



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS
ANNUAL MEETING
May 7, 2025 – 3:00 p.m.
ZOOM: <https://csusb.zoom.us/j/85875529320>
IN-PERSON: SMSU NORTH STUDENT CHAMBERS

ANNUAL AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. May 8, 2024
4. Open Forum (3 Minutes per speaker)
5. Adoption of Agenda

NEW BUSINESS

- | | |
|--------|---|
| A 1/25 | Discussion of Forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations (Discussion, Del Rossi) |
| A 2/25 | Interview and Selection of 2025-2026 SMSU Board of Directors Student Representatives (Action, Del Rossi) |
| A 3/25 | Interview and Selection of the 2025-2026 SMSU Board of Directors Chair (Action, Del Rossi) |
| A 4/25 | Interview and Selection of the 2025-2026 SMSU Board of Directors Vice-Chair (Action, Del Rossi) |
| A 5/25 | Interview and Selection of the 2025-2026 SMSU Board of Directors Controller (Action, Del Rossi) |
| A 6/25 | Interview and Selection of the 2025-2026 SMSU Board of Directors Secretary (Action, Del Rossi) |

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| A 7/25 | Permission to nominate [board representatives] to serve on the Personnel Committee (Action, Del Rossi) |
| A 8/25 | Permission to nominate [a board representative] to serve on the Finance and Contracts Committee (Action, Del Rossi) |
| A 9/25 | Permission to nominate [a board representative] to serve on the Policies and Procedures Committee (Action, Del Rossi) |
| A 10/25 | Permissions to nominate [a board representative] to serve on the Strategic Planning Committee (Action, Del Rossi) |
| A 11/25 | Permissions to nominate [a board representative] to serve on the Recreation and Wellness Committee (Action, Del Rossi) |
| A 12/25 | Permissions to nominate [a board representative] to serve on the Audit Committee (Del Rossi) |
| A 13/25 | Permissions to nominate [a board representative] to serve on the Facilities and Sustainability Committee (Action, Del Rossi) |
| A 14/25 | Authorization for the Executive Committee to make decisions on behalf of the Board of Directors effective May 7, 2025 – August 22, 2025 (Action, Del Rossi) |
| A 15/25 | Review and Approve the proposed meeting schedule for the 2025-2026 Board of Director meeting dates (Action, Del Rossi) |
| A 16/25 | Summer Training/Camping Retreat (Discussion, Del Rossi) |

Announcements

Adjournment



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors
Annual Meeting Minutes
Wednesday, May 8, 2024**

Members Present: Angelica Agudo, Daniel Arana, Joshua Bature, Carson Fajardo, Jose Hernandez, Shardul Kulkarni, Jocelyn Paz, Bibiana Diaz-Rodriguez, Jesse Felix, John Reitzel.

Members Absent: Jessica Lu and Paz Oliverez.

Staff Present: Sasha Baltazar, Josie Delgado, Jared Fisk, Vanessa Hinostroza, Tamara Holder, Matthew Jenkins, Elizabeth Junker, Sean Kinnally, Lorena Marquez, Maria Elena Najera-Neri, Mark Oswood, Michael Palacios, Jennifer Puccinelli, Anthony Roberson, Richard Strawter, Alicia Ureste, Daniel Viayra, Katie Wallen.

Guests Present: Tanvi Gaddamedi, Cintiantl Rangel-Canseco, Abril Reyes Espinoza, Ayanna McAlister, Isaias Mendoza-Placencia, Sai Vara Prasad Bhaskarla.

Call to Order: The meeting was called to order at 2:19p.m.

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

Approval of SMSU Board of Directors Annual Minutes from May 11, 2023:

M/S Arana/Kulkarni to approve the SMSU Board of Directors Annual meeting minutes from May 11, 2023.

Motion approved unanimously.

Open Forum:

No public comments.

Adoption of Agenda:

M/S Fajardo/Arana motion to open adoption of May 8, 2024 agenda.

No comments or changes were brought forward.

M/S Felix/Kulkarni motion to adopt agenda as presented.

Motion approved unanimously.

NEW BUSINESS

A 1/24 Discussion of Forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations (Discussion, Felix)

M/S Felix/Fajardo motion to open A 1/24 Discussion of Forms: Conflict of Interest/Commitment, BOD Responsibilities and Expectations.

