



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING

February 4, 2026 – 2:00 PM
Student Union North, Student Chambers
Zoom: <https://csusb.zoom.us/j/85875529320>

AGENDA

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

OLD BUSINESS

SMSU 31/26	Approval of Background Check Policy (Action, Personnel Committee, Paz)
SMSU 32/26	SMSU Bylaws Revision Discussion (Discussion, Policies and Procedures Committee, Anjali)
SMSU 33/26	ACUI Region I Conference (Informational, Anjali, Kaur, Waraich)
SMSU 34/26	2024-25 SMSU Annual Report (Informational, Del Rossi)
SMSU 35/26	NASPA Review Executive Summary (Informational, Del Rossi)

NEW BUSINESS

- | | |
|------------|--|
| SMSU 36/26 | Appointment of Additional Members to Committees (Action, Hernandez) |
| SMSU 37/26 | DHRE Loan Review: Findings and Risk Mitigation Recommendations from Management (Action, Finance and Contracts Committee) |
| SMSU 38/26 | Accessibility Procurement of Information and Communication Technologies (Action, Policies and Procedures Committee) |
| SMSU 39/26 | Approval of SMSU Hospitality Policy (Action, Policies and Procedures Committee) |
| SMSU 40/26 | Approval of Senior Coordinators Proposal, Student Diversity & Belonging Job Description (Action, Personnel Committee) |
| SMSU 41/26 | Approval of New Cardio Equipment Proposal by Matrix, Fiscal Impact: Not to Exceed \$38,334.92, Chartfield: 660876-RO001-S7140 (Action, Recreation and Wellness Committee) |
| SMSU 42/26 | Approval of Student Recreation & Wellness Center (SRWC) Golf Cart Proposal by Golf Cars of Riverside, Fiscal Impact: Not to Exceed \$23,447.92, Chartfield: 660876-RO001-S7140 (Action, Recreation and Wellness Committee) |
| SMSU 43/26 | Facilities Projects Presentation by Jenny Sorenson (Informational, Sorenson) |

Announcements

Adjournment



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
GENERAL MEETING

December 3, 2025 – 3:30pm
Student Union North, Student Chambers
Zoom: <https://csusb.zoom.us/j/85875529320>

MINUTES

- Members Present:** Anjali, Vilayat Del Rossi, Sophia Garcia, Jose Hernandez, Sukhpreet Kaur, Jessica Lu, Jocelyn Paz, Cintiantl Rangel-Canseco, Diego Rendon, Kimberly Rosas, Matthew Smith, Robinpreet Waraich
- Members Absent:** Edgar Lopez
- Staff:** Monica Baeza, Sasha Baltazar, Jasmine Bustillos, Jared Fisk, Elizabeth Junker, Sean Kinnally, Lorena Marquez, Joel Morales, Maria Elena Najera-Neri, Mark Oswood, Anthony Roberson, Alicia Ureste, Katie Wallen
- Call to Order:** The meeting was called to order at 3:36 pm.
- Roll Call:** A verbal roll call for members was conducted. Quorum was met.
- Approval of Minutes:** M/S Anjali/Rangel-Canseco motion to approve SMSU Board of Directors meeting minutes from November 5, 2025.
Motion passed.

Reports:

Board reports were received as submitted in the meeting packet. During discussion, it was noted that student representatives recently visited CSU Los Angeles, where they met with counterparts to learn about differences and similarities in board structure, organizational culture, and operational practices. The visit provided valuable insight into shared challenges, including accessibility and food equity, and allowed students to observe commercial and food service operations. The experience strengthened inter-campus relationships, and there was interest in hosting CSU Los Angeles representatives at SMSU in the future. Additionally, student board members shared that they are developing an accountability framework as part of an academic

project and plan to seek board input as they work toward greater standardization and long-term visioning for SMSU.

Open Forum: No public comments.

Adoption of Agenda: M/S Rangel-Canseco/ none; motion to approve agenda.
motion died.

M/S Del Rossi/Paz; motion to correct agenda item SMSU 26/26 to read Approval of Fiscal Policy 103 - Financial Reporting.
Motion passed.

M/S Anjali/Rangel-Canseco; motion to adopt agenda as amended.
Motion passed.

OLD BUSINESS

SMSU 22/26 LCC GA Proposal, Budget Impact: \$9,434.54, Chartfield: 601863-RO001-S7186 (GA) & 603815-RO001-S7186 (Benefits) (Action, Recreation and Wellness Committee, Rangel-Canseco)

M/S Rangel-Canseco/Waraich; motion to open SMSU 22/26 LCC GA Proposal, Budget Impact: \$9,434.54, Chartfield: 601863-RO001-S7186 (GA) & 603815-RO001-S7186 (Benefits).

Ms. Cintiantl Rangel-Canseco presented a proposal to hire an Leadership Challenge Center (LCC) Graduate Assistant to address safety, compliance, and capacity needs within the Recreation and Wellness Adventure Program. The proposed position would serve as an ACCT Level 2 Lead Facilitator, supporting program delivery, staff training, risk management, maintenance oversight, and outreach, while ensuring continuity of certified leadership as undergraduate staff frequently graduate before meeting certification requirements. The position is intended to increase program capacity, reduce scheduling bottlenecks, and support revenue growth, with costs offset by increased LCC utilization and existing reserves. The committee reviewed the proposed timeline, budget impact, certification requirements, and benefits structure, noting that the role aligns with organizational graduate assistant standards and would allow the program to expand offerings and better meet growing demand from student and external groups. With no further questions or discussion, the board moved to a vote.

ROLL CALL VOTE: 11 - In-Favor 0 - Opposed 0 – Abstentions
Motion passed.

Consent Agenda

The following items are proposed for approval under the consent agenda:

SMSU 24/26 Approval of Fiscal Policy 101 – Budget Development and Control (Action, Policies

and Procedures Committee, Anjali)

SMSU 25/26 Approval of Fiscal Policy 102 – Accounting Structure and Records (Action, Policies and Procedures Committee, Anjali)

SMSU 26/26 Approval of Fiscal Policy 103 – Financial Reporting (Action, Policies and Procedures Committee, Anjali)

Items listed under the Consent Agenda may be approved with one motion. If approved to move forward as a consent agenda, items may not be presented or discussed. Any board member may request that an item be removed and considered separately.

M/S Anjali/Kaur; motion to approve all items presented on the consent agenda.
Motion passed

SMSU 27/26 1st Quarter Budget FY 25-26 (Informational, Finance and Contracts, Garcia)

M/S Rendon/Paz; motion to open SMSU 27/26 1st Quarter Budget FY 25-26.

Ms. Najera-Neri provided an overview of the first quarter financial report, which had been tabled from the previous meeting. The report, included in the board packet, provided a visual breakdown of expenditures across shared services, programmatic areas, and operating costs for both the Student Union and Recreation and Wellness. As of the end of the first quarter (July–September), approximately 23% of the \$13.42 million annual budget had been expended, which was reported as on track and within expected spending patterns. Members noted that higher expenditures in future quarters would reflect increased program activity, utilities, and previously budgeted costs such as insurance premiums. The committee expressed appreciation for the improved visual presentation of the report and noted that a mid-year financial update would be presented in an upcoming meeting.

NEW BUSINESS

SMSU 28/26 Approval of 24-25 Santos Manuel Student Union Audited Financial Statement, CLA Presenters: Carly Walton and Liezl Malabanan | Time Certain: 4:15pm (Action, Audit Committee, Paz)

M/S Paz/Waraich; motion to open SMSU 28/26 Approval of 24-25 Santos Manuel Student Union Audited Financial Statement, CLA Presenters: Carly Walton and Liezl Malabanan | Time Certain: 4:15pm.

Representatives from CLA presented the results of the fiscal year 2024–2025 financial audit for the Santos Manuel Student Union, covering the period from July 1, 2024 through June 30, 2025. The auditors reported an unmodified (clean) audit opinion, confirming no material weaknesses, significant deficiencies, audit adjustments, scope limitations, or disagreements with management, and affirmed their independence. Financial highlights included a positive change in

net assets of approximately \$1.6 million, reflecting increased operating revenue primarily from student fees, partially offset by a slight decrease in facility rental revenue. Expenses increased in proportion to revenue growth, with student services and student union operations remaining within expected ranges. Management and board members expressed appreciation for the audit team's work and noted that the organization remains in strong financial condition, with the results supporting ongoing strategic and long-term planning efforts.

ROLL CALL VOTE: 9 - In-Favor 0 - Opposed 0 – Abstentions

Motion passed.

SMSU 29/26 Approval of Campus Travel Policy Adoption (Action, Policies and Procedures Committee, Anjali)

M/S Anjali/Waraich; motion to open SMSU 29/26 Approval of Campus Travel Policy Adoption.

The committee discussed a proposal to rescind the existing SMSU travel policy and formally adopt the campus travel policy, which is more comprehensive and aligns with CSU and state requirements. It was explained that the campus policy provides clearer procedures, strengthens audit and compliance standards, and utilizes the Concur travel system to streamline requests, reimbursements, and reconciliation while ensuring alignment with federal GSA and IRS rates. Members noted that SMSU has already begun operationally transitioning to this policy, including use of Concur, and that adopting the campus policy ensures consistency as policies evolve over time. The committee acknowledged the benefits of centralized systems for fiscal accountability, emergency tracking of travelers, and reduced administrative burden, and noted that policies are now reviewed on a scheduled cycle with the ability to revise as needed in the future.

ROLL CALL VOTE: 9 - In-Favor 0 - Opposed 0 – Abstentions

Motion passed.

SMSU 30/26 Approval of Senior Coordinator Job Descriptions – WRC/APIDA, QTRC/LatinX, PAC/PFC, Adventure Programs (Action, Personnel Committee, Paz)

M/S Paz/Rangel-Canseco; motion to open SMSU 30/26 Approval of Senior Coordinator Job Descriptions – WRC/APIDA, QTRC/LatinX, PAC/PFC, Adventure Programs.

The board considered a staffing proposal to create three new Senior Coordinator positions that would each oversee two affinity centers, replacing six of the seven current coordinator roles. These new positions would include a specialized focus area: student leadership and training, identity development initiatives, or student success and wellness, with cross-collaboration among campus departments. The goal is to increase support across the centers in a more sustainable way while maintaining alignment with funding limitations and promoting a more intersectional approach to programming and student engagement. Existing interim coordinators would need to

reapply for the new roles, and the changes aim to strengthen retention, leadership development, and academic success.

During the discussion, members expressed appreciation for the proposal's intentionality and holistic vision but also raised concerns about whether generalist job descriptions might offer greater flexibility given the evolving campus needs. There was acknowledgement that the current structure requires adaptability and further conversations with stakeholders, including possibilities for alternative staffing configurations in the future. Given the time constraints and loss of quorum, the board decided not to take action at this meeting and recommended the item be reviewed further by the Personnel Committee and brought back to the board at a later date.

Due to loss of quorum Chair Hernandez moved to adjourn meeting at 5:00pm.

Items SMSU 31/26 – 35/26 will be discussed on February 4, 2026 Board Meeting.

Informational Announcements (Shared After Loss of Quorum)

(Not part of official business)

- Vilayat extended best wishes for final exams and winter break. They congratulated Cintiantl on her upcoming graduation.
- Appreciation was expressed to board and committee members for their service throughout the year.
- Cares Day will be held on February 28, with a registration deadline of January 30.
- Everyone was invited to the upcoming Kwanzaa Celebration hosted in the Student Union.
- Appreciation was shared for SMSU staff for successful fall programming, and for a guest committee member who attended the board general meeting to learn more.

Respectfully reviewed & submitted by

Anjali, Secretary

Date



JEDI Report | Presented to SMSU Board of Directors

2/4/2026

APIDA Center

This semester, the APIDA center is introducing a new program series, Food for Thought, where students will learn about APIDA culture and history through food. Some topics we will cover are centered around refugees in the United States, colonization of APIDA countries, and the impacts that migration has on food. Each workshop will also include the foods in which we are discussing so students can experience the food while also learning about its origins.

The First Peoples Center

Spring 2026 programming centers Indigenous cultural knowledge, community care, and student success through recurring, relationship-based offerings. These spring initiatives build on the FPC's broader commitment to Indigenous visibility and empowerment through Native American Heritage Month programming and our annual Fall Gathering, *Reclaiming the Harvest*, which collectively celebrate cultural resilience, food sovereignty, and community strength.

- Beading Circles provide students with space to engage in cultural practice, storytelling, and intergenerational knowledge-sharing, reinforcing identity and belonging.
- Our Book Club fosters critical dialogue around Indigenous authorship, history, and lived experience, strengthening students' academic confidence and sense of voice.
- Medicine Hour supports holistic wellness by encouraging movement, reflection, and balance rooted in Indigenous understandings of health.
- Cooking Workshops reconnect students to Indigenous foodways while building practical life skills and community connection.

Latinx Center

We are excited to kick off Spring Semester with the Radical Book Club happening in February to celebrate Black History Month. The Center will be reading "When Language Broke Open: An Anthology of Queer and Trans Black Writers of Latin American Descent" and discussing the multifaceted realities and experiences of Black Latinidades. This anthology explores various genres including poetry, autobiography, short stories, diaries, visual art, and a graphic memoir.

Queer Transgender Resource Center

The team is ready to kick off their Spring series, Growing as Yoties (GAY), on Monday, February 2nd. This series will serve as a learning and discussion space for students to learn more about Queer and Trans experiences through the exploration of Queer and Trans media such as shows, movies, books, and podcasts. This series will introduce Queer and Trans Theory to students as a tool to help learn how to navigate social and political landscapes from a Queer and Trans perspective.

Osher Adult ReEntry Center

As we regroup for the beginning of Spring, Dr. Lorena Marquez has moved into OARC to support the transition and retirement leave of our former coordinator. Student staff are excited about giving the Center a new look while also focusing on the three programs planned for this semester.

Dr. Marquez will be connecting with more campus partners, Project Rebound, Veterans, Orientations, etc. to best support transfer student experiences and reshape the OARC support services.

Pan African Student Success Center

We have hired James Rocker as a temporary hire until the end of June to support our students and the changes that have been occurring in the PASSC.

Women's Resource Center

This semester, the Women's Resource Center is continuing the second half of our student leadership and development program, Lead with the WRC. This program will be introducing new collaborations for three out of the six workshops. These collaborations include the pan-African student success center, financial literacy center, and services for students with disabilities. With these collaborations, we hope to reach a wider audience of students while strengthening cross departmental partnerships.

Following Lead with the WRC, we will be selecting a group of students, who attend six out of twelve workshops from the academic year, to attend a student leadership retreat hosted through Disneylands imagination campus program. This program is Leadership the Disney Way, where students will get a unique opportunity to realize their potential by interacting with Disney leaders, engaging in leadership activities, and experiencing fun, hands-on learning.



Operations Department Report | Presented to the SMSU Board of Directors

February 4, 2026

Department Highlights

- **SMSU South Project Update**

- The HVAC project that contracted by the campus facilities HVAC department is currently in progress. There are bi-weekly meetings scheduled with the Chief Engineer (Larry Boyer) and Associate Director of Operations (Anthony Roberson)
- Project Rebound will be having a soft opening in February and ribbon cutting will be scheduled for a later date.
- Tangram Interiors has created a furniture design for the lobby area and dining area that will be presented to the Facilities & Sustainability Committee.
- Tangram Interiors is working on an outdoor furniture concept design for the Atrium.
- The Refrigerator Lockers have been wrapped and ready for implementation for usage.
- Pennington Designs has provided quotes for interior and exterior vinyl graphics.

- **Facilities & Services**

- The department is actively coordinating Red Alert drills for the student assistants. These drills are intended to refresh and reinforce staff readiness in emergency response situations, with a strong focus on CPR, First Aid, and AED response protocols.
- The department will be scheduling and conducting the behind wheel golf cart driving program for staff and paraprofessionals in the upcoming weeks to ensure compliance and safety.

- **Scheduling Department**

- The department is in the final stages of implementing the department's credit payment system and are awaiting concluding meetings with key campus stakeholders to move forward.
- The department will be launching the search for the Audio Visual/Event Operations Coordinator position, the chair and the search committee have been established and interviews will take place in early February.
- **Information Technology/Esports**
 - The department has been servicing all the Reach digital signage players in both facilities to correct issues with the players having intermittent freezing issues, and we are about halfway completed with the project.
 - The Esports department is recruiting new players for the Spring competitive teams and students that are interested in the team manager role for the teams.
 - Two of our CSUSB Esports teams, Overwatch 2 and VALORANT, won 1st place in their Play Fly College League (PCL) divisions for the Fall semester. They will be receiving their championship trophies within the next few weeks. The department is planning their annual gaming festival CoyoteCon which will take place on March 7th
- **Audio Visual**
 - The department has been working on lighting designs for the Conference Center in SMSU North to provide an enhanced customer experience. The Event Operations has been working on updating room layout plans to maximize space and flexibility for banquet and vendor style events.
- **Maintenance**
 - The department has been working on completing work orders submitted for the SMSU department and building tenants.
 - The Maintenance Specialist has completed the tenant improvement project for the Project Rebound.
 - The department is working on deep cleaning of the floors and carpets that are being assigned to the team members. The department purchased a new machine to ensure all these tasks and completed efficiently and effectively.



Recreation and Wellness | Presented to SMSU Board of Directors

2/4/2026

Adventure - Adventure program held a 4-day backpacking trip for eleven leaders over the break as well as a Holiday Lights Kayak trip. Unfortunately, we had to cancel three snowboard trips due to lack of snow. We all had five leaders train to become volunteer leaders over the break, and eighteen trip leaders attended the Western Regional Outdoor Leadership Conference in Tucson, AZ. 3 leaders presented at the conference.

Climbing Wall – Over the break the climbing wall was inspected, cleaned and new routes have been set. We have reopened and are welcoming new climbers.

Leadership Challenge Center – No programs over the break but we had a 2 –day safety training for all staff.

Aquatics – The aquatics facility has reopened for Spring after repairs were completed on the deep-end wall over winter break by facility team.

Fitness - GX schedule starts Jan 26th all classes on our app! GX Showcase was 20th/22nd, Certified Personal Trainer Prep is 2 weekends away: Feb 7/8th is kick off weekend – sign-ups are open.

Management - Working with the Recreation Committee to update the outdoor space. Launched the first “Coffee and Donuts with the Recreation Director” event, providing an opportunity for open conversation and feedback on facility improvements. Attended the AOA Conference and was recognized for participation in the AOA Leadership Academy.

Operations - Safety & Compliance: On January 15, facilities coordinated with Simplex to complete the scheduled building-wide alarm testing. Sarah and Alicia will be teaching a CPR certification course which is scheduled for January 30 at 2:00 PM.

Fleet Management: I have performed weekly inspections on all company vans to ensure the fleet remains well-maintained and in excellent operating condition.

Training & Development: I facilitated a Smith System Driver Training session for Sasha on January 23. On the same day, my students also participated in the all-staff training workshop.

Staffing & Maintenance: I have successfully hired two new Operations Assistants (OAs) to join the team; they will be primarily focused on facility cleaning and upkeep.

Equipment Status: Three light towers are currently sidelined for maintenance. We have identified the issues and are awaiting the arrival of necessary parts to complete the repairs.

Office Renovations: Andrew completed an excellent renovation of Josie's and Jasmine's offices, which included a fresh coat of paint and the installation of two new desks in each workspace.

Equipment Repair: The pulley system on the fitness floor is now fully operational. Andrew successfully installed the replacement part, and the machine has been tested for proper functionality.

PDC- EOS membership signups have reopened for the Spring semester, following strong student and staff usage across all three EOS facilities in the Fall.

Membership - The SRWC had 5,771 visits in December. Communication was distributed to members with Spring Semester information.

Sport Clubs – Congratulations to the Cheer Club for capturing the CheerPros State Championship in Riverside, CA. Men's Soccer hosted UCR in their first competition for 2026 and came up short losing 6-2.

Intramural Sports - Kicks off the spring semester with Soccer (Monday Nights) and Volleyball Leagues (Tuesday Nights) sign up now. Table Tennis (Feb 12th), 3 Point Contest (Feb 19th) and Cup Pong (Feb 26th). In the Fraternity League we have Cup Pong (Feb 4th) and Flag Football (Feb 18th).

Well-Being- The Retreat will begin hosting a variety of wellness classes next week for the spring semester. These classes include Creative Time, Sound Bath classes, Meditation classes, and Be Well Yotes Walks. Check out our IG or website for all the details.



Chair & Vice Chair Report | Presented to SMSU Board of Directors

Executive Summary:

This report reflects leadership activities and discussions that took place during December and January and are being presented to the Board at the February meeting. During this period, leadership focused on relationship-building, early-stage planning, and identifying opportunities for visible student impact. Following the NASPA review, the Board began preliminary conversations around student-facing space improvements while continuing dialogue with campus leadership and ASI. Leadership also engaged in initial discussions related to potential recreation facility enhancements, national conference participation, and collaboration with peer student unions. All items remain exploratory and informational in nature, with no action requested at this time.

Report

- Preliminary Recreation Facility Discussions (Student Affairs & ASI):
 - During December and January, SMSU leadership engaged in early, exploratory conversations with Student Affairs and ASI regarding potential improvements to outdoor recreational spaces. These discussions focused on understanding existing conditions, long-term needs, and alignment with broader campus planning efforts. No formal proposals or project scopes have been developed at this stage.
- Initial Funding Context:
 - As part of these preliminary conversations, the President's Office indicated a \$175,000 commitment as seed funding to support future recreation-related improvements. This funding is intended to support planning and early-stage development. Any specific use of funds, project phasing, or timelines will be reviewed through the appropriate subcommittee processes before being brought to the Board for consideration.
- Planning Context & Alignment:
 - Discussions during this period emphasized the importance of a phased and strategic approach that aligns with the campus master plan, long-term development priorities, and student needs. These conversations are intended to inform future planning and do not represent finalized recommendations.
- Student-Facing Space Improvements (Post-NASPA Review):
 - Following the NASPA review, the Board began preliminary discussions during December and January around potential updates to student-facing spaces, including furniture replacement and modest refreshes in SMSU-South building. These

conversations centered on identifying opportunities where future investments could have a visible and meaningful impact for students. No specific plans, costs, or timelines have been established, and any proposals will be routed through appropriate subcommittees prior to Board review.

- National & Peer Collaboration Planning:
 - During this reporting period, SMSU leadership initiated planning conversations regarding potential attendance at HACU, recognizing the value of national engagement and professional development. Leadership also began discussions with peer student unions that share similar institutional demographics to explore hosting a collaborative convening focused on relationship-building and shared learning. As part of these efforts, SMSU is planning to host other student union boards at CSUSB on Friday, March 13, with additional details to be shared as planning continues.
- Ongoing Institutional Relationships:
 - Throughout December and January, the Board continued ongoing conversations with Dr. Smith and Dr. Paz, while also strengthening collaborative relationships with ASI leadership. These discussions support alignment, communication, and mutual understanding across campus entities.
- Winter Break Leadership Meeting:
 - During winter break, Board leadership met with Interim Executive Director Vilayat to discuss organizational progress, future planning considerations, and other topics related to strengthening the corporation. This meeting focused on long-term stability, continuity, and opportunities for continued organizational growth.

Closing Statement

The activities conducted during December and January reflect SMSU leadership's continued focus on thoughtful planning, relationship-building, and responsible governance. By engaging in early-stage discussions and maintaining strong partnerships with campus leadership and peer institutions, the Board is laying the groundwork for future decisions that prioritize student impact, transparency, and long-term organizational strength.

Executive Director Report | Presented to SMSU Board of Directors

Executive Overview

As SMSU/RecWell enter the midpoint of the academic year, the organization remains focused on stabilizing operations, advancing strategic planning, and strengthening governance, fiscal controls, and organizational culture. January activities centered on translating assessment and NASPA external review findings into actionable work through committee engagement, staff development, and policy refinement.

The period since the December Board meeting reflects continued progress in three core areas: (1) advancing the strategic planning framework and values/vision/mission alignment, (2) reinforcing fiscal stewardship and internal controls, and (3) supporting staff and student development during a period of organizational transition. The updates below summarize key activities and emerging priorities in preparation for the Board's February deliberations.

Highlights

- **Assessment & Training**
 - Strategic Planning Launch:
 - Strategic Planning Committee met in January to continue review of NASPA external review themes, industry model plans, and the proposed multi-phase strategic planning roadmap.
 - Ongoing synthesis of staff values, sustainability themes, and Board goal themes to inform draft mission, vision, values, and strategic pillars.
 - Mid-Year Staff Development:
 - Mid-Year Full-Time Staff Retreat held January 16, focused on organizational values, identifying a shared “north star,” and connecting daily work to long-term strategy.
 - Winter Student Staff Training (“Navigating Growth Together”) held January 23, emphasizing resilience, accountability, communication, and leadership development with alumni engagement.
 - Assessment Integration:
 - Continued alignment of assessment practices with the Achieve–Connect–Thrive framework and early discussions on improving integration between assessment, budgeting, and strategic priorities.
- **Board of Directors**
 - Strategic Planning Committee:
 - Continued review of NASPA External Review Executive Summary and strategic planning milestones.
 - Active discussion on mission and vision rework, solution-based culture, accountability systems, and long-term governance clarity.
 - Personnel Committee:
 - Approved Senior Coordinator, Student Diversity & Belonging job description to provide stable leadership across affinity centers.
 - Continued oversight of HR policy alignment and recruitment planning.

