



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, December 1, 2016
Minutes**

Members Present: Hamid Azhand, Aaron Burgess, Connor Dickson, David Friedman, Alex Gutierrez, Diana Hernandez Aguilar, Felicia Hernandez, Joshua Imeri-Garcia, Dr. Alysson Satterlund, Ruben Vasquez

Members Absent: Dr. Mary Fong, Kassandra Johnston, Dr. Josephine Mendoza, Daniel Perez, Casey Ysaguirre

Staff Present: Susan Avery, Janet Castro, Melissa Cordoba, Jesse Felix, Gabriel Hawkins-Lucero, Tamara Holder, Janet Honn-Alex, Darnell Hutch, Karla Lopez, Monica McMahon, Trent Morgan, Maria Najera-Neri, Andi Okoh, Mellisa Patton, Jennifer Puccinelli, Anthony Roberson, Olivia Ruiz, Dylan Stablein, Gustavo Vargas, Sierra White

Guests Present: None

Call to Order: The meeting was called to order at 10:06 a.m.

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

Approval of SMSU Board of Directors Minutes from November 10, 2016:

M/S Imeri-Garcia/Friedman to approve the SMSU Board of Directors Minutes from November 10, 2016.

Motion passed.

Reports:

BOD Chair: Ms. Hernandez Aguilar expressed her appreciation to everyone in attendance at the Board meeting. She wished everyone good luck on their finals and encouraged them to be safe during the holidays.

Interim Executive Director: Mr. Burgess shared with the Board that the new Recreation & Wellness Director will be announced next week. A scheduled closure of the Student Union road will take place next week. A plan has been created for emergencies where SMSU access is

needed. Mr. Azhand commented that there is a campus utility project to replace old pipelines and the old infrastructure. The existing pipes are not adequate for the upcoming expansions.

Marketing & Programs: Ms. Honn-Alex shared with the Board that the students who attended the ACUI Regional Conference will be doing a presentation on December 12 regarding what they learned. The Cross Cultural Center, Osher Adult Re-Entry Center, Dreamers Center, Pride Center, and the Women's Resource Center collaborated on the Social Justice Summit and the event was well received. The Marketing Department is working on the Holiday Gathering and Winter Quarter work orders. The WRC presented the "Women in Student Affairs" event. The Pride Center held QFEST and the WRC will have the "Sisters in Arms" event today. Ms. Honn-Alex also commented that Marissa Wollard received a scholarship to the Feminist Boot Camp, which will be held in New York in January.

Operations: Ms. Puccinelli shared with the Board that the new PC's are being installed and updated. A committee has been formed for the Illness & Injury Prevention Program and they will have monthly walk-throughs to identify deficiencies in the SMSU. During the Winter break, student assistants and staff will visit the Titan Student Union at California State University, Fullerton. The Gamers Lounge will have weekly food drives beginning in the Winter Quarter. The new scheduling software has been installed and staff will be trained on the new system in January.

Student Recreation & Wellness Center: Ms. Ruiz shared with the Board that the SRWC donated 60 items to the Holiday PSA Campaign and noodles for the Noodles in November food drive. The SRWC brochure is being redesigned and updated. Fitness staff are looking for ways to incorporate Health & Safety lessons for review by the staff. Additional programs and services will be offered at the Palm Desert Campus Fitness Center. Mr. Azhand asked about the utilization rate for the CSUSB faculty and staff since the implementation of the new program and how it effects the student users. Mr. Felix responded that there has not been a large increase in users. Mr. Burgess requested that a report be brought to the next Board meeting.

Board Committees:

Finance & Contracts Committee: Mr. Imeri-Garcia shared with the Board that the Committee reviewed the Financial Policies Manual, the Minimum Wage Increase, and Bad Debt Write-Off. These items are on today's agenda.

Policies & Procedures Committee: Mr. Burgess shared with the Board that the Committee reviewed policies including the Injury & Illness Prevention Program. This also includes the Accident Report from the SMSU and the SRWC that will be reviewed today.

Recreation & Wellness Committee: Ms. Ruiz shared with the Board that the Committee heard reports from the following subcommittees: EAP, SMART, Facilities, and Staff Appreciation. The Committee also discussed a Towel Policy and LED Lighting Retrofit proposal.

Strategic Planning Committee: Mr. Burgess shared with the Board that the Committee reviewed the programming from the previous year and the current Strategic Plan.

