



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

February 4, 2025 – 2:00pm
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, Diego Rendon, Kimberly Rosas, Dr. Matthew Smith, Robinpreet Waraich

Members Absent: Edgar Lopez

Staff: Monica Baeza, Sasha Baltazar, Jasmine Bustillos, Jared Fisk, Elizabeth Junker, Sean Kinnally, Michelle Marin, Lorena Marquez, Joel Morales, Paz Oliverez, Mario Orellana, Mark Oswood, Jennifer Puccinelli, Anthony Roberson, Richard Strawter, Taraneh Tabatabai, Alicia Ureste, Montgomery Van Wart, Katie Wallen

Guest: Gedeon Bulenda, Ximena Gutierrez

Call to Order: The meeting was called to order at 2:10 pm.

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

Approval of Minutes: M/S Paz/Garcia; motion to approve SMSU Board of Directors meeting minutes from December 3rd, 2025.
Motion passed.

Reports:

Reports are included in each member's packet prior to the meeting for review. Departments are welcome to give a brief report to the board. Anthony Roberson provided an update on the SMSU South Refresh, focusing on the new refrigerator lockers. The lockers are fully wrapped and expected to be ready for student use by Friday, following delays related to IT communication, programming, and integration with Coyote ID access. Staff will coordinate a social media

launch and demonstrations with board members or students to promote awareness and proper use once the lockers are ready for use.

Lorena Marquez provided a reminder that it is Black History Month and encouraged board members and staff to review the upcoming events and attend any that aligned with their availability. She also noted that displays will be updated in the coming weeks to prepare for Arab American Heritage Month.

Interim Executive Director Vilayat Del Rossi reported that SMSU's strategic planning is progressing well, with participation from full-time staff and students, including engagement during recent student staff training. Drafts developed this fall will be reviewed by the Strategic Planning Committee to further refine the organization's mission, vision, and values. He also noted that SMSU has entered budget season, with initial drafts underway and improvements being made to make financial information clearer and more accessible for the board.

Vice Chair Paz shared an update on recent collaboration between ASI, SMSU leadership, and campus partners regarding the recreational facilities near the gym. These discussions focused on existing conditions and alignment with broader campus planning efforts and are expected to be presented to the board in the future.

Open Forum:

Professor Montgomery Van Wart addressed the board regarding the DHRE Loan Review: Findings and Risk Mitigation Recommendations from Management which was reviewed and passed by the Finance and Contracts Committee and will be presented to the board today for final adoption and approval. Professor Van Wart raised concerns about the accuracy and sufficiency of the review's findings. He asserted that the review contains false statements, understates the seriousness of prior actions, and fails to address key legal and procedural issues, specifically alleging violations of education codes related to interest rates and full board approval. Professor Van Wart urged the board to return the review to committee to remove inaccurate language, include review by legal counsel and auditors, and proactively void the loan in question, emphasizing the board's fiduciary responsibility and the importance of ethical, transparent leadership.

Adoption of Agenda:

M/S Del Rossi/Paz; motion to strike item SMSU 43/26 Facilities Projects Presentation by Jenny Sorenson from agenda.

Motion passed.

M/S Del Rossi/Paz; motion to consent agenda SMSU items 38/26 Accessibility Procurement of Information and Communication Technologies and 39/26 Approval of SMSU Hospitality Policy.

Motion passed.

M/S Paz/Waraich; motion to adopt agenda as amended.

Motion passed.

OLD BUSINESS

SMSU 31/26 Approval of Background Check Policy (Action, Personnel Committee, Paz)

M/S Paz/Rendon; motion to open item SMSU 31/26 Approval of Background Check Policy.

Vilayat Del Rossi spoke on behalf of Jenny Puccinelli regarding the adoption and implementation of a formal SMSU Background Check Personnel Policy, which establishes uniform requirements for conducting background checks on professional staff, student staff, and volunteers. The policy is designed to ensure compliance with the California Fair Chance Act, relevant state regulations, and CSU system policies, while safeguarding the health, safety, and well-being of the campus community. It formalizes practices already largely in place by standardizing procedures for disclosure, consent, confidentiality, and individual assessment, and will be reviewed regularly to remain current with changing laws and regulations.

Roll Call Vote: 9 - In-Favor 0 - Opposed 1 - Abstention
Motion passed.

SMSU 32/26 SMSU Bylaws Revision Discussion (Discussion, Policies and Procedures Committee, Anjali)

M/S Anjali/Rendon; motion to open SMSU 32/26 SMSU Bylaws Revision Discussion.

Anjali presented recommendations from the Policies and Procedures Committee identifying areas of the SMSU bylaws in need of revision. Proposed changes included: replacing the term “incentive” with “leadership scholarship” for board service; reducing board member terms from two years to one year; adding a student representative-at-large from the Palm Desert Campus with at least half of their units taken there; extending the open recruitment period for board positions from two weeks to one month; clarifying the authority and limitations of the Executive Committee; and allowing board meetings to be held at the Palm Desert Campus in addition to San Bernardino.