- Finance & Contracts Committee:
 - Reviewed first-quarter financials using updated visual reporting formats.
 - Approved reserve allocation framework and reviewed investment performance.
 - Considered DHRE loan findings and risk mitigation recommendations to strengthen internal controls and Board oversight.
- Facilities & Sustainability Committee:
 - Engaged in discussions related to space utilization, SMSU South projects, HVAC upgrades, and student engagement through facilities enhancements.
 - Continued alignment of facilities planning with Board goal themes and long-term sustainability.
- Recreation & Wellness Committee:
 - Reviewed operational updates, proposed program investments, and facility enhancements supporting student wellbeing and engagement.
- **Budget/Finance**
 - Fiscal Oversight:
 - First-quarter actuals reviewed; spending trends remain consistent with expectations.
 - Reserve allocation strategy advanced in alignment with CSU auxiliary requirements and revised Reserve Policy.
 - Internal Controls & Risk Management:
 - Management review of the DHRE loan completed; findings and recommendations presented to the Finance & Contracts Committee.
 - Drafting and implementation of enhanced governance controls underway, including clearer approval thresholds, documentation standards, and Board training reinforcement.
 - Investments & Cash Management:
 - Continued monitoring of investment balances and interest income across operating and reserve funds.
- **HR & Risk Management**
 - Staffing & Organizational Structure:
 - Continued implementation of revised staffing structures, including Senior Coordinator roles to ensure continuity and equity within Student Diversity & Belonging units.
 - Ongoing workforce review focused on workload balance, role clarity, and sustainability.
 - Policy & Compliance:
 - Background Check Policy approved and moving into implementation.
 - Continued collaboration with campus HR to ensure alignment with CSU policies and risk mitigation practices.
 - Culture & Wellbeing:
 - Integration of shared organizational values into staff meetings, training, and recognition efforts.
 - Ongoing emphasis on sustainable workloads, accountability, and trust-building.
- **Marketing**
 - Outreach & Engagement:
 - Street Team participation in orientation and tabling events continued into the spring semester.
 - Spring event marketing materials in production and distribution.
 - Professional Development:
 - Marketing staff participation in regional conferences and external engagement continues to inform best practices and innovation in student-facing communications.
- **Technology & Communication**
 - Internal Communication: Bi-weekly SMSU/RecWell newsletters continue to support transparency, recognition, and staff engagement.



- Governance Systems: OnBoard platform pilot underway to centralize committee and Board materials and improve document access and continuity.
- Digital Infrastructure: Continued transition of policy library and governance documents to updated campus web formats.

- **Near-Term Priorities (Feb–Mar)**
 - Advance drafting of mission, vision, and values for Strategic Planning Committee and Board review.
 - Continue strategic plan framework development, including identification of strategic pillars and success measures.
 - Implement DHRE loan risk mitigation recommendations and draft related fiscal policy enhancements.
 - Present audit and fiscal transparency updates to the Board.
 - Monitor reserve allocations and prepare mid-year budget projections.
 - Continue workforce review and staff development initiatives aligned with NASPA recommendations.
 - Expand use of OnBoard and assess effectiveness prior to broader rollout.

As we move further into the spring semester, SMSU remains committed to strengthening governance, reinforcing fiscal and operational sustainability, and cultivating a values-driven culture that supports both students and staff. The coming months will focus on translating planning and assessment work into clear strategic direction, with continued partnership between the Board, committees, and staff to ensure transparency, accountability, and student-centered impact.

Student Services Report | Presented to SMSU Board of Directors

January 27, 2026

Financial Literacy Center:

Getting Back on Track After the Holidays Workshop

On January 29, 2026, the Financial Literacy Center, in partnership with CSUSB Alumni, hosted the Getting Back on Track After the Holidays workshop at the Financial Literacy Center. The workshop was designed to support students in resetting their finances after the holiday season by focusing on budgeting strategies, goal setting for the new year, and building healthy money habits. A total of _ students attended the session. The workshop included an interactive presentation covering practical budgeting techniques, common post-holiday financial challenges, and tools students can use to stay financially organized throughout 2026. Students were encouraged to reflect on their own spending habits and identify at least one financial goal for the upcoming year. Time was also allotted for questions and discussion, allowing participants to engage directly with Financial Literacy Center staff and CSUSB Alumni representatives.

Alignment with OLO's

OLO 1.3: Generalized Life Skills

Students were able to identify basic budgeting strategies and outline personal financial goals for the new year.

OLO 2.1: Campus & Community Outreach

Students engaged with campus resources by participating in a collaborative workshop hosted by the Financial Literacy Center and CSUSB Alumni.

Upcoming Events:

In February, the Financial Literacy Center is collaborating with the Graduate Student Success Center and the Osher Re-Adult Entry Center to host the 2nd annual Financial February Series. The Financial Literacy Center will be hosting the workshop on Investing with Chase Bank, going over Scholarship essentials with the Office of Financial Aid and Scholarships, and the steps towards homebuying with Chase Bank.

Graduate Student Success Center:

Howl-come Back!

Howl-come Back, held on January 21st (12:00 to 2:00 P.M.) and 22nd (5:00 to 7:00 P.M.), welcomed a total of 4 students. The event was designed to build community and foster

connections among returning and new graduate students on campus. Community engagement activities included playing popular cooperative games on a Nintendo Switch (which was borrowed in collaboration with the E-Sports Arena) and various board games already located within the center. Light snacks and refreshments were provided, along with tours of the center to any new students. Students actively engaged with the activities, with half staying for a majority of the event. Participants mixed throughout the event, interacting with students previously unknown to them.

Alignment with OLOs:

OLO 2.3: Social Support & Connections

Graduate students who attended the Howl-come Back developed mutually supportive relationships with peers across academic programs by engaging in shared activities and informal conversations, while gaining the confidence and skills to engage in different social groups within the campus community.

Program Board:

New Member On-Boarding

Katie Wallen, Coordinator of Program Board and GSSC, facilitated a comprehensive onboarding week from January 19th through January 23rd for three new Program Board student assistants. The training included tours of the Santos Manuel Student Union North and South facilities, organizational structure education for the SMSU and Division of Student Affairs, and protocols for engaging with the SMSU Marketing team. Students additionally completed mandatory CSU Learn training, defensive driving certification for campus golf cart operation (where applicable), and hands-on training in front desk coverage procedures and the Fusion system to support the Financial Literacy Center and Graduate Student Success Center. The onboarding week concluded with attendance at the SMSU/RecWell Mid-year Student Training. Students reported positive experiences with the structured onboarding process, stating it provided opportunities to build community with peers, understand the organization and their role within campus, and establish clear expectations through diverse learning formats.

Alignment with OLOs:

OLO 1.2: Professional & Career Development

Student assistants who complete the Program Board new hire onboarding will articulate their role within the organizational structure and demonstrate proficiency in essential workplace systems to support their professional responsibilities.

Rancho Mirage Student Center:

Ask Me Tables

During the first week back for students, the Rancho Mirage Student Center supported the Ask Me Tables, serving as a help desk for students seeking assistance with classroom locations, campus resources, and general questions. RMSC staff provided direct, in-person support to help students navigate campus spaces, connect with appropriate services, and feel more confident about accessing university resources. This initiative contributed to a welcoming campus environment by ensuring students receive timely guidance and personalized assistance during high-traffic periods.

Alignment with OLO's

OLO 2.3: Social Support and Connections

Students established supportive connections with RMSC staff by receiving individualized assistance and guidance, strengthening their sense of belonging and comfort navigating campus.

760 Market

On January 27, 2026, the Rancho Mirage Student Center hosted 760 Market at the Rancho Mirage Student Center to connect students with local vendors and small businesses from the surrounding community. The event was designed to promote community engagement, student connection, and experiential learning by providing students with the opportunity to explore and interact with local businesses in a welcoming, marketplace-style setting. A total of 100 students, staff and community members attended the event. The market featured eight local businesses, including vendors offering gelato, antojitos mexicanos, crocheted items, handmade candles, personalized cups and custom items, retail goods, and matcha and tea products. This diverse vendor lineup allowed students to experience a range of local entrepreneurship while engaging directly with business owners, encouraging conversation, exploration, and relationship-building that supported a sense of belonging and connection.

Alignment with OLO's

OLO 2.2: Cultural Awareness and Diversity

Students gained exposure to diverse cultural products and local businesses, fostering greater cultural awareness and appreciation through direct interaction with community vendors.

OLO 2.3: Social Support and Connections

Students formed new social connections with peers and community members, strengthening their sense of belonging within the Rancho Mirage Student Center.

Upcoming Events:**Lemonade Lessons**

The Rancho Mirage Student Center is preparing to host Lemonade Lessons, featuring Dr. Martinez, Associate Vice President, an upcoming program designed to support students' personal and professional development beyond the classroom. On February 13th, Lemonade Lessons invites faculty and campus leaders to share practical life lessons, real-world experiences, and wisdom not typically covered in academic courses. The event aims to provide students with guidance on navigating challenges, building resilience, and developing skills that support long-term success, while fostering meaningful connections between students and campus leadership.

OLO 1.3: Generalized Life Skills

Students will gain practical life insights and strategies that support decision-making, resilience, and personal growth beyond academic instruction.

OLO 2.3: Social Support and Connections

Students will engage with campus leadership in a supportive setting, strengthening relationships and increasing access to mentorship and guidance.

OLO 3.1: Personal and Academic Growth

Students will enhance their emotional well-being and overall success by reflecting shared experiences and lessons that promote confidence, adaptability, and self-awareness.

Professional Development: Student Services Team**AOA Conference**

From January 11-13, Monica Baeza, Associate Director of Student Services and Philanthropic Giving attended the annual AOA Conference in Oakland, CA. During this conference, Monica attended sessions on the Philanthropy track. Through attending these sessions, she was able to become informed about system-wide changes that will be impacting philanthropic dollars, learn language that is associated with philanthropy, and connect with CSUSB Foundations staff. From these connections, Monica will be able to build a better relationship with University Advancement and identify a philanthropy plan for the Student Union.

Alignment with OLO's

OLO 1.2 Professional & Career Development

By attending AOA, the Associate Director of Student Services and Philanthropic Giving will be able to network with professionals in the Philanthropy field and develop a plan for the SMSU.

Student Services Winter Retreat

On January 15th, 19 student employees and 3 professional staff of the Student Services team (Financial Literacy Center, Graduate Student Success Center, Program Board, and Rancho Mirage Student Center) participated in the Student Services Spring 2026 Training Retreat hosted at the Palm Desert Campus from 8:00 A.M. to 3:00 P.M. This professional development opportunity included trainings and activities focused on risk management, Justice, Equity, Diversity, and Inclusion (JEDI) work in programming, and navigating challenges within programming. Anthony Roberson presented risk management protocols; the SMSU JEDI team facilitated interactive sessions on culturally inclusive programming practices, and Katie Wallen led discussions on problem-solving strategies for programming challenges. Team building and icebreaker exercises welcomed new team members from Program Board and the Financial Literacy Center, allowing students to connect with peers across departments. Student employees reported feeling more connected to their colleagues after the retreat, demonstrated clear understanding of the training content, and appreciated the interactive nature of the sessions.

Alignment with OLO's

OLO 1.2 Professional & Career Development

Student employees who attend the Student Services Spring 2026 Training Retreat will increase their job knowledge and professional skills by learning risk management protocols, inclusive programming practices, and challenge navigation strategies to enhance their job performance during the spring 2026 semester.

OLO 2.3 Social Support & Connections

Student employees who attend the Student Services Spring 2026 Training Retreat will develop mutually supportive relationships with peers throughout the Student Services unit by engaging in team-building activities and cross-departmental collaboration opportunities.

Winter Student Staff Training: Navigating Growth Together

On January 23rd, the Student Services Team participated in the Winter Retreat hosted by SMSU and RecWell for student assistants. The training focused on student assistant growth and skill development in leadership, communication, teamwork, accountability, and collaboration. The

Student Services Team engaged in scenario-based activities addressing unpredictable situations that may occur in front-facing campus centers, allowing the team to discuss appropriate responses and apply leadership strategies. The activity aligned with intended OLO 1.3: Generalized Life Skills by promoting leadership development, problem-solving, and effective teamwork. Assessment was based on group discussions and anecdotal feedback. While students found the content relevant, feedback indicated that some activities felt rushed and there were limited opportunities to interact with student assistants from other teams, which limited collaboration across departments.

Alignment with OLO's

OLO 1.3: Generalized Life Skills

Student assistants will be able to demonstrate effective communication, teamwork, and problem-solving skills when responding to realistic workplace scenarios in a front-facing campus environment.

Background Check Personnel Policy Proposal

Date: 11/13/2025

To: Santos Manuel Student Union Board of Directors

Proposed by: Jenny Puccinelli, HR & Risk Manager

Proposal: We propose the adoption and implementation of a formal Background Check Personnel Policy for the Santos Manuel Student Union (SMSU). This policy establishes uniform expectations for conducting background checks on professional staff, student staff, and volunteers to ensure compliance with the California Fair Chance Act (Gov. Code § 12952), California Code of Regulations, Title 2, § 11017.1, and CSU system policy.

The policy's purpose is to safeguard the health, safety, and well-being of employees, volunteers, guests, and the campus community by ensuring that all individuals employed or appointed to certain positions meet SMSU's standards of integrity and reliability.

Rationale: This proposal is essential to:

- Ensure compliance with state and federal laws regarding background investigations, including the Fair Chance Act;
- Maintain a safe working and learning environment for all SMSU employees and patrons;
- Protect the organization from legal, reputational, and operational risks related to negligent hiring;
- Standardize expectation for disclosure, consent, confidentiality, and individualized assessment in hiring decisions.

The background check process will occur only after a conditional offer of employment and will be conducted in accordance with all applicable privacy and non-discrimination standards.

Fiscal Impact: The fiscal impact of implementing this policy is *minimal* and limited to administrative processing fees for background checks and Live Scan services, which are standard and budgeted costs.

Implementation Timeline

- **Policy Adoption:** Immediately upon Board approval
- **Full Implementation:** Process and procedures have already been implemented. Now supported by official policy.

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

PERSONNEL POLICY

SUBJECT: Background Checks

**REFERENCE: SMSU Personnel Policies Manual; SMSUPM xxx
California Fair Chance Act (Gov. Code § 12952)
California Code of Regulations, Title 2, § 11017.1**

POLICY

The Santos Manuel Student Union (SMSU) is committed to protecting the health, well-being, and safety of its employees, volunteers, guests, and the campus community. To accomplish these goals, this policy provides guidance for administering background check programs in compliance with all applicable federal, state, and local laws.

This policy requires background checks to be conducted only after a conditional offer of employment or appointment has been made, in accordance with the California Fair Chance Act and other applicable laws. Background checks are required for all final candidates for professional staff positions and for certain student employee or volunteer positions, as designated in this policy.

Any former employee who is re-appointed to an SMSU position after a break in service of twelve (12) months or more will be subject to background check requirements appropriate to the new position. Background checks will be performed in accordance with all applicable federal, state, and local law, as well as CSU system policy.

CONFIDENTIALITY AND NON-DISCRIMINATION

The SMSU recognizes the need to balance its responsibility for conducting background checks with the need to protect individual privacy. All background check information will be collected, stored, and used only for legitimate business purposes.

The Human Resource Manager is responsible for maintaining the confidentiality of all background check records and ensuring that such records are securely stored, accessed only by authorized personnel with a business need to know, and destroyed in accordance with applicable record retention and privacy laws.

Background check results will not be used in a manner that discriminates on the basis of race, religion, ancestry, color, sex, sexual orientation, gender identity or expression, age, physical or

mental disability, veteran status, marital status, pregnancy, medical condition, genetic information, or national origin.

Any adverse employment action based on background check results must be job-related and consistent with business necessity, and must comply with the California Fair Chance Act's individualized assessment and notice requirements.

DISCLOSURE, CONSENT, AND NOTICE REQUIREMENTS

Before a background check is conducted, the candidate or employee will receive a stand-alone written disclosure and authorization form consistent with California law. The SMSU will not include this disclosure within any employment application or other unrelated document.

FAIR CHANCE ACT AND CALIFORNIA REGULATIONS

Consistent with the California Fair Chance Act (Gov. Code § 12952) and California Code of Regulations, Title 2, § 11017.1:

1. No criminal history information will be requested or considered before a conditional offer of employment is made.
2. If a background check reveals conviction history, the SMSU will conduct an individualized assessment considering:
 - The nature and gravity of the offense or conduct;
 - The time that has passed since the offense or completion of the sentence; and
 - The nature of the job held or sought.
3. The candidate will receive a preliminary decision notice if SMSU intends to withdraw the offer. This notice will include:
 - The conviction(s) at issue,
 - A copy of the background check report, and
 - Notification of the right to respond and provide evidence of rehabilitation or inaccuracies.
4. The candidate will have at least five (5) business days to respond before any final decision.
5. SMSU will consider any information provided before issuing a final adverse action notice if applicable.

TYPES OF BACKGROUND CHECKS

1. Employment Verification – Employment history for the previous five (5) years will be verified.
2. Education Verification – Educational credentials relevant to the position will be verified.
3. Criminal Record Check – A criminal records check will be conducted after a conditional offer, consistent with California law.
4. Live Scan – A Live Scan fingerprint check is required for all employees and volunteers who have regular, direct contact with children.

5. Professional Licensing and Certification – If job-related, the SMSU shall verify professional licenses and/or certifications to ensure they are current, valid, and in good standing.

POSITIONS REQUIRING BACKGROUND CHECKS

1. All Professional Staff positions.
2. Student staff and volunteers in the following areas:
 - a. Centers
 - b. Aquatics
 - c. Administration Office
 - d. Scheduling Office
 - e. Building/Operations Managers
 - f. Recreation and Wellness Membership
 - g. Coyote Lanes
 - h. Concierge Services

POSITIONS REQUIRING LIVE SCANS

1. Professional staff, student staff, and volunteers in the following areas:
 - a. Adventure Programs
 - b. Aquatics
 - c. Osher Adult Re-Entry Center

ADVERSE ACTION PROCEDURES

If background check information leads SMSU to consider rescinding an offer or taking other adverse action:

1. A Pre-Adverse Action Notice will be issued to the candidate, including:
 - o A copy of the background check report;
 - o A written explanation of the potential adverse decision;
 - o The FCRA Summary of Rights and California Summary of Rights.
2. The candidate will be given at least five (5) business days to dispute the accuracy of the report or provide additional information.
3. If the candidate disputes or provides information, SMSU will review and consider it before making a final decision.
4. If a final adverse decision is made, a Final Adverse Action Notice will be provided, including:
 - o The name and contact information of the background check agency;
 - o A statement that the agency did not make the employment decision; and
 - o Notification of the candidate's right to obtain a free copy of the report within sixty (60) days.

RETENTION AND DESTRUCTION OF RECORDS

All background check records, including reports, disclosures, and notices, will be:

- Maintained in a secure, confidential file separate from personnel files;
- Retained for the period required by law (typically five (5) years after completion of the hiring process or employment decision); and
- Securely destroyed (e.g., shredding, secure digital deletion) after the retention period expires.

POLICY ADMINISTRATION

The Human Resource Manager is responsible for:

- Ensuring compliance with this policy and all legal requirements;
- Coordinating with the external background check vendor;
- Providing required notices and disclosures;
- Maintaining secure storage and destruction of records; and

SANTOS MANUEL STUDENT UNION
OF
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

BYLAWS

Amended 3-11-21
Amended 11-14-19
Amended 11-29-18
Amended 2-8-18
Amended 1-18-18
Amended 3-9-17
Amended 2-13-14
Amended 4-12-12
Amended 10-8-09
Amended 3-12-09
Amended 11-29-07
Amended 10-7-04
Amended 6-7-01
Amended 4-13-00
Amended 6-10-99
Amended 4-9-98
Amended 4-13-95
Amended 12-1-94
Amended 5-12-94
Amended 10-14-93
Amended 2-25-92
Amended 2-8-91 (BOD approval 11-15-90; Articles of
Incorporation approved by Secretary of State on 2-8-91.)
Amended 5-4-90
Amended 8-1-86

SANTOS MANUEL STUDENT UNION
OF
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

BYLAWS

ARTICLE I

NAME AND PRINCIPAL OFFICE

Section 1. NAME

The name of this Corporation shall be the Santos Manuel Student Union of California State University, San Bernardino herein referred to as the Corporation.

Section 2. OFFICES

The principal office for the transaction of the business of the Corporation is hereby fixed and located at California State University, San Bernardino, in the county of San Bernardino, state of California.

ARTICLE II

PURPOSE

The Corporation shall have such purposes as are now or may hereafter be set forth in its Articles of Incorporation.

The Corporation is authorized pursuant to its purpose and to California Education Code section 89901 to buy, sell and hold title to real property.

ARTICLE III

POWERS

The Corporation shall have such powers as are now or may hereafter be granted by the Nonprofit Corporation Law of the State of California, except as limited by the provisions of its Articles of Incorporation or these Bylaws.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. QUORUM AND NUMBER

The corporate powers of this Corporation shall be vested in a Board of Directors of fifteen (15) voting directors with a simple majority of the filled positions of the Board of Directors constituting a quorum for the transaction of business. Members of the Board of Directors may receive an incentive for their services rendered.

Section 2. MEMBERSHIP

The Corporation shall have no members other than the persons constituting its Board of Directors. The following shall constitute the Board of Directors:

The Associated Students, Inc. President (ex-officio) or designee. Voting member.

The Associated Students, Inc. Executive Vice-President (ex-officio) or designee. Voting member.

Seven (7) student representatives at large, appointed by this Board of Directors for staggered two-year terms. Voting members.

One (1) person who holds membership in the Alumni Association who is non-campus personnel nominated by the Alumni Association Board of Directors and appointed by the Board of Directors for a two-year term. During the term of office, the alumni representative must remain in good standing with the Alumni Association and be available to attend Board of Directors meetings. Voting member.

Two (2) California State University, San Bernardino faculty nominated by the Faculty Senate and appointed by the university President for two-year staggered terms. Voting members.

The University President (ex-officio) or designee. Voting member.

One (1) California State University, San Bernardino administrative representative appointed by the university President. Voting member.

Executive Director of the Corporation, who serves as Chief Financial Officer for the Board. Voting member.

Designees must serve the full term of office and are not subject to removal by the designator. Designees can only be removed by voluntary resignation or if they are no longer eligible to serve.

Section 3. STUDENT MEMBER ELIGIBILITY/SELECTION PROCESS

Student Board of Directors and committee members are required to maintain unit loads and grade point averages as outlined in the Student Union Grade Eligibility Policy and Procedures.

The ASI President and Executive Vice President or their designees hold ex-officio positions on the Board of Directors. Seven (7) student representatives-at-large are appointed by the Board of Directors for staggered two year terms. Alternates are selected as needed; the alternate does not hold a position on the Board of Directors, but is encouraged to participate in Committee meetings. Every spring semester, and as necessary, the Corporation posts flyers and advertises as appropriate, soliciting applicants for open student representative positions. The position openings are advertised for a minimum of two weeks.

Applications submitted by eligible students are forwarded to the Personnel Committee for review and recommendation. The Personnel Committee forwards the names of the most qualified student applicants to the Board of Directors for approval at the Annual Meeting held in May of each year, or as necessary for vacancies occurring outside the annual appointment process.

Section 4. BOARD OF DIRECTORS ELIGIBILITY AND CONCURRENT OFFICES /EMPLOYMENT

- 1) In order to ensure the widest possible implementation of student involvement and representation, the following criteria for eligibility shall apply to the Board of Directors representative positions:
 - a) Unless otherwise specified in the Board of Directors' Bylaws, holders of major elected or appointed Association Students, Incorporated offices shall not be eligible to concurrently serve on the Board of Directors
 - b) Major elected or appointed Associated Students, Incorporated offices include:
 - Vice President Finance
 - Vice President University Affairs
 - Internal Affairs Director
 - External Affairs Director
 - ASI Board of Directors Representatives
 - ASI Committee Chairs
 - c) Students employed by the Corporation shall not be eligible to serve on the Board of Directors.
 - d) ASI officers and Corporation student employees are encouraged to serve on Board of Directors' committees.

Section 5. EXECUTIVE COMMITTEE

The Executive Committee shall consist of the chair, vice chair, secretary, controller and Executive Director.

Section 6. TERM OF OFFICE

The term of office for appointed Board of Directors members shall begin after the Annual Meeting in May and end at the conclusion of the Annual Meeting the following May.

Section 7. VOTING

Each voting member of the Board of Directors shall have one (1) vote, said vote may not be cast by proxy.

Section 8. RESPONSIBILITIES AND EXPECTATIONS

Directors are expected to fulfill the responsibilities as outlined in the Board of Directors Responsibilities and Expectations Statement. Directors shall register their addresses, e-mail addresses and telephone numbers with the Executive Assistant to the Executive Director, and notices mailed, or e-mailed to them at such addresses shall be valid notices thereof.

Section 9. CONTRACTS

Except as otherwise authorized by action of the Board of Directors, no officer or agent of the Corporation may enter into any contract, or execute or endorse any instrument in the name of, or on behalf of, the Corporation. This restriction shall not be construed to limit the authority of authorized officers or agents of the Corporation to make or enter into contracts, agreements or expenditures for the maintenance and operation of the Corporation when previously authorized by the directors of this Corporation.

ARTICLE V

INDEMNIFICATION OF DIRECTORS, OFFICERS, AND OTHER AGENTS

Section 1. RIGHT OF INDEMNITY

To the fullest extent permitted by law, the Corporation shall indemnify its Directors, Officers, employees, and other persons described in Section 5238(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any "proceeding" as that term is used in that Section, and including an action by or in the right of the Corporation by reason of the fact that the person is or was a person described in that Section. "Expenses," as used in the bylaw, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. APPROVAL OF INDEMNITY

On written request to the Board of Directors by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board of Directors shall promptly determine under Section 5238(e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met and, if so, the Board of Directors shall offer indemnification.

Section 3. ADVANCEMENT OF EXPENSES

To the fullest extent permitted by law and except as otherwise determined by the Board of Directors in a specific instance, expenses incurred by a person seeking indemnification under these Bylaws in defending any proceeding covered by those Sections shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Corporation for those expenses.

