



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS  
GENERAL MEETING  
March 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. February 4, 2026
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

**NEW BUSINESS**

- |            |  |
|------------|--|
| SMSU 48/26 | SMSU Special Loan Policy Proposal (Action, Policies and Procedures Committee, Anjali)                          |
| SMSU 49/26 | Request to Upgrade Banquet and Vendor Tables in Event Center (Action, Finance and Contracts Committee, Garcia) |

**ANNOUNCEMENTS**

**ADJOURNMENT**



**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 3<sup>rd</sup>, 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

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Anjali, Secretary

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Date



## **JEDI Report | Presented to SMSU Board of Directors**

**3/4/2026**

### **APIDA Center -**

Lunar New Year (2/12/26)

The APIDA Center hosted our annual Lunar New Year program in early February. Students rang in the Year of the Fire Horse and learned more about the meaning and significance of this annual holiday celebrated in China, Vietnam, Korea, and other countries across Asia. This program featured food, lantern and red envelope making, a traditional Vietnamese new year game, and a special Lion Dance performance.

### **The First Peoples Center -**

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**

The Latinx Center hosted its first Radical Book Club on Thursday, February 12 to honor Black History Month. Students were invited to join us for a discussion on "When Language Broke Open: An Anthology of Queer and Trans Black Writers of Latin American Descent" and reflect on identity, belonging, and culture. The first book club meeting was attended by 9 students that were able to share and connect their own experiences to larger discussions of colorism, anti-Blackness in Latine communities, and community.

The Latinx Center is preparing to host Pupusas & Papeles on Tuesday, March 3rd and invite students to learn about academic resources and enjoy some pupusas in community while studying. This program aims to create a sense of belonging for students, connect them to academic resources, and learn about the history of pupusas and their cultural significance.



### **Queer Transgender Resource Center**

The QTRC hosted its second G.A.Y. of the semester hosted by two QTRC Student Assistants to highlight the experiences of Black Trans people. Fifteen students joined us to learn and share about how to be an active ally and support Black trans communities.

The QTRC hosted its first Kiki Ball workshop focusing on the history and cultural significance of the Ballroom scene for Queer and Trans communities of color. Sixteen students joined us to learn from a Ballroom Historian about the impact of KiKi houses on queer and trans communities and how its legacy continues.

### **Osher Adult ReEntry Center**

Dr. Marquez presented the services and resources to our Returning Student Session with Admissions for over forty students. Students were able to learn about the space, offerings, and programs for Spring Semester.

### **Pan African Student Success Center**

The Black History Month Kickoff was well-attended and spirits were high (the wind also carried them lol)! We served approximately 150 individuals from across campus, and we had approximately 10 winners of our trivia bingo activity, out of about 30 active players.

### **Women's Resource Center -**

Cupid's Connection (2/11/26)

The Women's Resource Center hosted our second annual Cupid's Connection event to celebrate Valentines Day. This event is put together to offer a space for students to build community with one another through music and engaging activities, while accessing resources to support them during this season. The WRC invited various departments to support this event and provide resources, such as Survivor Advocacy Services who did a touch stone activity, Student Health Center who offered sexual health resources, and The Retreat held a bracelet making station.



## Recreation and Wellness | Presented to SMSU Board of Directors

3/4/2026

**Adventure** - 8 Adventure Trips took place in February including a 4-day Yosemite Winter Camping trip and a 4-day Canoe and Camping trip to Arizona. New leaders in training attended a driver safety course and are shadowing trip leaders. We hired 2 new students to work Adventure.

**Aquatics:** The pool hours have been extended and are now open until 6:00 PM on Mondays and Wednesdays now that we have a few more lifeguards.

**Climbing Wall** – Wall usage is up 95% over February 2026. Our Climb a Mile Challenge has begun.

**Fitness** - . The NSCA-CPT prep course is moving steadily through its second and third weeks, featuring (bringing back) a merit-based funding incentive for the student who achieves the highest score across two scheduled examinations. This commitment to professional excellence extends to our current staff, with two team members set to complete their national CPT certifications within the next month. Our core operations in group exercise and personal training remain robust, and we are actively expanding our holistic offerings; Yoga is scheduled for a March debut, with Mat Pilates to follow later this semester.

**Intramural Sports** - Congratulations to the following IM winners for the month of February...3pt Contest – Micheal Egiebor, SMSU 9-Ball – Duc Anh Duong, Table Tennis – Ethan Cabalu, Fraternity Cup Pong – Sigma Phi Epsilon. To finish the month we have 1v1 Basketball on Wednesday 2.25.26 and Cup Pong Thursday 2.26.26.

**Leadership Challenge Center** - It has been a slow month. A few scheduled programs were cancelled.

**Management:** We recently hosted NISRA Rec Day at the Rec, offering snacks and a variety of activities across all areas, with participants having the chance to win a t-shirt. We also held the first-ever “Donuts with the Rec Director” event, which was attended by 25 students and 5 staff members who stopped by to discuss upcoming projects and learn how to apply for the Rec Committee. Additionally, we are collaborating with the Rec Committee on a proposal for an outdoor project space on the East side of the Rec.

### Membership

- The SRWC had 9,610 visits in January and 11,763 to date for February
- Communication was distributed to members with March information

- Our RecWell App received updates with new features for Intramurals, Sport Clubs and our New Wellness Classes
- Fusion Wave was used to promote and direct members to the Donuts with the Director Event.

## **Facilities and Operations Update: Jan/Feb 2026**

### **January 31: Vehicle Maintenance**

- Following a minor accident involving one of the newer transport vans, replacement parts were promptly ordered. Facilities mechanics Jose and Joe completed the repairs to ensure the fleet was ready for the upcoming outdoor trip.

### **February 2: Fitness Center Upgrades**

- New treadmills were delivered and installed on the fitness floor. To facilitate this, Andrew transitioned the older cardio equipment off the floor and repaired a section of the sub-flooring that had developed a hole.

### **February 4: Golf Cart Proposal**

- Presented the new golf cart proposal to the Board of Directors (BOD). The request was approved, and we are proceeding with the acquisition.

### **February 13: Facility Maintenance & Plumbing**

- The building had a delayed opening (10:00 AM) to allow for critical plumbing repairs. The system is now fully operational.
- **HVAC Update:** Addressed intermittent boiler issues caused by a trip in the control system. Johnny (Heating & Air) performed a system reset, and the system is functioning properly.

**February (Monthly Summary): General Maintenance & Aesthetics** Throughout the month, Andrew completed several facility improvements to enhance the building's aesthetics and equipment longevity:

- **Painting:** Touched up and painted railings and color-matched the white paint on the gym walls.
- **Equipment Care:** Oiled the washing machine, applied Loctite to loose equipment knobs, and secured the incremental weight holders on the fitness floor machines.
- **Repairs:** Repaired the string lights in the cycle room.

### **February (Monthly Summary): Professional Development**

- Successfully hosted two CPR classes and one Smith System Driver Training session.

**RecWell @ PDC** - Rec Well at PDC is helping co-sponsor the PDC Hockey Night Tailgate as part of a campus partner collaboration.

