



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, March 9, 2017
Minutes**

- Members Present:** Tejwant Brar (Designee for Joshua Imeri-Garcia), Aaron Burgess, Connor Dickson, Dr. Mary Fong, David Friedman, Alejandro Gamboa Montes, Alex Gutierrez, Diana Hernandez Aguilar, Felicia Hernandez, Dr. Alysson Satterlund, Ruben Vasquez
- Members Absent:** Hamid Azhand, Kassandra Johnston, Dr. Josephine Mendoza, Daniel Perez
- Staff Present:** Susan Avery, Janet Castro, Melissa Cordoba, Jesse Felix, Tamara Holder, Trent Morgan, Maria Najera-Neri, Lynn Nester, Andrea Okoh, Mark Oswood, Anthony Roberson, Sierra White, Rosemary Zometa
- Guests Present:** Muhammad Khan
- Call to Order:** The meeting was called to order at 10:07 a.m.
- Roll Call:** A verbal roll call of attendees was conducted.

Approval of SMSU Board of Directors Minutes from January 19, 2017 and February 21, 2017:

M/S Gutierrez/Dickson to approve the SMSU Board of Directors Minutes from January 19, 2017 and February 21, 2017.

Motion passed.

Reports:

BOD Chair: Ms. Hernandez Aguilar wished everyone good luck on their finals. The SMSU Board of Directors will be recruiting applicants for the student representative positions and she encouraged everyone to assist with the process. She will be attending the ACUI Conference in Philadelphia later in March.

Executive Director: Mr. Burgess commented that it is truly an honor to serve the corporation and to watch the students grow and prosper. He welcomed to Dr. Lynn Nester as the new Recreation & Wellness Center Director. There are plans to have an SMSU Board of Directors transition retreat during the early summer and a Scantron machine installed in the SMSU in the near future.

Marketing & Programs: Ms. Cordoba shared with the Board that the SMSU 39th Birthday Party was well attended. The Marketing Department is currently recruiting for Graphic Design interns. Jacquelyn Green, an Osher Adult Re-Entry Center student assistant has accepted an internship with a New York Public Relations firm. The Women's Resource Center sponsored an informational session on Food Stamps. Program Board has

had successful Winter Quarter events and the Rancho Mirage Student Center held eight events during the Winter Quarter.

Operations: Ms. Castro shared with the Board that the SMSU Laptop Lending program has been very successful. The Gamers Lounge will be collaborating with Recreation & Wellness for a De-Stress Fest next week and Coyote Radio will be playing music in the Gamers Lounge every Thursday. The Scheduling Department is continuing to work on the EMS upgrade.

Student Recreation & Wellness Center: Dr. Nester shared with the Board that David Herrera, a Marketing Department student assistant, received an Addy Award for a branding project. The Recreation & Wellness Center will be celebrating its 10th anniversary in April and everyone is invited to attend. Training is continuing for staff on how to respond to various emergencies and these policies are being reviewed to verify that they are up to date. Personal Training is collaborating with the Health & Nutrition Center to provide users with positive body awareness. Outdoors trips continue to be popular and students are training to become trip leaders. The Leadership Challenge Center is closed while a program review is conducted and the policies and procedures are reviewed. LED lights and active shooter lockdown mechanisms are being installed and they are also looking at different options for increased floor space.

Ad Hoc Sustainability: Mr. Friedman shared with the Board that he was elected Committee Chair and they met with campus representatives regarding tree-planting ceremony in April.

Commercial Services: Ms. Hernandez shared with Board that the Committee reviewed the UEC/SMSU sublease and has forwarded it to the Board for their review and approval today.

Facilities: Mr. Roberson shared with the Board that the Committee discussed long range planning goals, space usage, and an expansion update.

Finance & Contracts: Ms. Najera-Neri shared with the Board that the Committee reviewed the budget timeline, the Investments report, and the proposed UEC/SMSU sublease.

Policies & Procedures: Mr. Burgess shared with the Board that the Committee reviewed the Key Policy, Bylaws, and Procurement Card Policy.

BOD representatives: Mr. Vasquez shared with the Board that the LatinX Center and First Peoples' Center are welcome additions to the SMSU and make our building more inviting to students. Dr. Satterlund commented that Mr. Burgess and Ms. Zometa are working together with state-side grant funds and SMSU funds for a temporary one-year hire to support the growing affinity communities. Mr. Burgess commented that the SMSU budget was created without these centers and the current budget is being restructured to meet the needs of these centers.

Open Forum: None

Adoption of Agenda:

M/S Gutierrez/Dickson to amend the agenda to strike agenda items SMSU 26/17 Key/Access Policy Revision and SMSU 27/17 Bidding Policy Revision.

The amended agenda was approved.

New Business:

SMSU 25/17 Bylaws Revision (Action, Hernandez Aguilar)

M/S Dickson/Friedman to approve the Bylaws Revision.

Mr. Burgess shared with the Board that one of the changes was to omit the name "Recreational Sports" and change it to "Recreation & Wellness" for the Committee name. Dr. Nester commented that they are offering services to entire campus community, not only students. The Ad Hoc Sustainability Committee description was also added to the Bylaws. Dr. Satterlund suggested that additional wording be added which would empower the Committee to make recommendations as opposed to only conducting research.

