



**Santos Manuel
Student Union**

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**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, February 11, 2016
Minutes**

Members Present: Hamid Azhand, Ryan Bracken, Aaron Burgess, Bryce Davis, Alex Gutierrez (for Jorge Zatarain), Diana Hernandez-Aguilar, Anaiza Moreno-Gonzalez, Jessica Pitzek, Dr. Alysson Satterlund, Casey Ysaguirre

Members Absent: Dr. Mary Fong, Shakeh Ghazaryan, Dr. Josephine Mendoza, Jake Orta, Louis Penna

Staff Present: Susan Avery, Melissa Cordoba, Rick Craig, Jesse Felix, Janet Honn-Alex, Monica McMahon, Maria Najera-Neri, Anthony Roberson, Megan Tipple

Guests Present: Muhammed Khan

Call to Order: The meeting was called to order at 10:03 a.m.

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

Approval of SMSU Board of Directors Minutes from January 21, 2016:

M/S Ysaguirre/Hernandez-Aguilar to approve the SMSU Board of Directors Minutes from January 21, 2016.

Motion passed.

Board Reports

Chair: Mr. Bracken thanked everyone for their attendance. He commented that there has been a lot of work done regarding the SMSU expansion plans this quarter.

Interim Executive Director: Mr. Burgess shared with the Board of Directors that he met with John Griffin, the new Executive Director for the University Enterprise Corporation. This will be a great opportunity to create solid partnerships. He has already agreed to assist with the renovation of the WOW wall in the Coyote Café and to work on the SMSU contract between the UEC and Sodexo.

Marketing & Programs: Ms. Honn-Alex shared with the Board of Directors that the showing of the Tim White film “White like Me” and the reception sponsored by the Cross Cultural Center was very successful. The Osher Foundation is accepting applications for the Osher Scholarship. The Marketing Department is finalizing plans for the SMSU Birthday Party which will be on February 24 at 11:30 a.m. The Pride Center hosted the GSS Club from Moreno Valley High School. The Drag Show held earlier this month was very successful. There will be two different casts for the Vagina Monologues in March. Program Board hosted a giveaway week last month with many students participating and there will be a Glow Run later this month. The Rancho Mirage Student Center had a successful Blood Drive in January.

Operations: Mr. Roberson shared with the Board of Directors that Operations is looking into purchasing additional lighting boards for the building. Some of the student organizations are staying longer in the building than their scheduled time. Disaster preparedness training is being held for the Floor Marshalls in preparation for the campus Evacuation Drill in April. The Main Desk had a successful Veterans Appreciation event. The Scheduling Department participated in a final demonstration of the EMS software.

Student Recreation & Wellness Center: Mr. Craig thanked ASI for their assistance with Snow Day. The CSUSB Homecoming will be February 20 and the Grand opening for the Palm Desert Campus Rec Center will be April 14 at 11:00 a.m. Members of the Board expressed their gratitude to him for his service to CSUSB.

BOD Committees:

Ad Hoc Sustainability – Ms. Pitzek shared with the Board of the Directors that there will be sustainable displays in the SMSU and the Library. The ASI has purchased hand driers and solar umbrellas for the campus.

Facilities – Mr. Roberson shared with the Board of Directors that the Committee reviewed an expansion presentation from LPA. The Coyote Statue may be arriving in March. The Committee also discussed space usage in the SMSU.

Finance & Contracts – Ms. Najera-Neri shared with the Board of Directors that the Committee reviewed the 2016-2017 budget timeline and discussed the Bank of America ATM sublease which is scheduled to expire in September, 2016.

BOD Representatives: None

Open Forum: None

Adoption of Agenda: M/S Davis/Gutierrez to amend the SMSU Board of Directors Agenda for February 11, 2016 to include the following agenda items – SMSU 43/16-Bank of America Sublease Extension and SMSU 44/16-Sustainability Week Presentation.

The amended agenda was approved.

