



**Santos Manuel
Student Union**

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

Members Present: Dionely Acosta, Drew Allensworth, Hamid Azhand, Jodi Buckley, Aaron Burgess, Riane Castro, Connor Dickson (Designee for Andrea Davalos), Dr. Josephine Mendoza, Prince Ogidikpe, Derick Prince, Dr. Alysson Satterlund, Matthew Summerville

Members Absent: Dr. Mary Fong, David Friedman, Tracie Ventimiglia

Staff Present: Francisco Alfaro, Kimberly-Anne Anacleto, Susan Avery, Jasmine Bustillos, Vilayat Del Rossi, Tamara Holder, Janet Honn-Alex, Jessica Madrigal, Monica McMahon, Trent Morgan, Turajha Moore, Maria Najera-Neri, Dr. Lynn Nester, Andi Okoh, Mark Oswood, Michael Palacios, Anthony Roberson, Shannon Stratton, Richard Strawter, Giacomo Thillet, Alicia Ureste, Michael Wong, Amon Woodley, Rosemary Zometa

Guests Present: None

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 January 18, 2018.

M/S Buckley/Prince to approve the amended SMSU Board of Directors Minutes from January 18, 2018.

Mr. Summerville noted that the document should read “*not* bringing in significant revenue” rather than “[vendors] are bringing in significant revenue.” The minutes will be updated to reflect this revision.

Motion passed.

Reports:

Chair: Ms. Castro thanked Janet Honn-Alex, Diana Hernandez-Aguilar, Melissa Patton, Andrea Davalos, and Dr. Satterlund for their leadership on the Women’s Conference. She shared the progress being made to open the Asian American Pacific Islander Center. A proposal will likely be coming to the Board of Directors at a later date for approval. The SMSU 40th Birthday will taking place on February 22 and she invited all those present to attend. She also shared the work she is doing in conjunction with Lobby Corp to prevent a tuition increase.

Executive Director: Mr. Burgess shared that the corporation is currently working on assessment programs through Skyfactor. The Recreation & Wellness Center survey will be the first to go out to students with a

detailed series of questions as to why they are or are not using the services at the Recreation & Wellness Center. Secondly, the quality of the corporation's student employment program will be assessed. Lastly, a yearlong survey that will assess event management and client satisfaction will include the dining program which will be forwarded to UEC to improve those services if needed. Additionally, the corporation is working towards creating a five-year strategic staffing plan that will include job descriptions, financial impact, and salary projections. Mr. Burgess shared his work with the Resilient CSUSB program and his intention to invite Asia Pham, the Ad Hoc Sustainability Chair to join the committee.

Marketing & Programs: Mr. Thillet shared that the First People's Center received a framed resolution from Assemblywomen Eloise Gomez Reyes. The Queer & Transgender Resource Center's annual Drag Show was a success, filling the Event Center to maximum capacity. Additionally, the Women's Resource Center will host their annual production of Vagina Monologues in the SMSU Theater, Program Board will host Paint and Sip in the Pub on a quarterly basis, and the Rancho Mirage Student Center held their Snow Day event with over 230 students in attendance.

Operations: Mr. Roberson shared that the Audio Visual team attended the NAMM Conference. The Building Managers met following the January 10 incident to debrief and discuss improvements to the SMSU's emergency procedures. The Gamers Lounge will be hosting a Smash Bros tournament and the inaugural SMSU Vendor Day will take place on February 14. Mr. Strawter has been collaborating with the Information Security Office and the Purchasing Office to finalize the Recreation & Wellness software licensing contract. The Maintenance Department conducted a monthly preventative maintenance check on emergency lighting and fire extinguishers. Scheduling hosted an average of 13 events per day in the month of January. Mr. Burgess inquired about sending students to the ACUI Nine Ball Tournaments. Mr. Roberson expressed his intent to participate in that event in the future. Mr. Summerville commented on the limited access to Wi-Fi in the SMSU to which Mr. Roberson shared the ongoing conversation with Mr. Strawter to add additional access points.

