



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, May 10, 2018
Minutes**

Members Present: Dionely Acosta, Drew Allensworth, Tejwant Brar, Jodi Buckley, Aaron Burgess, Riane Castro, Andrea Davalos, Dr. Mary Fong, Dr. Josephine Mendoza, Prince Ogidikpe, Derick Prince, Dr. Alysson Satterlund, Tracie Ventimiglia

Members Absent: Hamid Azhand, David Friedman

Staff Present: Kimberly-Anne Anacleto, Susan Avery, Jasmine Bustillos, Vilayat Del Rossi, Adonis Galarza-Toledo, Tamara Holder, Janet Honn-Alex, Sean Kinnally, Jessica Madrigal, Monica McMahon, Turajha Moore, Trent Morgan, Dr. Lynn Nester, Andi Okoh, Mark Oswood, Michael Palacios, Anthony Roberson, Adriana Rosales, Shannon Stratton, Richard Strawter, Alicia Ureste, Michael Wong, Rosemary Zometa

Guests Present: None

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 April 12, 2018.

M/S Buckley/Allensworth to approve the SMSU Board of Directors minutes from April 12, 2018.

Motion passed.

Chair: Ms. Castro wished everyone well on midterms and announced that Board members would be signing up for tabling slots to recruit for the new Board of Directors Student Representative positions.

Executive Director: Mr. Burgess presented the perpetual plaque that will showcase members of the Board that have had a major impact on the Corporation. He also shared that the cost allocation amount was received from campus which increased \$30,000 from last year. The

Corporation has invited campus partners to explain the cost allocation formula to the Board as UPD and Facilities costs have increased and how to minimize those costs year to year. Additionally, Mr. Burgess shared that he is participating in stateside job searches, including the search for a new Sustainability Manager and a new Director of Facilities.

Marketing & Programs: Ms. McMahon highlighted the API Grand Opening and invited those present to attend. The First People's Center attended an annual Medicine Way conference, LatinX hosted a series of events that led up to a Cinco de Mayo celebration, the Pan African Center will be hosting Mr. and Mrs. Right, the Marketing Department cosponsored CSUSB's first annual Student Employee Appreciation Day, the OARC is finalizing the scholarship awarding process, the QTRC hosted a program focusing on violence against Trans women and Pride Prom, the WRC facilitated the Smashing the Patriarchy event, Program Board participated in Coyote Cares Day, the RMSC DIY Bath Bombs, and the Interfaith Center hosted a multi-faith series focused on the six major religions. Mr. Burgess commended Ms. Okoh's contribution to the success of the Student Employee Appreciation Day and Mr. Roberson and Mr. Del Rossi for their work on the Black and Brown Conference.

Operations: Ms. Madrigal shared that the Audio Visual team hired three new team members and provided audio services for several events. The Building Managers, Gamers Lounge, and Information Desk partnered together to host Fun with Facilities and Bingo with the President. The Main Desk welcomed two new employees. The IT department continues to work on the implementation of the new Fusion recreation management software; Ms. Okoh and Mr. Strawter participated in a weeklong Fusion training. The Laptop Lending program remains a successful program for CSUSB students and the Operations team continues to maintain the building and replaced two broken faucets. Lastly, the SMSU hosted an average of 18 events per day in the month of April.

Recreation & Wellness: Dr. Nester noted the work of the Division-wide HIP working group, the Adventure Welcome Experience being showcased at the GI2025 Conference, and the new GI2025 Subcommittee on Nurturing Student Engagement, Advising, and Wellness. Dr. Nester commended Mr. Oswood for his work on the Adventure Welcome Experience and the success of the Adventure program. Dr. Nester announced that the pool will be reopening soon in time for Summer Swim and the WAVES event happening at the end of May. Dr. Nester noted the 100% pass rate of the national Personal Trainer exam for students that have taken Mr. Del Rossi's prep course. Dr. Nester shared that Intramurals Sports is in the middle of a busy season, the Maintenance Team continues to enhance the appearance of the building, and the PDC Student Fitness Center now has an exterior sign.

