



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Executive Committee  
December 5, 2014  
Minutes**

**Members Present:** Mark K. Day, Alberto Jasso, Jorge Zatarain

**Members Absent:** Jackie Aboud

**Staff Present:** Susan Avery, Aaron Burgess, Tari Wimbley

**Guests Present:** None

**Call to Order:** The meeting was called to order at 10:36 a.m.

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

**Open Forum:** None

**Adoption of Agenda:** The agenda of December 5, 2014 was approved by unanimous consent.

**New Business:**

**SMSU 20/15 LPA Agreement**

M/S Zatarain/Jasso to dissolve the existing Brailsford & Dunlavy Contract and approve the proposed LPA Contract in the amount \$169,516.

Mr. Day shared with the Committee that the Brailsford & Dunlavy contract will be dissolved entirely and the tasks which they were going to perform will be included in the contract with LPA, utilizing Brailsford & Dunlavy as support. He reviewed the contract with the Committee and commented that it can be amended if it is determined that additional tasks need to be completed. The existing contract states that Brailsford & Dunlavy will provide programming, survey, and financial planning services. Originally, the contract with Brailsford & Dunlavy was in the amount of \$120,000 for fewer services listed in the LPA contract.

Mr. Jasso expressed concern regarding that only three meetings were listed in the Fee Schedule and commented that there should be more meetings. Mr. Day responded that if additional meetings were needed, that they could be scheduled. There will be separate agreements with Housing and the Rec Center.

There was no further discussion.

Rising count 2 – 0 – 1. Motion passed.

**Announcements:** None

**Adjournment:** The meeting was adjourned at 10:50 a.m.

**Minutes reviewed and approved by:**

  
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Jorge Zatarain, Secretary, Board of Directors

1/9/15  
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Date