



Santos Manuel Student Union

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

Members Present: Jackie Aboud, Ryan Bracken, Aaron Burgess, David Friedman, Shakeh Ghazaryan, Alberto Jasso, Anthony Johnson, Dr. Alysson Satterlund, Joseph Weatherbie, Jorge Zatarain

Members Absent: Fatima Adame, Hamid Azhand, Alfredo Barcenas, Dr. Mary Fong, Dr. Josephine Mendoza

Staff Present: Susan Avery, Melissa Cordoba, Rick Craig, Dr. Brian Haynes, Janet Honn-Alex, Jan Moore, Maria Najera-Neri, Mark Oswood, Alexsandra Preston, Anthony Roberson, Shannon Stratton, Rosemary Zometa

Guests Present: Andrew Beechko, Jessica Bryan

Call to Order: The meeting was called to order at 10:03 a.m.

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

The Board of Directors went into closed session at 10:05 a.m. to discuss the SMSU management change.

Open session continued at 10:18 a.m.

Approval of SMSU Board of Directors Minutes from February 12, 2015:

M/S Zatarain/Ghazaryan to approve the SMSU Board of Directors Minutes from February 12, 2015.

Motion passed.

Reports:

Chair: Mr. Jasso thanked everyone for their hard work. He encouraged everyone to attend the campus Strategic Planning on Fridays at 2:00 p.m.

Interim Executive Director: Mr. Burgess shared with the Board that we are working on the 2015-2016 SMSU/SRFC budgets. The Finance & Contracts Committee will meet on March 17 for the first

reading. We will look at student/staff development programs. The SMSU is moving in a wonderful direction as a member of the campus community. He invited everyone to stop by his office if they have any questions or concerns.

Associate Director of Marketing & Programs: Ms. Preston shared with the Board that the Cross Cultural Center will host a California Cross Cultural Centers in Higher Education meeting here tomorrow. The WRC will be hosting self-defense workshops next week on Thursday, March 19. SMSU Student Assistants were sent an email regarding the Yotie Award theme and date. Ms. Honn-Alex shared with the Board that she received positive feedback regarding the Janet Mock event. There were three performances of the Vagina Monologues which were well attended. Some of the proceeds will go to Option House in San Bernardino. Anita Hill came to campus on March 3 and it was well attended. Ms. Zometa commented that approximately 400 students attended Club Fest and there were over 1,000 attendees at the Yotie Gras Dance.

Student Recreation & Fitness Center: Mr. Craig shared with the Board that Rec Sports offers "Fight like a Girl" classes every Monday. Both Snow Day events, one at this campus and one at the Palm Desert Campus were successful. Rec Sports purchased 20 new treadmills and next week will be the De-Stress Fest.

Board Representatives: Ms. Ghazaryan expressed concern regarding campus safety. She has seen the campus police officers on patrol. As a student she has become more aware of her surroundings. She asked what else students can do so that there are not additional incidents. Increase cameras? Mr. Burgess responded that there will be a Town Hall meeting held tonight in University Hall 106 sponsored by the Student Affairs division. The Board will be voting today on an agenda item to increase security in SMSU. Additional measures taken to increase the safety of the SMSU include more Building Manager tours of building, student are being encouraged to use the buddy system when traveling around campus, and to use the campus escort service. The campus police department will also offer a self-defense class.

Jackie Aboud shared with the Board that there will be an event next Tuesday evening with the Kappa Delta Sorority, Housing, and the MMA Club regarding campus safety. She apologized for missing the February Board meeting; she was attending a debate tournament out of state.

Jorge shared with the Board that the Fraternities on campus are volunteering their services to escort students to their cars. Dr. Satterlund would like to coordinate with the IFC regarding this service so that any potential perpetrators would not be able to pose as imposters. She also commented that these incidents can trigger persons who have had past experiences with violence. She encouraged the Board to use the services offered by the Title IX office, the CAPS office, and campus psychological services 24 hours a day. The CARE Team is also available 24 hours a day, seven days a week. Students who feel stressed or disempowered can be referred to the CARE Team.

Open Forum: None

Adoption of Agenda: M/S Bracken/Ghazaryan to approve the agenda for March 12, 2015.

Motion passed.

NEW BUSINESS

SMSU 32/15 Review of Investments and Investment Income (Action, Ghazaryan)

M/S Satterlund/Bracken to approve the Review of Investments and Investment Income.

Ms. Najera-Neri shared with the Board that every quarter the SMSU Investments and Investment Income is reviewed. The HDD01 fund contains all of the student fees collected for the SMSU and SRFC and is in a Wells Fargo account. The RO001 contains the operating funds for the SMSU and SRFC. These funds are invested in the Local Agency Investment Fund (LAIF) and a Wells Fargo account. The FDD01 funds are the repair and replacement accounts for the SMSU and SRFC. The interest on these accounts is reported quarterly and the interest rate is .5%. Dr. Satterlund asked how the interest is disbursed. Ms. Najera-Neri responded that it is placed into an investment revenue account. Mr. Friedman asked if these funds are insured through FDIC. Ms. Najera-Neri responded that they were insured.