Facilities Committee: Mr. Roberson shared that the Facilities Committee discussed long range planning goals, construction, expansion, repairs, renovation, and space usage. The SMSU will be working with UEC to refresh the Pizza Hut Space, the C-Store, and repurpose the Starbucks space to a new "Coyote Drinks" concept that will be presented to the Board at a later date.

Recreation & Wellness Committee: Dr. Nester discussed that the RW Committee will mirror the Board recruitment process by encouraging students to apply in the spring. The Committee had a record number of proposals to review and recommend to the Board and continues to do excellent work for the Corporation and the University.

BOD Representatives: Ms. Acosta shared with the BOD that she has decided to pursue her Masters in Student Affairs Higher Education at NYU. Ms. Davalos encouraged everyone to vote in the ASI run-off elections as the winners will be announcement on May 11 in the Bay at noon. Ms. Davalos also shared the work being done to destigmatize and work towards eliminating food insecurity with a new program that allows students to obtain food vouchers through the Den.

Open Forum: None

Adoption of Agenda: M/S Allensworth/Buckley to adopt the agenda. Motion approved.

SMSU 45/18 SMSU/UEC Sublease Revisions

M/S Brar/Buckley to approve the SMSU/UEC Sublease Revisions.

Mr. Burgess indicated that a grid was added to the sublease explaining the price per square foot progression and stipulating that dollar amounts are subject to change based on that amount of square footage used year to year. The sublease will be revised to include the accurate dollar amounts in the second column of the document. Dr. Fong asked why “dollar/ square foot/ *per month*” was listed rather than just “dollar/square foot”. Mr. Burgess explained that for general leasing the amount is gauged per month and does not included utilities costs that are forwarded on a monthly basis. Dr. Fong recommended adding the monthly payment amount to the sublease; however, Mr. Burgess explained that the UEC pays their rent annually.

M/S Davalos/Allensworth to approve the sublease as amended with the corrected dollar amounts.

Rising count 12 – 0 – 0. Motion passed.

SMSU 46/18 RWC Marketing Proposal

M/S Buckley/Davalos to approve the RWC Marketing Proposal.

Mr. Kinnally shared with the Board the Marketing proposal for a three-year partnership with MTVU. MTVU will supply the SRWC with three 48’-55’ TVs at no cost to the department, install and maintain the TVs, and provide 15 seconds of CSUSB marketing 4 times an hour on the TVs. MTVU is a channel created for college students with a proven partnership with over 750 campuses; programs include Title IX, mental health awareness, diversity, wellness, and other programs that are intended to entertain and inform college students. MTVU will also provide swag bags and entertainment for on campus events. Maintenance and service costs are provided by MTVU. The Recreation and Wellness Committee recommended that a termination clause be added to the contract; MTVU agreed to a 60 day termination clause. Additionally, the SRWC reserves the right to mute the TV and add subtitles. Ms. Castro asked who decides what programming is displayed on the TV and where in the facility the TVs will be housed. Mr. Kinnally clarified that MTVU decides the programming when it is not being used for CSUSB marketing and that the TVs would be housed in the lobby and upstairs area. The technicians will work with the SRWC during a final walk thru to determine the most suitable place for the TVs. Mr. Kinnally added that after a three-year period, the SRWC will decided if they want to continue the partnership with MTVU at which point they will upgrade the TVs and renew the