Section 4. INSURANCE

The Corporation shall have the right to purchase and maintain insurance to the fullest extent permitted by law on behalf of its Directors, Officers, employees and other agents, against any liability asserted against or incurred by any Director, Officer, employee or agent in such capacity or arising out of the Director's, Officer's, employee's, or agent's status as such.

ARTICLE VI

TERMINATION, REMOVAL QUALIFICATIONS

Section 1. TERMINATION

Upon termination of a director's membership on the Board of Directors, as provided in these Bylaws, or by death, all rights of said director and membership in the Corporation, or its property, shall cease.

Section 2. REMOVAL

Directors appointed by the Board of Directors may be removed without cause, if such removal is approved by a two-thirds (2/3) vote of the total Board of Directors.

Section 3. INVOLUNTARY RESIGNATION

Members of the Board of Directors are required to attend all Board of Directors and committee meetings. Board of Directors members appointed by the Board of Directors who fail to attend six (6) regularly scheduled Board of Directors and/or committee meetings per year shall be considered to have resigned from office, unless any absence is approved in advance by the Chair of the Board of Directors. The Chair of the Board of Directors shall notify the affected Board of Directors member(s), in writing, of his/her involuntary resignation. Should Board of Directors members who are appointed by other campus entities fail to attend meetings regularly, said entities will be notified in writing and new representatives requested. Involuntary resignations may be appealed to the Board of Directors.

Section 4. QUALIFICATION: EMPLOYEE OF CORPORATION

Any person who is an employee of the Corporation, with the exception of the Executive Director, shall not be qualified to act as a director, and any director who becomes an employee of the Corporation shall thereupon cease to be a director, and the vacancy will be filled as provided for in these Bylaws.

Section 5. QUALIFICATION: BOARD OF DIRECTORS VACANCIES

In the event a director ceases to be a director due to resignation, removal, disqualification, death, leave of absence, or otherwise, it will be the responsibility of the Board of Directors to fill that vacancy as soon as possible in accordance with Article II, Section 2, of these Bylaws. If the vacancy is not filled within a reasonable time, the University President shall appoint a director to fill the unexpired term in accordance with subsection (b) (2) of section 42602 of Title 5, California Administrative Code. Said vacancy will be filled for the unexpired term of the former director.

ARTICLE VII

MEETINGS

Section 1. PLACE OF MEETING

All meetings of the Board of Directors shall be held at the principal office of the Corporation.

Section 2. ANNUAL AND REGULAR MEETINGS

The Annual Meeting of the Board of Directors shall be held in the spring semester, at which time Board of Directors vacancies for expiring terms shall be filled and election of officers for the following year shall be held. Regular meetings of the Board of Directors shall be held each calendar quarter during the academic year, with a minimum of one meeting per quarter. An annual financial statement and audit report shall be presented in the fall semester. Board of Directors review and approval of the budget for the following fiscal year will take place in the spring semester. Whenever possible, all meetings shall be held during the regular business hours of California State University, San Bernardino.

Section 3. SPECIAL MEETINGS

Special meetings of the Board of Directors for any purpose or purposes may be called at any time by the chair, or if the chair is unable or refuses to act, by any four (4) directors, in accordance with the provisions of the California Education Code Section 89922. Notice can be delivered personally, by mail, e-mail, etc.

Section 4. NOTICE OF MEETINGS

The time and locations of regular meetings shall be established annually. Agendas of regular and Annual Meetings containing the date, time and place of the meeting and all items to be acted upon shall be publicized at least seven (7) days in advance of the meeting. Written notice of every regular meeting shall be given to any individual or medium that has filed a written request for notice at least one week prior to the date set for the meeting. Requests for written notice shall be valid for one year from the filing date, unless written notice for renewal is received.

Section 5. OPEN MEETINGS

All meetings of the Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the Board of Directors provided, however, that the Board of Directors may hold closed sessions during any meeting to consider those matters that may lawfully be considered in such sessions under California Education Code Sections 89923 to 89928.

Section 6. MEETINGS OF THE EXECUTIVE COMMITTEE

Meetings of the Executive Committee may be called for any purpose by the Chair or by a majority of the Executive Committee if the Chair is not available or refuses to call a meeting. All meetings of the Executive Committee when acting in the capacity of, or on behalf of, the Board of Directors shall be conducted in accordance with the provisions of California Education Code Sections 89923 to 89928.

Section 7. MEETINGS BY TELEPHONE

Any meeting may be held by conference telephone or similar communications equipment provided that all directors participating in the meeting can hear one another, and any members of the public in attendance can hear all the directors. All such directors shall be deemed to be present in person at such meetings.

Section 8. CLOSED SESSIONS

The Board or its committees may hold closed sessions to request information and reports or to review information presented by the Executive Director regarding litigation or personnel matters. These matters

may include personnel appointments, evaluations of employee performance, dismissal of employees, review of information or recommendations regarding charges brought against an employee by another person or employee. For purposes of this section only, “employee” does not include any person elected or appointed to an office. The Board of Directors or its committees may also hold closed sessions to discuss investments where a public discussion could have a negative impact on the Corporation’s financial situation. However, in such case, a final decision shall only be made during public session of the Board of Directors.

Section 9. TRANSACTION OF BUSINESS

Except as otherwise provided in the Articles of Incorporation of the Corporation, in these Bylaws, or by law, every act or decision done or made by the majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors.

Section 10. TRANSACTION OF BUSINESS AFTER LOSS OF QUORUM

The Directors present at a duly called and held meeting at which quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of Directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting, or such greater percentage as may be required by law, or the Articles of Incorporation or Bylaws of the Corporation.

Section 11. MINUTES OF MEETINGS AND CONDUCT

Regular minutes of meetings shall be completed within two weeks of each meeting. The proceedings of the Board of Directors shall be kept in a binder provided for that purpose. Meetings of the Board of Directors shall be presided over by the Chair, or in his/her absence, the Vice Chair, or in the absence of each of these persons by a Chairperson chosen by a majority of the Directors present at the meeting.

ARTICLE VIII

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Section 1. UNION OPERATION

The Board of Directors is charged with the responsibility for recommending policy for operating the Corporation and developing and adopting the budget for the Corporation. It has the authority to establish such committees as necessary to carry out the assignment.

Section 2. RULES AND POLICIES

The Board of Directors will abide by all the rules and regulations set forth in the Corporation’s Articles of Incorporation and related Bylaws, as well as any university, trustee, or Education Code requirements that govern or have an effect on said Corporation.

Section 3. BUDGET

The Board of Directors will adopt a fiscal year budget at its spring semester meeting, subject to approval by the University President.

ARTICLE IX

STANDING COMMITTEES

Section 1. MEMBERSHIP

Each standing committee shall have a membership of no less than three members. Unless otherwise noted in these bylaws, at least three of the committee members must be appointed from the Board of Directors. Any committees delegated authority to act on behalf of the Board of Directors shall be composed solely of voting Directors. Committees are generally chaired by students, however, if the elected chair is a non-student, a student co-chair will also be elected.

Section 2. APPOINTMENT

Unless otherwise specified in these bylaws, members to standing committees shall be appointed by the chair, subject to confirmation by the Board of Directors at its next meeting. The chair may make interim appointments pending confirmation.

Section 3. DESIGNATED STANDING COMMITTEES

PERSONNEL: In the event of Board vacancies, this committee shall recommend to the Board of Directors those persons whom the committee determines are most qualified to serve in the various positions designated in these Bylaws. The committee also notifies the appropriate constituent group having representation on the Board of Directors, of a Board of Directors vacancy from that group. The committee will also advise and/or recommend policy to the Executive Director and/or the Board of Directors on matters pertaining to personnel. Only voting members of the Board of Directors may serve on the Personnel Committee.

FINANCE AND CONTRACTS: This committee will draft a budget for the following fiscal year and present its proposed budget to the Board of Directors for consideration and approval. This committee will meet annually with the auditors to discuss the annual financial audit as well as consider any other financial matters that may arise and recommend its position on such matters to the Board of Directors.

POLICIES AND PROCEDURES: This committee prepares, reviews, and recommends policies and procedures related to the overall use of the facility, to the Board of Directors for approval.

STRATEGIC PLANNING: This committee will review annually and provide recommendations to the Board of Directors to update the Strategic Plan, as appropriate.

RECREATION & WELLNESS: This committee shall act as a sub-committee of the SMSU Board of Directors and shall advise on policy, budgets and operation of the recreational activities and programs of the Recreation and Wellness Department. The committee shall submit documents necessary for approval of the policies of the Recreation and Wellness Department and the annual budget of Student Union funds used for the Recreation and Wellness Department.

The committee shall consist of the following voting members:
Student Representative - Chair of the Committee
SMSU Board of Directors Student Representative
Student Representative

Student Representative
Student Representative
Student Representative
Faculty Representative
Staff Representative
Recreation & Wellness Director (Ex Officio member)

The Chair of the Board of Directors, with appropriate consultation, will select all representatives nominated by the Director of the Recreation and Wellness Department. The Board of Directors shall approve or accept all appointments to the committee. All appointments will be either a 1- or 2-year term, as selected by the applicant and at the discretion of the Chair of the Board of Directors.

AUDIT: The committee will make recommendations to the Board of Directors on the hiring and firing of independent certified public accountants (CPAs). The audit committee can negotiate the independent CPAs compensation on behalf of the Board of Directors. This committee will confer with the auditor to satisfy committee members that the financial affairs of the Santos Manuel Student Union are in order. The committee will review the audit and make recommendations to the board of directors to accept the audit and will approve non-audit services by the independent CPAs accounting firm, and ensure such services conform to standards in the Yellow Book issued by the U.S. Comptroller General.

Membership: The audit committee cannot include staff members, the chair of the board of directors, or the Controller. Members of the Finance & Contracts Committee may sit on the audit committee but cannot comprise 50% or more of the committee. The chairperson of the audit committee may not be a member of the Finance & Contracts Committee.

FACILITIES AND SUSTAINABILITY: This committee will discuss the operational systems within the Santos Manuel Student Union facilities, including but not limited to, long-range planning, construction, expansions, renovations, and space usage. This committee will review the commercial services operations in the Santos Manuel Student Union, including but not limited to dining and convenience store services, reviewing price increases or decreases, and provides findings to the Board of Directors. The committee shall meet with the Dining Services General Manager and the University Enterprise Corporation Executive Director as needed to monitor the commercial services operation within the facility. In efforts to maintain its commitment to sustainable practices, this committee will research CSU's and other schools' efforts regarding encouraging sustainability, new environmental strategies, and energy-savings initiatives to make recommendations that improve the SMSU's sustainable practices.

ARTICLE X

CORPORATE OFFICERS

Section 1. CORPORATE OFFICERS

Corporate officers shall consist of a chair, vice chair, secretary and controller and should be students whenever possible. If a corporate officer is a non-student, a student co-chair will be appointed by the Board of Directors.

CHAIR: The chair of this Corporation shall be elected by and from the Board of Directors. The chair will be responsible for calling meetings, establishing an agenda, presiding over meetings and making appointments to Board of Directors committees. The chair of the Board of Directors shall be the official spokes-person for the Board of Directors. The Chair may sign contracts, subleases, or other instruments which have been authorized to be executed on behalf of the Corporation, except in cases where the signing thereof shall be expressly delegated by the Board of Directors, or by these Bylaws, or by statute to some other officer or agent of the Corporation and, in general, he/she shall perform all duties incident to the functions of the Chair of a Corporation and such other duties as may be prescribed by the Board of Directors from time to time.

VICE CHAIR: The vice chair of this Corporation shall be elected by and from the Board of Directors. The vice chair shall act as chair in absence of the chair, and will also handle other duties as may be assigned by the chair.

SECRETARY: The secretary of this Corporation shall be elected by and from the Board of Directors. The secretary will be responsible for reviewing and authenticating Board of Directors minutes prior to distribution and other duties as may be assigned by the chair.

CONTROLLER: The controller of this Corporation shall be elected by and from the Board of Directors. The controller will be the chair of the Finance & Contracts committee and be responsible for presenting fiscal recommendations, as adopted by the committee, to the Board of Directors for approval. The controller will also be responsible for other duties as may be assigned by the chair.

Section 2. ELECTIONS

Corporate officers will be elected for a one-year term at the Annual Meeting of the Board of Directors.

Section 3. RESPONSIBILITIES OF CORPORATE OFFICERS

The corporate officers shall be responsible for their assigned duties and any other duties that the Board of Directors may assign them to maintain an orderly process of conducting the day-to-day business of the Corporation.

ARTICLE XI

DELEGATION OF AUTHORITY

There shall be an Executive Director of the Corporation who shall be appointed by the President of the University upon the recommendation of the Vice President for Student Affairs. The search for the Executive Director will be conducted consistent with University procedures.

The Executive Director in this position is administratively responsible to the Vice President for Student Affairs or designee for all services, programs, and fiscal matters pertaining to the Corporation. The Executive Director is responsible for development and operation of the Corporation. Specifically, he/she has responsibility for educational and social programs, commercial activities, building maintenance, scheduling and reservations, office operations, accounting and financing, personnel, security, publicity and public relations and all other matters related to the Corporation operations.

The Executive Director has full responsibility for the financial operations of and for maintaining the financial procedures of the Corporation in accordance with University and Chancellor's Office procedures. The Executive Director has the responsibility to implement those policies and procedures established by the Board of Directors.

ARTICLE XII

PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

No director, officer, employee or other person shall have, own, or enjoy property rights or interest in or to any of the real or personal property of this Corporation. No director, officer, employee, or other person connected with this Corporation, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation; provided however, that this provision shall not prevent payment to any such person as reasonable compensation for services performed for the Corporation in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Board of Directors; and no such person shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the Corporation.

ARTICLE XIII

CORPORATE RECORDS AND REPORTS

Section 1. MAINTENANCE OF CORPORATE RECORDS

The Corporation shall keep at its principal office in the State of California:

Agendas and Minutes of all meetings of the Board of Directors and committees of the Board of Directors, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given and the names of those present and the proceedings thereof; and

Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Section 2. ANNUAL REPORT

The Board of Directors shall cause an annual report to be furnished no later than one hundred and eighty (180) days after the close of the Corporation's fiscal year to all Directors of the Corporation, which report shall contain the following information in appropriate detail:

The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;
The principal changes in assets and liabilities, including trust funds, during the fiscal year;

The revenue or receipts of the Corporation, both unrestricted and restricted to the particular purposes, for the fiscal year;

The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year.

ARTICLE XIV

ACCOUNTING

Section 1. FISCAL OFFICER

The Chief Financial Officer of the University shall be the custodian of the Corporation's monetary accounts. The Corporation shall reimburse the state of California for all accounting and other related business management expenses incurred by the state of California for the Corporation. An estimate of these expenses shall be obtained from the chief fiscal officer of the University for inclusion in the Corporation's annual budget when that budget is prepared.

Section 2. ANNUAL AUDIT

The Corporation shall be subject to an annual audit by a firm of certified public accountants as provided in California Education Code Section 89900.

ARTICLE XV

CONFLICT OF INTEREST

A Director shall not engage in any activity during his or her membership on the Corporation Board of Directors that might impair performance as a member of the Board of Directors or in the existence of a conflict of interest.

Directors, individually or in association with another entity, shall have no financial interest in or contract with the Corporation.

A Director shall not utilize any information, not a matter of public record, which is received by reason of Board membership, for personal pecuniary gain, regardless of whether the gain is realized during the Director's term or thereafter.

Each Director and committee member shall comply with the Conflict of Interest Policy adopted by the Corporation, including any amendments, and shall execute a written certification of compliance upon taking office and for each year of his or her term(s) thereafter.

No Director shall be financially interested in any contract or other transaction entered into by the Corporation in violation of the California Education Code.

ARTICLE XVI

FISCAL YEAR

Section 1. FISCAL YEAR

The fiscal year of the Corporation shall be from July 1 through June 30.

ARTICLE XVII

RULES OF PROCEDURE

Section 1. ROBERT'S RULES

All rules of procedure not governed by the Bylaws shall be governed by Robert's Rules of Order, latest revised edition.

ARTICLE XVIII

AMENDMENTS

Section 1. VOTE REQUIRED

These Bylaws may be amended at any regular meeting of the Board of Directors by a two-thirds (2/3) vote of the total membership of the Board of Directors, providing that the amendment has been submitted in writing at the previous regular meeting, or submitted in writing to the directors at least thirty (30) days prior to the next regular meeting of the Board of Directors.

Current Bylaw Compliance Check

Top seven changes/recommendations (Board level, high impact):

1. **Open meeting & notice standards:** Codify Education Code §§89920–89923 (the “Seymour Act”) in full: meetings must be open/public; regular meeting one week notice; special meeting 24hour notice; and the limited grounds for closed session. Model peer language exists (LA and San Marcos). [Legislative Information+1](#)
2. **Public records transparency:** Add a dedicated Article implementing the Richard McKee Transparency Act (Ed. Code §§89913–89919) so requests, response times, fees, and exemptions are clear in bylaws (policy level) with procedures in your companion manual. [Legislative Information](#)
3. **Audit & Audit Committee independence:** Reaffirm the annual independent audit and publish requirement; align the Audit Committee with Gov. Code §12586(e) (no staff on the audit committee; if non-directors serve, they cannot be staff; committee may recommend auditor under Board supervision). [Legislative Information+1](#)
4. **Officer roles & segregation of duties:** Clarify that the corporate **CFO** is the corporation’s officer (not the University’s CFO) per Corp. Code §5213; prohibit the President/Chair from also serving as Secretary or CFO; align signature authority with Corp. Code §5214. Your current fiscal manual shows University Auxiliary Accounting performing key controls—keep that operational relationship, but the bylaws should clearly define the corporate officers to ensure fiduciary clarity. [Legislative Information+1](#)
5. **Meeting methods & voting:** Explicitly allow teleconference/web conference if the public can hear directors (modeled on LA/CSUSM) and ban proxy, secret ballot, and email voting for action items (peer standard at LA; strongly improves transparency).
6. **Indemnification & D&O coverage:** Replace generic indemnity language with Corp. Code §5238 conforming text and reference to D&O insurance; add Attorney General carveouts for charitable trust claims. [Legislative Information](#)

7. **Presidential oversight & system alignment.** Add an Article affirming CSU President oversight and good standing requirements under Title 5 and Chancellor’s Office auxiliary guidance and incorporate bylaw amendment approval by the University President, following CSUN’s practice (2/3 + President confirmation). [California State University](#)

Why now (compliance drivers):

- **Seymour Act / McKee Act** enforcement and public expectations for transparency. [Legislative Information+1](#)
 - **Attorney General audit committee rules** for charitable corporations (which auxiliaries are). [California DOJ](#)
 - **CSU auxiliary governance** expectations in operating agreement renewals (2024 updates). [stage.calstate.edu](#)
-

Peer comparison highlights (what neighbors do that works)

- **CSU Los Angeles (USU):** “Proxy voting is not allowed. Secret ballot... not allowed for Action Items. Voting by email is not allowed.” Also codifies 1 week regular notice and 24hour special meeting notice; permits telephone/web meetings if public can hear all directors. These are excellent transparency protections.
 - **CSU Northridge (USU):** Bylaw amendments require approval by two thirds (2/3) of filled director positions and confirmation by the University President—a robust control and strong CSU alignment.
 - **CSU San Marcos (ASI):** Explicit President oversight article; annual independent audit Article; clear staff advisory (non-voting) role for the Executive Director; and detailed committee/voting practices.
-

Section by section gap analysis (with fix-it guidance)

1) Meetings, notice, closed session

- **Observed gap:** Our bylaws should explicitly restate open meeting requirements for auxiliaries (not Brown Act, but parallel rules in Ed. Code §§89920–89923), and codify one week notice (regular) and 24hour notice (special), with limited closed session grounds (litigation, labor, personnel; investment discussion with final action in open). [Legislative Information+1](#)
- **Peer pattern:** LA and CSUSM mirror the one week/24hour framework and publish agendas online.
- **Recommendation:** Adopt the peer structure, add a requirement that agendas be posted to the website and at a publicly accessible location; include an emergency meeting minute posting rule.

2) Public records (McKee Act)

- **Observed gap:** Many auxiliaries bury Public Records practices in procedures; best practice is a bylaws article that (i) affirms records are public, (ii) defines response timelines, (iii) references lawful exemptions, and (iv) sets duplication cost standards. Ed. Code §89914 governs scope and access. [Legislative Information](#)
- **Recommendation:** Add an article with high level standards and move details (intake form, clock starts, fee schedule) to a procedures section.

3) Audit & Audit Committee independence

- **Observed gap:** Bylaws should expressly require the annual independent audit and published financials (Ed. Code §89900), and define an independent Audit Committee under Gov. Code §12586(e) (no staff; may include non-directors if not staff; committee recommends retention/compensation of the independent auditor subject to Board oversight). [Legislative Information+1](#)
- **Peer pattern:** LA details audit committee duties and independence expectations.
- **Recommendation:** Update your Audit Article accordingly.

4) Officer structure & signature authority

- **Observed gap:** Our fiscal manual shows checks issued by University Auxiliary Accounting and signature rules keyed to CSUSB officials; however, the corporate CFO role must be clearly a corporate officer under Corp. Code §5213, with dual signature expectations aligned to §5214 for instruments. Keep operational reliance on University Auxiliary Accounting, but the bylaws should name SMSU officers, their duties, and internal control roles. [Legislative Information+1](#)
- **Recommendation:** Clarify officers, forbid the Chair/President from also serving as CFO, and align bank/instrument execution language to §5214.

5) Board voting hygiene & remote access

- **Observed gap:** If our bylaws are silent on proxies, secret ballots, or email votes, add explicit prohibitions (proxies/secret ballots/email voting) and allow teleconference/web conference only if the public can hear all directors.
- **Recommendation:** Lift LA/CSUSM patterns; codify that action items require roll call or recorded vote in minutes; specify quorum and loss of quorum effects (discussion may continue but no action).

6) Indemnification & insurance

- **Observed gap:** Replace generic indemnity with Corp. Code §5238conforming language, including AG/charitable trust carveouts and “successful defense” fee recovery; reference D&O insurance. [Legislative Information](#)

7) Presidential oversight and bylaw amendments

- **Observed gap:** Make explicit the President’s oversight and good standing expectations under Title 5/Chancellor’s Office; require President’s written concurrence for amendments, mirroring CSUN.



Region I Conference



DAY 1 — Arrival & Pre-Conference Experiences

1. Travel & Arrival: Flew in the same morning; team arrived together and checked into the conference energy right away.

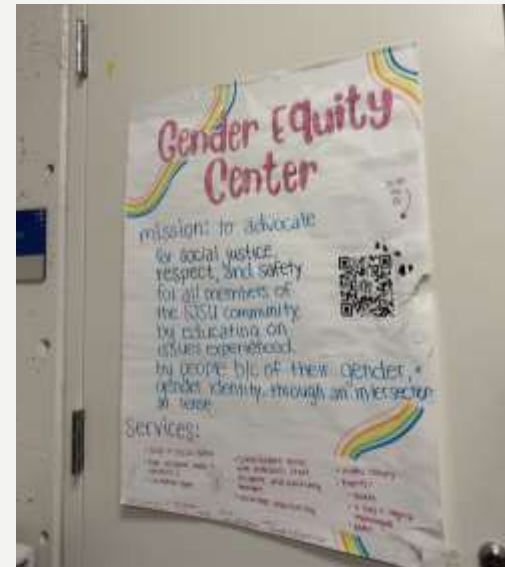
2. SJSU Student Union Tours: Visited service areas, event operations, recreation facilities, and common spaces.

Observed:

- Wayfinding & signage
- Lobby flow & service desks
- Club promotion strategies
- Student staffing roles

3. Campus Organizations Overview: Learned about the wide range of SJSU groups

- (academic, cultural/religious, special interest, club sports, fraternity/sorority).



DAY 1 — Arrival & Pre-Conference Experiences

4. Welcome Speech: Brief address from the University President.
5. Campus & Role Sharing Session: Exchanged insights with campus leaders about:
 - What makes each student union unique
 - Successful programs
 - Current campus challenges
 - Approaches to leadership development
 - Student staff size, training, and engagement
6. Networking: Connected with other student union professionals and shared ideas.
7. Group Photo: Closed out Day 1 with team and conference participants.



DAY 2 — Education, Dialogue & Community Experiences

- Education Block 2 — Attended various sub-sessions; learned diverse leadership and engagement strategies
- Lunch & Regional Business Meeting — Networked and learned about regional goals and upcoming initiatives
- Student Voices Panel — Student-led panel on identity, belonging, and representation
- Education Block 3 & 4 — Deep-dive learning on leadership, programming, operations, and student engagement
- Mosaic in Motion (San Pedro Square) — Evening cultural experience with food & community
- Conference Game Night — Networking through play and student-leader interactions



Day 3-Student Union Tour & Closing Events

Guided Student Union Tour (9:30–10:30 AM)

- Spacious lounges with abundant seating
- Bright, modern hallways with natural light
- Accessible day-use lockers for student convenience
- Printing stations available for quick, easy student use
- More vegetarian-friendly dining options, including Halal Shack and Juice It Up
- Hypnotist Session
 - 10 students from multiple campuses participated
 - Fun, laughter-filled experience





Key Takeaways

- Convenient amenities that support daily student needs.
- Bright, modern, and accessible spaces for studying and socializing.
- Diverse food options, including more vegetarian-friendly choices.



ANNUAL REPORT 2024-2025

TRANSFORMING THE STUDENT EXPERIENCE

SINCE 1978

SANTOS MANUEL STUDENT UNION AND CSUSB
RECREATION & WELLNESS



Santos Manuel
Student Union

CAL STATE SAN BERNARDINO



ABOUT THE SMSU AND RECWELL

The academic year began against a national climate of change and uncertainty, shaping both the challenges and opportunities our students encountered. In this landscape, the **Santos Manuel Student Union (SMSU) and Recreation & Wellness (RecWell)** rose to meet the moment, creating welcoming spaces and innovative opportunities for students to gather, connect, and grow.