**Special Events** - Rec Day took place on February 23, 2026. Members were treated to snacks, special events, competitions, and prizes were given out.

**Sport Clubs** - Congratulations to Cheer for capturing the USA Nationals Cheer Competition in Anaheim this weekend. Defeating schools like Cal Poly Pomona and Idaho in the process. Men's soccer lost a close home friendly contest to CSUF 3-0 a week ago.

**Well-Being** : Wellness programming at The Retreat is now in full swing! We are especially excited to debut our new **sound bath and meditation sessions**. You can view the full class schedule on our website or Instagram. Additionally, I am thrilled to introduce **Wellable**, a new wellness platform launching for all SMSU and RECWell full-time staff to help us prioritize our collective wellbeing.



## Executive Director Report | Presented to SMSU Board of Directors

March 4, 2026

### Executive Overview

As SMSU/RecWell move further into the spring semester, the organization remains focused on strengthening governance systems, advancing strategic planning, reinforcing fiscal stewardship, and modernizing facilities to enhance student experience and long-term sustainability. February's work centered on translating planning efforts into measurable structures, formalizing key fiscal and compliance policies, advancing audit preparation, and bringing forward targeted capital improvements aligned with Board goal themes and CSU auxiliary expectations.

The organization continues balancing day-to-day operations with long-term organizational positioning. Strategic planning work is transitioning from values, vision, and mission validation into strategic goals/objectives development, while multiple committees have advanced governance, fiscal oversight, and facility modernization initiatives that position SMSU for sustainable growth through 2031.

### Highlights

- **Assessment & Training**
  - Strategic Planning Framework Development
    - Organizational core values validated and synthesized from staff engagement sessions.
    - Vision & Mission validation completed with full-time staff
    - Student employee Vision & Mission survey distributed to support inclusive validation process.
  - NASPA Review Integration
    - External review themes incorporated into development, focusing on mission alignment, financial transparency, assessment modernization, and sustainable staffing structures.
- **Board of Directors**
  - Personnel Committee - Reviewed and recommended updates to SMSU Overtime Policy (SMSUPM 930) to align with California Labor Code, including 7th consecutive day overtime clarification and prohibition of compensatory time off.
  - Audit Committee - Reviewed and discussed Auxiliary Audit & Tax Services RFP. Reinforced compliance requirements and independence standards.
  - Policies & Procedures Committee - Advanced Special Fund Loan Policy proposal establishing Board approval requirements, risk review standards, documentation controls, and quarterly reporting procedures.
  - Finance & Contracts Committee - Reviewed mid-year financial report (approximately 41–42% expenditure rate at midpoint). Advanced Event Center banquet and vendor table replacement proposal (not to exceed \$35,000). Continued oversight of reserve allocation structure aligned with Chancellor's Office standards.



- Facilities & Sustainability Committee - Reviewed SMSU South furniture plans, wall enhancement initiatives, and space utilization updates. Discussed Career Center Employer Partners & Student Success Wall proposal.
- Recreation & Wellness Committee - Approved Golf Cart replacement. Advanced TRX Storage Bay installation (not to exceed \$15,156.27). Advanced Outdoor Recreation Court Improvement Initiative (not to exceed \$193,615.43 including contingency).
- **Budget/Finance**
  - Annual budgeting –Drafting of 2026-27 annual budget completed and will begin to work itself through finance & Contract committee as well as Board of Directors.
  - Fiscal Oversight - Mid-year financial review reflects spending below the 50% benchmark, indicating stable expenditure pacing. Continued monitoring of shared services, operations, utilities, and programmatic expenditures.
  - Reserve Strategy Advancement - Reallocation of unrestricted reserves into structured categories (capital, construction, debt service, post-employment benefits, economic uncertainty). Long-term aspirational reserve target planning framework maintained.
  - Internal Controls & Governance Special Fund Loan Policy strengthens fiduciary safeguards and Board oversight. Audit RFP reinforces compliance, transparency, and structured oversight.
- **HR & Risk Management**
  - Workforce Sustainability Themes - Staff sustainability synthesis identified clarity of priorities, workload balance, standardized processes, and structured reflection as key organizational needs. Themes informing leadership development and workflow alignment discussions.
  - Compliance & Policy Alignment - Overtime Policy updates reduce wage-and-hour exposure and clarify approval standards. Continued collaboration with campus HR to align policies with CSU standards.
- **Marketing**
  - Board Recruitment Campaign - Active recruitment for three May 2026–May 2028 seats (application deadline March 1). Spring vacancy recruitment remains open until filled.
  - Continues to provide support in the design and layout for graphics initiatives as well as SMSU-S refresh project.
  - Internal Communications - Continued internal bi-weekly newsletter updates promoting transparency, recognition, deadlines, and campus engagement initiatives.
  - External Communications – Continued push through tabling and marketing channels, including the “What’s New in the SMSU” bi-weekly newsletter focused on current and upcoming programs and services as well as organizational initiatives.
- **Technology & Communication**
  - Governance Systems - Continued OnBoard pilot to centralize Board and committee materials. Ongoing document modernization and version control improvements.
  - Reporting Infrastructure - Continued refinement of visual financial reporting tools. Preparation for Power BI integration to enhance dashboard accessibility and transparency. Also working with Institutional Research to have a live Engagement dashboard through Tableau.
- **Near-Term Priorities (Mar–Apr)**
  - Present draft Mission, Vision, and Strategic Pillars to Strategic Planning Committee and Board.



- Adopt Special Fund Loan Policy. Begin to work existing loan back through the appropriate process to ensure compliance with organizational and CSU expectations
- Ensure that the 2026-27 annual budget works through its committee and Board process and ensure approved budget is accomplished by the end of regular Board sessions.
- Finalize audit RFP review and selection process.
- Monitor reserve reallocation implementation.
- Advance Outdoor Recreation capital improvements pending Board action.
- Conduct Board recruitment interviews (April 9 Personnel; May 6 Annual Meeting).

SMSU and Recreation & Wellness remain financially stable, governance-focused, and strategically forward-looking. February's work reflects disciplined alignment between long-term planning and operational execution. As we approach mid-semester, emphasis will shift toward finalizing strategic pillars, formalizing governance policies, annual budget approval and preparing for annual Board transitions. The coming months will focus on converting planning frameworks into measurable implementation structures while maintaining compliance, transparency, and student-centered impact.

## Student Services February 2026 BoD Report

February 24, 2026

### Financial Literacy Center:

#### Financial February Series: Investing 101

On February 3, 2026, the Financial Literacy Center, in partnership with the Osher Adult Re-Entry Center and the Graduate Student Success Center, hosted Investing 101 with Chase bank as part of the Financial February Series at the Financial Literacy Center (SUS 111). The workshop was designed to introduce students to the fundamentals of investing, common investment options, and practical strategies for building financial confidence early. A total of 21 students attended the session. The workshop featured guest speakers from Chase Bank, who provided an overview of how investing works, differences between major investment vehicles, and key considerations for students beginning their investing journey. The presentation emphasized long-term thinking, risk awareness, and accessible entry points for new investors. Students were encouraged to ask questions and engage in discussions related to their personal financial goals and investing concerns.

