



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Executive Committee Meeting  
Tuesday, July 19, 2016  
Minutes**

**Members Present:** Aaron Burgess, Diana Hernandez-Aguilar, Joshua Imeri-Garcia, Dr. Alysson Satterlund, Ruben Vasquez

**Members Absent:** Kassandra Johnston

**Staff Present:** Susan Avery, Jesse Felix, Trent Morgan, Andrea Okoh, Anthony Roberson, Sierra White

**Guests Present:** None

**Call to Order:** The meeting was called to order at 2:01 p.m.

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

**Open Forum:** None

**Adoption of Agenda:** M/S Burgess/Vasquez to amend the SMSU Board of Directors Executive Committee Agenda for July 19, 2016 to add agenda items SMSU 5/17 – EMS Funding Proposal and SMSU 6/17 – SRWC Furniture Purchase.

The amended agenda was approved.

**New Business:**

**SMSU 1/17 World of Wings (WOW) Construction Project Increase (Action, Burgess)**

Mr. Roberson shared with the Executive Committee that at the last SMSU Board of Directors meeting, \$40,000 was approved for the WOW Construction Project. However, the cost for the project has increased to \$79,860. Mr. Burgess commented we did not know the extent of the structure above the ceiling which is one of the reasons for the increase. In addition to the roll-down doors, the ceiling needs to be restructured. He also commented that UEC will contribute \$20,000 for this project. Mr. Imeri-Garcia asked if WOW could be moved to a different location. Mr. Burgess responded that this would not be possible due to the specific space needs of WOW. Dr. Satterlund asked if additional funding may be needed in the future. Mr. Roberson responded that he and Mr. Burgess have reviewed the plans and they do not foresee any additional charges.

M/S Burgess/Satterlund to approve \$79,860 for the WOW Construction Project.

Rising count 5 – 0 – 0. Motion passed.

**SMSU 2/17 Cross Cultural Center (CCC) Cabinet Installation (Action, Burgess)**

Mr. Roberson shared with the Executive Committee that the CCC lost storage space when the new affinity centers were added to the Center. It is now necessary to build cabinets in the reception area of the CCC and the cost will be \$4,124. Mr. Imeri-Garcia asked what would happen to the existing cabinets. Mr. Roberson responded that they would be donated to the Student Affairs Division or the campus.

M/S Burgess/Imeri-Garcia to approve the CCC Cabinet installation in the amount of \$4,124.

Rising count 5 – 0 – 0. Motion passed.

**SMSU 3/17 SMSU Computer Purchase (Action, Burgess)**

Mr. Burgess shared with the Executive Committee the list of the computers in the SMSU to be replaced. This replacement list is based upon a five-year schedule. We are asking for \$12,642.71 to replace the computers throughout the building. Dr. Satterlund recommended that the Executive Committee approve \$12,642.71 and that in the future a better document be included with additional information such as the cost of each computer.

The second part of this request includes a mobility cart and 12” Mac Books in the amount of \$21,035.79. These items will replace the computer lab from the CCC. These computers would be available to be checked out and used anywhere in the SMSU. The program will begin with 12 computers and increase as need is shown. If it works out well, all of the computer labs in the SMSU will be replaced with laptops to be checked out. Mr. Imeri-Garcia suggested waiting for a lower price. Mr. Burgess commented that the campus receives the best price through the Bookstore. Discussion ensued regarding charging options for the computers. Dr. Satterlund asked if Mr. Roberson could research table-top charging stations for the SMSU.

M/S Burgess/Imeri-Garcia to approve a total amount of \$33,688.50 for the SMSU Computer purchase.

Rising count 5 – 0 – 0. Motion passed.

**SMSU 4/17 SRWC/SMSU Custodial Contract (Action, Burgess)**

Mr. Felix shared with the Executive Committee that our current custodial vendors have increased their fees. Proposals were requested from custodial companies to include services for both the SRWC and SMSU. Currently the SRWC and SMSU are paying \$203,952 annually for custodial services. A comparison was made of the expenses of providing the custodial services in-house and the amount was comparable to an outside provider; however, it was felt that having student assistants work a graveyard shift would have an adverse effect upon them.

The costs for custodial services provided by VIP were discussed. For 2016-2017 academic year, the annual cost for the SRWC would be \$175,620 and \$184,500 for the second year. The annual cost for the SMSU would be \$122,700 and \$129,300 for the second year.



For the third year, the amount would not exceed 5% of the total contract. This would allow us to have a three-year contract before requesting new proposals. If we are not satisfied with their services, there is a 30-day out clause.

M/S Burgess/Satterlund to approve the VIP 2016-2017 contract in the amount of \$122,700 for the SMSU and \$175,620 for the SRWC and 2017-2018 contract in the amount of \$129,300 for the SMSU and \$184,500 for the SRWC with a maximum 5% increase option for the third year.

Rising count 5 – 0 – 0. Motion passed.

#### **SMSU 5/17 EMS Funding Proposal**

Mr. Burgess shared with the Executive Committee EMS has been approved as the scheduling software for CSUSB. It will provide the details for any events on campus, track inventory and track personnel costs. The SMSU has been asked to pay for 25% of the initial costs in the amount of \$35,750 and 20% of the annual costs of the software program in the amount of \$5,082. Students will be able to access this program.

M/S Burgess/Vasquez to approve the EMS Funding Proposal in the amount of \$35,750 which represents 25% of the initial costs and \$5,082 which represents a 20% annual fee.

Rising count 5 – 0 – 0. Motion passed.

#### **SMSU 6/17 SRWC Furniture Request**

Mr. Felix shared with the Executive Committee that the SRWC Aquatics Department needs to purchase new furniture for the Aquatic Center including five tables, 20 chairs, three umbrellas, and five umbrella bases. The tables and chairs will have a 20-year warranty.

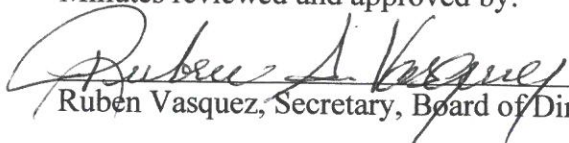
M/S Vasquez/Burgess to approve the SRWC Furniture Request in the amount of \$12,221.03.

Rising count 5 – 0 – 0. Motion passed.

**Announcements:** Dr. Satterlund announced that the SMSU staff will participate in interviews for the Associate Director of Programs and Communications position. The Personnel Committee has been reviewing the updated Position Description for the SMSU Executive Director and the options for the position search. Mr. Burgess commented that state-side staff and faculty received a 3% salary increase and a 3% salary increase has also been approved for the SMSU and SRWC staff. Dr. Satterlund shared that we will be working with ASI to appoint six student advocates to the campus Student Fee Advisory Committee. They will be charged with formally considering a kick-off for an alternative consultation for the SMSU Expansion. Alex Gutierrez, the new ASI President and his executive committee will appoint six students to serve on the committee for a year. Mr. Felix announced that the Rec Sports Committee would like to invite Board members to serve upon the committee.

**Adjournment:** The meeting was adjourned at 3:12 p.m.

Minutes reviewed and approved by:

  
Ruben Vasquez, Secretary, Board of Directors

10-13-16  
Date