



**Santos Manuel
Student Union**

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**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Thursday, May 12, 2016
Minutes**

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

Members Absent: Shakeh Ghazaryan, Casey Ysaguirre

Staff Present: Susan Avery, Melissa Cordoba, Jesse Felix, Janet Honn-Alex, Trent Morgan, Maria Najera-Neri, Andrea Okoh, Mark Oswood, Anthony Roberson

Guests Present: None

Call to Order: The meeting was called to order at 10:05 a.m.

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

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

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

Motion passed.

Board Reports

Interim Executive Director: Mr. Burgess shared with the Board of Directors that he is proud of our process in place to train the student assistants to prepare for full-time jobs. The Coyote Statue will be delivered next weekend and the Unveiling will be held on Friday, June 3 at 2:00 p.m. on the west side of the SMSU.

Marketing & Programs: Ms. Cordoba shared with the Board that the Cross Cultural Center visited USC identity centers and the students networked with their USC counterparts. The Osher Adult Re-Entry Center sponsored a resume building workshop and CPR training. The Marketing

Department is continuing to work on Spring Quarter work orders. Program Board has collaborated with several offices on campus for events and programs. The Rancho Mirage Student Center collaborated with the Palm Desert Campus for a Cinco de Mayo event. The Women's Resource Center sponsored several events for Sexual Assault Awareness month in April. The Pride Center facilitated a "Queer Scholarship and Resume Writing" event to assist students who will be applying for Graduate school, scholarships, and employment.

Operations: Mr. Roberson shared with the Board that it has been determined that the audio-visual equipment needs to be maintained more often throughout the quarter as it is used heavily. The Building Managers have developed an Incident Report Log to keep an accurate count of incidents which occur. The Information Desk will sponsor one charity event per quarter and the Scheduling Department is working to finalize the scheduling of the Coyote First Step events in the SMSU.

Student Recreation & Wellness Center: Mr. Felix shared with the Board of Directors that Outdoors Programming had 11 events and they are looking for faculty to go to Alaska for a student event. ASI helped plant trees and install benches at the Leadership Challenge Course. The Personal Fitness Department had 312 personal training sessions which generated \$5,170. Staff members are working on addressing the pool issues and repairing the lifeguard towers. A generator was brought in to address the emergency battery failure. Sensors will be installed to notify staff if this occurs again. Mr. Azhand commented about a request for a restroom facility at the Leadership Challenge Course. It would cost approximately \$350,000. His office is currently working on the SMSU feasibility study; when it is finished, they will begin the SRWC feasibility study. Mr. Morgan commented that the SRWC has added a Wall of Champions to the facility which will highlight champions from Intramural Sports each quarter. Mr. Felix also commented that Ms. Okoh does a fantastic job as Administrative Coordinator for the SRWC.

BOD Committees:

Policies & Procedures: Ms. Hernandez-Aguilar shared with the Board of Directors that the Policies & Procedure Committee has forwarded a revision to the Financial Policies Manual for the Board's review. Dr. Satterlund commented on the value of contracting with our general counsel to do a full legal analysis of the SMSU policies. Mr. Burgess commented that A. J. Beechko will do this review during the summer.

Strategic Planning: Mr. Burgess shared with the Board of Directors that this Committee will review the campus Strategic Plan and the Student Affairs Strategic Plan. SMSU staff and student assistants will have the opportunity to participate in the revision of the SMSU Strategic Plan.

BOD Representatives: Dr. Satterlund shared with the Board of Directors that a number of issues have emerged as a result of the Campus Climate Survey. She encouraged everyone to connect with their constituent groups to engage in modeling the type of leadership and flexibility with which you would like to be treated. Mr. Orta asked about the biggest issue which was identified in the Survey. Dr. Satterlund responded that it was community commitment to shared governance and how we communicate during change. Mr. Davis commented that there were six

different sections in the reports including shared governance, bullying, unfair treatment, favoritism, and diversity.

Open Forum: None

Adoption of Agenda:

M/S Friedman/Davis to approve the SMSU Board of Directors Agenda for May 12, 2016.

The motion passed.

New Business:

SMSU 52/16 Second Reading 2016-2017 SRWC Budget (Action, Bracken)

Ms. Okoh shared with the Board of Directors that there was a significant change to the budget as a result of the amount which the SRWC must pay for the campus Cost Recovery. There will also be an increase to the staff benefits amount. Mr. Burgess commented that there has been a discussion regarding the campus Cost Recovery. The campus auxiliaries are compiling a list of concerns regarding the process to determine what we owe. Currently, there is a 51% increase to the amount charged to the SRWC and a 22% increase charged to the SMSU. We are requesting justifications for why the fees are charged. We will also discuss how the auxiliaries contribute to the improvement of student lives on campus.

M/S Orta/Imeri-Garcia to approve the Second Reading of the 2016-2017 SRWC Budget.

Rising count 12 – 0 – 1. Motion passed.

SMSU 53/16 Second Reading 2016-2017 SMSU Budget (Action, Bracken)

Ms. Najera-Neri shared with the Board of Directors that the campus cost allocation amount has caused changes to the Budget. Funds from Reserve accounts will be requested to cover these charges. Our largest increase was in the amount of charges from campus Public Safety. Last year, they requested \$32,000 and this year they are requesting \$110,000. We will meet with them next week to discuss this amount. We received information regarding how much we need to pay to CalPERS for retirement costs. This will be a lump sum amount of \$80,000. Mr. Imeri-Garcia asked about the difference between the Student Assistant account and the Student Assistant-Bridge account. Ms. Najera-Neri responded that the Bridge account is to pay student assistant wages during the summer when they are not enrolled in summer classes.

M/S Hernandez-Aguilar/Abbott to approve the Second Reading of the 2016-2017 Budget.

Rising count 12 – 0 – 1. Motion passed.

SMSU 54/16 Financial Policies Manual Revision (Action, Hernandez Aguilar)

Mr. Burgess shared with the Board of Directors that the frequency of the physical inventory of SMSU capital equipment by the campus is changing from once a year to once every two years. The SMSU and SRWC also have internal audits which inspects equipment valued at more than \$5,000. This occurs on a quarterly or annual basis.

M/S Hernandez-Aguilar/Davis to approve the Financial Policies Manual Revision.

Motion passed.

Announcements: Mr. Bracken reminded the Board that at our next meeting we will be interviewing the candidates for the Student Representative positions. Dr. Satterlund suggested that the process should be more student-centered. It was suggested that the students be given two minutes to respond to the interview questions and that the results be emailed to the candidates. Mr. Davis announced the results of the ASI elections: Alex Gutierrez has been selected as the ASI President, Connor Dickson is the new Vice President of Finance, and there will be a runoff for the Executive Vice President position. Dr. Satterlund expressed her appreciation to Mr. Davis his leadership this week and for representing the student community with professionalism and intellectual strength. Mr. Burgess invited everyone to attend the Yotie Awards on Friday, May 20. Mr. Morgan invited everyone to attend the SRWC End of the Year Banquet in June. Ms. Hernandez-Aguilar invited everyone to attend the planning meetings for an upcoming Black and Brown Women's Conference for middle school students. Ms. Johnston invited everyone to attend the Student Health Center event next week entitled "Life's Not a Game."

Adjournment: The meeting was adjourned at 11:06 a.m.

Minutes reviewed and approved by:



Jake Orta, Secretary, Board of Directors

6.8.16

Date