



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Thursday, November 2, 2017  
Minutes**

**Members Present:** Dionely Acosta, Drew Allensworth, Hamid Azhand, Jodi Buckley, Aaron Burgess, Riane Castro, Andrea Davalos, Dr. Mary Fong, Prince Ogidikpe, Derick Prince, Dr. Alysson Satterlund

**Members Absent:** Dr. Josephine Mendoza, David Friedman, Matthew Summerville, Tracie Ventimiglia

**Staff Present:** Francisco Alfaro, Kimberly-Anne Anacleto, Susan Avery, Jasmine Bustillos, Vilayat Del Rossi, Ivan Gastelum, Tamara Holder, Janet Honn-Alex, Sean Kinnally, Roman Lopez, Jessica Madrigal, Monica McMahon, Trent Morgan, Turajha Moore, Maria Najera-Neri, Andi Okoh, Mark Oswood, Anthony Roberson, Richard Strawter, Michael Wong, Rosemary Zometa

**Guests Present:** Maria Barragan, Yadira Ortiz, Olivia Rosas

**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 October 12, 2017.**

M/S Buckley/Allensworth to approve the SMSU Board of Directors Minutes from October 12, 2017.

Motion passed.

**Reports:**

Chair: Ms. Castro shared with the Board of Directors that she and Mr. Burgess attended the ASI Finance and Board of Directors meetings where ASI agreed to contribute \$1,000,000 to the SMSU Expansion project pending the signed MOU between ASI and the SMSU. She also announced that Ms. Buckley and Mr. Ogidikpe would be attending the Board of Trustees

meeting in conjunction with Dr. Haynes and Mr. Burgess as they continue to discuss the Student Union expansion project.

Executive Director: Mr. Burgess shared with the Board of Directors that he and John Griffin, the UEC Executive Director, have come to a tentative agreement to move away from a profit-sharing model to a price per square foot model. The agreement will be brought to the Board of Directors for approval once the details have been solidified. Mr. Burgess shared that the service-based Holiday Gathering taking place on December 1 will have its focus as service and giving back to the community.

Marketing & Programs: Ms. Zometa shared with the Board of Directors that the Cross Cultural Center hosted an array of events for Weeks of Welcome. Ms. Zometa highlighted the upcoming Dia de los Muertos event cohosted by the LatinX center and the "Speak Yo Truth" event hosted by the Pan African Center. In addition, the Pride and WRC hosted speaker Roxanne Gay, the OARC assisted with the Children's Holiday Party, the RMSC participated in the Homecoming ceremonies at PDC, and the Marketing team will be hosting the Art Unveiling event.

Operations: Ms. Madrigal shared with the Board of Directors that the Operations team continues to improve their systems by updating the equipment. The Gamer's Lounge collaborated with Sodexo to present a Smash Bros. Tournament which was very well received by the students. The Information Desk has continued to manage the Laptop Lending program and have purchased patches to identify the laptops that belong to the SMSU. Additionally, the Maintenance team has continued to repair and maintain the building. The SMSU has hosted an average of 12 events per day for the month of October.

Recreation & Wellness: Mr. Wong shared with the Board of Directors the implementation of the community garden. The Outdoors Department is assisting with the Alternative Spring Break trip to New Orleans, the Leadership Challenge Course team will be attending a conference in the month of November, and the Marketing department participated in the Homecoming events. For Club Sports, Women's Soccer won two straight games and is now tied for third place in the division.

Commercial Services Committee: Ms. Buckley shared with the Board of Directors that Dave Janosky is advocating for improvements to the SMSU Coyote Café by switching out food concepts for more appealing vendors and updating current selections.

Recreation & Wellness Committee: Mr. Allensworth commented on the Policies & Procedures discussion to select representatives which will be brought to the Board for discussion at a future date. Mr. Burgess added that the RWC will be merging their policies with the SMSU policies to ensure that they align. Additionally, the Policies & Procedures Committee will be meeting more frequently to account for the influx of recommendations coming from the RWC.

Board Representatives: Ms. Acosta shared the opportunity she had to attend the HACU conference and encouraged others to apply.



Mr. Ogidikpe and Ms. Davalos attended the Title IX/ Athletics banquet that focused on empowerment, particularly in Women's sports and encouraged those present to extend their support and attend games.

**Open Forum:** None

**Adoption of Agenda:**

M/S Buckley/Prince to adopt the agenda.

