



**Santos Manuel
Student Union**

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

Members Present: Hamid Azhand, Ryan Bracken, Aaron Burgess, Dr. Mary Fong, David Friedman, Diana Hernandez-Aguilar, Joshua Imeri-Garcia, Kassandra Johnston, Dr. Josephine Mendoza, Jake Orta, Dr. Alysson Satterlund, Casey Ysaguirre

Members Absent: Jack Abbott, Bryce Davis, Shakeh Ghazaryan

Staff Present: Kimberly-Anne Anacleto, Susan Avery, Melissa Cordoba, Jesse Felix, Tamara Holder, Janet Honn-Alex, Muhammad Khan, Monica McMahon, Trent Morgan, Maria Najera-Neri, Jesse Neimeyer-Romero, Andrea Okoh, Mark Oswood, Jenny Puccinelli, Anthony Roberson, Rosemary Zometa

Guests Present: Giacomo Thillet

Call to Order: The meeting was called to order at 9:04 a.m.

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

Approval of SMSU Board of Directors Minutes from February 11, 2016:

M/S Hernandez Aguilar/Friedman to approve the SMSU Board of Directors Minutes from February 11, 2016.

Motion passed.

Board Reports

Chair: Mr. Bracken welcomed Joshua Imeri-Garcia, Kassandra Johnston, and David Friedman to the Board of Directors. Jake Orta, Anthony Roberson and himself had the opportunity to attend the ACUI International Conference held in New Orleans in March. They were able to learn new ideas and policies which will help with the SMSU. There are three Board of Directors meetings remaining for this year and he encouraged everyone to finish the year strong.

Interim Executive Director: Mr. Burgess shared with the Board of Directors that the Coyote Statue Unveiling will be held on June 3 at 2:00 p.m. before the Coyote Fest in the area to the west of the SMSU. There is a committee working on the event. Michael Dandurand, the creator of the Coyote Statue idea has been invited to attend the event. Currently, the SMSU is facing an issue regarding Social Security and Medicare. We do not pay into these two items, we pay into 1959 Survivors Benefits. CalPERS stated that we are not a supporting entity of the state and they do not recognize our exemption from Social Security. CalPERS has requested additional information which was sent to them. We are now waiting for their decision and he will keep the Board of Directors informed as to the status of this issue.

Marketing & Programs: Mr. Neimeyer-Romero shared with the Board of Directors that the Cross Cultural Center will be hosting an event entitled "Culture Class." The Osher Adult Re-Entry Center will be awarding scholarships during the Spring Quarter and the Marketing Department is working on completing their Spring Quarter work orders. They have also hired two interns. Program Board visited King Middle School to promote early college awareness. The Rancho Mirage Student Center at Palm Desert Campus will be collaborating with Program Board for the Casino Night event this Friday and the student assistants are creating program proposals for next year's programming calendar. The Pride Center and the Women's Resource Center had successful events such as the Feminist Comedy Night and Vagina Monologues. Upcoming events include the "Take Back the Night" event and Lea DeLaria from "Orange is the New Black."

Operations: Mr. Felix shared with the Board of Directors that the Audio Visual Department is working on upgrades for Theater and the Events Center. The systems which were put into place last year for the Building Managers and the Information Desk have proved to be successful. One of the Building Managers found a student passed out during his rounds and he radioed the other Building Manager for assistance. At the Information Desk, the panic button was used and UPD arrived to assist with an irate patron. The Meditation Room is now being used by students. We are preparing for the evacuation drill which will be held at the end of the month. The Ladies Night event was successful and we received 750 – 1,000 pounds of donations. Scheduling is updating their scheduling software and it should be complete by August.

Student Recreation & Wellness Center: Mr. Morgan shared with the Board of Directors that there was a soft opening of the Palm Desert Campus Fitness Center and the grand opening will be held during the Fall Quarter. It is now open for the students and some classes are being taught at the location.