contract. Mr. Allensworth commented that MTVU is offering a couple of minutes of CSUSB content and many hours of MTV promotion in exchange for a limited return of three TVs. Ms. Buckley commented that there are concerns regarding content control which providing a script ahead of time could mitigate. Mr. Kinnally noted that the SRWC reached out to other CSU campuses who partner with MTV and they expressed their satisfaction with the programming. Mr. Burgess highlighted the “prohibited advertisements” such as cigarettes, alcohol, guns, and religious and political oriented advertisers stipulated in the contract and commented that the existing TVs in the SRWC do not allow for content control; moreover, the SRWC is not forcing students to watch the programming, but is providing it as an additional service that other CSUs have endorsed. Ms. Castro asked about the timeline for installation and implementation. Mr. Kinnally replied that the SRWC would wait until the summer to install the TVs to minimize disruption to the center. Dr. Mendoza read a paragraph in the contract that grants MTVN sole and absolute discretion in the scheduling and control of the programs. Mr. Kinnally reiterated that the Corporation does have the right to terminate at any time if necessary. Ms. Buckley commented that the center should be using those 15 seconds of promotion to highlight students and the campus to maximize the impact of that time. Mr. Burgess asked if other TVs in the center advertise campus events. Mr. Kinnally responded that there are three TVs that promote campus events. Dr. Fong asked if “Local Matters,” a news network that is created by CSUSB students, is displayed at the SRWC. Dr. Fong recommended reaching out to the Communications Studies Department to access that programming. Mr. Brar would students have an impact on what is promoted during the 15 seconds. Mr. Kinnally explained that campus departments will have the opportunity to reserve slots on the TVs to advertise their programs.

Rising count 11 – 0 – 1. Motion passed.

SMSU 47/18 RWC Equipment Purchase

M/S Ogidikpe/Buckley to approve the RWC Equipment Purchase not to exceed \$9,801.83.

Mr. Oswood shared that the Adventure Program would like to purchase 29 snowboards, 33 bindings, and 16 pairs of boots to replace the current rental equipment. Mr. Oswood added that the snowboard rental program is one of the most popular Adventure programs as it has saved students approximately \$20,000 in rental fees over the last three years and generated \$13,000 in revenue which covers the cost of the new purchase. Ms. Castro asked about the old snowboards; Mr. Oswood clarified that the boards are sold to students at a discounted price.

Rising count 12 – 0 – 0. Motion passed.

SMSU 48/18 Second Reading 2018-2019 RWC Budget

M/S Buckley/Brar to approve the second reading of the 2018-2019 RWC budget.

Ms. Okoh reviewed the RWC budget with the Board and noted the major changes in the budget as compared to last year. Ms. Okoh noted that the Student Assistant budget increased to account for minimum wage increase. Ms. Okoh highlighted the addition of an operating budget for Sport Clubs that includes a programs, travel, and equipment budget. Ms. Okoh commented that the insurance premiums budget has decreased to zero as Sports Club will be keeping their insurance

stateside with Risk Management. Lastly, personnel services, programs, and miscellaneous travel and equipment will be reimbursed by IRA funding.

Rising count 11 – 0 – 1. Motion passed.

SMSU 49/18 Second Reading 2018-2019 SMSU Budget

M/S Buckley/Acosta to approve the second reading of the 2018-2019 SMSU budget.

Mr. Burgess reviewed the SMSU budget with the Board and noted that everything had remained the same with the exception of a \$19,846 increase accounting for a cost allocation adjustment. Mr. Burgess clarified that \$3,883,367 plus an additional \$19,846 for cost allocation resulted in a 4% increase to the overall budget. Per Ms. Castro's request, Mr. Burgess reviewed the budget increases with the Board.

Rising count 11 – 0 – 1. Motion passed.

Announcements: Ms. Avery announced the Yotie Awards to celebrate the achievements of the student assistants and the Board on Friday, June 1, 2018 at 4pm in the SMSU Events Center. The award ceremony will consist of an 80's theme with appropriate costumes/attire encouraged. Ms. Castro announced that sign-ups to table will be passed around to all Board members.

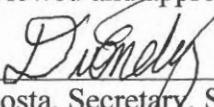
Ms. Acosta announced that the Undocumented Students Success Center will be hosting their annual Dreamers 5K on May 19 and invited those present to attend.

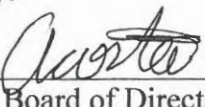
Mr. Burgess announced that the transition meeting will take place the week of June 18th or June 25th to allow for the incoming Board to meet the exiting Board of Directors. He also reiterated that the API Center Grand Opening will happen at 9am on May 11th.

Ms. Buckley announced that her oral defense will take place on May 23rd at 12:00 p.m. in SB 514.

Adjournment: The meeting was adjourned at 11:14 a.m.

Minutes reviewed and approved by:


Dionely Acosta, Secretary, SMSU Board of Directors


Date 05/30/18