We continued to serve as the campus's heart of community — adapting programs to meet evolving student needs while maintaining our commitment to excellence. Students engaged in thousands of hours of programming across wellness, leadership, and cultural initiatives, finding grounding in spaces designed for joy, connection, and growth. Our numbers reflect this impact: 222,457 total facility visits across SMSU North, SMSU South, and Rancho Mirage Student Success Center at the Palm Desert Campus, 2,537 spaces reserved, and 197 students employed. More than statistics, this year represented resilience, empathy, and the shared belief that student wellbeing and development remain at the core of the collegiate experience.

LETTER FROM THE BOD CHAIR



CHAIR,
BOARD OF DIRECTORS
JOCELYN PAZ

This past year the SMSU has prioritized reciprocity and co-creation. Through leadership transitions, the Board has decided to reassess how to better communicate both internally and externally. Internally the board has stood strong for more communication and honest feedback from student leaders and leadership who responds with action. Externally, the Board highlights the need for more visibility of our resources that may be under used in times where students are asking for safety and solidarity.

I dedicated two months to mobilizing students and encouraging them to critically evaluate how well their institutions support them. In that time, I heard personal stories from students who often fall through the cracks, navigating challenges tied to immigration status, struggling to find safe spaces where their identities are respected, and facing hunger on a daily basis. These stories continue to guide our goals for the 2025–26 year, inspiring efforts to create policies and initiatives that meet students where they are and help them move beyond the barriers that stand in the way of their growth.

My own experience has deeply shaped why I fight for students. I've struggled to balance academics while facing setbacks such as losing financial aid, and my path to success has been non-traditional. I was able to recover and continue because I had a support network to lean on but I know that without this position, I might not still be in school. Many students don't have that same safety net, and too often their struggles in the most nuanced areas go unseen. That is where my focus lies: making sure students who face barriers, whether financial, academic, or personal, are not pushed out, but instead supported to stay, succeed, and thrive at CSUSB.

My time as chair centered on issues such as addressing basic needs, maintaining affordability, advocating at the state level, preserving the quality of education, and challenging performative advocacy. This effort helped create a more politically engaged climate on campus and brought greater attention to the systems that shape the student experience.

LETTER FROM EXECUTIVE DIRECTOR



INTERIM EXECUTIVE DIRECTOR,
SANTOS MANUEL STUDENT UNION
VILAYAT DEL ROSSI

It is my pleasure to present the Santos Manuel Student Union and Recreation & Wellness Annual Report for 2024–2025. This past year has been a testament to the strength, creativity, and dedication of our campus community. Together, we have continued to create spaces and opportunities that foster belonging, promote wellness, and empower students to thrive both inside and outside the classroom.

Our commitment to student success has been reflected in the expansion and enhancement of programs that celebrate our community's diversity, support academic achievement, and promote holistic well-being. Across our facilities, we have welcomed thousands of students, faculty, staff, and guests to events, programs, and services designed to inspire connection, leadership development, and personal growth.

The Affinity Centers have delivered culturally relevant programming, identity-affirming events, and resources that engage the broader campus in equity and inclusion initiatives. Our Recreation & Wellness team has expanded opportunities that promote physical, mental, and social well-being. Our Student Services team has enhanced our engagement through dynamic programs, educational initiatives, and community-building efforts. And our Operations teams have ensured our facilities remain safe, efficient, and welcoming, supporting everything from large-scale events to daily student use.

As always, our student employees have been at the heart of our success, serving as leaders, innovators, and ambassadors for the university. Through their dedication, they have gained skills and experiences that will serve them well beyond their time at CSUSB.

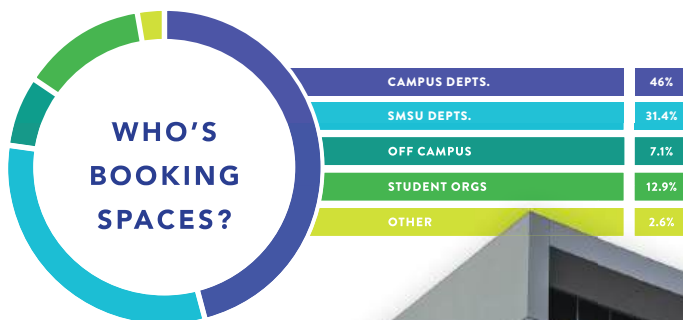
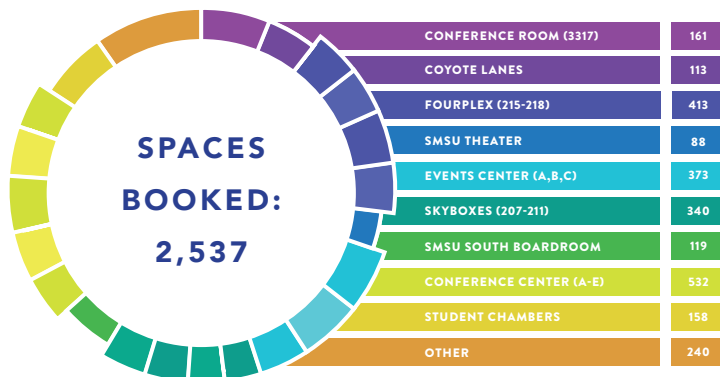
Looking ahead, we will continue to build upon our successes while embracing opportunities for growth and innovation. Guided by our mission and values, we will work collaboratively to enhance our role as a central hub for campus life and a champion for student success. I extend my heartfelt thanks to our students, professional staff, faculty partners, and the Board of Directors for their unwavering support and commitment to our shared vision. Together, we are shaping an environment where every student feels seen, supported, and inspired to succeed.

2024-2025 IN REVIEW

The academic year began against a national climate of change and uncertainty, shaping both the challenges and opportunities our students encountered. In this landscape, the Santos Manuel Student Union (SMSU) and Recreation & Wellness (RecWell) rose to meet the moment, creating welcoming spaces and innovative opportunities for students to gather, connect, and grow.

We continued to serve as the campus's heart of community, adapting programs to meet evolving student needs while maintaining our commitment to excellence. Students engaged in thousands of hours of programming across wellness, leadership, and cultural initiatives, finding grounding in spaces designed for joy, connection, and growth.

BY THE NUMBERS

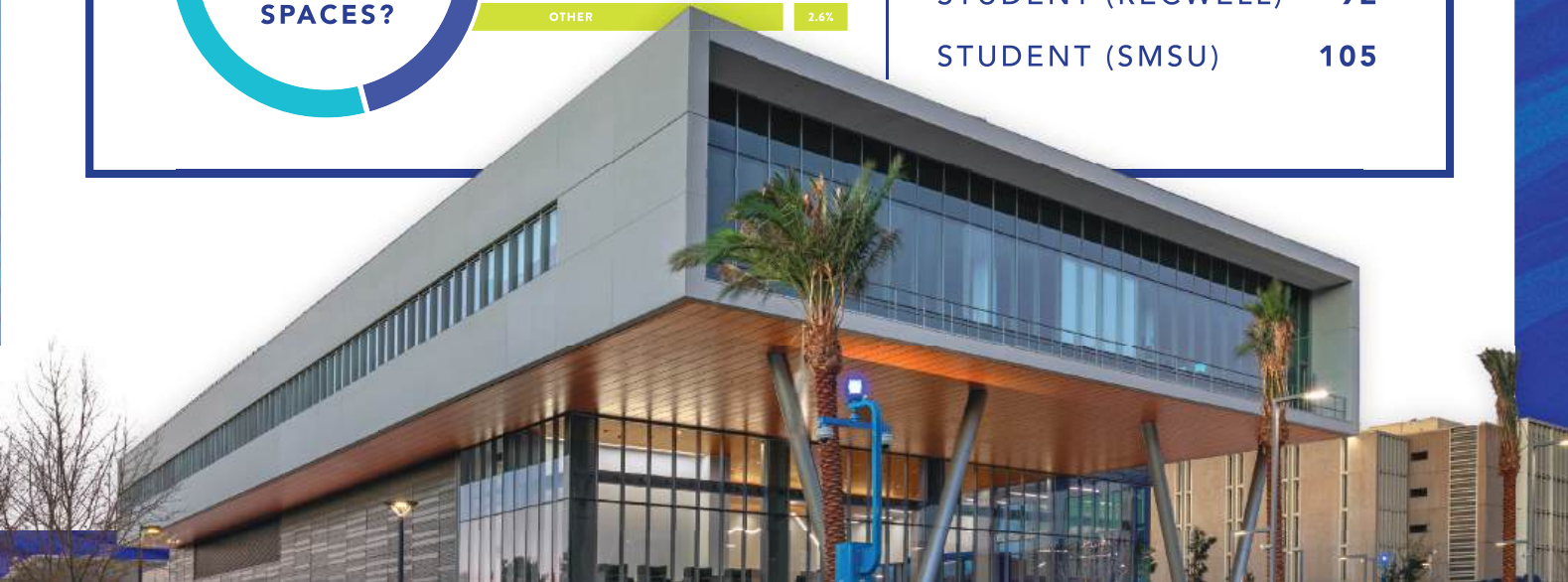


TOTAL FACILITY VISITORS

SMSU NORTH	130,722
SMSU SOUTH	70,118
SRWC	119,706
RMSC	2,537

GROWTH IN PERSONNEL

NEW HIRES/REHIRES	118
FULL-TIME STAFF	38
STUDENT (RECWELL)	92
STUDENT (SMSU)	105



FOSTERING COMMUNITY

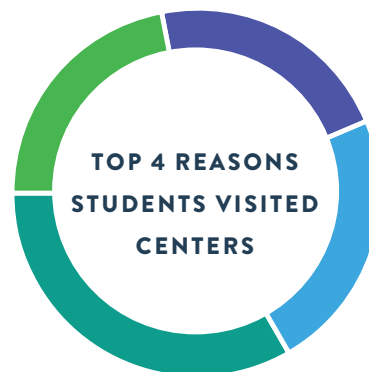
Community has always been the foundation of the SMSU, and this year it became more essential than ever. In a time of national division, our facilities and programs served as common ground where dialogue, celebration, and belonging could flourish.

Through our centers and cultural programming, we created spaces for students to explore identity, strengthen cultural competence, and advance social justice. Students came not only to study, socialize, and recharge but also to participate in conversations and activities that built bridges across differences.

This year, we invested \$ 1,449,924 in community and belonging programming, resulting in 21,081 visits across our affinity centers, inclusive of Asian Pacific Islander & Desi American Center, Financial Literacy Center, First Peoples Center, Graduate Student Success Center, Latinx Center, Osher Adult Re-Entry Center, Pan-African Student Success Center, Queer and Transgender Resource Center, Rancho Mirage Student Center, and Women's Resource Center. These spaces offered more than services; they provided affirmation, healing, and connection that extended far beyond campus walls.

\$1,449,924 INVESTED IN
COMMUNITY & BELONGING PROGRAMS

106 COMMUNITY & BELONGING EVENTS
HOSTED WITH **11,101** ATTENDEES

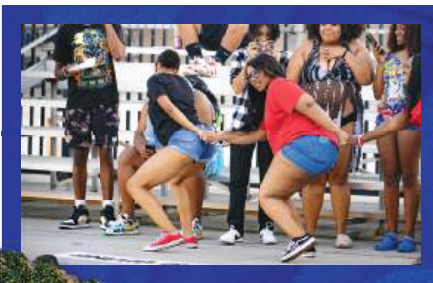


TO STUDY: 21.8%

TO SOCIALIZE: 22.9%

TO DESTRESS: 33.3%

TO USE SERVICES: 22%



PROMOTING WELLNESS

The Student Recreation and Wellness Center welcomed 119,706 visits with 84% of those visits coming from students. Every class, trip, and event helped reinforce that wellness is not a luxury, but a vital part of thriving academically and personally.

WHO IS USING THE STUDENT RECREATION AND WELLNESS CENTER?

STUDENTS: 101,018

FACULTY & STAFF: 9,391

ALUMNI: 2,640

119,706

TOTAL SRWC VISITS

INTRAMURAL LEAGUE PARTICIPANTS

BOWLING	214	PICKLEBALL	26
SOCCER	119	BADMINTON	21
BASKETBALL	126	POWERLIFTING	20
FLAG FOOTBALL	106	TABLE TENNIS	19
VOLLEYBALL	95	FIFA	12
		CORNHOLE	11
		FRATERNITY	85
		SORORITY	40



PROMOTING WELLNESS

This year underscored the critical importance of wellness as a foundation for student success. Rising stressors made holistic wellness support indispensable.

At RecWell, we expanded our approach to include physical, mental, and social wellbeing. Students engaged in fitness programs, outdoor recreation, and mindfulness activities designed to strengthen resilience and reduce stress. Partnerships with local organizations broadened our reach, ensuring equitable access to wellness opportunities for the CSUSB and surrounding community.



FOR THE 6TH YEAR, THE AMERICAN COLLEGE OF SPORTS MEDICINE EXERCISE IS MEDICINE AWARDS CSUSB "GOLD CAMPUS" RECOGNITION FOR THEIR COMMITMENT TO HEALTH AND WELL-BEING.

44 HEALTH AND WELLNESS EVENTS
WITH **8,371** ATTENDEES

BY THE NUMBERS



650 ADVENTURE TRIP PARTICIPANTS



300 EQUIPMENT RENTALS



828 CLIMBING WALL PARTICIPANTS



1761 LEADERSHIP CHALLENGE CENTER PARTICIPANTS



11 ADVENTURE TRIP LEADERS



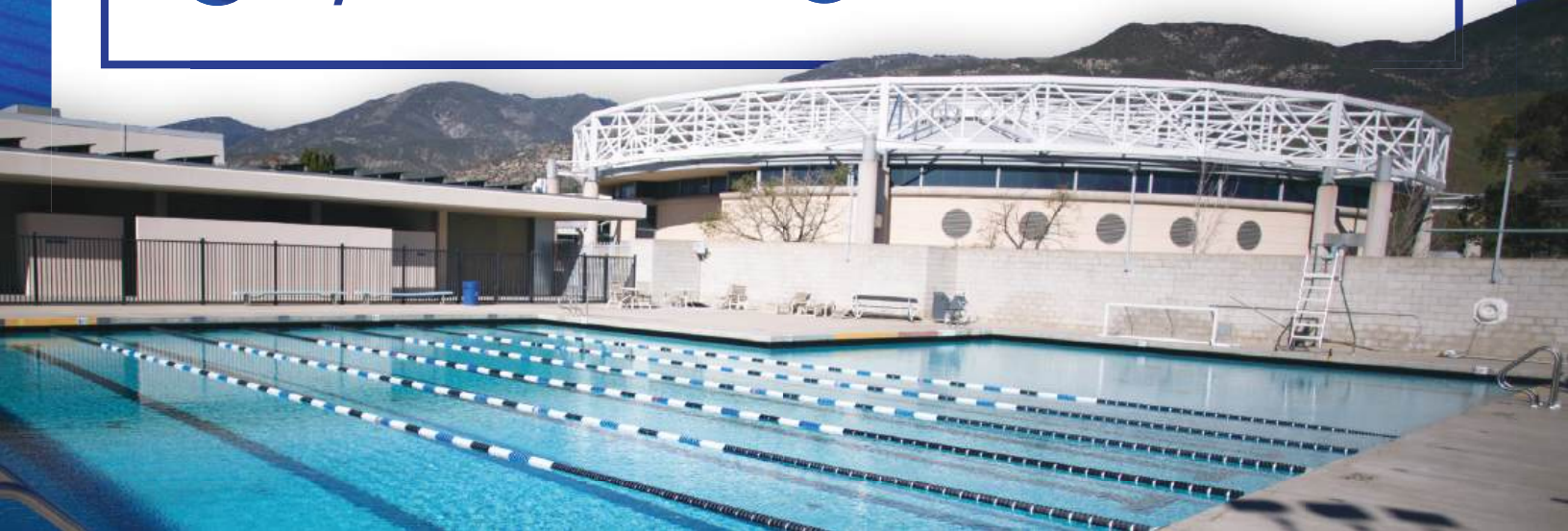
223 SPORT CLUB PARTICIPANTS



1,467 GROUPX PARTICIPANTS



352 GROUPX CLASSES HELD



DEVELOPING LEADERS

In 2024–2025, leadership development took on new urgency. Students are navigating a world that calls for strong, compassionate, and inclusive leaders — and SMSU and RecWell answered that call by creating intentional opportunities for growth.

Through student employment, board service, and leadership programs, students practiced collaboration, critical thinking, and advocacy. Our training emphasized not only professional development, but also empathy, equity, and civic engagement. Students learned to use their voices effectively, advocate for change, and foster inclusive communities both on and off campus.



SASHA BALTAZAR -
RMSC COORDINATOR

**2023-2024 CSUSB
OUTSTANDING STAFF OF
THE YEAR AWARD WINNER**



YEARS OF SERVICE AWARDS

JARED FISK: 5 YEARS

JASMINE BUSTILLOS: 10 YEARS

ALICIA URESTE: 15 YEARS

RICH STRAWTER: 20 YEARS

ELIZABETH JUNKER: 20 YEARS



99,213

TOTAL HOURS WORKED BY STUDENT UNION AND
RECWELL STUDENT ASSISTANT EMPLOYEES



\$1,661,551

INVESTED
IN STUDENT
SALARIES



197 STUDENT
EMPLOYEES, WITH
26 ONBOARDED



\$964,271

IN SMSU
STUDENT SALARIES



25 STUDENTS
COMPLETED THE
ADVENTURE LEADERSHIP
PROGRAM



\$697,279

IN RECWELL
STUDENT SALARIES



27 STUDENT BOARD
AND COMMITTEE
COHORT MEMBERS



DEVELOPING LEADERS

This year, we employed 197 student employees investing \$1,661,551 in salaries and training. Students reported overwhelmingly that their experience improved their education, confidence, and career readiness, with 90% affirming that their employment enhanced the overall value of their college education.

STUDENT EMPLOYEES REPORTING GAINS IN LEADERSHIP SKILLS

STUDENT EMPLOYEES REPORTED THAT THEIR EXPERIENCE AS AN SMSU RECWELL EMPLOYEE HAD A POSITIVE IMPACT ON THEIR ABILITY:

SELF KNOWLEDGE AND SKILL



94%

TO THINK
CRITICALLY



97%

TO PROBLEM
SOLVE



100%

TO EFFECTIVELY
MANAGE THEIR TIME



100%

TO COMMUNICATE
EFFECTIVELY

"I appreciate the flexibility and being able to have a job that helps me learn valuable skills but allows me to take the time I need to also do well in my studies. I also enjoy the people and the connections I have made being employed for RecWell and SMSU."

EMPATHY AND DIVERSE INTERACTIONS



88%

TO MANAGE
CONFLICT



94%

TO SUCCESSFULLY
ESTABLISH PROFESSIONAL
RELATIONSHIPS



94%

TO CONSIDER
ALTERNATE
POINTS OF VIEW



97%

TO WORK
COLLABORATIVELY
WITH OTHERS



93%

TO VALUE AND RESPECT
PEOPLE WHO ARE
DIFFERENT THAN THEM

OVERALL

"In my student employment experience, I got to create and build new relationships with my coworkers and other students. I consider them now my lifelong friends. I also like that I got to grow in my communication, practice, and being able to deal with stressful situations on my own but also with the team I'm a part of."

90%

REPORTED THAT THEIR EXPERIENCE AS AN
SMSU/RECWELL STUDENT EMPLOYEE
IMPROVED THE VALUE
OF THEIR EDUCATION

ENRICHING STUDENTS



16,159

STUDENTS, FACULTY, STAFF, AND COMMUNITY MEMBERS
ATTENDED CAMPUS ENGAGEMENT PROGRAMS



2,500

TOTAL
LATE NIGHT
ATTENDEES



142

CAMPUS
ENGAGEMENT
PROGRAMS OFFERED



3,321

TOTAL
COYOTEFEST
ATTENDEES



2,851

E-SPORTS ARENA
CHECK-INS



6,902

TOTAL
RETREAT YO' SELF
ATTENDEES



16,909

BOWLERS PLAYED
27,731 GAMES

The collegiate journey is shaped not only by academics, but by the memories and connections students carry with them long after graduation. At SMSU and RecWell, we remained committed to creating those moments of joy, engagement, and belonging.

This year, students bowled at Coyote Lanes, connected in the Esports Arena, recharged at the Retreat, and engaged in enrichment programs that lifted spirits and fostered connection. These activities reduced stress, increased awareness of campus resources, and nurtured an enduring connection to CSUSB.

We invested \$1.8 million in student engagement programming and \$2.1 million in student support services, holistically contributing to a nurtured student experience.



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
PALM DESERT CAMPUS

FINANCIAL STEWARDSHIP

We remained steadfast in our responsibility to steward resources with integrity and transparency. Our financial strategy this year focused on ensuring sustainability while investing directly in programs and services that foster student success.

With total operating revenue of 12,314,827 and operating expenses of 11,135,819, SMSU and RecWell strategically balanced investment in current student needs with planning for long-term resilience. Every dollar spent reflects our commitment to enriching the student experience, fostering wellness, and preparing the next generation of leaders.

OPERATING REVENUES

Return of Surplus Revenue Bond Funds (Student Union Fees)	\$ 10,565,911
Local Reserves	\$ 361,523
Program Revenues	\$ 290,366
Facility Lease and Rental	\$ 447,209
Personnel Services Reimbursement Revenues	\$ 361,936
Miscellaneous Reimbursement Revenues	\$ 287,882
Total Operating Revenues	\$ 12,314,827

OPERATING EXPENSES

Student Services

Asian Pacific Islander Desi American Center	\$ 54,191
Cross Cultural Connections	\$ 202,415
Esport Arena	\$ 56,790
Financial Literacy Center	\$ 160,888
First Peoples Center	\$ 97,104
Graduate Student Success Center	\$ 110,388
Latinx Center	\$ 71,534
Osher Adult Re-Entry Center	\$ 134,756
Pan-African Student Success Center	\$ 120,075
Program Board	\$ 96,606
Queer and Transgender Resource Center	\$ 82,391
Women's Resource Center	\$ 119,200
Coyote Lanes	\$ 60,164
Rancho Mirage Student Center	\$ 200,373

Support Services:

Administration and Personnel Services	\$ 592,444
Scheduling	\$ 276,121
Maintenance	\$ 545,570

FINANCIAL STEWARDSHIP

OPERATING EXPENSES CONT.

Board of Directors	\$ 51,334
Concierge Services	\$ 208,746
Marketing	\$ 269,120
Student Union Operations	\$ 4,202,191
Event Operations	\$ 255,015
Technology	\$ 115,896

Rewcell Support Services

Rec Sport Administration	\$ 925,961
Office	\$ 60,505
Membership Services	\$ 188,774
Marketing	\$ 57,180
Building Operations	\$ 846,437
Group Exercise	\$ 109,918
Fitness	\$ 116,773
Rec Classes	\$ 70,524
Climbing Wall	\$ 115,381
Outings	\$ 138,034
Aquatics	\$ 30,558
Intramural Sports	\$ 143,543
Sport Clubs	\$ 37,326
Special Events	\$ 101,167
Wellbeing	\$ 110,423
RecWell Total Operating Expenses	\$3 ,052,504

Total Operating Expenses **\$11,135,819**

OPERATING INCOME

Operating Income **\$ 1,179,008**

NONOPERATING REVENUES

Investment Income	\$ 288,919
Other Nonoperating Revenues	\$ 112,451
Total Nonoperating Revenues	\$ 401,370

NET POSITION

CHANGE IN NET POSITION **\$ 1,580,378**

Net Position - Beginning of Year \$ 9,486,487



Executive Summary:

NASPA External Review Findings and Strategic Response

Introduction

The NASPA External Review Team conducted a comprehensive evaluation of the Santos Manuel Student Union and Recreation & Wellness Dept. (collectively “SMSU”) at California State University, San Bernardino, focusing on organizational effectiveness, culture, governance, and alignment with best practices in Student Affairs administration.

The review recognized SMSU as a vital, student-centered organization with a demonstrated commitment to inclusion, holistic wellbeing, and service to the CSUSB community. It also identified opportunities to strengthen structural clarity, internal communication, assessment integration, and long-term sustainability.

This executive summary synthesizes the review’s core findings and outlines SMSU’s immediate, short-term, and strategic responses now in motion or being incorporated into the upcoming 2026–2030 Strategic Plan.

Summary of Key Findings

1. Organizational Clarity and Leadership Alignment

The review identified a need for greater clarity around roles, responsibilities, and communication across all levels of the organization. While the Board of Directors and leadership demonstrate commitment to SMSU’s mission, staff expressed uncertainty around decision-making processes and strategic priorities. The review identified a need to establish a single, portfolio-wide “north star” that unites SMSU and RecWell, clarifying shared values and how each unit contributes to CSUSB’s strategic goals, noting that the current mission is not consistently experienced across units and should be refreshed for a post-COVID context.

Key insights:

- Governance and management roles sometimes overlap, leading to role confusion and inconsistent accountability.
- Leadership transitions have created both challenges and opportunities to reset expectations and strengthen culture.
- Staff seek clearer communication channels and consistent direction from senior leadership to align day-to-day work with organizational goals.
- A unified purpose and underlying values would clarify core functions and inform day-to-day decisions.

Opportunity: Establish transparent decision-making systems, consistent communication pathways, and shared leadership frameworks that foster accountability and trust with shared purpose.

2. Organizational Culture and Staff Wellbeing

Staff consistently articulated a deep sense of care, commitment, and purpose in serving students. However, they also reported symptoms of burnout, limited professional growth opportunities, and role overload in certain functional areas.

Key insights:

- Workload imbalances and unclear role scopes contribute to fatigue and morale challenges.
- Recognition systems are inconsistent and often informal, limiting opportunities to celebrate contributions.
- Staff expressed a desire to rebuild a culture of trust, reflection, and mutual respect.
- Student employment and leadership development is a clear strength for the organization with 96% of student staff reported gaining tangible professional/leadership skills.
- Board training is robust and engagement is high.

