



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING

September 3, 2025 - 3:30 PM
SMSU NORTH STUDENT CHAMBERS
ZOOM: <https://csusb.zoom.us/j/85875529320>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - a. April 9, 2025
 - b. April 23, 2025
4. Reports
 - a. Diversity Equity, and Inclusion
 - b. Marketing
 - c. Operations
 - d. Recreation and Wellness
 - e. SMSU Board Chair
 - f. SMSU Executive Director
 - g. Student Services
5. Open Forum (3 Minutes per Speaker)
6. Adoption of Agenda

OLD BUSINESS

There is no old business at this time.

NEW BUSINESS

SMSU 01/26	2025 Summer E-Board Accomplishments (Informational, Del Rossi)
SMSU 02/26	SMSU Board Goal Themes & Strategic Alignment Overview (Discussion, Del Rossi)
SMSU 03/26	Outdoor Campus Recreational Facilities – Supporting Student Health & Well-being Priorities and Potential Collaborations (Discussion, Rendon)

SMSU 04/26	Board Proposal UPSCO PowerSafe Systems Emergency Lighting, Chartfield String: 660876-RO001-S7100, Not to Exceed \$84,736 (Action, Kinnally)
SMSU 05/26	DSA Campus Spirit Graphics Initiative; Request for Exception to Policy for SMSU North (Action, Calvillo)
SMSU 06/26	Appointment of Student Representatives to Personnel Committee (Action, Hernandez)
SMSU 07/26	Appointment of Student Representatives to Recreation and Wellness Committee (Action, Hernandez)
SMSU 08/26	Appointment of Student Representatives to Facilities and Sustainability Committee (Action, Hernandez)
SMSU 09/26	Appointment of Student Representatives to Policies and Procedures Committee (Action, Hernandez)
SMSU 10/26	Appointment of Student Representatives to Finance and Contracts Committee (Action, Hernandez)
SMSU 11/26	Appointment of Student Representatives to Strategic Planning Committee (Action, Hernandez)

Announcements

Adjournment



**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING**

April 9, 2025 – 4:00pm
Student Union North, Student Chambers
Zoom: <https://csusb.zoom.us/j/85875529320>

MINUTES

Members Present: Angelica Agudo, Vilayat Del Rossi, Sophia Garcia, Jose Hernandez, Sukhpreet Kaur, Jessica Lu, Paz Oliverrez, Jocelyn Paz, Cintiantl Rangel-Canseco, Diego Rendon

Members Absent: Dr. Bibiana Diaz-Rodriguez, Carson Fajardo, Edgar Lopez, Isaias Mendoza-Placencia, Dr. John Reitzel

Staff Present: Jasmine Bustillos, Jared Fisk, Matthew Jenkins, Elizabeth Junker, Sean Kinally, Lorena Marquez, Sonia Martinez, Maria Elena Najera-Neri, Mark Oswood, Mario Orellana, Jennifer Puccinelli, Katie Wallen

Guest: Lauryn Hogue, Breani Hopkins, Skye Jacobs, Aaliyah Wolf

Call to Order: The meeting was called to order at 4:10pm.

Roll Call: A verbal roll call for members was conducted. Quorum was met.

Approval of Minutes: There are no minutes to approve currently.

Reports:

Interim Executive Director Vilayat DelRossi provided updates on several key initiatives, including ongoing collaboration with UEC, completion of a food survey, and review of lease payments. Project Rebound has been approved and will move forward in partnership with the state, utilizing space in the South. Budget planning and the reserve accumulation policy are in progress, with a fund transfer to be addressed at the next board meeting. Planning has begun for PowWow, and partnerships with CSUSB continue to strengthen, highlighted by a successful Choose CSUSB Day. A new bowling class in collaboration with the kinesiology department will launch at Coyote Lanes in the fall. Additional updates included preparations for the Yotie

Awards, property scheduling, ongoing staff evaluations and searches, and a transition to new legal counsel from the same firm as the previous representative.

Open Forum: No public comments were made.

Adoption of Agenda: M/S Rendon/ Rangel-Canseco motion to adopt agenda.
Motion passed.

NEW BUSINESS

SMSU 41/25 Approval of Resolution Authorizing and Amendment to the Contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Santos Manuel Student Union of California State University, San Bernardino to provide Section 20903 (Two Years Additional Service Credit) for local miscellaneous members (Action, Del Rossi and Puccinelli)

M/S Del Rossi/Rendon motion to open SMSU 41/25 Approval of Resolution Authorizing and Amendment to the Contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Santos Manuel Student Union of California State University, San Bernardino to provide Section 20903 (Two Years Additional Service Credit) for local miscellaneous members.

Mr. Del Rossi introduced the item, explaining that the committee had previously voted on the intent to revise their contracts. This meeting was to officially adopt an amendment to those contracts. Jenny Puccinelli briefly reiterated that the previous meeting covered the details of the "golden handshake" and that this current action is just a formal step required by CalPERS law — adopting the amendment. At a future meeting, they plan to present a cost analysis of what it would take to offer the golden handshake option. That's when the board can decide whether to move forward with an offer. After no further discussion the board proceeded with a roll call vote.

Roll Call Vote: 7 In-Favor 1 Abstention 0 Opposed
Motion passed.

SMSU 42/25 Review and Approval of 1st Reading of the SMSU/RecWell 25-26FY Budget (Action, Finance and Contracts Committee, Garcia)

M/S Garcia/Rendon motion to open SMSU 42/25 Review and Approval of 1st Reading of the SMSU/RecWell 25-26FY Budget.

The Financing Contracts Committee reviewed and found no concerns with the proposed budgets for SMSU and RecWell. Key changes include modest increases in salaries, utilities, and

insurance, with a significant rise in benefits due to a \$595,000 set-aside for the potential "golden handshake" retirement program. Overall revenue is projected to increase by 12%, and an \$8.8 million drawdown from student fees is planned. The RecWell budget saw a decrease in staffing expenses but increases in benefits and operating costs, particularly utilities and reserves. Overall, revenues slightly improved, and the board emphasized that this was a first reading, with further review and questions encouraged over the next two weeks.

