Santos Manuel Student Union
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**California State University, San Bernardino**
**Santos Manuel Student Union Board of Directors**
**Thursday, January 21, 2016**
**Minutes**

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| **Members Present:** | Hamid Azhand, Ryan Bracken, Aaron Burgess, Shakeh Ghazaryan, Diana Hernandez Aguilar, Anaiza Moreno Gonzalez, Jake Orta, Kammy Padda (for Bryce Davis), Jessica Pitzek, Brian Willess (for Dr. Alysson Satterlund) |
| **Members Absent:** | Dr. Mary Fong, Dr. Josephine Mendoza, Louis Penna, Casey Ysaguirre, Jorge Zatarain |
| **Staff Present:** | Susan Avery, Tobey Caldwell, Melissa Cordoba, Rick Craig, Jesse Felix, Janet Honn-Alex, Maria Najera-Neri, Anthony Roberson |
| **Guests Present:** | Muhammed Khan |
| **Call to Order:** | The meeting was called to order at 10:02 a.m. |
| **Roll Call:** | A verbal roll call of attendees was conducted. |

**Approval of SMSU Board of Directors Minutes from December 3, 2015.**

M/S Hernandez/Burgess to approve the SMSU Board of Directors Minutes from December 3, 2015.

Motion passed.

**Board Reports**

Chair: Mr. Bracken shared with the Board that he appreciated their attendance at today's meeting and is looking forward to finishing out the year strong.

Interim Executive Director: Mr. Burgess shared with the Board that Alexsaundra Preston has accepted an out-of-state position and Ms. Cordoba has accepted additional duties while the plans for the Marketing Department are finalized. The job description for the Associate Director of Marketing & Programs will be revised. The Coyote Statue location has been changed to the area inside the planter near the Starbucks entrance to the SMSU. The statue should be ready near the end of March. This will be a temporary location and after the expansion is completed, it will be relocated to a high-traffic area. He and Mr. Bracken have been meeting frequently regarding the

SMSU Expansion project. LPA and Leatha Eldson from CPDC are working with us. It is anticipated that the new SMSU will be more than double the size of the current building and there will be more services for students. The tentative completion date will be in 2018 or 2019.

Marketing & Programs: Ms. Cordoba shared with the Board that the OARC will be having two workshops in January and the CCC will have an event with Tim Wise. The Marketing Department will be hosting the SMSU Birthday on February 24 and hiring a Winter Quarter intern. The WRC and Pride Center events will include The Vagina Monologues and the Drag Show. The Pride Center is hosting Safe Zone Trainings and 30 students from Moreno Valley High School will be in attendance today.

Operations: Mr. Felix shared with the Board that the hum in the theater has been repaired. There was a facilities walk-through and a list of tasks was created in order of priority and price. There is a large inventory of antiquated video games at the Main Desk. Scheduling is doing trials of new software and there were 168 events in the building in December. There will be a Veterans Appreciation Day on January 26 in the Game Room.

Student Recreation & Wellness Center: Mr. Craig shared with the Board that Snow Day will be on January 28. Mr. Burgess asked about the status of the Palm Desert Campus Rec Center. Mr. Craig responded that the grand opening will be during the Spring Quarter. Mr. Burgess and Mr. Azhand expressed their gratitude to Mr. Craig for being a wonderful colleague. He has accepted a position at Stanford and his last day will be February 12.

**BOD Representatives:** None

**Open Forum: None**

**Adoption of Agenda:** M/S Pitzek/Hernandez Aguilar to approve the SMSU Board of Directors Agenda for January 21, 2016.

The agenda was approved.

**New Business:**

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

M/S Moreno Gonzalez/Ghazaryan to approve the SMSU/SRWC 2014-2015 Accident Report.

Mr. Burgess shared with the Board that the SMSU and SRWC create this report for the review of the Board of Directors as an overview of the injuries and accidents which occur in both facilities during the past year.

Motion passed.