Interim Executive Director Vilayat Del Rossi thanked the committee and emphasized that the purpose of the discussion was to gather board feedback before drafting revised bylaws. He noted that while compliance-related updates are largely housekeeping, the board expressed interest in making more substantive changes and encouraged prioritizing revisions due to their organization-wide impact. Del Rossi highlighted the Palm Desert Campus representative as a key priority and advised a phased approach to bylaw revisions if needed.

Vice Chair Paz proposed several updates, including exploring whether certain administrative roles, such as the Interim Executive Director and auxiliary leadership, should serve as non-voting

advisors rather than voting members, allowing them to provide operational input without direct governance authority. She also recommended formalizing expectations for board member commitment, such as approximate monthly time requirements, committee participation, and clearer standards for meeting attendance. Members referenced governance structures at other CSU student unions. Due to time constraints, members were invited to submit additional feedback via email so the Policies and Procedures Committee could continue work and carry remaining items into the next cycle if necessary.

SMSU 33/26 ACUI Region I Conference (Informational, Anjali, Kaur, Waraich)

M/S Waraich/Rosas; motion to open SMSU 33/26 ACUI Region I Conference.

Sukhpreet Kaur reported on Day 1 of the ACUI Region I Conference, noting that the SMSU team toured San José State University's Student Union and examined building flow, service desks, recreation spaces, event operations, and student staff support practices. The group also attended the conference welcome address and participated in a role-sharing session with student union leaders from other campuses, discussing successful programs, current challenges, and training and support for students and staff. Anjali summarized Day 2, which focused heavily on educational sessions covering leadership, programming, operations, and student engagement, as well as a regional business meeting highlighting regional goals and initiatives. She also shared her experience presenting on a student-led panel, emphasizing the value of leadership development and peer learning, and noted additional networking opportunities through conference activities. Robin shared highlights from Day 3 of the ACUI Region I Conference, which included a guided tour of another student union that showcased operational practices, spacious layouts with natural lighting, quick-access amenities, and student-use lockers designed for convenience. The group also reviewed food service options, including vegetarian-friendly vendors, which sparked ideas for potential inspiration at SMSU as well as raising a concern about adding additional lighting to the inside of the Recreation and Wellness building.

SMSU 34/26 2024-25 SMSU Annual Report (Informational, Del Rossi)

M/S Del Rossi/Paz; motion to open SMSU 34/26 2024-25 SMSU Annual Report.

Interim Executive Director Vilayat Del Rossi presented the 2024–25 SMSU Annual Report, noting it is included in the agenda packet and reflects a collaborative effort by staff, including Jasmine Bustillos and Jared Fisk. He explained that the report serves as a comprehensive year-in-review highlighting community impact, programs, wellness initiatives, Rec Center usage, and financial investments, with an emphasis on moving beyond effort-based reporting toward documenting student impact through future assessment and strategic planning. Board members praised the report as an effective communication and recruitment tool that clearly demonstrates how student fees support facilities, programming, and student employment, including significant investment in student wages. Members also noted increased traffic and utilization across SMSU spaces, attributing this growth to campus revitalization efforts and the return of in-person classes, and expressed appreciation for the report.

SMSU 35/26 NASPA Review Executive Summary (Informational, Del Rossi)

M/S Del Rossi/Paz; motion to open SMSU 35/26 NASPA Review Executive Summary.

Executive Director Vilayat Del Rossi provided a NASPA external review, noting that the executive summary is included in the board packet and that much of the follow-up work has been underway since July with staff, student staff, and the Strategic Planning Committee. Key findings focused on organizational clarity and leadership alignment, staff culture and well-being, assessment and strategic integration, governance and policy compliance, long-term facilities, and financial sustainability. Del Rossi highlighted progress already made, such as improved communication, efforts to balance staff workload, development of assessment dashboards with Institutional Research, cyclical policy review, and strategic use of reserves for maintenance and modernization. He emphasized that the review identified the need for a clear “North Star,” which is now being addressed through newly drafted missions, vision, and values. Vice Chair Paz commended the leadership and staff for undertaking the review, acknowledging the extensive work involved and noting that board members can continue to provide student perspectives throughout the process.

NEW BUSINESS

SMSU 36/26 Appointment of Additional Members to Committees (Action, Hernandez)

M/S Paz/Waraich; motion to open SMSU 36/26 Appointment of Additional Members.

Vice Chair Paz deferred her time to Interim Executive Director Vilayat Del Rossi who presented updates to committee rosters, noting two pending appointments for board consideration. The first recommendation was to add Benjamin Fejzic (student lead fitness supervisor and graduate student) to the Recreation & Wellness Committee. The second recommendation was to add Monica Baeza, Associate Director of Student Services and Philanthropic Giving, to the Strategic Planning Committee, expanding its membership while maintaining a student-majority structure to support ongoing strategic planning efforts. After clarification that one appointment filled out a vacancy and the other expanded capacity, and with no further discussion, the board moved forward with a roll call vote.

Roll Call Vote: 9 - In-Favor 0 - Opposed 1 - Abstention
Motion passed.