BOD Committees:

Commercial Services – Mr. Burgess shared with the Board of Directors that the Committee met with John Griffin and David Janosky. We are currently working on putting a contract in place between the UEC, Sodexo, and the SMSU. There will be some alterations made to the Coyote Café area and UEC is willing to pay \$10,000 towards the project. They also agreed to extend the hours in some of the food service areas.

Finance & Contracts – Ms. Najera-Neri shared with the Board of Directors that the Committee reviewed the SMSU Form 990 and 199 and also the SRWC and the SMSU Budgets for the 2016-2017. These items will also be reviewed by the Board today.

Personnel – Mr. Bracken shared with the Board of Directors that some of the issues which were discussed by the Committee are being brought to the meeting today.

Policies & Procedures – Ms. Hernandez Aguilar shared with the Board of Directors that the Committee reviewed the Bylaws, the Bidding Policy, the Travel Policy and the Key policy. The amended Key Policy has been forward to this meeting for review.

Strategic Planning – Mr. Orta shared with the Board of Directors that the Committee reviewed the SMSU Strategic Plan and this year's programs.

BOD Representatives: None

Open Forum: None

Adoption of Agenda:

M/S Ysaguirre /Hernandez Aguilar to approve the SMSU Board of Directors Agenda for April 21, 2016.

The motion passed.

New Business:

SMSU 43/16 Personnel Update (Discussion, Satterlund)

At 9:30 a.m. the Board of Directors went into closed session to discuss a personnel issue. The Board of Directors then reconvened to an open session.

Mr. Burgess shared with the Board of the Directors that the Associate Director of Programs & Communication position will be advertised and filled in order to help us proceed through the remainder of the year and to help us move forward. Kimberly-Anne Anacleto has accepted a six-month emergency hire position as a Graphic Designer for the Marketing Department.

SMSU 44/16 SRWC Update (Discussion, Burgess)

Mr. Burgess shared with the Board of Director that the SRWC has a few vacant positions. In order to ensure that the SRWC continues to provide great programs, Jesse Felix will work there for six months and the Director search will begin in May. All of the SRWC policies and procedures will be reviewed. Dr. Satterlund expressed her gratitude to the SRWC staff for their assistance through this transition.

SMSU 45/16 SMSU Key Policy Revision (Action, Moreno Gonzalez)

Ms. Hernandez Aguilar shared with the Board of Directors that the changes which were made to the Key Policy included department name changes, deletions, and additions. The Student Leadership & Development office was changed to the Student Engagement office, the Student Club Space was deleted, and the Orientation & First Year Experience offices were added.

M/S Hernandez Aguilar/Orta to approve the SMSU Key Policy revisions.

Motion passed.

SMSU 46/16 SMSU Staff Salary Adjustment (Action, Bracken)

Mr. Bracken shared with the Board of Directors that it is being proposed that the SMSU mirror the state-side salary increases which will take effect in July. Mr. Burgess commented that currently there is a 2% increase being proposed, but with the recent faculty negotiations, there may be a new amount. Mr. Azhand commented that a 2% increase barely covers inflation. Dr. Satterlund commented that since we are one professional community, the philosophy is that all departments have the same adjustments.

M/S Burgess/Hernandez Aguilar to approve the SMSU Staff Salary Adjustment which will match the state increase.

Rising count 11 – 0 -1.

Motion passed.

SMSU 47/16 SMSU Position Description Approval (Action, Bracken)

Mr. Bracken shared with the Board of Directors that a new position description was created for the Executive Assistant to the Executive Director. Currently, this position is the Office Manager, held by Ms. Avery. Mr. Burgess shared with the Board the impact of her contributions to the SMSU. Mr. Orta asked if this is a new position with open recruitment. Mr. Burgess responded that this represents a reclassification of her current position with a salary increase.

M/S Orta/Satterlund to approve the SMSU Position Description.

Rising count 11 – 0 – 1.

Motion passed.

