



**Santos Manuel
Student Union**

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**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, December 3, 2015
Minutes**

Members Present: Hamid Azhand, Ryan Bracken, Aaron Burgess, Dr. Mary Fong, Diana Hernandez Aguilar, Dr. Josephine Mendoza, Jake Orta, Louis Penna, Jessica Pitzek, Dr. Alysson Satterlund, Jorge Zatarain

Members Absent: Bryce Davis, Shakeh Ghazaryan, Anaiza Moreno Gonzalez, Casey Ysaguirre

Staff Present: Susan Avery, Jesus Cobos, Rick Craig, Tamara Holder, Maria Najera-Neri, Alexsandra Preston, Anthony Roberson

Guests Present: Michael Sylvester

Call to Order: The meeting was called to order at 10:12 a.m.

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

Approval of SMSU Board of Directors Minutes from November 12, 2015 and November 19, 2015.

M/S Burgess/Zatarain to approve the SMSU Board of Directors Minutes from November 12, 2015 and November 19, 2015.

Motion passed.

Board Reports

Chair: Mr. Bracken commented on the very busy schedule for the day. He expressed appreciation to everyone for attending this meeting. We owe thanks to ASI as they passed a resolution regarding the SMSU expansion.

Interim Executive Director: Mr. Burgess wished all the students good luck on their finals. Following yesterday's tragedy, it is important to know that there are people working around the clock to ensure the safety and health of our students.

Dr. Satterlund shared the various resources available to students and community members following yesterday's tragic event.

Marketing & Programs: Ms. Holder shared with the Board the finals week extended hours in the SMSU. Refreshments will be provided. All centers will be open 9:00 a.m. – 1:00 a.m., Tuesday – Thursday. The OARC will be hosting a scholarship writing workshop and FAFSA workshop next quarter. The Marketing Department is developing a policy for advertising on the video wall and a sandwich board policy which would be part of the SMSU Facilities Use Manual. The WRC and Pride Centers collaborated for the “Ballot is Stronger than the Bullet” event and Program Board hosted their highly successful “Latin Night.” The Rancho Mirage Student Center hosted a karaoke event where students were able to express gratitude for Thanksgiving.

Operations: Mr. Roberson shared with the Board that we recently hosted the ACUI Drive-In where we shared with visitors from other schools our expansion and renovation projects. The Scheduling Office was planning on transitioning to a different scheduling software, but the University decided we will not be moving forward with this. Rather, we will update our current software. The Main Desk is in the process of planning a Veterans appreciation event for next quarter.

Student Recreation & Wellness Center: Mr. Craig shared with the Board that they are hosting a massage event next Wednesday afternoon.

Facilities Committee: Mr. Orta shared with the Board that it was determined that the Sustainability Office would be revisited during the SMSU expansion for potential office. The Office of Student Money Management will be working with Mr. Roberson and Mr. Felix in an attempt to coordinate usage of the Bay as a shared space for their current needs.

Finance & Contracts Committee: Ms. Najera-Neri stated that the Committee forwarded to the Board the Student Assistant minimum wage increase request to be in effect January 1, 2016.

Policies & Procedures Committee: Mr. Bracken shared with the Board that the Committee forwarded six items to the Board for their review and approval today.

Strategic Planning Committee: Mr. Cobos shared with the Board that the Committee reviewed the current strategic plan.

BOD Representatives: Dr. Satterlund stated that she invited Mr. Sylvester to review with the Board sustainability efforts on our campus.

Ms. Pitzek shared with the Board that the Ad Hoc Sustainability Committee met and discussed hand dryers for restrooms. Mr. Roberson commented that we are looking at pricing for the hand dryers and solar umbrellas. Mr. Zatarain submitted a proposal for \$2,500 for sustainability funds.

Open Forum: None

Adoption of Agenda: M/S Pitzek/Zatarain to approve the SMSU Board of Directors Agenda for December 3, 2015.

The agenda was approved.

New Business:

SMSU 27/16 Campus Lighting Control Systems (Discussion, Burgess)

The Interim Associate Vice President of Facilities, Mr. Sylvester reviewed for the Board campus sustainability efforts including new cooling towers. Over 1,700 lights have been changed out to more efficient lights. We now have eight charging stations for electric vehicles and Facilities got rid of 12 gasoline vehicles and replaced them with electric ones. For the new housing project, LEED Certification is being reviewed. One of the goals for the project is to use all reclaimed water.

Dr. Satterlund left the meeting.

SMSU 28/16 SMSU Expansion Feasibility Kickoff (Action, Burgess)

M/S Burgess/Zatarain to approve the SMSU Expansion Feasibility Kickoff.