Roll Call Vote: 9 In-Favor 0 Abstention 0 Opposed
Motion passed.

SMSU 43/25 NASPA Program Review Collaborative Proposal for External Review, Not to exceed \$20,000, 80/20 split between SMSU/RecWell; SMSU – 660876- RO001-S6100, RecWell – 660876-RO001-S7100 (Action, Del Rossi)

M/S Del Rossi/Rendon motion to open SMSU 43/25 NASPA Program Review Collaborative Proposal for External Review, Not to exceed \$20,000, 80/20 split between SMSU/RecWell; SMSU – 660876- RO001-S6100, RecWell – 660876-RO001-S7100.

Mr. Del Rossi presented a proposal to initiate an external program review in collaboration with NASPA and the Program Review Collaborative (PRC). The review is designed to support leadership transitions, align with strategic planning goals, enhance organizational effectiveness, and address upcoming budget challenges. Dr. Paz Olivérez emphasized that the process will be inclusive, inviting input from board members, staff, and student workers, and noted that the resulting recommendations will be non-binding, intended to inform decision-making rather than mandate changes. The review will provide valuable insights for incoming leadership and help guide the organization's direction over the next 5–10 years. VP Oliverez provided historical context regarding the benefit of external reviews and how it was beneficial when she started her role with the Division of Student Affairs. After no further discussion the board moved toward a vote.

Roll Call Vote: 9 In-Favor 0 Abstention 0 Opposed
Motion passed.

SMSU 44/25 Summer 2025 Orientation Costs (Discussion, Del Rossi)

M/S Del Rossi/Rendon motion to open SMSU 44/25 Summer 2025 Orientation Costs.

The board revisited the topic of summer orientation costs, reflecting on last year's return to a two-day overnight format, which significantly increased expenses. While the board waived all related fees in 2023 to support student engagement and enrollment, this year the campus has agreed to cover facility costs, showing stronger collaboration. Full cost details are still pending,

so the discussion was kept as a discussion for now. Board members expressed interest in hearing directly from orientation staff or student leaders to better understand the program's impact. Dr. Paz Olivérez noted that orientations will take place in June and July, with student fees helping to cover overnight costs. She also emphasized plans to collect more feedback and follow-up data to assess student outcomes and the overall effectiveness of the orientation experience.

M/S Hernandez/Rendon motion to extend the meeting to 5:10 pm.

Motion passed.

The board continued their discussion which included the use of campus facilities, scheduling, and the overall cost of the program. Board members emphasized the importance of the two-day orientation format, noting that it provides a more immersive experience that helps students feel more connected to the campus, especially those coming from outside the area. There was general agreement on the value of orientation, improving student engagement and possibly boosting enrollment & housing interest. The board acknowledged that while the program is resource-intensive, efforts are being made to monitor its effectiveness and gather student feedback. Facility costs are expected to be slightly higher than last year, and a decision on whether to waive certain fees will be made at a future meeting. Additional input from orientation leaders may also be included to help inform the board's final decision.

Announcements

- *No announcements were made.*

M/S Agudo/Kaur motion to adjourn meeting at 5:11pm.

Motion passed.

Respectfully reviewed & submitted by

Jose Hernandez, Secretary

Date



**SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING**

April 23, 2025 – 4:00pm

Student Union North, Student Chambers

Zoom: <https://csusb.zoom.us/j/85875529320>

MINUTES

- Members Present:** Angelica Agudo, Vilayat Del Rossi, Carson Fajardo, Sophia Garcia, Sukhpreet Kaur, Edgar Lopez, Jessica Lu, Isaias Mendoza-Placencia, Paz Oliverez, Jocelyn Paz, Cintiantl Rangel-Canseco, Diego Rendon
- Members Absent:** Dr. Bibiana Diaz-Rodriguez, , Jose Hernandez, Dr. John Reitzel
- Staff Present:** Monica Baeza, Sasha Baltazar, Jasmine Bustillos, Jared Fisk, Tamara Holder, Matthew Jenkins, Elizabeth Junker, Sean Kinally, Sonia Martinez, Maria Elena Najera-Neri, Mark Oswood, Mario Orellana, Jennifer Puccinelli, Anthony Roberson, Katie Wallen
- Guest:** Mike Rister
- Call to Order:** The meeting was called to order at 4:04pm.
- Roll Call:** A verbal roll call for members was conducted. Quorum was met.
- Approval of Minutes:** M/S Rendon/Fajardo motion to approve SMSU Board of Directors meeting minutes from March 26, 2025.
Motion passed.
- Reports:** Ms. Bustillos provided an update for her area. The Assessment and Training team has been actively compiling data across different centers and facilities, as requested by the board, and aligning these efforts with similar metrics used by the Division of Student Affairs. They are developing a monthly reporting structure to mirror the budget process, aiming to improve transparency and regular updates. Additionally, a student employee assessment is scheduled to be distributed this week to evaluate satisfaction and learning

outcomes among SMSU RecWell employees, offering insight into the effectiveness of the student employment program.

Mr. Roberson provided several updates on behalf of the Operations Team. The building marshals have participated in fire extinguisher training. The scheduling team has finalized materials related to orientation session scheduling and pricing, building on discussions from the previous board meeting. In March, the facility hosted 45 events, with notable upcoming events including the San Bernardino County of Schools event, the Young Visionaries Mayor's Sneaker Ball, and multiple graduation recognition ceremonies such as Project Rebound, Black Graduation, and Lavender Grad. Routine operations continue, including bowling alley use, department events, and a sorority's closing event. Facility maintenance remains active, with 55 work requests completed by their specialist, Robert Rodriguez.

Open Forum: No comments provided during open forum.