SMSU 48/16 SMSU Form 990 Review (Action, Abbott)

Mr. Burgess shared with the Board of Directors that this represents the SMSU Federal and State Exempt Organization tax return. The SMSU net assets are a total of \$1,900,000. Last year, the

net assets were approximately \$3,000,000. However, as a result of GASB 68, we now have to show any outstanding debt.

M/S Friedman/Ysaguirre to approve the SMSU Form 990 review.

Rising count 11 – 0 – 1.

Motion passed.

SMSU 49/16 First Reading 2016-2017 SRWC Budget (Action, Abbott)

Ms. Okoh shared with the Board of Directors that the biggest change to the SRWC budget was the addition of the Palm Desert Campus Fitness Center. This includes funding for staffing, rent, maintenance, and utilities. These funds have been taken out of the PDC Reserves. Dr. Satterlund asked if there were any salary savings from the vacant SRWC positions. Ms. Okoh responded that there were savings on the state-side of the SRWC since the vacant positions were state-side. There will also be savings from Mr. Morgan's salary as long as he is serving as the Interim Director. Ms. Okoh clarified that the state-side salaries are funded through IRP. Mr. Azhand asked about the operating hours for the PDC Fitness Center. Ms. Okoh responded that currently, they are open Monday – Friday 12:00 p.m. – 6:00 p.m. Mr. Azhand asked if the basketball hoops which were installed are being used. Mr. Neimeyer-Romero responded that they were not being used.

Ms. Okoh commented that the Campus Services amount has increased to \$79,337 because of the new charges from various campus departments.

M/S Orta/Hernandez Aguilar to approve the first reading of the 2016-2017 SRWC Budget.

Rising count 11 – 0 – 1.

Motion passed.

SMSU 50/16 First Reading 2016-2017 SMSU Budget (Action, Abbott)

Ms. Najera-Neri shared with the Board of Directors that there was an increase to salaries for the 2% increase for the staff and an increase to the cost of benefits. The campus is going through a process of cost allocation and charging the auxiliary for the services which they provide. This amount may fluctuate based on the results of the meetings which will be held to discuss the charges. Our overall budget is increasing 7% from last year. In addition to the items already mentioned, each department was allowed to increase their budget 2%. Dr. Satterlund asked that professional development funding and building repairs and maintenance funding be increased. Mr. Burgess responded that we have funds set aside in reserves for catastrophic events and repairs and maintenance. Regarding professional development funds, each department has budgeted an amount for this. There are also funds in the Unallocated account which can be used.

Mr. Imeri asked about the Hospitality account. Mr. Burgess responded that it can be used for SMSU events. The Hospitality Policy describes how the funds can be used.

M/S Friedman/Hernandez Aguilar to approve the first reading of the 2016-2017 SMSU Budget.

Rising count 11 – 0 – 1.

Motion passed.

**SMSU 51/16 SMSU Board of Directors Student Representative Application Timeline
(Discussion, Bracken)**

Mr. Bracken discussed the Student Representative Application Timeline. He requested that all the Board members encourage students to apply and to sign up to table for the applications. There will be three open positions for new student representatives. A new policy has been approved so that committee members can receive priority registration if they attend at least 75% of the meetings. Students should also be encouraged to apply for the committees.

Announcements: Mr. Burgess introduced Mr. Friedman to the Board of Directors as the new Alumni Representative. He will be a wonderful asset to the Board as a champion for our students. Dr. Satterlund asked everyone to remind their student constituents to complete the Title IX Training. Mr. Azhand announced that the demolishing work for the Coyote Statue planter will begin soon. The end product will enhance the area. Mr. Burgess thanked Mr. Azhand and FPDC for waiving their fees for this project and ASI for their contributions to the Coyote Statue.

Adjournment: The meeting was adjourned at 10:25 a.m.

Minutes reviewed and approved by:



Jake Orta, Secretary, Board of Directors



Date