New Business:

SMSU 40/16 Review of Investments and Investment Income (Action, Burgess)

Ms. Najera-Neri shared with the Board of Directors that SMSU funds are invested with Wells Fargo and the Local Agency Investment Fund (LAIF). On the Investment Report, the HDD funds in the first column represents the funds collected from student fees. The RO001 funds in the second column are used for operating expenses. The FDD01 funds in the third and fourth columns are used for SMSU and SRWC repairs and replacements. At the bottom of the form, the interest earned from each account is listed. The funds being held by Wells Fargo earn interest at the rate of 0.77%. The funds held by LAIF currently earn interest at the rate of 0.44%. The Finance & Contracts Committee discussed transferring the LAIF account into the Wells Fargo account. Mr. Davis asked where the interest earned is deposited. Ms. Najera-Neri responded that it is deposited into the account from which it was earned.

Mr. Azhand asked if these were long-term investments. Ms. Najera-Neri replied that the funds are liquidable and we are able to withdraw them anytime. Mr. Burgess commented that with the upcoming SMSU Expansion, we will be drawing down funds from the Reserves. However, they will be replenished.

M/S Pitzek/Gutierrez to approve the Investments and Investment Income Report.

Rising count 10 – 0 – 0. Motion passed.

SMSU 41/16 Bad Debt Write-Off (Action, Burgess)

Ms. Najera-Neri shared with the Board of Directors the list of proposed write-offs which the SMSU has not been able to collect. Funds have been set aside in the budget for bad debt allowances. Previously, this was an audit finding and now we do not keep a bad debt past 365 days. These clubs and organizations are not chartered anymore with the campus. However, if they try to recharter, we will collect the debt. Dr. Satterlund commented that sometimes clubs take a risk and have a large event; however, it may not be successful and there is a large debt incurred. As a result of this, the club cannot recharter. One of the challenges of asking club leaders to be responsible for the club debt, would be that it may become a barrier to having people participate. Mr. Burgess suggested that a grace period be considered so that a new group of students would not be responsible for the old debt.

M/S Davis/Burgess to approve the Bad Debt Write-Off.

Rising count 10 – 0 – 0. Motion passed.

SMSU 42/16 SMSU Expansion Update (Discussion, Bracken)

Mr. Bracken shared with the Board a presentation from LPA regarding the SMSU Expansion. Tentatively, the new building will contain areas for retail life, style, activities, social space, an Events Center, student success and meeting rooms. We will also be using the Obershaw Commons for our use for meeting spaces. Most of the centers will be on the third floor.

Dr. Satterlund commented that a landscape architect will advise us regarding the outside areas of the new building in order to connect it to the landscape of the new housing and dining areas. The next planning phase will consist of meeting as a community of SMSU users and finding the

location which suits each center the best. Ms. Pitzek expressed her appreciation to everyone involved in this process and for the efforts which are being expended to create a new SMSU.

Ms. Ysaguirre and Ms. Hernandez-Aguilar left the meeting.

SMSU 43/16 Bank of America Sublease Extension (Action, Burgess)

Mr. Burgess shared with the Board of Directors that currently we have a sublease with Bank of America for an ATM in the SMSU which will expire in September, 2016. We would like to exercise the option to extend the sublease for two additional years. Mr. Azhand asked about having U.S. Bank in the SMSU. Mr. Burgess responded that the expanded SMSU will have options and space for multiple financial institutions.

M/S Pitzek/Gutierrez to approve the Bank of America Sublease Extension.

Rising count 7 – 0 – 1. Motion passed.

SMSU 44/16 Sustainability Week Presentation

Mr. Gutierrez shared with the Board of Directors a presentation regarding the ASI Sustainability Week which will occur March 7 – 10. They will host small-scale events designed to increase student awareness about sustainability efforts. The presentations will include “Leave No Trace Behind,” “Just Eat It,” an award-winning documentary film regarding sustainability, and a keynote speaker – Len Hering.

Announcements: The Board of Directors are invited to the Pioneer Breakfast on February 26 and the SMSU Birthday Party on February 24. Mr. Burgess announced that Anthony Roberson received an award for the design and installation of the new carpeting and he also spearheaded the remodel of the SMSU with the assistance of Jesse Felix, Jenny Puccinelli, and Melissa Cordoba. An article will be written and published in a magazine of our choice regarding his award. The Board of Directors are also invited to the SMSU Student Assistant Retreat on September 15.

Adjournment: The meeting was adjourned at 11:36 a.m.

Minutes reviewed and approved by:



Jake Orta, Secretary, Board of Directors

4/19/16

Date