Executive Director Felix provided a general overview of the Conflict of Interest and Commitment Form. He encouraged Board members to thoroughly review the document and become familiar with the roles, responsibilities, expectations, and the Student Code of Conduct, particularly if they are beginning their first or second term of service.

A 2/24 Interview the 2024-2025 SMSU Board of Directors Student Representative Candidates (Discussion, Agudo)

M/S Kulkarni/Bature motion to open A 2/24 Interview the 2024-2025 SMSU Board of Directors Student Representative Candidates.

Director Kulkarni deferred his time to ED Felix. A conversation ensued among the board regarding the questions that will be asked to each candidate.

Six applicants applied for the two vacancies on the SMSU Board of Directors for the 24-25 Academic Year. Five applicants attended the live interviews on May 7, 2025. All applicants were asked to leave the room and were interviewed individually by the BOD.

All applicants were asked the same question:

1. What do you hope to achieve as an SMSU Board of Directors Student Representative?
2. What relevant experience or skills would you bring to your appointment as a Student Representative on the SMSU Board of Directors?

The applicants interviewed were Ayanna McAlister, Cintiantl Rangel-Canseco, Isaias Mendoza-Placencia, Sai Vara Prasad Bhaskarla, and Tanvi Gaddamedi.

The Board of Directors opted to read the answer to the questions 1 & 2 for Adithiya Srinivasan, as they were unable to attend the interview in person.

A discussion ensued among the board regarding the candidates interviewing for the SMSU Board of Directors.

A 3/24 Permission to elect [a student] to serve as an SMSU Board of Directors Student Representative (Action, Agudo)

M/S Fajardo/Agudo motion to open A 3/24 Permission to elect [a student] to serve as

an SMSU Board of Directors Student Representative.

M/S Fajardo/Arana motion to amend A 3/24 to read Permission to elect Cintiantl Rangel Canseco as an SMSU Board of Directors Student Representative.

VOTE to amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

VOTE to approve item as amendment: 7 In-Favor 0 Oppose 0 Abstain
Motion passed.

A 4/24 Permission to elect [a student] to serve as an SMSU Board of Directors Student Representative (Action, Agudo)

M/S Fajardo/Bature motion to open A 4/24 Permission to elect [a student] to serve as an SMSU Board of Directors Student Representative.

M/S Fajardo/Kulkarni motion to amend A 4/24 to read Permission to elect Ayanna McAlister as an SMSU Board of Directors Student Representative.

VOTE to amendment: 5 In-Favor 2 Oppose 1 Abstain
Motion passed.

VOTE to approve item as amendment: 5 In-Favor 2 Oppose 1 Abstain
Motion passed.

M/S Felix/Kulkarni motion to call a recess until 3:48pm.

Motion passed.

Meeting resumed at 3:48pm

A 5/24 Permission to elect [a student] to serve as an SMSU Board of Directors Student Alternate (Action, Agudo)

M/S Felix/Reitzel motion to open A 5/24 Permission to elect [a student] to serve as an SMSU Board of Directors Student Alternate.

M/S Felix/ Reitzel motion to amend A 5/24 to read Permission to elect Tanvi Gaddamedi to serve as an SMSU Board of Directors Student Alternate.

VOTE to amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

VOTE to approve item as amendment: 6 In-Favor 0 Oppose 1 Abstain
Motion passed.

A 6/24 Permission to elect [a student] to serve as an SMSU Board of Directors Student Alternate (Action, Agudo)

M/S Arana/Kulkarni motion to open A 6/24 Permission to elect [a student] to serve as an SMSU Board of Directors Student Alternate.

M/S Arana/Kulkarni motion to amend A 5/24 to read Permission to elect Isaias Mendoza Placencia to serve as an SMSU Board of Directors Student Alternate.

VOTE to amendment: 7 In-Favor 0 Oppose 1 Abstain

Motion passed.

VOTE to approve amendment: 6 In-Favor 0 Oppose 2 Abstain

Motion passed.

A 7/24 Permission to elect [a student representative] to serve as the 2024-2025 SMSU Board of Directors Secretary (Action, Agudo)

M/S Felix/Kulkarni motion to open A 7/24 Permission to elect [a student representative] to serve as the 2024-2025 SMSU Board of Directors Secretary.