Adoption of Agenda: M/S Rangel-Canseco/Rendon motion to adopt agenda.
Motion passed.

NEW BUSINESS

SMSU 45/25 Review and Approval of 2nd Reading of the SMSU/RecWell 25-26FY Budget (Action, Najera-Neri and Del Rossi)

M/S Del Rossi/Rangel-Canseco motion to open SMSU 45/25 Review and Approval of 2nd Reading of the SMSU/RecWell 25-26FY Budget.

Interim Executive Director Del Rossi opened the floor for any final questions or comments regarding the proposed 25-26 Fiscal Year budgets for SMSU and RecWell, noting that no adjustments had been made since the previous review. The ASI President asked about the level of input and collaboration involved in developing the budget. Executive Director Del Rossi highlighted the discussions that took place within the Finance and Contracts Committee, with a focus on larger adjustments rather than granular details. Although topics like center funding and food services were raised; no formal changes have been made to the current budget proposal. Executive Del Rossi confirmed that the proposed budget is presented to the BoD twice. Ms. Najera-Neri will follow up to provide that percentage change for salaries from 24-25 to 25-26 FY. With no further questions or discussion, the board moved forward with a vote.

Roll Call Vote: 10 In-Favor 1 Abstention 0 Opposed
Motion passed.

SMSU 46/25**Summer 2025 Orientation Costs (Action, Del Rossi)**

M/S Del Rossi/Rendon motion to open SMSU 46/25 Summer 2025 Orientation Costs.

Mr. Del Rossi presented a proposal regarding the cost-sharing approach for Summer 2025 orientation. Last year, SMSU fully waived facility fees for orientation, but this year, orientation services have committed to covering the majority of their program-related costs—approximately \$70,000—while requesting SMSU to waive only about \$19,000 related to specific collaborative programming, such as Cosmic Coyote and DSA breakout sessions. The \$19,000 would be absorbed by the operations budget, which has already accounted for these expenses. Board members discussed the evolving partnership, the positive student engagement outcomes, and improvements in program structure and club visibility, including enhanced participation in the resource fair. The proposal reflects a more balanced financial collaboration while supporting SMSU's role in student engagement and campus life. With no further discussion, the board moved towards a vote.

M/S Del Rossi/Agudo motion to amend agenda item SMSU 46/25 to read Summer 2025 Waiver of Orientation Costs not to exceed \$19,369.00.

Motion passed.

Roll Call Vote to approve item as amended:

12 In-Favor

0 Abstention

0 Opposed

Motion passed.

SMSU 47/25**Student Recreation & Wellness Center (SRWC) Workspace Expansion: Three New Office Spaces, Chartfield: 660876-RO001-S7100, Not to Exceed \$30,955.00 (Action, Recreation and Wellness Committee, Rangel-Canseco)**

M/S Del Rangel-Canseco/Kaur motion to open SMSU 47/25 Student Recreation & Wellness Center (SRWC) Workspace Expansion: Three New Office Spaces, Chartfield: 660876-RO001-S7100, Not to Exceed \$30,955.00.

Board members discussed the proposal presented regarding the expansion of workspace within the Student Recreation & Wellness Center, specifically to construct three new office spaces and a standing student workspace in the area previously used for storing adventure equipment. With the equipment now relocated to SMSU South to increase visibility and student access, this vacant space offers an opportunity to improve operational efficiency. The proposed offices will accommodate a marketing staff member, an operations coordinator, and a maintenance specialist, while also providing flexible workspace for student staff. The build-out, managed by CBRE due to their proven reliability on past projects, is budgeted at \$30,955. Board members discussed the

strategic reasoning behind relocating the adventure shop and acknowledged the growing need for space within SRWC. Though an expansion of the facility is not immediately feasible, long-term planning was encouraged given the center's foundational role in the CSU system. With no further discussion, the board moved towards a vote.

Director Mendoza-Placencia departed from meeting at 4:50pm.

Controller Garcia departed at 5:00pm

M/S Rendon/Fajardo motion to extend the meeting to 5:06pm.

Motion passed.

Roll Call Vote: 8 In-Favor 1 Abstention 1 Opposed

Motion passed.

Director Lu departed at 5:06pm.

SMSU 48/25 Student Recreation & Wellness Center (SRWC) 3D Trainer Smith Machine to the Recreation and Wellness Gym Floor, Chartfield: 660876-RO001-S7100, Not to Exceed \$8,224.20 (Action, Recreation and Wellness Committee, Rangel-Canseco)

M/S Rangel-Canseco/Kaur motion to open SMSU 48/25 Student Recreation & Wellness Center (SRWC) 3D Trainer Smith Machine to the Recreation and Wellness Gym Floor, Chartfield: 660876-RO001-S7100, Not to Exceed \$8,224.20.

Ms. Rangel-Canseco presented a proposal to purchase a 3D Trainer Smith machine for the Recreation and Wellness Center gym floor to address high demand and limited access to the existing Smith machine. The new equipment, offering both vertical and horizontal movement, will increase workout versatility and reduce wait times. The installation is planned as part of a broader summer refresh to re-organize gym equipment by muscle group to optimize space and user experience. The new Smith machine will cost \$8,224.20, including materials, labor, and installation, and is expected to be installed within 6 to 8 weeks if approved. Mr. Kinnally confirmed that the addition was based on student feedback and detailed how the machine would be integrated into the gym layout. With no further discussion, the board moved towards a vote.

Roll Call Vote: 9 In-Favor 0 Abstention 0 Opposed

Motion passed.

M/S Del Rossi/Rendon motion to extend meeting to 5:15 pm.

Motion passed.

SMSU 49/25**CSUSB Recreation & Wellness: Purchase Auto Belay for Climbing Wall, Chartfield: 660876-RO001-S7181, Estimated Cost \$2,290 (plus tax and shipping) (Action, Recreation and Wellness Committee, Rangel-Canseco)**

M/S Rangel-Canseco/Kaur motion to open SMSU 49/25 CSUSB Recreation & Wellness: Purchase Auto Belay for Climbing Wall, Chartfield: 660876-RO001-S7181, Estimated Cost \$2,290 (plus tax and shipping).