SMSU 37/26 DHRE Loan Review: Findings and Risk Mitigation Recommendations from Management (Action, Finance and Contracts Committee)

M/S Rosas/Paz; motion to open SMSU 37/26 DHRE Loan Review: Findings and Risk Mitigation Recommendations from Management.

The Finance & Contracts Committee presented the DHRE Loan Review findings and management risk mitigation recommendations, clarifying that the purpose was not to relitigating the loan but to strengthen governance and internal controls moving forward. The internal review, initiated after concerns raised in the fall, found no legal violations but identified procedural and governance gaps, including the lack of full board readings, irregular summer executive action, unclear distinctions between board and management authority, absence of a formal special-fund loan policy, and inconsistent documentation practices.

Recommended corrective actions include adopting a comprehensive special-fund loan policy, requiring consultation with the university CFO and legal counsel, clarifying and limiting executive board authority during summer months with explicit guardrails and trigger mechanisms for full board review, strengthening training and documentation standards, and improving finance oversight to reduce audit and reputational risk. Board members clarified that the vote would not immediately implement policies but would formally direct committees to draft and return revised policies for approval, thereby documenting the board's intent to enhance compliance, transparency, and fiduciary protections moving forward.

Roll Call Vote: 9 - In-Favor 0 - Opposed 1 - Abstention
Motion passed.

CONSENT AGENDA:

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)

M/S Paz/Kaur; motion to open consent agenda. No modifications were made to consent agenda.

Roll Call Vote: 9 - In-Favor 0 - Opposed 1 - Abstention
Motion passed.

SMSU 40/26 Approval of Senior Coordinators Proposal, Student Diversity & Belonging Job Description (Action, Personnel Committee)

M/S Paz/Waraich; motion to open SMSU 40/26 Approval of Senior Coordinators Proposal, Student Diversity & Belonging Job Description.

Dr. Lorena Marquez presented the revised Senior Coordinator position proposal for Student Diversity & Belonging. The primary focus of the proposal is to ensure adequate staffing support to meet the needs of the cultural and affinity centers and provide appropriate personnel resources to carry out the work effectively. Interim Executive Director Vilayat Del Rossi added that the revisions largely center on increasing flexibility for management to make hiring and structural decisions that best support the JEDI team. With no further discussion, the board proceeded to a roll call vote.

Roll Call Vote: 8 - In-Favor 0 - Opposed 1 - Abstention
Motion passed.

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)

M/S Rendon/Waraich; motion to open SMSU 41/26 SMSU 41/26 Approval of New Cardio Equipment Proposal by Matrix, Fiscal Impact: Not to Exceed \$38,334.92, Chartfield: 660876-RO001-S7140.

The board reviewed a proposal to replace aging cardio equipment in the Rec Center, including treadmills, an additional climb mill, an elliptical, a cycle bike, and a pendulum squat machine requested by the Rec Committee to increase leg equipment options. The current treadmills and ellipticals are well beyond the typical 5–7-year replacement cycle, and replacement parts are no longer manufactured, creating maintenance and operational risks. The recommended Matrix proposal, not to exceed \$38,334.92, and the proposal also includes trade-in credit for the old machines. With no further discussion, the board proceeded to a roll call vote.

Roll Call Vote: 9 - In-Favor 0 - Opposed 1 - Abstention
Motion passed.

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)

M/S Del Rossi/Garcia; motion to open SMSU 42/26 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.

The board reviewed a proposal to purchase a new golf cart for the Student Recreation & Wellness Center to replace the current 19-year-old cart, which is deteriorating and increasingly costly to maintain. The cart is heavily used by intramurals, sports, and staff for transporting equipment and materials across campus fields, particularly during evening programming. Staff recommended the Golf Cars of Riverside option, noting the vendor’s existing relationship with campus facilities, reliable parts access, and cost savings through the SourceWell CSU purchasing program. The current cart will be retained for backup use until it is no longer operational. With no further discussion, the board moved to a roll call vote.

Roll Call Vote: 9 - In-Favor 0 - Opposed 1 - Abstention
Motion passed.

Announcements

- ASI and SMSU are hosting Cosmic Coyote tomorrow night, and board members are encouraged to attend and participate.
- Student representatives were asked to stay briefly after the meeting to discuss the upcoming Hispanic Association of Colleges and Universities (HACU) National Capitol Forum in Washington, D.C. which is an opportunity to meet with legislators and engage in advocacy efforts.
- On March 13 student union board members from Cal State LA and Cal State Dominguez Hills will visit for a networking day that will include lunch, bowling, and a guest speaker; registration details will be shared via email.
- Ongoing collaboration between SMSU, ASI, and campus partners aims to enhance outdoor recreational spaces, with further updates expected at the February 18 meeting.
- Board members were reminded to review and attend upcoming Black History Month and other heritage programming events.
- ASI candidate applications for President, Vice President, and other positions are open through early March; members were encouraged to apply or refer potential student leaders.
- The Vice Chair invited members to attend an upcoming sound bath session next Thursday and provide feedback on the experience.

M/S Paz/Kaur; motion to adjourn meeting at 3:55 pm.

Respectfully reviewed & submitted by

Anjali, Secretary

Date