Recreation & Wellness: Dr. Nester shared with the Board the importance of assessment and receiving feedback from students on how to improve services. Dr. Nester shared that the NSEE survey is currently being sent to students. Shortly after, the National College Health assessment will be sent to students followed by the Recreation assessment. The Adventure program will be piloting "The Adventure Welcome Experience" in the summer and securing additional funding to offset participant cost. The Climbing Wall program will be hosting the mile-high challenge, a Dark Climb where participants will be blindfolded, and a Valenclimb event on Valentine's Day. The Community Garden harvested 33 pounds of produce that was donated to the DEN and secured a grant from Baker Creek Heirloom Seeds to provide seeds for the next few years. Fitness & Wellness has partnered with Kinesiology and the Student Health Center on an Exercise is Medicine on campus program. Intramurals has several sports going on this quarter. The Recreation & Wellness Committee is working on a proposal to purchase new fitness floor equipment. Special Events and Marketing hosted a successful Snow Day event and has Date Packs for Valentine's Day and Fruit Friday's in February planned for this month. Mr. Burgess asked about the bike program. Dr. Nester responded that the Zagster bike share program is very user friendly; the Adventure program will be implementing bike education on social bike rides and bike repair workshops.

Board Representatives: Dr. Mendoza invited those present to attend the Chinese New Year Celebration on February 16 in the SMSU.

In response to inquiries in previous Board meetings, Ms. Najera-Neri shared with the Board how SMSU investment funds are being invested. Mr. Burgess commented that these companies promote social responsibility.

Open Forum: None

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

OLD BUSINESS

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

M/S Prince/Buckley to approve the Bylaws Revision, Article IV, Section 1.

Mr. Burgess reviewed the proposed changes to the Bylaws in terms of student board representative compensation. Mr. Burgess shared the changes to the last sentence in the section to "may receive an incentive for services rendered." Mr. Allensworth asked if General Counsel reviewed the proposed changes. Mr. Burgess clarified that the attorney had reviewed and approved the proposed wording.

Rising count 9 – 2 – 1. Motion passed.

NEW BUSINESS

SMSU 25/18 Recreation & Wellness Computer Replacement (Action, Allensworth)

M/S Buckley/Prince to approve the Recreation & Wellness Computer Replacement not to exceed \$3,577.64.

Mr. Strawter reviewed the proposal for the Recreation & Wellness computer replacement with the Board as the current equipment is outdated. Mr. Summerville asked about the possibility of purchasing another computer brand. Mr. Strawter explained that it had been discussed; however, the result of that discussion favored the Mac option because of its durability, longer lifecycle, and price point for the screen size.

Rising count 12 – 0 – 0. Motion passed.

SMSU 26/18 Recreation & Wellness Furniture Replacement (Action, Allensworth)

M/S Buckley/Acosta not to exceed \$7,990.04 plus any applicable sales tax.

Mr. Wong shared with the Board that several Recreation & Wellness office chairs needed to be replaced as they have not been replaced since the center opened. Ms. Castro asked about the different quotes. Mr. Wong explained the similarities of the product for the three quotes, with the main difference being the price point with the HON Company is the least expensive price per chair. Mr. Burgess asked about the warranty. Mr. Wong responded that HON provides a five-year warranty. Dr. Mendoza asked about trying out the chairs prior to purchasing. Mr. Wong clarified that each company brought chairs for the center to test. Mr. Allensworth asked about the Concepts quote, as an attachment matching the \$7,344.82 estimate was not provided. Mr. Burgess stated that informal quotes up to \$50,000 are acceptable. Mr. Summerville asked about the tax not being included in the quote. Mr. Wong responded that tax will not be included as State funds are being used to purchase the furniture.

Rising count 12 – 0 – 0. Motion passed.

SMSU 27/18 SMSU Board of Directors Scholarship Policy (Action, Castro)

M/S Buckley/Acosta to approve SMSU Board of Directors Scholarship Policy.