ED Felix requested nominations for secretary for the 2024-2025 AY. Shardul Kulkarni and Cintiantl Rangel-Canseco self-nominated for the secretary position. No further discussion was brought forward.

M/S Paz/Agudo motion to amend A 7/24 to read Permission to elect Shardul Kulkarni to serve as the 2024-2025 SMSU Board of Directors Secretary.

No further discussion was brought forward.

VOTE to amendment: 6 In-Favor 0 Oppose Abstain

Motion passed.

VOTE to approve amendment: 6 In-Favor 0 Oppose 2 Abstain

Motion passed.

A 8/24 Permission to elect [a student representative] to serve as the 2024-2025 SMSU Board of Directors Controller (Action, Agudo)

M/S Felix/Reitzel motion to open A 8/24 Permission to elect [a student representative] to serve as the 2024-2025 SMSU Board of Directors Controller.

M/S Felix/Kulkarni motion to amend A 8/24 to read Permission to elect Daniel Arana to serve as the 2024-2025 SMSU Board of Directors Controller.

VOTE to amendment: 6 In-Favor 0 Oppose 2 Abstain
Motion passed.

VOTE to approve amendment: 6 In-Favor 0 Oppose 1 Abstain
Motion passed.

A 9/24 Permission to elect [a student board representative] to serve as the 2024-2025 SMSU Board of Directors Vice-Chair (Action, Agudo)

M/S Felix/Bature motion to open A 9/24 Permission to elect to serve as the 2024-2025 SMSU Board of Directors Vice-Chair.

M/S Felix/Kulkarni motion to amend A 9/24 to read Permission to elect Angelica Agudo to serve as the 2024-2025 SMSU Board of Directors Vice-Chair.

VOTE to amendment: 6 In-Favor 0 Oppose 2 Abstain
Motion passed.

VOTE to approve item as amendment: 6 In-Favor 0 Oppose 1 Abstain
Motion passed.

A 10/24 Permission to elect [a student representative] to serve as the 2024-2025 SMSU Board of Directors Chair (Action, Agudo)

M/S Felix/Kulkarni motion to open A 10/24 Permission to elect [a student representative] to serve as the 2024-2025 SMSU Board of Directors Chair.

M/S Paz/Arana motion to amend A 10/24 to read Permission to elect Jocelyn Paz to serve as the 2024-2025 SMSU Board of Directors Chair

VOTE on 1st amendment: 6 In-Favor 0 Oppose 2 Abstain
Motion passed.

M/S Felix/Kulkarni motion to amend A 10/24 to read Permission to elect Jose Hernandez to serve as the 2024-2025 SMSU Board of Directors Chair.

ROLL CALL VOTE on 2nd amendment: 0 In-Favor 1 Oppose 5 Abstain
Motion failed.

VOTE to approve item with 1st amendment: 4 In-Favor 0 Oppose 2 Abstain
Motion passed.

A 11/24 Permission to nominate [a student representative] to serve on the Personnel Committee (Action, Agudo)

M/S Kulkarni/Bature motion to open A 11/24 Permission to nominate [a student representative] to serve on the Personnel Committee.

M/S Felix/ Paz motion to amend A 11/24 Permission to nominate Shardul Kulkarni, Jocelyn Paz, and Angelica Agudo to serve on the Personnel Committee.

VOTE to amendment: 8 In-Favor 0 Oppose 0 Abstain
Motion passed.

VOTE to approve item as amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

A 12/24 Permission to nominate [a student representative] to serve on the Finance and Contracts Committee (Action, Agudo)

M/S Felix/ Reitzel motion to open A 12/24 Permission to nominate [a student representative] to serve on the Finance and Contracts Committee.

M/S Felix/Paz motion to amend A 12/24 to read Permission to nominate Daniel Arana, Jocelyn Paz, Shardul Kulkarni to serve on the Finance and Contracts Committee.

VOTE to amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

VOTE to approve item as amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

A 13/24 Permission to nominate [a student representative] to serve on the Policies and Procedures Committee (Action, Agudo)

M/S Paz/ Felix motion to open A 13/24 Permission to nominate [a student representative] to serve on the Policies and Procedures Committee.

M/S Felix/Paz motion to amend A 13/24 to read Permission to nominate Cintiantl Rangel Canseco, Daniel Arana, Ayanna McAlister to serve on the Finance and Contracts Committee.

