



**Santos Manuel
Student Union**

CAL STATE SAN BERNARDINO

**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, October 9, 2014
Minutes**

Members Present: Jackie Aboud, Fatima Adame, Hamid Azhand, Alfredo Barcenas, Ryan Bracken, Mark K. Day, David Friedman, Shakeh Ghazaryan, Dr. Josephine Mendoza, Dr. Alysson Satterlund, Joseph Weatherbie, Jorge Zatarain

Members Absent: Janhavi Dhargalkar, Dr. Mary Fong, Alberto Jasso

Staff Present: Susan Avery, Aaron Burgess, Melissa Cordoba, Rick Craig, Herbert Gonzalez, Dr. Brian Haynes, David Janosky, Nancy Matias, Maria Najera-Neri, Alexsaundra Preston, Anthony Roberson

Guests Present: Terry Shea

Call to Order: The meeting was called to order at 10:05 a.m.

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

Approval of SMSU Board of Directors Minutes from June 5, 2014 and SMSU Executive Committee Minutes from August 27, 2014:

M/S Barcenas/Zatarain to approve the SMSU Board of Directors Minutes from June 5, 2014 and the SMSU Executive Committee Minutes from August 27, 2014.

Motion passed unanimously.

Reports:

Chair: The report from the Board Chair has been submitted. Mr. Day stated that Mr. Jasso has been excused from the Board meeting due to a work conflict.

Executive Director: Mr. Day shared with the Board that there will be a new procedure for Board Reports. We will continue to have the Coordinator Reports in the binders with verbal reports presented from the Associate Director of Operations, Associate Director of Marketing & Programs, and Rec Sports. He encouraged the Board members to read all of the reports before the meeting and note anything about which they have a question.

The FICA issue is ongoing and involves contributions to Social Security. The SMSU has received a favorable determination from the IRS regarding our taxable status. The Expansion and RFP process are changing. We will work with Brailsford & Dunlavey and also work with LPA. He supports this process and he encouraged the Board to also support the process.

Dr. Satterlund commented that the SMSU is considered to be the living room of the campus and it does not stand alone. In order for us to create the spaces which we need, the processes need to be integrated and information needs to be shared. We come at this from a student-centered, community-centered perspective. She appreciates the support of the Board and Mr. Day.

Mr. Azhand commented that the students will be involved during every step of the Expansion process. There will be several meetings held to get their input. LPA is a well-known architect in Southern California and they are familiar with the needs of the students and they are going to take collaborative approach to the project. Mr. Day also commented that there will be additional work for which LPA will need to be paid and a new contract will be brought to the Board for their approval. He and Mr. Azhand will work together to verify that there is only appropriate overlapping of responsibilities between LPA and Brailsford & Dunlavey.

Dr. Haynes commented that at the campus Strategic Planning session held yesterday, there was a lot of conversation regarding the need to expand and build student facilities here on campus. This is first step in the process of transforming CSUSB into more of a residential campus. He thanked everyone in advance for their support.

Associate Director of Operations: Mr. Burgess commented that during the summer, three remodeling projects were completed. The SMSU continues to have over 7,000 visitors on a daily basis. We will continue to make adjustments in order to accommodate the growing number of students. Also, office space is being adjusted to accommodate the users of the SMSU. We have entered into a new custodial contract because the previous vendor could not meet the needs of the SMSU. If anyone sees anything which needs to be improved as we begin this new cleaning contract, he asked that he or Mr. Roberson be contacted directly. Mr. Barcenas asked if they are working with IT regarding Internet connectivity problems. Mr. Burgess responded that yes, they have replaced routers and added additional ones.

Mr. Janosky shared with the Board that Sodexo has received permits from the County Health Department to install vent-less grills, fryers, and ovens in the Pub. They expect to have the new systems operational by the beginning of the Winter 2015 Quarter and these changes should result in an expanded Pub menu more along the lines of what is offered at WOW. He would love to have student input on the new menu. The total investment for the new equipment will be approximately \$25,000 - \$30,000. Mr. Day suggested that the new menu concepts to the Commercial Services Committee for their review.

