



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Thursday, March 8, 2018  
Minutes**

**Members Present:** Drew Allensworth, Jodi Buckley, Aaron Burgess, Riane Castro, Andrea Davalos, Dr. Josephine Mendoza, Prince Ogidikpe, Derick Prince, Dr. Alysson Satterlund, Matthew Summerville

**Members Absent:** Dionely Acosta, Hamid Azhand, Dr. Mary Fong, David Friedman, Tracie Ventimiglia

**Staff Present:** Kimberly-Anne Anacleto, Susan Avery, Jasmine Bustillos, Andre Gildore, Tamara Holder, Janet Honn-Alex, Jessica Madrigal, Turajha Moore, Trent Morgan, Maria Najera-Neri, Andi Okoh, Michael Palacios, Siska Purnawan, Anthony Roberson, Rich Strawter, Giacomo Thillet, Alicia Ureste, Rosemary Zometa

**Guests Present:** None

**Call to Order:** The meeting was called to order at 10:07 a.m.

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

**Approval of SMSU Board of Directors Minutes from February 8, 2018.**

M/S Buckley/Summerville to approve the SMSU Board of Directors minutes from February 8, 2018.

Motion passed.

**Reports:**

**Chair:** Ms. Castro shared with the Board that she and Ms. Buckley will be attending the ACUI Annual Conference. In partnership with ASI and the technology Information Center, Ms. Castro will participate in "Tech Days," taking place on April 18<sup>th</sup> and 19<sup>th</sup>.

**Executive Director:** Mr. Burgess announced that today is International Women's Day and read an excerpt regarding gender equality and the hardships women face across the globe. Mr. Burgess met with Wells Fargo executives who proposed bringing services to the campus

pertaining to financial literacy, internships, working with bankers in the community and the ability to have a financial institution on campus that would provide students with the opportunity to interact and develop lifelong skills for their future. He commended those who participated in the Social Justice Summit and ASI for bringing Dolores Huerta to Campus.

**Marketing & Programs:** Mr. Thillet highlighted the Cross Cultural Center's successful "Let's Talk about it" events. The center will be bringing the series back for the spring quarter. The WRC held its two-night run of Vagina Monologues which was well-received by the students. Mr. Thillet thanked those in attendance for their participation in the SMSU 40<sup>th</sup> Birthday Celebration. The OARC will be hosting events in the spring pertaining to financial literacy and academic achievement. Program Board in collaboration with OSE hosted the third annual Yotie Factor Talent Show which packed the SMSU Theater. The RMSC at PDC hosted Latin Night and Drag Bingo, two very successful events.

**Operations:** Mr. Roberson shared that the Audio Visual team will be participating in training. The Operations team hired a new building manager, Bilal Azhand. The upcoming SMSU Vendor Day will take place on March 14<sup>th</sup>. The Gamer's Lounge will be partnering with Pepsi for Pepsi tastings throughout their Gamer's Tournament and Vendor Day. All the terminals for Paylocity's time clock have been set up. Additionally the IT team is working with ITS to finalize the Eduroam set up at PDC. Mr. Strawter is also working with campus partners on the implementation of the Fusion software tentatively going live on June 4<sup>th</sup>. The SMSU hosted 577 events in the month of February.

**Recreation & Wellness:** Ms. Okoh highlighted the community bike ride event and announced that another community bike ride will take place on March 14<sup>th</sup>. The Adventure program will begin offering bike maintenance and bike repair classes. The LCC will host a faculty/staff appreciation event on March 14<sup>th</sup>. Two students from the SRWC will be attending the AACT certification course. Valenclimb took place on January 31<sup>st</sup>. The pool will be closed until mid-May due to a pump malfunction. 562 student participating in Tea Tuesday and 235 students participated in Fruit Fridays. Emergency Date Packs for Valentine's Day were a major success.

**Board Representatives:** None

**Ad Hoc Sustainability Committee:** Mr. Roberson shared that Mr. Martin attended the Ad Hoc Sustainability Committee meeting and presented on Resilient CSUSB along with other campus initiatives relating to sustainability. Additionally, the Committee researched other CSU's sustainability efforts and discussed proposals to be brought to the Board at a later date. Lastly, LPA will be joining the Spring meeting to discuss sustainability efforts for the new building.

**Commercial Services Committee:** Mr. Allensworth shared with the Board that the Committee discussed a new sublease with UEC that will move towards a price per square foot model. The committee also reviewed UEC's financial statement and discussed updates to dining concepts within the Student Union. Mr. Allensworth shared the SMSU and UEC plan to collaborate to maximize the space in the Pub, remodeling Pizza Hut, and the vacant space following Starbucks' move to the Library.

**Facilities Committee:** Ms. Buckley shared with the Board that the Committee discussed long-range planning goals and efforts to minimize the disruption to campus during construction.