#### Alignment with OLO's

##### OLO 1.3: Generalized Life Skills

- Students were able to identify basic investing concepts, understand common investment options, and recognize strategies for building financial confidence.

##### OLO 2.1: Campus & Community Outreach

- Students engaged with campus and external partners by participating in a collaborative workshop hosted by the Financial Literacy Center, Osher Adult Re-Entry Center, Graduate Student Success Center, and guest speakers from Chase Bank.

#### Financial February - Money Moves: Scholarship Essentials

On February 17, the Financial Literacy Center partnered with the Office of Financial Aid and Scholarships to host a workshop titled Money Moves: Scholarship Essentials as part of our Financial February Series. The session focused on supporting students in completing the CSUSB Campus-Based Scholarship application. A presenter from the Office of Financial Aid and Scholarships shared tips for writing the essay portion of the application and provided guidance on how to approach potential recommenders. As part

of a new collaboration with the SAIL Student Assistance in Learning Program, their Peer Financial Coach attended the workshop to help encourage participation. A student assistant from the Financial Literacy Center also presented information on off-campus scholarship opportunities and shared a list of scholarship search engines that students can use to find and apply for off-campus awards. Twelve students attended the workshop and demonstrated strong engagement throughout the session. Participants scanned a QR code to access the list of off-campus scholarship resources and asked questions related to financial aid and the scholarship application. By the end of the workshop, students gained valuable insights into both the on-campus scholarship process and available off-campus opportunities, increasing their understanding of how to find and apply for scholarships that help finance their educational goals.

### **Alignment with OLOs:**

#### **OLO 1.3 – Generalized Life Skills**

- By participating in the Financial Literacy Center workshop Financial February – Money Moves: Scholarship Essentials, students will demonstrate increased confidence and independence in locating and applying for scholarship opportunities by identifying and describing at least two scholarship resources or strategies they can use to financially support their educational and academic goals.

#### **OLO 2.1 – Campus & Community Outreach**

- Students who attend the Financial February - Money Moves: Scholarship Essentials workshop will engage with an Office of Financial Aid and Scholarships representative and a Financial Literacy Center student assistant by asking questions and discussing the CSUSB on-campus scholarship and off-campus scholarships all while developing networking skills.

### **Financial February: Steps to Your First Home:**

On February 24, the Financial Literacy Center partnered with Chase Bank to host a financial education workshop focused on preparing students for homeownership. There was a total of 19 students. The session addressed key components of the home-buying process, including mortgage loan pre-approval, affordability analysis based on income and expenses, and the impact of interest rates and housing market conditions on long-term costs. Students learned how credit scores influence loan approval and interest rates, with discussion of typical qualifying ranges and strategies for building and maintaining strong credit through responsible borrowing and timely payments. The workshop also covered payment expectations, lender assistance and rate-reduction programs, property selection considerations (location, commute, and livability), and the

long-term financial benefits of homeownership such as equity accumulation. Mortgage repayment timelines and shared purchasing options with family or partners were discussed as strategies to reduce financial strain and improve affordability.

### **Alignment with OLOs:**

#### **OLO 1.3 – Generalized Life Skills**

- By attending the Financial Literacy Center’s Steps to Your First Home with Chase workshop, students gained valuable knowledge about the homebuying process and how to financially prepare for purchasing a home.

#### **OLO 2.1 – Campus & Community Outreach**

- Through external partnerships such as Chase, Financial Literacy Center student assistants will develop knowledge of homeownership fundamentals including credit readiness, mortgage basics, and affordability and share this information with students and the campus community through workshops and outreach activities.

### **Graduate Student Success Center:**

#### **Financial February Series - Loan Smarts**

On February 10, 2026, the Graduate Student Success Center hosted the Financial February Series workshop, "Loan Smarts with SchoolsFirst," from 4:00–5:00 PM in SMSU South #202. This event was a collaboration between the Financial Literacy Center and the Osher Adult Re-Entry Center, in partnership with SchoolsFirst Federal Credit Union. A total of 5 students attended the session, which focused on loan management, including understanding federal versus private loans, interest accrual, and repayment options. The small group size created an intimate learning environment that allowed attendees to ask individualized questions and engage in in-depth discussion with the presenter. Verbal feedback from attendees indicated that students found the session both helpful and interesting, and reported feeling more confident about managing their loans following the workshop.

### **Alignment with OLOs:**

- **OLO 1.2 Professional & Career Development**  
Students identified repayment options and gained practical financial knowledge to support post-graduate financial stability.
- **OLO 3.1 Essential Support**  
The workshop provided accessible financial literacy support, reducing uncertainty around student loan repayment and promoting student well-being and persistence.

### **Paws and Decompress Meeting:**

On Tuesday, February 11th, the Coordinator of the Graduate Student Success Center met with Marie Hansen from Counselling and Psychological Services to collaborate and determine the structure and activities for the upcoming Paws and Decompress event on Thursday, March 5th. During this meeting, GSSC and CAPS discussed and finalized wellness-centered, interactive activities to support student health support and stress relief. Paws and Decompress will provide students with opportunities to unwind and engage in stress-reducing activities during high demand academic periods. This collaboration strengthens cross-departmental partnerships and ensures the event is thoughtfully designed to meet student needs.

### **Alignment with OLOs:**

- **OLO 2.1 Campus & Community Outreach**

The planning meeting between the Graduate Student Success Center and Counseling and Psychological Services resulted in the establishment of a mutually beneficial cross-departmental partnership to collaboratively design and deliver the Paws and Decompress event in support of student wellness.

### **Group Meeting Space Reservation**

On Friday, February 13th, the Coordinator of the Graduate Student Success Center met with Josie Delgado of the SMSU Recreational and Wellness Center to establish a reservable group meeting space within the center via the Fusion system. This initiative was driven by strong student feedback indicating a need for a dedicated group meeting space, reflecting the GSSC's commitment to being responsive to student needs. The reservable space is available exclusively to CSUSB students and is now live, with students able to book the area either online or in person through the GSSC front desk.

### **Alignment with OLOs:**

- **OLO 3.1 Essential Support**

By establishing a reservable group meeting space within the Graduate Student Success Center, the GSSC removes a barrier to student collaboration and academic success by providing dedicated, accessible space that supports student engagement, persistence, and growth.

- **OLO 1.1 Academic Success**

Students who utilize the reservable group meeting space within the Graduate Student Success Center will connect to a campus resource that supports and enhances their learning by providing a dedicated environment for collaborative study, group projects, and peer engagement.

### **Program Board:**

## **Cosmic Coyote - Spring 2026**

On Thursday, February 5, 2026, Program Board and the Associated Students, Inc. (ASI) co-hosted Comic Coyote in the Santos Manuel Student Union, drawing 646 attendees. The event featured bowling, indoor and outdoor DJ sets and dance floors, pool tables, and an open Coyote Cantina serving food and drinks. The outdoor dance floor and Coyote Cantina proved to be the most popular aspects of the evening, with many attendees staying on the dance floor all night long. Student feedback was overwhelmingly positive, with many attendees expressing that they had a great time and appreciated the variety of activities available throughout the event.

