



Santos Manuel Student Union

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**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, May 11, 2017
Minutes**

Members Present: Hamid Azhand, Aaron Burgess, Connor Dickson (Designee for Quin Kochman), Alejandro Gamboa Montes, Alex Gutierrez, Diana Hernandez Aguilar, Tay Brar (Designee for Joshua Imeri-Garcia,) Dr. Alysson Satterlund

Members Absent: Dr. Mary Fong, Felicia Hernandez, Dr. Josephine Mendoza, Daniel Perez, David Friedman,

Staff Present: Susan Avery, Andi Okoh, Sierra White, Janet Castro, Kimberly-Anne Anacleto, Alicia Ureste, Michael Palacios, Olivia Ruiz, Dr. Lynn Nester, Anthony Roberson, Maria Najera-Neri, Rosemary Zometa, Carmen Prado, Jesse Felix

Guests Present: None

Call to Order: The meeting was called to order at 10:06 a.m.

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

Approval of SMSU Board of Directors Minutes from April 13, 2017:

M/S Gutierrez/Dickson to approve the SMSU Board of Directors Minutes from April 13, 2017.

Motion passed.

Reports:

BOD Chair: Ms. Hernandez Aguilar shared the process for the student representative applications and challenged the Board to encourage others to apply. The Board will be tabling May 15 – May 26. The application deadline is Tuesday, May 30, 2017 at 5:00 PM. Five two-year term seats and one one-year term seat are available on the Board as well as an alumni representative position.

Executive Director: Mr. Burgess reminded the Board of the service being held in memoriam of Dr. Karnig. Mr. Burgess was proud to have worked for him as he was a great example to all.

Marketing & Programs: Ms. Anacleto highlighted the Cross Cultural Center's Polynesian Culture Night and the partnership with Program Board on the Coyote Fest event to host a Cinco de Mayo celebration. The Pan African Center had their "To be a Mother" event and the Pride Center hosted "Coming out Muslim," "Let Boys be Femme," and "Activism 101". Program Board hosted Coyote Fest which was attended by 7226 people. Mr. Burgess commended Ms. Anacleto for her leadership in the Graphic and Marketing Department.

Operations: Ms. Castro commented on updating software to enable the centers to track student usage and create detailed reports. The Gamer's Lounge hosted successful "May the 4th be with you" and "Game Over" events. The Laptop Lending program has been used over 1200 times. In April, the SMSU hosted 454 events.

Student Recreation & Wellness Center: Dr. Nester shared with the Board that Jesse Felix accepted a new position as of May 1st. The RWC will be working to fill the Associate Director and Assistant Director vacancies. Dr. Nester shared that the RWC is working with the Student Health Center on a wellness-focused presentation for transfer SOAR sessions.

Committees:

Facilities: Ms. Prado shared with the Board that the Committee discussed SMSU repairs and renovations as well as a request for space from the Middle Eastern Student Association.

Personnel: Ms. Hernandez Aguilar shared that the Committee reviewed the job descriptions for the Administrative Analyst and Communication and Special Events Coordinator positions. They also reviewed the SMSU Board of Directors application process.

Recreation & Wellness: Ms. Ruiz shared with that the Committee is working to revamp their committee outcomes, refocus goals, and research models of other schools that have had successful recreation committees.

BOD Representatives: Mr. Gutierrez announced the newly elected ASI Officers: Andrea Davalos – ASI President, Prince Ogidikpe – ASI Executive Vice President, and Connor Dickson – ASI Vice President of Finance.

Open Forum: Ms. Zometa thanked all of the SMSU partners for the success of Coyote Fest. Dr. Satterlund commented there was only one incident that demonstrates the community's commitment to having fun in safe and healthy ways. Ms. Hernandez Aguilar shared that there were no incidents following the event in Housing which is commendable.