A proposal was presented to purchase a new auto-belay device, the Perfect Descent Speed Drive, for the SRWC climbing wall at a cost of \$2,290. The climbing wall, which opened in 2007, currently has one auto-belay system purchased in 2017. The addition of a second auto-belay would allow more climbers to use the wall independently without needing a partner, while still being supervised by staff. This would increase route options and reduce wait times, especially during busy periods or events like Cosmic Climbing. The new device would be funded from climbing wall reserves and installed within two weeks if approved. After no further discussion the board moved towards a vote.

Roll Call Vote: 9 In-Favor 0 Abstention 0 Opposed
Motion passed.

SMSU 50/25**Facilities and Center Usage Data (Discussion, Del Rossi)**

M/S Del Rossi/Rendon motion to open SMSU 50/25 Facilities and Center Usage Data.

M/S Fajardo/Rendon motion to extend meeting to 5:20pm.
Motion passed.

The board reviewed a data visualization report summarizing facility and center usage across SMSU buildings from January through March. This report, created in response to a board request, included door count data for SMSU North and South, individual center usage tracked via the Fusion system, and space bookings during the same period. While door counts only reflect total entries (not unique visitors), center usage data now includes unique user tracking—a new capability made possible by recent integration into the Fusion system. This data will support annual reporting and improve decision-making related to resource allocation, programming, and outreach. Future goals include implementing monthly reporting to provide more frequent updates, similar to financial reporting, and better understanding usage trends across facilities.

Announcements

- *No announcements presented.*

M/S Rendon/Rangel-Canseco motion to adjourn meeting at 5:19pm.
Motion passed.

Respectfully reviewed & submitted by

Jose Hernandez, Secretary

Date

SMSU BOARD OF DIRECTORS

Summer 2025- JEDI BOD Report

- During the summer months the JEDI Team assisted with all Summer Orientations presenting Thriving Together: Understanding Differences & Building Community sessions for over 2500 new students.
 - Collaboration with the Undocumented Student Support Services, Veterans Center and the Office of Black Student Success.
- Director created a yearlong committee to serve the DEI efforts connected to all of the Heritage Months that occur throughout the year.
 - Currently we have over 12 committee members meeting weekly.
 - Looking for my student input
- All summer, Tamara Holder (OARC), Dr. Lorena Márquez, and Vilayat Del Rossi have been engaging campus partners to strengthen support for Pow Wow.
 - Met with Shareef, Athletics Director, to build stronger relationships and foster community-centered efforts.
 - Collaborating with Dr. Matt Smith, AVP & DOS, to connect the Division with Pow Wow and align resources in support of the event.
- 7/24/25 - Our Osher Adult Re Entry Center (OARC) supported the DSA wide MELT prevention programming.
- 8/14/25 - Provided an identity based session for our SMSU/RecWell Student Training, engaging all student employees and creating awareness of their own and others' identities.
- 8/23/25 - Support the transition of new graduate level students tabling and connecting with our graduate students.



SMSU BOARD OF DIRECTORS

SMSU & RecWell Marketing Department Report

Successful launch of “What’s New in the SMSU” a bi-weekly newsletter for the SMSU and RecWell. The newsletter focuses on upcoming events, SMSU/RecWell services, and communication of major organizational moments. Subscribers were collected during transfer orientations and a push for new subscribers will continue to be a part of marketing efforts. SMS (text) notifications are also included and are planned to be used to push day-of event updates.

Completion of five transfer orientations, three Palm Desert Campus orientations, international orientation, Graduate orientation, and tabling for the Coyote Sunrise event. Twice weekly tabling will begin on August 25th with additional tabling for large scale events (e.g. Late Night, Waves, and Block Party).

Launched a multi-stage promotional campaign for Late Night including graphics, orientation tabling, short form content videos, and digital promotion through SMSU/RecWell marketing channels as well as a push from campus partners within student affairs.

Preparation for the launch of multiple marketing campaigns focused on student engagement and events promotion including monthly sticker drops, scavenger hunts, motion graphics, and interactable content.

SMSU

2025	Accounts Reached	Interactions	Net Followers Gained	Followers Gained	Total Account Followers
June	2,871	90	83	303	8,481
July	12,658	2,505	43	270	8,524
August	21,505	4,567	34	242	8,655

RecWell

2025	Accounts Reached	Interactions	Net Followers Gained	Followers Gained	Total Account Followers
June	3,234	150	30	156	7,133
July	1,341	54	81	215	7,185
August	9,246	752	15	153	7,200

SMSU BOARD OF DIRECTORS

Operations Department Summer Highlights Report

- Client Credit Card Payment Process Implementation for clients utilizing our facilities through our reservation system through our Scheduling office.
- CoyoteFresh VETI Project, refrigerator lockers installed at our Palm Desert Campus in the Mary Stuart Rogers Gateway Building and at the San Bernardino Campus in SMSU North.
- Theater Lighting project in SMSU South is in progress and will be completed within the next few weeks.
- The SMSU hosted 50 events this summer, with the signature events being Orientation, SBCUSD EXL Symposium, and the Minecraft movie on the lawn.
- The Operations Department's full-time staff engaged in their annual staff retreat at UCR's HUB facility.