Opportunity: Establish a healthy, sustainable work culture that balances performance expectations with personal wellbeing and development. Assist student employees connect their individual roles to the organization's broader mission, and assess what non-employee students are learning through programs.

3. Assessment and Strategic Integration

The review recognized that while SMSU collects meaningful program and participation data, there is no consistent framework for assessment and continuous improvement across departments. Data-driven decision-making is fragmented, with limited integration between assessment, budget planning, and strategic priorities.

Key insights:

- Assessment practices vary by unit and are not consistently tied to outcomes or resource allocation.
- Institutional partnerships (e.g., with Institutional Research) are promising but underutilized.
- There is potential for improved integration between data visualization platforms (Power BI, Tableau) to enhance decision-making and transparency.

Opportunity: Develop a unified assessment framework that aligns data collection, evaluation, and reporting with strategic planning and fiscal decision-making.

4. Governance, Policy, and Compliance

The NASPA team acknowledged SMSU's positive relationship with the Board of Directors and the CSU system but recommended strengthening governance literacy and documentation practices. While policy and compliance adherence are largely sound, visibility into these structures could be enhanced.

Key Insights:

- Board members would benefit from clearer onboarding, training, and engagement in strategic oversight.
- Policy frameworks and CSU auxiliary compliance processes need greater documentation and accessibility.
- Strengthened reporting and communication between the Board and staff would enhance transparency and shared accountability.

Opportunity: Clarify the distinction between governance and management roles, update policy frameworks, and institutionalize Board education and compliance reporting.

5. Facilities, Finance, and Operational Sustainability

The SMSU facilities highly visible hubs of campus life, with student engagement and event demand increasing post-pandemic. However, long-term sustainability will depend on balancing space usage, staffing models, fiscal practices and priorities.

Key Insights:

- Space utilization, maintenance, and modernization need to align with student expectations for flexibility, technology, and inclusivity.
- Staffing structures must be reviewed to ensure operational efficiency and equitable workload distribution.
- Budget processes could be better linked to strategic priorities, assessment outcomes, and sustainability planning.

Opportunity: Create a facilities and resource plan that integrates physical, financial, and human resources in support of long-term operational balance.

Immediate and Ongoing Actions

SMSU leadership has already begun addressing several areas identified in the NASPA review. The following actions are currently underway:

- **Culture & Staff Development:** Continuing learning block sessions that focus on organizational values, vision, and mission, which will align with daily expectations. Process assists in finding our “north star”.
 - **Workforce Review:** A comprehensive workforce and staffing review is underway to address role balance, succession planning, and sustainability.
 - **Governance and Policy Revision:** Updates to the Reserve Fund Policy, budget process/guidelines, and HR practices are advancing to strengthen CSU auxiliary compliance and financial transparency.
 - **NASPA Review Debriefing:** Moderated discussions with staff, Board, and divisional leadership have been held to promote open dialogue and collective understanding of review findings.
-

Short-Term Actions (6–12 Months)

In the next year, SMSU will prioritize targeted initiatives that bridge review recommendations and strategic planning implementation:

- **Mission, Culture, and Governance:** Co-create a unified mission, vision, and values statement that clarifies SMSU’s purpose and Palm Desert’s role; strengthen leadership and Board onboarding, and advance professional development, wellness, and JEDI initiatives to deepen trust and accountability
- **Communication, Collaboration, and Planning:** Establish a streamlined communication and planning framework through monthly leadership forums, shared goal-alignment tools, and a collaborative platform; refresh websites and conduct campus engagement efforts to enhance visibility and shared understanding.
- **Assessment, Learning, and Student Experience:** Expand learning and engagement assessment to include student outcomes, implement service-level agreements and user feedback systems, and promote equitable performance review and professional development processes.

- **Facilities, Finance, and Transparency:** Launch a Facilities Master Plan, align event pricing and facility use with recruitment goals, strengthen financial transparency through “Budget Basics” visuals and annotated audits, and expand data integration and revenue generation initiatives.
-

Strategic Plan Integration (2026–2030 Cycle)

The findings from the NASPA review are shaping the structure and themes of the next SMSU Strategic Plan, ensuring that future goals directly address organizational needs and align with CSUSB priorities.

Strategic Themes for Integration

1. **Facility Vision and Student Engagement**
 - Develop a long-term facilities and space plan that aligns student needs, sustainability, and fiscal health.
 - Promote inclusive, technology-enabled, and flexible environments that enhance belonging and engagement
 2. **Sustainable People and Culture**
 - Prioritize staff wellbeing, professional development, and equitable workload distribution.
 - Embed shared values into performance evaluation, recognition, and hiring practices.
 3. **Integrated Assessment and Decision-Making**
 - Establish data-informed planning processes that connect assessment to budgeting and staffing decisions.
 - Utilize dashboard integration (Power BI/Tableau) for transparency and strategic accountability.
 4. **Governance and Compliance Excellence**
 - Institutionalize robust policy management and documentation systems.
 - Strengthen Board engagement and training in governance best practices and CSU auxiliary requirements.
 5. **Values-Driven Leadership and Service**
 - Operationalize SMSU’s core values in leadership expectations, professional standards, and service delivery.
 - Reinforce purpose-driven work as central to student and staff success.
-

Conclusion

The NASPA External Review reaffirmed that SMSU’s most significant strength is its people, a community of professionals and student leaders deeply committed to service, integrity, and student success. The organization now stands at a pivotal juncture: one that demands renewed clarity, cultural alignment, and sustainable practices to support its long-term mission.

Through focused leadership transitions, workforce realignment, and strategic integration, SMSU is moving decisively to:

- Build a culture grounded in trust, balance, and shared purpose.
- Institutionalize data-driven decision-making and compliance excellence.
- Ensure that every operational and strategic decision reflects SMSU’s enduring commitment to student wellbeing and collective growth.

The forthcoming strategic plan will formalize these efforts, providing a roadmap for organizational sustainability, cultural renewal, and continued excellence in student engagement and leadership development.



Personnel Committee Roster
2025-2026

Committee Description: Recommends candidates for board vacancies and advises on personnel policies (Per Bylaws only voting members of the BoD may serve. Bylaws does not specify number of committee members.)

	Name	Title	Committee Role
1	Jennifer Puccinelli	Human Resources Manager	Ex-Officio
2	Jocelyn Paz	Vice Chair, SMSU BoD	BoD Representative
3	Dr. Matthew Smith	President's Designee	BoD Representative
4	Sukhpreet Kaur	Student At Large, SMSU BoD	BoD Representative
5	Vilayat Del Rossi	Interim Executive Director and CFO, SMSU	BoD Representative

Please note: Committee Chair will be determined at first meeting. If committee chair is a non-student, a student co-chair will be elected.



**Finance and Contracts Committee Roster
2025-2026**

Committee Description: Develops the annual budget and reviews financial matters. (Bylaws specifies that the Controller will serve as Chair of this committee. No other specifications outlined for this committee.)

	Name	Title	Committee Role
1	Sophia Garcia	Controller, SMSU BoD	Chair
2	Karyme De La Rosa	Student Assistant, RMSC - PDC	Student Representative
3	Maria Elena Najera-Neri	SMSU/RecWell Budget Analyst	Staff Representative
4	Kesha Bates	Corporate Services Processor, Shared Services	Staff Representative
5	Rachel Liu	Student Assistant, SMSU Admin Office	Student Representative
6	Kimberly Rosas	ASI Executive Vice President	Student Representative
7	VACANT - TBD		Staff Representative



Facilities and Sustainability Committee Roster 2025-2026

Committee Description: Focuses on facility operations, commercial services, and sustainability initiatives. (Bylaws does not specify committee roster requirements)

	Name	Title	Committee Role
1	Ahmad Dendukuri (AD)	Student Assistant, SMSU Operations	Student Representative
2	Anthony Roberson	Associate Director of Operations	SMSU Staff Representative
3	Darsch Pancholi	Student Assistant, SMSU Operations	Student Representative
4	Haley Yee	Student Assistant, RecWell	Student Representative
5	Jocelyn Paz	Vice Chair, SMSU BoD	BoD Representative
6	Karolyn Chery	Student Representative, RecWell	Student Representative
7	Kimberly Rosas	ASI Executive VP	BoD Student Representative
8	Sean Kinnally	Interim Director, RecWell	RecWell Staff Representative
9	Swikar Pkharel	Student Assistant, SMSU Operations	Student Representative

Please note: Committee Chair will be determined at first meeting. If committee chair is a non-student, a student co-chair will be elected.



Recreation and Wellness Committee Roster 2025-2026

Committee Description: Advises on programs, budgets, and policies for the Student Recreation & Wellness Center. (Bylaws specifies the committee members and their roles. 9 committee member roles outlined below.)

	Name	Title	Committee Role
1	Diego Rendon	ASI President	Student Representative
2	Gedeon Bulenda	Student At Large	Student Representative
3	Sarah Sanchez	Graduate Assistant, RecWell	Student Representative
4	Sean Kinnally	Interim Director, RecWell	RecWell Director (Ex Officio)
5	Trent Morgan	Competitive Sports Coordinator	Staff Representative
6	Vanessa Fernandez Cerriteno Benjamin Fijzic PENDING	Student Assistant, SMSU Admin Student Lead/Fitness Supervisor	Student Representative
7	Victoria (Tori) Reyes	Student At Large	Student Representative
8	Dr. Zhaojing Chen	Faculty Representative	Faculty Representative

Please note: Committee Chair must be a student representative and will be determined at first meeting.



**Audit Committee Roster
2025-2026**

Committee Description: Works with independent auditors to ensure financial accountability. (Per Bylaws specifies that staff, chair of the board, or the Controller may not serve on this committee. Members of the Finance & Contracts Committee may sit on the audit committee, but cannot comprise of 50% or more of the committee. The chairperson of the audit committee may not be a member of the Finance & Contracts Committee.)

	Name	Title	Committee Role
1	Jocelyn Paz	Vice Chair, SMSU BoD	Committee Member
2	Anjali	Secretary, SMSU BoD	Committee Member
3	Sukhpreet Kaur	Student At Large, SMSU BoD	Committee Member

Please note: *Committee Chair must be a student representative and will be determined at first meeting.*

Strategic Planning Committee Roster 2025-2026

Committee Description: Helps review and update the SMSU Strategic Plan.
(Bylaws does not specify committee roster requirements)

	Name	Title	Committee Role
1	Anjali	Secretary, SMSU BoD	Student Representative
2	Benjamin Fejzic	Student Assistant, RecWell	Student Representative
3	Edgar Lopez	Alumni Representative, SMSU BoD	Student Representative
4	Jasmine Bustillos	Assessment, Research, and Training Specialist	Ex-Officio
5	Jocelyn Paz	Vice Chair, SMSU BoD	Student Representative
6	Robinpreet Waraich	Student At Large, SMSU BoD	BoD Representative
7	Sophia Garcia	Controller, SMSU BoD	BoD Representative
8	Mike Rister	ASI Executive Director	Staff Representative
9	Monica Baeza - PENDING	Associate Director, Student Services and Philanthropic Giving	Staff Representative

Please note: Committee Chair will be determined at first meeting. If committee chair is a non-student, a student co-chair will be elected.



Policies and Procedures Committee Roster
2025-2026

Committee Description: Reviews and recommends facility policies and procedures.
(Bylaws does not specify committee roster requirements)

	Name	Title	Committee Role
1	Anjali	Secretary, SMSU BoD	BoD Representative
2	Diego Rendon	ASI President, SMSU BoD Rep Ex-Officio	BoD Student Representative / Student Representative
3	Katie Wallen	Coordinator, GSSC & PB	Staff Representative
4	Mark Oswood	Adventures Coordinator, RecWell	Staff Representative
5	Robinpreet Waraich	Student At Large, BoD	Student Representative
6	Sukhpreet Kaur	Student At Large, BoD	Student Representative
7	VACANT - TBD		Student Representative

Please note: Committee Chair will be determined at first meeting. If committee chair is a non-student, a student co-chair will be elected.

Executive Summary and Risk Mitigation Recommendations

Subject: DHRE Loan Review Findings and Risk Mitigation Recommendations

Prepared by: Vilayat Del Rossi, Interim Executive Director & CFO

Date: 12/18/2025

Executive Summary

During the 2025 fall semester, management conducted an internal control review of a loan provided to the Department of Housing & Residential Education (DHRE). The review found that the transaction complied with applicable legal requirements; however, it also identified opportunities to strengthen organizational practices, particularly in the areas of co-governance, fiscal oversight, and policy documentation.

The review identified some procedural and structural gaps that could create governance or audit risks if not addressed. This report outlines those gaps and recommends mitigation efforts to reinforce internal controls, policy compliance, and Board accountability.

Best Practice Gaps Identified

- **Governance Oversight**
 - Loan authorized without a prior first reading or full Board review.
 - Executive Board action occurred outside the regular fiscal cycle and without established authority thresholds.
 - Limited documentation of fiscal impact, repayment structure, and interest application.
 - **Policy Framework**
 - Absence of a formal Special Fund Loan Policy defining eligibility, terms, and approval hierarchy.
 - Lack of clear procedures distinguishing Board-level approvals from management-level financial transfers.
 - **Internal Control and Documentation**
 - Inconsistent application of prevailing interest requirements under CSU and Ed Code expectations.
 - Insufficient documentation for internal fund movements to demonstrate compliance and transparency.
 - Limited cross-references between loan approvals, budgets, and subsequent reconciliation records.
 - **Training and Awareness**
 - Board and management not uniformly versed in CSU auxiliary governance distinctions.
 - Need for greater familiarity with policies governing budget, inter-fund activity, and emergency authority.
-

Risk Mitigation Recommendations

1. Adopt a Special Fund Loan Policy

- Define conditions and limits for loans between SMSU special or reserve accounts.
- Require:
 - Prevailing interest rate or documented justification for deviation.
 - Written repayment plan including source of repayment.

- First and second Board readings for any loan above a defined threshold.
- Consultation with University Chief Financial Officer and organizational legal counsel for structural compliance.
- Incorporate into SMSU Fiscal Policies and ensure periodic review.

2. Establish Limited Summer Authority for the Executive Board

- Define E-Board authority between the final spring and first fall Board meetings.
- Restrict E-Board actions to:
 - Emergency (life/safety), time-sensitive contractual or fiscal matters required to maintain operations or compliance.
 - Personnel decisions previously authorized in the approved budget.
 - Items explicitly delegated by the full Board prior to recess.
- Prohibit the E-Board from:
 - Approving new loans or inter-fund transfers.
 - Making unbudgeted capital or fiscal commitments exceeding specific amount.
 - Adopting or amending Board policy.
- Require all E-Board meetings to be publicly noticed, recorded, and reported to the full Board at the next regular meeting as information items.
- Review authority limits annually and reaffirm by Board resolution before summer recess.
- Provide clear guidance for when a Special Meeting must be convened instead of E-Board action.

3. Reinforce Governance Training and Compliance Orientation

- Conduct annual Board and management training on:
 - CSU auxiliary governance and Education Code provisions.
 - SMSU bylaws, operating agreement, and fiscal policy framework.
 - Board fiduciary duties, first/second reading process, and conflict-of-interest standards.
- Integrate compliance content into Board onboarding and retreat materials.
- Provide refresher sessions following policy changes or audit findings.

4. Strengthen Internal Controls and Fiscal Documentation

- Require thorough documentation for all inter-fund transactions, including purpose, source, repayment plan, and interest rate determination.
- Add internal compliance checks during budget closeout and annual audit preparation.
- Cross-reference loan activity within financial statements to ensure transparency and oversight.
- Reinforce dual-signature and verification protocols for financial actions not pre-approved in the annual budget.

5. Continuous Improvement and Oversight

- Establish annual review of loan and special fund transactions by the Finance & Contracts Committee.
- Incorporate policy compliance metrics into management performance reviews.
- Maintain a governance action log to track implementation progress and follow-up on prior audit recommendations.

Conclusion

Implementing these recommendations will strengthen SMSU/RecWell's governance posture, align practices with CSU auxiliary standards, and reinforce accountability and transparency in all fiscal activities. These measures will also ensure that future Board actions, especially those involving special fund or reserve transactions, occur within clearly defined policy and authority limits.

Update to SMSU Accessibility Procurement of Information and Communication Technologies Policy

Date: January 16, 2026

Santos Manuel Student Union Board of Directors – Policies and Procedures Committee

Proposed By: Anthony Roberson, Associate Director of Operations

Background:

SMSU has its own Accessibility Procurement of Information and Communication Technologies Policy, and after consulting with our policy working group, we are going to adopt the campus policy since we are aligned with the procurement procedures for accessibility of information and communication technologies.

Proposal:

The SMSU proposes that we update our Accessibility Procurement of Information and Communication Technologies policy to reflect that we follow the campus' policy.

Rationale:

Updating the policy to reflect that we now follow the campus policy prevents us from having to request approval each time the campus policy changes.

Budget Impact: None

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

FINANCE POLICY

SUBJECT: Accessible Procurement of Information and Communication Technologies

REFERENCE: SMSU Financial Policies Manual

POLICY:

~~CSU Executive Order 1111 mandates that procurement of ICT be vetted for accessibility prior to any technological purchase, thereby promoting equal access to technology. The CSU's commitment to meeting the requirements of Sections 504 and 508 of the Federal Rehabilitation Act of 1973 and California Education Code 11135 are outlined in Executive Order 1111, The CSU's Board of Trustees Policy on Disability Support and Accommodations.~~

~~These regulations mandate that, as a public institution, CSU San Bernardino must provide an equal academic and professional experience regardless of disability. To this end, CSUSB is charged with eliminating usability barriers related to ICT. Thus, all ICT acquired/purchased by the University shall be reviewed for accessibility using federally determined accessibility standards. The mandate is to review all ICT purchases for accessibility applies to all university groups, including auxiliaries, who frequently purchase ICT independently of central purchasing using non-state funds.~~

~~This policy does not apply to computing equipment that is personal property of staff and students except to the extent that the use of personal equipment, when linked to SMSU/CSUSB's computing and communications facilities, will be subject to ICT accessible procurement provisions. In all cases, applicable statutes and regulations will take precedence over this policy.~~

~~Accessibility and Security Review Process~~

- ~~I. Accessible Technology Services (ATS) and the Compliance Initiatives Office will conduct information and communication technology (ICT) product accessibility and security reviews for all SMSU technology purchases.~~
- ~~II. Before an ICT purchase is made, an ICT Accessibility & Security Online Review Form must be completed and submitted for approval. The SMSU Executive Director will ensure this form is completed prior to any purchase.~~

~~When an ICT Accessibility & Security Review is Not Required~~

~~An ICT Accessibility & Security Review is not required for the following:~~

- ~~• Certain Hardware, Computers and Peripherals~~
- ~~• Software Already Site Licensed for Campus by Information Technology Services (ITS)~~
- ~~• Standalone Software Maintenance Agreements (Without Renewal of Software)~~
- ~~• Campus Standard Web Applications and Cloud Services~~

Effective: 12.02.2021

Updated: N/A

Supersedes: N/A

Accessible Procurement of Information and Communication Technologies

- ~~• The details of these exemptions may be found at:
<https://www.csusb.edu/ats/procurement/pre-approved-items> or by calling the ITS
Accessible Procurement Specialist at 909-537-7282.~~

~~**DEFINITIONS:**~~

- ~~1. ICT: electronic content, software, hardware, and support documentation and services.~~

The Santos Manuel Student Union follows the CSUSB Accessible Procurement of Information and Communication Technologies Policy : <https://www.csusb.edu/ats/procurement>.

Accessible Technology Services

Procurement

≡ Page Menu

**ICT Review Not Required
List**

ICT Procurement Process

**Submit ICT Accessibility &
Security Review**

ICT Accessibility and Security Review are Required PRIOR to Procurement

CSUSB believes that all students, faculty, and staff should have access to technology that is implemented on campus, and that the security of their information is of utmost importance.

How may I help you?



Accessible Technology Services (ATS) and the Compliance Initiatives Office conduct information and communication technology (ICT) product accessibility and security reviews for all state and auxiliary purchases. ICT includes information technology and other equipment, systems, technologies, or processes for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. If you are making an ICT purchase, regardless of the payment method, you must complete the [ICT Accessibility & Security Online Review form](#) (excluding those items that do not require ICT review). See [Pre-Approved Items](#) for details.

CSU Executive Order 1111 mandates that Information and Communication Technology (ICT) is vetted for accessibility prior to purchase, as outlined in the [CSU Accessible Procurement Framework](#). Each campus must also adhere to the [CSU Information Security policy and standard](#), ICSUAM 8000.00, to ensure that security guidelines are followed for the protection of information assets.

For an in-depth description of the ICT procurement process, please select the "ICT Procurement Process" link above, or [open a PDF version of the CSUSB Accessible Procurement of Information and Communication Technologies \(ICT\)](#)

Qualifying Products

The ICT Accessibility and Security Review process applies to all information and communication technology, including, but not limited to:

- Desktop Software
- Electronic Documents and Books
- Electronic Equipment
- Multimedia and multimedia platforms
- Websites and Web Applications
 - LTIs for Learning Management Systems
 - Instructional applications
 - Subscriptions or memberships to third-party sites
 - Surveys administered by a third party
 - Library Databases
 - Research-related sites or applications
 - Vendor-supported integrations in campus website
 - Third-party websites

Department Contact Block

How may I help you?



Accessible Technology Services

✉ accessibility@csusb.edu

☎ (909) 537-5079

📍 [PL-046](#)

Office Hours

Monday - Friday:

8:00 am-5:00 pm

Saturday - Sunday:

Closed

ATC Lab Hours:

24 hours a day, 7 days a week

ATC Staffed Hours:

Monday-Thursday

8:00am – 11:00pm

Friday

8:00am – 5:00pm

ATC Phone:

(909) 537-3472

Location:

[PL-1109D](#)

Social Media



Questions and Comments

If you require assistance or wish to report an accessibility or usability issue, please use this form to contact us.

Type of Issue *

- Select -



Affiliation *

- Select -



First Name *

How may I help you?

Ask Cody



Last Name ***Phone Number****Email *****If you are a student, faculty, or staff member at CSUSB, please provide your Coyote ID****Comments *****Submit****California State University, San Bernardino**

5500 University Parkway
San Bernardino, CA 92407
+1 (909) 537-5000

Follow Us**CSUSB Palm Desert Campus**

37500 Cook Street
Palm Desert, CA 92211
+1 (760) 341-2883

Follow Us

How may I help you?



Login

myCoyote
Canvas
Student Email
Faculty & Staff Email
Drupal Login

Of Interest to...

Future Students
Current Students
Faculty & Staff
Full-Time Faculty
Part-Time Faculty
Community & Visitors
Alumni & Friends
University Partners
Military/Veterans

Employment

Job Listings
Faculty Jobs
Career Center
Human Resources
Student Employment
Federal Work Study

Resources

Contact
Clery Act
Annual Security Report
Annual Fire Safety Report
Title IX Notice
Disclosure of Consumer Information

Campus Services

Academic Advising
Housing & Residential Life
Parenting Students
Parking
Police
Psychological Counseling
Services to Students with Disabilities
Student Health Center
Technology Support
Transcripts



Update to SMSU Hospitality Policy

Date: January 16, 2026

Santos Manuel Student Union Board of Directors – Policies and Procedures Committee

Proposed By: Jenny Puccinelli, Human Resource and Risk Manager

Background:

The SMSU had it's own Hospitality Policy however, the CSUSB updated Hospitality Policy now encompasses auxiliaries as well.

Proposal:

The SMSU proposes that we update our Hospitality Policy to reflect that we follow the campus' policy.

Rationale:

Updating the policy to reflect that we now follow the campus' policy prevents us from having to seek approval each time the campus' policy changes.

Budget Impact: None

Timeline: Once approved by the Board of Directors the updated policy will become active.

Chartfield: n/a

Attachments: None

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
SANTOS MANUEL STUDENT UNION**

FISCAL POLICY

SUBJECT: Fiscal Policy xxx – Hospitality

REFERENCES: CSUSB Hospitality Policy

POLICY:

~~The Santos Manuel Student Union (SMSU) Board of Directors established funds to cover hospitality expenses for SMSU programs and events. Use of the funds is for such things as food and beverages for training seminars, food and/or beverages for performers, student/volunteer recognition, employee retirement parties, flowers or cards for special occasions (i.e., get well wishes, bereavement, or new baby). It is not the intent of the Board to use these funds for birthday parties or other general social events.~~

~~Event and training meals for staff will be limited to instances where the training activity or event will be at least four hours in duration. Lists of staff receiving meals will be provided with all reimbursement requests, except in the case of large scale events where the keeping of such lists would be prohibitive.~~

~~All requests for disbursement of funds must utilize the SMSU Hospitality Approval Form and indicate the purpose for which the money is to be used. The Hospitality Approval Form must be signed by the SMSU Executive Director or designee.~~

~~Exceptions in extenuating circumstances may be granted by the SMSU Executive Director or designee; any such requests must be submitted and written approval received in advance of the event.~~

~~A report on the disbursement of Hospitality funds will be provided to the SMSU Board of Directors upon request.~~

~~HOSPITALITY FOR PUBLIC RELATIONS & DEVELOPMENT POLICY~~

~~Expenditures may be made from the corporation's funds for public relations and development purposes when the activities have direct benefit to the interests of the Santos Manuel Student Union. While such expenditures may include meals for Board members, SMSU staff or student staff involved in the activity, the primary rationale must reflect the overall benefit to the corporation.~~

~~Expenditures may be incurred for materials and supplies, meals, overnight lodging, participation fees and travel according to corporate fiscal and purchasing guidelines established for those purposes.~~

~~If an expenditure is to be reimbursed or charged to a corporate credit card, all fiscal policies relating to those procedures will apply. Payments made directly to service providers must also conform to purchasing guidelines. Names of individuals participating in the activity and or receiving benefit from any expenditure must be listed on requests for payment.~~

The Santos Manuel Student Union follows the CSUSB Hospitality Policy:
<https://www.csusb.edu/policies/hospitality-policy>.

