



Santos Manuel Student Union

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**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, February 12, 2015
Minutes**

Members Present: Fatima Adame, Hamid Azhand, Ryan Bracken, Mark K. Day, Dr. Mary Fong, David Friedman, Shakeh Ghazaryan, Alberto Jasso, Anthony Johnson, Dr. Alysson Satterlund, Joseph Weatherbie, Jorge Zatarain

Members Absent: Jackie Aboud, Alfredo Barcenaz, Dr. Josephine Mendoza

Staff Present: Susan Avery, Aaron Burgess, Melissa Cordoba, Rick Craig, Alexsaundra Preston, Jenny Puccinelli, Anthony Roberson, Tari Wimbley

Guests Present: Robert Berry, Edgar Lopez, Charlene Martinez, John Simms

Call to Order: The meeting was called to order at 10:07 a.m.

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

Approval of SMSU Board of Directors Minutes from January 15, 2015:

M/S Zatarain/Weatherbie to approve the SMSU Board of Directors Minutes from January 15, 2015.

Motion passed.

Reports:

Chair: Mr. Jasso expressed his gratitude to the Board for their attendance at the meeting today. The SMSU External Review Team will be meeting with various departments today and tomorrow. He has also been working with the SMSU Marketing Department in order to effectively advertise the availability of Board of Directors applications during the Spring Quarter.

Executive Director: Mr. Day shared with the Board the status of the Chancellor's Office Compliance Audit. The fieldwork has been completed and there were six findings for the SMSU/SRFC. A few of them have been already fixed. We need to respond in 30-60 days to the findings. Mr. Lopez asked if the policy changes would be reviewed by the Finance & Contracts Committee or the Policies & Procedures Committee. Mr. Day responded that financial policies would be reviewed by the Finance & Contracts Committee.

Associate Director of Operations: Mr. Burgess shared with the Board that Omar Abdelkhaleq from the Muslim Student Association (MSA) was concerned about the shooting of three Muslim students at the University of North Carolina. Misty Levingston will work with the MSA here on campus to plan a vigil in memory of the students. New electrical outlets have been installed throughout the SMSU in order to allow students to charge their electronic devices.

Associate Director of Marketing & Programs: Ms. Wimbley shared with the Board that Program Board collaborated with the Rancho Mirage Student Center at Palm Desert Campus to host the first evening dance. The Osher Adult Re-Entry Center is collecting food for the campus DEN Food Pantry. The Pride Center visited a local high school to visit their LGBT student alliance. The Graphics Department received first place in the ACUI "Steal This Idea" competition for the redesigned SMSU brand identity. She encouraged everyone to attend the SMSU birthday to be held on Thursday, February 26 in the SMSU Lobby. On February 24, the Interfaith Center will celebrate their grand opening. Mr. Day commented that the Interfaith Center is not only for faith-based organizations but also for meditation and spiritual practices that may or may not be faith-based. Mr. Azhand commented that it is important to have these kinds of gatherings in order to discuss what students have in common and it brings comfort and unity to the attendees.

Student Recreation & Fitness Center: Mr. Craig shared with the Board that Snow Day will be Thursday, February 19 and the Palm Desert Campus Snow Day will be on March 4. Homecoming activities will take place during the last week in February.

Board Representatives: Mr. Lopez shared with the Board that he is attending in behalf of Jackie Aboud and Alfredo Barcenias since they are attending a debate tournament in Missouri. Last Friday, the ASI had a fund-raising event at Lake Arrowhead. They also attended a Board of Trustees meeting. One of the discussion items was regarding a new student fee. Each student will be charged \$2 during the Fall Quarter and \$2 during the Spring Quarter in order to fund the CSSA which represents all the CSU campuses. They are a lobby group composed of a Board of Directors which discuss and votes upon federal and state issues.

Open Forum: None

Adoption of Agenda: M/S Ghazaryan/Zatarain to approve the agenda for February 12, 2015. Mr. Jasso requested that the New Business portion of the meeting begin with agenda item 27/15 and then at 11:00 a.m. the Board will proceed with agenda items 25/15 and 26/15.

Motion passed.

NEW BUSINESS

SMSU 25/15 SMSU External Review (Discussion, Satterlund) Time Certain- 11:00 a.m.

The SMSU External Review Team introduced themselves. The Team consists of John Simms, the Student Union Director from the University of North Florida; Charlene Martinez, the Associate Director of Integrated Learning for Social Change from Oregon State University; and Robert Berry, also from the University of North Florida, who is the Director of Internal Auditing. Mr. Day reviewed their schedule with the Board. They will meet with faculty, staff, community members, and students. Mr. Jasso stated that the Board should feel free to ask questions of them. Mr. Simms shared with the Board that each

member of the team brings a unique perspective to the process which will help them identify what everyone wants from the SMSU.

Mr. Zatarain commented that our school has outgrown the SMSU because clubs have to go off campus for events for larger venues. Also, more club meeting rooms are needed. Mr. Weatherbie agreed that a bigger Events Center is needed with more entrances and exits. Mr. Friedman stated that a bigger Gamer's Lounge is needed in the expanded SMSU. Mr. Johnson suggested having campus satellite offices, more cultural centers, more meeting rooms, and more lounge areas.