### **Alignment with OLOs:**

- **OLO 2.3 Social Support & Connections**

Students who attend Comic Coyote will be exposed to a variety of connection opportunities and gain the confidence and skills to engage in social groups within the campus community, developing mutually supportive relationships with peers in a fun and welcoming environment.

## **CoyoteFEST 2026 Vendor Outreach**

Between Monday, February 9th, and Friday, February 13th, 2026, the Program Board team conducted vendor outreach for the upcoming CoyoteFEST 2026 event. The team contacted several prospective vendors, including GloGolf, Something New Carnival Games, Nine Eight Five Coffee, and FunCo Inflatables. GloGolf was successfully secured as a free vendor, Nine Eight Five agreed to attend, and the team has begun the contracting process with Something New Carnival Games and FunCo Inflatables. Each vendor demonstrated reliability and timely communication throughout the outreach process. The Program Board team looks forward to CoyoteFEST and anticipates a highly successful event.

### **Alignment with OLOs:**

- **OLO 1.2 Professional & Career Development**

Program Board student employees who participate in CoyoteFEST vendor outreach will pursue and succeed in experiential learning opportunities by developing professional communication and contracting skills through direct vendor coordination and negotiation.

- **OLO 2.1 Campus & Community Outreach**

Student Assistants worked alongside fellow CSU campuses to gain knowledge of possible vendors for CoyoteFEST. Student Assistants also discussed working with other on campus partners to increase event interactability.

## **Signature Events Planning Committee Meeting**

On Wednesday, February 18th, the Program Board hosted a Signature Events Planning

Committee meeting with campus stakeholders to review progress and align on next steps for CoyoteFEST 2026 and ASI's PEAK event. The meeting provided a collaborative space for representatives across departments to touch base, share updates, and receive clarity on the delegation of upcoming responsibilities. Stakeholders expressed appreciation for the opportunity to convene and left with a shared understanding of their roles and expectations as planning continues.

**Alignment with OLOs:**

- **OLO 2.1 Campus & Community Outreach**  
Campus stakeholders who participate in the Signature Events Planning Committee meeting will build mutually beneficial relationships and partnerships across departments by collaborating on the coordination and planning of large-scale events that promote collegiate participation and community engagement.
- **OLO 1.3 Generalized Life Skills**  
Student employees and campus partners who participate in the Signature Events Planning Committee meeting will strengthen skills in communication, teamwork, and collaboration by working cross-departmentally to organize and delegate responsibilities for signature campus events.

**CoyoteFEST 2026 SEGS Meeting**

On Friday, February 20th, the Coordinator of Program Board and the Associate Director of the Student Services Team met with Special Events and Guest Services to advance planning for CoyoteFEST 2026. The meeting covered key logistical and compliance-related items including event mapping, Fire Marshal requirements, AMR stand-by form submission, San Bernardino County forms, facilities requests, and other planning details. The collaborative meeting resulted in both parties leaving with greater clarity on completed tasks and outstanding action items, ensuring that planning efforts remain on track for a successful event.

**Alignment with OLOs:**

- **OLO 2.1 Campus & Community Outreach**  
Staff who participate in the CoyoteFEST 2026 Logistics Planning Meeting will build mutually beneficial partnerships with campus departments by collaborating on the logistical and regulatory planning required to deliver a high-quality, large-scale event for the campus community

**Rancho Mirage Student Center:**

**Lemonade Lessons**

The Rancho Mirage Student Center launched *Lemonade Lessons*, a program designed to support students' personal and professional development beyond the classroom by connecting them with faculty and campus leadership. On February 12th, the RMSC hosted its first Lemonade Lessons workshop, featuring Dr. Edna Martinez, Associate Vice President, with a total of 50 students in attendance. During the session, Dr. Martinez shared personal insights from her educational and professional journey, including a visual presentation of meaningful moments and milestones. She reflected on lessons she wished she had learned earlier, emphasizing the importance of staying open to opportunities, developing critical thinking skills, and navigating obstacles with resilience and adaptability. Her message encouraged students to reframe challenges as opportunities for growth and to approach their academic and personal paths with confidence and intention. The workshop concluded with an engaging Q&A session, where students sought guidance on overcoming barriers, making informed decisions, and navigating their educational journeys. Through this experience, students gained practical life insights and real-world knowledge not typically covered in academic coursework, while also building meaningful connections with campus leadership in a supportive environment.

#### **Alignment with OLOs:**

- **OLO 1.3: Generalized Life Skills (Achieve)**  
Students developed and strengthened skills in problem-solving, critical thinking, and decision-making, equipping them to navigate real-world challenges and connect classroom learning with lived experiences.
- **OLO 2.3: Social Support and Connections (Engage)**  
Students engaged directly with campus leadership, fostering meaningful relationships and increasing access to mentorship, guidance, and institutional support.
- **OLO 3.1: Personal and Academic Growth (Transform)**  
Students enhanced their emotional well-being and overall success by reflecting on shared experiences and lessons that promoted confidence, adaptability, and self-awareness.

#### **Upcoming Professional Development & Team Initiatives- Student Services Team:**

##### **Division of Student Affairs Academy**

On Thursday, February 26th, the PB/GSSC and RMSC Coordinators will attend the first Division of Student Affairs Academy meeting of 2026. The DSA Academy is designed to provide participants with an understanding of the historical contexts and challenges faced within student affairs, equipping the coordinators with knowledge and perspective

to more readily identify and meet the needs of the students served across both departments. This session will focus on social identities and allow for Coordinators to gain a greater understanding of working with students from multiple backgrounds.

**Alignment with OLOs:**

- **OLO 1.2 Professional & Career Development**

The Professional Staff members who attend the DSA Academy will articulate enhanced skills and knowledge relative to professional goals in student affairs while identifying areas for growth in understanding the historical contexts that shape student needs and experiences.

- **OLO 3.1 Essential Support**

Through participation in the DSA Academy, the Coordinators will build capacity to better provide necessary support for all students to engage in their academic environment, persist, and succeed by developing a deeper understanding of the systemic challenges students face.

**PEAK Wristbanding & Bus Sign-Ups**

From February 25–27, 2026, Program Board and the Associated Students, Inc. (ASI) will come together at Coyote Walk to kick off pre-wristbanding for the highly anticipated PEAK Music Festival at SBC. The RMSC will also be contributing to this event by booking the charter bus from PDC and assisting with bus sign-ups. The event will create an energetic and welcoming space where students from all walks of campus life can gather, connect with peers, build excitement, and gear up for one of the most anticipated events of the semester.

**Alignment with OLOs:**

- **OLO 2.3 Social Support & Connections**

Students who participate in PEAK Music Festival pre-wristbanding will be exposed to a variety of leadership, networking, and connection opportunities that build the confidence and skills needed to engage across social groups within and beyond the campus community, while developing a sense of agency to get involved and advocate for themselves and fostering mutually supportive relationships with peers, faculty, and staff through the power of social capital.