Policies

Hospitality Policy

≡ Page Menu

Reviewed By: Administrative Council on April 16, 2001

Approved By: Albert K. Karnig, President on April 16, 2001

Reviewed By: Administrative Council on October 24, 2024

Approved By: Tomas D. Morales, President on November 22, 2024

For interpretation of this policy, please contact the responsible department:
Associate Vice President of Finance, Technology and Operations, 909/537-5129

Purpose

It is the policy of California State University San Bernardino (CSUSB) and its auxiliaries (Auxiliaries), unless otherwise noted and together referred to as the “University” that hospitality expenses may be paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of the University. This policy applies to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting; recreational, sporting or entertainment event; or other occasion that promotes the mission of the University and serves a bona fide business purpose. The policy also addresses meals served to employees and meals provided to prospective students and employees.

Scope

This policy applies to all campus business units within the CSUSB and supersedes any practices in existence prior to its effective date. This policy governs the appropriate use of state and auxiliary organizations. CSUSB and its auxiliary

organizations will comply with additional restrictions when established by funding sources.

Authority

Authority for this policy is pursuant to California Education Code section 89044. This policy is issued under delegation of authority from the Chancellor to the Executive Vice Chancellor and Chief Financial Officer, and implementation and compliance with the policy is further delegated to the campus Chief Financial Officer. California Education Code sections 66600, 89030, and 89035. In compliance with the ICSUAM policy, section 1301.00.

Definitions

Approving Authority – a person to whom authority has been delegated in writing to approve expenses for meals, light refreshments, and other amenities described within the policy.

Auxiliary Organization Funds – CSU auxiliary organizations are separate legal entities authorized in the Education Code to provide essential services to students and employees. Auxiliary organizations operate in association with campuses pursuant to special written agreements and are authorized to perform specific functions that contribute to the educational mission of the campus. These organizations are subject to applicable state and federal laws and regulations.

Campus Catering – The contracted on-campus caterer serves as the preferred vendor for all university-related catering at on-campus events. The campus caterer is also known as “Yotie Eats”.

De Minimis – small in value, relative to the value of total compensation. There is no set dollar amount in the law for nominal prizes or awards. The de minimis value for this specific policy is \$75.00 per person.

Employee Meetings – meetings which serve a CSU business purpose and are generally administrative in nature such as staff meetings, CSU system wide meetings of functional offices, meetings of the Academic Senate, campus meetings of deans and directors, employee morale functions, extended formal training sessions, conferences, extended strategic planning sessions, and meetings of appointed workgroups and committees. Does not include one on one lunches or group working lunches when the meeting could otherwise be completed during the regular business day.

Events and Recognition – Events which serve a CSU business purpose and are in acknowledgement of milestones, significant contributions and employee recognition are generally allowable.

- **Awards and Prizes**

- **Awards:** Considered something of financial value given or bestowed upon an individual, group, or entity in recognition of service to the university or achievement benefiting the university with the expectation of a benefit accruing to the university or for other occasions that serve a bona fide business purpose. There may be a tax reportable requirement to the individual recipient. Awards are also defined as a plaque, certificate or trophy. If the plaque or certificate is of minimal value and solely symbolic (e.g., a modest plaque or paper certificate), it's typically not tax reportable. If the

award involves something of significant value or is coupled with a more substantial reward (like a high-value trophy or associated prize), it could be tax reportable to the individual recipient.

- **Prize:** A prize is something given to an individual or group in recognition of achievement, performance, or participation in a contest, competition, or event. Prizes can take various forms, such as cash, gifts, vouchers, trophies, or other tangible goods, and are typically provided as a form of incentive, reward, or acknowledgment. Prizes are often associated with accomplishments in areas like academics, athletics, business, or community activities and can vary in value depending on the context or significance of the achievement. There may be a tax reportable requirement to the individual recipient.
- **Events, Recognition, Entertainment**
 - Reasonable expenditures as part of a public purpose event includes, but is not limited to:
 - Equipment Rental
 - Venue Rental
 - Décor
 - Supplies
 - Music
 - Guest Speakers and Presenters
- **Food and Beverage**
 - Reasonable provision of a:
 - Meal (catered or restaurant)
 - Light refreshments (beverages, hors d'oeuvres, pastries, candy and cookies).

Fundraising Events

- Events conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services. Examples of fundraising events could include dinners, dances, sales of merchandise, concerts, carnivals, golf tournaments, auctions, casino nights, and similar events. Fundraising events must have prior approval by the Vice President of University Advancement, per ICSUAM 15701.00 <https://calstate.policystat.com/policy/12960514/latest>
- Examples that are not considered fundraising events:
 - Activities substantially related to the accomplishment of the CSU's educational purpose, including such activities that receive sponsorship.
 - Fundraising solicitations and related prospecting activities intended to generate only a contribution (no purchase of goods or services)
 - Unrelated trade or business activities that generate fees for service.
 - Raffles in which the prizes have only a nominal value and do not require reporting as taxable income.

Promotional Items

- Promotional items are defined as custom branded products or materials used by the University to promote the CSUSB brand, increase visibility, and engage with potential students, and donors.
- Items that display the name, logo or other icon identifying the university such as a:
 - Keychain
 - Coffee mug
 - Calendar
 - Campus Gear Wear/Apparel
- Promotional items are distributed to provide information and/or promote the name or image of the University.
- Clothing designed to identify campus employees and students working at a public campus event so that the general public can distinguish them as representatives of the campus, includes, but is not limited to safety, special event functions or specific groups or departments. Examples include events such as Commencement, Summer Orientation, and Diversity recognition. These purchases will be treated as regular business expenses and will not be subject to this procedure. Follow campus procedures for the procurement of goods.
- Logo and related branding must be pre-approved by Marketing and Communications.

Hospitality – Hospitality primarily involves providing food, refreshments, promotional items, and décor in social or business settings to enhance the experience of guests or attendees. It is often associated with events, meetings, or occasions where individuals gather for a specific purpose, such as employee meetings, recognition events, or donor cultivation. The focus of hospitality is on creating a welcoming and enjoyable environment for guests, and it is often used as a means of building relationships, recognition, or engagement that serve a specific business purpose consistent with the mission and fiduciary responsibilities of the University.

Membership in Social Organizations – University clubs, athletic clubs, civic organizations, and other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations and professional organizations are considered a regular business expense and are not governed by this procedure.

Official Host – a CSU trustee, auxiliary governing board member, or university or auxiliary employee who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of CSU business.

Official Guest – a person invited by an official host to attend a CSU meeting, conference, reception, activity or event. Examples of official guests include employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.

Public Purpose - A business purpose, which includes expenses, that serve a purpose consistent with the mission and fiduciary responsibilities of the CSU.

Private-Purpose Trust and Agency Funds - as defined by Executive Order (EO) 1000.

State Funds – These are monies that are either appropriated by the legislature, as part of the budget process or continuously appropriated (e.g., tuition and fees).

Sponsored Program Administration (SPA) Funds - Federal, state, local government, and private contracts.

Student Organizations - As defined in Executive Order (EO) 1068 – Student Activities, section titled "Formal Chartering and Recognition Policies."

Sustenance - Unlike Hospitality, sustenance refers to the provision of food and nourishment for basic human needs. Sustenance programs are aimed at meeting essential nutritional requirements rather than providing for social or ceremonial purposes.

Sustenance is often provided in situations where individuals require nourishment for their well-being or as part of a program or service aimed at supporting specific groups, such as students facing food insecurity, athletes during training sessions or competitions, or patients in the Student Health Center who may require a beverage for hydration needs or nourishment after giving blood.

Unlike hospitality, sustenance is primarily focused on meeting fundamental needs rather than social or business objectives, therefore sustenance is not governed by this policy. Please review the "Sustenance Handbook" on the Accounts Payable or Procurement website.

Tip/Gratuity -A gratuity (also called a tip) is a sum of money customarily given by a client or customer to a service worker in addition to the basic price. Tipping is commonly given to certain service sector workers for a service performed, as opposed to money offered for a product or as part of a purchase price.

Work Location – The place where the major portion of an employee's working time is spent or the place to which the employee returns during working hours upon completion of special assignments. The employee's department determines what constitutes an individual employee's work location.

Allowable Expenditures

Allowable Funding Sources for Hospitality Expenditures	Operating Fund (SBXXX)	State Trusts Funds	SMSU	ASI	Phil	UEC	SPA
Alcoholic Beverages - Including tax, gratuity, and service charges	No	No*	Yes†	No	Yes*	Yes*	No
Bereavement Gift Expenditures - flowers, plants or card for employees or former employees	No	No*	Yes	Yes	Yes	Yes	No
Donor Cultivation - Includes meals when meeting with university donors and guests	No**	No*	Yes	Yes	Yes	Yes	No
Employee Recognition Awards - (Certificates, Trophies, Plaques etc.)	Yes	No*	Yes	Yes	Yes	Yes	No
Employee Meetings - Must serve a bona-fide business purpose. (Generally limited to no more than 12 times per fiscal year, per department, monitored and managed by the department.)	Yes	No*	Yes	Yes	Yes	Yes	No
Employee Recognition Events - Acknowledgement of employee milestones, significant contributions, and employee recognition. (Includes Retirements, Farewells with 5+ years of service). Operating Fund okay with Official Guests attending.	Yes	No*	Yes	Yes	Yes	Yes	No
Employee Interview/Recruitment - Meetings - Meals and light refreshments when hosting interview candidates for employment.	Yes	No*	Yes	Yes	Yes	Yes	No
Athletic Recruitment Meetings - Meals and light refreshments when hosting prospective student-athletes. May include students' family and their guests.	Yes	No*	Yes	Yes	Yes	Yes	No
Official Guest Expenses – Meals and light refreshments with official guests	Yes	No*	Yes	Yes	Yes	Yes	No
Promotional Items - Specific CSUSB logo items and gear/spirit wear within the de minimis value	Yes	No*	Yes	Yes	Yes	Yes	No***
Spouses and Domestic Partners - Hospitality expense with bona fide business purpose	Yes	No*	Yes	Yes	Yes	Yes	No
Student Meetings and Recognition Events	Yes	No*	Yes	Yes	Yes	Yes	No***

*Allowable when authorized by the trust fund. See trust fund for specific requirements and allowances.

**Use non-state resources.

*** Allowable if specifically identified/allowed in proposal budget.

†Only allowed with the approval of the SMSU Executive Director

Hospitality expenses must be directly related to, or associated with, the active conduct of official University business. When an employee acts as an official host, the occasion must, in the best judgment of the approving authority, serve a clear University business purpose, with no personal benefit derived by the official host or other employees. In addition, the expenditure of funds for hospitality should be cost effective and in accordance with the best use of public funds.

When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

Awards and Prizes

Award programs may be established to the extent that such expenses serve a purpose consistent with the mission and fiduciary responsibilities of the CSU and aligns with IRS regulations. Cash and cash equivalent items, such as gift cards and gift certificates, no matter how small, are always taxable to the employee as wages.

A non-cash award or prize may have a taxable consequence to the employee if it does not meet the IRS definition of de minimis and infrequent. Only tangible goods with a retail value of less than \$75.00 is considered de minimis.

It is the responsibility of the department awarding the prize to report the value to the Payroll Department.

Refer to IRS for tax rules: <https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits>

Campus Catering – First Right of Refusal

For all on-campus events with food service exceeding \$250, Campus Catering has the first right of refusal. No approval from Campus Catering is needed for on-campus events with food under \$250, or for any off-campus events. Catering waiver form can be located on the Yotie Eats webpage under “catering”.

Employee Meetings

Meals or light refreshments provided to employees may be permitted if the expenses occur infrequently, are reasonable and appropriate to the business purpose.

When a meeting takes place over an extended period and the agenda includes a working meal, there may be justification that the meal is integral to the business function.

Meals – Maximum per Person Rates

See Hospitality Policy - Appendix “A”

Promotional Items to Employees

Providing promotional items with the campus logo to employees is generally allowable, but the circumstances and context are key. These items, such as shirts, hats, or mugs, are often part of employee recognition programs, campus events, or outreach efforts and are subject to specific guidelines related to spending public funds.

Key considerations include:

1. **Appropriate Use of Funds:** Promotional items given to employees should be tied to university business purposes, such as enhancing employee morale, recognizing service or contributions, or supporting official university events. These usually require that funds used for these items come from appropriate sources, like discretionary funds or specific budget allocations that allow such expenditures.
2. **De Minimis Value:** Items of nominal value (typically less than \$75.00) are usually acceptable, as they fall under de minimis fringe benefits according to IRS guidelines. This means they are not significant enough to be considered taxable income for employees.
3. **Tax and Reporting:** Items exceeding the de minimis threshold may be considered taxable to the employee and would need to be reported as part

of their income.

4. **Conflict of Interest Policies:** When offering promotional items, campuses must ensure they do not conflict with CSU's conflict of interest policies, especially when involving state funds.

Promotional items must not imply endorsements of specific brands, especially in connection with certain industries like alcohol or other sensitive industries. This ensures that the university's name and branding remain consistent with its values and policies. When in question, please contact the Marketing and Communications Department for guidance.

Spouses, Domestic Partners, and Significant Others

Hospitality provided to the spouse, domestic partner or significant other of an employee may be permitted when it serves a university business purpose such as ceremonial functions, fundraising events, alumni gatherings, athletic games, and community events. An agenda, invitation or similar documentation must be included with the payment record.

Students and Prospective Students

Hospitality provided to students or prospective students may be permitted when it serves a university business purpose. To justify the expenditures, one must determine that the expenditure is consistent with the mission of the University. Permissible activities may include:

- Recruitment Efforts
- Student Activities
- Student Programs
- Student Organization Events
- Student Recognition Events and Commencements

Students may be hosted to attend fundraising and other community relations events that enhance their learning experience, in recognition of their student achievement, to engage with alumni and donors, or as representatives of elected student leadership.

Hospitality provided to student athletes and recruits must be in accordance with the rules, regulations, guidelines, standards and procedures of the intercollegiate athletic association's national governing board, e.g., National Collegiate Athletic Association.

Tipping/Gratuities Guidance

It is recommended that users be reasonable (tips and gratuities should generally be 20% or less of the cost of the meal).

Unallowable Expenses

Personal Benefit

Hospitality expenses that are of a personal nature and not related to the active conduct of official University business will not be paid or reimbursed with state funding. The California gift of public funds doctrine set forth in the California Constitution, article XVI §6, prohibits the giving or lending of public [state] funds to any person or entity, public or private, unless there is a public purpose.

Examples include, but are not limited to:

- Employee Birthdays
- Weddings
- Wedding Anniversaries
- Baby Showers

Prepaid Meal Plans from On-Campus Dining

Purchasing prepaid meal plans from campus dining is not permitted. Financial controls require detailed tracking of expenses. Prepaid plans can obscure the trail of where funds are spent, which individuals benefited, and whether the funds were used appropriately for their intended purpose.

Allowable Funding Sources

State Funds

Unless specifically authorized in the local trust agreement (LTA), State Funds have the following restrictions and uses:

- State Funds may not be used:
 - To pay for any expenditure prohibited by applicable laws, regulations, or agreements including the California Budget Act.
 - To pay for food and beverages or entertainment services that do not serve a business purpose.
 - To pay for alcoholic beverages, memberships in social organizations, or tobacco products.
- State Funds may be used:
 - To pay for awards and prizes to employees for exceptional contributions, to students for excellence, and individuals to participate in research funded survey or study.
 - For employee recognition, and official presentations for length of service awards or exceptional contributions, when the employee has at least 5 years of service.
 - To pay for official employee morale-building and appreciation activities that serve a business purpose.

Auxiliary Organization Funds

Hospitality expenses may be charged to auxiliaries provided the expense serves a bona fide business purpose. Auxiliary organization funds may be used to pay for alcoholic beverages, formal awards and service recognition, entertainment services, gifts, membership in social organizations and promotional items to the extent these purchases are not restricted by other applicable laws, regulations, or funding source agreements.

Sponsored Programs Administration Funds

Federal or local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant, or by agency policy. In the event of a conflict between agency and University policy, the stricter of the two policies shall apply.

Federal Funds may not be used to purchase alcoholic beverages or tobacco products, unless alcohol and tobacco are part of the research.

For specific Sponsored Program Administration Fund requirements, please see Sponsored Research Programs Administration. 305.0 Hospitality Policy_0.pdf (csusb.edu)

Private-Purpose Trust and Agency Funds

Hospitality expenses may be charged provided the expense serves a bona fide business purpose and to the extent other applicable laws, regulations, or funding source agreements do not restrict these purchases.

Purchase Order Requirements

Business Unit SBCMP and SBPHL:

- When purchasing from any vendor other than campus catering, or the approved vendor list, a Purchase Order will be required for anything exceeding \$250.00. Submit the following to campus Purchasing with the Purchase Requisition:
 - Approved Hospitality Worksheet
 - List of Attendees and Attendee Affiliations to the University
 - Agenda/Flyer/Invitation

Business Unit UEC

- When purchasing from any vendor other than campus catering, a Purchase Order will be required for any amount exceeding \$10,000. Submit the following documents to the UEC Purchasing unit with the Purchase Requisition:
 - Approved Hospitality Worksheet
 - List of Attendees and Attendee Affiliations to the University
 - Agenda/Flyer/Invitation
 - Sole Source Form to establish a Purchase Order or three quotes

Business Units: SBASI

- When purchasing from any vendor other than campus catering, a Purchase Order will be required for any amount exceeding \$10,000. Submit the following documents to the ASI Purchasing unit with the Purchase Requisition:
 - Approved Hospitality Worksheet
 - List of Attendees and Attendee Affiliations to the University
 - Agenda/Flyer/Invitation

Business Units: SBSUN

- When purchasing from any vendor other than campus catering, a Purchase Order will be required for any amount exceeding \$5,000. Submit the following documents to the SMSU Purchasing unit with the Purchase Requisition:
 - Approved Hospitality Worksheet

- List of Attendees and Attendee Affiliations to the University
- Agenda/Flyer/Invitation

Invoices must be submitted to Accounts Payable, with the valid PO number on the face of the invoice for payment processing.

Employee Reimbursements

Any out-of-pocket expenses incurred by employees must follow the terms in this policy and be submitted to the campus Accounts Payable Office within 60 days after the expenses were paid or incurred. Per federal tax regulations, expenses submitted after 60 days may be reported as taxable income to the employee, and applicable Federal, State, FICA and Medicare taxes may be deducted from a subsequent salary check. Allowances are made when extenuating circumstances exist, such as employee illness, out of office during long term business travel, or in other situations where prior arrangements have been made with the Accounts Payable Office to postpone reconciliation and submission.

Timely reporting and submission of reimbursement claims is the responsibility of the employee being reimbursed regardless of whether the employee self-submits or has designated a delegate for expense reporting of reimbursements.

Approval of Transactions

The authorized MPP must approve payment or reimbursement of hospitality expenditures. If the authorized MPP is not available to sign, an authorized delegation of authority must exist.

State Side Approvals

Requirements that individuals with delegated approval authority may not approve their own expenses and individuals may not approve expenses of their supervisor. The exception is approval of President's expenditures by the Chief Financial Officer and Vice President, Finance, Technology and Operations.

Requirements that payment or reimbursement for attendance at a community relations activity or fundraising event include documentation of the individual names, affiliations, and direct or indirect benefit to the University to be derived from the expense.

The President, or designee must approve payment or reimbursement of hospitality expenditures for recreational, sporting or entertainment events.

The President, or designee must approve payment or reimbursement of hospitality expenditures for a spouse, domestic partner or significant other of an employee.

Auxiliary Approvals

Requirements that individuals with delegated approval authority may not approve their own expenses and individuals may not approve expenses of their supervisor. The exception is approval of President's expenditures by the Chief Financial Officer and Vice President, Finance, Technology and Operations.

A Hospitality Worksheet must be completed whenever food (breakfast, lunch, and/or dinner or light refreshments) are served for the purpose of extending hospitality in connection with CSUSB and/or Auxiliary business. Requirements that

payment or reimbursement for attendance at a community relations activity or fundraising event include receipt(s) and/or invoice, agenda of the meeting, documentation of the individual names, affiliations, and direct or indirect benefit to the University to be derived from the expense.

Exceeding Meal Allowances as Defined in Appendix A

The Division Vice President may authorize exceeding the maximum per-person meal rates when necessary due to special circumstances such as high-cost areas, specific dietary needs, or event requirements that align with the university's business purpose. This exception must be documented, justified, and approved in writing, ensuring compliance with budgetary guidelines and policies.

Documentation Required

The following are required to formally support the expenditure:

- **Hospitality Worksheet:** All hospitality expenses must have a completed hospitality worksheet form submitted along with supporting backup documentation such as a quote, invoice, and original receipt when requesting payment or reimbursement. Information required on the justification form includes:
 - If the meeting is reoccurring.
 - The business purpose of the meeting or event. The business purpose must be specific and provide enough information to a third-party reviewer to understand the nature and purpose of the meeting.
 - Type of hospitality (meals/refreshments, service recognition, etc.)
 - Location and date.
 - The cost of the meal per attendee.
 - For a large group where the names of attendees are unknown, a description of the group and estimated cost of the meal per attendee is sufficient.
 - Campus Catering Waiver form is required when the following conditions exist:
 - Meal cost exceeds \$250.00
 - Food is served on-campus by an outside source
 - Events on campus require a Reservation ID number from Special Events and Guest Services.
 - Environmental Health and Safety Department approval is required on the Food Event Notification Form when the following condition exists:
 - Any food served on-campus by an outside caterer/source other than campus catering.
- **Itemized Receipt**
 - Receipt of invoice from the vendor showing payment, or
 - Lost Receipt Affidavit
- **Agenda/Flyer/Invitation**

- **Listing of Attendees and Affiliations**
 - For a large group where the names of attendees are unknown, a description of the group and estimated cost of the meal per attendee is sufficient.
- **Campus Catering**
 - Itemized Invoice
- **Catering (Other than Campus Catering)**
 - Purchase Order Requisition submitted to the appropriate Purchasing unit and in compliance with their guidelines:
 - Approved Hospitality Form
 - Itemized quote/invoice
 - Listing of Attendees/agenda/flyer
 - Submit invoice to Accounts Payable with PO number listed on the invoice.
- **Corporate Card**
 - Please follow the Hospitality Policy procedures when submitting hospitality expenses using the Corporate Card or any auxiliary ProCard. All hospitality guidelines must be adhered to, regardless of the payment method used. For detailed information, refer to the Corporate Card Handbook or the auxiliary ProCard policy.

Modification to Meal Rates in Appendix A

Business units within the organization are permitted to update the meal reimbursement rates outlined in Appendix A of the hospitality policy. However, any adjustments or modifications to these rates must be approved by the respective Division Vice President before implementation. The Division Vice President will review and authorize any changes to ensure alignment with budgetary considerations and adherence to organizational guidelines. This clause aims to provide flexibility for business units while maintaining oversight and approval from the appropriate leadership level.

A memorandum from the Division Vice President should be submitted to the AVP of Finance, Technology and Operations to update the meal allowance table.

Resources

Corporate Card Handbook: Please navigate to the Procurement and Contracts website and locate the “Corporate Card Handbook”.
<https://www.csusb.edu/procurement>

Lost Receipt Affidavit: Please navigate to the Accounts Payable website and locate the “Lost Receipt Affidavit” under “forms”. <https://www.csusb.edu/accounts-payable>

Hospitality Worksheet: Please navigate to the Accounts Payable website and locate the “Hospitality Worksheet” under “forms”. <https://www.csusb.edu/accounts-payable>

Hospitality Policy: Please navigate to the CSUSB Policies website and locate the “Hospitality Policy”. <https://www.csusb.edu/policies>

Appendix A

Meals – Maximum per Person Rates

The maximum per person rate(s) for breakfast, lunch, dinner, and light refreshments inclusive of the total cost of food, beverages, labor, sales tax, delivery fees, or other service fees are as follows:

Meal Type	Maximum per Person					
	Operating Fund (SBXXX)	State Trust Fund*	SMSU	ASI	Phil	UEC
Breakfast	\$30	\$30	\$20	\$30	\$75	\$30
Lunch	\$40	\$40	\$30	\$40	\$150	\$40
Dinner	\$75	\$75	\$40	\$75	\$250	\$75
Light Refreshments	\$30	\$30	\$20	\$30	\$50	\$30

* When authorized by the trust fund. See trust fund for specific requirements and allowances.

Meals – Out of Area/Travel Rates – Maximum per Person

The maximum per person rate(s) for breakfast, lunch, dinner and light refreshments inclusive of the total cost of food, beverages, labor, sales tax, delivery fees or other service fees for out of area travel may be obtained from the U.S. General Services Administration at the following link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Note that while the University policy has a daily limit, for the benefit of expense processing, it is recommended that each meal be broken out individually.

All Policies

Academics Policies

Administration & Finance Policies

Art & Museum Policies

Athletics Policies

Campus & Workplace Environment Policies

Campus Facilities Policies

Campus Health & Safety Policies

Events Policies

Faculty & Staff Policies

General Policies

Human Resources (Employment) Policies

Parking & Vehicles Policies

Students Policies

Information Technology Services Policies



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Palm Desert, CA 92211
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- myCoyote
- Canvas
- Student Email
- Faculty & Staff Email
- Drupal Login

Of Interest to...