**Finance & Contracts Committee:** Ms. Najera-Neri shared that several agenda items discussed at the Finance and Contracts Committee meeting are on the agenda for Board review including reviewing the budget time line, renegotiating subleases, review of investments and investment income, Recreation and Wellness equipment purchases, and review of the 2016 tax return.

**Policies & Procedures Committee:** Ms. Castro shared that the Committee reviewed policies pertaining to Bylaws, travel, key access, and bidding.

**Recreation & Wellness Committee:** Ms. Okoh shared that the chair is looking to change the structure of the meetings to include a ten-minute workshop on a variety of topics at the start of every meeting. The Committee will be sending out a newsletter and continues to create proposals for Board review.

**BOD Representatives:** None

**Open Forum:** None

#### **Adoption of Agenda:**

The agenda was amended to postpone item SMSU 32/18 Recreation & Wellness Equipment Purchase and add SMSU 36/18 SMSU Board Room Name Change.

M/S Buckley/Prince to adopt the agenda as amended. Motion passed.

#### **NEW BUSINESS**

##### **SMSU 28/18 Review Budget Timeline (Discussion, Castro)**

Ms. Najera-Neri reviewed the budget timeline with the Board. Ms. Najera-Neri noted that proposed budgets will come to the Board in April and May. In June, the budget will be sent to the Vice President of Administration and Finance for final approval before being submitted to the President's Office.

##### **SMSU 29/18 Sublease Renewal (Action, Castro)**

M/S Allensworth/Buckley to approve the Sublease Renewal.

Mr. Burgess reviewed the two subleases considered for renewal. Pending approval, the Bank of America ATM sublease has been extended to June 2021 to align with the opening of the new building. The current contract brings in a revenue of \$1,000 per month, but the terms will be renegotiated when considering bringing other ATMs to the building. Mr. Summerville asked about the fees charged by Bank of America to utilize the ATM. Mr. Burgess commented that initially during the request for proposals process, banks were expected to submit their fees and cost for students to have bank accounts; at the time, Bank of America had the lowest fees.



Mr. Burgess reviewed the Title IX sublease with the Board and shared that the contract had been extended until June 2021. Title IX pays a total of \$7,800 per year for the space and additional charges for custodial and utility costs. Mr. Allensworth asked about the last time the rent was adjusted. Mr. Burgess responded that the Corporation followed the State Department's model of \$1 per square foot which is charged to the Office of First-Year Experience and the Office of Student Engagement and is working towards charging Sodexo \$1.10 per square foot.

Rising count 10 – 0 – 0. Motion passed.

**SMSU 30/18 Procurement Card Policy Change (Action, Castro)**

M/S Buckley/Prince to approve the procurement card policy change.

Mr. Burgess reviewed the proposed minor change to the procurement card policy with the Board to specify personal vehicle repairs as a prohibited purchase. Mr. Summerville asked about the thought behind prohibiting space heaters and heating fans. Dr. Satterlund responded that they pose a fire hazard.

Rising count 9 – 0 – 1. Motion passed.

**SMSU 31/18 Investments and Investment Income (Action, Castro)**

M/S Allensworth/Buckley to approve the Investments and Investment Income Report.

Ms. Najera-Neri reviewed the Investment and Investment Income Report with the Board. Ms. Najera-Neri noted the new column for the expansion. She explained that the first column is the HDD fund where student fees are collected by the state. The second column is the operating fund which sits in Wells Fargo and Local Agency Investment Fund. In the third column, FDD01 is for repairs and replacements in the Student Union and FFD01 is for repairs and replacements in Recreation & Wellness. The HDC fund in the new fund for the expansion. Ms. Najera-Neri reviewed the interest earned from each account with the Board. Mr. Summerville asked why more funds are not invested into LAIF. Ms. Najera-Neri commented that interest fluctuates and in the past Wells Fargo has performed better, but there is the option to move funds from Wells Fargo to LAIF and vice versa. Dr. Satterlund asked that an update be sent out prior to the April Board meeting. Mr. Summerville asked about the First Financial column; Ms. Najera-Neri replied that she will remove First Financial as funds are no longer held in that bank account.

Rising count 9 – 0 – 1. Motion passed.

**SMSU 32/18 Recreation & Wellness Equipment Purchase (Action, Castro)**

This agenda item was postponed.

**SMSU 33/18 Recreation & Wellness Flooring Maintenance (Action, Castro)**

M/S Buckley/Allensworth to approve Recreation & Wellness Flooring Maintenance not to exceed \$20,384.

Ms. Okoh shared that the floor in the open gym is worn out and in need of replacement. Wood floors should be refinished every eight to ten years and it has been 11 years since the open gym floor was refinished. In addition to being refinished, the logo on the floor will be updated. Recreation & Wellness hopes to have the maintenance completed during the two weeks the campus is closed due to the planned power outage. Recreation & Wellness recommends Pacific Floors as the department has used this vendor to refinish their floors in the past.

Rising count 10 – 0 – 0. Motion passed.