Mr. Burgess shared with the Board that he is working with many entities on campus to ensure student and campus input and provide transparency with regards to what this project will entail. He also commented that this is the perfect time for an expansion.

Motion passed.

SMSU 29/16 SRWC Purchase – Carpet Replacement (Action, Burgess)

M/S Zatarain/Burgess to approve \$20,238 to replace the carpet in the SRWC.

Mr. Craig shared with the Board that the carpet in the SRWC needs to be replaced due to the high-traffic volume in the area and that it was installed in 2007. They received four quotes and would like to proceed with the least expensive option.

Ms. Hernandez Aguilar left the meeting.

Rising count 9 – 0 – 0. Motion passed.

SMSU 30/16 SRWC Purchase – Copier Replacement (Action, Burgess)

M/S Zatarain/Burgess to approve the SRWC Purchase – Copier Replacement in the amount of \$9,094 plus tax.

Ms. Hernandez Aguilar returned to the meeting.

Mr. Craig shared with the Board that the current copier is five years old and require maintenance at least once a month, which creates a loss of productivity. The bid from Konica Minolta is the lowest with the most features.

Rising count 10 – 0 – 0. Motion passed.

SMSU 31/16 SRWC Purchase – Security Camera Upgrade and Replacement (Action, Burgess)

M/S Zatarain/Hernandez Aguilar to approve the SRWC Purchase – Security Camera Upgrade and Replacement in the amount of \$49,796.48.

Dr. Mendoza left the meeting.

Mr. Craig shared with the Board that in order to increase safety and security for the SRWC members, all camera footage should stream straight to the campus University Police Department. There is only one bid because currently the campus deals with one company and we want to conform to the campus standard. This will retain our current coverage and provide 24 hour surveillance.

Mr. Penna asked about the camera locations and Mr. Bracken responded that this is confidential information.

Rising count 9 – 0 – 0. Motion passed.

Mr. Penna left the meeting.

SMSU 32/16 SMSU Student Assistant Minimum Wage Increase (Action, Burgess)

M/S Burgess/Zatarain to approve the SMSU Student Assistant Minimum Wage Increase.

Mr. Burgess asked for the BOD to approve the SMSU minimum wage to be \$10.25 and for the other students to receive a one dollar per hour raise. Mr. Azhand commented that this attracts a high-quality of student assistants.

Rising count 8 – 0 – 0. Motion passed.

SMSU 33/16 SMSU Sandwich Board Policy (Action, Moreno-Gonzalez)

M/S Burgess/Moreno-Gonzalez to approve the SMSU Sandwich Board Policy.

Mr. Bracken shared with the Board that there is currently no policy for this. Mr. Craig asked about SRWC being affected. Mr. Burgess clarified that while the SRWC is considered a department of the SMSU, it will not fall under this policy as it is not a tenant of the building.

Ms. Pitzek addressed the last bullet of the policy and stated that we should add student clubs and organizations to the document.

M/S Pitzek/Bracken amend to the last bullet to read “SMSU Centers, tenants, CSUSB departments, chartered student clubs, and organizations on campus must reserve A-frame or sandwich board space through the SMSU Scheduling Department.

The amendment passed.

Discussion ensued regarding the number of SRWC boards. Mr. Zatarain requested that we add the SRWC to the first section.

M/S Zatarain/Pitzek to amend "with the exception of SRWC which is allowed to have two" in the first section.

The amendment passed.

A vote was taken upon the main motion as amended. The motion passed.

Mr. Azhand left the meeting. There was no longer quorum; therefore, the following agenda items will be discussed at the next Board meeting:

SMSU 34/16 SMSU/SRWC 2014-2015 Accident Report (Action, Moreno-Gonzalez)

SMSU 35/16 SMSU Facilities Use Manual Policy (Action, Moreno-Gonzalez)

SMSU 36/16 SMSU Student Assistant Handbook (Action, Moreno-Gonzalez)

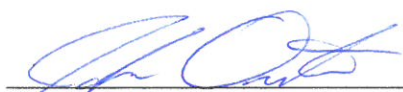
SMSU 37/16 SMSU Committee Member Policy (Action, Moreno-Gonzalez)

SMSU 38/16 SMSU Video Wall Policy (Action, Moreno-Gonzalez)

Announcements: The SMSU Holiday Gathering will be held on Friday, December 11 at 2:00 p.m. Dr. Fong commented that perhaps there could be a future discussion of the Citizens Bank graduation off-campus overflow being held in the SMSU.

Adjournment: The meeting was adjourned at 11:47 a.m.

Minutes reviewed and approved by:



Jake Orta, Secretary, Board of Directors



Date