- Future Students
- Current Students
- Faculty & Staff
- Full-Time Faculty
- Part-Time Faculty
- Community & Visitors
- Alumni & Friends
- University Partners
- Military/Veterans

Employment

- Job Listings
- Faculty Jobs
- Career Center
- Human Resources
- Student Employment
- Federal Work Study

Resources

- Contact
- Clery Act
- Annual Security Report
- Annual Fire Safety Report
- Title IX Notice
- Disclosure of Consumer Information

Campus Services

Academic Advising

Housing & Residential Life

Parenting Students

Parking

Police

Psychological Counseling

Services to Students with Disabilities

Student Health Center

Technology Support

Transcripts

[Accessibility](#) [Privacy and Security](#) [Non-Discrimination Notice](#)

[Website Copyright/DMCA Policy](#)

JEDI Senior Coordinators Proposal

Date:11/13/2025

Santos Manuel Student Union Board of Directors

Proposed By: Dra. Lorena Marquez, Director of Student Diversity & Belonging

Background: The SMSU operates seven identity-based affinity centers serving the CSUSB campus and community: the Asian & Pacific Islander Desi American (APIDA) Resource Center, First People's Center (FPC), LatinX Center, Osher Adult Re-Entry Center (OARC), Pan-African Student Success Center (PASSC), Queer & Transgender Resource Center (QTRC), and Women's Resource Center (WRC). These centers and their leadership have experienced significant transitions in recent years. Additionally, funding for three full-time Coordinator positions, previously supported by the Division of Student Affairs, was eliminated as part of recent campus workforce reductions. As a result, existing staff temporarily expanded their roles to maintain operations while the organization develops a long-term, fiscally sustainable staffing plan that continues to meet student needs.

Proposal: Establish three Senior Coordinator, Student Diversity and Belonging positions utilizing a single, generalized position description. Each Senior Coordinator will provide strategic leadership and operational oversight for two designated affinity centers, as assigned by the Director of Student Diversity and Belonging. Center pairings may be adjusted over time based on organizational needs, staffing capacity, and equity considerations.

This generalized classification replaces center-specific Senior Coordinator descriptions while preserving the scope, level, and intent of the original proposal. Following an organizational equity audit, the Adventures Coordinator position meets the criteria of the Senior Coordinator role and will be reclassified accordingly under this structure.

Rationale: This proposal ensures experienced professionals lead the affinity centers, providing stability and strategic support during a time of fiscal uncertainty and national challenges.

- Allows for administrative flexibility to assign, realign, or adjust Senior Coordinator oversight as needed and to incorporate future sustainable support structures as organizational capacity and resources evolve.
- Establishes consistent, high-quality leadership across all six affinity centers through three Senior Coordinator roles.
- Promotes equity, belonging, and student success via culturally grounded, identity-affirming programs and initiatives.
- Strengthens student leadership development, identity exploration, and retention efforts across the JEDI Unit.
- Enhances operational efficiency and fiscal sustainability by aligning staffing structures with current resources.
- Ensures continuity of services and support for students while advancing the university's justice, equity, diversity, and inclusion of mission.

Budget Impact: Expected Hiring Range \$62,376-77,971. Salaries and Benefits have already been budgeted for this fiscal year.

Timeline: Upon approval, posting and recruitment will begin immediately, with the hopes of having interviews and hiring of Sr. Coordinators within the first half of 2026 (Feb-Jun).

Santos Manuel Student Union

Job Description

Job Title:	Senior Coordinator, Student Diversity and Belonging
Department:	Student Diversity and Belonging
Reports To:	Director of Student Diversity and Belonging
Location:	San Bernardino Campus
FLSA Status:	Non-Exempt
Category:	Full-Time, Regular, At-Will
Salary Grade:	7
EEO Code:	5

Summary

Under the direction of the Santos Manuel Student Union (SMSU) Director of Student Diversity and Belonging, the Senior Coordinator provides strategic leadership and operational oversight for two affinity centers within the Santos Manuel Student Union. This position supports the SMSU's commitment to diversity, equity, and inclusion by fostering culturally affirming environments, advancing student development, and managing initiatives that promote the retention and success of historically underserved and marginalized student populations. The Senior Coordinator supervises professional and student staff, manages center operations, implements culturally relevant programs, and collaborates with campus and community partners to enhance support for unrepresentative identities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Strategic Leadership & Supervision

- Provide operational and strategic leadership for two designated affinity centers.
- Supervise and evaluate student staff, providing training, guidance, and leadership development.
- Support and participate in the recruitment, onboarding, and retention efforts for underrepresented students.

Programming & Community Engagement

- Develop and oversee a calendar of culturally affirming, educational, and identity-based programs including heritage month celebrations, workshops, dialogues, speaker series, and leadership development opportunities.
- Coordinate fall orientation efforts and summer initiatives for students affiliated with

the two designated affinity centers.

- Support campus-wide programs and collaborate with cultural graduation ceremonies, affinity group celebrations, and student heritage month committees.

Student Advocacy & Support

- Serve as a resource and advocate by building strong relationships and providing holistic support that fosters academic, social, and personal success for students served by the two designated centers.
- Provide culturally informed advising related to identity, cultural adaptation, academic persistence, and leadership development.
- Facilitate educational and community-building dialogues related to race, ethnicity, gender, sexuality, and intersectionality.

Assessment & Continuous Improvement

- Conduct needs assessments and collect data to evaluate the effectiveness of programs and services.
- Develop annual reports and use assessment results to inform strategic planning and programming decisions.
- Assist with long-term planning and strategic initiatives in alignment with university DEI goals and the SMSU mission.

Fiscal & Administrative Oversight

- Create operational budgets for the two designated centers, including budget planning, purchasing, and monitoring.
- Develop and maintain administrative procedures that ensure efficient center operations, including opening and closing of the centers
- Represent the centers on committees and boards, including DEI-focused planning groups and student affairs initiatives.

Campus Collaboration

- Collaborate with campus departments as well as the Division of Student Affairs and Academic Colleges to promote student belonging and institutional change.
- Act as liaison with community partners, tribal representatives, and alumni to strengthen external engagement.

- Support and co-lead training sessions and educational programs across campus in partnership with DEI, academic, and student support units.

Supervisory Responsibilities

Supervises a graduate assistant and up to ten student assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree or equivalent in a related program is required; 3 - 5 years of experience working with students is required, ideally in a student development or advising capacity. Demonstrated knowledge of issues impacting students served by the two designated centers. .

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization. Ability to use word processing and spreadsheet software and other related software.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel, Word, PowerPoint, and Outlook.

Certifications Licenses & Registrations

First Aid and CPR/AED certification required (certifications may be obtained within the first month of employment).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.

Student Recreation & Wellness Center (SRWC) Fitness Equipment Proposal

11/26/2025

Santos Manuel Student Union Board of Directors

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

Proposal

I am writing to propose the replacement of cardio equipment that has reached the end of its life cycle in our Recreation & Wellness facility. Our goal is to begin the process of upgrading this equipment to improve the overall experience for our patrons and ensure a safe, efficient fitness environment.

Equipment List

- (4) Performance Treadmills with LED Consoles
- (1) Performance ClimbMill with LED Console
- (1) Performance Elliptical with LED Console
- (1) CXV Virtual Training Cycle
- (1) Magnum Plate-Loaded Pendulum Squat

Rationale

The replacement of these items is necessary due to the current condition and end-of-life status of our existing equipment. We have identified the need to replace our current treadmills and to add an additional cycle and pendulum squat to better meet usage demands. We would like to move forward with the Matrix quote as they had the best pricing on equipment.

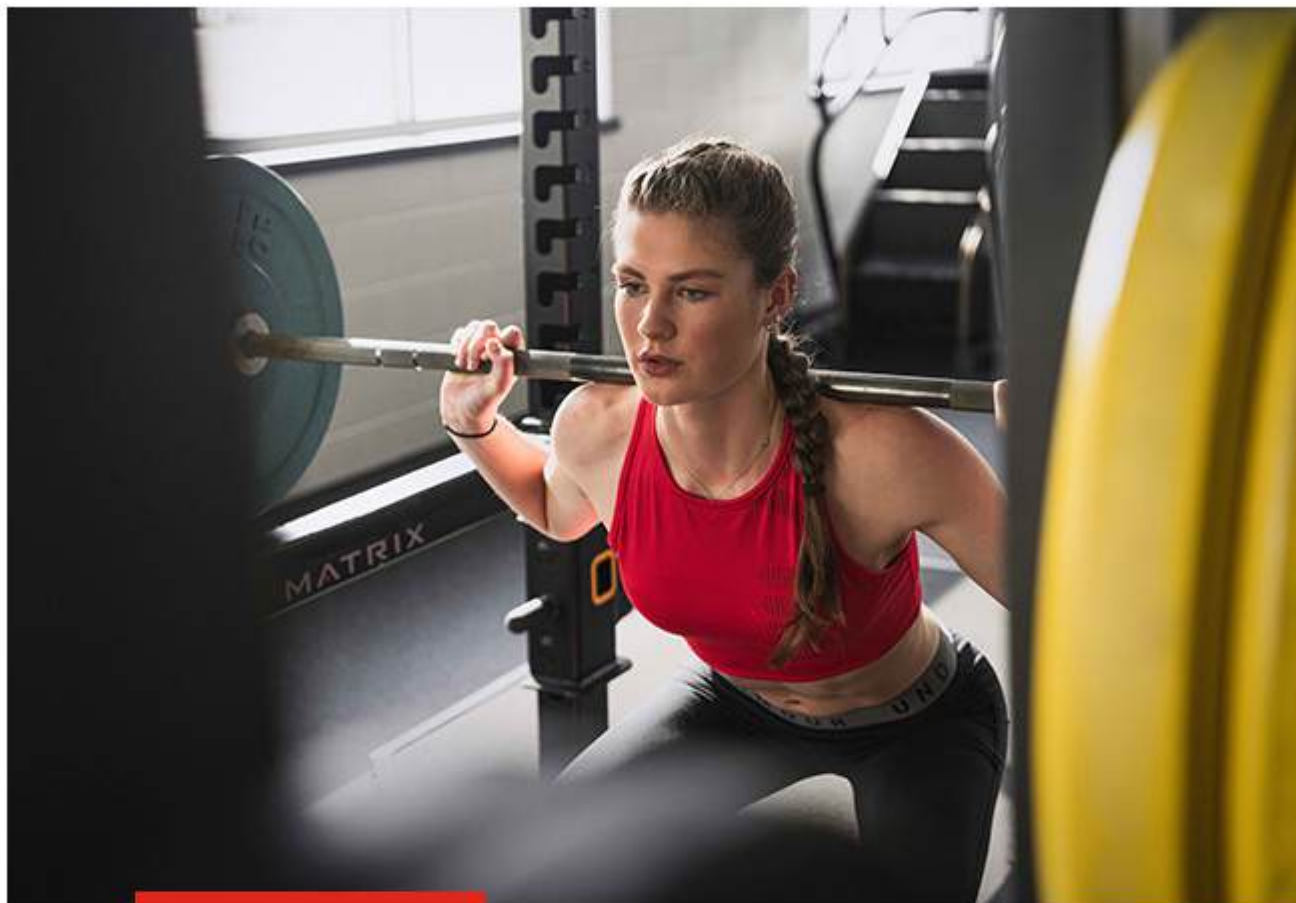
Fiscal Impact

The total project cost is **\$38,334.92**, which includes all listed equipment, delivery, and installation.

Funding Source

Stateside Reserves

Chatfield: 660876-RO001-S7140



FITNESS EQUIPMENT PROPOSAL

PREPARED EXCLUSIVELY FOR

CSU San Bernardino
Sean Kinnally
November 24, 2025

PREPARED BY

Matrix Fitness
Austin Stevens
1600 Landmark Dr
Cottage Grove, WI 53527
805-431-4183
austin.stevens@matrixfitness.com



QUOTE

QUOTE

MATRIX

Date: 11/24/2025
Quote #: QUO-207826-P5P1T4
Expires On: 12/24/2025

Primary Sales Contact

Austin Stevens
P: 805-431-4183 F:
austin.stevens@matrixfitness.com

Bill To:

CSU San Bernardino
Sean Kinnally
5500 University Parkway
San Bernardino, CA 92407-2397
US
(909) 537-5155 - Sean.Kinnally@csusb.edu

Alternate Sales Contact

Dylan Hartmann
P: F:
Dylan.Hartmann@johnsonfit.com

Ship To:

CSU San Bernardino
5500 University Parkway
San Bernardino, CA 92407-2397
US

Comments:

Shipping Notes:

- Strength Frame Color: *N/A - Pad Color: *None - Cardio Frame Color: *Matte Black

Qty	Model Number	Description (Sell sheet hyperlinks in Blue)	List Price	Net Unit Price	Ext. Price
4	T-PS-LED	Matrix Perf. LED Treadmill Blk Matte	\$13,020.00	\$5,328.00	\$21,312.00
1	C-PS-LED	Matrix Perf. LED Climbmill Blk Matte	\$13,790.00	\$5,940.00	\$5,940.00
1	E-PS-LED	Matrix Perf. LED Elliptical Blk Matte	\$9,835.00	\$4,118.00	\$4,118.00
1	CXV	Matrix CXV Virtual Training Cycle	\$8,330.00	\$4,278.00	\$4,278.00
1	MG-PL80	PL80 - Pendulum Squat - BM	\$7,205.00	\$3,602.50	\$3,602.50

List Price Total \$91,240.00

Customer Savings \$51,989.50

Equipment Sales Price \$39,250.50

FRT/ASM/DEL \$0.00

Matrix Partnership Discount (\$4,000.00)

Customer Subtotal (before tax) \$35,250.50

Tax (Estimated,subject to change) \$3,084.42

Total Amount Due (USD)(including tax) \$38,334.92

Sign Below to accept this order and acknowledge receipt and acceptance of the JHTNA Terms and Conditions of the sale, and the JHTNA Electrical (treadmill only) & cabling (entertainment only) requirements and the JHTNA Strategic Partner Warranty

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES - FREIGHT QUOTES ARE SUBJECT TO CHANGE BASED ON INFORMATION CONTAINEDIN THE SITE SURVEY - ADDITIONAL CHARGES MAY APPLY

Payments must be made payable to:
Johnson Health Tech North America Inc

USPS only
Johnson Health Tech NA Inc
PO Box 88931
Milwaukee, WI 53288-8931

Courier Services – UPS, FedEx, etc
Johnson Health Tech North America Inc - 010931
4900 W Brown Deer Rd
Milwaukee, WI 53223

Quote #: QUO-207826-P5P1T4

Quote Amount: \$38,334.92

Payment Terms: CIA ACH or Wire

Signature: _____

Print Name: _____

Facility Name: _____

Date of Acceptance: _____

Deposit Amount: _____

NOTWITHSTANDING ANY DIFFERENT OR ADDITIONAL TERMS THAT MAY BE CONTAINED IN PURCHASER'S PURCHASE ORDER, IF ANY, THIS ACCEPTANCE OF PURCHASER'S ORDER IS EXPRESSLY CONDITIONED UPON PURCHASER'S ASSENT TO THE TERMS AND CONDITIONS SET FORTH HEREIN AND TO THE ATTACHED TERMS AND CONDITIONS (COLLECTIVELY, THE "AGREEMENT"). IN THE EVENT THAT ANY OF THE TERMS OR CONDITIONS SET FORTH IN THE AGREEMENT CONFLICT OR ARE INCONSISTENT WITH ANY OF THE TERMS OR CONDITIONS CONTAINED IN PURCHASER'S PURCHASE ORDER, THEN PURCHASER EXPRESSLY ACKNOWLEDGES AND AGREES THAT THE TERMS AND CONDITIONS SET FORTH IN THE AGREEMENT SHALL SUPERSEDE AND CONTROL THIS TRANSACTION.

JHTNA TERMS AND CONDITIONS OF SALE

1. Acceptance and Governing Provisions. This writing constitutes an offer by Johnson Health Tech North America, Inc., a Wisconsin corporation ("JHTNA"), to sell the products and/or services described herein (collectively, the "Goods") to the purchaser to which it is addressed (the "Purchaser"), subject to the terms and conditions set forth on the face and reverse sides hereof and as set forth in the attached JHTNA Quote and the attached Power Requirements for Matrix Equipment (collectively, the "Agreement"). Acceptance of this Agreement is limited to said terms and conditions; and JHTNA hereby objects to any additional and/or different terms which may be contained in any of Purchaser's purchase order, acknowledgment or other forms, or in any other correspondence from Purchaser. In the event that any of the terms or conditions set forth in the Agreement conflict or are inconsistent with any of the terms or conditions contained in Purchaser's purchase order, acknowledgment, other forms, or in any other correspondence from Purchaser, then Purchaser expressly acknowledges and agrees that the terms and conditions set forth in the Agreement shall supersede and control this transaction. This offer expires thirty (30) days from its date or upon JHTNA's prior written notification thereof to Purchaser, unless Goods are subsequently shipped by JHTNA and accepted by Purchaser. All contracts are subject to acceptance by JHTNA only at Cottage Grove, WI, and sales, however ordered, are understood to be fully made and consummated at Cottage Grove, WI.

2. Payment. The purchase price, including any and all related costs, is due in full and must be received by JHTNA before shipment of the Goods, unless Purchaser has been approved by JHTNA for open credit. To apply for open credit, Purchaser must complete the JHTNA Credit Application via that following link: <https://portal.creditappexpress.com/applications/1687363120378x959482546797412400> for review and approval. JHTNA will determine credit based on the completed Credit Application, and may also rely on reference checking, D&B and Credit Safe Reports and review of complete Financials of Purchaser. Except as otherwise provided for herein, Purchaser shall pay the invoices in full, without deduction or set-off for any reason, in accordance with the payment terms set forth herein and in the invoices. Any amounts not received by JHTNA within thirty (30) days of Purchaser's receipt of JHTNA's invoice shall be past due. Interest shall be payable at the rate of eighteen (18%) per year (but not more than the highest rate permitted by applicable law) on all amounts past due. Unless otherwise prohibited by law, if at all, Purchaser agrees to pay JHTNA's actual attorney's fees and all costs incurred by JHTNA in connection with enforcing JHTNA's rights under this Agreement, including without limitation any non-payment of amounts owed and collections costs, whether or not litigation is commenced. If in JHTNA's sole judgment a Purchaser's financial condition at any time does not justify selling to Purchaser on open credit, JHTNA may require full payment in advance before proceeding with the order. If Purchaser defaults in any payment when due, then the entire purchase price shall become immediately due and payable in full or JHTNA may at its option, without prejudice to other lawful remedies, defer delivery or cancel the order.

3. Taxes and Other Charges. Any manufacturer's tax, occupation tax, use tax, sales tax, excise tax, duty, custom, inspection or testing fee, or any other tax, fee or charge of any nature whatsoever imposed by any governmental authority on JHTNA and/or Purchaser, or measured by the transaction between JHTNA and Purchaser shall be invoiced by JHTNA and paid by Purchaser in addition to the Product prices quoted or invoiced. In the event JHTNA is required to pay any such tax, fee or charge, Purchaser shall immediately reimburse JHTNA therefore upon demand by JHTNA.

4. Delivery, Claims and Force Majeure. Purchaser has the right to choose a carrier for delivery of Goods to Purchaser's facility. If Purchaser chooses a carrier, Purchaser has the obligation to and shall schedule pickup with JHTNA for pickup from one of JHTNA's facilities, Purchaser shall be solely responsible for all payments, cost and expenses related to scheduling, logistics and delivery. If Purchaser chooses to have JHTNA coordinate delivery of the Goods, JHTNA will do so pursuant to the terms of the Agreement. Delivery of Goods to a carrier at JHTNA's facility or other loading point designated by Purchaser or JHTNA (as the case may be) shall constitute delivery of title to Purchaser; and regardless of shipping terms or freight payment, all risk of loss or damage in transit shall be borne by Purchaser. JHTNA reserves the right to make delivery in installments; all such installments shall be separately invoiced and paid for by Purchaser when due per invoice, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve Purchaser of its obligations to accept remaining deliveries.

Claims for shortages or other errors in delivery must be made in writing to JHTNA within five (5) business days after Purchaser's receipt of shipment of the Goods. Purchaser's failure to give such written notice to JHTNA shall constitute the unqualified acceptance of the Goods by Purchaser, and Purchaser shall be deemed to have waived all such claims for shortages or other errors relative to the delivered Goods. JHTNA is not responsible for any loss or

damage to Goods during transit or delivery. Claims for loss or damage to Goods in transit shall be made by Purchaser to the carrier and not to JHTNA.

Purchaser's request for delivery reschedules shall be subject to JHTNA's prior written approval and thirty (30) days prior written notice.

All delivery dates of JHTNA are approximate. Further, JHTNA shall not be liable for any damage, loss, liability or expense as a result of any delay or failure to deliver due to any cause that is not reasonably foreseeable and that is outside JHTNA's reasonable control, including, without limitation, any act of God, act of the Purchaser, federal or state declarations, pandemics, embargo or other governmental act, regulation or request, fire, accident, strike, slowdown, war, riot, delay in transportation, unusually severe weather conditions, theft, or inability to obtain necessary labor, materials or manufacturing facilities. In the event of any such delay, the date of delivery shall be extended for a period equal to the time lost because of the delay.

5. Cancellation or Modification. Purchaser may cancel its order, reduce quantities, revise specifications or extend scheduled delivery only upon terms accepted by JHTNA in writing. If cancellation or modification of an order is approved by JHTNA in writing, Purchaser shall compensate JHTNA for all damages resulting therefrom, including, but not limited to, restocking fees and costs, out-of-pocket expenses and loss of profit and allocable overhead. In no event shall Purchaser cancel or modify an order after delivery of the Goods. Minimum order quantities and quantity discounts shall be applied to approved reduced quantities and current pricing shall be applied to revised specifications and rescheduled deliveries.

6. Changes. JHTNA may at any time make such changes in design and construction of products as shall constitute an improvement in the judgment and sole discretion of JHTNA. JHTNA may furnish suitable substitutes for materials unobtainable or rendered economically or otherwise impractical because of priorities or regulations established by governmental authority, non-availability or shortages of materials from suppliers or price changes.

7. Warranties. JHTNA warrants the Goods manufactured by JHTNA and supplied to Purchaser hereunder to be free from material defects in materials and workmanship, under normal use and service, for a time period in accordance with JHTNA's published warranty for the product then in effect at the time Purchaser's order is placed. If within the applicable warranty period any such product shall be proved to JHTNA's satisfaction to be nonconforming due to a material manufacturer's defect in materials or workmanship, such product shall be repaired or replaced at JHTNA's option and cost. Subject to any other obligations JHTNA may have under this Agreement, such repair or replacement shall be JHTNA's sole obligation and Purchaser's exclusive remedy and shall be conditioned upon JHTNA's receiving written notice of any alleged defect within ten (10) days after its discovery and, at JHTNA's option, return of such product(s) to JHTNA, FOB JHTNA's designated location.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE; AND JHTNA EXPRESSLY DISCLAIMS AND EXCLUDES ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Any description of the products, whether in writing or made orally by JHTNA or JHTNA's agents, specifications, samples, models, bulletins, drawings, diagrams, engineering sheets or similar materials used in connection with Purchaser's order are for the sole purpose of identifying the products and shall not be construed as an express warranty. Any suggestions by JHTNA or JHTNA's agents regarding use, application or suitability of the products shall not be construed as an express warranty.

8. Returns. Products may be returned to JHTNA only when JHTNA's written permission shall be obtained by Purchaser in advance and upon JHTNA's issuance of an RMA number. Returned products must be fully insured by Purchaser up to the purchase price and securely packaged to reach JHTNA without damage, and any cost incurred by JHTNA to put products into marketable condition will be charged to Purchaser.

9. Assumption of Risk for Use. Purchaser and each user of the Goods sold by JHTNA pursuant to this Agreement shall be solely responsible for the proper use of such Goods. Purchaser acknowledges and agrees that use of such Goods may result in personal injury or death. The purchase of such Goods by Purchaser shall constitute Purchaser's acknowledgement and acceptance of any and all responsibility and liability that may result from use of the Goods. Purchaser's assumption of risk and liability shall not include liability that results solely from JHTNA's gross negligence, willful misconduct or breach of this agreement, including any material defect in the manufacturing of the Goods by JHTNA.

10. Limitation of Liability and Other Damages. Except as otherwise provided herein, JHTNA's liability hereunder and with respect to the Goods sold shall be limited to the warranty referred to in section 7 hereof, and, with respect to other performance of this Agreement, unless otherwise set forth herein, shall in no event exceed the total of the amounts paid to JHTNA by Purchaser.

JHTNA SHALL IN NO EVENT BE LIABLE TO PURCHASER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES OF ANY KIND, EVEN IF JHTNA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, ARISING OUT OF OR RELATED IN ANY WAY TO THIS AGREEMENT OR THE PERFORMANCE OR BREACH OF THIS AGREEMENT, NOR SHALL JHTNA BE SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES, WHETHER ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, NEGLIGENCE OR OTHER TORT OR ANY THEORY OF STRICT LIABILITY, WITH RESPECT TO PRODUCTS SOLD OR SERVICES RENDERED BY JHTNA, OR ANY UNDERTAKINGS, ACTS, OR OMISSIONS HEREUNDER OR RELATING THERETO.

Without limiting the generality of the foregoing, JHTNA specifically disclaims any liability for property or personal injury damages, including without limitation, death or disability, penalties, special or punitive damages, damages for lost profits or revenues, loss of use of products or any associated equipment, cost of capital, cost of substitute products, facilities or services, downtime, shutdown or slowdown costs, or for any other types of economic loss, and for claims of Purchaser's customers or any third party for any such property or personal injury damages; provided, however, that if such property or personal injury damages are solely the result of JHTNA's gross negligence, willful misconduct or breach of this Agreement, including a material defect in the manufacture of the Goods, then JHTNA shall defend, hold harmless and indemnify Purchaser from and against such liability resulting from JHTNA's gross negligence, willful misconduct or breach of this Agreement. However, JHTNA's liability shall not extend to any damages, including property or personal injury damages, that are shown to result from, in whole or in part, any alteration of the Goods by Purchaser or any other unauthorized third party, improper placement of the Goods by Purchaser or any other unauthorized third party, improper maintenance of the Goods by Purchaser or any other unauthorized third party or improper use of the Goods.