**Coyote Cares Day**

On Saturday, February 28, 2026, the SMSU Student Services Team will participate in Coyote Cares Day. The SMSU/RecWell will volunteer at the I.E. Diaper Bank, fostering community relationships and supporting efforts to assist those with different lived experiences. Monica Baeza, Associate Director, served on the planning committee and chaired the registration/check-in sub-committee. She also served on the PDC and informally on the logistics sub-committees. Additional SMSU/RecWell staff, Katie

Wallen, Mark Oswood and Vilayat Del Rossi, will be assisting with checking in volunteers and driving vans to the off-site location during the event. A total of 21 SMSU/RecWell professional and student staff have signed up to volunteer at this event. Through this work, DSA will be able to bring together students, staff, faculty and administrators for a day of services in both San Bernardino and Riverside counties.

**Alignment with OLOs:**

- **OLO 2.1 Campus & Community Outreach**

Students and staff who participate in Coyote Cares Day will build mutually beneficial relationships and partnerships within the community by volunteering at the I.E. Diaper Bank and contributing to efforts that support community members in need.

- **OLO 2.2 Diversity & Global Learning**

Students and staff who participate in Coyote Cares Day will interact and collaborate with people different from themselves, fostering a greater perspective of different heritages, identities, and lived experiences through direct community service.

## **Special Fund Loan Policy Proposal**

### **Santos Manuel Student Union Board of Directors**

**Date:** 2/19/2026 **Proposed By:** Vilayat Del Rossi, Interim Executive Director & CFO

#### **Background:**

The Santos Manuel Student Union (SMSU), as a CSU auxiliary organization, must ensure that all financial transactions involving restricted, designated, board-committed, or otherwise purpose-limited funds are executed with transparency, legal compliance, and sound internal controls. The organization does not currently have a standalone policy governing transactions in which SMSU acts as lender or advances funds that are functionally equivalent to loans. Given evolving CSU compliance expectations, auxiliary governance standards, and increased scrutiny regarding restricted funds, formal policy guidance is necessary.

The proposed Special Fund Loan Policy establishes clear governance, approval authority, compliance requirements, documentation standards, risk evaluation criteria, and monitoring procedures for any transaction in which SMSU lends, advances, renews, extends, modifies, guarantees, or otherwise finances another party using restricted or purpose-limited funds.

This policy ensures alignment with:

- SMSU Policies Manual and Operating Agreement
- CSU Auxiliary Organizations Compliance Guide
- California Education Code §§ 89904, 89920–89924; CCR Title 5 § 42500

#### **Proposal:**

Adopt the Special Fund Loan Policy as presented. The policy will:

- Define Special Fund Loans and clarify when SMSU acts as lender.
- Establish that such loans are exceptional and not routine.
- Require legal, fund restriction, and risk review prior to approval.
- Require Board approval in a properly noticed public meeting, and Presidential/system approval when applicable.
- Prohibit circumvention of CSU or campus requirements.
- Require written agreements with enforceable repayment terms.
- Establish centralized tracking, reporting, conflict of interest compliance, and records retention standards.

#### **Rationale:**

Adoption of this policy:

- Strengthens fiduciary oversight and fiscal governance.
- Protects restricted and board-committed funds.
- Clarifies approval authority and compliance requirements.
- Reduces legal, operational, and reputational risk.
- Enhances transparency and audit readiness.
- Aligns SMSU practices with CSU auxiliary regulations.

This policy formalizes best practices and provides a clear framework should future mission-aligned loan requests arise.

#### **Operational & Financial Impact:**

- No immediate fiscal impact.
- Establishes standardized review and approval process.
- Requires centralized loan register and quarterly Board reporting.
- Enhances internal control documentation and compliance tracking.
- Supports audit readiness and risk mitigation.

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

**SUBJECT:** Special Fund Loans  
**REFERENCE:** SMSU Policies Manual; SMSU Operating Agreement; CSU Auxiliary Organizations Compliance Guide; California Education Code § 89904, § 89920; CCR Title 5 § 42500

**Policy:**

A Special Fund Loan is any transaction in which SMSU lends, advances, renews, extends, modifies, guarantees, or otherwise finances another party using restricted, designated, board-committed, or otherwise purpose limited funds, including transactions that are functionally equivalent to loans (e.g., repayable advances, promissory notes, installment agreements, or other debt obligations).

SMSU may consider Special Fund Loans only when the loan:

- Supports SMSU/CSU mission aligned auxiliary purposes;
- Does not violate donor, grant, legal, or fund restrictions;
- Is approved with appropriate transparency and governance; and
- Is documented with enforceable terms and monitored through defined internal controls.

This Policy governs SMSU when acting as lender. Any transaction in which SMSU acts as borrower or issuer of indebtedness shall comply with applicable CSU auxiliary debt management requirements and CCR Title 5 § 42500.

This Policy is intended to ensure that Special Fund Loans are executed in compliance with applicable law, CSU auxiliary requirements, and sound business practices.

**Standard:**

It is the policy of the Santos Manuel Student Union that Special Fund Loans are exceptional (not routine) and will be undertaken only when failure to do so would materially impair a mission aligned purpose and the loan can be structured with appropriate controls, approvals, and repayment protections.

All Special Fund Loans must:

- Be reviewed for legality and policy compliance;
- Be reviewed for fund restriction compatibility;
- Be evaluated for risk, liquidity impact, and operational continuity;

- Receive required approvals (Board and, where applicable, campus President or other system approvals);
- Be publicly agendized and acted upon in compliance with Education Code §§ 89920–89924; and
- Be tracked and reported through a centralized loan register with periodic Board reporting.

No officer, employee, or committee may commit SMSU to a Special Fund Loan without the approvals required by this Policy.

**Approval Authority and Governance:**

**Board Approval Required** - All Special Fund Loans and material amendments (including renewal, extension, rate change, principal or interest forgiveness, payment deferral, subordination, or settlement) require SMSU Board approval in a properly noticed public meeting consistent with Education Code § 89904.

**Committee Role** - The Finance & Contracts Committee (or equivalent) may review and recommend. It does not approve unless the Board has expressly delegated authority in writing with defined thresholds and reporting requirements.

**Campus President Approval (When Required)** - Prior written approval of the University President (or designee) shall be obtained when:

- SMSU issues a debt instrument to finance or refinance a project in connection with its mission, consistent with CCR Title 5 § 42500(c);
- The University is a counterparty, guarantor, or provider of security;
- The transaction materially impacts campus assets, facilities, or credit; or
- The Operating Agreement or CSU policy otherwise requires presidential concurrence.

**Prohibitions:**

SMSU shall not:

- Use a Special Fund Loan to circumvent CSU or campus requirements;
- Lend from funds where restrictions prohibit lending;
- Enter into a loan without a written, fully executed agreement;
- Approve a loan where conflicts of interest are not disclosed and mitigated.

**Conflicts of Interest:**

Board members, officers, and employees shall comply with Education Code §§ 89906–89908 and applicable CSU conflict of interest policies. No individual shall participate in discussion or

vote on a Special Fund Loan in which they have a financial interest. Required disclosures and recusals shall be reflected in the meeting minutes.