Adoption of Agenda:

M/S Hernandez Aguilar/Gutierrez to amend the agenda to add agenda items SMSU 46/17 SMSU/Recreation & Wellness Position Title Change and move SMSU 40/17 Recreation & Wellness Position – Administrative Analyst (Action, Imeri) SMSU 42/17 SMSU Salary Increases (Action, Hernandez Aguilar) to closed session.

M/S Gutierrez/ Dickson to move SMSU 41/17 Recreation & Wellness Position- Communication & Special Events Coordinator to closed session.

The amended agenda was approved.

New Business:

SMSU 37/17 Second Reading 2017-2018 Recreation & Wellness Budget (Action, Imeri)

M/S Gutierrez/Dickson

Dr. Nester commented that the cost of business has increased with the cost of minimum wage increasing and the fact that the RWC is committed to not cutting programs and services to the community. Mr. Burgess commented that these numbers are based upon a headcount of 18,500 and a HEPI increase of 2.1%. Dr. Satterlund suggested that the Board advocate for the chairs of the ASI and SMSU finance committees to sit on the cost allocation committee given the fluid nature of cost allocation with auxiliaries and the student voice not being as strong as it needs to be. Dr. Satterlund requested that the Board of Directors consider working with Vice President of Administration of Finance and the Vice President of Student Affairs to secure those seats. Mr. Gutierrez echoed the importance of having a seat at the table especially in regards to the use of student fees. Mr. Burgess shared that the campus auxiliaries fund 1/3 of the cost for UPD which will be addressed in upcoming conversations about safety given that the current method is not in line with EO 1000. Dr. Nester added that the projected budget for 17/18 includes a fully funded PDC Student Fitness Center and 1/3 of the Student Engagement Coordinator. Mr. Azhand underlined the gap between revenue staying stagnant and costs increasing. Mr. Burgess commented that the RWC is spending \$700,000 for student employment alone which will increase by \$300,000 given the minimum wage increase which challenges the Student Union to maximize growth and minimize costs. Mr. Gutierrez asked about the line item for management. Andi Okoh responded that the positions have moved to SMSU side to centralize the budget.

Rising count 7-0-1.

Motion passed.

SMSU 38/17 Second Reading 2017-2018 SMSU Budget (Action, Imeri)

M/S Dickson/Brar to approve the Second Reading of the 2017-2018 SMSU Budget.

Ms. Najera-Neri shared that there have been no major changes since the last reading. The possible salary increase depending on the state-side bargaining unit outcome which will result in a 3% increase on June 30 and a 2% increase on July 1 has been budgeted for. Ms. Najera-Neri shared that Monir Ahmed commented at a cost allocation seminar that the services that the auxiliaries provide could be considered in-kind services, but the Chancellor Representative declared that that was no longer the case. Ms. Najera-Neri encouraged the students to express the value in the services provided by the auxiliaries as good partners with the State and being creative about generating additional revenue. Mr. Burgess will meet with John Griffin to discuss the revenue being generated by dining services and transitioning to \$1 per square foot rather than a percentage of gross sales. Additionally, when renting out the building to outside organizations, the Student Union will not infringe upon the time the students use the facility. There will also be a conversation with Administration and Finance regarding paying per year for Recreation and Wellness access. Mr. Gutierrez asked if there could be a monthly report of the budget. Mr.

Burgess responded that quarterly, Maria Najera-Neri and Andi Okoh meet to review the budget and get projections from each department and explanations when the department falls over/under budget by 5%. Dr. Satterlund inquired where professional development falls in the budget. Mr. Burgess responded that there is an unallocated account for unexpected expenses, but that there is professional development set aside in each department's budget and suggested bringing professional development opportunities to the campus as well. Ms. Najera-Neri commented that professional development costs are also reflected in travel costs for conferences. Mr. Gutierrez suggested having a quarterly budget report to ensure fiduciary responsibility is being shared amongst the Board and encourages students to be more engaged. Mr. Burgess recommends implementing a financial workshop in the transition retreat to ensure students receive budgeting experience at the start of the term rather than at the end.