SMSU BOARD OF DIRECTORS

Recreation & Wellness BOD Report 9/3/2025

- **Adventure**
 - 8 volunteers completed the Summer Adventure Leadership Program training
 - 78 participants joined summer trips
 - Fall adventure registrations have begun
 - 2 new student staff hired and in training
- **Aquatics**
 - Hiring lifeguards to offer Fall 2025 open swim hours
 - Summer swim lessons were 100% booked
- **Climbing Wall**
 - Installed a second auto belay
- **Fitness & Fitness Floor**
 - Partnered with Staff Development Center for group exercise classes
 - Hosted 165 group exercise classes over the summer
 - Provided yoga classes with Pre-College Programs
 - Ongoing research with *Exercise Is Medicine*
 - Added new group exercise & personal training equipment
- **Intramural Sports**
 - Art Department: Summer '25 Staff Bowling Champions
 - JHBC: First-ever Staff Pickleball Champions
 - Fall '25 Intramural Sports schedule posted
- **Leadership Challenge Center**
 - Passed yearly inspection; new wood chips added
 - Programs increasing with school in session
 - Open House scheduled for Sept. 25
- **Management**
 - Hiring new office assistant for the Director
 - Completed chiller replacement before the school year
 - Consolidated fitness floor into the Operations Student Assistant role
 - Hosted first CSU Virtual Summer Conference (75 attendees)
 - Hired a new maintenance specialist
- **Membership**
 - Welcomed 5 new team members + new student lead
 - Installed Fusion Wave TVs and software (via VETI grant)
 - Shared Fall membership updates with members
- **Operations**
 - Completed projects:

- Replaced failing air handler motor bearings
 - Built new offices and moved tables
 - Installed 2 new washers
 - Cleaned cooling towers & added new honeycomb pads
 - Patched/repainted fitness floor walls & installed new 65" TVs
 - High-dusting & serviced light towers for fall prep
- **RecWell @ PDC**
 - Hired a student lead
- **Special Events**
 - Planned *Late Night* event (scheduled Aug. 28, 2025)
- **Sport Clubs**
 - Rechartering in progress: Cheer, Wrestling, Karate, Men's Soccer, Jiu Jitsu, Badminton
- **Well-being**
 - Onboarded 2 new student assistants + 1 new student lead
 - Redesigned creative time classes (offered weekly)
 - Retreat hours: Mon–Thu 9 a.m.–5 p.m.; Fri 9 a.m.–2 p.m.

Executive Director Report | Presented to SMSU Board of Directors

Executive Overview

Over the summer, organizational administration strengthened the backbone of SMSU/RecWell so our programs and student leaders start the year strong. Across Assessment & Training, HR & Risk Management, Budget/Finance, Technology, and Board Functions, we aligned fall onboarding and learning outcomes, tightened compliance and safety practices, sharpened fiscal controls, improved core systems and data flows, and readied governance processes for timely Board action. The highlights below focus on outcomes and readiness, the behind-the-scenes work that enables front-line impact for students. The bullets that follow summarize the most impactful summer accomplishments by function.

Highlights

- **Assessment & Training**
 - Successful completion of 2024-25 Annual Report, which will be published shortly.
 - Successful planning, execution, and assessment of Fall Student Staff training, which had a significant shift this year as it was lead in part by our student employee leaders and BoD Chair and Vice Chair.
 - Successful rapid response to student leader work on “Immigration Action Response Script and FAQ’s” that led to revised process for SMSU/Recwell that has been recognized as an “improvement” to the current campus process by campus content experts.
 - Successful completion of an external review through the Program Review Collaborative, a multi-association partnership between NASPA, ACUHO-I, NIRSA and ACUI. Participation in the review was aimed at strengthening the functionality, productivity, and effectiveness of the Santos Manuel Student Union, focusing on identifying areas of strength as well as areas that we may want to explore further following the review.
- **Board of Directors**
 - Successful completion of 4-day training and 3-day camping retreat with student leaders, with significant revisions to expectations resulting in improved expectations and alignment with core BoD functions.
 - Successful completion of BoD draft 2025-2026 goals, which will be shared with BoD today for input, revisions, and eventual BoD action.
 - Acquired “OnBoard” platform to improve BoD collaboration, communication, and organization. Leveraged CSU systemwide contract terms to optimize cost containment. Slight delay on deployment due to campus IT review, but will be rolled out in “pilot” fashion with some BoD Committees with full BoD adoption by the end of the semester.
- **Budget/Finance**
 - 2025-26 FY budget has been uploaded to campus system earlier than we have experienced in years. This will allow accurate budget tracking and accountability against Year To Date (YTD). Regular YTD reporting to BoD is coming soon.
 - Successful transition to new direct pay system that improves compliance and workflow by leveraging university AP systems.

- **HR & Risk Management**

- Assisted in coordination of the SMSU/RecWell Policy Working Group to address outdated policy review and revision process. Established plan of action & milestones to ensure compliance, risk management, and other policy related gaps were addressed. System in place.
- Established system for personnel complaints and performance challenges, to ensure objectivity, accountability, and risk mitigation.
- Signed Memorandum of Understanding (MOU) with CSUSB HR to assist in advisory role with HR related challenges.
- Welcome Andrew Basile, Maintenance Specialist to the SMSU/RecWell Team!

- **Technology**

- Leveraged systemwide CSU agreement to gain access ChatGPT for SMSU. In July the master systemwide agreement was revised to include campus auxiliaries.
- Continued work on the SMSU/RecWell website to improve navigation and accessibility. Organizational policies do for revision to mirror campus policy posting layout.
- Partnering with Institutional Research to develop custom dashboards connected to impact utilizing data collected by CMS Fusion Recreation Management Software.

Together, these steps place SMSU/RecWell on solid footing by being compliant, data-informed, and student-ready. We will continue to partner with the Board through clear reporting, alignment with CSU/SMSU policies and bylaws, and timely follow-through on your priorities.