M/S Gutierrez/Dickson to amend the Ad Hoc Sustainability Committee description as follows:

"This is temporary committee that will research CSU's and other schools efforts regarding encouraging sustainability, new environmental strategies, and energy-saving initiatives to make recommendations that improve the SMSU's sustainable practices."

Amendment passed.

Rising count 10 – 0 – 1. Main motion as amended passed.

SMSU 28/17 UEC Sublease Approval (Action, Hernandez)

M/S Gutierrez/Gamboa Montes to approve the UEC Sublease.

Mr. Burgess shared with the Board that the SMSU has received minimal revenue from the UEC for the past 10 years. An agreement has been reached which will allow us to receive revenue. The sublease states that the SMSU will receive 1% of gross sales and will be reimbursed for utilities including electricity, gas, water, and sewer. It will expire in 2018 and be renegotiated at that time. The UEC and SMSU also have a Memorandum of Understanding (MOU) for Vending Revenue from vending machines located in the SMSU and Recreation & Wellness Center. Mr. Burgess recommended that this contract remain in place through 2021.

Mr. Gutierrez asked if the UEC Executive Director will need to sign the amended sublease. Mr. Burgess responded that the UEC Executive Director will sign it after it is approved by the SMSU Board of Directors. Mr. Gutierrez asked if what other student unions charge food services has been researched. Mr. Burgess responded that some schools charge per square foot or a portion of gross sales. Our plan is to have incremental increases to the amount of gross sales that the SMSU will receive, up to 3%. Discussion ensued regarding the anticipated changes to the food services in the SMSU. Dr. Satterlund suggested that the UEC Executive Director, John Griffin, be invited to a meeting to update the Board regarding the changes.

Rising count 10 – 0 – 1. Motion passed.

SMSU 29/17 Procurement Card Procedures Revision (Action, Imeri)

M/S Dickson/Hernandez to approve the Procurement Card Procedures Revisions.

Ms. Najera-Neri shared with the Board that the changes to the procedures include adding the name of the Recreation & Wellness Center, change of personnel titles, and changing the procedure for the statement due

date. Another change is that technology or electronic devices are only to be purchased by the Computer Technician and pre-paid credit cards can be purchased for travel expenses for students/staff who do not have a procurement card. Mr. Gutierrez suggested that the acronym RWC be listed after Recreation & Wellness Center on the first page so that it is understood what the acronym means. Discussion ensued regarding whether it should be listed as Recreation & Wellness or Recreation & Wellness Center. Mr. Burgess suggested that this topic be discussed at another time.

Rising count 10 – 0 – 1. Motion passed

SMSU 30/17 Review of Investments and Investment Income (Action, Imeri)

M/S Gutierrez/Dickson to approve the review of the Investments and Investment Income.

Ms. Najera-Neri reviewed with the Board the Investments and Investment Income. The report contains the balances of the SMSU and Recreation & Wellness funds and the interest received. The accounts include an Operating Revenue account, an Operations account and a Repairs & Replacement account. Discussion ensued regarding different investments that would pay a higher interest rate. Mr. Burgess commented that the regulations which govern the investments are very restrictive. Dr. Satterlund suggested that the Finance & Contracts Committee research whether a small pool of funds could be directed towards local projects.

Rising count 10 – 0- 1. Motion passed.

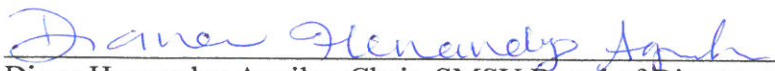
SMSU 31/17 SMSU Expansion Update (Discussion, Burgess)

Mr. Burgess shared with the Board the status of the expansion project. One topic that was discussed at the meeting with the architectural firm, LPA, was sustainability. It was discussed that sustainability was not just about utilities and the carbon footprint, but about equal justice and having the building assist students and staff to make healthy lifestyle choices. At this point, we are in the Schematic Design phase. LPA is meeting with current and future SMSU tenants to determine their needs for the new building. If we meet the minimum California building standards, the building will be LEED certified. However, the goal is to achieve gold or platinum certification. LPA will also meet with the Sustainability Committee to discuss their ideas for a sustainable building.

Announcements: Dr. Satterlund acknowledged Ms. Hernandez Aguilar and Mr. Azhand for their help with the SMSU Executive Director search. She also acknowledged that Ms. Hernandez Aguilar has partnered with ASI for the largest Alternate Consultation in CSU history and the LatinX and First Peoples' Center has been created. Mr. Khan shared that the Muslim Student Association has partnered with the Counseling Center to provide counseling sessions every Wednesday in the Interfaith Center from 12:00 p.m. – 1:00 p.m. Mr. Gutierrez commended everyone for the work being done for our students and to use our voice to encourage students.

Adjournment: The meeting was adjourned at 11:51 a.m.

Minutes reviewed and approved by:


Diana Hernandez Aguilar, Chair, SMSU Board of Directors

04/12/17
Date