Mr. Burgess presented the new policy supporting the Bylaws change regarding student board representative incentives for the Board. The policy was reviewed and approved by general counsel. The policy stipulates tiered stipend amounts for the Board Chair, Executive Board, and Board Student Members not appointed by ASI. The Executive Board will be compensated on a one year basis as they meet during the summer, remaining members will be compensated for the academic year. Mr. Burgess explained that funds will be distributed by the Student Union and reported to Financial Aid. Mr. Burgess

noted the last sentence that states that "student representatives have the right to refuse the scholarship." Mr. Burgess recommended compensating students effective September 1, 2017. Mr. Dickson inquired as to why "scholarship" verses "award" as "awards" do not impact financial aid packaging. Mr. Burgess explained that it would likely still have to be reported; however, changing "scholarship" to "award" is a viable option. Mr. Allensworth stated that "award" is retroactive language and "incentive" is proactive language and it would be important to keep the Bylaws wording and the wording in the policy consistent. Dr. Satterlund suggested revisiting the Director's Incentive Policy for additional clarity. Mr. Allensworth suggested having the policy take effect in 18/19 once a policy had been created and voted on to avoid having to revisit and resign a contract midway through a Board of Director's appointment. Ms. Buckley commented on the importance of broad language. Mr. Burgess commented on the intention of creating a broadly worded document and leaving room for movement in the future. Mr. Prince added that the language in the policy allows for members to opt out of the scholarship opportunity at any time. Mr. Summerville voiced his discomfort regarding a service tied incentive as opting out of the scholarship may discourage Board members from fulfilling their responsibilities. Mr. Burgess commented that all members of the Board provide service and that there is not an opt-out option for responsibilities. Ms. Buckley explained that Board members can elect to take the incentive and members who decline the incentive do not automatically renounce their duties to the Board. A discussion ensued about the policy being vague and the importance of having the flexibility to revise and revisit the document as necessary. Mr. Azhand commented that some of the language has been borrowed from other campus policies and that the Board could vote for amendments as deemed necessary. Mr. Burgess noted that "scholarships shall not be disbursed until academic eligibility and enrollment ... is verified." Recipients also need to be in good standing with the University and with Student Conduct prior to funds being disbursed. Mr. Dickson asked if the policy would take effect immediately after voting; Mr. Burgess responded that the policy could always be discussed and revised, but it would take effect. Mr. Summerville motioned to table for further deliberation. The motion was not seconded.

M/S Buckley/Dickson to change "scholarship" to "incentive" throughout the document. Amendment passed.

M/S Prince/Buckley to retroactively date the incentive to July 1, 2017 for Executive Board and to September 1, 2017 for remaining non-ASI Student Board members. Amendment passed.

Rising count 9 – 2 – 1. Motion passed as amended.

Announcements: Dr. Satterlund acknowledged the Board's great discussion and commended them for their display of responsibility and accountability. Mr. Ogidikpe announced the Social Justice Summit taking place on February 17 and the Pioneer Breakfast taking place on February 23. Mr. Burgess announced a meeting with entrepreneurs directly after the Pioneer Breakfast. Mr. Ogidikpe announced the Women's Basketball game and ASI's winter concert. Mr. Del Rossi announced the "Step into Awareness" event for suicide prevention taking place on the Library lawn. Mr. Allensworth announced new exciting food concepts coming to the SMSU. Mr. Morgan announced Women's Soccer Club. Ms. Madrigal announced the inaugural Vendor Day taking place on February 14. Mr. Thillet reminded everyone about the SMSU 40th Birthday event taking place in the SMSU Lobby. Dr. Satterlund announced Ms. Acosta's acceptance to multiple graduate schools.

Adjournment: The meeting was adjourned at 11:17 a.m.

Minutes reviewed and approved by:


Dionely Acosta, Secretary, SMSU Board of Directors
03/6/18
Date