SMSU BOARD OF DIRECTORS

Summer 2025- Student Services BOD Report

- During the month of June, both Program Board (PB) and Rancho Mirage Student Center (RMSC) hosted student engagement presentations for all 1st year Orientations at both the San Bernardino and Palm Desert Campuses.
- On July 24, the Student Services team participated in MELT prevention programming. The team took lead in coordinating the Summer Movie Night which brought out over 230 attendees. The movie night also included lawn games and two food vendors. Earlier in the evening, the Financial Literacy Center (FLC) hosted a budgeting workshop that attracted 25 attendees.
- On July 31, the Student Services team hosted CSU Northridge at the SMSU. The programming and marketing teams from both universities joined together for a day of learning best practices for hosting large scale events.
- On August 12, the FLC student assistants participated in professional development training. During the training, a PNC Bank representative provided a workshop on helping college students craft budgets. The Office of Financial Aid and Scholarships also provided a workshop on understanding the financial aid award and FAQs. The students are looking forward to implementing these skills to assist students during the academic year.
- On August 14, all student assistants in the Student Services areas participated in the SMSU/RecWell Student training. Lead students from the FLC and RMSC showcased leadership skills by facilitating a workshop on “Cultivating Solutions: Creative Collaboration in Action” for their peers.
- On August 18, the Student Services team hosted professional development training for all student assistants at PDC. The training had presentations on assessment, marketing, general office skills and initiative.
- On August 22, the RMSC is supporting the summer MELT program at PDC with interactive games for incoming students and their families.
- On August 23, both GSSC and FLC will be participating in Graduate Student Orientation. Both centers will be tabling and promoting their services. GSSC will also be giving a brief presentation to all incoming graduate students about the center.

Santos Manuel Student Union (SMSU)

Summer E-Board Accomplishments

Coverage period: May–August 2025

Prepared for: First official Board meeting of AY 2025–26

Executive Summary

Over the summer, the Executive Committee (E-Board) focused on governance clean-up, financial stewardship, workforce right-sizing, facilities upgrades, and strategic partnerships. Headline outcomes:

- **Policy modernization is ongoing with results (5 policies):** Updated EEO, Paid Leave, Unpaid Leave, and a comprehensive anti-discrimination/harassment policy; retired the stand-alone complaint procedure to reduce duplication.
- **Accounts receivable clean-up:** Approved write-off of legacy, uncollectible invoices (>365 days) to present accurate financials and reset receivables governance.
- **Reserves housekeeping:** Corrected and executed transfer of \$22,514 from Special Projects Reserve to Capital Improvement Construction Reserve.
- **Workforce strategy (Golden Handshake):** Adopted a CalPERS-compliant two-year additional service credit program (June–December 2025 window) to reduce full-time staffing through voluntary retirements and realize multi-year savings as well as flexible organizational staffing.
- **Facilities & operations:** Approved SRWC washer replacements and Theater (South) lighting upgrades, both with 5% contingencies, to reduce downtime, mitigate safety risks, and improve student/event experience.
- **Space partnerships renewed:** Executed lease renewals for the Title IX Office (1-year) and the Undocumented Student Success Center (through June 2027) at Chancellor’s Office rates.
- **Inter-org agreement:** Approved 2025–2028 ASI–SMSU Human Resources MOU (HR services), continuing a cost-efficient model with modest escalation.
- **Board administration:** Appointed E-Board members to the Audit Committee and approved pending minutes; delivered joint summer training.

What this means for the new Board: Key compliance risks were reduced, major project priorities advanced, and long-term cost structure improved, all while aligning policies and leases for clarity going into AY 2025–26.

Detailed Accomplishments (by theme)

1) Governance & Policy Modernization (May 23)

- **Policy 300 – Equal Employment Opportunity (EEO):** Updated to align with FEHA/Unruh (e.g., traits historically associated with race).
- **Policy 715 – Paid Leaves of Absence:** Added “qualifying act of violence” provisions per new FEHA requirements.
- **Policy 720 – Unpaid Leaves of Absence:** Brought into alignment with FEHA and CFRA/FMLA; clarified documentation and notice.
- **Policy 935 – Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation:**
 - Expanded former “Unlawful Harassment” policy.
 - Added gender expression as a protected class.
 - Prohibited staff–student romantic/sexual relationships (mirrors CSUSB policy).
 - Consolidated definitions and embedded a single, clear complaint procedure.
 - Incorporated a governance safeguard for potential ED conflict-of-interest disclosures (reporting line to AVP/Dean of Students).
- **Policy 1145 – Complaint Procedure:** Retired as a stand-alone policy (now fully integrated within Policy 935).

Why it matters: Simplifies compliance, reduces policy ambiguity, and positions SMSU to respond consistently to campus and statutory changes.

2) Financial Stewardship & Reserves

- **A/R clean-up:** Authorized write-off of stale receivables (>365 days) to present accurate current-year revenue and prevent legacy balances from distorting financial performance.
- **Reserve correction:** Confirmed and executed the transfer of \$22,514 from the Special Projects Reserve (to be sunset) into the Capital Improvement Construction Reserve. Chartfields were corrected and documented.

Why it matters: Cleans the balance sheet, supports capital planning, and closes the loop on prior reserve architecture.

3) Workforce Strategy — CalPERS “Golden Handshake” (June 12)

- Adopted resolution granting another designated period for two years of additional service credit (Gov. Code § 20903) with a June 16–December 12, 2025 retirement window (≤ 180 days).
- **Compliance built-in:** Cost disclosure met; CalPERS actuary present; stated intent to keep vacancies unfilled to achieve an overall workforce reduction in the affected areas.
- **Financial outlook (for three likely retirees):**
 - Year 1 net savings: \approx \$136.7k
 - Years 2–5 annual savings: \approx \$235.0k (assuming positions remain unfilled).

Why it matters: Provides a voluntary, employee favorable path to right-size staffing and curb structural cost growth without more disruptive measures.

4) Facilities & Operations

- **SRWC Washer Replacements:** Approved replacement of two commercial washers (Not to Exceed \$32,606.18 + 5% contingency). Rationale: one unit inoperable; the second at end-of-life; high daily utilization across Recreation/SMSU operations. This was an emergency repair.
- **Theater (South) Lighting Upgrade/Repair:** Approved modernization to energy-efficient LED (Not to Exceed \$49,931.84 + 5% contingency). Benefits: safety remediation, reliability, and cost reduction (illustrative electricity estimate from ~\$175 to ~\$35/month) to better support student events (e.g., TED-style programming). This was a project approved in 2024-25 budget that did not make it to BoD in time. Team wanted to make sure project was completed by fall semester.