VOTE to amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

VOTE to approve item as amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

A 14/24 Permission to nominate [a student representative] to serve on the Recreation and Wellness Committee (Action, Agudo)

M/S Felix/Paz motion to open A 14/24 Permission to nominate [a student representative] to serve on the Recreation and Wellness Committee.

M/S Felix/Paz motion to amend A 14/24 to read Permission to nominate Jocelyn Paz, Cintiantl Rangel-Canseco, Joshua Bature, Sai Vara Prasad Bhaskarla, Tanvi Gaddamedi to serve on the Recreation and Wellness Committee.

VOTE to amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

VOTE to approve item as amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

A 15/24 Permission to nominate [a student representative] to serve on the Audit Committee (Action, Agudo)

M/S Felix/Paz motion to open A 15/24 Permission to nominate [a student representative] to serve on the Audit Committee.

M/S Felix/Paz motion to amend A 15/24 to read Permission to nominate Jocelyn Paz and Daniel Arana to serve on the Audit Committee.

VOTE to amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

VOTE to approve item as amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

A 16/24 Permission to nominate [a student representative] to serve on the Facilities and Sustainability Committee (Action, Agudo)

M/S Felix/Paz motion to open A 16/24 Permission to nominate [a student representative] to serve on the Facilities and Sustainability Committee.

M/S Felix/Paz motion to amend A 16/24 to read Permission to nominate Jocelyn Paz, Daniel Arana, Joshua Bature, Kulkarni to serve on the Facilities and Sustainability Committee.

VOTE to amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

VOTE to approve item as amendment: 7 In-Favor 0 Oppose 1 Abstain
Motion passed.

Minutes reviewed and approved by:

Shardul Kulkarni, Secretary, SMSU Board of Directors

Date



**SMSU Board of Director Candidates
2025-2026**

	Name:	CID:
1	Anjali Anjali	008613560
2	Robinpreet Waraich	008495260
3	Kimberly Rosas	008611116
4	Jose Manuel Hernandez Jr.	007698711
5	Jocelyn Paz	007237874
6	Sophia Garcia	008300377
7	Sukhpreet Kaur	008785069



Conflict of Interest/Conflict of Commitment

INTRODUCTION

The goal of the Santos Manuel Student Union of California State University, San Bernardino (hereinafter “SMSU”) is to provide programs and services which enhance and advance the educational mission of California State University, San Bernardino (hereinafter CSUSB.) The SMSU’s commitment to the involvement of students, faculty, alumni and CSUSB administration in the governance of the SMSU through its board of directors is integral to the achievement of this goal.

This shared responsibility brings with it possibilities for conflicts of interest and conflicts of commitment, referred to jointly hereinafter as “conflicts.” Conflicts may arise from the different but related positions that individual board members hold on the CSUSB campus and in other organizations or entities.

SMSU Board of Directors members may find themselves in a position they may be called on to vote on matters that affect an organization or entity that they represent in another capacity. This concern includes voting on such matters, as well as taking part in discussions, being present during deliberations, or other actions that may benefit the other organization or harm the SMSU.

Additionally, board members may find that they have access to information held by the SMSU that could be used to negatively affect the future operations, goals or status of the SMSU or to benefit another organization or entity. Conversely, board members may find that they have access to information held by another organization that could be used to negatively affect the future operations, goals or status of the SMSU.

The basis for this policy is found in the California Education Code and the California Corporations Code. The policy seeks to define conflicts such that board members are better able to structure their relationships with other organizations and entities in view of their fiduciary responsibility to the SMSU, as well as provide a mechanism by which board members can assess their activities within the SMSU and with other organizations and entities.

It is the intent of this policy to enable board members to recognize situations that may be subject to question and ensure that such situations are properly disclosed and, if necessary, reviewed and resolved, rather than regulate or eliminate all conflicts. Thus, an integral part of the policy is a disclosure mechanism whereby board members regularly review their roles on other boards and activities with their responsibilities to the SMSU clearly in mind.

DEFINITIONS

Conflicts of Commitment

By accepting an appointment to the SMSU Board of Directors, an individual makes a commitment to the SMSU that is understood to be a commitment in the most inclusive sense. Board members are expected to act with professional loyalty with their roles as members of the SMSU Board of Directors. Accordingly, board members should arrange outside activities, loyalties and financial interests so as not to interfere with this responsibility.