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

M/S Moreno Gonzalez/Hernandez Aguilar to approve the SMSU Facilities Use Manual Policy.

Mr. Bracken shared with the Board that this agenda item is to add language which bans Hover Boards from the SMSU. Mr. Orta asked who would enforce this policy. Mr. Craig responded that the University Police Department is informing students about this policy. Mr. Burgess added that our staff will inform people that Hover Boards are banned from the SMSU. Mr. Craig suggested that Hover Boards be included in the last sentence on the policy change.

M/S Burgess/Moreno Gonzalez to amend the main motion to change the last sentence of the policy to read "Bicycles and Hover Boards are not allowed in the building."

The amendment passed.

A vote was taken upon the main motion as amended.

The main motion as amended passed.

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

M/S Moreno Gonzalez/Hernandez Aguilar to approve the SMSU Student Assistant Handbook.

Ms. Moreno Gonzalez shared with the Board that the new SMSU Student Assistant Handbook now includes the CSUSB Student Conduct Code, the Paid Sick Leave policy, and the new SMSU Dress Code.

Motion passed.

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

M/S Moreno Gonzalez/Hernandez Aguilar to approve the SMSU Committee Member Policy.

Mr. Bracken shared with the Board that this policy was designed in order to make SMSU Committees more productive and to include incentives for Committee members who meet the requirements. The Board of Directors Chair and Interim Executive Director will decide if Committees should meet more than once a quarter. The incentives will include priority registration and being referred to as interns. Ms. Hernandez Aguilar asked when this policy will become effective. Mr. Bracken responded that it will become effective immediately. Ms. Cordoba asked when the priority registration would be effective. Mr. Bracken responded that this would be given to students in advance, beginning with the Fall Quarter.

Motion passed.

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

M/S Moreno Gonzalez/Hernandez Aguilar to approve the SMSU Video Wall Policy.

Mr. Felix closely mirrors the current Four Winds Display policy. The primary goal of the Video Wall is to showcase CSUSB student life and the Board of Directors, but not to have it filled with advertisements. Ms. Pitzek asked if there were any restrictions on how long something could be posted on the Video Wall. Mr. Felix responded that it is two weeks. Mr. Azhand suggested that campus and student successes should also be showcased.

Motion passed.

**SMSU 39/16 SMSU Remodel (Action, Burgess)**

M/S Burgess/Pitzek to approve the SMSU Remodel of SU 213 to be converted for the use of a Prayer and Meditation room in the amount of $3,385.00.

Mr. Roberson shared with the Board a proposal to move the Prayer Room to the second floor adjacent to the Foot-Washing Station. This will allow the current Prayer Room on the first floor to be converted back to the Green Room. Ms. Moreno Gonzalez asked if the size of the new location was similar to the old location. Mr. Roberson responded that the square footage for the current location is 213 and the upstairs locations will be 198 square feet. The new location will also look similar to the old location. Mr. Burgess commented that the new location will provide more convenience for the users of the Foot-Washing Station.

Rising count 10 – 0 – 0. Motion passed.

**Announcements:** Mr. Willess shared that Dr. Satterlund wishes everyone a happy Winter Quarter. Mr. Orta works in the office of Government/Community Relations on campus. This office is working on student profiles and how CSUSB has impacted them. If you are interested in sharing your story please contact him. Ms. Pitzek asked about the status of the bicycle rentals on campus. Mr. Craig responded that the bicycles were removed because they are working on MOU with the bicycle company. Mr. Azhand commented that they are working on Biking master plan with lanes and locations. Ms. Pitzek commented that the Ad Hoc Sustainability Committee is planning on tabling to promote sustainability actions on campus. If anyone has any ideas which they would like to share, please contact her or Bryce Davis.

**Adjournment:** The meeting was adjourned at 10:58 a.m.

Minutes reviewed and approved by:

for _____ 2/10/16

Jake Orta, Secretary, Board of Directors Date