**Records Retention:**

All loan documents, approvals, postings, monitoring reports, and related correspondence shall be retained in accordance with SMSU records retention standards and applicable CSU requirements.

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**Procedure:**

1. Loan Eligibility Review
  - a. Management shall confirm:
    - i. Borrower eligibility (campus related or mission aligned entity);
    - ii. Purpose alignment with auxiliary functions;
    - iii. Identified and lawful repayment source;
    - iv. Fund restriction compatibility.
2. Required Loan Approval Package
  - a. Management must submit a Loan Approval Package to the Finance & Contracts Committee and Board including:
    - i. Purpose and necessity
    - ii. Source of funds analysis
    - iii. Reserve and liquidity impact
    - iv. Borrower authority documentation
    - v. Financial capacity analysis
    - vi. Risk assessment (legal, credit, operational, reputational)
    - vii. Proposed loan terms
    - viii. Legal/policy compliance review documentation
3. Minimum Required Loan Terms
  - a. All Special Fund Loans must include:
    - i. Written agreement and/or promissory note;
    - ii. Payment schedule;
    - iii. Default definitions and remedies;
    - iv. Amendment clause requiring approvals consistent with Policy;
    - v. Borrower reporting requirements (as applicable).
4. Posting and Open Meeting Controls
  - a. Loan actions must:
    - i. Be publicly posted at least one week prior to Board action;
    - ii. Include sufficient agenda description;

- iii. Include supporting documentation consistent with SMSU posting practices.
  - b. SMSU shall maintain packet version control documentation to support transparency.
- 5. Accounting and Monitoring
  - a. Management shall:
    - i. Maintain a centralized loan register and subledger;
    - ii. Reconcile balances at least quarterly;
    - iii. Provide quarterly reporting to the Finance & Contracts Committee and Board.
- 6. Delinquency Escalation
  - a. Late payments trigger:
    - i. Courtesy notice
    - ii. Formal written notice
    - iii. Counsel review (as appropriate)
    - iv. Board notification and recommended action
- 7. Modifications, Forbearance, or Forgiveness
  - a. Any extension, renewal, deferral, rate change, forgiveness, subordination, or settlement requires:
    - i. Updated borrower financial review;
    - ii. Updated risk assessment;
    - iii. Board approval in a properly noticed meeting;
    - iv. Any required presidential/system approvals.

## **Request to Upgrade Banquet and Vendor tables in Event Center**

**Date:** February 17, 2026

**Santos Manuel Student Union Board of Directors – Finance and Contracts Committee**

**Proposed by:** Joel Morales and Mario Orellana

**Background:** The SMSU Operations Department is requesting funding to replace the existing round and rectangular tables in the SMSU South Event Center. The current tables are over twenty years old and are showing significant wear and tear, including bent legs, cracked or missing plastic end caps, and warped tabletops, making replacement necessary to maintain safety and functionality. We are also requesting funding to replace the table carts currently in use, as many of the wheels are bent or missing, making them difficult to maneuver safely throughout the building

**Proposal:** The Board of Directors will be presented with bids from three separate vendors, each offering two table options. The first option includes ABS plastic folding tables in both round and rectangular sizes. This option represents the more durable, higher-quality tier of tables and carries a higher upfront cost. The second option is a more cost-effective alternative; however, it sacrifices durability and long-term performance in exchange for the lower purchase price.

After reviewing the vendor bids, the Operations Department recommends the MityLite ABS table option and requests approval for an amount not to exceed **\$35,000.00**. This total includes the quoted total of **\$33,214.43** plus contingent freight expenses.

**Rationale:** Replacement of the Event Center tables and carts is necessary due to aging equipment, safety concerns, and operational inefficiencies. Many tables are over fifteen years old and show significant wear, including sharp edges and damaged surfaces, limiting their safe use. Insufficient inventory in the South building has also led to frequent rentals and additional labor transporting tables between buildings.

Investing in new, durable tables and carts will improve safety, reduce rental costs, and enhance overall operational efficiency for campus events.



Featured Products:

ABS Tables

Rectangular 6ft L by 30"W by 29"H black legs/gray top  
Total weight 41lbs  
Weight Capacity 2,000lbs  
15 year warranty  
2 warranty - ULINE



Round 60" round by 29"H  
Total weight 59lbs  
Weight Capacity 2,000lbs  
15 year warranty – Mitylite  
5 year warranty - ULINE



Economic

Rectangular 6ft L by 30"W by 29"H  
Total weight 30lbs  
Weight Capacity 330lbs  
3 year warranty – Mitylite  
Standard 30 day return policy - ULINE



Round 60" round by 29"H  
Total weight 51lbs  
Weight Capacity 984lbs  
3 year warranty – EventStable  
Standard 30 day return policy - ULINE



### Carts

*Mitylite*

Upright carts for rectangular tables - 29.75" wide – holds 7 \$733.



Narrow carts for circular tables 31" wide – holds 7 \$644.00



*Uline*  
8 tables per dolly - 32" Wide – \$405.00



*Banquet Tables Pro*  
8 tables per dolly 60" wide \$399.00



\*Warranty covers defective materials and workmanship

**Budget Impact:**

ABS

*MITYLITE*

40 Rectangular - \$241 per unit - \$9,640.00

40 Round - \$ 316 per unit – \$12,640.00

Cart Dolly

6 Round - \$644 per unit –\$3,864.00

6 Rectangular upright - \$733 per unit - \$ 4,398.00

Free Shipping

Tax \$2,672.43

**Total with tax \$32,214.43**

Economic table option

*EventStable*

40 Round table \$154.36 per unit - \$6,174.40

40 Rectangular - \$85.91 per unit - \$3,436.40

Round dolly \$249.74 per unit - \$499.48

Rectangle dolly \$289.74 per unit - \$1,158.96

Free Shipping

Tax \$986.06

**Total with tax \$12,255.30**

**Recommendation**

After reviewing both options, the Operations Department recommends proceeding with the ABS tables from Mitylite despite the higher upfront cost. The ABS tables offer greater durability, a longer usable lifespan, and reduced maintenance and replacement needs compared to the lighter, more economical alternative. We also recommend the MityLite table dollies. The upright carts help maximize storage space by allowing tables to be stored vertically, while the narrow round table carts make it easier to maneuver through doorways and tight areas within the building. Ultimately, the decision rests with the Board, and the Operations Department will fully support whichever option is selected

**Chartfield:** 660876-RO001-S6110

Project total based on recommendations: **\$35,000** (**\$33,214.43** plus contingent freight expenses)

**Timeline:** The anticipated delivery is 4-6 weeks as of purchase.

# QUOTE ACKNOWLEDGEMENT

THIS IS NOT AN INVOICE



Created On: 2/17/2026

Sales Quote Number: SQ83107

Mity Customer Number: C1290550

Page: 1 Of 1



Bill	Sell	Ship
<b>To:</b> CALIFORNIA STATE U SAN  Accounts Payable 5500 University Parkway San Bernardino, CA 92407 United States	<b>To:</b> CALIFORNIA STATE U SAN BERNARDINO/STUDENT UNION Joel Morales 5500 University Parkway San Bernardino, CA 92407 United States	<b>To:</b> CALIFORNIA STATE U SAN  Joel Morales 5500 University Parkway San Bernardino, CA 92407 United States 909-537-4132