General Duty of Care: Directors of Public Benefit Corporations, such as the SMSU, are held to a general duty of care. This standard requires that a board member follow the “prudent person” rule. The board member must act in good faith, in the best interests of the corporation, after reasonable inquiry, with the care of an ordinary prudent person under similar circumstances. Board members should use this standard to gauge their involvement in other organizations or entities. Most important is the legal requirement to act in the best interest of the SMSU. (CA Corp. Code 5231(a))

Outside Directorships and Activities: The SMSU Board of Directors recognizes that its members may participate as officers and board members of other campus organizations and entities. The SMSU encourages such involvement to the extent that these activities serve the SMSU’s interest as well as those of the participant.

Participation in Decisions Affecting Other Interests: Board members must be aware that situations may arise where they may be asked by the SMSU Board of Directors to participate in a decision that may affect an organization or entity which that board member represents in another capacity. Likewise, a board member may be asked by another organization to participate in a similar decision affecting the SMSU. This includes participation in discussions, voting, or the mere presence during deliberations, discussions or voting on such matters. In such cases, board members must act in a manner consistent with their professional loyalty and fiduciary obligation to the SMSU. If uncertain that a conflict exists, board members should recuse themselves from discussions, deliberations and voting on the matter or follow the disclosure procedures outlined under **Disclosure and Review Procedures**.

Board members have a duty to present to the board of directors information that they may obtain which could potentially hurt the SMSU, including but not limited to, its current and future operations, goals or status, even if it involves another member of the board (i.e., a vendor recommended by a fellow board member is a relative of the board member, or a fellow board member has submitted a false expense report.) All board members shall maintain the confidentiality of any and all sensitive or confidential matters discussed by the board of directors or its sub-committees, as well as issues discussed in closed sessions of the board of directors.

Conflict of Interest

Financial Interest: Board members are considered to have a conflict of interest when they, any family member or any associated entity possesses a financial interest in an activity that involves their responsibilities as members of the SMSU Board of Directors. No member of the board shall be financially interested in any contract or other transaction entered into by the board of which he/she is a member, and any contract or transaction entered into in violation of this section is void. (CA Education Code 89906)

No contract or other transaction entered into shall be void, nor shall any member of the board be disqualified or deemed guilty of misconduct if:

1. Such financial interest is disclosed or known to the governing board and noted in the minutes, and the governing board thereafter authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient for the purpose, without counting the vote or votes of such financially interested member or members, and
2. The contract or transaction is just and reasonable for the SMSU at the time it is authorized and approved. (CA Education Code 89907 (a)(b))

These exceptions will not apply if one of the following circumstances exists:

1. The contract or transaction is between the SMSU and a member of the SMSU Board of Directors.
2. The contract or transaction is between the SMSU and a partnership or unincorporated association of which any member of the board of directors is a partner, or in which he/she is the owner, holder, directly or indirectly, or a proprietorship interest.
3. The contract or transaction is between the SMSU and a corporation in which any member of the board of directors is the owner, holder, directly or indirectly, of five percent (5%) or more of the common stock.
4. A board member is interested in a contract or transaction, and without first disclosing such interest to the board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction. (CA Education Code 89908 (a) (b) (c) (d))

Utilization of Public Information: It is unlawful for any person to utilize any information, not a matter of public record, which is received by him/her by reason of his/her membership on the SMSU Board of Directors, for personal pecuniary gain, regardless of whether he/she is not a member of the board at the time such gain is realized. (CA Education Code 89909)

Self-Dealing Transactions: Member of the board are prohibited by law from engaging in self-dealing transactions to which the SMSU is a party and in which one or more

members have a material financial interest. A mere common directorship is not in itself a material financial interest. (CA Corp. Code 5233(a), 5234) Exceptions from the definition of self-dealing transactions are:

1. Actions fixing the compensation of board members;
2. Transactions that are part of public or charitable programs that benefit a class of which board members or their families are members;
3. Transactions of which interested board members had no actual knowledge and which do not exceed one percent (1%) of the SMSU's gross annual receipts or \$100,000, whichever is smaller. (CA Corp. Code 5233(b)(1)(2)(3))

Board members are thus liable to the SMSU for self-dealing transactions unless the transaction was approved by one of the following:

