



California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, January 9, 2020
Minutes

Members Present: Aaron Burgess, Adonis Galarza-Toledo, Daniel Jimenez, Davina Lindsey, Helen Martinez, Sean Maulding, Yera Nanan, Dr. Paz Oliverez, Audrey Robertson, Dr. Marc Robinson, Yusra Serhan

Members Absent: Andy Nguyen, Dr. John Reitzel

Staff Present: Jasmine Bustillos, Jacob Chacko, Jasmine Curtis, Vilayat Del Rossi, Jared Fisk, Lio Gamino, Monie Johnson, Tamara Holder, Sean Kinnally, Jessica Madrigal, Monica McMahon, Trent Morgan, Andi Okoh, Mario Orellano, Mark Oswood, Mike Palacios, Jennifer Puccinelli, Anthony Roberson, Bri Sotello, Richard Strawter, Alicia Ureste, Rosemary Zometa

Guests Present: Usama Cost, Jesse Felix, Gregory Hammers

Call to Order: The meeting was called to order at 10:06 a.m.

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

Approval of SMSU Board of Directors Minutes from November 14, 2019:

M/S Robertson/Jimenez to approve the SMSU Board of Directors Minutes from November 14, 2019. The minutes were approved by unanimous consent.

Reports:

Executive Director:

Mr. Burgess welcomed everyone back from break. This year the SMSU will be focusing on filling open and temporary positions. The Auxiliary Organizations Association (AOA) conference will be held next week in San Diego. Mr. Burgess and other SMSU employees will be attending. The conference attendees include all CSU Auxiliaries and gather to discuss the legal aspects of auxiliary operations.

Dr. Oliverez shared that Student Affairs is going through an assessment process with NASPA in coordination with the strategic planning process. She asked staff to complete any assessments that were assigned to them. The NASPA assessment team will also be visiting campus to meet with division staff. The division will begin doing Roadshows to help create greater awareness of the Division of Student Affairs. Student Affairs units will table at these events.

Diversity and Inclusion:

Ms. Zometa asked the Board members to review the report in the binder.

Programs and Communications:

Mr. Fisk highlighted items in the report including both past and upcoming events. He also shared that our social media presence has grown.

Operations:

Ms. Madrigal shared that the a/v team visited Extron to look at latest models for the SUE project and will also be attending NAMM next week. Two students have been promoted to building managers. The operations team also had a training that included the LCC and discussions/trainings on other topics. The admin conference room has also been equipped with a television and projection system. Scheduling created a process to track electronic equipment during nights and weekends. Ms. Madrigal highlighted upcoming Gamers Lounge events.

Recreation and Wellness:

Mr. Del Rossi shared that Recreation and Wellness is currently working on the Q2S transition in terms of student employee turnover and programming. RW is working on the budget for the Wellness Center in Building 19. At the next board meeting RW will present on their new online health and wellbeing portal. Mr. Del Rossi highlighted future events including Snow Day and Late Night. Many RW areas completed training over the break and a new operations manager has been hired. He thanked Bri Sotello for her help the past quarter.

Committees:

None

Mr. Maulding arrived at 10:29 a.m.

Board Representatives:

None

Open Forum:

None

Adoption of Agenda:

M/S Jimenez/Martinez to adopt the agenda. The agenda was adopted by unanimous consent.

NEW BUSINESS:

SMSU 08/20 Student Union Expansion presentation by Sam Cost and Greg Hammers, Project Managers, Facilities Planning (Discussion, Burgess) Time Certain 10:30 a.m.

M/S Galarza/Jimenez to open Student Union Expansion presentation by Sam Cost and Greg Hammers, Project Managers, Facilities Planning.

Mr. Burgess introduced Sam Cost and Greg Hammers from Facilities Planning.

Mr. Cost shared a video highlighting the construction progress and providing statistical data.

Mr. Hammers shared the proposed furniture package. LPA is working on the furniture design. Facilities and Planning is putting together a bid package so that companies can bid on the project. He highlighted different areas of the building and how the furniture will be grouped. The new ballroom will be able to accommodate over 1600 people.

Mr. Hammers also shared the a/v infrastructure design progress for the Pub space and ballroom. A/V will need to be installed by Spring 2021.

Mr. Roberson shared that a sit test will be scheduled shortly.

SMSU 09/20 Kayak Canoe Trailer Replacement, \$4746.11 (Action, Serhan)

M/S Robertson/Martinez to approve the Kayak Canoe Trailer Replacement from Magneta Trailers, Inc. at a cost not to exceed \$4,746.11.

Mr. Burgess deferred to Mr. Del Rossi. Mr. Del Rossi deferred to Mr. Oswood.

Mr. Oswood shared that the kayak trailer was purchased with an initial life span of 10 years however now is in its 12th year of use. The trailer continues to break down and has had many repairs. The proposed new kayak trailer will hold twice as many kayaks as the current trailer and is double axel. Mr. Galarza asked if the existing trailer can be further invested in to extend its life. Mr. Oswood shared that over the past number of years, a great amount of work has already been done to increase its life span.

Mr. Nanan asked how frequently the trailer is used. Mr. Oswood shared that it's used approximately 10 times a year. Mr. Maulding asked about the different between the different quotes. Mr. Oswood shared that each company develops their own trailers and he highlighted the differences.

Rising Count: 10 – 0 – 0. Motion Passes

SMSU 10/20 Recreation and Wellness Computer Inventory Refresh, \$8,001.55 (Action, Serhan)

M/S Jimenez/Lindsey to approve the Recreation and Wellness Computer Inventory Refresh from Dell at a cost not to exceed \$8,001.55.

Mr. Burgess deferred to Mr. Strawter.

Mr. Strawter shared that he brings this request to the Board on an annual basis. Pricing is state contract pricing and includes a discount. The request includes a 10% contingency. Mr. Galarza asked what is done with the old computers. Mr. Strawter shared that they are returned to the state who tracks our inventory. We have also recently donated old computers. Ms. Robertson asked how much is held in University reserves currently. Ms. Okoh shared that there is approximately \$400,000.

Rising Count: 10 – 0 – 0. Motion Passes

SMSU 11/20 Approval of 2018 SMSU Tax Returns (Action, Burgess)

M/S Maulding/Galarza to approve the 2018 SMSU Tax Returns.

Mr. Burgess shared that the tax returns are in the binder. The information contained in the returns was also presented by the auditor at the last board meeting. He noted that we don't actually pay taxes but still have to submit the forms. He highlighted various parts of the document including

the 1,000,000 surplus at the end of the year. The surplus is intentional to assist with the SUE down payment.

Rising Count: 9 – 0 – 1. Motion Passes

Announcements:

Mr. Maulding shared that the first meeting of the Graduate Student Society Club will be held today at 2 p.m. in CE 354.

Mr. Burgess shared that we are looking at a Graduate Student Center space for the SUE.

Mr. Roberson reminded the group about the site visit on January 30th and asked everyone to respond and let me know if they will attend because Hathaway Dinwiddie needs a count.

Ms. Bustillos reminded members to share availability for committee meetings.

Adjournment: The meeting was adjourned at 11:19 AM.

Minutes reviewed and approved by:

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|  | 1/22/20 |
| Yera Nanan, Secretary, SMSU Board of Directors | Date |