BOD representatives: None

Open Forum: None

Adoption of Agenda:

M/S Dickson/Hernandez to approve the SMSU Board of Directors Agenda for December 1, 2016.

Motion passed.

New Business:

SMSU 15/17 Presentation – Alternative Consultation Fall 2016 (Action, Burgess)

M/S Imeria-Garcia/Friedman to support the fee increase of \$143 per quarter beginning 2020-2021.

Mr. Burgess shared with the Board that ASI and the Alternative Consultation student assistants did a great job promoting the SMSU Expansion. Ms. Patton shared with the Board information regarding the Alternative Consultation process. The student assistants focused on the following items when discussing the expansion: community life, engagement, growth, equity, and finances.

Over 5,000 students participated in the Alternative Consultation process through class and group presentations, campus events, social media, and tabling throughout campus. Participants completed electronic and paper surveys and the demographics of the participants' mirrors the CSUSB population in gender, ethnicity, and club involvement.

In 2010 when the Student Success Initiative fee was implemented, 130 students were consulted; compared with the 5,004 students who were recently consulted regarding the SMSU Expansion. Ms. Patton commented that it is unprecedented for us to reach 5,004 students in three weeks.

Mr. Gutierrez commented that the expanded student union will fulfill the basic needs of the students. He thanked everyone for supporting the Alternative Consultation. Mr. Azhand commented that another benefit that the SMSU expansion will provide is that construction will have a positive effect on growth and economy. The employment of workers will boost the local economy. Mr. Dickson commented that the majority of students are in favor of the SMSU expansion.

Rising count 9 – 0 – 1. Motion passed.

Dr. Satterlund left the meeting at 10:55 a.m.

SMSU 16/17 Financial Policies Manual Revision (Action, Imeri)

M/S Dickson/Imeri-Garcia to approve the Financial Policies Manual Revision.

Mr. Imeri shared with the Board that the change to the Travel Expenses section of the Financial Policies Manual was to add that a pre-paid credit card in the amount of 80% of the employees' expenses could be used for a travel advance.

Rising count 9 – 0 – 0. Motion passed.

SMSU 17/17 Minimum Wage Increase (Action, Imeri)

M/S Imeri-Garcia/Gutierrez to approve the Minimum Wage Increase.

Mr. Burgess shared with the Board that the SMSU is adjusting wages in accordance with the Minimum Wage increases approved by the State of California. Effective January 1, 2017, we are requesting that the SMSU and SRWC Minimum Wage be increased to \$10.75 per hour with a \$.50 per hour increase for all of the student assistants.

Rising count 9 – 0 – 0. Motion passed.

SMSU 18/17 Bad Debt Write-Off (Action, Imeri)

M/S Gutierrez/Imeri-Garcia to approve the Bad Debt Write-Off.

Mr. Imeri shared with the Board that the SMSU has one uncollected debt that they are requesting be written-off in the amount of \$75.00 from the “Standing Up to Cancer,” invoice dated 3/4/2015.

Rising count 9 – 0 – 0. Motion passed.

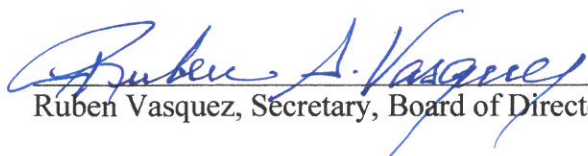
SMSU 19/17 SMSU/SRWC 2015-2016 Accident Report (Discussion, Burgess)

Mr. Burgess shared with the Board that a record is kept of accidents that occur in the SMSU and the SRWC.

Announcements: Mr. Gutierrez invited the Board to attend the Campus Fee Advisory Committee meeting on Friday, December 9 from 11:00 a.m. – 12:00 p.m. in the UEC Board Room. Mr. Friedman commented that Measure O passed regarding the legalization of cannabis and he suggested that there be more educational programming on this topic. Mr. Burgess responded that there are legal differences between CSUSB and the city of San Bernardino, because we receive federal funding, we are not allowed to use cannabis on campus. Mr. Gutierrez commented that if students use cannabis, it might affect their Financial Aid.

Adjournment: The meeting was adjourned at 11:12 a.m.

Minutes reviewed and approved by:


Ruben Vasquez, Secretary, Board of Directors


Date