Associate Director of Marketing & Programs: Ms. Preston shared with the Board that the Centers have developed new programs and services for the students. She encouraged the Board members to attend and support these events. During the summer, we hosted the Student Assistant Training which focused on team building and presented the new dress code. The SMSU Clock Tower will be playing music at daily noon and 5:00 p.m., based upon CSUSB Department selections. Last week, the SMSU hosted the first annual "Welcome Back" event which was very successful.

Student Recreation & Fitness Center: Mr. Craig shared with the BOD that Late Night with Rec Sports was successful with approximately 7,000 students in attendance. A Coyote Victory Banner will be put up when the athletic teams win in order to increase school spirit. The DisAbility Sports event to be held next weekend will use Rec Center and pool. Last night, Rec Sports staff attended the California Disability Services Association Reception, at which CSUSB was awarded the largest employer of the year.

Open Forum: None

Adoption of Agenda: M/S Zatarain/Weatherbie to approve the SMSU Board of Directors Agenda for October 9, 2014.

Motion passed unanimously.

OLD BUSINESS

SMSU 46/14 SMSU Policy on Criteria for Co-Sponsored Programs (Action, Todorovich)
SMSU 47/14 SMSU Policy on Establishment of New Centers (Action, Todorovich)

M/S Day/Barcnas to refer both of these items to the Policies & Procedures Committee.

Mr. Day shared with the Board that the creation of these policies is more complicated than previously expected. There are only two or three other CSUs which have these types of policies. We have received a copy of their policies and they will require discussion and revision at the Committee level. This is important because of the increase in groups which would like to have an SMSU co-sponsored program and to determine the criteria for new centers after the Expansion.

Motion passed unanimously.

NEW BUSINESS

SMSU 1/15 Distribution/Approval of Forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations, Signature Authorization Forms (Action, Jasso)

M/S Day/Barcnas to accept the Conflict of Interest/Commitment, BOD Responsibilities and Expectations, Signature Authorization Forms.

Ms. Avery shared with the Board that their signature was needed on the Conflict of Interest/Commitment and BOD Responsibilities & Expectations forms. Also included in their binders was a document explaining conflict of interest and conflict of commitment. The Signature Authorization Form lists the persons authorized to sign on SMSU documents.

Mr. Day explained that conflict of interest exists if you or your immediate family would gain financially from a Board action. Conflict of commitment exists if you have a relationship with an organization or entity that might inappropriately influence your action as a Board member, regardless of financial gain. As a Board member, your decisions must place the interests of the

SMSU ahead of those of any other organization. The best way to handle either of these conflicts is to raise your hand during discussion and notify the Board of the existence of a conflict.

Motion passed unanimously.

SMSU 7/15 Green Room/Ombuds Proposal (Action, Satterlund)

M/S Zatarain/Barcenas to request staff to work with CPDC to develop floor plans for re-use of the Ombuds/Green Room space.

Dr. Satterlund shared with the Board that they are asking for the opportunity to expand space in the area designated as the Ombuds Department located on the first floor of the SMSU and she would like to speak to the urgency of the request. The request would take the existing Green Room off-line and use it for office space and meeting space for students and community members who will be working to address the impact of sexual violence. In January, President Obama introduced the "Campus Save Act," which is an extension and improvement of the "Violence against Women Act" which affords the Title IX protection of a welcoming, inclusive, and safe campus, with a focus on gender equity and reduction of sexual violence. She shared with the Board that 80% of the victims of sexual violence, sexual assault, and rape are under 30. Every two minutes, a person is sexually assaulted. An additional 240,000 sexual assault survivors are reported every year. 60% of sexual assaults and rapes go unreported each year. 2/3 of sexual assaults are committed by friends and acquaintances. We have a legal and moral obligation to ensure that the CSUSB community has access to resources which will help them excel academically and socially. Part of our endeavor is to expand the resources which are currently available. Christina Martin has been hired as the Title IX Director and an assistant director and advocate will also be hired. A safe and confidential meeting space is also needed which is student-centered and student-accessible. The SMSU has been an important part of making these services available in the past.