Rising count 10 – 0 – 0. Motion passed.

SMSU 33/15 SRFC Climbing Wall Pad Replacement (Action, Johnson)

M/S Zatarain/Friedman to approve \$5,912.50 for the SRFC Climbing Wall Pad Replacement.

Mr. Oswood shared with the Board that Rec Sports needs to replace the climbing wall pad in the SRFC. They would like to do so from the same vendor of the current pad. The new pad will be custom fit with the Rec Sports logo. They were only able to find two companies that provide this service and Asani Climbing provided the lowest quote.

Rising count 10 – 0 – 0. Motion passed.

SMSU 34/15 SRFC Kayaks Purchase (Action, Johnson)

M/S Johnson/Weatherbie to approve \$6,817.13 for the SRFC Kayaks Purchase.

Mr. Oswood shared with the Board that Rec Sports would like to purchase 12 Ocean Kayaks to replace their current kayaks. The current kayaks are 17 years old and the new kayaks will provide a better experience for the students. They will be using state funding, so the state purchasing procedure will be used.

Rising count 10 – 0 – 0. Motion passed.

SMSU 35/15 SMSU Record Retention and Disposal Policy (Action, Bracken)

M/S Jorge/Satterlund to approve the SMSU Record Retention and Disposal Policy.

Mr. Burgess shared with the Board that as a result of the Chancellor's Office Compliance Audit, it was determined that the SMSU needed a Record Retention and Disposal Policy. This is an overview of what we do with information received and produced by the SMSU including how and where it is kept. The policy references CSU Executive Order 103. The SMSU Business Continuity Plan also references our electronic information and paper files. The majority of the critical information is kept on PeopleSoft and back up files kept in safe and the event management files are kept off-site.

Motion passed.

SMSU 36/15 SMSU Financial Policies Manual Changes (Action, Bracken)

M/S Ghazaryan/Aboud to approve the SMSU Financial Policies Manual Changes.

Mr. Burgess shared with the Board that a few changes were made to bring the policies up to date with other SMSU policies. On page 1, "computer diskettes" was stricken since we do not use them. On page 4, the Capital Equipment was changed to \$5,000.00. On page 5, the policy for Bad Debt write offs was included. On page 6, information regarding Stipends was stricken. On page 7, information regarding the use of company credit cards for travel and travel advance amounts was added. Dr. Satterlund expressed her appreciation for the timely manner in which the changes recommended by the Chancellor's Office Audit were implemented.

Rising count 10 – 0 – 0. Motion passed.

SMSU 37/15 SMSU Camera Installation and Upgrade Project (Action, Jasso)

M/S Zatarain/Friedman to approve the SMSU Camera Installation and Upgrade Project in the amount of \$48, 951.99.

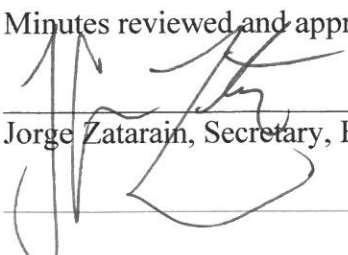
Mr. Burgess shared with the Board that the SMSU that there are several steps which the SMSU needs to implement in order to increase the safety and security for the students, staff, and guests. In order for the University Police Department to have access to the SMSU camera system changes need to be made. The existing cameras will be changed over to the OCULA system and an additional 15 cameras will be added. As the SMSU expands, more cameras will be able to be incorporated to this system. This will be a good investment for safety of students. Mr. Friedman asked about security measures in the SMSU for secluded areas. Mr. Burgess responded that cameras will be added to these areas and many other steps are being taken to increase the security and safety of the SMSU. Dr. Satterlund thanked Mr. Burgess and Mr. Roberson for their work on this project. One of the challenges which came up in the SMSU External Review was that there is a number of significant safety issues in the SMSU which have not been addressed for an extended period of time which put the Corporation at risk and also put students at risk. Allowing the UPD to have access to the SMSU camera system also assists with active shooter alerts.

Rising count 10 – 0 – 0. Motion passed.

Announcements: The Board members were invited to attend the Title IX Training on Friday at 11:00 a.m. in the SMSU Theater. Ms. Aboud invited everyone to attend the Robert's Rules Workshop next week. Mr. Bracken encouraged everyone to start recruiting now for the Board student representative positions for the upcoming year. Mr. Stratton encouraged everyone to attend the Student Conversation on Safety tonight which will be held in UH 106.

Adjournment: The meeting was adjourned at 11:18 a.m.

Minutes reviewed and approved by:


Jorge Zatarain, Secretary, Board of Directors

4/15/15
Date