



**Santos Manuel  
Student Union**

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**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Executive Committee  
Wednesday, September 2, 2015  
Minutes**

**Members Present:** Ryan Bracken, Aaron Burgess, Jake Orta

**Members Absent:** Shakeh Ghazaryan

**Staff Present:** Susan Avery, Rick Craig

**Guests Present:** Diana Hernandez Aguilar, Anaiza Moreno Gonzalez, Jessica Pitzek,  
Dr. Alysson Satterlund

**Call to Order:** The meeting was called to order at 1:23 p.m.

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

**Open Forum:** None

**Adoption of Agenda:** M/S Burgess/Orta to approve the SMSU Board of Directors Executive Committee Agenda for September 2, 2015.

Motion passed.

**New Business:**

**SMSU 10/16 AEPC Contract – Not To Exceed \$10,000 (Action, Burgess)**

M/S Burgess/Orta to approve the AEPC Contract – not to exceed \$10,000.

Mr. Burgess shared with the committee that the SMSU is seeking to open up the Coyote Café dining area. AEPC is the structural architectural firm which comes recommended by our campus. They would create the drawings and verify the changes meet the appropriate safety standards and regulations. The actual contracting itself would go out to bid to three contractors, but prior to that, we need correct plans from AEPC. The Committee reviewed the timeline for this project.

Rising count 3 – 0 – 0. Motion passed.

**SMSU 11/16 Palm Desert Campus Hydration Stations – Not To Exceed \$10,000 (Action, Burgess)**

M/S Burgess/Orta to approve the purchase of Palm Desert Campus Hydration Stations – not to exceed \$10,000.

Mr. Burgess explained that we have funds available to enhance the life of students at the Palm Desert Campus. This is a sustainability-type service that would ultimately allow students to re-use water bottles with greater convenience. Ms. Pitzek asked if there might be a better location for this station that would allow for less construction. Mr. Burgess clarified that the appropriate research was conducted to conclude this location was best. One other option would have put the stations out of the sight of the general public and potentially detract from the amount which they get used. This type of station will have cold water and a filtration system with a counter to ensure that filters are being replaced regularly. They will operate in addition to standard water fountains. Mr. Orta asked how many stations are included in the cost. Mr. Burgess explained that the total cost is for two hydration stations.

Rising count 3 – 0 – 0. Motion passed.

**SMSU 12/16 SMSU Student Assistant Handbook (Action, Burgess)**

M/S Burgess/Orta to approve the SMSU Student Assistant Handbook.

Mr. Burgess explained that the adjustments to the SMSU Student Assistant Handbook make it better suited to our current school year. Ms. Avery explained that this version includes a dress code policy and the campus conduct code. Mr. Bracken suggested raising the mandatory grade point average from 2.0 to 2.5 as 2.0 is a low standard. Mr. Burgess responded that while he somewhat agrees, this policy allows for students to maintain employment in situations of personal hardship or under other life-changing circumstances.

Mr. Burgess requested that the Committee table the grade point average discussion until a full board can decide on it as the three present Executive Committee members are not enough to make this type of decision. The Committee decided that first it will be brought to the Policies & Procedures Committee and then, if necessary, to the Board.

**SMSU 13/16 SRFC Budget Amendment (Action, Burgess)**

M/S Burgess/Orta to approve the SRFC Budget Amendment.

Mr. Craig shared with the Committee that the SRFC is requesting a \$51,031 budget increase to assist with the cost of operation at the Palm Desert Campus as they lease a new Recreation and Wellness Center facility which will ultimately provide more service to students. There was no further discussion.

Rising count 3 – 0 – 0. Motion passed.

**SMSU 14/16 Four Wind Interactive System – Not To Exceed \$12,000 (Action, Burgess)**

M/S Burgess/Orta to approve the purchase of the Four Wind Interactive System – not to exceed \$12,000.

Mr. Burgess shared with the Committee that the SMSU Board of Directors pictures and ASI Board pictures currently outside of Starbucks could be replaced with an interactive video wall. This would include four screens with the ability to operate collectively or autonomously. Discussion ensued regarding the enhancement to the Four Wind Interactive System.

M/S Burgess/Orta to amend the amount requested to \$12,500 as listed on the quote from Four Winds Interactive.

Rising count 3 – 0 – 0. Amendment approved.

Mr. Orta suggested placing the SMSU Board and ASI Board pictures outside of the Board Room rather than making them electronic. Mr. Burgess responded that he will look into repurposing the existing portraits.

A vote was taken on the amended motion.

Rising count 3 – 0 – 0. Motion passed.

**SMSU 15/16 Graphics Computers Purchase – Not To Exceed \$4,900.25 (Action, Burgess)**

M/S Burgess/Orta to approve the Graphics Computer purchase – not to exceed \$4,900.25.

Mr. Burgess clarified that there are not three bids as this is a contractual sole source purchase for Apple products. This purchase is intended to increase productivity in the SMSU Marketing Department. As they receive more work, we want to ensure that the necessary space exists to complete it. Two stations are being replaced in accordance with our replacement policy and only one station would be added. Mr. Bracken asked about the increased workload. Mr. Burgess clarified that since there is an increase in employees, we need to provide additional work space.

Mr. Bracken asked about the software being on the same computers. Mr. Burgess responded that it is important for all computers to have the same software so that the Marketing employees can work at any station.

M/S Burgess/Orta to amend the amount to \$5,000 to include the Electronic Recycling Fee.

Rising count 3 – 0 – 0. Amendment approved.

A vote was taken on the amended motion.

Rising count 3 – 0 – 0. Motion passed.

**Announcements:** Dr. Satterlund shared with the Board of Directors that there will be a presentation from the architects in charge of the CSUSB Housing and Dining project during the November Board meeting. This will be a culmination of all the focus groups which the SMSU



hosted for our community. In the coming weeks, there will also be focus groups regarding sustainability for the Student Union. This year, the Chancellor's Office has determined that each campus can only bring forward one student services building project and one academic building project each year. This means that we will need a five year plan to complete the SMSU and SRFC expansions. At the October meeting, there may be presentations by student groups in regard to redesigning the Bay as a student center following the guidelines of the new policy on center creation. The Student Convocation will take place on September 23, 2015 in celebration of the new academic year.

Mr. Bracken asked about the whether the recent lighting purchase for the Bay would become wasted money if a new center were created there. Mr. Burgess responded that if a center were created there, the lighting purchase would work well in the Pub. However, there are a number of creative options for space to be used in the creation of a center. First, we should assess how we can best utilize the existing space.

Dr. Satterlund commented that this will be a discussion about appropriate use of the space rather than a final decision which guarantees the Bay will become a center. This conversion would only happen if it is determined that a new center is necessary and also that the Bay is the best space for this new center. We are simply inviting people in our campus community to make presentations regarding the necessity of a new center.

**Adjournment:** The meeting was adjourned at 2:24 p.m.

Minutes reviewed and approved by:

  
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Jake Orta, Secretary, Board of Directors

10/16/15  
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Date