Ms. Adame asked about the timeline for the construction. Dr. Satterlund responded that they would like for it to be completed by the end of December or early January. Mr. Friedman asked about privacy in that area of the SMSU. Dr. Satterlund shared with the Board the suggested layout for the new offices. Ms. Adame asked about attempts to locate these offices in other locations on campus. Dr. Satterlund commented that space is a challenge and an alternate entrance near the restrooms would be helpful. Mr. Azhand commented that no other campus space exists; that the current location is private and in a corner. Dr. Mendoza expressed the opinion that Library would be more private for students seeking help. Mr. Day clarified for the Board that the office located in the SMSU would no longer be the Ombuds Office, but that it would be a Title IX Office. He suggested that we proceed with these plans and rewrite the sublease with the Title IX Office for now. He suggested that the best long-term location for the Title IX Office might be in the Student Health Center because it would work well with the other services offered there.

Dr. Satterlund left the meeting.

Ms. Adame expressed the opinion that the SMSU is not an appropriate venue for the Title IX Office. Mr. Azhand commented this issue has been examined closely and that is difficult to find space on campus. This is a temporary situation, but it needs to go forward since the staff for the Title IX Office are being hired.

Mr. Day stated that students visiting the Office would likely use the east door for privacy purposes and that the University has offered to pay for the construction. Mr. Barcenas commented that there is pressure on the Board to do this right now and that they have not been presented with all of the facts as to why it needs to be done immediately. Mr. Day commented that the funding for the positions and location was discussed during the summer. Mr. Day reviewed the information which has been presented to the Board; we know what type of office space is needed; the University will pay for the construction; and we need to address privacy issues in the current location. He suggested that this information seemed complete, and if other information was needed, it should be specified. Information which could be brought to the Board at a later date is the availability of any other space on campus. Dr. Mendoza asked what would happen at the end of the sublease if the Title IX Office were to leave the SMSU. Mr. Day responded that there is always a need for office space.

M/S Barcenas/Weatherbie to amend the main motion to include that staff follow up with the appropriate paperwork including the floor plans, financial plans, and a Memorandum of Understanding to be brought back to the Board for their approval.

Rising count 9 – 0 – 2. Amendment to the Main Motion passed.

There was no further discussion and the Board voted upon the amended Main Motion.

Rising count 8 – 1 – 2. Main motion as amended passed.

SMSU 2/15 Acceptance of Annual Audit Report (Action, Zatarain)

M/S Zatarain/Bracken to accept the Annual Audit Report.

Mr. Shea shared with the Board that the accounting firm of Rogers, Anderson, Malody & Scott (RAMS) expressed an unmodified audit opinion, which is the highest level of assurance. The ratio of assets to liabilities for the SMSU is about 9:1, which shows that the SMSU is in a very good financial position. He reviewed the Statement of Revenues and the Statement of Cash Flows. Mr. Day commented that the VEBA trust had been funded which affected the cash flow. He asked if Mr. Shea had any overall recommendations for the SMSU, based on the audit process. Mr. Shea responded that the internal controls and procedures were reviewed in great detail and that the SMSU is a well-run operation with great segregation of duties and procedures; he could not suggest any improvements at this time.

Rising count 10 – 0 – 1. Motion passed.

SMSU 3/15 Expansion Update (Discussion, Day)

Mr. Day shared with the Board that LPA will partner with Brailsford and Dunlavey for the SMSU Expansion. A new contract will be forwarded to the Board for their approval with an adjustment to the Brailsford and Dunlavey contract. He estimated that the LPA contract will be between \$100,000 and \$180,000. It will include additional services regarding the Expansion. Mr. Day noted that the campus administration has been very supportive of the Expansion project. Mr. Friedman asked about the general scope of duties which LPA will provide. Mr. Azhand responded that LPA will use the information provided and determine what type of space is

needed and where to expand. They have worked with other campuses and have been able to satisfy the needs of the students.

SMSU 4/15 Approval of Committee Appointments (Action, Jasso)

M/S Day/Ghazaryn to approve the Committee Appointments.