Why it matters: Reduces downtime and risk while improving student experience and event capacity.

5) Space Partnerships & Leases

- **Title IX Office (SMSU South – SU 103, 647 sq ft):** 1-year renewal (July 1, 2025–June 30, 2026) at Chancellor’s Office mandated rate; custodial and utilities itemized. Monthly: ~\$912.27.
- **Undocumented Student Success Center (SMSU North – Room 3313, 1,055 sq ft):** Renewal through June 30, 2027 at Chancellor’s Office rate; aligns Student Affairs leases to a common end date for streamlined evaluation. Monthly: ~\$1,487.55.

Why it matters: Stabilizes student-serving partnerships on campus while aligning terms for future planning.

6) Inter-Organization Agreement (ASI–SMSU)

- **Human Resources MOU (Term: July 1, 2025–June 30, 2028):** Continues SMSU’s HR services to ASI (benefits administration, personnel records, compensation/classification, recruitments, compliance guidance, and advisory support). Includes a modest ~3% cost increase; compensation set at \$18,000 annually (monthly \$1,500).

Why it matters: Maintains a cost-effective shared-services model, relieving pressure on ASI staffing while ensuring policy-aligned HR operations.

7) Board Administration & Training

- **Audit Committee appointments:** Jocelyn Paz, Sukhpreet Kaur, and Anjali Anjali.
 - **Minutes housekeeping:** Approved prior meeting minutes to maintain governance continuity.
 - **Summer training:** Joint ASI/SMSU training delivered; positive feedback on speakers and activities; minor improvements identified for next iteration.
-

Items for the New Board to Note (carry-forward)

- **Golden Handshake execution:** Monitor retirements, knowledge transfer plans, and confirm positions held vacant per statute.
- **Major projects:** Track procurement/installation for washers and theater lighting; confirm contingency usage, if any.

- **Leases:** Ensure timely execution, monthly invoicing at CO rates, and mid-term check-ins with partners.
 - **HR MOU:** Stand up a light-touch KPI set (service level, turnaround times, compliance checks) and quarterly check-ins with ASI.
 - **A/R governance:** Implement the new credit card collections flow and quarterly A/R aging reviews to prevent future accruals.
 - **Branding initiative:** DSA Campus Spirit Graphics Initiative (exception to policy) was agendaized over the summer; confirm current status and next steps in AY 2025–26.
-

Closing

The summer E-Board advanced a compact but high-impact agenda: it modernized core policies, addressed legacy financial items, launched a compliant workforce reduction tool, approved targeted capital fixes, renewed key student-serving partnerships, and formalized a cost-effective HR services agreement. These actions strengthen SMSU’s operational resilience and transparency, positioning the new Board to focus on strategy and student impact in AY 2025–26.

Prepared for Board distribution to support onboarding, transparency, and accountability.

SMSU/RecWell Board Goal Themes & Strategic Alignment (2025–26)

This sheet is designed to guide the Board of Directors in reflecting on the seven SMSU/RecWell goal themes, their alignment with the CSUSB 2023–2028 Strategic Plan, and how they should shape our specific goals for 2025–26. These themes were developed during Board on-boarding, training, and camping retreat

Goal Themes and Strategic Alignment

SMSU/RecWell Goal Theme	CSUSB Strategic Plan Alignment	Questions to ask ourselves
Increase Awareness of SMSU/RecWell Programs and Services	Goal 1: Student Success (Obj. 1.1–1.2)	How should awareness campaigns connect to belonging and access?
Improve Access to Affordable and Diverse Food Options	Goal 1: Student Success (Obj. 1.1; well-being & belonging)	What does “ <i>affordable and diverse</i> ” mean for our students today?
Diversify Revenue Streams to Reduce Fee Dependency	Core Value: Progress (sustainability & stewardship)	What revenue ideas balance innovation with mission integrity?
Strengthen JEDI Integration in Programs and Governance	Goal 3: Diversity, Equity & Inclusion (Obj. 3.1–3.2)	How do we ensure JEDI principles guide every major initiative?
Student Safety (physical, emotional, and environmental)	Goal 2: Faculty & Staff Success (Obj. 2.2 trust & safety); Goal 3.3	What would a “ <i>culture of safety</i> ” look like for students and staff?
Career Advancement (students and full-time staff)	Goal 1.3 (mentoring, applied learning, credentials); Goal 2.3 (career pathways, PD)	How do we expand mentoring and professional development opportunities?
Improve Informed Decision-Making (assessment, data, best practices, evidence)	Strategic Plan implementation framework (assessment, metrics, continuous improvement)	What data should the Board regularly see to guide informed choices?

Discussion Items

1. Which of the seven goal themes resonates most strongly with our priorities this year?
2. How should we ensure that each proposal presented to the Board demonstrates clear alignment with one or more goal themes and the CSUSB Strategic Plan?
3. What reporting cadence or format would help the Board track progress (e.g., quarterly dashboard, annual review)?
4. How do we balance innovation with feasibility and resource constraints?
5. What role should student voices play in shaping and evaluating initiatives under these themes?

This framework is intended as a guide, not a prescription. Board discussion will help define how we vet, prioritize, and adopt specific goals while maintaining alignment with the campus Strategic Plan and SMSU/RecWell’s mission.