Ship Via	Payment Terms	Sales Person
ORIGIN, Freight Prepaid	Net 30 Days	Richard Belnap

Item No.	Description	UOM	QTY	Unit Price	Total Price
RT3072BLK0200060000	RT 3072 BLK W29BLK ABS RECTANGLE TABLE 3072 Top: Black Bottom: Black Trim ABS Black Leg: Wishbone Leg/Base Color: Black Sand Height: 29in Tall	Each	40	\$241.00	\$9,640.00
CT60BLK0200060000	CT 60 BLK W29BLK ABS ROUND TABLE 60 Top: Black Bottom: Black Trim ABS Black Leg: Wishbone Leg/Base Color: Black Sand Height: 29in. Tall	Each	40	\$316.00	\$12,640.00
CRTCT42-72BLK56	CART CT42-72 EDGE BLK NM6 NAR CART;HOLDS 42" - 72" CIRCULAR TABLE;EDGE;, BLK FRAME;NON-MARRING 6" CASTERS;NARROW	Each	6	\$644.00	\$3,864.00
CRTRTUBLK2	CART RT UPRIGHT BLK CART;HOLDS 48 TO 96 IN LENGTH RECTANGULAR TABLE;, UPRIGHT;BLK FRAME CART;HOLDS 48 TO 96 IN LENGTH RECTANGULAR TABLE; UPRIGHT;BLK FRAME Freight included on contract E&I Contract # CNR01449	Each	6	\$733.00	\$4,398.00

Subtotal \$30,542.00

Sales Tax \$2,672.43

Quote Total **\$33,214.43**

THANK YOU FOR CHOOSING MITY!

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* NET Pricing Applied. \* Quotes are valid for 30-days. \* Delivery is Dock-to-Dock. \* Sales Tax may be applicable and is subject to change at time of shipment.

\* Customer is responsible for offloading order at delivery time unless otherwise prearranged.

\*Freight Quotes are estimates. The Freight charge on your order, will reflect the current freight cost the day the order is placed.

\* Mity, Inc. charges a 3% processing fee for all credit card payments.

\* The quoted price does not include any unforeseen tariff costs. These costs, if applicable, will be added based on the current market rate at the time of order placement.



MityLite Inc. P.O. BOX 732698, Dallas, TX, 75373-2698 US | PHONE 801-224-0589 ext 4200 FAX 801-224-6191

Quotation # Q1800166759

Quotation Created On: Nov 4, 2025

Quotation Valid Until: Dec 4, 2025

### Quote for:

Mario Orellana  
Santos Manuel Student Union - California  
State University, San Bernardino  
5500 University Parkway Student Union North  
building  
San Bernardino,  
California, 92407  
United States  
T: 9518701851

### Shipping Details:

Mario Orellana  
Santos Manuel Student Union - California  
State University, San Bernardino  
5500 University Parkway Student Union North  
building  
San Bernardino,  
California, 92407  
United States  
T: 9518701851

### Shipping Method:

Quote Shipping - Custom Price

(Total Shipping Charges \$0.00)

Products	SKU	Price	Qty	Tax	Subtotal
<b>10 - TitanPRO™ 60" Round Plastic Folding Tables Bundle</b> <i>TitanPRO™ 60" Round Plastic Folding Table x 10</i> <b>Comment</b> <i>in stock</i>	PFT260-100BDL	<b>\$1,543.60</b>	<b>4</b>	<b>\$540.26</b>	<b>\$6,174.40</b>
<b>TitanPRO™ Banquet Table Cart</b> <b>Comment</b> <i>in stock</i>	BTC2	<b>\$249.74</b>	<b>2</b>	<b>\$43.70</b>	<b>\$499.48</b>
<b>10 - TitanPRO™ 6' x 30" Plastic Banquet Folding Tables Bundle</b> <i>TitanPRO™ Plastic Folding Table - 6' x 30" Banquet x 10</i> <b>Comment</b> <i>in stock</i>	PFT2-630BDL10	<b>\$859.10</b>	<b>4</b>	<b>\$300.69</b>	<b>\$3,436.40</b>
<b>TitanPRO™ Universal Table Dolly</b> <b>Comment</b> <i>in stock</i>	UTD75	<b>\$289.74</b>	<b>4</b>	<b>\$101.41</b>	<b>\$1,158.96</b>

**Remarks with quote:**  
Revised!

<b>Original Subtotal:</b>	<b>\$11,854.14</b>
<b>Quoted Subtotal:</b>	<b>\$11,269.24</b>
<b>Quote Adjustment:</b>	<b>-\$584.90</b>
<b>Tax:</b>	<b>\$986.06</b>
<b>Grand Total:</b>	<b>\$12,255.30</b>

We trust that you will find our quote satisfactory and look forward to working with you. Please contact us should you have any questions at all.

**BANQUET TABLES PRO LLC**

9267 Lazy Lane  
TAMPA, FL 33614 US  
+6774227  
sales@banquettablespro.com  
www.banquettablespro.com



# Estimate

**ADDRESS**

California State University, San Bernardino

**SHIP TO**

California State University, San Bernardino  
Joel Morales

**ESTIMATE #** 2025-12-19-029

**DATE** 01/09/2026

SKU	DESCRIPTION	QTY	RATE	AMOUNT
<b>ABS-R60</b>	60 inch round folding table-wishbone legs, and ABS plastic top	40	549.00	21,960.00
<b>ABS-3072</b>	30 x 72 ABS Plastic rectangle table w/ Honeycomb core.	40	399.00	15,960.00
<b>MCC-HRTC</b>	Heavy Duty Round Table Caddie	5	399.00	1,995.00
<b>MCC-HTEC</b>	Heavy Duty Rectangle Table Cart	5	381.00	1,905.00
<b>Shipping</b>	Shipping, free delivery. Ready to ship out in 5 days.	1	0.00	0.00

Want to purchase?  
We can send you an online invoice with credit card, or bank account payment methods.

**TOTAL**

**\$41,820.00**

Purchase Orders Accepted from Governments, Schools, Public Corporations, others on a case by case basis.