Mr. Day stated that most of the Board members have been appointed to two Committees. Other committee members include students, SMSU Student Assistants, and SMSU Staff. There was an on-line application process for the students this year. Mr. Jasso reviewed the applications and determined committee placements based upon their qualifications. If Board members would like to be assigned to different committees, they need to speak with Mr. Jasso.

Rising count 10 – 0 – 1. Motion passed.

Dr. Mendoza left the meeting.

SMSU 5/15 Rec Sports Treadmill Purchase (Action, Day)

M/S Zatarain/Weatherbie to approve the Rec Sports Treadmill Purchase.

Mr. Craig shared with the Board that Rec Sports sets aside funding each year into the Equipment Replacement Reserves to fund the heaviest used cardio equipment every three years and the other cardio equipment every four to five years. He is requesting to spend \$125,026.50 from these funds.

M/S Day/Barcenas to amend the Main Motion to add the awarding of the Rec Sports Treadmill Purchase to OUT-FIT in the amount of \$125,026.50.

Rising count 9 – 0 – 1. Amendment to the Main Motion passed.

There was no further discussion and the Board voted upon the amended Main Motion.

Rising count 9 – 0 – 1. Main motion as amended passed.

SMSU 6/15 Review and approval of annual health plan contributions (Action, Day)

M/S Friedman/Bracken to approve the annual health plan contributions.

Ms. Najera-Neri shared with the Board that employee benefits are based on the calendar year, so the attachment lists two time increments, July – December, 2014 and January – June, 2015. The SMSU mirrors the benefits which the campus provides to their employees so that SMSU employees receive equitable benefits. The cost which the SMSU pays for employee benefits is less than the campus because we belong to the CSU auxiliary system, which receives a better rate. Mr. Day shared with the Board that SMSU employees are able to select their own health plan. These funds are already in the budget which was approved earlier this year. However, the approved amount was an estimate. Ms. Najera-Neri has now received the exact contribution amounts which are now being presented for Board approval.

Rising count 9 – 0 – 1. Motion passed.

SMSU 8/15 Logo Rollout (Discussion, Jasso)

Mr. Day shared with the Board that the SMSU has introduced a new logo which symbolizes a focus on celebrating innovation. He expressed appreciation to the SMSU Marketing Department for their work on this project. Mr. Friedman commented that the SMSU clock tower also symbolizes tradition and strength.

SMSU 9/15 Technology Update Solutions (Discussion, Day)

Mr. Burgess shared with the Board new technology which will be installed in the SMSU during 2014-2015. Mr. Day commented that electronic locks should be installed throughout the building which would allow for data-tracking. Another system could be installed to verify that all areas are being covered during Building Manager rounds. Mr. Burgess commented that a new software system will also track hourly and daily visitors to the SMSU.

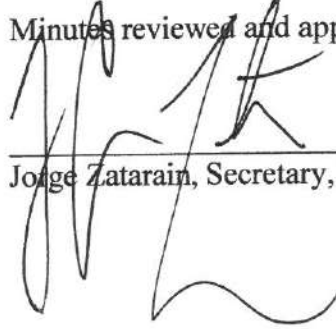
SMSU 10/16 SMSUBOD Social Activities (Discussion, Aboud/Friedman)

Ms. Aboud and Mr. Friedman shared with the Board information regarding social activities. Some of the activities would also include the ASI. The events are the Rec Sports Leadership Challenge Course, a CSUSB Basketball Game Tailgate Party, an Ontario Reign Hockey Game, and a white elephant exchange with the SMSU centers and departments. Discussion ensued regarding the best date and time for the events. Mr. Day encouraged Ms. Aboud and Mr. Friedman to meet with ASI to determine when they would be available to attend the events with the Board. Mr. Day suggested that the Board plan a lunch to be held after the meeting scheduled for December 4, 2014 to have the white elephant exchange.

Announcements: None

Adjournment: The meeting was adjourned at 11:57 a.m.

Minutes reviewed and approved by:


Jorge Zatarain, Secretary, Board of Directors


Date

11/12/14