11. Indemnification. Purchaser shall indemnify JHTNA against any and all losses, liabilities, damages and expenses (including, without limitation, attorneys' fees and other costs of defending any action) which JHTNA may incur as a result of any claim by Purchaser or others arising out of or in any way connected with the Goods sold hereunder, including without limitation Purchaser's or any other third party's use of the Goods, any alteration of the Goods, any improper placement of the Goods or any improper maintenance of the Goods.

12. Security Agreement. This Agreement shall constitute a Security Agreement between Purchaser, as Debtor, and JHTNA, as Secured Party, pursuant to Article 9 of the Uniform Commercial Code ("UCC"). Purchaser hereby grants to JHTNA a security interest, including without limitation, a first priority, purchase-money security interest, in and to all of the Goods manufactured, sold or provided by or on behalf of JHTNA to Purchaser pursuant to this Agreement, including without limitation, all fitness equipment, exercise equipment, replacement parts, accessories, and supplies (collectively, the "Equipment"), wherever located and whenever acquired, and further including without limitation, all proceeds thereof, including without limitation, all insurance proceeds and other proceeds thereof (collectively, the "Proceeds"), as security for Purchaser's obligation to pay for the Equipment and Purchaser's other obligations under this Agreement. Purchaser further authorizes JHTNA to file any UCC financing statements and amendments thereto or other instruments and to do all things deemed by JHTNA in its sole discretion necessary to attach and perfect JHTNA'S security interest in the Equipment and the Proceeds thereof under this Agreement.

Upon the occurrence of an event of default by Purchaser, including without limitation, a payment default under this Agreement, then JHTNA may, without notice or demand, exercise in any jurisdiction in which enforcement is sought, all of its rights and remedies under this Agreement, all rights and remedies of a secured party under the UCC, and all other rights and remedies available to JHTNA under applicable law, with all such rights and remedies cumulative and enforceable alternatively, successively or concurrently, including without limitation: (a) declaring all amounts due JHTNA by Purchaser to be immediately due and payable in full and the same shall thereon become immediately due and payable in full without demand, presentment, protest, or further notice of any kind, all of which are hereby expressly waived by Purchaser; and (b) taking possession of the Equipment, and for that purpose, entering upon any premises on which the Equipment or any part thereof may be situated and removing the same therefrom without any liability for suit, action, or other proceeding, Purchaser hereby waiving any and all rights to prior notice and to judicial hearing with respect to repossession of collateral, and/or requiring Purchaser, at Purchaser's expense, to assemble and deliver the Equipment to JHTNA or to such place or places as JHTNA may designate.

13. Landlord's Liens. If Purchaser leases any real property upon which the Goods sold hereunder are to be located and applicable law provides for landlord's liens to secure rent obligations, then Purchaser shall notify, and obtain a written lien waiver from, each respective landlord for such locations and provide a copy of each written lien waiver to JHTNA and confirm that the Goods sold hereunder are not subject to any such lien of such landlord(s).

14. Technical Information. Any sketches, models or samples submitted by JHTNA shall remain the property of JHTNA, and shall be treated as confidential information. No use or disclosure of such sketches, models and samples, or any design or production techniques revealed thereby, shall be made without the express prior written consent of JHTNA.

15. Patents, Trademarks and Copyrights. JHTNA will, at its own expense, defend any suits that may be instituted by anyone against Purchaser for alleged infringement of any United States patent, trademark or copyright relating to any products manufactured and furnished by JHTNA hereunder, if such alleged infringement consists of the use of such Goods, or parts thereof, in Purchaser's business for any of the purposes for which the same were sold by JHTNA, and provided Purchaser shall have made all payments then due hereunder and shall give JHTNA immediate notice in writing of any such suit and transmit to JHTNA immediately upon receipt all processes and papers served upon Purchaser and permit JHTNA through its counsel, either in the name of Purchaser or in the name of JHTNA, to defend the same and give all needed information, assistance and authority to enable JHTNA to do so. If such Goods are in such suit held in and of themselves to infringe any valid United States patent, trademark or copyright, then: (a) JHTNA will pay any final award of damages in such suit attributable to such infringement; and (b) if in such suit use of such Goods by Purchaser is permanently enjoined by reason of such infringement, JHTNA shall, at its own expense and at its sole option, either (i) procure for Purchaser the right to continue using the Goods, (ii) modify the Goods to render them non-infringing, (iii) replace the Goods with non-infringing goods, or (iv) refund the purchase price and the transportation costs paid by Purchaser for the Goods.

Notwithstanding the foregoing, JHTNA shall not be responsible for any compromise or settlement made without JHTNA's written consent, or for infringements of combination or process patents covering the use of the Goods in combination with other goods or materials not furnished by JHTNA. The foregoing states the entire liability of JHTNA for infringement, and in no event shall JHTNA be liable for consequential damages attributable to an infringement.

As to any Goods furnished by JHTNA to Purchaser manufactured in accordance with drawings, designs or specifications proposed or furnished by Purchaser or any claim of contributory infringement resulting from the use or resale by Purchaser of Goods sold hereunder, JHTNA shall not be liable, and Purchaser shall indemnify and defend JHTNA against any damages, liability or expenses arising out of any claim made against JHTNA for any and all patent, trademark or copyright infringements.

16. Spacing Behind Treadmills. Per industry safety standards (ASTM F2115 and EN 957-6), JHTNA hereby notifies Purchaser of the need to locate treadmills ensuring that there is a two (2) meter long clear zone in the floor space behind each treadmill. The clear zone shall be at least the width of the treadmill and a minimum of 2 meters (6' 7") past the back end of the treadmill. There shall be no walls, no windows, no steps, and no other equipment placed within this clear zone. This clear zone is intended to ensure that if any user of a treadmill were ever to fall off the back of the treadmill, there will be an open and clear space behind the user so that injury may be minimized or avoided. Purchaser's failure to comply with this standard could result in injury to a treadmill user and potential liability to Purchaser. Although JHTNA is hereby expressly giving Purchaser notice of this requirement, only the Purchaser can ensure that Purchaser complies with this requirement and it is Purchaser's sole responsibility to do so. By purchasing exercise equipment from JHTNA, Purchaser accepts its responsibility to comply with this treadmill spacing requirement and all standards applicable to treadmill spacing and agrees to release JHTNA and its affiliated companies, including Johnson Health Tech Co., Ltd, and all of their officers, shareholders, employees, insurers and representatives (collectively, "the JHTNA Parties") from, and indemnify the JHTNA Parties from and against, any and all suits, claims, actions, legal proceedings, demands, losses, damages, costs and expenses, including attorneys' fees, resulting from claims for bodily injury or property damage arising out of or in any way relating to inadequate treadmill spacing, inadequate clear zones utilized behind treadmills or the failure by Purchaser to comply with industry safety standards concerning treadmill spacing.

17. Strength Training Anchoring Requirements. Purchaser acknowledges that JHTNA has informed Purchaser of JHTNA's requirement that the specific strength equipment, including Connexus strength units, XULT Rigs and other strength equipment where applicable (the "Anchored Strength Equipment") be anchored to the floor, the wall, or both the floor and the wall of Purchaser's facility in order to prevent any tipping, rocking or shifting of the Anchored

Strength Equipment during the use or reasonably foreseeable misuse of the Anchored Strength Equipment. Anchoring to both floor and wall is required for XULT Rigs products. Purchaser also acknowledges that the Anchored Strength Equipment was designed for the use of straps, belts, chains, ropes and/or other devices for pulling or pushing on the Anchored Strength Equipment, and the use of those devices will compromise the stability of the Anchored Strength Equipment unless the Anchored Strength Equipment are properly anchored. Therefore, Purchaser acknowledges the need to anchor the Anchored Strength Equipment as described in the owner's manual for the Anchored Strength Equipment.

As a condition to Order fulfillment, Purchaser shall hire, at Purchaser's sole cost, a licensed contractor knowledgeable of Purchaser's facility and site conditions to anchor the Anchored Strength Equipment as described in the Anchored Strength Equipment owner's manual prior to use of the Anchored Strength Equipment.

Purchaser agrees to indemnify, defend and hold harmless JHTNA and its officers, directors, shareholders, employees, representatives and insurers from any claims damages or losses of any type including claims for personal injury or death and property damage, arising out of or relating in any way to the following: (a) the work performed by the licensed contractor hired by Purchaser; (b) the failure to anchor the Anchored Strength Equipment or the insufficient or improper anchoring of the Anchored Strength Equipment; and (c) Purchaser's failure to comply with these Terms.

18. Purchaser's Property. Any property of the Purchaser placed in JHTNA's custody for performance of this Agreement is not covered by insurance, and no risk is assumed by JHTNA in the event of loss or damage to such property by fire, water, burglary, theft, civil disorder or any accident beyond the reasonable control of JHTNA.

19. Governing Law and Choice of Forum. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin, without application of principles of conflicts of laws. With respect to any dispute, controversy or claim arising out of or relating to this Agreement, JHTNA and Purchaser agree and consent to personal jurisdiction in Wisconsin and agree that the Circuit Court of Dane County, Wisconsin and the United States District Court for the Western District of Wisconsin shall be the exclusive forums for the resolution of any such disputes, controversies or claims. Purchaser shall not assign this Agreement without JHTNA's express prior written consent. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors and permitted assigns.

20. Remedies Cumulative. Any of JHTNA's remedies referred to herein shall be cumulative and in addition to such other rights and remedies as may be available under law or equity.

21. Confidentiality. Purchaser will keep all of the terms and conditions of this Agreement confidential and Purchaser will neither disclose the existence of this Agreement nor the terms of this Agreement to any third party except to those employees of Purchaser who need to know such terms for the purpose of effecting the transaction.

22. Entire Agreement. This Agreement, including JHTNA's Quote and Power Requirement for Matrix Equipment which are incorporated herein by reference, constitutes the entire, full and complete agreement between JHTNA and Purchaser with respect to the subject matter hereof. This Agreement may not be modified except by a writing evidencing such modification which is signed by both JHTNA and Purchaser. The provisions of this Agreement shall be deemed severable and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the remaining provisions.



THANK YOU

MATRIX

MATRIX FITNESS
1600 LANDMARK DRIVE
COTTAGE GROVE, WI 53527
MATRIXFITNESS.COM

CONFIDENTIAL



EXERCISE EQUIPMENT ETC

30782 Crystallaire Dr.
Temecula, Ca 92591

Proposal 20176

DATE: September 15, 2025

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

Comments or Special Instructions:

We can offer trade in value for existing cardio.
8 pieces - \$1700

SALESPERSON	PROPOSAL NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
Mike	20176	TBA			Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
6	Star Trac 8 Series TRX Treadmill, LED 9-9311-8TRX-110-LED-MI-60	\$ 6,279	\$ 37,674
1	Star Trac 8 Series Cross Trainer LED 9-6180-8RDE-LED-60	\$ 4,679	\$ 4,679
1	Stairmaster Stepmill 8GX 9-5395-8GX-LED-60	\$ 6,265	\$ 6,265
SUBTOTAL			\$ 48,618.00
FREIGHT and INSTALL			\$ 3,285.00
TRADE IN			\$ (1,700.00)
SALES TAX			4,254.08
TOTAL			\$ 54,457.08

Make all checks payable to Exercise Equipment Etc.

Authorization_____

If you have any questions concerning this quote, contact Mike Keller at 760-458-5773, mkeller@exerciseequipmentetc.com

THANK YOU FOR YOUR BUSINESS!

Out-Fit
 2585 Azurite Circle
 Thousand Oaks, CA 91320
 t. 310.410.1200
 www.out-fit.net

Create Date	Number
9/5/2025	57871
Prepared By:	
Wil Morrise (562) 282-8584 wil@out-fit.net	

Bill To				Ship To		
payables@csusb.edu CSU San Bernardino Student Union 5500 University Parkway Administrative Office, Room 222 San Bernardino CA 92407-2397 Phone (909) 537-5950				Sean Kinnally CSU San Bernardino- Recreation Center 5500 University Parkway Sean.Kinnally@csusb.edu San Bernardino CA 92407 Phone (909) 537-5350		
Payment Terms		Desired Delivery Date		Est. Lead Time		Sales Consultant
Net 30		12/22/2025		4-6 Weeks		Wil Morrise
Qty	Vendor	Item	Description	List Price	Unit Price	Ext. Price
6	Precor USA	TRM731-P31 - BP	Treadmill - P31 LED Motion Control Console, 0.5 to 12 MPH, 0 to 15% Incline (Black Pearl Frame)	9,490.00	6,643.00	39,858.00
6	Precor USA	TRMP5L1	Factory Warranty Extension- Treadmill 5 years Parts and 1 Year Labor	1,214.00	625.00	3,750.00
1	Precor USA	SCL835-P31-BP	Precor Climber, New Model with P31 Console (Black Pearl Frame)	10,440.00	7,308.00	7,308.00
1		Misc. Items	Factory Warranty Extension- Stairclimber 5 Years Parts and 1 Year Labor	1,004.00	525.00	525.00
1	Precor USA	EFX835.v2 - P31 - BP	EFX® - Moving handlebars w/adjustable CrossRamp® - P31 console, USB (Black Pearl Frame)	9,920.00	6,944.00	6,944.00
1	Precor USA	EFXP5L1	Factory Warranty Extension- Elliptical 5 Years Parts and 1 Year Labor	606.00	325.00	325.00
1		IDA	Installation, Delivery and Assembly (IDA pricing based on ground floor/elevator access and during normal business hours only, subject to change based on site survey)	2,695.00	2,595.00	2,595.00
1		301 Tariff	*Out-Fit does not hang or attach any wall mounted items 301 Tariff- Precor Cardio	1,157.46	0.00	0.00
TOTAL PREFERRED CLIENT DISCOUNT \$30,741.46						

Create Date	Number
9/5/2025	57871

Out-Fit
2585 Azurite Circle
Thousand Oaks, CA 91320
t. 310.410.1200
www.out-fit.net

Bill To				Ship To		
payables@csusb.edu CSU San Bernardino Student Union 5500 University Parkway Administrative Office, Room 222 San Bernardino CA 92407-2397				Sean Kinnally CSU San Bernardino- Recreation Center 5500 University Parkway Sean.Kinnally@csusb.edu San Bernardino CA 92407		
Qty	Vendor	Item	Description	List Price	Unit Price	Ext. Price
1		Trade In	Trade in value is valid with all equipment operating to manufacture specifications. Any piece of equipment that isn't operational or is missing parts will result in a reduction in value.		-2,000.00	-2,000.00
				Subtotal		59,305.00
				Freight (From Factory)		1,795.00
				Tax (8.75%)		4,605.56
				Total		\$65,705.56

Quote expires 30 days from the Quote date. Customer's signature and payment per terms above required to process order unless otherwise specified. Buyer agrees to prices, specifications, standard terms & conditions of sale. Out-Fit's standard terms and conditions can be viewed at <https://bit.ly/outfitTC>. All orders are to be treated as custom and made to order. All orders are FOB from Out-Fit's facility. Freight, Delivery and Installation quotes are estimates and are subject to change as a result of a site survey. Additional fees may apply.

Signature _____ Date _____
Print Name _____ Title _____

Student Recreation & Wellness Center (SRWC) Golf Cart Proposal

12/16/2025

Santos Manuel Student Union Board of Directors

Proposed by: Alicia Ureste, Operation Coordinator

Proposal

I am writing to formally **propose the replacement of our existing utility golf cart**, which has reached the end of its operational lifespan. The current unit's increasing age is resulting in **escalating maintenance and repair costs**, making continued operation inefficient. To address this, our goal is to procure a modern, updated replacement cart.

Equipment List:

Club Car Carryall 700 4-seater

Rationale

Upgrading this equipment is essential to improve operational efficiency and overall work experience for our staff and students. This new cart will be a **safe, efficient, and reliable** asset, crucial for:

- Supporting our **intramural sports program**.
- Facilitating logistics for **events across campus**.
- Ensuring the **safe and timely transportation** for meetings and transporting equipment between locations.

Fiscal Impact

The total cost is **\$23,447.92**, which includes delivery.

Timeline:

6 weeks to 6 months.

Funding Source

Stateside Reserves

Chatfield: 660876-RO001-S7140

QUOTE/PROPOSAL

Date:12-16-2025

Customer: **Cal State University, San Bernardino**
Address: 5500 University Parkway San Bernardino, CA. 92407
Phone: 909-537-5237
Email: aureste@csusb.edu
Attn: **Alicia Ureste**

GOLF CARS
of Riverside

4000 Alamo ST. Riverside, CA. 92501
(P)951-276-9872 (F)951-276-0344



Sales Person: Casey Highley (P) 951-255-4660

QUANTITY	SOURCEWELL PROGRAM #091024-CCR	SOURCEWELL PRICE	EXTENDED PRICE
1	New 2026 Club Car Transporter 4-Passenger Vehicle MSRP: \$16,382.00 48V On-Board Charger with Reel Self -Adjusting Rack & Pinion Steering, Battery Indicator Light Package: Head, Tail, Brake & Horn Tires:20x10-10 6-ply rated Premium Tread Front Body Color: White / Seat Color: Gray Seat Color: Gray, Rustproof Aluminum Frame 12V Powerpoint, 4-Wheel Brakes, Hour Meter 4-Year Limited Warranty (Batteries) 2-Year Limited Warranty (Vehicle)	\$13,269.42 Standard Standard Standard Standard Standard Standard Standard Standard	
1	Custom Fold Down 2nd Row Seat with Rear Flatbed	\$4,360.00	
1	Long Canopy Top (White)	\$1,055.00	
1	Hinged Windshield List Price: \$182.00	\$154.70	
1	5-Panel Rear View Mirror List Price: \$92.00	\$78.20	
1	Single Point Watering System List Price: \$333.00	\$283.05	
1	GCR-Side Mirrors (Set of 2) List Price: \$195.00	\$125.00	
1	GCR-SeatBelts List Price: \$425.00	\$380.00	
1	Deluxe Lights:Turn Signals & Horn List Price: \$150.00	\$127.50	
1	Rear Differential Guard List Price: \$44.00	\$37.40	
	Sub Total:	\$19,870.27	
	Sales Tax (8.75%):	\$1,738.65	
	Dealer Prep:	\$850.00	
	Freight From Augusta GA:	\$989.00	
	TOTAL PRICE:	\$23,447.92	

Accepted By: _____

Date: _____

Customer Quote

Bill To/Ship To:

Cal State University, San Bernardino
5500 University Parkway San Bernardino, CA 92407
909-537-5237
aureste@csusb.edu

Req Ship Date: 1/15/2026

Deal #:Q-41100

Quote Effective From: 12/19/2025

Quote Effective Through: 1/19/2026

Payment Terms: Purchase Price

Product Name	Unit Price
Transporter Electric	\$16,382.00
Battery Capacity Indicator	\$0.00
Hinged Windshield Kit	\$182.00
12V Powerpoint	\$0.00
Single Point Watering System	\$253.00
Tail Lights, Brake Lights, Turn Signals and Horn	\$150.00
Extended Canopy Kit, White	\$1,055.00
Non-Cab Side Mirror set	\$222.00
5 Panel Rear View Mirror for Canopy	\$92.00
White Body Color	\$0.00
Gray Seats	\$0.00
Premium Hole-N-1 6-ply rated - 20x10-10	\$0.00
Differential Guard	\$44.00
Halogen Headlights	\$0.00
Extra Heavy Duty Front Suspension	\$0.00
Standard Duty 6V Batteries	\$0.00
Flat Bed	\$0.00
Premium Hole-N-1 Tires 6-ply rated - 20x10-10	\$0.00
INSTL, ACCESS PANEL FLIP ST TP	\$3,500.00
Subtotal	\$21,880.00
Sales Tax (8.75%)	\$1,914.50
Prep	\$850.00
Freight	\$989.00
Total	\$25,633.50

*Prices quoted are those in effect at the time of quotation and are guaranteed subject to acceptance within 30 days. Interest rate subject to change 90 days prior to fleet shipment. All credit terms must be approved by CLUB CAR, LLC. prior to delivery. Customer is to submit required credit information for credit approval. *Tax not included in Subtotal.

©2025 Club Car, LLC. Club Car believes the information and specifications in this quote were correct at the time of printing. Specifications, standard features, options, fabrics and colors are subject to change without notice. Some features may be unavailable when your vehicle is built. Some vehicles are pictured with options that may be available at extra cost or may not be available on some models. Ask your dealer about the availability of options and verify that the vehicle you ordered includes the equipment you ordered. There are no warranties, expressed or implied, contained herein. See the Limited Warranty in the owner's manual or write to: Club Car, PO Box 204658, Augusta, GA 30917. The company reserves the right to make design changes without obligation to make these changes on previously sold units or systems. These vehicles are designed and manufactured for off-road use only. They do not conform to Federal Motor Vehicle Safety Standards for automobiles or to FMVSS 500 for low-speed vehicles, and are not equipped for operation on public streets, roads or highways.

This quote for products, equipment, and parts is subject to Club Car's Terms and Conditions of Equipment Sale, as revised or amended from time to time (the "Terms"). The Terms, which are incorporated into this quote by reference, are located at [Terms and Conditions](#), and Customer hereby acknowledges receipt, review, and acceptance of the Terms. At Customer's written request, Club Car will mail Customer a copy of the Terms. Club Car hereby gives notice of its objection to any additional or different terms included in any purchase order or other form submitted by Customer.

Accepted By:

Cal State University, San Bernardino

Signature: _____ Print Name: _____

Title: _____ Date: _____

Cart Mart Inc.
237 South Bent Avenue
San Marcos, CA 92078
United States

Quote # 23369
Date 12-12-2025
Expires 01-11-2026
Contact Sergio Martinez

Prepared for California State University San Bernardino
Alicia Ureste
5500 University Parkway
San Bernardino, CA 92407
United States

T: 909-537-5237
E: aureste@csusb.edu

ACCEPT QUOTE

Club Car TransPorter Electric

One-Time Fees

Category	Item	Qty	Price	Total
Club Car / Utility Vehicle	Club Car TransPorter Electric	1	\$16,382.00	\$16,382.00
	STANDARD EQUIPMENT:			
	- Premium Tire 6-ply rated - 20x10-10 - Four Wheel Brakes 12V Powerpoint - Halogen Headlights, Taillights, Brake lights, Horn - IQPlus Drive System w/ 500 amp Motor Controller - On-Board Hi-Freq Charger with 15 foot (4.6m) Cord Reel - Hour Meter - Standard Duty 6V Batteries - Extra Heavy Duty Front Suspension - DC-DC Converter, 25A - Battery Capacity Indicator			
Required Options	Transporter Key Switch and Speed Options	1	\$0.00	\$0.00
	<u>Keyswitch and Speed Options:</u> Standard Keyswitch B			
Required Options	Transporter Body and Seat Colors	1	\$0.00	\$0.00
	<u>Color Option:</u> White			
	<u>Seat Color Options:</u> Gray			
Required Options	TransPorter Rear Car Options	1	\$4,360.00	\$4,360.00
	<u>Rear Car Options:</u> Custom Fold Down 2nd Row Seat with Rear Flatbed		\$4,360.00	\$4,360.00
Accessories	TransPorter Light Options	1	\$150.00	\$150.00
	<u>LED Headlight Upgrade:</u> Tail Lights, Brake Lights, Turn Signals and Horn		\$150.00	\$150.00
Required Options	TransPorter Tires and Wheel Covers	1	\$0.00	\$0.00
	<u>Tires:</u> 6-Ply Premium Tread, Front, 20x10-10			
Accessories	TransPorter Canopy, Windshield, Enclosure Options	1	\$1,237.00	\$1,237.00

Category	Item	Qty	Price	Total
	<u>Canopy Options:</u> White Long Canopy (full coverage of first and second row of seats)		\$1,055.00	\$1,055.00
	<u>Windshield Options:</u> Hinged Windshield		\$182.00	\$182.00
Accessories	TransPorter Mirror and Reflectors	1	\$314.00	\$314.00
	<u>Mirror Kits:</u>			
	5-Panel Rear Wink Mirror		\$92.00	\$92.00
	Non-Cab Side Mirror Set		\$222.00	\$222.00
Accessories	TransPorter Electric Single Point Watering System	1	\$333.00	\$333.00
	<u>Single Point Watering System:</u>			
	Single Point Watering System		\$253.00	\$253.00
	Hand Pump		\$80.00	\$80.00
Accessories	TransPorter Electric Additional Options	1	\$344.00	\$344.00
	<u>Additional Options:</u>			
	Differential Guard		\$44.00	\$44.00
	Custom 4-Passenger Retractable Seatbelts		\$300.00	\$300.00
PREP FEES	Dealer Prep & Inspection (PDI)	1	\$600.00	\$600.00
	<u>Commercial PDI Service:</u> Standard Commercial Cars and LSV'S		\$600.00	\$600.00
Delivery	Outbound Freight/ Delivery	1	\$200.00	\$200.00
	<u>Commercial Outbound:</u> 1-100 Miles		\$200.00	\$200.00
Inbound Freight	Inbound Freight California	1	\$989.00	\$989.00†
	<u>INBOUND:</u> Inbound Freight Club Car TransPorter		\$989.00	\$989.00

† Non-taxable item

Please contact us if you have any questions.

Subtotal	\$24,909.00
Sales Tax (8.75%)	\$2,093.00
Total Due	\$27,002.00 USD

ACCEPT QUOTE

Cost Breakdown

Category	One-Time Fees
Club Car / Utility Vehicle	\$16,382.00
Required Options	\$4,360.00
Accessories	\$2,378.00
PREP FEES	\$600.00
Delivery	\$200.00
Inbound Freight	\$989.00
Sales Tax	\$2,093.00
Total Balance Due	\$27,002.00 USD

TRANSPORTER

Club Car



PEOPLE, EQUIPMENT & EVERYTHING IN BETWEEN

Built for versatility, the Club Car Transporter vehicles are designed to conveniently haul passengers or cargo wherever you need it.