Motion approved.

**New Business:**

**SMSU 08/18 Center Name Change (Discussion, Castro)**

Ms. Rosas expressed her gratitude for the support the Board of Directors demonstrated and continued to provide for the Dreamer's Resource and Success Center. Ms. Rosas shared that the name of the center will be changing to the "Undocumented Students Success Center" which more fully encompasses the services offered by the Center as they serve more than just DACA students. Additionally, the student club also changed their name "Undocumented Advocates" to more closely reflect the broader population the club serves. The name changes provide an opportunity to be more inclusive and embrace and welcome all students. Ms. Rosas also presented Maria Barragan, the Coordinator of the Center, and Yadira Ortiz, an EOP and Admissions counselor who has been instrumental in the work that is done in the Center. Mr. Burgess commended the team for their outstanding work in making the Center successful. Ms. Ortiz commented that the ally training has developed and progressed to focus on the new issues that have come to fruition recently and encouraged those present to participate in the training. Ms. Barragan reiterated their gratitude to the Board and announced the second year celebration of the Center and the "Faces of DACA" event taking place on November 9 in collaboration with Loma Linda and UCR. In addition, students will be presenting at the "Keeping the Dream Alive" conference taking place in Sacramento on November 13.

**SMSU 09/18 Payroll Software Purchase (Action, Castro)**

M/S Buckley/Prince to approve the Payroll Software Purchase not to exceed \$5,539.63.

Mr. Strawter commented that the SMSU and the RWC currently utilize Time Clock Plus 5.0 purchased in 2009 to clock student hours; however, the system is outdated and finicky. One of the advantages of the new software by Paylocity is that presently payroll is ran through that same system which would streamline the payroll process. The Paylocity software is cheaper than purchasing new Time Clock Plus software and offers more flexibility when the system malfunctions as opposed to the current system which forces the corporation to purchase new biometric scanners when they break down. Mr. Allensworth inquired about the security implications associated with storing students' data with the new system. Mr. Strawter explained that student data is already stored in Paylocity and that the only supplementary information being

added as a result of integrating the new system would be student hours. Mr. Strawter further explained that the iPads used to clock in would be held in a secure location to minimize the opportunity for theft and misuse. Ms. Castro asked about the process involved when a student forgets to clock in. Mr. Strawter replied that the process would remain the same and that students would continue to fill out the online form and obtain approval from the appropriate supervisor. Ms. Buckley inquired about time adjustments and if the system prevents students from working an excess of eight hours a day. Mr. Strawter replied that the system flags when students have worked more than the recommended amount of time. Mr. Burgess shared with the Board that some student assistants have signed waivers to allow them to stay onsite for their breaks.

Rising count 11 – 0 – 0. Motion passed.

#### **SMSU 10/18 Computer Replacement Purchase (Action, Castro)**

M/S Buckley/Ogidipke to approve the Computer Replacement Purchase not to exceed \$8,566.65.

Mr. Strawter explained that University guidelines stipulate best practices for replacing computer systems that have exceeded five years of use. The systems Mr. Strawter proposed for replacement are critical systems that have exceeded six years of use. Given the staffing changes over the last year, there are several systems that were previously not in use that are now being used that have exceeded the five year threshold for replacement. Mr. Allensworth inquired if he researched comparative models for the computer software systems and licensing to which Mr. Strawter responded that he followed campus standards. Mr. Allensworth asked about the decommissioning process and Mr. Strawter explained that the computers go through three clean sweeps which erases all of the data and the systems are then retrieved by property management.

Rising count 11 – 0 – 0. Motion passed.

#### **SMSU 11/18 Affinity Center Computer Purchase (Action, Castro)**

M/S Buckley/Acosta to approve the Affinity Center Computer Purchase not to exceed \$2,561.52.