Outdoor Campus Recreational Facilities - Supporting Student Health & Well-being Priorities and Potential Collaborations



Photos of the Spaces:





Student Recreation & Wellness Center UPSCO PowerSafe Systems Emergency Lighting 8/18/2025

Santos Manuel Student Union Board of Directors

Proposed by: Sean Kinnally, Associate Director of Operations & Development

Proposal:

This proposal recommends the replacement of emergency facility lighting components and repair of the Powerware UPS Model 9390-80 system to restore compliance with State Safety Codes and ensure reliable emergency power backup. Given the urgency of this matter and the need to remain in compliance with State Code during potential power outages, this proposal is being submitted for consideration at the earliest Board of Directors meeting. Following the most recent power outage, the facility's emergency backup lighting failed due to damage sustained by the Logic board and the age of the backup batteries. Upon further inspection, the facility's UPS system showed Non-Volatile Memory Failure and Communication Error alarms, requiring replacement of the system's logic boards. Additionally, UPS batteries were found leaking acid with heavy corrosion and are no longer viable. UPSCO vendor is the campus vendor and has provided 3 quotes and will explain each proposal.

Rationale:

Maintaining reliable emergency lighting and backup power is a State Code requirement for facility safety during power outages. Failure to address these issues puts the facility at risk of non-compliance and endangers staff, visitors, and operations during an emergency. The recommendation is to fix all three battery banks but we have listed all options below.

To fully restore functionality, the following work is proposed:

- Replacement of three logic boards with updated firmware.
- Replacement of all 120 batteries across three banks (to restore six-hour runtime).
- Replacement of all capacitors (input, output, DC) and cooling fans due to unit age.
- Professional installation of all new components.

Quote 1: Replacement of all three battery banks — **\$77,057.63**

Quote 2: Replacement of two battery banks — **\$58,123.13**

Quote 3: Replacement of one battery bank — **\$40,288.63**

Fiscal Impact: The total cost for this project \$77,057.63 includes materials, labor, and all associated installation costs. Additionally, a 10% contingency has been implemented to ensure that the project cost does not surpass \$84,736.

Project Timeline:

Upon approval, the replacement project will be completed within 4 to 6 weeks. But will start to remove old batteries once approved.

Chatfield:

660876-RO001-S7100

UPSCO POWERSAFE SYSTEMS, INC
44 N. Central Ave.
Upland, CA 91786
Tel: 909.920.1088 Fax: 909.920.1087

August 14, 2025

Cal State San Bernardino
5500 University Pkwy
San Bernardino, CA 92407

Attn: Sean Kinnally

Dear Sean:

Further to our inspection of the Powerware UPS Model 9390-80, with Non-Volatile Memory Failure and Communication Error alarms, this would require replacement of Logic Boards. Without changing these, the unit will not come back up. The batteries are leaking acid and have heavy corrosion and need to be replaced. Per your request, we are quoting to replace one bank of batteries, but to remove all bad batteries at this time. This will provide for 90 minutes of runtime. Due to age of the unit, it is also recommended to change capacitors and fans as well. With this in mind, please find pricing below:

3 ea. Logic. Boards with New Firmware @ \$1,612.00	\$ 4,836.00
40 ea. CSB HRL12280 batteries @ \$387.00	\$15,480.00
1 ea. All needed Capacitors Input, Output, DC Including Fans For Powerware 9390-80	\$10,754.00
1 ea. Installation of new Boards, Caps, Fans, & Batteries	\$ 6,500.00
1 ea. Sales Tax @ 8.75%	\$ 2,718.63
TOTAL COST:	\$ 40,288.63

Included in the price of our batteries is recycling of old batteries to a State of California
Authorized Recycling Center per EPA Regulation 40 CFR.

Quote is valid for 30 days.

Thank you for this opportunity to be of service to you. Please call if you have any questions.

Sincerely,
UPSCO Powersafe Systems, Inc

Martin Holiday
Engineer

UPSCO POWERSAFE SYSTEMS, INC
44 N. Central Ave.
Upland, CA 91786
Tel: 909.920.1088 Fax: 909.920.1087

August 14, 2025

Cal State San Bernardino
5500 University Pkwy
San Bernardino, CA 92407

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Further to our inspection of the Powerware UPS Model 9390-80, with Non-Volatile Memory Failure and Communication Error alarms, this would require replacement of Logic Boards. Without changing these, the unit will not come back up. The batteries are leaking acid and have heavy corrosion and need to be replaced. For two banks of battery replacement, this will provide over three hours of runtime. Due to age of the unit, it is also recommended to change capacitors and fans as well. With this in mind, please find pricing below:

3 ea. Logic. Boards with New Firmware @ \$1,612.00	\$ 4,836.00
80 ea. CSB HRL12280 batteries @ \$387.00	\$30,960.00
1 ea. All needed Capacitors Input, Output, DC Including Fans For Powerware 9390-80	\$10,754.00
1 ea. Installation of new Boards, Caps, Fans, & Batteries	\$ 7,500.00
1 ea. Sales Tax @ 8.75%	\$ 4,073.13
TOTAL COST:	\$ 58,123.13

Included in the price of our batteries is recycling of old batteries to a State of California Authorized Recycling Center per EPA Regulation 40 CFR.

Quote is valid for 30 days.

Thank you for this opportunity to be of service to you. Please call if you have any questions.

Sincerely,
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Martin Holiday
Engineer

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3 ea. Logic. Boards with New Firmware @ \$1,612.00	\$ 4,836.00
120 ea. CSB HRL12280 batteries @ \$387.00	\$46,440.00
1 ea. All needed Capacitors Input, Output, DC Including Fans For Powerware 9390-80	\$10,754.00
1 ea. Installation of new Boards, Caps, Fans, & Batteries	\$ 9,600.00
1 ea. Sales Tax @ 8.75%	\$ 5,427.63
TOTAL COST:	\$ 77,057.63

Included in the price of our batteries is recycling of old batteries to a State of California Authorized Recycling Center per EPA Regulation 40 CFR.

Quote is valid for 30 days.

Thank you for this opportunity to be of service to you. Please call if you have any questions.

Sincerely,
UPSCO Powersafe Systems, Inc

Martin Holiday
Engineer