Dr. Fong suggested having a large balcony area outside. Mr. Zatarain suggested that each center have a balcony and kitchen. He also suggested cubicles for club use. Mr. Weatherbie suggested having a commuter center for the use of students who commute to school. He also suggested a renovation of the Board Room. Ms. Adame suggested that the new SMSU should be welcoming to outside groups and the community and also an alumni center. Mr. Simms asked about the ease of booking events. Ms. Adame responded that having to work with two scheduling departments on campus may be intimidating for some students. Mr. Berry asked if it is a goal of the SMSU to have more outside users. Mr. Weatherbie responded that if there were more outside users, there would not be room for the students.

Mr. Bracken left the meeting.

Mr. Berry asked how the SMSU programs tie to academic mission and vision of the University. Mr. Weatherbie commented that the Marketing Department is moving in the right direction in order to contribute to the academic experience. Ms. Martinez asked how the Board integrates social justice into what they hope to do. Mr. Day commented that this has not been a focus at the Board level. Dr. Fong commented that the centers focus more so on social justice than does the Board.

Mr. Berry asked what is working now and what are some of the obstacles which need to be overcome. Ms. Adame responded that the quality of food services is a huge need. Mr. Weatherbie stated that the SMSU Lobby overs an open, general atmosphere and he would hate to see it diminished. Mr. Johnson commented that the programs attract the outside community and create traditions. Mr. Lopez stated that the Board has a great process and the students are actively engaged. Ms. Martinez asked what adjectives can be used to describe SMSU. The responses included amazing, crowded, stepping stone to the future, and land of opportunity.

Mr. Weatherbie left the meeting.

Dr. Satterlund returned.

SMSU 26/15 SMSU External Review Expenses (Action, Satterlund)

M/S Day/Zatarain to approve the SMSU External Review Expenses in the amount of \$13,047.18 from Unallocated expenses.

Dr. Satterlund shared with the Board that the Housing and Residential Life Expansion was started with an External Review. The directors in her area committed to this pattern of inviting an external team to assist with the expansion process. Ms. Adame asked that in the future, it would be helpful to see these types of requests in advance.

Rising count 6 – 0 – 2. Motion passed.

SMSU 27/15 SMSU Marketing “Re” Project (Discussion, Jasso)

Ms. Cordoba shared with the Board the concepts which Marketing has been working on to create a theme which includes all four of the expansion projects. For the SMSU the word is “Re-invent,” for Rec Sports, the word is “Re-create,” for Housing, the word is “Re-new,” and for the Athletic fields, the word is “Re-vive.” Their goal for this project was for it to be informative, modern, eye-catching, and something that the students would want to look at. It would also include quick facts regarding each expansion project. Mr. Craig requested that the campaign incorporate school spirit. Mr. Day commented that there will be approximately 10 – 15 fliers developed for each project.

SMSU 28/15 SMSU Patron Tracking Purchase (Action, Day)

M/S Day/Johnson to approve \$10,150.00 from Reserves for the Footfall bid for the patron tracking purchase.

Mr. Burgess shared with the BOD that currently the SMSU uses a system named Mr. Chimes to track the number of patrons visiting the SMSU. In order to get accurate numbers to reflect the correct number of students, Footfall would be the best system. Customized reports are also available through this system.

Dr. Satterlund, Ms. Ghazaryan, and Mr. Azhand left the meeting.

Rising count 8 – 0 – 1. Motion passed.

SMSU 29/15 SRFC Computer Purchase (Action, Day)

M/S Day/Bracken to approve \$6,616.05 from Equipment Replacement Reserves for the purchase of SRFC Computers.

Mr. Craig shared with the Board that six computers and four monitors will be replaced and Dell, Inc. is the campus vendor. Mr. Weatherbie asked for what the computers would be used and expressed concern regarding some of the items included in the computers such as the video cards. Mr. Burgess shared with the Board that we have a contract with Dell which allows us to pay a lower price for the computers with the equipment provided.

Rising count 7 – 0 – 2. Motion passed.

SMSU 30/15 SMSU Wireless Clocks Purchase (Action, Day)

M/S Day/Zatarain to approve the SMSU Wireless Clocks Purchase in the amount of \$7,610 from the Operations Budget from Innovation Wireless.

Mr. Day shared with the Board that Operations would like to utilize a Synchronized Time and Communication system. This will assist with having accurate times on all the clocks in the SMSU. Dr. Satterlund commented that there was a Title IX incident in the SMSU where all the clocks needed to show the same time.

Rising count 7 – 0 – 1. Motion passed.

SMSU 31/15 Review of SMSU 990 Form (Action, Zatarain)

M/S Zatarain/Johnson to accept the review of the SMSU 990 Form.

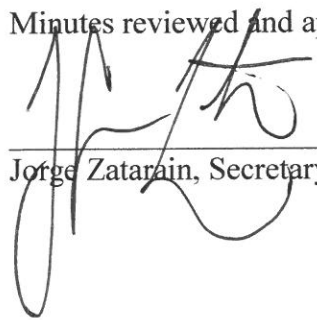
Mr. Zatarain shared with the board that the 990 Form represents the SMSU's Exempt Organization Return. It details the revenues and expenses for the SMSU. The audit states that the SMSU is in a strong financial position.

Rising count 7 – 0 – 1. Motion passed.

Announcements: None.

Adjournment: The meeting was adjourned at 12:10 p.m.

Minutes reviewed and approved by:



Jorge Zatarain, Secretary, Board of Directors

3/11/15
Date