#### **SMSU 34/18 SMSU 2016 Tax Return Approval (Action, Castro)**

M/S Buckley/Allensworth to approve the SMSU 2016 Tax Return.

Ms. Najera-Neri reviewed the 2016 SMSU Tax Return draft with the Board. The Corporation filed for an extension and will file the tax return by May 15, 2018. Mr. Burgess reviewed total revenue, net assets, program revenue, and bond debt with the Board and noted that everything is in line with expected salary and health benefit increases. Ms. Castro asked if the SMSU receives a refund. Ms. Najera-Neri explained that as a non-profit, the Corporation has to report what was made, but does not pay taxes. Ms. Najera-Neri shared that final statements and auditing reports are available online for review. Mr. Summerville asked if it is necessary to report salaries. Ms. Najera-Neri responded that as a public agency, the SMSU is required to do so. Dr. Satterlund asked about the impact the new tax plan will have on the Corporation and advised that RAMS provide guidance on the subject. Mr. Burgess shared that the Corporation will have to carry the unfunded liability on the books. The Corporation is involved in VEBA trust and has invested over a million dollars towards preparing for employee retirement.

Rising count 9 – 0 – 1. Motion passed.

#### **SMSU 35/18 ASI Partnership against Tuition Increase (Discussion, Castro)**

Ms. Castro commented on the possible tuition increase and detailed the campaign ASI is rolling out in April to educate students on the possible increase and what they can do to voice their opinion on the matter. Ms. Castro asked if the Board would like to support this initiative. Mr. Prince voiced his support of the campaign and Ms. Buckley offered her support even if she is not able to be physically present to assist. Ms. Castro explained that the goal is to send 5,000 letters by the end of the program and offering to table one hour a week would be a great help. Dr. Satterlund offered the social media resources of the Student Life departments. Additionally, SOAR leaders are very active and may be willing to table for an hour and assist with this effort. Mr. Burgess asked that professional staff to share the information with students and provide them with access to the website. Ms. Davalos will send the website information and ASI resolution for distribution. Ms. Buckley suggested that a template be created for this effort. Ms. Castro shared that the team will revise a template and that students will simply need to input their information and their assembly member information will be populated and sent through the proper channels. Mr. Allensworth asked if he would be representing the Corporation or



individual students in this effort. Ms. Castro explained that the Corporation is funded by student fees and therefore supports programs that support students. Mr. Summerville asked about what student fees would be impacted by this decision; Ms. Castro explained that there would be a tuition increase; however there would still be a \$40 million deficit. Mr. Burgess explained that the funds are imperative for continued student success and timely graduation rates. Ms. Davalos also commented that there will be 0% enrollment growth which will impact future students' access to higher education. Mr. Gildore asked if the tuition increase would allow for hiring additional professors. Ms. Castro explained that the tuition increase serves to offset some of the costs not funded as the CSU requested \$223 million and the proposed budget accounts for \$102 million which leaves the CSU system \$171 million short. Mr. Summerville asked if funds were allotted for GI 2025 and Dr. Satterlund commented that funds have been earmarked for GI 2025, but it is not a fully funded initiative at this time. A discussion ensued about receiving the resolution from ASI and a breakdown of the tuition increase prior to voting in support of the initiative. Ms. Davalos clarified that the purpose of sending the resolution to campus partners was to garner support, but is not in need of financial assistance. Mr. Burgess reiterated that no funds would be transferred to fund this initiative. Mr. Summerville expressed concern that the Corporation may need to increase student fees as it will be expanding and noted that there may be a potential fallout if the Board voted to support a stance against a tuition increase and subsequently raises student fees. Ms. Bustillos commented that tuition and student fees are two distinct pockets of funding. Dr. Satterlund clarified that tuition is set at the system wide office and category two fees are campus centric. Ms. Castro will send out additional information to Board members and schedule those that would like to volunteer.

**SMSU 36/18 SMSU Board Room Name Change (Action, Castro)**

M/S Buckley/Summerville to approve the SMSU Board Name Change to the Azhand/Mendoza Board Room.


Mr. Burgess recognized the contributions of Dr. Mendoza who will be retiring at the end of March. Mr. Burgess expressed his appreciation for the work Dr. Mendoza has done on behalf of students and on behalf of the Corporation. The SMSU proposes changing the name of the Boardroom to the Azhand/Mendoza Boardroom in honor of Mr. Azhand's and Dr. Mendoza's unwavering commitment to students.

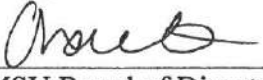
Motion passed.

**Announcements:** Ms. Castro announced the Student Leadership Dinner and Mr. Ogidikpe announced the Khalid concert taking place this weekend.

**Adjournment:** The meeting was adjourned at 11:35 a.m.

Minutes reviewed and approved by:

  
Dionely Acosta, Secretary, SMSU Board of Directors

  
Date 4/11/18