



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Thursday, April 13, 2017  
Minutes**

**Members Present:** Hamid Azhand, Aaron Burgess, Connor Dickson (Designee for Quin Kochman), David Friedman, Diana Hernandez Aguilar, Felicia Hernandez, Joshua Imeri-Garcia, Dr. Josephine Mendoza, Daniel Perez, Dr. Alysson Satterlund, Ruben Vasquez

**Members Absent:** Dr. Mary Fong, Alex Gutierrez, Alejandro Gamboa Montes,

**Staff Present:** Francisco Alfaro, Susan Avery, Jasmine Bustillos, Janet Castro, Melissa Cordoba, Kelly Dinh, Jesse Felix, Tamara Holder, Janet Honn-Alex, Monica McMahon, Michael Mejia, Maria Najera-Neri, Dr. Lynn Nester, Andrea Okoh, Mark Oswood, Michael Palacios, Jennifer Puccinelli, Anthony Roberson, Olivia Ruiz, Laura Sicklesteel, Richard Strawter, Sierra White, Rosemary Zometa

**Guests Present:** None

**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 March 9, 2017:**

M/S Friedman/Dickson to approve the SMSU Board of Directors Minutes from March 9, 2017.

Motion passed.

Ms. Sicklesteel shared with the Board that the holiday card that the SMSU Graphics Department designed, won Honorable Mention in the graphic design category at the 52<sup>nd</sup> Annual Association of College and University Printers Conference.

**Reports:**

**BOD Chair:** Ms. Hernandez Aguilar shared with the Board that she had the opportunity to attend the ACUI Annual Conference. She learned that networking is very important and there are lots of people who are willing to help students. ACUI is looking for volunteers for the next conference.

**Executive Director:** Mr. Burgess commended the commitment of faculty and staff in the SMSU and the Recreation & Wellness Center to keep the students safe during the tragedy that occurred on

Monday. Hathaway Dinwiddie has been selected as the construction management team for the SMSU expansion after going through an interview process. He announced that Mr. Roberson has accepted the position as the SMSU Associate Director of Operations and he was also awarded the Revis Cox award at ACUI for his service to the campus community. The SMSU is working with CSUSB regarding charge-backs and the University Cost Recovery Plan.

**Marketing & Programs:** Ms. Zometa introduced Ms. Bustillos and Ms. Dinh as new SMSU staff members. Ms. Dinh shared with the Board that the Cross Cultural Center will present “Ink: The Story Behind the Tattoo” in May and the Pan African Center will be hosting five events during the spring. The Marketing Department is in the process of hiring interns and the OARCSSC will have academic advising during the Fall. The WRC facilitated events to celebrate Women’s History Month and the Pride Center facilitated a panel discussion on mental health and the Queer Community. Program Board is preparing for the ABC Dance tomorrow and the Rancho Mirage Student Center has had successful events during the Spring Quarter.

**Operations:** Mr. Roberson shared with the Board that the Laptop Lending Program has been successful and that a new router has been installed at the PDC Rec Center. The Gamers Lounge has been busy promoting current and future events and the Audio Visual Department has been preparing for spring events. The Maintenance Department has created a new building matrix to be more efficient during operating hours and the Scheduling Department has identified a small group of departments for a soft rollout of the new scheduling program in May.

**Student Recreation & Wellness Center:** Dr. Nester shared with the Board that the Spring Break trip to New Orleans was successful and the March outdoors trips were also successful. The Leadership Challenge Center has reopened and two of the LCC student staff received Level 2 Certification. They are in the process of finalizing the third quote for new fitness flooring. Aquatics is preparing for summer programs and the 10<sup>th</sup> Anniversary Event was successful. Mr. Burgess commended Dr. Nester on the success of the Spring Break trip and the report that was generated.

**Finance & Contracts:** Mr. Imeri shared with the Board that the Committee reviewed the SMSU and Recreation & Wellness Center budgets and the Investment Income reports. These items have been forwarded to the Board for their review and approval today.

**Strategic Planning:** Mr. Mejia shared with the Board that the Committee reviewed the SMSU Strategic Plan and the current year’s programs and events.

**BOD representatives:** Mr. Azhand congratulated Mr. Roberson on his new position as SMSU Associate Director of Operations and commented on his dedication to the SMSU.