1. Approval by the Attorney General, or by the court in an action in which the Attorney General was an indispensable party, either before or after consummation of the transaction;
2. Approval before the consummation of the transaction by a disinterested board, under the following circumstances:
 - a. The SMSU entered into the transaction for its own benefit.
 - b. The transaction was fair and reasonable to the SMSU.
 - c. A more advantageous arrangement could not have been made with reasonable effort.
 - d. Interim approval by a committee having authority for the board where immediate action was needed and action by the full board was not feasible, and ratification by the full board at its next meeting, under the circumstances listed in (2) above. (CA Corp. Code 5233 (d)(1)(2)(3))

DISCLOSURE AND REVIEW PROCEDURE

If a board member finds that he or she is faced with a possible conflict, the board member shall inform the Chair of the board, in writing, who shall have the affirmative duty to advise the Policies & Procedures Committee of the conflict as soon as possible.

The Policies & Procedures Committee, in consultation with the SMSU's attorneys, all review the circumstances surrounding the possible conflict and shall make a determination if an actual conflict exists. If a conflict is found to exist, the committee shall present the information to the board member, with a recommendation that the board member shall recuse himself or herself from any further discussions, deliberations, voting or presence on the matter to alleviate or avoid the conflict or potential conflict, or take other appropriate action as required.

If a board member has knowledge of a possible or actual conflict involving another member of the board, the board member who has acquired the information has an affirmative duty to disclose, in writing, such information to the Chair of the board.

Procedures as outline above shall subsequently be followed. In such cases where such a possible or actual conflict involves the Chair of the board, the disclosure shall be made, in writing, to at least one member of the Policies and Procedures Committee, who shall then follow the procedures above and inform the Chair if a conflict is determined to exist, and a recommendation as described above.

If the Policies and Procedures Committee determines that a board member has knowingly violated this Conflict of Interest Policy by failing to disclose a possible conflict of interest, by ignoring the board's directive to cease or modify activities or conduct posing a conflict or potential conflict, or in any other manner knowingly and purposefully acted in a way that violated the spirit or purpose of this Conflict of Interest Policy, the committee shall recommend disciplinary action to the board. Such action shall include, but not be limited to, a notice to the board member's appointing constituency or body of the specific activities or conduct which constitute the violation, the specific provisions of this Conflict of Interest Policy which have been violated, with a recommendation for an appropriate sanction or sanctions by that constituency or body.

Approved SUBOD 3-14-02

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

BOARD & STAFF RESPONSIBILITIES

The following outlines the roles and responsibilities of the Board, the Executive Director and the Staff of the SMSU.

The Board is responsible for the functions of the agency (policies, community relations, oversight). The Executive Director is hired to provide administrative and program expertise in order to implement the policies of the Board.

The most effective Boards are ones that have a well-balanced working relationship with the Executive Director and Staff. In order to approve policies that have a lasting impact on students and the university community, it is important to combine the expertise of the SMSU Staff along with the knowledge, perspective and energy of the Board.

ACTIVITY	RESPONSIBILITY
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PLANNING:

Direct the process of planning	Executive Director/ Staff
Provide input on long range planning goals	Joint
Approve long range planning goals	Board
Develop objectives for annual goals <i>*With input from the Board</i>	Staff*
Formulate annual goals and objectives <i>*With input from Staff</i>	Board*
Approve annual BOD goals and objectives	Board
Prepare performance reports on achievement of goals and objectives	Staff
Monitor achievement of goals and objectives	Joint
Approve policy changes and additions	Board

BUDGET:

Prepare preliminary budget	Staff
Finalize and approve budget	Board
Ensure that expenditures are within budget during the year	Executive Director & Staff
Solicit contributions in fundraising campaigns (student referenda/donor solicitation)	Joint
Organize fundraising campaigns	Joint

Approve expenditures outside the authorized budget <i>*Board approves on a quarterly or as-needed basis.</i>	Board*
Ensure annual audit of organization accounts <i>*Board ensures; Staff directs</i>	Joint*
Increase SMSU student fee (campus-wide referenda/alternative consultation) <i>*Campus President approves</i>	Joint*
Decide which bank to use for the SMSU checking account	Staff
Select/Approve the firm to audit the SMSU finances <i>*With Staff & Audit Committee input</i>	Board*
Decide which services to increase or cut back within the budget <i>*As long as it is within the overall bottom line</i>	Executive Director & Staff*
Approve fiscal procedures within policy parameters	Executive Director
Recommend changes to fiscal policy	Executive Director & Staff
Approve changes to fiscal policies	Board