Rising count 7- 0 -1.

Motion passed.

Alejandro Gamboa Montes left the meeting

SMSU 39/17 Consensus to Proceed with Construction (Action, Burgess)

M/S Dickson/Gutierrez

Mr. Burgess shared with the Board that the financial picture for construction remains the same. An account with \$575,000 has been set up to begin paying small bills. ASI has submitted a resolution of support for the project. Mr. Gutierrez highlighted that student input throughout the design and implementation of the project and ensuring that the Faculty Representative is represented on the committee is woven into the ASI resolution.

Motion passed.

SMSU 43/17 Climbing Wall Auto-Belay Purchase (Action, Imeri)

M/S Dickson/Gutierrez to approve the Climbing Wall Auto Belay Purchase.

Motion passed.

Dr. Nester shared with the Board the request to purchase an Auto-Belay for the climbing wall which will allow staff and additional members to climb. The Auto-Belay will be purchased using reserves. Ms. Ruiz added that having the auto-belay will allow for a different type of experience on the climbing wall. Mr. Gutierrez commented that the belay will also increase accessibility of the climbing wall for students. Dr. Nester commented that the auto-belay will only be used during climbing hours to ensure climbers are safely hooked in. The RWC will also be buying a safety gate to ensure a staff member is present to clip climbers into the auto-belay safely.

M/S Hernandez/Satterlund to add not to exceed \$2,500.00 to the original motion.

Rising count 6-0-1.

Motion as amended passed.

SMSU 44/17 SRWC Fitness Flooring Replacement (Action, Imeri)

M/S Dickson/Gutierrez for the Fitness Flooring Replacement to not exceed \$140,000

Dr. Nester commented the flooring will be replaced with a more appropriate product that cuts down on need for replacement. Dr. Nester commented that the installation and manufacturing company would be one in the same which would minimize the shifting of blame should there be an issue with the product. Mr. Burgess commented that the SMSU had Mondo flooring and the installation and manufacturing companies continued to shift blame and would not take responsibility for the product. Mr. Azhand recommends reaching out to other users that have used and would recommend the product.

Rising Count 7-0-0.

Motion Passed.

Connor Dickson left the meeting.

SMSU 45/17 Leadership Challenge Center Rate Increase (Action, Imeri)

M/S Satterlund/Gutierrez to approve Leadership Challenge Center Rate Increase.

Dr. Nester commented that staffing expenses increased and the RWC has spent money certifying members for the course. The RWC proposes increasing the rates for the Leadership Challenging Center to increase revenue. Ms. Ruiz commented that the largest fee increases will be attributed to outside groups.

Rising count 4-0-2.

Motion passed.

SMSU 46/17 SMSU/Recreation & Wellness Position Title Change

M/S Satterlund/Gutierrez to approve SMSU/Recreation & Wellness Position Title Change

Mr. Burgess shared with the Board that the proposal to change the Computer Technology Coordinator title to Information Technology Coordinator is more representative of the work being done in this position. This change will be a change in name only and does not represent a change in salary.

M/S Gutierrez/Satterlund to move to a vote.

Motion passed.

The SMSU Board of Directors went into Closed Session to discuss and vote upon the following agenda items:

SMSU 40/17 Recreation & Wellness Position – Administrative Analyst (Action, Imeri)
SMSU 41/17 Recreation & Wellness Position – Communications & Special Events
Coordinator (Action, Imeri)
SMSU 42/17 SMSU Salary Increases (Action, Hernandez Aguilar)

The Board of Directors unanimously approved agenda items SMSU 40/17, SMSU 41/17, and SMSU 42/17 by rising count 6 – 0 – 0.

Announcements: None

Adjournment: The meeting was adjourned at 11:50 a.m.

Minutes reviewed and approved by:


Diana Hernandez Aguilar, Chair, SMSU Board of Directors

06/07/17
Date