Accepted By

Accepted Date

# QUOTE ACKNOWLEDGEMENT

THIS IS NOT AN INVOICE



Created On: 2/17/2026

Sales Quote Number: SQ81666

Mity Customer Number: C1290550

Page: 1 Of 2



Bill	Sell	Ship
<b>To:</b> CALIFORNIA STATE U SAN  Accounts Payable 5500 University Parkway San Bernardino, CA 92407 United States	<b>To:</b> CALIFORNIA STATE U SAN BERNARDINO/STUDENT UNION Joel Morales 5500 University Parkway San Bernardino, CA 92407 United States	<b>To:</b> CALIFORNIA STATE U SAN  Joel Morales 5500 University Parkway San Bernardino, CA 92407 United States 909-537-4132

Ship Via	Payment Terms	Sales Person
ORIGIN, Freight Prepaid	Net 30 Days	Richard Belnap

Item No.	Description	UOM	QTY	Unit Price	Total Price
BRT3072WHT00000S0000	BRT 3072 WHT W29GRY Brisa Rectangle 30" X 72" Blow Molded Table Top/Bottom: White Leg: Wishbone Leg Color: Grey Height: 29in Tall Brisa Rectangle 30" X 72" Blow Molded Table Top/Bottom: White Leg: Wishbone Leg Color: Grey Height: 29in Tall	Each	40	\$76.00	\$3,040.00
BCT60WHT00110S0000	BCT 60 WHT L29GRY Brisa Round 60" Blow Molded Table Top/Bottom: White Leg: Post Leg Color: Grey Height: 29in Tall Brisa Round 60" Blow Molded Table Top/Bottom: White Leg: Post Leg Color: Grey Height: 29in Tall	Each	40	\$135.00	\$5,400.00
CRTCT42-72BLK56	CART CT42-72 EDGE BLK NM6 NAR CART;HOLDS 42" - 72" CIRCULAR TABLE;EDGE;, BLK FRAME;NON-MARRING 6" CASTERS;NARROW CART;HOLDS 42" - 72" CIRCULAR TABLE;EDGE; BLK FRAME;NON-MARRING 6" CASTERS;NARROW	Each	6	\$644.00	\$3,864.00

Subtotal \$16,702.00

Sales Tax \$1,461.43

Quote Total **\$18,163.43**

THANK YOU FOR CHOOSING MITY!

Signature:

Date:

\* NET Pricing Applied. \* Quotes are valid for 30-days. \* Delivery is Dock-to-Dock. \* Sales Tax may be applicable and is subject to change at time of shipment.

\* Customer is responsible for offloading order at delivery time unless otherwise prearranged.

\*Freight Quotes are estimates. The Freight charge on your order, will reflect the current freight cost the day the order is placed.

\* Mity, Inc. charges a 3% processing fee for all credit card payments.

\* The quoted price does not include any unforeseen tariff costs. These costs, if applicable, will be added based on the current market rate at the time of order placement.



MityLite Inc. P.O. BOX 732698, Dallas, TX, 75373-2698 US | PHONE 801-224-0589 ext 4200 FAX 801-224-6191

# QUOTE ACKNOWLEDGEMENT

THIS IS NOT AN INVOICE



Created On: 2/17/2026

Sales Quote Number: SQ81666

Mity Customer Number: C1290550

Page: 2 Of 2



Bill	Sell	Ship
To: CALIFORNIA STATE U SAN Accounts Payable 5500 University Parkway San Bernardino, CA 92407 United States	To: CALIFORNIA STATE U SAN BERNARDINO/STUDENT UNION Joel Morales 5500 University Parkway San Bernardino, CA 92407 United States	To: CALIFORNIA STATE U SAN Joel Morales 5500 University Parkway San Bernardino, CA 92407 United States 909-537-4132

Ship Via	Payment Terms	Sales Person
ORIGIN, Freight Prepaid	Net 30 Days	Richard Belnap

CRTRTUBLK2	CART RT UPRIGHT BLK CART;HOLDS 48 TO 96 IN LENGTH RECTANGULAR TABLE;, UPRIGHT;BLK FRAME CART;HOLDS 48 TO 96 IN LENGTH RECTANGULAR TABLE; UPRIGHT;BLK FRAME Freight included on contract E&I Contract # CNR01449	Each	6	\$733.00	\$4,398.00
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THANK YOU FOR CHOOSING MITY!

Subtotal \$16,702.00  
Sales Tax \$1,461.43  
Quote Total **\$18,163.43**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* NET Pricing Applied. \* Quotes are valid for 30-days. \* Delivery is Dock-to-Dock. \* Sales Tax may be applicable and is subject to change at time of shipment.

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1-800-295-5510  
 uline.com  
 customer.service@uline.com

**PRICING  
REQUEST**

REQUEST # PRB1490508

Thank you for your interest in Uline!

**PROVIDED TO:** CAL STATE UNIV SAN BERNARDINO  
 5500 UNIVERSITY PKWY  
 SAN BERNARDINO CA 92407-2393

**SHIP TO:** CAL STATE UNIV SAN BERNARDINO  
 5500 UNIVERSITY PKWY  
 SAN BERNARDINO CA 92407-2393

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
18354712			TOTAL TRUCK	01/06/26	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
40	EA	H-4516GR	ABS PLASTIC FOLDING TABLE - 72 X 30 X 29", GRAY	340.00	13,600.00 T
40	EA	H-2520GR	DELUXE FOLDING TABLE - 60" DIAMETER, LIGHT GRAY	320.00	12,800.00 T
10	EA	H-3698	FOLDING TABLE DOLLY - 49 X 32 X 41"	405.00	4,050.00 T

SUB-TOTAL 30,450.00	SALES TAX 2,664.51	SHIPPING/HANDLING 242.69	TOTAL 33,357.20
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**NOTE:**

DELIVERY TIME 1 BUSINESS DAY VIA TOTAL TRUCK.  
 ATTENTION: JOEL MORALES  
 NEW: ORDER ONLINE AT [ULINE.COM/PRICINGREQUESTDETAIL](http://ULINE.COM/PRICINGREQUESTDETAIL)  
 'T' DENOTES A TAXABLE LINE.



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 uline.com  
 customer.service@uline.com

**PRICING  
REQUEST**

REQUEST # PRB1490495

Thank you for your interest in Uline!

**PROVIDED TO:** CAL STATE UNIV SAN BERNARDINO  
 5500 UNIVERSITY PKWY  
 SAN BERNARDINO CA 92407-2393

**SHIP TO:** CAL STATE UNIV SAN BERNARDINO  
 5500 UNIVERSITY PKWY  
 SAN BERNARDINO CA 92407-2393

CUSTOMER NUMBER			SHIP VIA	REQUEST DATE	
18354712			TOTAL TRUCK	01/06/26	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
40	EA	H-2750FOL-BL	ECONOMY FOLDING TABLE - 72 X 30", BLACK	84.00	3,360.00 T
40	EA	H-4843	ECONOMY FOLDING TABLE - 60" DIAMETER	150.00	6,000.00 T
10	EA	H-3698	FOLDING TABLE DOLLY - 49 X 32 X 41"	405.00	4,050.00 T

SUB-TOTAL 13,410.00	SALES TAX 1,173.51	SHIPPING/HANDLING 242.06	TOTAL 14,825.57
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**NOTE:**

DELIVERY TIME 1 BUSINESS DAY VIA TOTAL TRUCK.  
 ATTENTION: JOEL MORALES  
 NEW: ORDER ONLINE AT [ULINE.COM/PRICINGREQUESTDETAIL](http://ULINE.COM/PRICINGREQUESTDETAIL)  
 'T' DENOTES A TAXABLE LINE.