**Open Forum:** None

### **Adoption of Agenda:**

M/S Satterlund/Mendoza to amend the agenda to add agenda items SMSU 35/17 – SRWC Associate Director, Operations Position Approval and SMSU 36/17 – SRWC Assistant Director, Fitness & Wellness Position Approval.

The amended agenda was approved.



## **New Business:**

### **SMSU 32/17 First Reading 2017-2018 SRWC Budget (Action, Imeri)**

M/S Perez/Dickson to approve the First Reading of the 2017-2018 SRWC Budget.

Ms. Najera-Neri reviewed the proposed SRWC budget with the Board. The Special Events account will be changing to the Leadership Challenge Center account. Another change to the budget includes student assistants' salaries being moved from state-side funds to SMSU funds. All revenue collected is also being deposited to SMSU accounts. Funds are being held in the unallocated account for staff raises, if state-side employees receive a raise. Mr. Burgess shared with the Board that IRA funds are being deposited into the revenue account. Ms. Okoh commented that the staff benefits and telephone charges have been consolidated into the Administration account and the Palm Desert Campus Rec Center is being fully-funded from the draw-down this year. Mr. Burgess asked if the expenditures at the Palm Desert Campus were exceeding the revenue for their portion. Ms. Okoh responded that they have budgeted the expenditures to be less than the revenue. Mr. Burgess and Dr. Satterlund commended the finance team who worked on the budget to bring it back into compliance and to insure equity. She requested that at the SMSU Board Transition, a special workshop on how to read financial statements be included.

Rising count 11 – 0 – 1. Motion passed.

### **SMSU 33/17 First Reading 2017-2018 SMSU Budget (Action, Imeri)**

M/S Hernandez/Perez to approve the First Reading of the 2017-2018 SMSU Budget.

Mr. Imeri shared with the Board that an amount for the tentative staff salary increase has been included in the unallocated account. Ms. Najera-Neri commented that the staff benefits costs have increased and the UPD portion of the cost allocation has increased. The out of state Travel expenses have increased because the ACUI Region I Conference will be in Arizona. We will be generating more income because rent will be charged to the Office of Student Engagement Department and the First Year Experience Office. Mr. Burgess commented that the overall increase to the budget is 3.725%.

Rising count 11 – 0 – 1. Motion passed.

### **SMSU 34/17 Review of Investments and Investment Income (Action, Imeri)**

M/S Perez/Dickson to approve the Review of Investments and Investment Income.

Mr. Imeri shared with the Board that this report contains the balances of the SMSU and Recreation & Wellness accounts. Ms. Najera-Neri commented that another account will be created for a construction fund for the expansion and funds will be transferred into the account as needed. Dr. Mendoza asked where interest is deposited. Ms. Najera-Neri responded that it goes back into the principle.

Rising count 11 – 0 – 1.

Motion passed.

Dr. Mendoza left the meeting.

### **SMSU 35/17 SRWC Associate Director of Operations Position Approval**

M/S Imeri/Perez to approve the SRWC Associate Director of Operations Position.

Dr. Nester shared with the Board that currently Mr. Felix is serving as the Interim Associate Director. The new position description includes the responsibilities and requirements for this job. Dr. Satterlund thanked her for facilitating this position and Mr. Felix for his work and leadership at the Recreation & Wellness Center.

Rising count 10 – 0 – 0. Motion passed.

### **SMSU 36/17 SRWC Assistant Director, Fitness & Wellness Position Approval**

M/S Perez/Satterlund to approve the SRWC Assistant Director, Fitness & Wellness Position.

Dr. Nester shared with the Board that this position will allow a wellness component to be added to the Assistant Director of Fitness position. The goal is to expand the wellness services offered to campus, using data-driven information and research specific to the needs of the CSUSB students. She also commented that the SMSU expansion will allow for a wellness center in SMSU.

Rising count 10 – 0 – 0. Motion passed.

**Announcements:** Mr. Burgess expressed his appreciation for Mr. Vasquez and the work that he has done for the Board and the SMSU. Mr. Vasquez thanked everyone for the opportunity to be on the Board. Mr. Burgess invited everyone to attend the SMSU Expansion Community Engagement Workshops on April 24 and April 27.

**Adjournment:** The meeting was adjourned at 11:21 a.m.

Minutes reviewed and approved by:

  
Diana Hernandez Aguilar, Chair, SMSU Board of Directors

06/07/17  
Date