Mr. Strawter clarified that iPad tablets were being purchased to track attendance at the Affinity centers for assessment purposes and to allocate funds appropriately. Students would use their name and Coyote ID to check in and asked to indicate the reason for visiting the center. Responses can be programmed and customized for each center and the program will then run customizable reports for each center. Ms. Castro asked if the iPads would be mounted on the wall; Mr. Strawter clarified that centers with full staffing would have student assistants maintain the iPad at the check-in desk and centers with less staffing would have the iPad mounted on secure wall mounts. In response to Ms. Castro's question about students needing to check in prior to entering a specific center, Mr. Strawter responding that checking in would not be a requirement. Ms. Holder expressed her concern with students being responsible for the security of the iPad. Ms. Zometa commented that all centers currently maintain attendance logs and the iPads would streamline the process. Mr. Burgess added that the SMSU is considering incentivizing the check-ins. Ms. McMahon office added that the Office of Student Engagement has the iPads in place and the process has been successful. Mr. Allensworth inquired about the



licensing costs for the iPads. Mr. Strawter explained that in order to keep cost down, IT purchases the equipment, software, and mounting together from the IT supplies and services account. Mr. Allensworth asked about the benefits of having the system place as students are not required to check-in. Dr. Satterlund commented that in other colleges and universities, checking-in to a center is standard practice and given the high level of student participation on this campus, students would likely be willing to demonstrate their engagement and participation by checking-in knowing it would be a benefit to the center that they frequent. Mr. Azhand added that it is important to provide learning opportunities for students.

Ms. Buckley inquired if the data would be used to apply for grants to promote the center. Ms. Zometa commented that assessment plays a vital role in programming and will assist with allocating funds appropriately and assessing the efficacy of current programs. Ms. Bustillos added that with the direction the campus is moving in terms of assessment, this data will provide vital information in light of Graduation 2020 Initiatives. Ms. Castro added that the data could be used to allocate space in the expansion and Ms. Buckley commented that it helps with understanding capacity and encourages compliance with safety codes. Mr. Allensworth commented on the importance of data-driven decision making, but wanted to ensure the iPads provide the best form of obtaining that data in light of the fact that student assistants could track attendance with already existing systems in lieu of buying a new system that is susceptible to wear and tear. Mr. Strawter commented that the quote includes three years of Apple Care. A discussion ensued about the importance of promoting the centers and the work already being done to promote SMSU programs through word-of-mouth, tabling, social media, and announcements at orientation events. Ms. Castro commented that the Board of Directors' will begin tabling in the future. Mr. Burgess shared with the Board that the coordinators reach out to the faculty to promote the centers, but the corporation is always exploring new ways to promote the centers.

Rising count 11 – 0 – 0. Motion passed.

#### **SMSU 12/18 Financial Report (Discussion, Castro)**

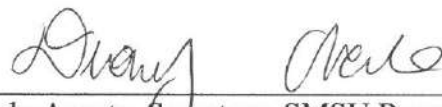
Ms. Najera-Neri shared the SMSU financial quarterly report with the Board and welcomed any suggestions for future reports. Dr. Satterlund commended Ms. Najera-Neri's efforts and approved of the current format. She also asked about the percentage of use for the Recreation & Wellness office expenses. Ms. Najera-Neri explained that expenses were being charged to the wrong account. This issue will be corrected by charging salary and benefits to the appropriate account. Ms. Najera-Neri highlighted that Aquatics used a large percentage of their yearly budget because their programming predominantly takes place in the summer months. Dr. Satterlund shared that she had received some queries about supporting Sports Clubs and noted that the budget allotted to Sports Club has not been utilized. Ms. Okoh explained that the money received from the State was budgeted in as program generated revenue. Expenditures are currently being spent through state side accounts, but will be transferred once the budget moves to the Union. Mr. Burgess shared the discussion he and Dr. Nester had regarding expanding services to PDC. Ms. Najera-Neri explained that the first quarter is usually lighter and increases as the year progresses. Mr. Allensworth suggested including a comparison between this year's budget and last year's budget in future reports. Mr. Burgess stated that 2017/2018 has been a

transition year and will result in large discrepancies as the accounts have been centralized to provide additional clarity to the Board. Mr. Allensworth commended the efforts toward additional transparency. Ms. Okoh suggested including an income statement for future reports.

**Announcements:** Dr. Satterlund announced that the Board will be reviewing the SMSU Vendor Policy as a result of the attacks that have taken place both nationally and internationally using service vehicles. Ms. Buckley highlighted the importance of keeping vehicle access codes secure. Mr. Allensworth commended Ms. Buckley for the intelligence event taking place on November 3. Mr. Ogidipke thanked the staff for their continued support and assistance. Mr. Azhand commented that the rainy season results in drainage issues and stressed the importance of keeping the area drains free of debris and leaves. Ms. Davalos encouraged those present to look for a big announcement on November 7 from ASI.

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

Minutes reviewed and approved by:

  
Dionely Acosta, Secretary, SMSU Board of Directors

11/29/17  
Date