as a storage room space and a meeting room for SMSU staff. The proposal is to allocate the space, room 202C for the creation of an AAPI affinity center. Mr. Burgess noted that the Board will not be approving the opening of the center as that is a formal proposal that needs to take place; however, the first step in that process is to allocate a specific space for the center. Dr. Nester inquired about the square footage of the space which is approximately 250 square feet. Both faculty and students with a vested interest in an AAPI center visited the space.

Rising count 11 – 0 – 0. Motion passed.

SMSU 21/18 Technology Zones (Castro, Discussion)

Ms. Castro presented the idea of implementing “tech weeks” in the SMSU which would allow students to have hands-on immersive experience with VI and VR and other technology. Ms. Castro recommends designated a small space at first and moving to different venues as it grows.


Ms. Davalos shared ASI’s partnership with IT and recommends reaching out to Dr. Sudhakar moving forward. Mr. Burgess shared that they have been working with Dr. Chen who has been representing Dr. Sudhakar in this process and expressed his support for this program and making the resources that are already available to students more accessible perhaps by hosting the event in the Skyboxes to increase visibility for students. Ms. Buckley expressed her support of the idea in light of the research that has been done studying the benefits of technology in the classroom. Mr. Allensworth expressed his support for the idea, but noted the safety issues associated with drones. Dr. Satterlund recommended Mr. Allensworth, Ms. Davalos, Ms. Castro, and Mr. Burgess meeting to collaborate on Tech Week effort. Ms. Okoh noted the popularity of VR and commented that this will likely attract the attention of students. Mr. Allensworth asked if the SMSU is in anyway constrained in using the equipment or funds associated with using the equipment for a specific purpose that supports student learning outcomes. Ms. Davalos commented that it would likely have to be used for educational purposes and Dr. Satterlund recommended reaching out to Joanna Oxendine to support identifying those learning outcomes and addressing the assessment component. Ms. Anacleto noted that the library has this equipment available and Ms. Castro explained that the purpose would be to make the equipment more accessible to students.

Announcements: Mr. Roberson announced that the SMSU will be hosting a viewing party for the Women’s Volleyball team. Ms. Davalos shared that ASI will be conducting a survey for a new beverage concept and encouraged the Board to spread the word. Mr. Allensworth highlighted the emphasis UEC places on student feedback. Dr. Satterlund announced the Women’s Leadership Conference taking place February 3, 2018 and the Social Justice Summit taking place February 17, 2018.

Adjournment: The meeting was adjourned at 11:52 a.m.

Minutes reviewed and approved by:


Dionely Acosta, Secretary, SMSU Board of Directors


Date 01/17/18