PROGRAMMING/SERVICES:

Assess stakeholders (customers, community) needs	Joint
Oversee evaluation of products, services and programs	Joint
Maintain program records; prepare program reports	Staff
Review program records and reports	Board
Enter into or cancel a vendor contract	Executive Director
Propose/develop and process bids within budget & policy parameters	Staff
Approve bids within budget & policy parameters	Executive Director
Propose/develop and process bids outside of budget & policy parameters	Board

PERSONNEL:

Employ Chief Executive <i>*Board makes a recommendation; the Vice President of Student Affairs and the President of the University make the final approval</i>	Board*
Direct work of staff	Executive Director & Staff
Hire and discharge staff members	Executive Director
Decision to add staff positions <i>*Temporary & Vacant Positions by Executive Director New positions by Board</i>	Executive Director/Board*
Settle discord or performance issues amongst staff <i>*If a Board member observes a staff member not performing their duties they should contact the Executive Director. It is not consistent with employment law for Board members to</i>	Executive Director & Staff*

<i>reprimand/correct an employee.</i>	
Set salary for new staff <i>*Within the parameters of Board-approved salary range and budget</i>	Executive Director*
Review and approve personnel policies	Board
Implement personnel policies	Executive Director & Staff
Revise/Reorganize employee job descriptions	Executive Director & Staff
Change the personnel evaluation form	Executive Director & Staff

COMMUNITY/CAMPUS RELATIONS:

Enhance the SMSU's public image	Joint
Write news stories	Staff
Provide cooperative linkages with other organizations	Joint

BOARD COMMITTEES:

Recruit and Appoint Committee members <i>*Recruit with Staff assistance.</i> <i>*Board Chair proposes members & makes initial assignments.</i> <i>*Board approves Committee members quarterly.</i>	Board*
Appoint Committee Chairs <i>*Board approves recommendation</i>	Chair of the Board/ Board*
Call Committee Chair to urge him/her into action	Board/Chair
Promote attendance at Board/Committee meetings	Chair of the Board/ Board*
Recruit new Board members <i>*Staff initiates support pieces/ Board provides follow-through & staffing of recruitment efforts</i>	Board/Staff*
Encourage Board and Committee membership	Joint
Plan Agenda for Board and Committee meetings	Joint
Take minutes at Board and Committee meetings	Staff
Plan and propose Committee organization/reorganize. <i>*Board must approve Standing Committee guidelines via Bylaws and Ad-Hoc Committees & guidelines via BOD action items.</i>	Joint/Board*
Prepare exhibits, materials, and proposals for Board and Committees	Joint
Sign legal documents	Executive Director
Draft changes to the Bylaws	Joint
Approve changes to the Bylaws	Board
Follow-up to ensure implementation of Board and Committee	Executive Director

decisions	& Staff
Settle issues between Committees	Board
Train volunteer leaders	Joint
Provide continuity for the organization	Joint

*Please see notation related to the responsible entity
Based upon procedures from CSU Northridge USU 2008



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors**

2025-2026 Meeting Dates

September 3, 2025

October 1, 2025

November 5, 2025

December 3, 2025

February 4, 2026

March 4, 2026

March 25, 2026

April 8, 2026

April 22, 2026

May 6, 2026 (Annual)

All meetings are held on **Wednesday** from **3:30 – 5:00 p.m.** in the SMSU North Student Chambers 3305 and via Zoom (Meeting ID: 85875529320).



**California State University, San Bernardino
Joint SMSU and ASI Board of Directors Summer Training**

Summer Training Dates

Dates:	Time:	Location:
June 10, 2025	9:30am – 3:00pm	Student Chambers, SUN-3305
June 11, 2025	9:00am – 4:00pm	Student Chambers, SUN-3305
June 16, 2025	9:00am – 4:30pm	Student Chambers, SUN-3305
June 30, 2025	7:00am – 1:00pm	Team Building at LCC Outdoor Course

Camping Trip

Dates:	Time:	Location:
July 22 – 24, 2025	All Day	Big Bear, CA